

PARK ELEKTRİK ÜRETİM MADENCİLİK SANAYİ VE TİCARET A.Ş. HUMAN RESOURCES POLICY

1.0 - GENERAL PRINCIPLES

1.1 - Purpose and Scope

This policy sets out the working conditions, rights and obligations and other personnel affairs of Park Elektrik employees. The provisions of this policy apply to those who work under an employment contract within Park Elektrik.

1.2 – Definitions

The definitions in this policy are as follows:

Human Resources

It refers to the Human Resources department of the Park Elektrik organization.

Employee

It covers employees working under an employment contract, whether or not they are the employer's representative.

1.3 - Responsibilities and Authorities of Human Resources

The Human Resources department aims to ensure the productivity of the Company's employees and improve the quality of their working lives. To achieve this goal, it is responsible for performing the functions of organization and planning, personnel affairs, recruitment and placement, termination of employment, performance evaluation, motivation, career planning and training. This policy contains information about human resources practices.

Amendments to the provisions of this policy will be made by the Human Resources department in accordance with current conditions and with the approval of the Executive Board/Board of Directors. The provisions of this policy will be implemented by the Human Resources department.

1.4 - Principles of Human Resources Policy

Park Elektrik's human resources policy is based on the following principles:

- Ensure the selection and assignment of qualified employees appropriate to the characteristics of the job and the work environment
- Provide employees with training and development opportunities in accordance with their skill sets
- Provide safe working conditions appropriate to the nature of the work being performed
- Administer the rights of employees regarding their personnel affairs
- Encourage and reward employees for success and take necessary steps to increase their knowledge and skills
- Keep employees informed about issues that affect them in a timely manner and ensure that they can easily communicate their opinions and thoughts to higher levels
- Provide equal opportunities for employees in promotion and advancement in accordance with the principle of developing managers from within the company.

1.5 - Human Resources Planning

In December of each year, the Human Resources department plans and determines the standard staff, taking into account the company's goals, the nature of the work, and the staff budget. The standard staffing plan is submitted to the Executive Board/Board of Directors for approval together with the annual budget. Human Resources has the authority to make hiring decisions within standard staff limits.

Non-standard staff may not be hired by exceeding the amounts budgeted. However, in cases where the nature of work, increased workload, or implementation of a new work program requires the hiring of non-standard staff, a job description for the additional position shall be prepared by the Human Resources on the recommendation of the General Manager of the Company. Once the new position is approved by the Executive Board or the department authorized by the Board, the hiring process is initiated.

2.0 - RECRUITMENT AND PLACEMENT

2.1 - Search for the Suitable Candidate

The number of employees in the company's standard staff is specified in the annual budgets. If an approved position becomes vacant for any reason, or if a request for additional position is approved by the Executive Board/Board of Directors, a determination will be made as to whether a suitable candidate for the position can be found within the Company. If there is a suitable candidate within the company, he/she is identified; if not, other sources are used.

2.2- Request for Staff Positions

Department managers requesting staff, with the approval of the relevant General Manager, should complete the Staff Request Form in detail and send it to Human Resources, stating the reasons for the staff requirement.

2.3 - Candidate Search

If no suitable candidates are found within the existing staff or in the database, a job advertisement will be placed for the requested position. The advertisement text is prepared by Human Resources. Job advertisements may not be posted without Human Resources approval.

2.4 - Practice of Not Employing Relatives

Job requests from candidates who are related to employees within the company will not be considered.

2.5 - Assessing and Interviewing Candidates

Candidates are pre-assessed and screened by Human Resources using the Job Application Form and CVs. As a result of this screening, candidates who are deemed to have the required qualifications will be invited for an interview. The first interview is conducted by the Human Resources, and the candidates who pass the first interview are invited to the second interview. Candidates invited to the second interview will be interviewed by the relevant Department Manager. When necessary, Human Resources also participates in the second interview. A Candidate Evaluation Form is completed for each candidate interviewed. As a result of the second interview, the hiring process is initiated for the candidate agreed upon with the relevant Department Manager.

2.6 - Meeting the Staffing Needs of the Regions

The regional departments affiliated with Park Elektrik make the selection of candidate through the Human Resources, if available, or through their own means, with the knowledge of Human Resources. If deemed necessary, the Human Resources may assign the Human Resources Officer to the relevant regions for recruitment purposes.

