



Kontrolmatik Teknoloji Enerji ve Mühendislik A.Ş.

BUSINESS ETHICS POLICY

GENERAL PROVISIONS

The Kontrolmatik Code of Ethics explained in this document applies to all Kontrolmatik employees, Board Members, Subsidiaries, Dealers, Suppliers, Intermediaries, Contractors, proxies, and all third parties whom we do business with; briefly, all those working in KONTROLMATİK and all its SUBSIDIARIES. All employees of KONTROLMATİK and its subsidiaries are expected to comply with the Kontrolmatik Code of Ethics.

Kontrolmatik commits to comply with the discrimination rules defined in the Universal Declaration of Human Rights (UDHR) in its relations with the employees of KONTROLMATİK and all its SUBSIDIARIES in all its affairs, processes and working time, and expects its employees to comply with them as well.

Communicating the Kontrolmatik Code of Ethics to all employees, making sure that employees put the necessary importance to these rules and demonstrating of adequate effort and leadership to comply with these rules are among the primary duties and responsibilities of mid-level and senior managers working in Kontrolmatik and its subsidiaries.

The responsibility to document that the latest version of the Kontrolmatik Code of Ethics document is read, understood and undertaken to be applied rests with the employee's superior.

On the other hand; **Anti-Bribery and Anti-Corruption Policy Principles** are an integral part of this Kontrolmatik Code of Ethics with the aim to determine, mitigate, and manage the bribery and corruption risks in compliance with ethical and professional principles as well as universal rules and the partners are obliged to comply with this policy.

1. KONTROLMATİK EMPLOYEE RELATIONS

Kontrolmatik:

- Values its employees and respects their rights.
- Seeks suitability as the only criterion in recruitment and employment, and ensures equality

in opportunity without discrimination.

- Aims to bring the most qualified young employees and experienced professionals to Kontrolmatik.
- Aims to make maximum use of the talents, strength, and creativity of its employees.
- Provides means and equal opportunities for training, guiding and developing the employees.
- Rewards success with fair and competitive remuneration policies, effective and objective performance evaluation systems and applications.
- Aims to improve the loyalty of the employees by providing them with equal opportunities in promotion and compensation.
- Ensures the continuity of labor peace.
- Believes in the power of teamwork, provides the suitable environment.
- Consolidates teamwork and communication with social activities organized for employees.
- Provides a clean, healthy and safe working environment to the employees.
- Creates a transparent and respectful working environment where collaboration and solidarity are the most important elements and makes it permanent.
- Does not in any way show tolerance to psychological pressure and violence (mobbing), physical violence and sexual harassment.
- Listens to its employees' opinions and ideas, answers them and takes measures that improve motivation.
- Does not share the personal information about employees with third parties without the consent and knowledge of the employee, unless there is a legal requirement.
- Respects human rights as well as rights of constitutional organization and collective bargaining.
- Does not engage in child labor and shows no tolerance to it.

1.1 Principle of Discrimination

The basic principles that guide Kontrolmatik's discrimination affairs are listed below:

For Kontrolmatik, everyone is equal without discriminating on the basis of gender, language, religion, sect, race, color, political opinion, philosophical belief, ethnic origin, sexual orientation, mental or physical disability, age, cultural/social class and differences of opinion/thought and similar reasons. Women and men have equal rights.

2. KONTROLMATİK EXTERNAL RELATIONS

The basic principles of Kontrolmatik that guide its relations with the employees in KONTROLMATİK and all affiliates, current/future subsidiaries and other group companies are listed below:

2.1. COMMUNICATION

- Representing all brands and subsidiaries of KONTROLMATİK before the society and improve its reputation.
- Benefiting from criticism and suggestions by keeping communication channels open and making sure that positive relations become permanent.
- Refraining from personal opinions when sharing opinions with the public. Maintaining the impartiality of the corporate structure.

2.2. Compliance with Laws and Legal Affairs

- Complying with laws, international agreements to which the Republic of Türkiye is a party, Kontrolmatik policies and working principles in all issues within its area of activity.
- Managing, recording and reporting all business operations and the accounting system in a complete and accurate manner as per the laws.
- Making sure that all agreements executed with other natural or legal persons are clear, understandable and in compliance with the laws and the code of ethics.
- Preventing any employee other than those duly authorized in accordance with the principles and limits specified in the Authorized Signatory List or the relevant special authorization document from carrying out a transaction that would put Kontrolmatik under an obligation.

