



LIMITED LIABILITY COMPANY "RAIRU"

COMPANY POLICY



This policy was last updated on 7 October 2025

CONTENTS

1. INTRODUCTION.....	3
2. WORK ENVIRONMENT.....	4
3. REMUNERATION	5
4. WORK SAFETY	6
5. ENVIRONMENT AND ECOLOGY	7
6. DATA PROCESSING.....	7
7. PREVENTION OF CORRUPTION AND CONFLICT OF INTEREST RISKS.....	8
8. TRADE SECRETS AND CONFIDENTIALITY.....	10
ANNEXES	13

1. INTRODUCTION

Limited Liability Company "RAIRU" (hereinafter – RAIRU) is primarily engaged in providing forestry services. As part of its business operations, the company also sells timber and energy wood, including wood chips. Since 2021, RAIRU has also been producing carpentry products, and in 2024, the company began growing certified container seedlings.

This policy has been developed to reflect RAIRU's core values, rules of conduct, and regulations that influence daily operations and decision-making. It is intended to highlight specific guidelines, values, and assumptions.

The policy is designed to respect the company's and employees' values and beliefs in any situation the company may encounter. It is based on past experience, generally accepted standards, the influence of both external and internal environments, the specifics of RAIRU's operations, and other important factors. This policy is what unites all employees and the company itself.

RAIRU recognises the Universal Declaration of Human Rights adopted by the United Nations (UN) and implements the ten principles of the UN Global Compact initiative in key areas such as labour and human rights, health and safety, environment, and business ethics, including anti-corruption (Annex 1).

The goal of RAIRU is to create the highest added value in every aspect of its operations, ensuring that every employee, client, and partner has full confidence in the result. We aim to provide an environment where employees feel secure and assured of the highest quality at every step, and where clients trust that their task will be completed with integrity, professionalism, and a long-term perspective. RAIRU operates in accordance with the principles of fair competition.

Values that form the foundation of RAIRU's principles (Annex 2):

- team
- professionalism
- stability
- honesty
- safety
- environmental sustainability
- innovation

The Policy of RAIRU is binding on all its employees.

2. WORK ENVIRONMENT

RAIRU operates as a socially responsible company that, within its capabilities, supports employee growth and overall industry development, creating sustainable employment and added economic value.

RAIRU is committed to maintaining and ensuring a favourable and safe working environment for all employees. We do not tolerate discrimination, any form of violence, or harassment in the workplace. It is the duty of all managers and employees to ensure a positive and safe working environment in order to achieve this goal. Each of us bears personal responsibility towards our colleagues and the company by actively contributing to the creation of a supportive and secure workplace.

The company has established this policy on a positive work environment based on the principle that everyone in our workplace not only refrains from such behaviour but also identifies and reports any instances of discrimination, violence, or harassment when they occur.

The main principles on which the Company Policy is focused:

- The company does not engage in illegal child labour – this means that RAIRU does not employ children under the age of 15, and those who have reached the minimum legal working age are not employed in hazardous conditions or in jobs that could harm their personal development, morals, or well-being.
- The company prohibits and does not support any form of forced labour – this means that every employee has the freedom to enter and terminate employment freely.
- The company prohibits and does not tolerate any form of violence in the workplace.
- The company ensures that there is no discrimination in employment or occupation.
- The company respects the freedom of association and the right to form or join trade unions and to engage in collective bargaining.
- The company complies with the requirements established in Latvian legislation and in the conventions ratified by Latvia under the International Labour Organization (ILO).

RAIRU takes responsibility for its employees and strives to provide a safe and healthy working environment. All employees are covered by accident insurance, life insurance with savings (with no deductions from the employee's salary), as well as health insurance.

RAIRU respects and protects the privacy of its employees and does not tolerate discrimination. All employees have the right to fair and equal treatment. Employees with the same qualifications, experience, and performance must receive equal pay for equal work. To support professional development, RAIRU may send employees to training courses.

