

07.10.2021

## OUR BUSINESS ETHICS POLICY AND RULES

Our employees are known to our business partners and customers as professionally competent, honest and fair, and we protect this reputation with sensitivity.

### OUR CODE OF ETHICAL CONDUCT, ENSURING AND MAINTAINING A FAIR WORKING ENVIRONMENT

Providing and maintaining a fair working environment is one of our top priorities. We fully comply with all legal regulations in our business processes, which are prepared in accordance with the United Nations Declaration of Human Rights. Creating healthy and safe working environments for our employees is our fundamental duty towards our employees. We believe that the peace of mind created by the atmosphere of Respect, Awareness and Trust in our working life relationships affects the wholehearted commitment and success of our employees, and we show great effort in this regard. We act in accordance with our principles and all applicable laws and regulations of the countries in which we conduct our activities in relation to working life. We expect our employees, suppliers and subcontractors with whom we cooperate to act in accordance with the law and fully fulfill their responsibilities. In our Human Resources policies and applications; Recruitment, Career Planning and Employee Development, Remuneration, Rewarding, Social benefits etc. we ensure that all applications are fair. We recruit our employees only based on their qualifications and abilities, offer equal opportunities, plan their career development, and give the necessary effort for their development. We do not accept discrimination among our employees based on language, race, color, gender, political opinion, belief, religion, sect, age, physical disability and similar reasons. Non discrimination is a fundamental principle in the entire employment process, including hiring, promotion, assignment, compensation, transfers, discipline, demotion, termination, access to benefits and training. Corrective measures, including termination of employment, will be applied to an employee found to have discriminated. If any Business partner is found to be engaging in any form of unlawful Discrimination, their contract may be terminated. We respect the confidentiality of our employees private lives and attach utmost importance to keeping their personal information confidential. We create a positive and harmonious working environment that supports cooperation, and make sure that the verbal and written communication language used in business relations includes motivating guidance and courtesy. Physical, sexual, spiritual violations of the immunity of our employees in the work environment or in the work environment, In our working life relations Systematic mobbing, which will alienate, harass, and resign our employees from work, is against our legal and ethical rules, and will never be tolerated. Corrective measures, including termination of employment, will be applied to an employee who is found to be abusive. In accordance with our ethical policy, fraudulent activities are never allowed. Employee Representative appointed by election ensures social dialogue within the company. We fully implement the Occupational Health and Safety Standards in order to ensure that the working environment and conditions are healthy and safe for all employees. We strive to ensure an environment of social compliance and compliance with

business ethics and policies within the company. Child labor cannot be employed and its employment is unacceptable.

## **CONFIDENTIALITY**

Including Financial Information, proprietary and intellectual property, Product and Process design and development, innovation, invention and patents; All information related to the processes made or implemented by our employees, Business Strategies, confidentiality agreements with our business partners and customers, Process Performance data and information regarding the protection of our personnels private lives are confidential, including in printed and non-printed, visual and auditory media. Our sensitivity to confidentiality also includes all customer property (information, technology, etc.). Our Principles It is the common responsibility of all our employees to use information effectively, to share it correctly, to ensure its confidentiality, integrity and accessibility. The information is used only in accordance with the scope of its duties and responsibilities, cannot be changed, copied or shared with 3rd parties. Before the information that needs to be shared with our suppliers and business partners, a confidentiality agreement is signed and a written commitment is obtained.

Requests from Official Authorities; It cannot be disclosed to third parties unless disclosure is mandatory in accordance with the Legal Legislation. All information within the scope of the above cannot be communicated in places such as corridors, dining halls, elevators, services, etc., which cannot be isolated in terms of confidentiality. All personal information of our employees is confidential. Special personal information is given to our employees. It is strictly forbidden for our employees to constrain on each other in this regard and to disclose their personal information. Whatever happens in the content, gossip, unfounded accusations and statements that may harm individuals and institutions, and bribery and corruption among our employees are not tolerated.

## **GIVING AND ACCEPTING GIFTS**

All kinds of material and moral gifts or benefits that may affect our decisions and behaviors in our activities in working life and that may harm our impartiality cannot be accepted. For this purpose, it cannot be tolerated to give gifts and gain benefits by using our company resources and the employees authority in the company Our principles are within the framework of professionalism and courtesy rules; Our employees meet acceptable standards in the business world; they can give and receive treats / meals In seminars, symposiums, congresses and similar organizations organized by universities and non-governmental organizations, they can receive gifts other than money, such as awards and plaques, as a memory of the day and with symbolic value. It is unacceptable under any circumstances to receive, give or offer gifts and benefits that will create an expectation in return for bribes and/or commissions. In case such a situation is detected, the Bribery Corruption Prevention and Research Responsible is informed and the ethics committee is get together. The gifts and promotional materials to be given within the framework of business relations are approved by the senior management. We take care of that the gifts do not harm social and cultural sensitivities. As part of our Social Responsibilities; Ensuring

participation in donations made to global organizations, institutions and organizations and campaigns organized for this purpose is in all cases with the approval of the senior management.