2.3. Social Responsibility

- Supporting the studies that contribute to economic and social development.
- Being sensitive to matters that concern the public and providing support for the development of the society.
- Supporting employees to participate in voluntary social activities where they will take part with social responsibility awareness.

2.4. Customer Relations

- Creating value for customers, meeting their demands and requirements at the highest level.
- Providing high-quality products and adopting consistent policies.
- Creating a long-term trust environment in customer relations.
- Providing accurate and complete information to customers.

2.5. Supplier and Dealer Relations

- Generating mutual value in business relations with suppliers and dealers.
- Conducting communication with suppliers and dealers in an open, direct and accurate manner.
- Deciding with objective criteria in the selection of suppliers and dealers.
- Complying with reasonable privacy and occupational safety rules requested by the supplier or the dealer in supplier and dealer relations.

2.6. Competition

- Not engaging in any agreement and collusion in any way with natural or legal persons which may directly or indirectly prevent, distort, or restrict competition, or which has or may cause such an effect except for the limits permitted by the legislation (Exemptions granted to Kontrolmatik regarding this issue within the framework of the law or the relevant legislation are reserved.)
- Not abusing its dominant position in the event the company is in a dominant position alone or together with other companies in a particular market.
- Not making any meetings or transfer of information on determining the conditions of the market and/or competition with rivals. Refraining from all kinds of discussions and transactions that may lead to the aforementioned situations or give such impression in meetings such as associations, councils, chambers, professional associations, etc. attended as the representative of the Company and other private or professional meetings and discussions.

2.7. Corporate Disclosure

- Making disclosures and announcements regarding public disclosure required by law in compliance with the law and legislation through legal representatives.
- Making sure that disclosures that qualify as news or promotions are only made by the representatives of Kontrolmatik determined in compliance with the Corporate Disclosure Principles.
- Responding to all kinds of information requests in the ordinary course of business through Kontrolmatik representatives in line with Corporate Disclosure Principles.

2.8. Quality

- Aiming perfection in processes with the aim to achieve customer satisfaction and world-class production.

- Supporting the participation of employees in KONTROLMATİK and all affiliates, current/future subsidiaries and other group companies to the quality culture as well as their competency and creativity.
- Determining the customer satisfaction level by conducting customer satisfaction surveys.
- Constantly improving the quality level of products and services to the most competitive level.
- Updating the quality management system according to the developing production technology and customer expectations and to provide customer-oriented answers.
- Making sure that the processes are always effective with the aim to achieve quality- and cost-related goals.

2.9. Environment

- Aiming to produce with low natural resource consumption, using more recycled materials and generating less waste with low emission and noise levels.
- Developing methods that will prevent pollution at its source by considering all kinds of waste disposal as a natural resource loss.
- Complying with all legal terms regarding the environment and other environmental protection obligations in its processes.
- Aiming to boost environmental protection awareness and minimize the need of natural resource, energy loss and waste by training its employees and business partners.
- Improving Kontrolmatik environmental policies and ensuring that they are applied effectively.

2.10. Global Responsibility

In compliance with the principles determined by the United Nations Global Compact, acting in favor of our country and our world, and making sure that our employees, dealers and suppliers act accordingly.

3. ETHICAL CODE OF CONDUCT THAT EMPLOYEES SHOULD ABIDE

The following is expected from the employees of Kontrolmatik:

- Always following the laws,
- Fulfilling duties within the scope of fundamental moral and human values,
- With the aim to create a mutual benefit in all relations, acting fair, in good faith and understanding, not gaining an unfair advantage from individuals and organizations for any reason and not receiving or offering bribes or facilitation payments,
- Acting in accordance with the Code of Ethics and all implementation principles that support this code, avoiding actions that may damage the reputation of Kontrolmatik in their business and private lives,
- Avoiding any actions, statements and correspondences that would burden the company unless expressly authorized,
- Refraining from actions that will disturb and/or harm other employees, not disturbing the work harmony,
- Complying fully with working hours in order not to disturb the work harmony,
- Taking care of all tangible and intangible assets of the company, including its information and information systems and protecting them from potential loss, damage, misuse, abuse, theft and sabotage,
- Avoiding the use of working hours and company resources directly or indirectly for personal and/or political activity or benefit,
- Taking care of Kontrolmatik products and standing by customers after the sale,
- The employee must first obtain the permission of the Company to work in an institution or organization outside Kontrolmatik in the fields of his/her profession or expertise for a salary.
- Capital Market regulations will be applicable regarding matters related to the purchase and sales of Kontrolmatik shares by the employees of Kontrolmatik. The communiqués of the Capital Markets Board will apply.

