

# Human Resources Policy

Our company invests in people. We believe that long-term collaboration with all our team members (employees, contracted personnel, subcontractors, etc.) is the foundation for preserving our company culture, knowledge, and core values—ultimately leading to success.

## PURPOSE

The purpose of this policy is to define the fundamental principles that will guide recruitment, performance, training, development, orientation, talent management, labor relations, payroll, timekeeping, and all other human resources and sector-specific practices.

Applying these principles aims to ensure sustainable success, increase employee engagement, reduce turnover, and create an organizational structure that offers competitive advantage.

Our company expects all team members to think and act like business partners and to continuously demonstrate the ability to generate economic value for shareholders and other stakeholders.

## SCOPE

This policy applies to all employees of our company, all job applicants, contractor personnel, and all stakeholders and local communities with any commercial or sectoral ties to our company. Within this scope, the fundamental principles of our Human Resources Policy are as follows, and all stakeholders are expected to accept and adhere to them:

- No discrimination shall be made under any circumstances based on race, color, belief, ethnicity, religion, gender, marital status, age, disability, or similar reasons.
- HR systems and processes are regularly reviewed and restructured as needed.
- Talent that will carry the company into the future is recruited with equal opportunity and fairness, supporting cultural diversity.
- No forced labor or employment of individuals under 18 years of age.
- Personal and professional development activities are organized to continuously enhance employees' skills and competencies.
- An effective performance evaluation system is implemented, where managers regularly review employee performance in an open communication environment.
- A company culture is developed by creating a safe, healthy, ethical, participatory, and open work environment where employees can demonstrate their potential.
- Our compensation policies are transparent, fair, competitive, and aligned with long-term goals to promote sustainable success.
- HR conducts weekly interviews with white-collar employees, especially newcomers, to gather feedback about company conditions, improvements, and best practices. Managers report feedback to the General Manager.
- Working hours comply with legal regulations and international labor standards (ILO Conventions No.1 and No.30).

White-collar and blue-collar staff work a maximum of 45 hours per week, with one designated rest day. Overtime is managed per labor laws, not exceeding 11 hours per day.

Employees can submit complaints and suggestions via email, and all submissions are reviewed and evaluated by management.

## RECRUITMENT POLICY

### PURPOSE

This policy defines the principles for the selection, placement, and retention of candidates for existing or newly created roles within the organization.

### SCOPE

This policy applies to all personnel and job applicants within the company.

Within this scope, the main principles are:

- Talent management is prioritized in line with our company vision; an environment is created for candidates and employees to demonstrate their potential throughout application, interview, placement, and retention processes.
- Feedback is provided to white-collar candidates after interviews to support their self-development, explaining areas of strength and improvement.
- New white-collar employees participate in a two-month orientation program, allowing them to observe operations, develop technical and communication skills, and meet with department heads.
- Training plans are created based on the strengths and areas for improvement of each employee, supporting their personal and professional development.

These efforts aim to ensure long-term employee retention and loyalty.

