



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

This policy applies to all workers and includes employees and contingent workers, non-RETEMS Logistics workers including contractors, joint ventures, third-parties, or other agents (hereafter referred to as "User") engaged by RETEMS Logistics worldwide. Where these standards are not followed, this should be highlighted to the Director.

Statement: The purpose of this policy is to comply with data protection and privacy laws globally. As a responsible company we respect the personal data and data protection rights of all individuals. This policy explains that you must comply with the handling personal data of clients, contacts, suppliers and colleagues.

Definitions:

- **Data transfers** - Any information can only be transferred outside the country in which it was collected that lawfully and appropriately. Where any data is transferred, appropriate arrangements must be in place with any third party who will receive or process the data.

Responsibilities: RETEMS Logistics will:

- Familiarize the staff with their responsibilities in regards with compliance with data protection and privacy laws;
- Regularly review employees' reports, concerns, complaints and suggestions;
- Conduct investigation of raised issues and take appropriate corrective actions;
- Ensure the anonymity, of all persons who choose to report and remain unknown;
- Protect reporter(s) from any pressure, harassment or victimization.

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

Reporting: Our employees shall immediately report to management about any Data Protection issues. 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 an external party and, where appropriate, referral of the matter to relevant law enforcement authorities.

Communication: The Data Protection 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: Sema Mehdiyev



Date: 21.11.2022