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|  | WORKING PRINCIPLES POLICY | Doküman No | PK-15 |
| | | İlk Yayın Tarihi | 19.12.2018 |
| | | Revizyon Tarihi | 02.04.2025 |
| | | Revizyon No | 03 |
| | | Sayfa | 1/4 |

1. General

One of the essential principles of all products and services provided by Sarten Ambalaj Ticaret ve Sanayi A.Ş. is respect for human rights and the importance given to adopting and implementing all principles and policies in the workplace. Our main principle is to approach everyone with respect and ensure equality of rights.

This document focuses on our expectations regarding the attitudes employees should adopt toward each other and everyone they interact with on behalf of our company, particularly concerning the following topics:

- The value placed on the principle of diversity and inclusion,
- Creating an environment free from discrimination and harassment,
- Reporting potential discrimination, harassment, or other inappropriate and excessive behaviors,
- Preventing any retaliation resulting from reporting misconduct or participating in an investigation,
- A safe workplace.

It is essential that all Sarten Ambalaj Ticaret ve Sanayi A.Ş. employees cooperate and participate in maintaining this environment, which fosters productivity, growth, and development.

Creating an environment of mutual respect, free from all forms of discrimination and harassment, is the responsibility of all employees. If it is believed that anyone is violating policies or laws in this regard, they should immediately contact their Unit Manager, Human Resources representatives, and/or the Company's Senior Management.

2. Our Approach to the Principle of Diversity and Equality

By incorporating diverse perspectives into all processes, we can provide more effective products and services to our customers and consumers, who also have diverse demands and expectations.

Our company values the diversity brought to our working environment by individuals we collaborate with, including their culture, ethnicity, color, race, gender, nationality, age, religion, marital status, sexual orientation, gender identity or expression, disability, education, life experiences, ideas, beliefs, and working styles.


The principle of inclusion ensures that all employees have equal opportunities and that individuals are not disregarded simply because they are different, think differently, or present new and untested ideas. Innovative ideas and creative solutions are critical to our shared success.

To truly benefit from diversity and ensure fair treatment of employees, it is necessary to avoid stereotypes when making decisions. Assessments of individuals' skills should be based on their work rather than characteristics unrelated to their performance, such as race, gender, religion, or nationality. Decisions and behaviors among employees are expected to be entirely free from bias.

3. Creating a Discrimination-Free Environment

Discrimination based on personal characteristics such as race, gender, religion, and nationality is strictly rejected. Discriminatory behaviors, biased evaluations, disrespect, and inappropriate remarks are not tolerated.

If you encounter or witness such behavior in your workplace, the matter should first be discussed with the person responsible. If this is not appropriate or if you feel uncomfortable doing so, you should report the situation to your manager or provide detailed information through the Suggestion and Complaint System to

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inform senior management. Similarly, if someone approaches you about behavior they perceive as biased, you are expected to listen respectfully and cease or change that behavior.

We are committed to maintaining a fair work environment that is free from any inappropriate behaviors based on personal characteristics such as gender, race, ethnicity, color, religion, age, nationality, culture, ancestry, citizenship, sexual orientation, gender identity or expression, disability, or veteran status.

All decisions related to hiring, job assignments, promotions, training, compensation, and other matters are based on a person's professional qualifications, skills, performance, and experience.

4. Creating a Harassment-Free Environment

Harassment, in a broad sense, includes any visual, verbal, or physical behavior that humiliates individuals based on personal characteristics such as race, religion, sexual preference, gender, or disability, whether or not it involves coercion. Whether intentional or not, behaviors that degrade or could be perceived as an attack on an individual's personal rights are considered harassment. The key factor in determining harassment is not the intention of the person acting but the impact of the behavior on the affected individual.

Inappropriate comments, insults, threats, bullying, unwanted physical contact or sexual advances, inappropriate jokes or remarks in the workplace, offensive emails, voice messages, or written or visual materials are strictly prohibited.

Harassment is not tolerated in the workplace or during business-related events such as travel, meetings, or social activities. This policy applies not only to Sarten Ambalaj Ticaret ve Sanayi A.Ş. employees but also to our business partners.

5. Reporting Inappropriate Behavior

If you experience, witness, or become aware of discrimination, harassment, or any other inappropriate behavior, it should not be ignored. If it does not cause discomfort, the matter should be addressed directly with the person responsible for the behavior. If you are uncomfortable doing so, report the situation verbally to your manager or the Human Resources representatives or use the Suggestion and Complaint System.


Sarten Ambalaj Ticaret ve Sanayi A.Ş. takes all necessary precautions to maintain confidentiality while conducting a fair and thorough investigation.

Managers are responsible for fostering a culture of mutual respect and ensuring a positive, respectful, and safe working environment.

6. Corrective Action and Disciplinary Measures

Upon receiving a complaint, Sarten Ambalaj will take immediate action, including initiating an investigation if necessary.

Sarten Ambalaj Ticaret ve Sanayi A.Ş. will take the necessary measures to respect the confidentiality and privacy of all individuals involved in the investigation. However, depending on the scope of the investigation, complete confidentiality cannot be guaranteed. The process may require interviewing both the complainant and the accused.

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If a violation of this policy is confirmed, disciplinary actions, including termination of employment, may be taken. Retaliation against individuals reporting misconduct, including discrimination and harassment, is strictly prohibited and may result in severe disciplinary consequences, including dismissal.

Additionally, such behaviors may also constitute legal offenses, and individuals responsible may face legal action.

7. Anti-Bribery Policy

Bribery is a criminal offense. Sarten Ambalaj Ticaret ve Sanayi A.Ş. has zero tolerance for bribery and expects all suppliers to comply with legal regulations and anti-bribery policies with integrity.

8. Workplace Rights

Since our establishment, our reputation and trust among stakeholders have been built on our commitment to fairness and ethical business conduct. This trust and our respectability as an employer and business partner can only be maintained by ensuring fair working conditions and a safe, open, and participatory work environment for our employees.

9. Safe and Healthy Workplace

Sarten Ambalaj Ticaret ve Sanayi A.Ş. takes all necessary precautions to ensure a safe and healthy workplace by minimizing the risks of accidents, injuries, and health hazards.

Ensuring physical security, preventing violence, harassment, threats, and other disturbing behaviors are key responsibilities. Necessary warnings, awareness activities, and deterrent measures are implemented, and investigations are conducted with respect for employee privacy and dignity.

10. Forced or Compulsory Labor

All forms of forced labor are strictly prohibited. Forced labor includes any work or service performed under the threat of punishment and without voluntary consent.


Sarten Ambalaj Ticaret ve Sanayi A.Ş. does not employ forced labor in its commercial operations. Employees are hired voluntarily and can resign without pressure or obstruction.

11. Child Labor

Sarten Ambalaj Ticaret ve Sanayi A.Ş. adheres to minimum age regulations in accordance with laws and international agreements. Individuals under 18 are not employed in any Sarten facilities.

12. Working Hours and Wages

Sarten Ambalaj Ticaret ve Sanayi A.Ş. aims to be the preferred employer by providing competitive wages and benefits while complying with all applicable laws on working hours, overtime, and compensation.

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13. Freedom of Association and Collective Bargaining

Sarten Ambalaj Ticaret ve Sanayi A.Ş. respects employees' rights to join, not join, or form a union without fear of retaliation, threats, or harassment.

The company commits to engaging in constructive dialogue with legally recognized unions and negotiating in good faith within the framework of collective bargaining agreements.

GENERAL MANAGER

SARTEN PACKAGING