

Güler Dinamik Supply Chain Ethical Principles for Business

Objective

Güler Dinamik **Supply Chain Ethical Principles (Principles)** refer to minimum Principles that are not open to discussion, and that we request from our suppliers and their subcontractors, which they use as they are employed within the framework of our projects, to respect and follow in their commercial relations with Güler Dinamik.

This document aims to provide assistance in continuous implementation of our commitment to any international agreement, to which Turkey is a party, to any laws applicable in the Republic of Turkey, and to the business ethics of our company within the scope of our business activities, as well as each ring of supply chain.

These principles are also an integral part of Güler Dinamik Ethics and Adaptation Program.

Scope

Standards that are envisaged in the Principles reveal expectations of Güler Dinamik from the parent company of the Supplier, with which Güler Dinamik is engaged in commercial activities, its affiliates and subsidiaries and their employees, including permanent personnel, temporary personnel, contract representatives and temporary workers of the same. Suppliers shall be liable to make examinations to verify if their employees, representatives and subcontractors conform to such **Principles**, and to provide information and training on this issue. Furthermore, Güler Dinamik accepts that it is responsible to develop its suppliers in the area of effective management of ethical and orientation related risks, and to be instructive in this respect.

Continuous Development

Güler Dinamik agrees that it is a long winded and continuous process to achieve the standards determine these Principles, and encourages its suppliers to develop their operations continuously. If there is any need to make any improvement, Güler Dinamik shall provide support on establishment of systems that shall ensure continuous development of applications and determination of milestones.

Application

Acceptance of principles is the prerequisite of any supplier agreement signed with Güler Dinamik. By accepting the offer, in which reference is made to the **Principles**, Supplier undertakes to manage all of its activities by adhering to the **Principles**. If it is proven that these **Principles** are followed, it may not entitle the Supplier to benefit from any service provided by any third party. Any standards determined in these Principles may not replace any provisions of any legal agreement or contract signed between the supplier and Güler Dinamik, and it shall be considered as an annex of the same.

4 Main Factors that constitute Güler Dinamik Supply Chain Ethical Principles

1. Human Rights

Güler Dinamik supports all of the international covenants that Turkey is a party in relation with Entities and Human Rights, as well as relative local and national legislations, and we expect from our Suppliers to show respect to all of the human rights, including labour rights, in all of its commercial activities.

Forced Labour

Supplier must not employ any workers with force under any circumstances whatsoever in accordance with all of the international covenants that Turkey is a party in relation with Forced Labour, and must not benefit from forced labour in any other way. Any service, which is obtained by forced labour, obtaining passports, IDs, working permits or securities of employees as condition for employment or referring to various disciplinary or control methods, such as violence, threat, imprisonment and physical penalty etc., shall be considered as obtained by force, and shall be included to the scope of forced labour.

Furthermore, Güler Dinamik supports employment of immigrants or ex-convicts and reintroduction of the same to the society. If the Supplier uses immigrants or ex-convicts as worker within any official framework, any information related with this issue must be provided to Güler Dinamik.

Employment Practices

Supplier may only employ persons, who have official work permits, and shall follow all of the employment laws that it is subjected to. Any work shall be performed on voluntary basis and employees shall be free to quit from work by serving a reasonable notification.

It is not allowed to refrain from any legal obligations related with the personnel, who are employed within the framework of any special agreements, subcontracts and home based organizations or apprentice programs that are not organized as skill courses and that do not aim to provide employment regularly.

Minimum Employment Age

Suppliers are strictly prohibited from employing child labour in accordance with the local laws and international covenants that Turkey is a party in relation with minimum employment age.

It is envisaged in the ILO Agreement No.: 138, which is related with the employment age, that no child below the age of 15 may be employed, subject to the exemptions allowed by ILO or national laws.

Furthermore, Güler Dinamik supports employment of youngsters. If any of the Suppliers employ workers at a young age, such Suppliers must prove that the youngsters are not subjected to any unnecessary physical risks that may damage the physical, mental or emotional development of youngsters in the working environment.

Fair and Equal Treatment

Suppliers must treat its employees humanly, respectfully and honestly within the framework of their activities:

- Suppliers must not be engaged in discriminative recruitment and employment practices based on various criteria, such as race, religion, language, colour, sex, age, physical capacity, nationality, sexual orientation, political opinion, syndicate membership, medical tests or marital status etc.
- Any type of psychological, physical, sexual or verbal abuse, intimidation, threatening or harassment must not be tolerated at all.
- If any of the Suppliers are engaged in practices that aim to monitor employees or if they collect private information, private lives of employees must be respected.
- Suppliers shall ensure that the security personnel implements the same standards in terms of fair and equal treatment when Suppliers assign permanent employees or contract employees in order to provide security services to ensure safety of their personnel and properties.

