

## **BATI ANADOLU GROUP**

### **BUSINESS ETHICS RULES**

The issues contained in the rules of the Batı Anadolu Group Business Ethics are the issues covered by the policies and principles that we have implemented for many years, by various laws, legislation and company regulations.

Every employee, regardless of duty and title, is obliged to comply with these rules.

The Batı Anadolu Group respects social, political and cultural values in every geography in which it operates, complying with laws, rules of business ethics and transparency. It attaches great importance to honesty, open communication and fair management.

The rules of business ethics express an obligation to do the right thing. The employees of the Batı Anadolu Group are aware that they are responsible for learning, implementing and teaching the rules of business ethics.

It is the employee's responsibility to report any violations witnessed as well as to comply with the code of Business Ethics, since not intervening or informing in the event of an unethical situation which is not included in the code can have more serious consequences.

There are additional responsibilities in the implementation of the rules of business ethics of employees, especially in the executive position. These are

- To be exemplary to other employees with their behavior according to the rules of ethics,
- To ensure that the employees of the team fully learn the rules of business ethics,
- To listen to an employee who raises any ethical issues, to be supportive,
- To inform the company management of unethical behaviors,
- In case of violations of the rules, take immediate precautions.

### **OUR BUSINESS ETHICS RULES**

The rules of the Batı Anadolu Group Business ethics are summarized in the following manner under 8 headings:

#### **1. IN A SECURE ENVIRONMENT, WE WORK WITH RESPECT FOR EACH OTHER'S PERSONALITY RIGHTS WITHOUT DISCRIMINATION.**

The Batı Anadolu Group is obliged to create a healthy, safe and professional business environment for its employees.

There is no tolerance for verbal or physical harassment or insults among employees. No discrimination of race, religion, language, ethnicity, gender and marital status.

The Batı Anadolu Group maintains the personal information of its employees in accordance with their privacy principles, allowing only authorized persons to reach them.

## **2. WE USE COMPANY RESOURCES EFFICIENTLY.**

Time is an important resource. Therefore, to be successful, employees should take care to use their own and colleagues ' time effectively.

Employees are obliged to be attentive to the efficient use of any source of the company while performing their duties.

Working efficiently is part of our culture. Special efforts must be made to be efficient in doing our job, preventing inefficient work and all waste.

## **3. WE AVOID CONFLICT OF INTEREST.**

The company's confidential and commercial information is linked to or third party. Should not be shared with individuals.

The trade secret refers to information that is not publicly disclosed to the company and that not everyone is a foundation. Non-public information includes financial and technical data, purchase or disposal plans, new products, inventions and marketing campaigns, employee personal information, important contracts, budgeting, growth plans, financing transactions, Important changes in management and other developments related to the company.

Employees are not responsible for any positive or special investments made by the parties in relation to personal and/or partnerships, not be negatively impacted, should be objectively treated when deciding.

Personal interest should not be provided using the company's name. The company must be in the interest of all the jobs.

Existing and potential competitors, customers and suppliers should not be entered into a business relationship outside the company.

As stated in the Human resources regulation, the gift of debt and material value should not be accepted from the persons and organizations we are involved in for business reasons .

## **4. COMPLY WITH THE LAWS-IMPOSED COMPETITION RULES, WE COMPETE IN A MANNER THAT DOES NOT DISRUPT THE MARKET CONDITIONS WITH COMPETITORS.**

The Batı Anadolu Group competes with its competitors on the road to success. In doing so, it acts as law-sensitive and does not disrupt market conditions.

**5. WE GIVE IMPORTANCE TO CUSTOMER SATISFACTION, WE ARE ALWAYS RESPONSIVE AND HONEST TO OUR CUSTOMERS AND CONSUMERS.**

The Batı Anadolu Group is always responsive and honest with its customers and consumers to succeed, and does not advertise abuse-based advertising that contains misleading information.

Producing defined high quality products that meet customer needs is the key to achieving success. For this reason, our companies produce products in accordance with the law, high quality standards, stores them in the required conditions and deliver them to customers.

Information about customers and consumers is protected by privacy, only authorized persons reach this information.

**6. THE COMPANY SHOWS THE MAXIMUM SELF-ESTEEM FOR THE CORRECT PREPARATION OF INFORMATION, ASSETS AND RECORDS, PROTECTS IT IN THE PRINCIPLE OF CONFIDENTIALITY, WE DO NOT USE IT TO ENSURE INTEREST.**

Employees should take care to prepare correctly when preparing any information/documents during their duties. All company records must be accurate, timely and in accordance with the law. It is unacceptable to knowingly make false statements, to disclose them, to take improper actions, to damage the company's assets and to benefit from them.

**7. AS BATI ANADOLU EMPLOYEES, WE TAKE SOCIAL BENEFIT IN ALL OUR ACTIVITIES AND TREAT THEM WITH RESPECT TO THE ENVIRONMENT.**

The companies of the Western Anatolia group make production with an approach that values the environment and nature, contribute to creating a better tomorrow from the environmental and economic angles today and continue their activities with the awareness of corporate social responsibility for the benefit of the community.

**8. WE ADOPT A LIFESTYLE THAT IS COMPATIBLE WITH GENERAL ETHICS AND ETIQUETTE IN SUCH A WAY THAT WE DO NOT HAVE A NEGATIVE OPINION ABOUT BOTH THE COMPANY AND THE PERSON IN OUR LIFE OUTSIDE THE WORKPLACE.**

**"These rules apply to all Batı Anadolu Group companies."**