

# ETHICS CODE

POLICY



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The basis of the ethical and moral rules of the Altunkaya Group of Companies is the following principles, which have been adopted by the entire Altunkaya Group of Companies, especially by the Chairperson of the Board and the members of the Board.

1.WORK CULTURE

The company aims to be a symbol of reliability and respectability to its partners, employees, suppliers and business associates, competitors, the environment, society and mankind.

It approaches external suppliers as business partners, does not compromise on accuracy and honesty, and remains faithful to the contracts it has concluded. It fulfills its obligations in business relations in a timely and complete manner within the framework of the concluded contracts.

The principle of "integrity" is essential to its business concept Altunkaya Group companies maintain their relationships with each other, employees, customers, suppliers, partners and society on the basis of openness and honesty.

In all circumstances, it fulfills the obligations arising from its commitment to the law and ethical rules.

2.OUR RESPONSIBILITY TO OUR CUSTOMERS

* It acts honestly and fairly towards all its customers to ensure the highest level of customer satisfaction.
* It is sensitive to the problems of its customers and strives to achieve the highest level of customer confidence by providing quick and lasting solutions.
* It offers only those products and services that we can provide and demonstrates the necessary efforts to fulfill its commitments.

1. **OUR RESPONSIBILITY TOWARDS OUR EMPLOYEES**

It rejects discrimination in the hiring and work process, as well as any type of forced or oppressive labor.

In human resources, race, ethnicity, nationality, religion and gender is not discriminated against. Equal opportunities are granted to people under equal conditions.

Those who have the necessary skills and qualifications to perform the tasks assigned to them are selected as managers. Employees are provided with a safe and healthy working environment at the workplace.

It is ensured that the personal rights of employees are fully/accurately and timely exercised.

Our company, operating on the principle of equal treatment for all employees, provides a safe work environment and strives for continuous improvement.

It uses and collects objective data in training, appointment and promotion decisions in a work environment free from discrimination.

Training to develop both the professional knowledge and skills and the personal abilities of employees is conducted in accordance with the principle of equal treatment.



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Employees are expected to communicate and cooperate with each other within a framework of mutual trust, respect and courtesy.

Employee participation is ensured in the decision-making process. We take action with all necessary equipment and procedures for health and safety in the workplace.

1. CONFIDENTIALITY AND PROTECTION OF TRADE SECRETS

Information and documents that are provided by the company during employment or that are or could be accessed in the workplace, including trade secrets, financial and other information that is not disclosed to the public, confidential information about the personal rights of employees and confidential information in agreements with third parties are evaluated within the framework of confidentiality and protection of trade secrets. The Company takes care to protect the personal information of its employees and all stakeholders. In this regard, the personal data of all personnel and all electronic correspondence on behalf of the Company are recorded by the Information System Department. The Company does not interfere with the personal information and private lives of its employees. The information of the personnel is used only by authorized persons within the scope of the powers established in case of need for the purposes of the Company. It is absolutely unacceptable to gain advantage in any way by disclosing confidential information and/or documents of the Company in the context of insider trading. All official announcements shall be communicated to investors, shareholders and the general public through the bodies designated by the Company in a complete, simultaneous and comprehensible manner in accordance with the principle of equality. In the event of leaving the Company, for whatever reason, care shall be taken to protect all types of records, documents and confidential information in the possession of the Company by virtue of office and position, and to take the necessary measures to prevent them from being used against the Company in the future.

1. OUR LEGAL OBLIGATIONS

It conducts all national and international activities/transactions within the framework of national and international legislation and provides accurate, complete and understandable information in a timely manner to the regulatory authorities and organizations, as required by law. In carrying out all types of activities and fulfilling its legal obligations, it approaches all institutions and organizations without expecting any advantage, and faces non-governmental organizations and political parties impartially and at an equal distance. It does not engage in activities such as tax evasion, corruption, bribery, misleading the state in financial reports, etc. It respects the legal regulations and social values of each country in which it operates and works with a sense of social responsibility. When procuring goods and services from suppliers, it acts in accordance with all relevant legislation (laws, statutes, regulations, etc.).

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