



✦ **Azerinsaatservis LLC**
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HUMAN RESOURCES POLICY

We take care of the continuous development of our employees. Today, the development of our human resources is the key factor in realizing our plan for becoming a worldwide service company. We assist our employees in correct management, education and training, development and orientation.

As Azerinsaatservis LLC., we try to create a workplace which is free of dangers, supports expert and team work, and inspires confidence. Each individual working for Azerinsaatservis LLC. contributes to our achievements and the creation of the big company. By collaborating and grounding on different skills and point of views, we will strive for discovering new and innovative opportunities for our company.

We are stubborn in the creation of a workplace which inspires mutual confidence and where diversity as well as equality is highly esteemed and everybody working for Azerinsaatservis LLC. is approached with respect and love. We employ people regardless of their race, color, religion, gender, age, ethnicity, sexual orientation, gender identity, marital status and degree of disability. They will regard themselves as a part of an organization evaluating the personal quality comprising of various resources.

Fair approach and collaboration opportunities

Azerinsaatservis LLC. is a company operating in two countries and having approximately 1500 employees. Our power is based on the diversity of our employees. Each employee is accepted as a significant member of the community carrying out activities throughout the world. We respect to the rights and dignity of all our employees.

As Azerinsaatservis LLC., we try to create a workplace which grounds on mutual confidence and respect and where diversity as well as equality is esteemed. Within this framework, each individual working for Azerinsaatservis LLC. has the following characteristics:

- He / she is aware of the expectations from him / her in the workplace.
- He / she is ready for open and constructive business conversations.
- He / she receives help so as to develop the skills he / she has.
- He / she is evaluated according to his / her business results in that achievement-based system and awarded in the competitive environment.
- He / she contributes to the improvement of his / her team's business indicators and his / her opinions are listened.
- He / she encounters fair approach without discrimination and within the scope of respect and confidence.
- He / she feels the support of the management in terms of individual priorities.

A workplace with respectful approach yet free of pressure

We believe that each employee in Azerinsaatservis LLC. deserves an approach that is fair, respectful and full of confidence.

Azerinsaatservis LLC. never accepts malicious approach to or pressure on the employees, contractors, buyers and other parties.

Privacy and Confidentiality of Employee Information

Azerinsaatservis LLC. is attentive to keep the personal information about employees confidential. The confidentiality policy of Azerinsaatservis LLC. is intended for only taking and protecting the personal information about employees necessary for efficient operation or required pursuant to the rules of our workplace.