



KLK ENDÜSTRİ

WORK ETHICS MANUAL

PREFACE

The Work Ethics Manual of KLK ENDUSTRI is a guide for performing regulated business in our professional life taking into consideration the rapidly developing technology and increasing competition; and it sets forth the behaviors, code of conduct, rules, standards and values among people and corporations.

This guide; summarizes the general rules that must be observed for a professional life of integrity, honesty and respect to be abided by also for interpersonal relations. It is prepared for all of our employees and sincere participation is essential.

Our company; ensures that it is in compliance with the ethical values and fulfills all its responsibilities and duties to its employees, all stakeholders, the environment, the KLK ENDUSTRI to which it is affiliated and takes on the role of ensuring that all parties adopt these principles.

OUR VALUES



A. INTEGRITY

- We adhere to the principles of integrity and honesty in our activities committed and in our relationships with all our employees, stakeholders and other related parties.
 - We give all our stakeholders clear, precise and correct information and provide them with timely and complete service.
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B. CONFIDENTIALITY

We, as KLK ENDUSTRI; will protect our confidential information and we will show the necessary diligence to protect the financial, commercial and private information of our employees, stakeholders, other persons, institutions and organizations.

It is paramount that our employees abide by the following principles of privacy.

- Information, documents and other data about financial transactions, negotiations, administrative procedures, can not be given to 3rd parties.
 - They can not share the information and the documents they have obtained as a requirement of the job (including the project, technical infrastructure, regulations, personal rights etc.) with the people and the bodies inside and outside the company and can not use them for commercial purposes.
 - The employees of our company cannot transmit or take out of the company the information, documents, projects, internal regulations, etc. which they possess due to their jobs if they resign or are dismissed from the company.
 - Confidential information and documents can not be changed, copied and destroyed. We take the required precautions to protect and preserve them.
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C. CONFLICT OF INTEREST

It is mandatory that the employees of KLK ENDUSTRI avoid the situations which may cause conflict of interest. It is the liability of all employees to avoid the use of company names and resources in any way that may adversely affect the name and reputation/image of the organization. It is inevitable for our employees; to act in accordance with the following points in order to prevent conflict of interest.

- The employee or his/her family, relatives or network of friends cannot provide any gains or benefits from the persons and institutions with which business relations are engaged by abusing the employee's position.
 - He/she may not perform any professional activities based on financial gains outside the scope of work.
 - He/she may not engage in any personal fiscal relations benefiting from the relevant business relations.
 - He/she may not use the title of KLK ENDUSTRI for obtaining personal gains.
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D.LIABILITY

It is our main duty to fulfill our responsibilities to our employees, our stakeholders, our competitors, society and our company.

1. Our Legal Responsibility; We perform our domestic and international activities as per laws of Republic of Turkey and International Laws. We carry out the services without any political interest in any kind of public and administrative organizations.
 2. Our Responsibility against our customers; We meet the demands of our customers accurately and as soon as possible with a solution and customer satisfaction focused approach. We have an equality, fair and courteous approach to our customers and we deliver our contracts in due time.
 3. Our Responsibility against our competitors; We compete in legal and ethical areas. We avoid unfair competition and never allow such situations to arise.
 4. Our Responsibility against the environment and society; We are aware of the importance and value of the world we live in for the future generations. Thus, we use the principles of health, safety and environment everywhere we operate, accurately and effectively. We respect the customs and cultures of the countries in which we operate abroad as well as in Turkey and strive to be sensitive. We try to be a pioneer in social issues and take a contributing role.
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D.LIABILITY

5. Our Responsibility to our employees;

- Our managers are responsible for the transfer and assignment of ethical rules to all employees and for the proper conduct of their activities.
 - Our most important priority is to provide a healthy and safe work environment for our employees.
 - There is no discrimination among our employees, based on age, race, gender, language, religion, sexual preference, political opinion, disability, etc. We implement this approach to all conditions such as recruitment, placement, promotion, termination, leave, salary, education.
 - We respect the personal and family life of our employees. Personal data of employees are kept and processed in compliance with the legislation, in particular, "Law on the Protection of Personal Data, No. 6698". Personal information is not exchanged with third parties without the consent of the employee and without the knowledge of the legal requirement.
 - We do not allow verbal or actual harassment in any of the workplaces in which we operate.
 - We support our employees and provide them with resources to ensure their acquisition of professional skills and knowledge that will benefit their personal and professional development.
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D.LIABILITY

6. Responsibilities of our employees;

- The Employees; are obliged to obey the company policies and fulfill their duties.
 - They protect and respect the company's reputation in all circumstances.
 - Employees; care about their relations with our stakeholders and their communications.
 - They do not perform any attitudes or behaviors (threat, assault, harassment, political / religious opinion, propaganda ...) that disturb peace, security and productivity in the business environment.
 - Employees can not use company assets and resources without designated purposes. They avoid unnecessary spending to put the company at risk of losses.
 - Employees preserve the information and information systems and tangible and intangible assets of the company as if it is their personal property. They protect them against potential loss, damage, misuse, abuse, theft and sabotage.
 - Employees do not give gifts or accept gifts which have high values and that may cause material any dependence relationships with the company they are affiliated with and which may cause their impartiality. When there is hesitation, the Central Personnel Unit is consulted with.
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D.LIABILITY

- Employees show care and diligence to use appropriate styles in their internal and external correspondences, and not engage in behavior, memorandum, or correspondence that will leave the company under any liability unless expressly authorized so.
 - No unlawful conduct or action can be performed. Regardless of whatever happens, the unregulated demands and requests are unacceptable. The Central Personnel Unit is consulted when in illegal or in doubtful circumstances.
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THE METHOD FOR MONITORING WHEN MAKING DECISION IN TERMS OF ETHICS

The Business Ethics (Code of conduct) determined so as to enhance the corporate value of the KLK ENDUSTRI; defines the principles and practices that all managers and employees must adhere to. These guidelines aim to ensure that all employees are aware of the institutional effects of their behaviors and attitudes, display high quality behaviors and that all members of the KLK ENDÜSTRİ choose the correct methods.



If the answer «Yes» can not be given, no decision should be taken until guidance is received.

FINAL WORD

Ethics is to distinguish between right and wrong, just and unjust, good and evil, fair and unfair, and doing things that we believe to be right, just, good and fair.

Ensuring that employees comply with ethical principles and sharing their questions and problems with us are the most natural rights as well as their most important duties.



For your questions and notifications, you may contact us through the following email address.

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