2.7 - Job Acceptance

The wage to be paid to the accepted employee will be determined by Human Resources. The Human Resources Manager conducts wage surveys for new hires by comparing the level of education, work experience, and qualifications required for the position to be filled with the wages, education, and experience of employees in similar positions.

This comparison also takes into account the wages of those working in similar positions, the wage balance with the staff they will be working with, and the wage of departing person.

An Employment Approval Form is completed by the Human Resources department for the person identified to be hired, and the hiring process is initiated with the approval of the Human Resources Officer. The person may not be hired and start working until all the documents are prepared.

2.8 - Preparation of Hiring Documentation, Required Documents

Employees accepted for employment complete the following documents and submit all documents to the Human Resources department.

Required Documents:

1. Photocopy of identity card
2. Certificate of residence (from the mukhtar)
3. Mother's maiden name
4. 8 photographs
5. Criminal Record (from the Prosecutor's Office)
6. Medical Report (from Community Clinic or State Hospital)
7. SSI Number (photocopy or number of insurance card)
8. Copy of diploma
9. Certificate of military service
10. Notarized release letter

In order to keep the personal information of newly hired employees in an electronic environment, the Employee Information Form, which is available on the Intranet or in printed form, is completed, signed, and sent to the Human Resources department.

2.9 - Employment Contract

A written employment contract is prepared for all new employees, and the contract and accompanying documents are read and signed. Some employees may have part-time or temporary contracts, depending on their qualifications or the needs of the job.

2.10 - Work Commencement

The Human Resources department completes the employee's hiring process and completes the SSI registration at least one day prior to the employee's start date and notifies the employee so that he or she can start work the next day.

The Human Resources department takes the necessary steps to prepare the place where the employee will work, the work tools they will use, such as computers and telephones, and their identification cards.

The employee is prohibited from working before the date shown on the SSI employment statement. The department manager is responsible for any legal sanctions resulting from a breach of this rule.

2.11 - Probationary Period

The probationary period for the employees subject to Labor Law No. 4857 is two months. In workplaces where workers are employed under the Collective Bargaining Agreement, the PROBATIONARY PERIOD may be extended from 2 months to 4 months in some positions that require specialization, provided that it is stated in writing in the Collective Bargaining Agreement and subject to the authority of the employer. The parties may terminate the employment agreement during this period without the payment of any notice pay.

2.12 - Work Commencement in the Regions

The employment documents of the new employee whose employment is approved by the Human Resources in cities other than Istanbul are sent to the Human Resources Officer before the employee starts work. After the Human Resources department has completed the hiring process, the employee actually starts work on the date specified in the employment statement.

2.13 - Conditions for Reemployment

Except for those who leave for reasons of military service, health problems or education, those who have previously left the Group companies for any reason may be reemployed only upon the recommendation of the Human Resources and the approval of the Executive Committee, after consideration of special circumstances.

Employees who have left their jobs due to compulsory military service may be hired if there is a vacancy, if they apply within two months of completing their military service.

2.14 - Onboarding Program

Newly hired employees will be included in the onboarding program. This program provides information through visual and printed materials that explain the company's culture, organizational structure, management style, and rules that employees must follow.

In addition, Human Resources provides newly hired employees with an onboarding kit that explains common practices. Information is provided on how to access existing procedures from the intranet. If deemed necessary by the department head, on-the-job training may be provided prior to starting work.

2.15 - Hiring Interns

Interns may be hired with the approval of Human Resources, subject to legal requirements and justified special requests of some departments. Human Resources determines and communicates to departments the total number of interns each department may hire. Departments may not exceed this number.

Interns may not be hired without submitting to Human Resources their internship certificates from educational institutions, certificate of residence, a photocopy of identity card, and criminal record. The total duration of the internship cannot exceed 30 days. However, it is acceptable for students attending vocational high schools to complete an internship for the length of their compulsory internship.

3.0 - REMUNERATION MANAGEMENT

3.1 - Wage Determination System

A wage structure is created that provides employees with a level of well-being that is consistent with market and general economic conditions, rewards successful employees, and is commensurate with the level of duties and responsibilities assumed.