Every employee is personally responsible for contributing to a positive work environment by following all health and safety procedures and maintaining a safe and healthy workplace. Any workplace accidents, unsafe equipment, hazardous work practices, or conditions must be reported to the direct supervisor or the person responsible for occupational safety. This also applies to being under the influence of alcohol, illegal drugs, or psychotropic substances, as well as bringing or using them in the workplace.

Each manager is responsible for providing appropriate health and safety information to RAIRU employees and ensuring their training on safe evacuation procedures, as well as the correct use of tools, equipment, and chemicals in the workplace.

3. REMUNERATION

RAIRU has the obligation to:

- Pay wages in accordance with the procedure and deadlines specified in the employment contract. Salary is paid via bank transfer to the employee's account.
- Ensure fair remuneration and reasonable working hours – the length of the working week must not exceed the limits set by the applicable laws. The company condemns any form of forced labour or child labour.
- Inform the employee about the work to be performed and its conditions, as well as the internal work regulations, occupational safety, fire safety, safety procedures, and other rules related to work performance before the employee starts working.
- Ensure the organisation of work and working conditions, including personal protective equipment, so that the employee can perform the assigned tasks without endangering their health or life, including providing instruction on how to act in case of accidents.
- Issue an employee identification card indicating the employee's name and surname, personal ID number, photograph, date and number of the

employment contract, employer's name, and taxpayer registration number, certified with the employer's signature.

- Upon termination of employment, pay all amounts due to the employee on the last working day.
- Process the employee's personal data in accordance with the laws and regulations of the Republic of Latvia for the purpose of fulfilling the employer's legal obligations.

4. WORK SAFETY

RAIRU works proactively to prevent any harm and to protect its employees and cooperation partners from safety and health risks in the workplace. Occupational safety in the company is overseen by a designated safety specialist, who provides training for new employees as well as regular refresher training for existing staff.

Occupational safety at RAIRU and its management are implemented through the following measures:

- Complying with the requirements set out in occupational health and safety legislation and standards.
- Conducting regular internal monitoring of the working environment, including the identification and assessment of potential workplace risks, and taking measures to mitigate or eliminate those risks.
- Regularly collecting information on actual and near-miss accidents at work and occupational diseases, analysing this data and determining actions to reduce such incidents.
- Appropriately organising the working environment by adapting work to the individual – including workplace layout, choice of equipment, and work and production methods.
- Regularly training and instructing employees on occupational safety and the importance of health and safety in improving work processes and preserving health.
- Providing collective and personal protective equipment to employees exposed to harmful workplace factors.
- Ensuring mandatory health checks for employees, thereby regularly assessing the impact of workplace factors on their health.
- Cooperating with employees in the field of occupational safety by encouraging them to actively participate in planning and improving occupational health and safety matters, report observed non-compliance and submit suggestions to senior management.

- Promoting a transparent internal culture and encouraging everyone to report potential safety violations or situations that may pose a risk of occupational illness or workplace accidents to employees or cooperation partners.

5. ENVIRONMENT AND ECOLOGY

RAIRU seeks environmentally appropriate solutions in every decision and action to help build a greener future for Latvia. All environmental requirements are observed in the company's operations, and the RAIRU team itself plans how to carry out its activities in the most ecological way possible. The ecological impact of RAIRU's forestry work must not significantly endanger other uses of the forest. Environmental care is integrated into every step – from the reuse of used oil, tyre disposal, and maintaining a clean working environment to long-term decisions in forestry. RAIRU works to ensure that Latvia remains well-maintained, clean, and accessible for future generations.

RAIRU complies with and follows all currently applicable laws and other requirements related to the environmental impact of its activities, products, and services. By using available technology and applying industry best practices, the company implements specific procedures and development plans to identify the environmental impact of its operations, avoid and/or reduce negative effects, and combat climate change.