## **CONFLICT OF INTEREST MANAGEMENT**

It is one of our most basic sensitivities to avoid situations that may create conflicts of interest in all our activities in working life. Conflict of Interest; means all kinds of benefits provided to themselves, their relatives, friends or the persons or organizations with which they are in contact and having any material or personal interest in relation to them, which affects or may affect the impartial performance of their duties. Our Principles Our employees may not use company resources and name, authority and power to create personal benefit or interest. Our employees should refrain from using business relationships to gain benefits, and from establishing collaborations that will generate financial income with suppliers and/or cooperating institutions. In order to provide payment and/or benefits outside of working hours, our employees; They can work with the knowledge and approval of the Management in works that will not harm our company's name and image, will not adversely affect their duties, and comply with our legal, social and cultural sensitivities. Our employees can work in non-profit organizations, social responsibility and charitable missions, non-governmental organizations, sports associations and universities, with the approval of the management, if they do not disrupt their duties. Our employees cannot engage in any political activities during working hours in the working environment and in all places that can be considered from this environment, and cannot take the time of their colleagues related to these activities. Managers cannot ask their employees to become members of a Political organization. Approval for employees wishing to take part in political activities; It is given by the Ethics Committee with the knowledge of the senior management.

## **USE OF RESOURCES**

It is the basic responsibility of all our employees to use all of our resources with the principle of savings and to prevent waste and losses. Our Principles Our Employees; manage and protect all financial, technology, information resources, assets and all kinds of natural resources and energy uses with the awareness of saving. Our employees; With the awareness that time is also a resource, they cannot spare time for their private work during business hours. They do not accept private visitors in the business environment, except for compulsory situations between working hours.

## **OUR RESPONSIBILITIES GLOBAL RESPONSIBILITY**

In accordance with the principles determined by the United Nations Global Compact; to act for the benefit of our country and the world, and make an effort that our employees and suppliers act accordingly.

## **RESPONSIBILITIES OF OUR EMPLOYEES**

Compliance with the ethical rules is the basic responsibility of all our employees. In this context, all our employees; to act in accordance with the law in all circumstances, to know the business ethics policy and rules, to internalize them and to reflect them on their business conduct and behaviors, to inform their Manager and / or the Ethics Committee, with or without a name, as soon as they are aware of violations or potential violations is responsible for providing the necessary support as appropriate.

## **RESPONSIBILITIES OF OUR MANAGERS**

Being an example with their behaviors to ensure the creation and maintenance of a company culture and working environment that supports the ethical rules, Carrying out and supporting training and awareness-raising activities for raising the awareness of our employees on this issue, preventing bribery and corruption, Encouraging employees to transfer notifications about ethical rules to the ethics committee. and avoids anti-competitive practices.

## **DETECTION OF UNETHICAL CONDITIONS AND BEHAVIORS**

In order to qualify whether the situations and behaviors we encounter in our working life are ethical or not, please ask yourself the following questions;

- Could you be aware of an activity that may not comply with the law and our business ethics, including our cooperation with our company or our partners, suppliers and subcontractors?
- The situation requested from you, witnessed or in which you are; Would you be in a difficult situation if it was known by your family, colleagues and managers? Could it harm my co-workers, my company's image, and my customers? How would it appear in the newspapers? Would you feel uncomfortable if your spouse , siblings and children faced such behavior ? Can you describe it as a violation of immunity (physically, sexually and emotionally)?
- Are you trying to make a decision and have doubts about how to act in accordance with business ethics?

## **ETHICS COMMITTEE**

Responsible for investigating and resolving complaints and notifications regarding violations of the Code of Business Ethics.

The Ethics Committee conducts all notifications and investigations within the principle of confidentiality. The investigation process and statements are received and managed in writing. Notifications are handled as quickly as possible and the review process is initiated. When deemed necessary; can get expert opinions on legal, social and medical issues. As a result of the review, one or more of the applications within the legal framework are put into use with the approval of the management.

For your questions and notifications, you can use the e-mail address below;

E - mail [info@roplast.com.tr](mailto:info@roplast.com.tr)

Best Regards,

Raşit Özkan ÖZER

General Manager