3.1. Asset and Information Management

3.1.1. Intellectual Property Rights

- Making sure that legal transactions to secure the intellectual property rights of newly developed products, processes and software are initiated and completed in a timely manner.
- Being aware that all kinds of intellectual and industrial rights discovered by Kontrolmatik employees during their work at Kontrolmatik belong to Kontrolmatik and being sensitive regarding the violation of these rights.
- Avoiding intentional unauthorized use of patents, copyrights, trade secrets, trademarks, computer programs, or other intellectual and industrial property rights of other companies.

- Notifying the discoveries made to Kontrolmatik by documenting them according to Kontrolmatik procedures and not sharing them with third parties without obtaining the written consent of Kontrolmatik.
- Avoiding the use of works protected under copyright without the consent of its copyright owner, and showing utmost care to this matter within the scope of this obligation.

3.1.2. Information Management

- Making sure that all legal records are held properly.
- Ensuring that all kinds of information and document requests from public enterprises are answered by the relevant departments in the ordinary course of business.
- Not responding to the information requests from third parties, which are categorized as confidential, without the approval of the senior management.
- Not sharing the requests of third parties for the personal data of company employees without a non-disclosure agreement and the consent of the employee.
- Not sharing the third-party requests of personal data of company employees without a non-disclosure agreement and the consent of the employee.
- It is the responsibility of the employees to show the utmost care to make sure that the statements and reports presented by the company are truthful.
- All kinds of documents used by employees regarding work belong to Kontrolmatik. The documents in question are stored or destroyed as per Kontrolmatik procedures.

3.1.3. Asset Management

- Protecting and using the company assets efficiently, taking every measure to prevent theft or damage.
- Company employees are responsible for the assets entrusted to them and the damages they cause during their use.

3.1.4. Security and Crisis Management

- Taking necessary measures against potential terror, natural disasters and malicious attempts to protect company employees, information and information systems, and factory and administrative facilities.
- In case of terror, natural disaster, etc., making the necessary crisis planning regarding the emergency crisis management, and ensuring the continuity of the work in this way with minimum loss.

3.1.5. Confidentiality

- Acting with the awareness that the financial and trade secrets of Kontrolmatik, information that will weaken its competitive power, personnel rights, and information and agreements with business partners are within the framework of "confidentiality", and to ensure their protection and privacy.
- Not sharing information learned and documents obtained at work for any reason with unauthorized persons and organizations whether inside or outside the company and not using these for speculative purposes (directly or indirectly).
- Not using the non-public information on companies they work for, their customers and the other persons and organizations they do business with for other than the intended purpose, and not sharing them with third parties without obtaining necessary permits. Not disclosing confidential information and documents of previous employers to Kontrolmatik or other employees and not requesting other employees to disclose such information.
- Without obtaining a written permit from the company, the personnel cannot accept official and private permanent paid or unpaid work outside the workplace. Regardless of whether the activity is included in the company's field of activity or not, the personnel cannot engage in an activity individually or with a partnership; personnel and his/her relatives up to third degree cannot enter into a partnership or any other relationship with other companies and businesses working in the same field of activity with the company, suppliers and our customers during their tenure in our company. This article will apply within the boundaries of Türkiye and for a 1 full year following the termination of the employment agreement of the personnel.

3.2. Avoiding conflicts of interest

A conflict of interest refers to a situation that affects or may affect the ability of employees to perform their duties impartially and all kinds of benefits provided to themselves, their relatives, friends or people or organizations with which they are in contact, and to have any material or personal interest in them.

3.2.1. Not making any transactions on his/her or relatives' favor

- Not obtaining unfair advantage on his/her, relatives' or third parties' favor using his/her title and authority.
- Taking care not to fall into a conflict of interest with Kontrolmatik.
- Taking care that personal investments or any activity outside work do not prevent the personnel from carrying out his/her current duties in terms of time and attention and avoiding such circumstances that prevent concentrating on primary duties from occurring.
- Informing the immediate superior in the event the employee and customer or people who

are authorized to make primary decisions in the same business at the supplier company are relatives in the first degree.

