



## **Human Resources Policy**

**11.01.2023**

## **1.PURPOSE**

The purpose of this policy is to explain the values we, as Çelik Halat ve Tel.San.A.Ş., apply in Human Resources management in our company.

## **2.SCOPE**

Our Human Resources Policy covers;

Çelik Halat Board Members,

Çelik Halat managers and employees,

External service providers; persons and organizations (business partners) working on behalf of Çelik Halat, including consultants, lawyers, external auditors.

This policy is an integral part of the Ethical Principles and Code of Conduct and Human Rights Policies approved by the Executive Board and disclosed to the public.

## **3.GOAL**

The main goal of our company is to provide a happy and peaceful working environment for its employees and to be an organization that all employees will be proud to be a part of

## **4.DEFINITIONS AND ABBREVIATIONS**

This section briefly explains the special terms and phrases, concepts and abbreviations used in the policy.

**4.1. Senior Management:** Chairman of the Board of Directors, Chief Executive Officer and Members, C Level Managers, General Manager.

**4.2. Company:** Çelik Halat ve Tel San. A.Ş.

**4.3. Document:** Any written text such as policies, regulations, procedures and business processes, and procedures and any other similar written texts that are written and made accessible to the relevant employees.

**4.4 Employee:** Refers to Çelik Halat Personnel.

**4.5. Service Provider:** Refers to the personnel of the company (supplier, subcontractor, customer, etc.) from which Çelik Halat receives and/or provides services.

## **5. ROLES AND RESPONSIBILITIES**

### **5.1. Board of Directors**

The Board of Directors is responsible for determining the management organization of the company. The Board of Directors is responsible for determining they notification, review and

sanction mechanisms in case of non-compliance with the Policy, rules and regulations, and for the executive oversight of its operation.

## **5.2. Executive Board**

Human Resources Policy has been approved by the Executive Board. The Executive Board is responsible for the preparation, development, updating and execution of this policy.

- a. Taking necessary measures to ensure that employees comply with the principles of the Policy,
- b. Reporting the issues to the Board of Directors in order to examine the issues contrary to the policy
- c. Responsible for taking the necessary measures for the compliance of external service providers and business partners with the Policy.

## **5.3. Human Resources Department**

The Human Resources Department is responsible for the preparation, development and updating of this policy on behalf of the Executive Board. Human Resources evaluates this policy in terms of its timeliness and development needs when necessary and makes recommendations to the Senior Management. Human Resources is responsible for the execution of this policy and, where necessary, for carrying out studies to improve it.

## **5.4. Employees**

All Çelik Halat ve Tel.San.A.Ş. employees,

- Adhering to and complying with Çelik Halat policies, procedures and regulations
- Working in compliance with the legislation in force
- In case of any behavior, activity or practice contrary to the policy, it is responsible for making a notification.

## **5.5. Outsourced Companies and Business Partners**

Outsourced companies and business partners are obliged to comply with the policy principles and other relevant regulations, and work with persons and/or organizations that do not comply with them is terminated.

## **5.6. Investor Relations Officer**

Within the framework of this policy, Investor Relations Manager is responsible for organizing Çelik Halat's relations with institutional investors, portfolio managers, analysts, current and potential shareholders, and for carrying out public disclosure practices transparently and simultaneously to all interested parties. Çelik Halat Investor Relations Department Manager is responsible for publishing the prepared document on the website.

## **6. APPLICATION PRINCIPLES**

### **6.1. General Principles**

The main goal of our company, whose most important capital is human resources, is to be an organization that our employees are proud and happy to be a part of. As a company, we are aware that sustainable growth is only possible with the contribution of our employees and for this reason, we aim to grow with fast, proactive and responsible colleagues who can think strategically. Human Resources aims to provide competent and high standards of service as an integrative and strategic business partner by supporting all stakeholders in a fast, effective and fair manner. Çelik Halat ve Tel San.A.Ş. in this direction;

- a. Creating a suitable environment for the personal and professional development of employees,
- b. Provide an enabling workplace environment for sustainable development,
- c. Recognizing individual differences as the richness of human resources and adopting a fair approach in line with our ethical values,
- d. To evaluate the performance of employees by measuring them with objective criteria,
- e. Providing equal opportunities for the training and development of employees,
- f. To offer and support the evaluation of assignment and rotation opportunities within the company for the development of employees and the organization,
- g. To provide a work environment where ethical values and general rules of conduct are applied and the balance between work and private life is observed,
- h. Rewarding high performance, providing accurate and constructive feedback on performance below expectations and supporting improvement,
- i. Acts to develop approaches that strengthen employee motivation and commitment.

In order to create a workforce that will work in line with our company's goals and strategies, our Human Resources policies are determined as follows.

