



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

Statement: RETEMS Logistics understands that as a local employer we have a social responsibility to the communities where we do our business. This responsibility extends to providing employment opportunities to local people, through to the purchase of goods and services from local suppliers.

Definitions:

- **Social responsibility** - an ethical framework and suggests that an individual has an obligation to work and cooperate with other individuals and organizations for the benefit of society at large.

Responsibilities: All of our employees must be socially responsible to maintain a balance between the economy and ecosystems.

Expectations from interested parties: We expect and request our Competitors, Customers, Suppliers and other external interested parties to comply with expectations and relevant requirements related to social responsibility.

Reporting: Our employees shall immediately report to management about any social responsibility 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 a external party and, where appropriate, referral of the matter to relevant law enforcement authorities.

Communication: The social responsibility 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.