Two basic elements are taken into account when creating the wage structure: job descriptions and job performance. Wage ranges based on title/position are established by Human Resources. Wage ranges are used when setting employee wages or hiring a new employee, and new employees are offered a wage within the range. The wages of employees covered by Collective Bargaining Agreements are determined as a result of collective bargaining with the relevant Union within the time periods specified in the Collective Bargaining Agreement.

3.2 - Wage Increase

Human Resources determines the wage increase based on market wage research and performance evaluation results. Market research is conducted in order to obtain information about market conditions and to be competitive in wage, personnel rights and benefits. Human Resources prepares a wage increase recommendation report based on market and economic conditions, position in the industry, inflation rate, and market wage survey results. After the Executive Board approves the rate of increase, an individual assessment is made, taking into account the level of education, experience, performance evaluation results, and job performance of employees with the same title/position. The difference in wage is due to the knowledge and experience required for the job.

3.3 - Wage Payments

Wages are paid in the first week of each month. Employees subject to the Labor Law receive their wages after working. The employees subject to an employment contract of definite term shall be provided with the divisible benefits related to wages and payment, paid based on a certain term, in proportion to the length of the employee's employment. The divisible benefits of the part-time employee related to wages and money shall be paid in proportion to their work hours in comparison to a full-time employee.

According to Article 48 of the Labor Law, if the sick leave exceeds ten days due to illness, pregnancy or childbirth, the temporary disability allowance paid by the Social Security Institution is deducted from the monthly wage.

4.0 - PERFORMANCE EVALUATION

Assessments made to determine the extent to which employees with a particular job description are performing that job description constitute the process of performance evaluation. The Performance Evaluation Method used by the Company is described in the "Performance Manual".

4.1 - Performance Evaluation Results

The results of performance evaluation are used in many areas, such as individual career management, remuneration management, determination of other motivating financial and social conditions, promotion, rotation, business development, job enrichment, dismissal, and training needs.

5.0 - ORGANIZATION, PLANNING AND PERSONAL DEVELOPMENT PROCESS

5.1 - Personal Development

Depending on the needs of the Company, employee promotions, job changes and assignments are included in the personal development process.

An employee's personal development plan takes into account the results of performance evaluation, knowledge, skills, personal competencies, training and experience.

5.2 - Promotion

Promotion is the advancement of Company employees from their current position to a higher position.

In order for a Company employee to be promoted, the employee's job knowledge, work experience, education, and performance evaluation results must be at or above the expected level for the position to which he or she is being promoted, and the next higher position must be vacant. The promotion process also takes into account the negative impact on the activities of the department in which the employee works.

5.3 – Assignment and Change of Position

It is the assignment to any department, temporary or permanent, in accordance with staffing needs and career planning.

The following conditions must be met in order for the position change request to be considered:

- The employee's success in their current position
- Performance at or above expected levels
- Minimum work experience for the proposed position
- Sufficient education for the proposed position
- Positive opinion of Human Resources
- There must be a vacancy.

The Employee Movement Form is completed and submitted by the manager of the person for whom a change of position is requested. Appropriate requests evaluated by Human Resources will be submitted to the Deputy General Manager responsible for Human Resources and the General Manager/General Administrative Coordinator or the relevant senior executive for approval. Approved position changes are notified to the employee and their managers.

The employees agree to work in a different workplace or department within Park Elektrik or in a job that is similar to the job they are currently doing.

5.4 - Job Descriptions

The Human Resources department and the relevant department manager prepare the job descriptions of the department employees based on the title / position. It shall become effective upon approval by the General Manager/General Administrative Coordinator or the relevant senior executive.

6.0 - TRAINING

It is the process of organizing the necessary training of the Company's employees in accordance with the Company's objectives and policies, as well as the implementation, development and interpretation of standard and company-specific training programs.

6.1 - Preparation of the Annual Training Programs

Department Managers determine and notify the training needs of the employees as a result of one-to-one interviews with them in October each year. Human Resources reviews departmental training needs and prepares the annual training program and budget in November-December. When preparing the training program, the company's goals and policies, strategies, the share of the budget allocated for training, the information on the training needs written in the performance forms of the employees, the training requests of the managers and employees, and the mandatory trainings to be taken during the career planning are taken into account. The training program is revised according to current conditions and needs.

