

Scope of services: RETEMS Logistics is a provider of International Freight Forwarding, Warehousing and Customs Clearance Services.

Statement: RETEMS Logistics always conduct our own services honestly and expect our personnel and partners to do the same. Our company requests its employees to conduct themselves in a businesslike manner. Drinking, gambling, fighting, swearing, and similar unprofessional activities are strictly prohibited while on the job. Our employees must act in an ethical manner in order to provide excellent Customer service.

Definitions:

- **Ethics** - moral principles that govern a person's behavior or the conducting of an activity.
- **Promotion** - an activity that supports or encourages a cause, venture, or aim.

Responsibilities: All our employees shall:

- Act in an honest and truthful manner;
- Treat other individuals fairly and with respect;
- Be accountable for actions taken and avoid financial burden or other obligation to outside individuals or organizations that might influence the performance of official duties;
- Comply with this code and the procedures underlying its provisions as condition of employment or contract agreement.

Expectations from interested parties: We expect and request our Competitors, Customers, Suppliers and other external interested parties to comply with ethics norms.

Reporting: Our employees shall immediately report to management any concerns related to ethics norms. Any person reporting a suspected violation of this policy will never be subject to disciplinary action or retaliation for the act of making the report.

Confidentiality: If reporter does not feel comfortable stating his/her name – he/she can make report confidentially. No attempt from management will be made to identify the individual. Information provided by the individual, or obtained in the course of investigation, will be treated as confidential to the extent permitted by law.

Disciplinary measures: Any our employee or partner which violates these requirements in connection with RETEMS Logistics business will be subject to disciplinary measures, up to and including termination of labor contract in the case of an employee, or termination of business relations in the case of a external party and, where appropriate, referral of the matter to relevant law enforcement authorities.

Communication: The promotion of ethics norms policy principles will regularly be communicated and available to staff at all times. To involve our Customers, and any interested parties with a legitimate interest in our commitment, this Policy Statement is made available on our website <https://retemsgroup.com/>

Director:

Mehdiyev S.L.

