

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

Statement: RETEMS Logistics accepts that all human beings are born free and equal in dignity and rights. They are endowed with reason and conscience and should act towards one another in a spirit of brotherhood. All people have the right of self-determination. By virtue of that right they freely determine their political status and freely pursue their economic, social and cultural development.

All people may, for their own ends, freely dispose of their natural wealth and resources without prejudice to any obligations arising out of international economic cooperation, based upon the principle of mutual benefit, and international law. In no case may a people be deprived of its own means of subsistence. We also, respect our individual abilities and actively promote tolerance and diversity. We recognize and promote creativity and the benefits to be gained from drawing upon the experience and knowledge of people from all parts of the world.

Definitions:

- **Human rights** - the basic rights and freedoms that belong to every person in the world, from birth until death.
- **Diversity** - the practice or quality of including or involving people from a range of different social and ethnic backgrounds, different genders etc.

Responsibilities: All our employees should be aware of their human rights under the 9th Code of the Labor Code law of the Azerbaijan Republic. Avoid taking any action of a discriminatory nature, especially as regards to origins, religion, age, race, color, nationality, political sights, gender and any other aspect for all of our workforce and others. Our company adopts a zero-tolerance approach towards violation of human rights, bullying and harassment.

Expectations from interested parties: We expect and request our Competitors, Customers, Suppliers and other external interested parties to comply with applicable policies, rules and requirements related to human rights and diversity.

Reporting: Our employees shall report to management about any unpleasant cases related to human rights. 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 human rights protection 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 1, 2021

