

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

**Statement:** Client's, projects, business, personal and other types of information and intellectual property is one of the company's most valuable assets and should be treated accordingly. RETEMS Logistics expects that its employees will not, without the prior written permission from the company management, during employment, or at any time after employee leaves RETEMS Logistics to either disclose or allow to be disclosed or use any confidential information concerning the business dealings, affairs or conduct of RETEMS Logistics or any of its employees, Clients or business partners nor to allow intellectual property to be compromised.

**The following are examples of some types of confidential information that you may become aware of while working at RETEMS Logistics:**

- Business plans;
- Financial information of the company;
- Agreements and a list of customers, data on market share and agreements with customers;
- Financial information about potential acquisitions;
- Intellectual property, such as trademarks, patents and copyrights.

**Definitions:**

- **Confidential Information** - all information that either party discloses (a "Disclosing Party") to the other party (a "Receiving Party"), whether in writing, electronically, or orally and in any form (tangible or intangible), that is confidential, proprietary, or relates to Clients or shareholders (each either existing or potential).

**Responsibilities:** All of our employees shall avoid using any confidential information regarding business relationships, affairs or conduct for other purposes without the prior written permission.

**Expectations from interested parties:** We expect and request our competitors, Customers, Suppliers and other external interested parties to comply with applicable national and international laws, standards, codes, expectations and relevant requirements related to maintaining of confidential company information.

**Reporting:** Our employees shall immediately report to management any concerns about breaches of confidential company information. 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 maintaining of confidential company information policy principles will regularly be communicated and available to staff at all times. To involve our Customers, and an 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.**

Date: October 1, 2021

