

9. Code of Conduct

9.1. Introduction

At Almet Group, we are committed to conducting business with integrity, transparency, and responsibility. This Code of Conduct outlines the ethical standards and expected behaviors for all employees, managers, board members, contractors, and third parties working with or representing the Almet Group of Companies.

This Code reflects our core values:

Agility, Loyalty, Market Intelligence, Empowerment, Transparency & Trust.

9.2. Purpose

The purpose of this Code is to:

1. Promote ethical behavior and decision-making
2. Define standards for professional conduct
3. Protect the company's reputation and interests
4. Foster a culture of accountability and respect
5. Ensure compliance with laws, regulations, and internal policies

9.3. Scope

This Code applies to:

- All employees of Almet Group (regardless of contract type or level)
- Senior leadership and board members
- Temporary workers, consultants, agents, and contractors
- Subsidiaries, joint ventures, and controlled affiliates

10. Our Core Expectations

10.1. Compliance with Laws and Regulations

All employees must comply with applicable:

- 1) Local and international laws
- 2) Industry regulations and standards
- 3) Internal company policies and procedures

11. Integrity in Business Practices

We do not tolerate:

- 1) Corruption, bribery, or kickbacks

- 2) Fraud, theft, or manipulation
- 3) Unfair competitive behavior or market abuse

All potential conflicts must be reported to HR or Compliance.

12. Respect in the Workplace

We promote a respectful, safe, and inclusive environment:

- 1) No discrimination based on gender, race, religion, age, sexual orientation, or any personal characteristics
- 2) Zero tolerance for harassment, bullying, or retaliation
- 3) Equal opportunities in hiring, promotion, and development

13. Health, Safety & Environment (HSE)

- 1) Employees are responsible for maintaining a safe workplace
- 2) Report hazards and unsafe behavior immediately
- 3) Follow all safety protocols and procedures

14. Use of Company Resources

Employees must:

- 1) Use assets (IT, equipment, finances) responsibly
- 2) Avoid misuse for personal gain or unethical activity
- 3) Protect company data and digital security

15. Communication & Representation

Only authorized personnel may:

- Represent the company publicly or in the media
- Speak on behalf of Almet in legal or business contexts

All communications—internal or external—must reflect our values and professionalism

16. Conflict of Interest

Employees must disclose any situation where personal interests may conflict with company interests, such as:

- Personal relationships affecting objectivity
- Outside employment with competitors, suppliers, or customers
- Financial interests in third-party transactions

17.Anti-Bribery & Anti-Corruption

Almet Group maintains zero tolerance for bribery in any form. Employees must never:

- Offer, give, or accept bribes or improper payments
- Use third parties to bypass ethical obligations

Gifts, entertainment, and hospitality must be:

- Reasonable in value i.e. max net value of gift value is accepted 50 AZN;
- Infrequent
- Not intended to influence decision-making

All questionable offers must be reported immediately.

18.Confidentiality & Data Protection

Employees must:

- Protect confidential company and client information
- Not disclose sensitive data to unauthorized parties

19.Speaking Up & Whistleblowing

We encourage employees to speak up without fear of retaliation. You must report:

- Violations of this Code
- Unsafe practices
- Ethical concerns Report Channels:
- Line Manager
- HR Department

All reports will be investigated fairly and confidentially.

20.Disciplinary Consequences

Violations of this Code may result in:

- Disciplinary action (warning, suspension, dismissal)
- Legal proceedings or liability
- Contract termination

21. Responsibility & Acknowledgment

Every employee is responsible for:

- Reading, understanding, and following the Code
- Reporting misconduct in good faith