- Suppliers must assure that equal opportunities are provided in the working environment, must abstain from discrimination by respecting the principle, which denotes every individual is equal before laws, and must provide equal progress opportunity to its employees.

Working Hours, Holidays and Personal Rights

Suppliers must ensure that their employees work according to any laws and obligatory industrial standards related with ordinary working hours and overtime, including breaks, rest times, holidays and birth leaves. Any overtime work must be performed voluntarily and must be valued from the highest maximum level.

Fees and indemnities that are consistent with applicable laws or industrial standards must be provided to the employees of Suppliers. Fees must always be sufficient to meet the basic needs of the employees and persons dependent on the same. Suppliers must not make any salary deduction due to any disciplinary action or in any other way, and must not make any type of discrimination in terms of salary system.

2. Health and Security

Güler Dinamik expects the operation and management systems of Suppliers to be implemented for preventing the employees from being subjected to any occupational accidents and diseases.

Environment of Workplace

Suppliers must provide occupational safety and healthy working environment to their employees. Equipped work stations and potable water, sufficient lighting, heating, ventilation, sanitation system and personal protective equipment must be supplied in minimum. Also, facilities shall be constructed and maintained according to the standards that are envisaged in relative laws and regulations.

Emergency Preparedness

Suppliers must be ready for emergencies. In this scope, notification and evacuation procedures, emergency trainings and practices, suitable first aid materials, suitable fire detection and extinguishing systems and sufficient exit facilities must be provided. Suppliers must provide emergency planning, intervention and medical care trainings to the employees at regular intervals, and must implement relative practices.

Service Quality and Reliability

Any type of products and services that are provided by the Suppliers must conform to the quality and security standards stipulated by relative laws. Suppliers must conform to the quality standards and requirements of Güler Dinamik when they are engaged in any commercial activity with or for Güler Dinamik.

3. Sustainability and Environment

Sustainability and Environment are listed among the basic principles of Güler Dinamik. Güler Dinamik envisages that the Suppliers fulfil any legal requirements related with the environment and to develop their environmental performances continuously. For this purpose, it is expected from the Suppliers to act according to relative laws and regulations in respect of consumption of resources, prevention of pollution and waste management, and to raise awareness in their employees on environmental practices continuously.

4. Honesty

Güler Dinamik expects from the Suppliers to act according to any laws and regulations related with business ethics. Suppliers must constitute corporate management principles in consideration of national and international good practices, and must determine ethical principles and must act sensitively in terms of adaptation of these principles.

Fight Against Corruption and Bribery

Suppliers must never offer or promise any personal or inappropriate advantage in person or via others to any official or private third party in relation with business operations or to obtain any other advantage or to maintain such advantage. Suppliers shall not give and receive any bribe, shall not issue and accept any unofficial commission, shall not be engaged in any activity that may violate any of the international covenants that Turkey is a party and any laws and regulations, and shall not cause any of their business partners to violate any of these laws and regulations.

Records

Suppliers must keep transparent and up-to-date books and records in order to prove their compliance to any regulations imposed in the relative countries, as well as any sectorial regulations. Suppliers must show great amount of sensitivity to protection of these records, and must act according to such laws.

Intellectual Property

Suppliers must take suitable steps to preserve and protect any confidential and registered information of their business partners, and must only use such information within the framework of the usage purposes permitted in the relative agreement. In the case of subcontracts, approval of Güler Dinamik must be obtained for sharing any confidential information.

Conflict of Interest

Suppliers are expected to notify Güler Dinamik on any type of situation that may be considered as a conflict of interest, and in case any employee or contract personnel of Güler Dinamik have any share in the entity of any of the Suppliers or have any economic connection with any of the Suppliers, Suppliers are expected to notify such situation to Güler Dinamik.

Notification of Violations

Suppliers must notify Güler Dinamik on any suspicious situation, in which the laws, regulations and **Principles** are violated. Such notifications must be made through below contact channels.

E-mail: etik@gulerdinamik.com.tr

Acceptance of Suppliers

Suppliers are accepted after completion of **F124-Supplier Ethical Statement Form** and execution of commitment letters. Signed Supplier Ethical Statement Forms shall be maintained with service and confidentiality contracts.