The training program includes the content, level, and date of the training, the names of the participants, and information about the trainer. Program content is submitted to the General Manager for approval.

6.2 - Training Budget

The training budget is prepared by the Human Resources after the training needs have been identified and becomes effective upon approval by the Executive Board. The approved budget cannot be exceeded. If the budget is exceeded, a report on the benefits of the additional training will be submitted to the Executive Board for approval, along with justification.

6.3 - On-the-Job Training

In cases where the job requires learning through practical application in accordance with one-on-one instruction under the supervision of an expert, an on-the-job training program will be developed by Human Resources at the request of the relevant department head.

The subjects to be learned during the on-the-job training, the stages of learning the job, the duration and the supervisor are determined. A checklist is created with this information, and on-the-job training ends when all steps in the checklist are completed.

6.4- Identification of Trainings

The Human Resources Department reviews the programs (seminars, conferences, meetings, workshops, etc.) offered by the various training companies and communicates the programs that are known to meet the company's standards to the relevant department managers. Participation procedures are implemented for individuals recommended by managers, with the approval of the Human Resources Department.

7.0 - WORK ARRANGEMENT RULES

7.1 - Using Identification Card

The Human Resources Department issues an identification card to newly hired employees. All employees are required to wear identification cards with their names on them during working hours. Employees who quit their position must return their identification card to Human Resources.

7.2 - Working Hours

Daily and weekly working hours, as well as rest periods and times of the employees are determined in accordance with the requirements of the job, not exceeding the periods stipulated by law and employment contracts. The weekly working period is 45 hours.

7.3 - Overtime Work

Working hours are determined by the company's General Manager/General Administrative Coordinator or senior executive as required by the job, not to exceed 11 hours per day and 270 hours per year. It is imperative that employees complete their work during working hours.

Overtime may not be worked without written direction from the General Manager/General Administrative Coordinator/senior executive or Human Resources.

7.4 - Duties and Responsibilities of Employees

- If any of the information on the application form (address, telephone number, marital status, etc.) changes during or after the employment, it is necessary to notify the Company in writing within one week, along with the relevant documentation. Employee is responsible for the consequences of failing to notify the changes.
- Employees of the Company are obliged to carefully perform the duties assigned to them within the framework of the law, decisions of the Company's bodies, instructions of managers and the provisions of the regulations, to act in accordance with the Company's interests and to avoid any conduct that may cause pecuniary and non-pecuniary damages to the Company. The Company's employees are required to know the laws, regulations, circulars, announcements and orders related to their duties and to perform their duties accordingly, and to support each other's work when necessary.
- Matters relating to the duties of employees are described in the "Company Organization Manual", the "General Administrative Instruction" for administrative activities, or in the Company's job descriptions. Accordingly, each employee is obligated to perform his or her assigned task to the best of his or her ability, within the scope of normal professional relations and with the necessary cooperation, and to act with respect and courtesy toward all persons with whom he or she has business contact.
- Company employees should make proper use of all types of tools, equipment and facilities provided to them for the performance of their duties. Failure to do so will result in liability for damages. Employees who leave the Company or a position must return the Company's documents, tools and equipment in their possession as a result of their duties. Properties not returned will be compensated at the market price at the time they should have been returned.
- Employees must maintain the confidentiality and privacy of their work and company information. The Company's policies on this subject must be strictly followed.
- Employees must follow occupational health and safety rules.
- Employees' wages are confidential. Employees are required to abide by this rule. Employees who fail to maintain this confidentiality will be considered in violation of Company policy.

7.5 - Occupational Health and Safety Committee:

An Occupational Health and Safety Committee consisting of the Human Resources Officer, Occupational Physician, Administrative/Technical Manager and two employees is established to monitor occupational health and safety conditions and to take the necessary actions.

This committee meets at least once a month, makes the necessary inspections, takes action and reports to the relevant departments.

