



Promotion of learning 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 understands that its employees will want to develop their careers with the company, and it is company's policy to announce vacancies within the company first. Employees are encouraged to apply to vacant posts if they have appropriate qualifications, skills, and experience.

Definitions:

- **Learning environment** - conventionally seen as a means of improving the skills of employees and enhancing their knowledge.

Responsibilities: Our employees must participate and share conscious thinking and development based on real-life experience and knowledge to achieve individual and organizational goals in the workplace or in the work context.

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 our learning environment.

Reporting: Our employees shall immediately report to management about any dissatisfaction with the learning 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 promotion of learning 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

