

## ATC CARGO STANDARDS

*ATC Cargo Standards are conduct rules associated with organizing the forwarding process. They relate to working conditions, cooperation and environmental protection. We guide by these principles since the first days of our establishment, but now we want to show you what values we aimed for, which we follow in our daily work on your own and our's development.*

**The law.** Compliance with the requirements imposed by law, including labor laws, health and safety, civil, commercial, administrative, fiscal and international legal acts regulating issues relating to the carriage of goods. The implementation of the imposed obligations.

**Forwarding standards.** Compliance with the standards adopted in the forwarding work, including the Polish General Forwarding Rules 2010, developed and approved by the Polish International Freight Forwarders Association.

**Internal organization.** Create internal regulations, procedures and manuals instructions to determine the uniform and clear rules on both areas: the operational and organizational-administrative.

**Offered services.** Maintaining provided services at a high level. Focus on the customer and his needs. Flexible matching up to the partners' expectations.

**Cooperation and security.** Cooperation with trusted partners to ensure the safety of the commercial chain and high quality services.

**Impact on subcontractors.** Motivating subcontractors to reduce the impact of their activities on the environment, including the impact on air, water, soil and noise emission. Motivation for responsible management of chemicals, fuels and sludge.

**Reducing the environmental impact.** Cooperation with subcontractors that use vehicles and techniques to reduce fuel consumption and thereby CO<sub>2</sub> emissions. Promotion of intermodal transport using rail transport which is environmentally friendly. The combination of import and export traffic.

**Environmental protection in office work.** Striving to ensure better protection of the environment in an office work through the implementation of the policy, including restriction of printing documents, segregation of waste, the use of used materials substitutes.

**Health and Safety.** Compliance with the requirements of health and safety in the conduct systematic training of employees, raising their awareness of how to improve the safety of their own and others.

**Fire protection.** Caring for fire safety. Informing about the rules of conduct in the emergency situation.

**Employment policy.** Implementation of adopted employment policies prohibiting discrimination in access to work. Hiring on the basis of agreements keeping all labor rights.

**Prohibition of coercion.** Avoiding any compulsion to work, including the financial duress. Treating everyone as a free entity worthy of equitable remuneration for their work.

**Prohibition of child labor.** Compliance with the prohibition of child labor and tributes rights of children and adolescents, including trading partners.

**Work conditions.** Creating an employee-friendly working conditions. Responding to the needs of employees and anticipate their expectations.

**Discipline.** Clear determination of employees rights and obligations and determining principles of rewarding and punishing employees.

**Openness.** Finding a compromise in any situation. Attitude to help and the wide cooperation.

**Social responsibility.** Environmentally friendly transport services. Supporting social initiatives and activities to help the needy.

**Continuous improvement.** Continuous improvement of the conditions contained in this Standard and the creation of new rules to respond new needs and challenges.