- Employees are obliged to inform during recruitment in the event they hold shares in another company or contribute to their investments, which would be considered as a conflict of interest. This issue is especially questioned during job interviews to be held with candidates. The employees inform their senior officers regarding the changes that may occur in this situation as well as other issues that may be considered as a conflict of interest and the information is communicated to at least two senior officers.
- Informing his/her senior officer if the employee becomes aware that his/her first-degree relatives hold shares or have material benefit in another company we deal with.

3.2.2. Participation in representation and organization invites

- Approval of the Company is sought for participation in organizations and events that are effective in decision-making or that can be perceived as such, held by natural or legal persons whom we conduct business or have a potential to do so. The support activities held by Kontrolmatik (such as sponsorship and scholarship) are managed institutionally. No employee who has not been assigned can act on behalf of Kontrolmatik on these and similar issues.

3.2.3. Receiving and Offering Gifts

In the conduct of relations with natural or legal persons and organizations who want to establish or maintain business relations with Kontrolmatik, the following are expected from Kontrolmatik employees:

- Not accepting and offering a gift other than those given to stakeholders pursuant to principles determined by the Kontrolmatik management team in the new year and in special days, that could be perceived as an irregularity, cause dependency or that could be perceived as such,
- Not demanding any discounts or benefits from suppliers, dealers, authorized services, customers, group companies, or third parties, that could be considered inappropriate, not offering them to third parties and not accepting when offered.
- Not accepting cash or cash equivalent gifts regardless of their value or borrowing from suppliers, consultants, competitors, or customers.
- Not giving, accepting or offering any bribe and/or commission under any circumstances.

3.2.4. Leavers Doing Business with Kontrolmatik

By establishing a company or as a partner of another company after leaving employment

with Kontrolmatik, providing services to Kontrolmatik as a vendor, contractor, consultant, agent, representative, dealer, or in similar ways is a very important issue that may cause negative perceptions and should be dealt with care.

In order to conduct business in this way;

- It is necessary to act in line with the interest of the company with the knowledge of the General Manager and comply with moral and ethical conduct while allowing no conflict of interest before and after the process.
- Not to have a disciplinary record in the company where the employee worked before,
- It is also necessary to have no conflict of interest due to the duties assumed by the employee in Kontrolmatik company where he/she has worked before.
- In the event of any inconvenience, no commercial relations should be established with the relevant person. Other than exceptional circumstances, such commercial relations should not be established with a former employee to prevent negative perceptions.

3.2.5. Insider Trading

- Being aware that insider trading, including gaining any interest for themselves and/or third parties by trading shares directly or indirectly on stock exchanges by using any confidential and/or non-public information belonging to the company or giving such information to third parties, is a legal offense and not attempting such actions.

4. EMPLOYEE HEALTH AND SAFETY

- Kontrolmatik satisfies all legal and other obligations regarding occupational health and safety and adopts the principle that occupational health/safety improvement activities are the common responsibility of all employees and uses the proactive occupational safety approach in all activities.
- Kontrolmatik aims to provide employee health and occupational safety in a complete manner at the workplace and on-the-job. Employees act in accordance with these rules and instructions and take necessary precautions.
- Employees cannot carry any items or substances that pose a danger to the workplace and/or employees or are illegal.
- Employees will not carry or use drugs or addictive substances as well as those that limit or eliminate mental or physical abilities in the workplace, except those validly prescribed by a doctor, and will not operate in the workplace under the influence of such substances.

5. PROHIBITION OF POLITICAL ACTIVITY

Kontrolmatik does not make donations to political parties, politicians or political candidates. Demonstrations, propaganda and similar activities are not allowed within the boundaries of the workplace. Company resources (equipment, computers, e-mail etc.) will not be allocated for activities with a political purpose.

6 ETHICAL CODE OF CONDUCT IMPLEMENTATION PRINCIPLES

6.1. Obligation to Report Violations

In the event employees become aware or suspect that laws, legislations, or rules governing the company are violated, they are obliged to report such violation to their immediate superior (direct manager) or communicate it to the Board of Ethics via e-mail (info@kontrolmatik.com) or in writing.

Disclosure of the report, which may adversely affect the peace of the person in the workplace or work relations, to third parties should be strictly prevented.

It should be ensured that the reporting mechanism is in the interest of the company.

The fact that the reporting person is free from intentions such as spreading a rumor about the subject of the report or adversely affecting his/her career is a very important aspect. In this respect; privacy, impartiality, and compliance with ethical rules are critical issues in the reporting and investigation process. Both the reporting person and the people who manage the reporting process should pay utmost attention and care to this issue.