8.0 - LEAVES

8.1 - Implementation of Annual Paid Leave

- **Authorization to Grant Annual Leave:** The Human Resources Department has the authority to grant annual leave with the recommendation of the department managers and the approval of the General Manager/General Administrative Coordinator or senior executive.
- **Eligibility for Annual Leave:** Employees who have worked at the workplace for at least one year are entitled to an annual paid leave.
- **Length of Annual Leave:**

Employees may use their leave rights in accordance with the periods in the Labor Law. These periods are as follows for each full year of employment subject to the Labor Law:

Up to 5 years (including the 5 th year)	14 days
5 to 14 years (including the 14 th year)	20 days
More than 15 years (including the 15 th year)	26 days

These leave periods may be extended by collective bargaining agreements for employees working under a Collective Bargaining Agreement.

- **Preparation of Annual Leave Schedule:** Annual paid leave dates for employees are pre-determined. By the end of April each year, department managers must provide the Company with a list of employees who will be taking leave and a schedule of the dates they will be taking leave. When creating the leave schedule, issues such as the employee's request, the department's and the company's work situation, etc. are taken into consideration.
- **Changing Leave Dates:** Unless the employee has a valid reason, he/she will take annual leave between predetermined dates. Those who need to use their leave time on different dates may change their leave dates with the approval of the General Manager/General Administrative Coordinator or the senior executive, upon the recommendation of the department managers. To avoid interrupting the work process, employees who need to work between the dates for which they request leave will be granted leave as soon as possible.
- **Taking Annual Leave:** Employees wishing to take leave must complete the Leave Request Form one month prior to the date they wish to take annual leave, have it approved by their manager and submit it to the Human Resources department. Employees may only take leave with the written permission of the Human Resources department and by signing the leave book. Even if the employee has earned the right to take a leave, he/she may not take a leave without the approval of the Human Resources department. Employees who take annual leave without completing the Human Resources process, even with the approval of their department managers, will be deemed not to have received approval and their employment contract may be terminated without compensation for unauthorized absence.

It is essential that annual leave is used in the period for which it is intended and it is not legally possible to waive the right to leave or to convert it into cash.

In the event of an emergency, employees on leave may be recalled from leave. For this reason, those taking leave must inform their workplace of their full address and telephone number where they will be spending their leave.

Employees who, for compelling reasons, are unable to take their annual paid leave in a timely manner may take their leave on a date to be determined later.

Unused leave must be reported in a letter approved by the relevant department manager.

8.2 - Casual Leaves

In order for the employee to use casual leave, the leave document must be submitted to Human Resources. Casual leave may be granted for the following reasons:

Marriage	3 days
Death of spouse, child, mother, father and siblings	3 days

These leave periods may be extended by collective bargaining agreements for employees working under a Collective Bargaining Agreement.

8.3 - Administrative Leave

Department Managers may grant administrative leave to their employees for a period not to exceed 3 days. However, the total amount of administrative leave cannot exceed 5 days per year and is not transferable.

Employees' leave requests are approved by the Department Managers, Department Managers' leave requests are approved by their Assistant General Managers, and Assistant General Managers' leave requests are approved by the General Manager or senior executive.

In order to take leave, the leave request form must be completed and submitted to the Human Resources department.

8.4 - Sick Leave

The sick leave period is 2 days. In cases exceeding this period, the employee must submit a report from the Social Security Institution and a copy of the reports must be sent to the Human Resources Department for retention in the personnel files. Reports from private clinics must be approved by the occupational physician to be valid.

- **Getting Sick in the Workplace:** The first examination of an employee who falls ill at work is carried out by the occupational physician. If the occupational physician deems it necessary, the patient will be referred to a medical facility.
- **Occupational Accident:** Department managers take all kinds of measures to prevent occupational accidents. If, despite the measures taken, an accident occurs at work, the relevant department will be informed immediately.

The patient will be transported to the nearest medical facility as soon as possible by the department managers, and an Occupational Accident Report will be completed and sent immediately. The incident will be reported to the appropriate authorities within the legal timeframe.

In the event of a fatal accident at work, no changes will be made to the scene of the accident for the purposes of legal proceedings. The Human Resources department will notify the nearest security office in writing as soon as possible. The necessary investigation is initiated.

8.5 - Maternal Leave

In the event of pregnancy, action will be taken in accordance with the provisions of the Labor Law. Accordingly, in the event that a female employee subject to the Labor Law gives birth, she shall be considered to be on leave for a total of 16 weeks as set forth below:

- 8 weeks before birth
- 8 weeks after birth

In case of multiple pregnancies, the female employee subject to the Labor Law shall not work for 10 weeks before giving birth.

