

**CODE OF BUSINESS ETHICS OF SJSC RIGA INTERNATIONAL
AIRPORT**

**State Joint Stock Company RIGA INTERNATIONAL
AIRPORT
Code of Business Ethics**

**CODE OF BUSINESS ETHICS OF SJSC RIGA INTERNATIONAL
AIRPORT**

Table of Contents

1. Objectives of the Code	3
2. Scope of the Code	3
3. Terms and Definitions.....	3
4. Values and Basic Principles of the Code	3
5. Liability	6

CODE OF BUSINESS ETHICS OF SJSC RIGA INTERNATIONAL AIRPORT

1. Objectives of the Code

- 1.1. Establish uniform basic principles and standards of cooperation between the Airport and the Partner to promote fair business practices and respect for human rights, labour rights, and business ethics throughout the supply chain of the Airport and the Partner;
- 1.2. Ensure compliance with the provisions of the Code in the contractual relations between the Partner and the Airport;
- 1.3. Promote and encourage sound administration and socially responsible business practices.

2. Scope of the Code

- 2.1. The Code is binding on the Airport and its Partners.

3. Terms and Definitions

Code – Code of Business Ethics;

Airport – State Joint Stock Company RIGA INTERNATIONAL AIRPORT;

Partner – any person(s) with whom the Airport has a valid contract;

Supply Chain – a set of processes between the Partner and its suppliers for the manufacture, distribution and delivery of a specific product to the end customer. This cooperation involves a variety of activities, people, information and resources. The supply chain also represents the steps that shall be taken for a product or service to arrive from its original condition to the customer;

Parties – the Airport and the Partner, between whom a contract is concluded;

Contract – any contract concluded between the Airport and the Partner with partners or other parties selected in a procurement procedure, including any amendments and additional agreements, as well as any annexes thereto.

4. Values and Basic Principles of the Code

4.1. Social Standards

- 4.1.1. The Partner undertakes to ensure adequate working conditions in compliance with applicable national and international labour legislation.
- 4.1.2. The Partner is committed to upholding and protecting human rights and combating forced labour, child labour, modern-day slavery and human trafficking. This includes, inter alia, Partner's obligation to respect the human rights of its employees as defined by the UN human rights conventions. The Partner shall provide equal opportunities for its employees and partners.
- 4.1.3. Partner's employees shall be treated with respect, tolerance and decency. No discrimination of any kind, or conduct that could be considered threatening or humiliating, is allowed.
- 4.1.4. The Partner shall provide a socially responsible environment throughout its structures and the supply chain, involving compliance with applicable laws and regulations, including minimum wage requirements, working time organisation and socially responsible taxpayer practices.
- 4.1.5. The Partner shall provide a safe and healthy working environment for all of its employees, in accordance with applicable laws and regulations.

CODE OF BUSINESS ETHICS OF SJSC RIGA INTERNATIONAL AIRPORT

- 4.1.6. The Partner shall, through the planning and implementation of internal monitoring of the working environment, provide its employees with the necessary collective and personal protective equipment.
- 4.1.7. The Partner shall ensure occupational safety and health training for all employees in accordance with the applicable laws and regulations.
- 4.1.8. The Partner shall pay special attention to the necessary safety procedures and adhere to all applicable rules in order to avoid any kind of emergencies as far as possible and to mitigate their consequences. The Partner shall, in the event of emergency, ensure crisis management and business continuity management as far as possible in accordance with procedures.
- 4.2. Environmental Standards
- 4.2.1 The Partner undertakes to comply with all the environmental laws, regulations and requirements applicable to it.
- 4.2.2 The Partner shall work towards controlling and reducing emissions, including by reducing energy consumption and introducing energy efficiency measures.
- 4.2.3 The Partner shall take measures to reduce the amount of waste produced by it, ensure the responsible management thereof, and implement basic principles of circular economy in its operations.
- 4.2.4 The Partner shall implement and monitor water saving measures and, where possible, organise biodiversity conservation measures.
- 4.2.5 The Partner shall ensure that environmental pollution is kept to a minimum, monitor measurements and take the necessary actions to mitigate environmental risks.
- 4.3. Business and Ethical Integrity
- 4.3.1. The Partner shall comply with all applicable laws and regulations relating to construction, provision of services and manufacture of goods, and shall hold all licences, permits and other documents as required by law.
- 4.3.2. Partner's employees are responsible for their actions and shall make clear and concrete decisions, weighing out the potential risks.
- 4.3.3. Partner's employees shall guarantee the precision and quality of their work and its compliance with applicable requirements.
- 4.3.4. Partner's employees shall perform their tasks with due diligence and integrity and shall refrain from any activity that might interfere with the overall cooperation process.
- 4.3.5. Partner's employees shall protect Airport's confidential information and may use it only to perform their duties in accordance with the agreement between the Airport and the Partner. Partner's employees shall not disclose such information to anyone outside the company, including their family members and friends, except as required by law.
- 4.3.6. Any unauthorised use, disclosure or dissemination of trade secrets or confidential information may result in the termination of the contractual relationship between the Parties. Any disclosure of confidential information is likewise prohibited after the termination of the employee's employment with the Partner.
- 4.3.7. The Partner shall ensure that personal data are collected, stored, used and retained in strict compliance with the provisions of the law.
- 4.4. Basic Principles of Cooperation
- 4.4.1. The Airport staff shall comply with SJSC Riga International Airport Code of Ethics and the laws and regulations governing the prevention of conflicts of interest.