Intentional reports that are false and/or defamatory are considered violations of ethical rules when they are detected.

6.2. Disciplinary Actions

Violations of the Ethical Code of Conduct will be punished with the following disciplinary actions:

- In the event there is intentional misconduct, disciplinary action up to termination of employment (according to the relevant articles of the labor law) will be taken and legal action, if necessary, will be taken.
- In the event of gaining an unfair advantage, the beneficial actions of the person in the past cannot constitute a partial or complete excuse for the decision taken.
- In the event there is no misconduct or there is an omission due to lack of attention or knowledge, a verbal or written warning will be given according to the impact of the incident. In the event there is no change in the process after the warning, termination procedures will be carried out in accordance with the articles of the relevant law.

6.3. Execution and Audit

- The execution of the ethical rules defined above which must be followed in all activities is managed by the Board of Ethics formed under Kontrolmatik. The Board of Ethics may appoint persons regarding its related activities and ensure that necessary measures are taken.
- Implementations and sanctions regarding Kontrolmatik's corporate policies are determined in the circulars and procedures related to Service Contracts and Kontrolmatik Personnel Regulations.

7. Obligation of reporting VIOLATIONS and ETHICAL PRINCIPLES REPORTING HOTLINE

Kontrolmatik employees should adopt the Ethical Principles and act in accordance with these principles while carrying out their duties/transactions. Employees are expected to consult their senior managers or the relevant human resources manager on Ethical Principles whenever necessary.

On the other hand, in the event of any doubt regarding the content of the Ethical Principles and/or when witnessing an illegal behavior or practice, the employees who want to consult or communicate an issue may:

- Send an e-mail to the Ethical Principles Reporting Hotline (etik@kontrolmatik.com)
- Call the Ethical Principles Reporting Hotline (+90 444 1 568) during working hours.

These reporting hotlines are only intended to receive reports on issues that are deemed to be

inconsistent with the Ethical Principles. Activities of the Ethical Principles Hotline does not include customer or consumer complaints, suggestions, objections etc.

It is essential that the identities of employees/persons who send a report are kept confidential in line with legal and administrative requirements. Even though anonymous reports are also taken into consideration during the reporting of a violation, it is more beneficial to receive contact details in terms of the functioning of the process since they can be used to request additional information, provide feedback, and/or inform about the outcome of the investigation process.

Kontrolmatik is committed to protecting the rights of employees/persons who report violations. Retaliation against our employees due to their reports is prohibited and necessary actions will be taken against those who retaliate/attempt to retaliate.

We expect our employees to demonstrate a sense of responsibility and attitudes in line with business ethics, and to always act consistently in line with the meaning and purpose of the Ethical Principles. In this respect; with the aim to use our resources effectively and efficiently, to protect the reputation of Kontrolmatik or our employees, It is expected that no false reports will be made. The reports that are determined to be misleading will be removed from the process and employees who intentionally send such reports shall be sanctioned within the framework of the Disciplinary Regulations.

Such disciplinary actions will be applied to all employees and managers who approve or steer acts that violate Ethical Principles and break the rules, or those who do not send the necessary report despite having knowledge of such issues, and those who condone and allow such acts.

8. ANTI-MONEY LAUNDERING, ANTI-BRIBERY and ANTI-CORRUPTION

Money laundering refers to transactions and activities in which individuals aim to hide, cover up, or disguise the quality, source, location, status, activity, and the owner of criminal proceeds or similar assets in order to cover their crimes or give a legal appearance to criminal proceeds.

At Kontrolmatik, we consider anti-money laundering, anti-terrorism financing, anti-corruption and fighting against similar crimes as important principles in line with the provisions of national and international legislation.

Our employees are obliged to act in accordance with the provisions of all applicable laws and regulations on money laundering and anti-corruption.

On the other hand, all kinds of corruption and bribery acts that hinder the reputation of Kontrolmatik and its employees are handled thoroughly and with care. Our employees are not allowed to enter the following transactions with our suppliers and partners, customers and consumers, competitors and other third party stakeholders:

- Demand to benefit from the special advantages and conditions granted to the company for their

personal interests,

- Demand special privileges or discounts other than those offered to everyone,
- Request personal loans.