This leave begins upon receipt of the prenatal disability certificate from the Social Security Institution.

The unpaid leave request of an employee who has given birth will be finalized with the approval of the General Manager/General Administrative Coordinator or senior executive upon the recommendation of the Department Manager and Human Resources. Employees subject to the Labor Law who request unpaid leave may be granted unpaid leave for up to 6 months. The period of unpaid leave is not included in the calculation of severance pay and annual paid leave.

Employees who return to work after taking maternity leave are entitled to 1.5 hours of lactation leave per day to breastfeed their children under the age of one. The employee determines between which hours and in how many parts this period will be used.

8.6 - Unpaid Leave

If requested by the employee and approved by their department manager, the General Manager/General Administrative Coordinator or senior executive, the employee may be granted long-term unpaid leave, provided that it is documented. However, Human Resources must approve the use of this leave.

During unpaid leave, wages will not be paid, raises and promotions will not be processed, and these periods will not be counted in determining eligibility for paid leave.

8.7 - Public Holidays

Because of their official nature, the following holidays apply to our company as they do to all companies:

January 1, New Year	1 day
April 23, National Sovereignty and Children's Day	1 day
Ramadan Holiday	3.5 days
May 1, Labor and Solidarity Day	1 day
May 19, Commemoration of Atatürk Youth and Sports Day	1 day
Feast of Sacrifice Holiday	4.5 days
August 30, Victory Day	1 day
October 29, Republic Day	1.5 days

9.0 - TERMINATION OF EMPLOYMENT CONTRACT

9.1 - Authorization for Termination of Employment Contract

The Human Resources department is authorized to terminate the employment contract and give notice of termination.

No employee shall be dismissed in any form whatsoever without coordination with the Human Resources department.

All termination procedures require the knowledge and approval of the Human Resources department. Failure to do so will result in the department manager being held responsible for the consequences.

9.2 – Termination of the Employment Contract by the Employee

The employment contract may be terminated by the employee for the following reasons:

- Termination of the employment contract during the probationary period
- Resignation of the employee
- Termination of employment contract in case of retirement
- Termination of employment contract in case of military service
- Termination of employment contract in case of marriage (in case the female employee terminates her employment contract within 1 (one) year after marriage)
- Termination of employment contract in case of death of the employee.

9.3 - Termination of Employment Contract During the Probationary Period

During the probationary period, the employee may terminate the employment contract without notice by simply submitting a letter of resignation.

In the event that the employee wishes to leave the job during the probationary period, a letter of resignation is received and sent by the department managers. The Human Resources department calculates the wage of the employee for the period of employment, creates a termination payroll and sends it to the Finance department for payment. The Finance department cannot make a payment without receiving the Employee Resignation Approval Form from the Human Resources.

9.4 - Resignation of the Employee

Employees who wish to resign must give written notice of their resignation to the department manager prior to the time specified below and in the Labor Law. The department manager signs the employee's resignation letter and sends it as soon as possible.

If the employee who leaves the workplace without a written document and verbally declares that he/she will not work again, does not give a document stating that he/she has resigned, it is considered that the employee does not come to work, a report is made and the employee is informed of this situation by a notary.

The employee must comply with the notice periods specified in the law. Otherwise, the Human Resources department may request that a lawsuit be filed for compensation of the notice period for the employee who resigned without notice.

Notice periods employees must give when resigning:

For up to 6 months of employment	2 weeks
For employment between 6 months and 1.5 years	4 weeks
For employment between 1.5 and 3 years	6 weeks
For employment more than 3 years	8 weeks

9.5 - Termination of Employment Contract in case of Retirement

Employees who wish to leave their jobs due to retirement may apply with a retirement request letter approved by the department manager. If approved by the Human Resources department, an Insured Account Receipt is issued and given to the employee requesting retirement. Employees who terminate their employment contract due to retirement must submit the application number documenting their application to the Social Security Institution without delay.

In order to pay severance to retired employees, a letter must be obtained from the Social Security Institution stating that the insured is entitled to an old-age pension.

