

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

Statement: The purpose of this policy is to outline the process whereby individuals can share or report concerns to management and ensure that due diligence is exercised in responding to any and all reports of potential violations of RETEMS Logistics procedures, local and international laws, regulations, policies or ethic norms, from any source.

Definitions:

- **Confidential Report** - the information that is confidential is meant to be kept secret or private.

Responsibilities: RETEMS Logistics will:

- Familiarize the staff with their responsibilities in regards to reporting any concerns related to any issue which has to be improved;
- Regularly review employees reports, concerns, complaints and suggestions;
- Conduct investigation of raised issues and take appropriate corrective actions;
- Ensure the anonymity, of all persons who choose to report and remain unknown;
- Protect reporter(s) from any pressure, harassment or victimization.

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, expectations and relevant requirements related to confidential reporting.

Reporting: Our employees shall report to management any concerns, which have negative affect on health, safety and security of any persons and potential violations of RETEMS Logistics procedures, codes, local and international laws, regulations, policies or ethic norms, from any source.

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 Confidential Reporting 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