It is essential that all employees and third parties act on behalf of Kontrolmatik to show necessary care and attention, not to gain unfair advantage from individuals and organizations for any reason, not to offer, receive or give bribes or commissions and prevent such actions to the extent that they are aware of these actions. When faced with such an offer or there is an observation or doubt in this regard, the issue should be reported to the immediate manager and/or etik@kontrolmatik.com address.

9. PERSONNEL REGULATION ARTICLES REGARDING ETHICAL RULES

DUTIES AND RESPONSIBILITIES SECTION

Business Conduct Principles

Article 1. KONTROLMATİK aims to become a symbol of reliability and respect towards its country, partners, dealers, sub-industry and customers and acts in accordance with the law.

KONTROLMATİK personnel are obliged to comply with the Business Conduct Principles and the Common Values when performing their duties.

Prohibition of Outside Employment

Article 2. Even outside working hours, personnel cannot accept duties in any official or private organization with an employment agreement other than the duties he/she assumes at KONTROLMATİK. An employee cannot be personally or indirectly engaged in any commercial business regardless of whether the activity is included in KONTROLMATİK's field of activity.

Arbitration, intermediary or expert duties given by Judicial or Administrative Authorities are not covered within the scope of this prohibition. Representation or membership duties on KONTROLMATİK's behalf in the boards and non-governmental organizations established by law are subject to the approval of the Company Management.

The employee must first obtain the permission of the Company Management to work in an institution or organization outside Kontrolmatik in the fields of his/her profession or expertise.

Confidentiality and Protection of Trade Secrets

Article 3. The personnel warrants that he/she will keep all information that was provided to him/her by KONTROLMATİK due to his/her duties or that can be accessed or learned due to being present in the workplace which gives KONTROLMATİK a competitive advantage confidential, that he/she will not use such information in any way after leaving KONTROLMATİK, not engage in activities that would cause unfair competition, and not disclose them to third parties in any way. The personnel cannot take confidential information which are considered "Trade Secrets" including software, technology, information, system, application, method developed by KONTROLMATİK or ideas, applications, designs, models, works, inventions and the like that are not yet made public in the industry outside the company. In the event secrets are taken outside the company, Kontrolmatik reserves the right to all kinds of material and moral compensation. The personnel accepts during recruitment that his/her personnel information can be shared with domestic and overseas Kontrolmatik companies.

Apart from this, the written consent of the personnel should be taken before sending his/her personnel information to companies or third parties resident in Türkiye other than Kontrolmatik. Pursuant to the relevant articles of the applicable laws in Türkiye, the personnel information of the personnel requested by judicial authorities or public institutions will be given to these institutions by KONTROLMATİK.

Responsibility to Report Personal Information and Changes

Article 4 The personnel is obliged to inform the Human Resources Department immediately of the changes in his/her marital status, residency, special circumstances that may concern his/her job and if applicable, military service status with documents or by stating the changes. According to the personnel and the characteristics of the work to be performed, it is obligatory for the personnel to notify the changes related to his/her own commercial, administrative and professional activities as well as the commercial activities of his/her spouse, children and parents.

DISCIPLINARY PROVISIONS

The Method in Disciplinary Actions

Article 5. Whoever detects an issue requiring disciplinary punishment, notifies the details of the situation to Human Resources Department in writing. Human Resources conducts the necessary

investigation and informs the personnel of the disciplinary action determined in line with the following provisions. Documents related to the disciplinary action are stored in the personnel's file.

Circumstances that require Written Warning

Article 6.

- a) Acting improperly toward KONTROLMATİK's customers, applicants and third parties in a way that contradicts KONTROLMATİK's seriousness and interests,
- b) Showing omission, carelessness and disorder in duties,
- c) Acting in a disturbing, rude and disrespectful way to managers, co-workers and direct reports,
- d) Missing work without excuse,
- e) Not informing the manager within 24 hours in the event of missing work due to illness (not bringing or sending the rest report to the workplace within 48 hours in case of going to a healthcare institution and receiving a rest report),
- f) Not complying with the working hours, not paying attention and care to start and end of working hours,
- g) Lack of harmony, (spreading wrongful rumors about his/her superiors and co-workers, making unfounded reports and complaints).
- h) Acting in contrary to the seriousness of the job and KONTROLMATİK with clothing, appearance and behavior,
- i) Misleading others and making commitments that are impossible to fulfil in all relations and communication activities,
- j) Not complying with the traffic signs and misusing a vehicle,
- l) Abusing customers' feelings and thoughts when promoting a product or service to them; using false, incomplete and misleading statements,
- m) Disclosing information belonging to former or current customers without the consent of the party in question,
- n) Not paying attention to nature and the protection of nature during work,
- o) Disturbing other employees for personal reasons and acting in a harmful way.
- p) Causing personnel, office environment, production and facilities to suffer loss and damage by violating Occupational Health and Safety rules.
- r) Not using the Corporate Resource Planning and Management Information System programs provided by the Company in an active way, ignoring the entry of required data.
- s) Using company tools and fixtures without care and attention,

