



## AZERCELL 3rd PARTY CODE OF CONDUCT

### INTRODUCTION

**Note:** The 3rd Parties are construed as suppliers (as well as strategic suppliers), partners, individual entrepreneurs and legal entities of "Azercell Telekom" LLC.

"Azercell Telekom" LLC (hereinafter "Azercell") is a leading supplier of telecommunication services as well as a significant part of social and economic infrastructure.

By adopting the present 3rd Party Code of Conduct we aim at increasing suppliers' awareness of our business standards and sustainability requirements. As all our employees are to adhere to Code of Ethics and Conduct, all 3rd parties cooperating with Azercell are responsible for complying with the requirements of the Code of Conduct. This obligation also applies to the provisions different from the normative legal acts of the 3rd Party Code of Conduct unless they do not contradict the valid legislation.

The requirements of the current 3rd Party Code of Conduct apply to business entities indulged in the entrepreneurship activity and involved in the business cooperation with Azercell, their employees, contractors of any status and all other persons involved in this cooperation.

Each supplier of Azercell shall ensure the implementation of its business activity in compliance with the 3rd Party Code of Conduct and participate in the evaluation process conducted by "Azercell", if required. Azercell preserves the right to verify that the Supplier complies with the requirements of the 3rd Party Code of Conduct. In case of revealing out any incompliance in Supplier's business activity, the Supplier shall submit its correction plan to Azercell for their elimination within mutually agreed period of time to be approved and implemented after due approval.

## 1. SOCIAL REQUIREMENTS

### 1.1 HUMAN RIGHTS

The 3rd Party and its contractors shall treat all employees with respect and dignity, ensure all their basic human rights as well as increase their awareness of legal rights.

Special attention shall be paid to securing the privacy of employees, customers and other partners and their freedom of expression.

Equality of rights and freedom for all, regardless of race, ethnicity, religion, language, sex, origin, property status, position, beliefs, membership in political parties, trade unions and other public associations, are guaranteed. Restrictions or discrimination on the basis of race, ethnicity, religion, language, sex, origin, belief, political or social affiliation are not allowed.

No employment contract shall be established with anyone who has not reached the minimum age set by the employment law; the requirements of the labor law shall be followed in regard to employees of other different categories.

## **1.2 LABOR RIGHTS**

The 3rd Parties shall enter with employees of any status into employment agreements that are compiled in a comprehensive language and meet the requirements of the valid legislation of the relevant countries. Terms and conditions of work, including job title, job responsibilities, monthly salary and payment procedures, worktime and overtime payment, social protection, employment contract termination rules and other provisions regulating the labour relations shall be set forth in the Employment Contract. Weekly timetables as well as additional working hours shall not exceed the limit set by the applicable legislation of the relevant countries.

Salaries and payment conditions shall be fair and meet the basic needs, must not be less than the minimum salary rate, including benefits and allowances, defined by the local legislation.

Due interpretation and explanation of the terms of the Employment Contract shall be provided to employees. Employees shall also be able to freely apply with their proposals and complaints without being subjected to harassment and pressure, and such appeals should be encouraged.

Employees shall be provided with a healthy, safe and secure working environment and conditions that meet their basic needs.

## **1.3 OCCUPATIONAL HEALTH**

The 3rd Parties shall provide their employees with safe and healthy work conditions. The 3rd Parties shall act in compliance with the following main principles of the occupational health policy and demonstrate an effective performance in these directions:

- on-going improvement of labor conditions and occupational health;
- taking continuous preventive measures for preventing industrial accidents, injuries and occupational illnesses;
- prioritizing the life and health of the employee over the results of commercial activities;
- providing employees with special coveralls/overalls and other means of personal protective equipment;
- conducting continuous health and safety trainings, increasing employees' safety awareness.
- protecting material, social and moral interests of employees who have suffered from an industrial accident or occupational illness;
- adhering to the applicable legislation of the relevant countries as well as national and international standards set forth in legally effective international norms including OHSAS 45001/18001 standard.

## **2. ANTI-CORRUPTION REQUIREMENTS**

Any form of corruption, including threats, offering or demanding bribery, fraud, money laundering and other illegal activities, are strictly prohibited.

No one shall directly or indirectly offer, demand, give or accept any monetary rewards, gifts or other material benefits, including anything of value in order to influence his / her entrepreneurship activity and / or for personal gain. These requirements ( including requirements of ISO-37001 standard) apply to all persons involved in the business cooperation on behalf of both Azercell and the 3rd Parties.

Azercell employees are strictly prohibited to receive or give any gifts not covered by the company internal procedures during the procurement processes.

Azercell employees may only offer and receive gifts of limited value that are admissible by company internal procedures, clearly reflecting business significance and purpose, consistent with the essence of business relations and business hospitality.

Fair competition rules shall be followed and personal relationships and interests should not affect business decisions.

An anti-corruption program developed in accordance with world practice shall be applied. The program as well as corresponding trainings and information shall be applied in a transparent and effective way.

### **3. ENVIRONMENTAL PROTECTION REQUIREMENTS**

The 3rd Party must possess a system on the environmental protection meeting ISO 14001 standard or equivalent to it national and/or international standard(s). They must reduce the negative impact on the environment resulting from their business activities and take independent and due measures to protect and develop existing flora and fauna.

The 3rd Party shall give a preference to the use of natural renewable energy sources, especially in the sensitive areas in order to increase the efficiency of the consumption of the water and other natural resources.

A process of monitoring emissions, wastewater, pollution and waste, including electronic waste, shall be established. All the activities regarding the accumulation, transportation and discharge of all types of waste shall be appropriately arranged and strictly controlled.

The 3rd Party shall reduce the environmental impact of land, sea and railway transportation to a reasonable extent. Fuel-efficient vehicles shall be preferred when transporting goods and rendering services to Azercell.

The 3rd Party shall regularly evaluate the use of chemicals and other substances and investigate the possibility of replacing them with less hazardous alternatives. Chemicals shall be used appropriately and safely in order to mitigate their negative impact on the environment. Chemical substances used by the 3rd Party shall be documented.

The 3rd Party shall not use hazardous substances prohibited by the legislation of the Republic of Azerbaijan.

In environmentally and socially-friendly products and services innovative aspects, for instance, eco-design in particular shall be promoted.

When installing and deploying antennas, towers and installations, electromagnetic waves, noise, visibility violations, property rights, compliance standards, environmental impacts, and public health and safety shall be considered.

### **4. COMPLIANCE REQUIREMENTS**

The terms set out in the 3rd Party Code of Conduct must be reflected in the agreements signed between the suppliers and various partners, and the 3rd Parties and the partnering companies, if required, shall participate in the self-assessment process conducted by Azercell. Azercell preserves the right to verify that the 3rd Parties comply with the Code of Conduct both inside and outside the office, as well as their adherence to the requirements in existing and planned activities.

The 3rd Parties shall submit all the necessary information on the conducted activity types required by Azercell for the preparation of various reports.

In case of not fulfilling the requirements stipulated in the Code of Conduct by the 3rd Party, Azercell shall be able to preserve the right to terminate the agreements signed with the 3rd Parties.