



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

Statement: This document records our beliefs and values and sets down our commitment to honesty, integrity and the promotion of an open and diverse business culture. It also sets down the key commitment that we must at all time maintain high ethical standards wherever we conduct our business.

Definitions:

- **The code of business conduct** - a set of principles designed to guide workers to conduct themselves with honesty and integrity in all actions representing the company.

Responsibilities: Our company is committed to creating an open, constructive and efficient work environment in which all parties feel confident to raise concerns and seek advice.

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, expectations and relevant requirements related to the code of business conduct.

Reporting: Our employees shall immediately report to the management any concerns related to violations of requirements related to the code of business conduct. 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 code of business conduct 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.

