



Fair Working Environment policy

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

Statement: RETEMS Logistics is committed to providing a working environment for its entire staff that is comfortable and free from all forms of bullying and harassment. The company adopts a zero-tolerance approach towards bullying and harassment and any employee who is found to have harassed or bullied a colleague will be subject to disciplinary action, up to and including summary dismissal.

Definitions:

- **Fair work environment** - building a fair work environment involves earning employees' trust at all levels of the company. Small businesses with a firm commitment to human resources ethics can realize strong competitive advantages through a loyal and trusting workforce.

Responsibilities: Our management shall comply with all national laws, regulations, codes and procedures concerning fair work process.

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 fair working environment.

Reporting: Our employees shall immediately report to management any concerns related to unfair working environment. 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 Fair Working Environment 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

