



## Gratuities, Gifts or Benefits policy

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

**Statement:** Our organization doesn't prohibit receiving of gifts, entertainment and hospitality if they are reasonable, proportionate and made in good faith and in compliance with local and international legislation and our company policies or procedures.

Gifts, Treats or Entertainment worth 55 AZN do not require permission from the Director. In any case, all gifts worth more than 55 AZN must be agreed and approved by the Director.

**Definitions:**

- **Gratuity** - a tip given to a waiter, taxi, cab driver, etc.
- **Gift** - a thing given willingly to someone without payment; a present.
- **Benefit** - an advantage or profit gained from something.

**Responsibilities:** All our employees shall comply with all rules and procedures concerning gratuities, gifts or benefits.

**Expectations from interested parties:** We expect and request our Competitors, Customers, Suppliers and other external interested parties not offer to RETEMS Logistics employees any gratuities, gifts or benefits in return for improved service or purchase order. Such behavior may result in termination of contract agreement.

**Reporting:** Our employees shall report to management about any gratuities, gifts or benefits issues. 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 an external party and, where appropriate, referral of the matter to relevant law enforcement authorities.

**Communication:** The gratuities, gifts or benefits 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.

Date: October 7, 2021

