

GIFTS AND ENTERTAINMENT POLICY

Purpose

As a business we pride ourselves on the relationships we have with the organisations and people we do business with, and the difference we make together in creating better experiences for our customers. One of our core values is 'We do the right thing' and this important core value applies to every aspect of our business, including the way we interact with our Customers and other stakeholders.

We are committed to being honest and objective and acting with integrity every day. To help our team remain objective, avoid the perception of impropriety, and create a level playing field for all of our partners, our Gift and Entertainment (G&E) Policy is to not accept gifts, and only to accept entertainment in accordance with this Policy. This includes from any Customer, potential Customer, government, or any person we believe may be seeking to influence our business decisions or transactions. Examples of gifts and entertainment include things such as physical products, Customer-paid trips, tickets to sport or entertainment events, and any other personal favours.

Scope

This Policy applies to all team members who work for FREIGHT MASTERS LLC in Azerbaijan, Georgia and overseas.

Principles

- Modesty and reciprocity, are foundational principles of the FREIGHT MASTERS LLC Gifts and Entertainment policy
- When working with partners you are acting as a representative of FREIGHT MASTERS LLC. Therefore the standards of behaviour covered in the Code of Conduct and Appropriate Workplace Behaviour and other policies, apply
- We want our relationships with partners, consisting of product Customers, service Customer agencies, partners, and consultants to be a positive point of difference for FREIGHT MASTERS LLC and to be a reflection of our core values

Gifts

- No team member in FREIGHT MASTERS LLC is permitted to accept a gift of any monetary value from a Customer or other stakeholder.
- We understand it may be difficult in some circumstances to decline a gift, however every effort should be made to do so courteously, by reference to FREIGHT MASTERS LLC' policy.
- Any gift which is received, must be logged in the G&E Register. It should ideally be returned to the gift giver, or, if this is impossible or inappropriate, should be used for charity or raffle prizes.
- Team members should not accept donations from Customers, examples include donations paid to charities or local kids sports clubs on the team member's behalf.

FREIGHT MASTERS LLC

Emil Rzayev