9.6 - Termination of Employment Contract in case of Military Service

Employees who will be leaving their jobs due to military service may leave their jobs by attaching the military call certificate to their letter stating that they are leaving their jobs due to military service, having it approved by their department head, submitting it to the Human Resources department, and complying with the notice periods. In this case, their legal rights shall be paid by the Finance department. Employees who leave their jobs without a military call-up certificate are deemed to have resigned and will not be paid severance pay.

9.7 Termination of Employment Contract in case of Marriage

If an employee wishes to voluntarily resign within one year from the date of marriage, she must submit a letter approved by the department manager and a photocopy of her marriage certificate, provided she meets the notice requirement. In this case, in accordance with the purpose of the law, the female employee who wants to leave the working life due to marriage shall be paid her legal rights. Employees who leave without submitting a copy of their marriage certificate will be considered to have resigned.

9.8 - Termination of Employment Contract in case of Death of the Employee.

In the event of an employee's death, the department manager will provide written notification. Upon receipt of the certificate of inheritance issued by the legal heirs, the Human Resources department will take the necessary actions to pay the severance pay and other legal rights of the employee.

9.9 - Termination of Fixed-Term Service Contracts

Fixed-term employment contracts automatically terminate at the end of the specified period. No notice is given regarding the termination of a fixed-term employment contract.

9.10 - Termination of Employment Contract by the Employer

The employment contract may be terminated by the employer for the following reasons:

- Incompetence of the employee
- Behaviors of the employee
- Needs of the company and the job
- Justified reasons.

However, the first three above-mentioned reasons are not required for terminating the employment contract of an employee with less than 6 months of service.

9.11 - Termination of Employment Contract of an Employee with Less Than 6 Months of Service

In order to terminate the employment of an employee who is on probation or who has not completed 6 months of service at the company, the department manager must fill out the "Request for Termination of Employment" form, stating the reasons for termination. In this case, the Human Resources department will conduct the necessary investigation of the employee whose employment contract is being terminated and determine whether the termination is necessary and in accordance with the law.

9.12 - Termination of Employment Contract of an Employee with More Than 6 Months of Service

In order to terminate the employment contract of an employee with more than 6 months of service for reasons of incompetence or conduct, the reasons that may lead to the termination of the employment contract must be recorded in a report signed by witnesses and coordinated by the Human Resources department.

In the event of a situation that affects work flow and disrupts the work environment and workplace relationships, department managers must notify Human Resources in writing of the event that may result in termination before taking any action.

On the basis of this preliminary information, Human Resources assesses the situation together with the department managers. A report identifying the situation is prepared with the knowledge of the Human Resources department. The employee is asked for a defense. The employee must submit his/her defense on the same day. The situation is evaluated by Human Resources and the department manager and the employee is warned if necessary.

If there is no improvement after the necessary warnings, Human Resources will initiate termination procedures.

The employment contract may be terminated due to the incompetence and conduct of the employee in the following or similar circumstances:

I - Circumstances Due to Incompetence of the Employee

- Work less productively, on average, than those doing similar work
- Performance that is lower than expected given their qualifications
- Decrease in the employee's focus on the work
- Finding him/her incapable of doing the job
- Inefficiency of the employee in terms of learning and self-development
- Frequent getting sick that prevents him/her from working properly
- Decreased adaptation to work
- The occurrence of physical or mental incapacity of the employee.

II – Circumstances Due to Conduct of the Employee

- Causing any harm to the employer or causing the employer to be concerned about any harm
- Working in a way that makes others feel uncomfortable
- Encouraging colleagues to have a negative attitude toward their managers
- Failure to complete the job in a timely and proper manner despite warnings
- Establishing relationships with other people in ways that affect the work environment and workflow
- Long phone calls that disrupt workflow
- Frequently arriving late to work
- Walking around the workplace in a disruptive manner
- Frequent and unnecessary arguments with colleagues and managers
- Disturbing co-workers psychologically, emotionally, and with their behavior
- Unauthorized use of superiors' and colleagues' computers
- Frequent complaints about the employee from other organizations.

9.13 - Termination for a Reason Based on the Needs of Business, Workplace and Job The authority to decide to terminate an employee's contract for a reason arising from the needs of the company, the workplace and the job is vested in the Human Resources.

