



**LATVIA TOURS Ltd.**

**CODE OF ETHICS**

**FOR SUPPLIERS AND  
COOPERATION PARTNERS**



Version 2024.1

Latvia Tours is one of the leading travel agencies in Latvia that provides comprehensive tourism services to both businesses and individuals.

We take our commitment to our customers, business partners, employees, and the communities we serve seriously. To uphold this commitment, we have established ethical standards to guide our business practices.

We expect our suppliers and partners, all companies collaborating with any Latvia Tours division, to adhere to the same ethical principles. Therefore, we have developed this code of ethics outlining minimum standards for all transactions with our company.

## 1. Legislation and Ethical Standards

The supplier and partner company shall operate in full compliance with all applicable laws. The supplier aligns with the principles outlined in the United Nations Global Compact, the UN Universal Declaration of Human Rights, and the 1998 International Labour Organisation Declaration on Fundamental Principles and Rights at Work.

## 2. Human Rights and Fair Employment Practices

### 1) Child Labor

The supplier and/or business partner prohibits the employment of children below the legal working age in their country or jurisdiction. If no minimum exists, the age is 15. Work by employees under 18 must comply with all legal restrictions and any education/training requirements.

### 2) Forced Labor

The use of forced labor, serfdom, or non-voluntary work is strictly forbidden. Workers must retain control over their identification documents. The supplier ensures employees do not pay any fees to obtain employment and is responsible for all legally required fees and expenses.

Punishment: Mental and physical punishment is prohibited. Workers must be fully aware of clearly defined disciplinary policies and procedures.

### 3) Remuneration and Working Hours

The supplier and/or business partner adheres to all national legislation and industry standards regarding working hours, overtime, compensation, and benefits. Workers receive timely wages clearly detailing their payment. Deductions from wages as disciplinary measures are not permitted.

### 4) Freedom of Association and Collective Bargaining:

Employees have the right to freely join (or not join) trade unions or workers' organizations without threats or intimidation. The supplier respects the right to collective bargaining agreements in accordance with applicable laws.

### 5) Diversity

The supplier and/or partner fosters an inclusive workplace that values diversity. Discrimination based on sex, race, religion, age, disability, sexual orientation, national origin, or any trait protected by law is prohibited.

### 3. Health and Safety at Work

Suppliers and business partners are expected to uphold high health and safety standards by applying a management approach appropriate to their activities. To ensure the health and safety of workers, third parties, and prevent accidents, injuries, and work-related illnesses, suppliers and partners must comply with applicable health and safety regulations and provide a safe and healthy working environment. This includes regular assessment of occupational risks and implementing appropriate risk control and preventive measures. Workers must also receive adequate education and training in health and safety matters.

### 4. Data Protection and Non-disclosure

The supplier and business partner must comply with all relevant data protection and security laws and regulations, particularly those related to the data of customers, consumers, employees, and company owners. They must adhere to these requirements during all stages of data collection, processing, transmission, and use.

### 5. Bribery and Corruption

The supplier and business partner must strictly comply with all national and international anti-bribery and anti-corruption laws, regulations, and standards. They must not offer, promise, or give anything of value (directly or indirectly) to improperly influence decisions or gain an unlawful advantage in our cooperation.

### 6. Anti-Money Laundering and Financial Accounting

The supplier adheres to all applicable laws and regulations intended to prevent financial crimes such as money laundering. The supplier will maintain accurate and transparent financial records that comply with international standards.

### 7. Fair Competition

The supplier strictly complies with all applicable competition and antitrust laws.

### 8. Conflicts of Interest

**Definition:** A conflict of interest occurs when a person's private or personal interests could potentially influence their business decisions. This includes conflicts stemming from family relationships, investments, or any external business associations.

**Disclosure:** The supplier and/or cooperation partner shall immediately disclose any actual or potential conflict of interest involving "Latvia Tours" employees.

## 9. Environment and Climate Protection

The supplier and/or cooperation partner complies with all relevant environmental laws, regulations, and standards. They will implement systems to identify and mitigate environmental risks effectively.

We encourage our business partners to align their offerings with climate protection goals. This may include providing climate-related data, and implementing operational measures (including setting climate protection objectives) to minimize their environmental impact.

## 10. Business Continuity

The supplier and/or business partner maintains preparedness plans to address potential disruptions like natural disasters, terrorism, software viruses, and diseases. These plans prioritize protecting workers, the environment, and ensuring business continuity.

## 11. Supply Chain Responsibility

Suppliers and/or business partners are encouraged to promote compliance with this Code of Ethics throughout their supply chain. We reserve the right to verify adherence to these principles.

**Violations of the provisions within this Code of Ethics are considered a material breach of contract. This may result in contract termination.**