CODE OF BUSINESS ETHICS OF SJSC RIGA INTERNATIONAL AIRPORT

- 4.4.2. All Airport activities shall be based on fair and transparent transactions.
- 4.4.3. The Airport shall ensure the transparency of its financial activities and the accuracy of all business and financial documentation in accordance with legal requirements.
- 4.4.4. The Airport and the Partner shall not engage in any illegal activities, nor take any actions that may lead to the imposition of international (including EU) or national sanctions, or the imposition of sanctions by the European Union or North Atlantic Treaty Organization member states in relation to business partners, affecting significant financial and capital market interests, and shall take preventive measures to prevent any violations of the above-mentioned sanctions as well as their intentional or unintentional circumvention on their part.
- 4.4.5. When organising procurement, the Airport shall comply with the applicable legal regulations and internal regulatory documents. Each tenderer shall have equal rights to participate in procurements organised by the Airport.
- 4.4.6. The Airport and its employees support fair business practices, follow the rules of fair competition and do not engage in any restrictive, corrupt or discriminatory practices and expect the Partner to do the same.
- 4.4.7. The Partner shall build relationships with customers, suppliers, subcontractors and other partners on the basis of good corporate governance practices, mutual goodwill and openness.
- 4.5. Prevention of Conflict of Interest, Fraud and Corruption
- 4.5.1. Partner's employees shall make decisions solely in the interests of the employer and shall not engage in decision-making when in a conflict of interest situation, nor use the influence that may arise from such a conflict of interest situation to take a particular decision.
- 4.5.2. Airport employees shall not get involved in any private activities, as well as refrain from holding such side jobs or multiple jobs, which might hinder responsible and professional performance of their duties and cause suspicion about potential or real conflicts of interest.
- 4.5.3. The Airport has a zero-tolerance policy for corruption, does not tolerate fraud, and expects the Partner to do the same.
- 4.5.4. The employees of the Airport and of the Partner shall not engage in any fraudulent or corrupt practices involving the misuse or fraudulent misappropriation of another's property or rights to such property, and shall not influence the employees of the other party to engage in any practices aimed at obtaining unauthorised benefits (actions taken by an employee for the benefit of another organisation).
- 4.5.5. Should an employee of the Airport or the Partner become aware of possible corruption or bribery, he/she shall inform his/her employer immediately. If an employee of the Partner has reasonable grounds to suspect that an employee of the Airport, either personally or through an intermediary, has requested, accepted or offered any kind of material values that are not considered official gifts (flowers, souvenirs, books, representation items) and such acceptance creates or may create an impression that the performance of work duties is thereby affected, or may raise doubts about the impartiality or neutrality of the employee or Airport operations, it should be reported to the Airport by filling in this information at office@riga-airport.com/kodeksa.parkapums@riga-airport.com. The same is expected of the Partner with respect to the Partner's corporate gift policy or procedures.
- 4.5.6. Corruption within the meaning of the law shall be considered a material reason for terminating the contractual relationship.

CODE OF BUSINESS ETHICS OF SJSC RIGA INTERNATIONAL AIRPORT

5. Liability

- 5.1. The Airport shall be entitled, on its own or through an external service provider, to demand explanatory documents at any time, if a violation is identified or information is received that the Partner has breached a legal requirement in relation to the performance of the Contract.
- 5.2. It is the duty of each Partner to enforce the provisions of the Code within its operations, to introduce new employees to it and control compliance with the Code.
- 5.3. Upon commencement of the contractual relationship with the Airport, the Partner shall inform its employees and other partners involved in the performance of the Contract about the Code. The Code can be accessed at the Airport's website by all employees and business partners of the Partner.

Document name	Version No.	Effective date	Total pages in this document
SJSC RIGA INTERNATIONAL AIRPORT Code of Business Ethics	01	01.09.2022	6

Acting Director Legal Department

D. Miņā

Lauskis 28819205

e.lauskis@riga-airport.com

THIS DOCUMENT HAS BEEN SIGNED WITH A SECURE ELECTRONIC SIGNATURE
AND CONTAINS A TIME STAMP