

 Işıklar Tuğla Karakteristik Gelişmiş Kaliteli 1975 den beri.	HUMAN RESOURCES POLICY	Document Number:	İÇKE.09
		Document Date:	09.04.2003
		Revision Number:	06
		Revision Date:	22.05.2026

1. Purpose and Scope

The purpose of this policy is to create and maintain a fair, transparent, equitable, and ethically grounded work environment for all individuals employed by our organization, including interns and employees of subcontracting firms. The policy covers all human resources practices, from the hiring process through to termination.

2. Fundamental Ethical Principles

Our organization adheres to the following ethical principles in its human resources activities:

- **Honesty and Transparency:** All HR processes are conducted in an open, accurate, and traceable manner.
- **Equality and Non-Discrimination:** No discrimination is made on the basis of language, religion, race, gender, age, disability, political opinion, marital status, or any similar grounds.
- **Respect for Human Dignity:** All employees have the right to be treated with respect and to have a safe working environment.
- **Confidentiality:** Employees' personal and employment-related information is kept confidential and used only for lawful purposes.
- **Compliance with Laws:** All practices comply with applicable labor and social security laws.

3. Hiring and Placement Policy

- Hiring processes are based on objective criteria, competencies, and job requirements.
- Candidates are given equal opportunity; reference checks, interviews, and evaluation processes are conducted in accordance with ethical principles.
- Misleading job postings, false promises, or practices designed to provide personal gain are not permitted.
- Işıklar Construction Materials embraces supporting local employment, contributing to regional development, and promoting inclusivity and diversity in the regions where it operates as part of its Human Resources policy. In hiring processes, priority is given to local candidates who possess the qualifications required for the position.
- The company operates in accordance with the principles of equal opportunity, non-discrimination, transparency, objective evaluation, creating an inclusive work environment, and compliance with regulations in all employment processes. Training, internships, and professional development programs are encouraged to support the development of the local workforce.
- The Human Resources department takes the local candidate pool into account and monitors local employment rates; it contributes to increasing inclusivity and diversity by supporting the labor force participation of women, young people, individuals with disabilities, and disadvantaged groups. Subcontractors and suppliers are also expected to support the local employment approach to the extent possible.

4. Education and Development

- Employees' professional and personal development is supported.
- Training opportunities are provided equitably.

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- Regular briefings and training sessions are conducted on ethics, compliance, and occupational health and safety.

5. Performance and Career Management

- Performance evaluations are based on objective, measurable, and transparent criteria.
- Merit is the basis for promotions and rewards.
- Favoritism, conflicts of interest, and unethical influences are not permitted.

6. Work Environment and Code of Conduct

- Psychological harassment (mobbing), sexual harassment, bullying, and any form of mistreatment are strictly prohibited.
- The existing facilities (locker rooms, showers, cafeteria, and work environment) are continuously reviewed, and employee suggestions and complaints are taken into account.
- Employees are expected to behave in a professional, respectful, and ethical manner.
- There is zero tolerance for violence, threats, or coercion in the workplace.

7. Local Communities, Conflicts of Interest, and Gift Policies

- Employees are required to avoid situations where their personal interests may conflict with the company's interests.
- Gifts, benefits, or privileges that could influence business relationships are not permitted.
- Işıklar Construction Materials prioritizes open, transparent, and regular communication with local communities in the regions where it operates. In this context, the company evaluates local employment needs, expectations, training and development opportunities, and issues that could contribute to regional development. Where necessary, the company collaborates with local stakeholders, public institutions, educational institutions, and professional organizations to conduct a consultation and communication process with the community based on mutual trust.

8. Reports and Ethics Violations

- Issues that violate ethical principles may be reported in accordance with confidentiality guidelines.
- No retaliation will be taken against employees who report violations.
- Reports will be investigated impartially and fairly.
- If you believe there has been a violation of the Işıklar Holding Group Code of Business Ethics, or if you wish to share information to help us identify and address potential risks, you may report such matters via the Işıklar Group Ethics Hotline (etikhat@isiklar.com.tr). The Ethics Hotline reporting link is available on the www.isiklartugla.com.tr website.

9. Discipline and Sanctions

- Conduct that violates ethical principles and HR policies is subject to disciplinary proceedings.
- Sanctions are imposed in a fair and proportionate manner, depending on the nature of the violation.

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10. Implementation and Updates to the Policy

This policy is binding for all employees. It may be updated in accordance with changes in legislation, organizational needs, and ethical standards.

GENERAL MANAGER