All waste generated in production processes is handled according to local legislation and the company's internal waste sorting rules before disposal. In accordance with local regulations, RAIRU responsibly manages all waste (identifying, sorting, storing, disposing of, and processing it), including hazardous waste. The company ensures that any substance posing an environmental risk is identified, properly labelled, and stored in a way that eliminates any risk of contamination.

6. DATA PROCESSING

RAIRU is committed to protecting privacy and personal data, ensuring that data subjects' rights to lawful processing are upheld in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereinafter – the Regulation), as well as other applicable laws in the field of privacy and data processing.

The personal data of RAIRU employees, cooperation partners, and private clients may be disclosed to auditors, insurance companies, and state or municipal institutions for the purpose of fulfilling legal obligations. Data may also be shared with banks in connection with business operations. General data, which may include information classified as personal data (e.g., a cadastral register number), may be disclosed to various forestry associations, and in specific cases, also for research and development purposes in the forestry sector. Personal data of RAIRU employees, cooperation partners, and private clients are not disclosed to any other third parties (such as clients, business partners, etc.).

Data is processed for the following purposes in accordance with Article 6 of the Regulation:

- To identify the client.
- To prepare invoices.
- To provide the service.
- To ensure the operation of the service.
- To improve services and develop new ones.
- To promote and distribute the service.
- To provide customer support.
- To handle complaints.
- To manage payments and settlements.
- To recover and collect debts.
- For planning and accounting purposes.
- To provide information to public authorities and law enforcement agencies in the cases and to the extent specified by applicable legal acts.

7. PREVENTION OF CORRUPTION AND CONFLICT OF INTEREST RISKS

RAIRU does not tolerate corruption or conflicts of interest in its operations and expects the same attitude and behaviour from its employees, clients, and cooperation partners. RAIRU ensures that all employees are informed about procedures for preventing conflicts of interest and corruption risks.

RAIRU regularly assesses risks related to conflicts of interest and corruption to minimise their impact on the company's finances, reputation, and the achievement of its strategic goals.

Decisions by the RAIRU management board and employees must be made solely in the interest of RAIRU. Board members and employees are prohibited from making decisions in the interest of their relatives or lobbying for the interests of persons with whom they are personally connected.

RAIRU employees are prohibited from accepting or offering direct or indirect gifts, money or money—equivalent items, entertainment, or benefits if they are related to the performance of job duties and could influence or raise doubts about the objectivity of any task, obligation, or RAIRU's overall operations.

Employees are obliged to inform the RAIRU management board of any risks of conflict of interest or suspected corrupt activities.

RAIRU does not support or tolerate bribery or corruption in any form—financial or otherwise—in any transaction or relationship.

The use of RAIRU funds or other assets for any unlawful or inappropriate purpose is strictly prohibited.

RAIRU recognises that even a hint or indirect suggestion of corruption or bribery can seriously damage the company's reputation and erode public trust.

Everyone has a duty to report any suspicions of bribery, corrupt activity, or attempted corruption.

8. TRADE SECRETS AND CONFIDENTIALITY

RAIRU states that, in accordance with the "Law on the Protection of Trade Secrets," information and data that, under applicable legal acts, **must be included in the reports of natural or legal persons engaged in economic activity are not considered trade secrets**. This includes, for example, publicly available information in databases such as Lursoft, Firmas.lv, the State Revenue Service, the Unified Computerised Land Register, European Union databases, and others. All other information **contained in accounting records is considered a trade secret** and is accessible only to auditors, tax authorities, law enforcement agencies, courts, and other institutions in cases specified by applicable legal acts.

Any non—public financial, legal, marketing, or other commercial information is considered a trade secret, including:

- Financial standing, outstanding debts, and the amount of working capital.
- Debtors and creditors.
- Information about employee salaries, as well as the methodology and amounts of bonuses and incentive payments.
- Income and expenses from the sale of goods and services.
- Information about clients and partners.
- Existing and potential risks (including ongoing and potential legal proceedings).
- Specifics of the services provided.
- Service sales volumes.
- Key components and conditions of signed legal agreements (such as prices, deadlines, etc.).
- Information about the composition of clients, suppliers, representatives, partners, and intermediaries.
- Information on material and raw material needs.
- Technical equipment (level, capabilities, prospects, technologies).
- Contents of internal, incoming, and outgoing documents.

