



CODE OF CONDUCT POLICY

In order to regulate internal relations with customers, suppliers and other stakeholders, we commit that,

Working Culture: To maintain relations with our employees, customers, suppliers and all institutions and organizations we are in contact with, within the framework of honesty, integrity and respect,

Our Responsibilities Towards Our Employees: As our responsibility towards our employees,

- Not to discriminate on the grounds of language, religion, race, nationality, gender, social class, marital status, pregnancy, physical disability in the processes of recruitment, training, wages, promotion, leave and termination of employment,
- Not to show favor based on the ability to do business while employing our employees,
- Not to employ children and young workers,
- To provide equality of opportunity to all our employees, to ensure that our employees use their personal rights correctly and completely,
- Evaluating opinions and suggestions, rewarding success, not allowing harassment in any way,
- To respect the private life of our employees,
- Keeping and processing the information of our employees in accordance with the Law on the Protection of Personal Data and other regulations, and not sharing it with third parties without the knowledge and consent of our employees, except for legal responsibilities,
- To provide a safe, transparent and respectful working environment,
- To avoid any forced labor, whether in the form of prison labor, indentured labor, bonded labor, or otherwise.
- To create and to maintain an internal environment that incorporates employee participation in achieving the company's goals (e.g. communication of quality, safety, energy and environmental goals).

Responsibilities of Our Employees: We will consider the following principles regarding the responsibilities of our employees,

- Honest, disciplined and self-sacrificing work,
- To represent our company in the best way, to respect and comply with the laws and in-house regulations, to prioritize customer satisfaction,
- Not to make derogatory words and actions, to treat our colleagues in a measured and respectful manner, not to make verbal or physical approaches with sexual content, not to make any rhetoric, allusions or threats about their social and working lives,
- Not to misuse the resources of the company, to use resources and time efficiently,
- To stay away from behaviors that will endanger security, not to interfere with unauthorized departments and processes, to use appropriate style in internal and external correspondence, not to make any commitments, declarations or correspondence on behalf of the company outside of authorization,
- To protect all company assets, including information systems, against loss, damage, abuse, theft and sabotage,
- To ensure the confidentiality, integrity and availability of information systems,
- Not to use working hours and company resources for personal gain or politics,

A handwritten signature in blue ink, appearing to be "Amir", is located in the bottom right corner of the page.

- Not to give or accept any gift of high material value or to affect the impartiality of the other party, not to use the name of the company or the position held for personal gain, not to engage in business processes based on financial interests,
- In case of active activities in political parties, not to use the company's name, position, company resources and not to create a conflict of interest with the task,
- Not to be directly or indirectly involved in or manage a business organization owned or partnered with it, and not to work for a person or organization in return for a wage or similar gain during or outside working hours,
- Not to give information or make a statement to the press organizations unless authorized,

Confidentiality: Paying attention to the privacy and protection of the privacy and data of our employees, customers, suppliers and other persons and institutions we work with, sharing information about our activities with relevant parties only within the scope of company purposes and specified authorities, not sharing commercial and strategic information and documents with our competitors and third parties, To take the necessary measures to prevent the confidential information from being changed, copied or destroyed,

Compliance with Legal Regulations: To carry out all our activities in accordance with legal regulations and legislation, to provide accurate and complete information to official institutions and organizations, to keep all kinds of financial reports, financial statements and records in accordance with the legislation, in accordance with national and international accounting principles,

Internal Controls and Accurate Reporting: Not to prepare any records or documents falsely, misleadingly or intentionally incomplete, to compose the financial reports, accounting records, research reports, sales reports, expense accounts, work schedules and other documents correctly, that the violation of this rule is unacceptable.

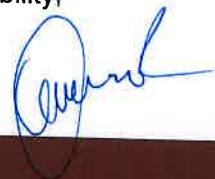
Relations with Suppliers, Competitors and Partners: Creating value in our relations, avoiding unfair competition by observing fair competition conditions, conducting data research on our competitors in a legal and ethical framework, exchanging information on competition conditions, sustainable growth and profitability by avoiding unnecessary or unavoidable risks, to provide our partners with timely transparent and complete information about our financial statements, strategies and investments,

Customer Satisfaction: To act fairly, honestly and respectfully by establishing a trust-based and sustainable relationship with our customers, to provide accurate information, to prioritize customer satisfaction, to provide timely and desired quality service, not to carry out any commercial transactions without the approval of our customers,

Working Hours and Overtime: Working hours per day and week are not to exceed the maximum set by local law. The standard working hours of a week should not exceed 45 hours and the complete working hours of a week (including overtime) should not exceed 60 hours, except the consent of the employee. Employees are allowed at least 24 hours off per seven-day week.

Fire Safety and Emergency Evacuation: Work premises are provided with adequate fire safety and emergency evacuation facilities, taking into account the nature of operations and the risk of fire and other hazards. Emergency exits are clearly marked, illuminated and not blocked. Evacuation drills and testing of fire alarms should be conducted regularly.

Occupational Health and Safety, Environment, Social Responsibility: To fulfill the legal requirements, to take all kinds of protective and preventive measures to prevent incidents and accidents, to raise awareness with trainings and inspections, to report the accidents to the official institutions with all clarity in accordance with the legal regulations, To declare all kinds of records and documents accurately and completely in the examinations made, to provide a well-equipped and hygienic working environment to our employees, to control the proper handling of chemical and hazardous substances, to separate, recycle and dispose of all our wastes in accordance with the legislation, to try to contribute to the society with a sense of social responsibility,



Implementation: We undertake that the rules specified in this policy are the responsibility of all our employees, and that the necessary effort and leadership is in middle and senior managers, and that violations are unacceptable and subject to sanctions that will require even termination of employment.

General Manager
Süleyman Gökoğlu

