



Correct use of customers property policy

RL.IMS.QAD.POL.019

1/1

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

Statement: RETEMS Logistics ensures the correct use of clients' property. RETEMS Logistics establishes and maintains a procedure for inspecting, storing and maintaining Customer-supplied products for conversion, manufacture according to Customer requirements.

Definitions:

- **Property** - a thing or things belonging to someone; possessions collectively.
- **Customer** - a person or company who buys goods or services from a shop or business.

Responsibilities: Our employees are responsible for taking all necessary measures to prevent damage to the Customers' property.

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

Reporting: Our employees shall immediately report to management any damage to the property of the Customers. 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 correct use of Customers property 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.

