



Behavior outside of organization policy

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

Statement: When dealing with anyone outside of the RETEMS Logistics including public officials, our employees must take care not to compromise the integrity or damage the reputation of either the RETEMS Logistics, or any outside individual, business, or government body.

Definitions:

- **Behavior** - the way in which one acts or conducts oneself, especially toward others.

Responsibilities: Our employees shall follow the rules of behavior outside of organization.

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

Reporting: Our employees shall immediately report to management any concerns related to behavior outside of organization. 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 behavior outside of organization 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.

