PRINCEPS LEGEM	**QUALITY, HEALTH, SAFETY AND ENVIRONMENT POLICY**	Doc №: PRL-IMS-POL-001 Rev.№: 00 Date: 21.10.2025

Scope of services: Princeps Legem LLC provides recruitment and HR services, immigration services (including support for work permits and temporary residence permits), relocation and accommodation services.

Our commitment: Princeps Legem LLC is committed to delivering reliable services that meet applicable customer, statutory, regulatory and other requirements; protecting the environment, including prevention of pollution; and providing safe and healthy working conditions for the prevention of work-related injury and ill health.

Our activities are managed through an Integrated Management System (IMS) aligned with the requirements of ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018, including consideration of relevant climate change issues. The clause 8.3 (Design and Development) is excluded as company do not provide any design related services, same as calibration process, as the company do not use any equipment required calibration.

We commit to the following principles:

- **Customer focus:** We identify and fulfil client and applicable regulatory requirements for recruitment, HR, immigration, relocation and accommodation services; safeguard confidential information; and work to enhance customer satisfaction.
- **Continual improvement:** We are committed to continually improving the suitability, adequacy and effectiveness of our IMS and our quality, environmental and occupational health and safety performance.
- **Objectives and Targets:** We establish and review measurable quality, environmental and OH&S objectives consistent with this policy, monitor progress and provide the information and resources needed to achieve them.
- **Resources:** Management provides appropriate personnel, competence, information, technology, facilities and financial resources to implement, maintain and improve the IMS.
- **Interested parties:** We consider relevant needs and expectations of clients, employees, applicants, regulatory authorities, suppliers, building management and other interested parties and communicate with them as appropriate.
- **External and internal issues:** We monitor changes in applicable immigration and employment requirements, client expectations, market conditions, office operations and relevant climate-related issues that may affect the IMS.
- **Management of Risks:** We identify and address risks and opportunities affecting service conformity, customer satisfaction, environmental performance and OH&S. We commit to eliminating hazards and reducing OH&S risks using appropriate controls, and to protecting the environment, including preventing pollution and responsible use of resources.
- **Responsibilities:** The Director has overall accountability for this policy and the IMS. The QHSE responsible person coordinates IMS monitoring and improvement. Managers and employees are responsible for applying relevant controls, reporting concerns and nonconformities, and supporting safe and environmentally responsible work. We commit to consultation and participation of workers

and, where they exist, workers' representatives in OH&S matters, including removing barriers to participation.

- **Communication:** This policy shall be communicated, understood and applied within the company, made available as documented information, and be available to relevant interested parties as appropriate, including via the company website. The policy shall be reviewed periodically and when significant changes occur https://www.prlegem.com/

CEO

Gulbaniz Mammadova