In order to terminate employment contracts based on the needs of the workplace and the job, department managers submit a request to the Human Resources department using the Employee Dismissal Request Form. Human Resources evaluates the situation together with department managers. If necessary, it is examined whether the employee whose employment contract is to be terminated can be employed in other departments and in another job by means of training. If no solution is found, Human Resources will initiate the termination process.

The employment contract may be terminated due to the needs of the company and the job in the following or similar circumstances:

- Decrease in sales opportunities
- Decrease in demand and orders
- Occurrence of a compelling reason such as energy shortage
- Economic crisis in the country
- General market stagnation
- Loss of domestic and international markets
- Shortage of raw materials
- Implementation of new working methods
- Downsizing the company or eliminating some positions
- Application of a new technology
- Elimination of some types of jobs

9.14 – Changes in Work Conditions

The Human Resources department may make drastic changes in work conditions by notifying employees of the situation. If the employee does not accept the change request in writing within six working days, the Human Resources department may terminate the employment contract by stating in writing that the change request is based on a valid reason, provided that the notice period has been observed.

9.15- Termination of Employment Contract Due to Circumstances in Breach of Principles of Ethics and Good Faith, and Similar Cases

The employment contract of an employee who breaches the principles of ethics and good faith as set forth in Article 25/II of the Labor Law shall be terminated immediately and without any compensation.

In the event of such an event, the department manager will notify them in writing on the day of the event. Based on this information, the Human Resources department will prepare a report to identify the incident. Human Resources takes action to notify the employee no later than 6 working days.

9.16 - Examples of Circumstances in Breach of Principles of Ethics and Good Faith

Examples of circumstances requiring immediate and uncompensated termination of the employment contract of an employee are given below:

- At the time of entering into the employment contract, the employee misleads the employer by claiming that he/she possesses the necessary qualifications or requirements for any of the essential points of this contract when he/she does not, or by providing untrue information or statements
- The employee commits any defamation through defamatory words or actions constituting an offense against the honor or dignity of the employer or a member of its family, or levels groundless accusations against the employer in matters affecting the latter's honor or dignity
- The employee teases the employer or any of his/her family members or another employee of the employer, comes to the workplace while being drunk or by using drugs
- The employee commits a dishonest act against the employer, such as breach of trust, theft or disclosure of the employer's trade secrets in contrary with the principles of honesty and loyalty
- The employee does not return to work, claiming that the wage increases have not been made
- The employee enters the workplace with a turnstile card of another person and behaves in a way that may lead to the conclusion that he/she is working at the workplace
- The employee works in another company or conducts business in their own name and account without the permission and knowledge of the employer

- The employee contributes to a competitor that operates in the same field as the employer
- The employee makes illegal transactions and embezzles money
- The employee accepts bribe
- The employee commits a crime in the workplace that is punishable by seven days or more of imprisonment without suspension
- The employee is absent from work for two consecutive working days or on the working day following a holiday twice in a month without the employer's permission or without a justified reason
- The employee insists on not performing their assigned duties even after being reminded
- The employee endangers the safety of the workplace through his own will or negligence
- The employee damages or loses machines, installations or other objects and materials that are the property of the workplace or that are not the property of the workplace but are at the employee's disposal, to such an extent that they cannot be paid with the amount of thirty days' wages
- The employee engages in or encourages colleagues to engage in unlawful resistance or protest
- The employee use company vehicles for personal purposes
- The employee does not comply with the smoking ban in the workplace
- The employee does not follow occupational health and safety rules
- The employee sexually harasses another employee of the employer.

Employees who are dismissed for reasons that do not comply with the principles of ethics and good faith will not receive notice and severance pay. Acts that may lead to the termination of the employment contract must be notified by the department managers on the same day.

9.17 - Employment Termination Process

The Human Resources department will notify the employee in writing of the termination of employment, stating the reasons for the termination. The legal rights of the employee whose employment contract is terminated are paid through the termination payroll issued by the Human Resources department. No payment can be made from the counter until the vehicles, ID card, free pass card in the employee's possession are received from him/her. The Finance/Financial Affairs department cannot make a payment without receiving the Employee Resignation Approval Form from the Human Resources. Upon request, the Human Resources department may provide a letter stating the length of employment and last position held to employees who have left the company.