



## Code of conduct

### General principles

SIA Dinotrans shall comply with the laws and regulations of each country in which it operates.

Demonstrate and promote its commitment to responsible business.

Constantly working on improving its quality both in business and as an employer.

### Requirements on business partners

SIA Dinotrans prefers to work with service centers, spare parts suppliers, diesel suppliers, consultants and other business partners that share the principles expressed in this code of conduct.

### Business principles

**Accounting and reporting:** All financial transactions shall be reported in accordance with generally accepted accounting practices. The financial reports shall be in a transparent, truthful and timely manner with the aim of conveying a true view of SIA Dinotrans.

**Taxation:** SIA Dinotrans shall comply with the tax laws and regulations of each country in which it operates.

**Anti-corruption:** SIA Dinotrans and its suppliers shall ensure to adhere to the highest standards of moral and ethical conduct and not engage in any form of corrupt practices, including but not limited to extortion, fraud, or bribery.

**Money laundering:** SIA Dinotrans does not accept or support money laundering.

**Confidentiality:** SIA Dinotrans and its suppliers shall ensure to be careful with confidential information concerning SIA Dinotrans and its customers.

## **Principles of human rights and social justice**

**UN declaration of Human rights:** SIA Dinotrans and its suppliers shall support and respect the protection of internationally proclaimed human rights and make sure that they are not complicit in human rights abuses.

**Non-discrimination:** All employees shall have equal opportunities based on competencies, experience and performance regardless of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, union affiliation, social background or ethnic origin. All employees shall be treated with respect. Discrimination, physical or verbal harassment, or any illegal threats are not tolerated.

**Workplace practice:** The necessary conditions for a safe and healthy work environment shall be provided for all SIA Dinotrans employees.

**Forced labour:** SIA Dinotrans and its suppliers shall not engage or benefit from any use of forced or compulsory labour

**Wages and benefits:** SIA Dinotrans shall comply at least Latvian standard concerning wages and benefits. Social costs and taxes to the employees shall be paid in a legal way. The wages shall be paid at regular intervals no longer than one month in full and directly to the workers concerned. Such payments should be kept in appropriate records. Deductions from wages are permitted only under conditions and to the extent prescribed by the applicable law, regulations or collective agreement, and the company should inform the workers concerned of such deductions at the time of each payment.

**Drive and rest periods:** SIA Dinotrans shall ensure to comply with applicable EU-legislation of driver and rest periods and working hours.

**Freedom of association and collective bargaining:** SIA Dinotrans shall ensure to recognize the freely-exercised right of workers to join an association as permitted by and in accordance with all applicable laws and regulations

**Notification of employees:** SIA Dinotrans shall ensure to inform their employees in good time in case of significant changes that may affect them.

## **Environmental principles**

**Environment:** SIA Dinotrans shall ensure to work continuously with environmental improvements and minimize the environmental impact caused. Specific focus are emissions and greenhouse gas emissions.