- t) Not working in compliance with the workflow charts, not complying with the cross functional workflow structure,
- u) Not performing the duties in his/her department, disrupting the workflow structure by rejecting duties within his/her job description,
- v) Sharing his/her salary information inside the company and/or within the institutions associated with the company in writing and/or verbally,
- y) Speaking, bargaining or making external agreements with a company employee other than Human Resources Manager and the General Manager regarding overseas or domestic salary,

Circumstances That Require Salary Deduction

Article 7. In the event actions that require warning are repeated and continued, a salary deduction of no more than 15 days' pay for 1 month is applied and the employee in question is notified in writing.

For all kinds of traffic tickets received during trips with company vehicles, a salary deduction is made and the employee in question is notified in writing.

In cases where the personnel involved in the accident are at fault in traffic accidents that occur during trips with company vehicles, a salary deduction equal to the part of the vehicle depreciation falling to the defect rate is applied and the employee in question is notified in writing.

For traffic accidents that occur during trips with company vehicles, any loss/damage arising due to the failure of the personnel to issue the damage report will be deducted from his/her salary and the employee in question is notified in writing.

Circumstances that require Termination for Good Cause

Article 8. Without prejudice to the provisions of the employer's termination of the employment agreement for good cause stipulated in Article 25 of Labor Law No. 4857, the personnel's employment agreement is immediately terminated in cases below:

- Knowingly or unknowingly disclosing the secrets of KONTROLMATİK to third parties, talking about the nature of the business outside the workplace and causing rumors,
- Making publications, statements or disclosures about the affairs, situations and partners of other companies affiliated with KONTROLMATİK without permission,
- Acting in a way that causes material damage within the legal framework in the workplace and during business processes,
- Engaging in disgraceful conduct, receiving a sentence of 3 months or more that cannot be deferred and including imprisonment (for misdemeanors and negligent crimes, the situation is decided by the Company),

- In the event number of absent days exceed the notification period in Article 17 of the same law in the event the personnel is taken into custody or arrested,
- Missing work for 2 business days in a row, 2 times in 1 month on a business day after any holiday or 3 business days in a month without taking leave or for a just cause,
- Missing work for 3 business days in a row or more than 5 business days in a month due to any illness or injury as a result of an employee's own fault, improper lifestyle or due to his/her addiction to alcohol,
- Insisting on not doing the duties he/she is responsible for even though he/she is reminded of it,
- Behaving cruelly, insulting or fighting with others in KONTROLMATİK,
- Working outside KONTROLMATİK or engaging in commercial activities without permission, failure to provide the information regarding his/her own commercial, administrative, and professional activities as well as the commercial activities of his/her first-degree family members (spouse, children, parents) in a complete manner or not providing such information at all and not informing changes in this information in a timely manner,
- Gaining unfair advantage from individuals and organizations, taking and giving bribes regardless of its purpose,
- Failure to report the issues that may damage KONTROLMATİK or its shareholders to authorized persons,
- Not complying with the letters of commitment executed as annexes to the employment agreement and the regulation,
- Theft, using others' property without permission,
- Arriving at the workplace drunk and/or under the influence of drugs,
- Engaging in actions that do not comply with good intentions and moral rules,
- Acting in a way that will disrupt the order and security of the workplace,
- Not performing a work which he/she is obliged to perform as per the employment agreement despite being warned,
- Continuing to engage in an action that requires written warning as per Article 45 despite receiving a written warning in advance; not taking the warning into consideration,
- Failure to demonstrate any improvement in the performance despite receiving a written warning due to lack of performance as a result of the performance evaluation,
- Scanning a Kontrolmatik entry card that does not belong to him/her,

- Checking others' e-mails and knowing their passwords, sending e-mail to someone from an e-mail address that doesn't belong to him/her.
- Sending any e-mail containing salary information to any e-mail address from within and/or outside the company.