When concluding an employment contract with employees, it is stipulated that they must observe the following trade secret principles:

- Not to disclose any information obtained during employment that qualifies as RAIRU's trade secret (including salaries, bonuses, incentive amounts, production-related and other confidential matters), and to ensure that such classified information is not made directly or indirectly available to third parties.
- The employee is prohibited from disclosing any trade secrets for a period of 3 years after the termination of employment with RAIRU.

When concluding contracts with cooperation partners and third parties, the following provisions apply:

- If, within the framework of a contract, the cooperation partner requests the completion of questionnaires or annexes, these must be clearly understandable and unambiguous. RAIRU may refuse to complete such documentation if it violates personal data protection, confidentiality, or trade secrecy. All questionnaires must be proportionate and comply with the laws of the Republic of Latvia and the European Union. RAIRU reserves the right to request a detailed legal basis from the business partner justifying any request for information containing trade secrets or personal data.
- The recipient of information undertakes to handle the received information with the utmost care and diligence, ensuring its security and protection, and to process such information in accordance with applicable legal requirements.
- If a business partner requests the disclosure of trade secret information and such disclosure is essential for establishing the legal relationship between the parties, and the RAIRU management board consents to the disclosure, a confidentiality agreement must be concluded between the parties, including a contractual penalty for disclosure of the trade secret.
- If RAIRU finds that a cooperation partner is not acting in accordance with generally accepted standards or the values described in this policy, RAIRU will indicate the necessary corrections or improvements. In any case, RAIRU reserves the right to cancel outstanding orders, suspend further orders, and/or terminate the contract if there are serious violations of ethics, workplace safety,

confidentiality, or other key principles, or if the cooperation partner refuses to make the necessary improvements.

- If the legislation in the business partner's country of residence differs from that of the Republic of Latvia, RAIRU will adhere solely to the laws of the Republic of Latvia.
- If RAIRU must choose between disclosing trade secrets or personal data to conclude a contract or not disclosing such information and losing the opportunity to conclude the contract, RAIRU will unambiguously prioritise the protection of personal data and trade secrets.
- RAIRU reserves the right to request information from clients or business partners in an amount no less than the information requested from RAIRU by those same clients or partners.

ANNEXES

1. ANNEX

10 Principles of the UN Global Compact

HUMAN RIGHTS:

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2: make sure that they are not complicit in human rights abuses.

LABOUR:

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: the elimination of all forms of forced and compulsory labour;

Principle 5: the effective abolition of child labour; and

Principle 6: the elimination of discrimination in respect of employment and occupation.

ENVIRONMENT:

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: undertake initiatives to promote greater environmental responsibility; and

Principle 9: encourage the development and diffusion of environmentally friendly technologies.

ANTI-CORRUPTION

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

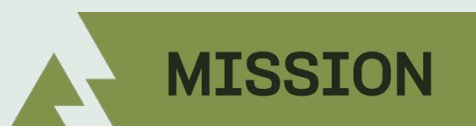
2. ANNEX

RAIRU CORE PRINCIPLES

These principles reflect our belief in how we want to work, grow, and build relationships with people and the environment. They are the foundation of our team and the driving force behind our actions.



To be an outstanding employer and a trusted partner in forestry, fostering the well-being of local communities while ensuring the quality and sustainability of Latvia's natural environment.



We practise modern forestry with respect and responsibility — delivering high-quality products and services to ensure Latvia's forests are well cared for and sustainably managed.

RAIRU's mission reflects the company's goal to create the highest added value in every aspect of its operations, ensuring that every RAIRU employee, client, and partner has confidence in the result.

