



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

Statement: RETEMS Logistics states that a conflict of interest may occur when employee's interests or activities affect their ability to make objective decision for an organization. An actual, potential or perceived conflict of interest exists when an employee could be influenced by a personal interest in the course of his/her official duties. Many different types of conflicts of interest at workplace can occur, such a:

- Outside jobs and affiliations with Competitors, Customers or Suppliers
- Working with close relatives, especially those who are government officials
- Serving as a board member of another organization
- Investments, including those of close relatives, which might influence or appear to influence your judgment.

Definitions:

- **Conflict of interests** - a situation in which the concerns and aims of two different parties are incompatible.

Responsibilities: Our organization is responsible for complying with all applicable laws, standards, codes, expectations and relevant requirements of internal and external interested parties to avoid conflict of interest in any appearance. RETEMS Logistics encourages all employees to disclose situations that might create a conflict or even an appearance of a conflict.

Expectations from interested parties: We expect our Competitors, Customers, Suppliers and other external interested parties to perform high standards of business ethics and conduct themselves in a businesslike manner.

Reporting: Our employees shall immediately report to management any conflict of interest that may compromise ability to perform employees role in an impartial manner. 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 conflict of interests 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.

