

A banner featuring a stylized globe with glowing blue and white dots representing continents and cities. Several white curved lines with arrowheads at their ends arc across the globe, symbolizing global connectivity and operations. The text "GLOBAL HUMAN RESOURCES OPERATION POLICY" is overlaid in white, bold, uppercase letters.

## GLOBAL HUMAN RESOURCES OPERATION POLICY

Hayat Kimya is committed to implementing its Global Human Resources Operation Policy by paying regard to Labour and Human Rights issues. We build our Global Human Resources Operation Policy on Human Rights, Equal Opportunity, Ethical Codes of Conduct and Work Principles, and Privacy of Personal Data.

### **HUMAN RIGHTS**

Hayat Kimya highly believes in and fully supports personal rights and freedom everywhere it operates.

Accordingly, under no circumstances and conditions may any discrimination be made in our Company regarding ethnic origin, gender, personal preference, colour, race, nationality, economic status, religion, and other beliefs. This also applies to the processes of recruitment and promotion, working conditions, and all our relations with customers, suppliers, and stakeholders.

Hayat Kimya provides its employees with resting hours, breaks and leaves, including vacations, sick leaves, maternity and paternity leaves.

Hayat Kimya does not tolerate any sexual, physical, or psychological harassment of its employees. Hayat Kimya expects all its employees to build interpersonal relations based on candour and politeness. Bullying and degrading treatment cannot be tolerated.

Hayat Kimya pursues "International Working Rules", and thereby adopting the "Working Age" rule in accordance with the local rules anywhere it operates.

## **EQUAL OPPORTUNITY**

Hayat Kimya honestly and fairly offers equal opportunities to each employee or employee candidate in the process of recruitment, change of title, promotion, wage rise, training and development, disciplinary practices, termination of employment, and all other rights and issues, irrespective of title, race, colour, religion, personal preferences, political view, ethnic origin, marital status, or pregnancy, etc.

Therefore, in Hayat Kimya, we;

- Fulfil all Human Resources functions in the most proper and efficient manner by keeping employee satisfaction high, right from the beginning of the interview process to recruitment.
- Offer opportunities for the training, guidance, and development of employees.
- Reward success through fair compensation policies, performance evaluation systems and practices.
- Improve commitment of the employees to the company by offering equal opportunities in appointments, promotions, rotations, and rewards.
- Endeavour to ensure continuity of peace at work
- Strive to create and maintain a working environment encouraging transparency and mutual respect where cooperation and solidarity are the most important elements. Pay strict attention to social balance.
- Commit ourselves to evaluating and answering views and suggestions of employees and taking motivating measures.
- Avoid sharing private information related to employees with third parties without the permission and knowledge of the employee in legal cases.
- Respect human rights

## **ETHICAL CODE OF CONDUCT AND WORK PRINCIPLES**

The ethical code of conduct adopted as the basic values by Hayat Kimya Sanayi A.Ş. and its affiliates, employees and stakeholders set out our standards of conduct throughout the time we work for Hayat Kimya. Everybody who is part of Hayat, is obliged to embrace and reflect

these principles in their actions. Ethical Code of Conduct and Work Principles are specified under the headings of basic ethic values, managing conflicts of interest, our responsibilities, protection of trade secrets and confidentiality. The Governance and Execution section deals with the management principles for the ethics systems, organisation of the ethics committee, and resolution of incompatibilities. Within the scope of Ethical Code of Conduct and Work Principles, we approach our employees honestly and fairly, pledge to provide a non-discriminatory, safe, healthy and fair working environment, enable our employees to enjoy their personal rights in a complete and timely manner, and use the necessary efforts for their professional and individual development. All the works carried out at our workplace depend upon written employment contracts signed by employees of their own free will. It is forbidden to force employees to work under the threat of penalty and against their will.

We undertake to comply with all laws and rules as regards offering equal rights and avoiding discrimination in the entire value chain, ensure that people work in the absence of discrimination in the working environment, and "Prevent the Use of Child Labour and Forced Labour" through the labour legislation and policies designed to achieve that end.

We are sensitive to ensure that the policies in place in our Company are also implemented in the relations of all our stakeholders and employees.

#### **PRIVACY OF PERSONAL DATA**

Hayat Kimya acts responsibly in the protection of personal data that are designated as "sensitive" by the Law on the Protection of Personal Data and are lawfully processed and secures the personal data of its employees.



M. Avni Kigili

Vice Chairman Of The Board