



## **Kontrolmatik Teknoloji Enerji ve Mühendislik A.Ş.**

### **HUMAN RESOURCES POLICY**

This Human Resources Policy ("Policy") aims to create a guide that reflects the approach of Kontrolmatik Teknolojileri A.Ş. and its subsidiaries regarding the value they place on people and their employees in line with the Human Resources Management and in this way, have the approach and governance to increase the value Kontrolmatik Teknolojileri A.Ş. gives to its people, stakeholders, partners, customers and the communities in all geographies it does business adopted, and to emphasize this approach.

#### **GENERAL PRINCIPLES**

The Principles of Our Human Resources Policy;

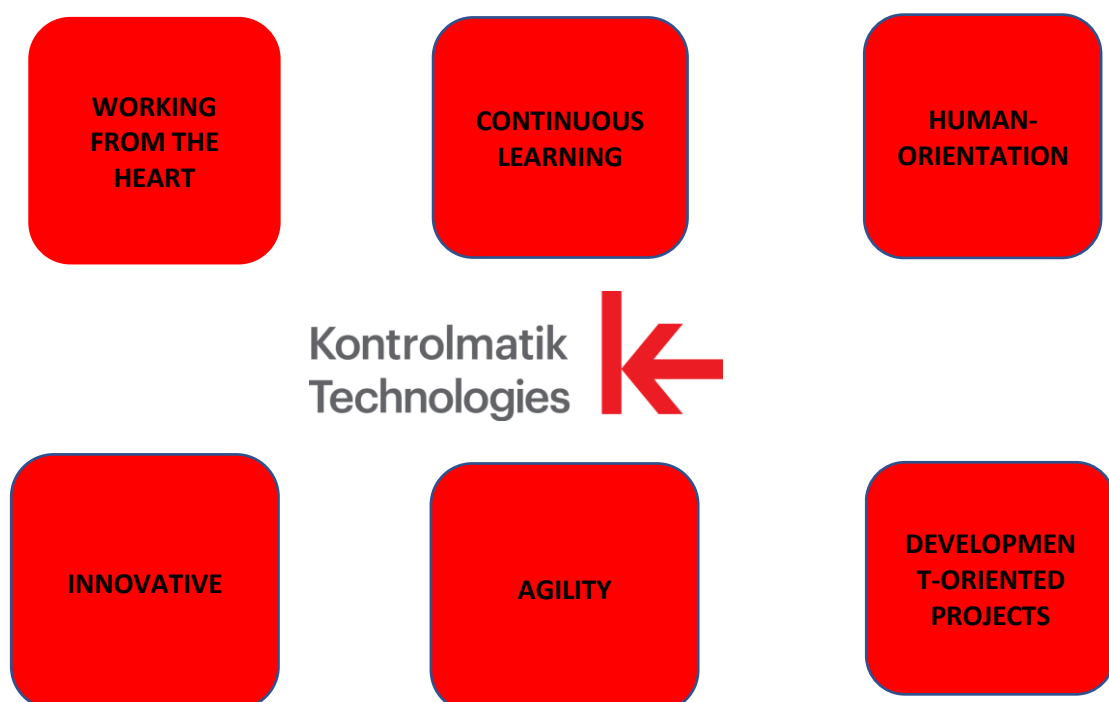
- ✚ Including our employees in our processes in line with a Transparent, Equal, and Participatory Management mentality,
- ✚ Based on a customer-oriented approach, ensuring that all our employees are Value-Added employees by designing projects that focus on improvement,
- ✚ Providing our employees with a safe working environment and conditions and organizing mandatory General Occupational Health and Safety & Sustainability and Environment training on regular basis,
- ✚ Demonstrating an approach that complies with Quality Policies and standards and that is sensitive toward OHS, Sustainability and Environmental Management Policies,
- ✚ Adopting a particular focus on training in the area of development; designing, implementing and evaluating all training programs from top to bottom within the organization,
- ✚ Being open to employees' ideas and recommendations, taking them into consideration, and organizing "employee satisfaction surveys" on a regular basis to steer the corporate strategy and the human resources management in line with the feedback gained from employees,
- ✚ Keeping a close eye on innovation and ensuring that it is adapted to the growth of the company, aiming to contribute to the innovation process with Human Resources applications.
- ✚ Prioritizing our own employees for vacant positions,

- ✚ Applying the principle of "the right job for the right person, the right person for the right job" at all levels,
- ✚ Continuously improving the organizational structure, which will be able to adapt to changes and development quickly,
- ✚ Design, establish, improve and develop the sub-systems of a continuously learning corporate structure,
- ✚ In line with the principle of "Equality in Opportunity," acting in accordance with the competency and performance of the employee and being fair with the Remuneration and Rewarding system,
- ✚ Making plans regarding human resources procedures for the work to be carried out effectively and efficiently and bring qualified employees to the Kontrolmatik Family,
- ✚ Bringing problem-solving skills to the maximum level with a solution-oriented approach,
- ✚ Increasing the knowledge, skills, and relationship competencies of the employees with organizations and individuals,

## IMPLEMENTATION FUNDAMENTALS OF THE POLICY

To consolidate our position full of quality, success, and new grounds, which we have broken in the industries we operate in, together with the Kontrolmatik Family, and while doing so, reflecting our success of adopting a human-oriented management approach at the top layer of our values to our employees, customers, and stakeholders.

In this path, we aim to create a synergy that consists of teamwork, team spirit, and an employee profile that uses resources efficiently by blending the desire and productivity of our new recruits with the motivation and experience of our current employees, who contributed to our success.



## **POWERS and RESPONSIBILITIES**

This Policy applies to all Kontrolmatik Teknolojileri companies and employees. In the event of any conflicts between this Policy and the applicable local legislation in countries where Kontrolmatik Teknolojileri operates, the more stringent shall apply, provided that the application in question does not contradict the local legislation. Kontrolmatik Teknolojileri A.Ş. The Human Resources Department is the unit responsible for the application of this Policy. In the event you become aware of any action that you believe violates this Policy, applicable legislation, or the Group procedures and standards, please consult or report this matter to your senior manager or the Human Resources Department.