In human resources practices, we strive to create and disseminate a common-sense culture where ethical values are observed, team spirit is prioritized, sharing, participation and creativity are valued.

The Human Resources Policy is based on the axis of overlapping company and employee goals. For this reason, it is of great importance that corporate loyalty is kept high among employees and that the elements of corporate culture are adopted and embraced by everyone. Teamwork, loyalty to the organization and corporate culture are always prioritized, and our most important goal in the field of Human Resources is for our employees to be proud of the success of the organization as well as their own achievements. While our corporate culture is shaped on the establishment of fair, reliable, sincere and correct relationships between employees, honesty is accepted as our highest value in the relationship of employees with the organization. All employees have equal rights. The characteristics of our employees such as nationality, belief, ethnic origin, gender, disability, political opinion and age discrimination are accepted as the human resource wealth of our company and our employees are not evaluated on the basis of individual differences.

As employees, we take care to internalize the ethical values included in internal communication channels and training programs and to act with this awareness.

Our Human Resources Vision; To be a preferred company with high employee loyalty, where employees are proud and happy to be a part of, with human resources policies in line with the Company's vision, mission and values.

Our Human Resources Mission; To acquire and retain talents, to ensure the continuous development of employees and to create a strong leadership culture under the roof of a strong employer brand.

## **6.2. Recruiting Qualified Workforce to Our Company:**

We adopt the basic principle of treating all candidates equally without discrimination in the selection and recruitment process and seeking suitability for the job as the only measure in this process. Believing in the importance of recruitment strategy in the success of companies, our company recruits people based on their education, experience, competence, career goals and expectations, and the characteristics required by the position. We aim to recruit individuals who are prone to teamwork, who closely follow developments in Turkey and the world, who are open to innovations and who will take our company forward in accordance with our corporate culture.

By meeting the human resources needs planned in line with the company's short and long-term business plans, it is aimed to ensure long-term employment by selecting the most qualified workforce that will carry the company to the future, has the potential for development, and is most suitable for the job, taking into account the sectoral conditions.

## **6.3. Ensuring the Continuous Development of Employees:**

One of the main responsibilities of our company is to create and protect appropriate opportunities to maximize the potential of our employees and ensure their continuous development. In order to ensure the development of our employees, we attach great importance to training at every stage and at every level. We adopt a culture that encourages learning and development in order to train qualified and professional employees. In order to increase the success and efficiency of our company, we encourage our employees to receive training that will improve both their personal skills and our business. To this end, Human Resources organizes a wide range of personal and professional trainings by identifying the areas of knowledge, skills and competence that will support the continuous development of employees in line with their needs. Likewise, personal training requests of employees are evaluated in a similar manner and offered to our employees.

Our training programs include many topics such as personal development, technical, management skills, leadership development, etc. In addition to technical trainings, social trainings are also organized for employees to help them cope with the stress-related challenges of today's business world.

By creating a learning and development environment that supports the continuous development of our current leaders and future leaders, we aim to raise strong and solid leadership candidates to achieve our business goals. To this end, we ensure that our newly recruited leaders.

We believe that all these practices will increase our power to use technology, develop new business processes and become a leader in new markets.

#### **6.4. Remuneration and Reward Management**

We adopt the principle of "equal pay for equal work". Our remuneration policy is determined and updated based on salary levels, current market trends and performance evaluations. Collective bargaining agreement provisions are applied for blue-collar employees. In order to recruit qualified employees and increase their loyalty, our basic principle is to implement competitive reward management and to reward the contributions and achievements of our employees. See P.8.7. Remuneration Procedure for the wage management applicable at Çelik Halat

#### **6.5. Strengthening the Organization:**

In order to ensure the continuity of the company's success, we constantly review the human resources, systems and processes of the organization and structure them in line with the needs. We monitor the potential and performance of employees and evaluate them in line with the current and future needs of the company.

#### **6.6. Increasing Employee Motivation and Loyalty:**

While aiming to provide a safe, healthy and ethical work environment, we take into account the suggestions and expectations of our employees. Our goal is to create a participatory, sharing, transparent culture that values diversity and creativity. Planned feedback practices and open communication processes have been established. We adopt participatory management that focuses on people and values ideas.

### **7. RECORDS AND PERSONAL DATA**

The personal data of our employees are kept in accordance with the Law No. 6698 on the Protection of Personal Data, Labor Law and Labor and Social Security legislation. In order to protect the personal rights and interests of our employees, we take the administrative and technical measures stipulated by the legislation and update the personal data of our employees when necessary to ensure data quality.

Records arising from the implementation of this Policy are kept at Human Resources. If necessary, they can be provided upon appropriate request.