

APPROVED

_____ 20____

Member of the Board _____
(name, surname, signature)

Policy for management of cooperation partners and subcontractors

SIA DK UNITY, hereinafter referred to as the Company, adheres in its activities to the principles of responsible, fair and ethical commercial activities, providing high-quality and transparent services.

The purpose of the Company in selection of cooperation partners and subcontractors, hereinafter also referred to as the cooperation partners, is that the principles of its commercial activities are respected and are not questioned, and that the cooperation partners are known and understood.

The Company's cooperation partners, in order to ensure the principles of responsible, fair and ethical commercial activities:

1. Comply with all regulatory enactments and regulations applicable to its activities and cooperation with the Company;
2. Ensure the payment of taxes and payments equivalent thereto determined in the regulatory enactments;
3. Ensure in their activities a responsible attitude towards the environment, observing all respective regulatory enactments, are aware of their impact and ensure reduction of adverse impact on the environment;
4. Avoid situations of conflict of interest;
5. Do not allow bribery and corruption;
6. Ensure principles of fair competition;
7. Fulfil the requirements in respect of prevention of money laundering and terrorist financing, including compliance with international, national sanctions or sanctions imposed by a member state of the European Union and the North Atlantic Treaty Organization affecting significant financial and capital market interests, if these are not imposed on the cooperation partner or its beneficial owner;
8. Comply with the regulatory enactments on privacy and data protection;
9. Ensure confidentiality and security in respect of information provided by the Company and its cooperation partners, do not disclose commercial secrets if they became known during the cooperation process;
10. Create and maintain a safe and healthy work environment complying with all regulatory enactments and regulations applicable to their activities;
11. Observe human rights, labour rights and all requirements of regulatory enactments in respect of health and safety at work;
12. Ensure fair and appropriate wages;

13. Do not allow unauthorised forms of employment, do not practice forced labour, including physical or emotional violence;
14. Do not employ children who have not reached the age from which they may be employed. Children and young people who have reached the minimum age for commencement of employment, but have not reached the age of 18, are not employed in dangerous work or work threatening their health, safety or moral standing;
15. Do not allow discrimination based on biased attitude or prejudice, discrimination based on ethnic origin, gender, sexual orientation, marital status, pregnancy, presence or absence of children, religious affiliation, etc.

Cooperation partners before commencing the cooperation:

- Confirm acquaintance with this document and undertake to comply with the principles set by the Company;
- Undertake to inform the Company about any circumstances and/or changes that may affect the cooperation;
- Undertake to provide the Company with the requested information, as far as it does not contradict the regulatory enactments of the Republic of Latvia.

Note:

- *Cooperation Partners, their employees or any third parties acting on behalf of Cooperation Partners are prohibited from offering gifts or benefits to the Company's employees, if they can be a basis for questioning the objectivity of the Company's employee in relation to the Cooperation Partners;*
- *The procedure for evaluating Cooperation Partners and subcontractors implemented by the Company is applied to the verification of Cooperation Partners.*

Annexes:

1. Procedure for evaluating cooperation partners and subcontractors with annexes.

Member of the Board

Vladimirs Rusanovs