

**Prohibition on use of weapons 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 maintains a workplace free of presence, carrying or use of firearms and other lethal or non-lethal weapons and states that coming to the workplace with any type of weapon as well as usage, selling, purchasing, distribution, or possession of weapons on company property is strictly prohibited. Company management will immediately apply to authorities (Police) in case of any confirmed presence of weapons at workplace.

Definitions:

- **Prohibition** - the act or practice of forbidding something by law; more particularly the term refers to the banning of the manufacture, storage (whether in barrels or in bottles), transportation, sale, possession, and consumption of alcoholic beverages. The word is also used to refer to a period of time during which such bans are enforced.
- **Weapon** - a thing designed or used for inflicting bodily harm or physical damage.

Responsibilities: All management and employees are committed to NEVER use a weapon in the workplace.

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 prohibition on use weapons.

Reporting: Our employees shall immediately report to management about the case of illegal use of weapons in the workplace. 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 prohibition on use of weapons 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.