We are committed to creating an environment where employees feel safe and assured of top quality in every step, clients trust that tasks will be completed with integrity, professionalism, and a long-term vision, and partners feel confident in a relationship built on open communication and honesty.



TEAM

HONESTY

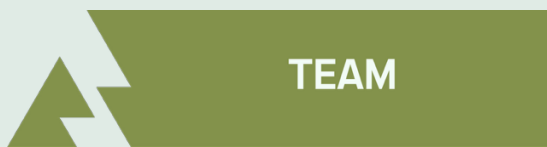
PROFESSIONALISM

STABILITY

SAFETY

ENVIRONMENTAL SUSTAINABILITY

INNOVATION



We nurture the talents, initiatives, and professionalism of our employees through unified teamwork.

RAIRU's greatest asset is its people. We foster a respectful environment where everyone can share ideas and take part in the process from planning to execution, ensuring thoughtful and professional operations. The RAIRU team functions as a well-tuned mechanism, where everyone's contribution, attitude, knowledge, and mutual respect lead to stability and strong, professional collaboration.



We build trust through responsible actions, transparency, and honest relationships.

The foundation of RAIRU's unified and professional team lies in acting responsibly, respectfully, and with integrity toward colleagues, clients, partners, the state, and society. From the very first conversations, we establish clear and transparent steps and conditions for fair and open cooperation. RAIRU earns the trust of its clients and employees through action and by keeping its promises.



PROFESSIONALISM

We are precise, responsible, growth-oriented, and well-organised. Our decisions are based on experience and knowledge.

RAIRU's clients and partners trust that we will complete our work with quality, responsibility, and on time. We attract and train top-level professionals. To make informed decisions grounded in expertise, we pay close attention to detail, long-term vision, employee education, and developments in the industry, the country, and the world. We work with modern technology and equipment so that everyone can proudly say they collaborate with RAIRU – professionals in the forestry sector.



STABILITY

Through long-term analysis and carefully considered investments, we provide a broad range of forestry services while ensuring the safety and stability of our employees.

RAIRU's long-standing experience and growth are built on the ability and willingness to evaluate and analyse processes over the long term. We initiate development investments only after thorough preparation and with well-structured process and project management systems in place. It is important to us that RAIRU employees feel secure and able to plan their future—both professionally and personally supported by stable income, social guarantees, and long-term employment. The RAIRU team is gradually expanding to provide a full-cycle approach: from forest sowing, planting, tending, and harvesting to the production of wood products.



SAFETY

We create a safe working environment as an integral part of our company.

At RAIRU, we foster a positive safety culture in which every member of the company – whether a manager, employee, partner, or client – treats safety as an essential part of our processes. We equip our employees with modern safety gear, provide clear and well-structured instructions, and conduct regular training for daily operations. It is RAIRU's responsibility and duty to protect its employees by prioritising their health and safety above all.



Our work is closely connected to nature, which is why environmental sustainability is one of our top priorities.

In every decision and action, we seek the most environmentally friendly solution to help build a greener future for Latvia. We comply with all environmental regulations and actively plan how to make our operations as ecological as possible. Forestry technologies must be applied in ways that do not significantly endanger other uses of the forest. Environmental responsibility is embedded in every step we take – from the reuse of oil and proper tyre disposal to maintaining a clean working environment and making long-term forestry decisions. Our company works to ensure that Latvia remains well-kept, clean, and accessible for future generations.



We seek out and apply innovation in our processes and technologies to offer modern forestry services and products.

At RAIKU, innovation begins with the ability to recognise everyday needs and the desire to improve how we work. We implement new solutions not because they are trendy, but because they help our employees work more comfortably, safely, and efficiently. We invest in modern technologies, improve work processes, and support initiatives that drive growth across all areas of our operations—from seedling cultivation and forest management to wood chip production and furniture manufacturing. Development is part of our everyday work. We think long term, valuing what we do today while constantly looking for new opportunities to grow together with our team.