

Code of Conduct Booklet

21.10.2021

LIFE IN THE SUN GROUP OF COMPANIES

This guideline has been prepared together with the employees of the Sun Group of Companies to describe our Values and Code of Conduct, to guide us at all times, and to be a reference for our business manner and relationships. We will update this guideline, which covers much information that we may need when working and making a decision, together when required, it will always be our guide for all of us.

Please convey the topics and questions that you think should be included in this guideline, to the Human Resources department.

Who is intended by our Code of Conduct?

For all of us employed within the Sun Group of Companies. Each issue addressed in this guideline applies to all employees, directors, representatives, etc. Moreover, all our directors exhibit the proper behaviors to ensure that their teams act in accordance with our Code of Conduct and that these principles are implemented by their teams.

Everyone who works on behalf of the company (including suppliers and other business partners) shall act honestly, following the principles in our Code of Conduct when providing goods and services to the company or acting on our behalf. We expect our suppliers to comply with the Code of Conduct for Manufacturers and Suppliers which is a condition for doing business with us.

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We think before we act.

We act prudently, honestly, and ethically in each action we take. We do not break the rules.

We act carefully.

We avoid all activities that violate our policies, laws, and rules.

We follow the laws.

We understand the laws that apply to our business. In case there is an issue we do not understand related to a particular law or regulation, we definitely contact our director, and Human Resources department, if necessary.

We request assistance.

We avoid all activities that violate our policies, laws, and rules.

We report the concerns.

In case of a violation, we shall not ignore it. We prevent damage to our company and our own reputation by promptly reporting our concerns.

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What is Ethics?

The whole of the behaviors that people shall comply with or avoid to do the job honestly, truthfully, confidentially, and to ensure peace in the workplace. Although it may be used as a synonym for morality, we have preferred to use the term "business ethics" in this booklet, as morality may differ depending on the geography where the individual lives.

How do we know if an issue or behavior is ethical?

We can ask ourselves the following six questions:

- Is this issue legal?
- Is it proper to do this?
- Do we/they have the right to do this?
- Does it comply with the company culture, values, and my personal reputation?
- What if everyone does what I do?
- Would we like the issue to be covered by the media or the press?

If one or more of these questions is answered "No", the relevant behavior is unethical and shall be avoided.

In some cases, we may hesitate. We need to be careful when we begin making excuses such as "Everybody does it", "It is one time only", "No one will know it", or "It will not affect the result", or when others say such things to us. These issues indicate that we must consider them thoroughly or consult others. Above all, we must trust our common sense.

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How do we raise our concerns about ethics?

We have many options to share our concerns with. In this Code of Conduct, we have tried to include many of the issues that we may encounter.

If we have any concerns, we are expected to seek a solution by conveying them in the following order:

- » We convey it directly to our immediate manager.
- » If we could not get any results despite conveying it to our immediate manager, or if we are hesitant to convey it for any reason, we convey it to the Human Resources department.
- » If we could not get any result even though we brought it to the Human Resources department, or if we hesitate to report it to the Human Resources department for any reason, we report the issue to the e-mail address of "etik@sungrup.com.tr" to be forwarded to the Ethics Committee.

The details about the Ethics Committee will be provided on the following pages (see Ethics Committee on page 50 and Code of Conduct for Ethics Committee on page 51). We should never conceal the

violations. Our directors are obliged to notify the Ethics Committee of the Company of any potential violations reported to them as soon as possible. As employees, we shall not hesitate to report violations of our Code of Conduct or suspicious situations to the relevant persons by following the above order.

There is an issue that I am concerned about being unethical. May I face a negative result if I express it?

We are obligated to report an issue that we think is against our Code of Conduct. Of course, if we can, it would be also important that we can embody our concern and claim. We do not get a negative result just because we only convey our concerns. Do not hesitate.

What does it mean to embody my concerns while conveying them?

Just complaining about someone persistently or "reporting a speculation" is considered within the scope of damaging that person's dignity. In other words, if our concern is not based on a concrete event, conversation, or experience, it is regarded as gossip. None of us want this. We need to protect the health, safety, and dignity of our colleagues. Furthermore, such "inconsistent or ungrounded" reporting is against our Code of Conduct.

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VALUES OF SUN GROUP OF COMPANIES

THE VALUES THAT MAKE US

Sun Group of Companies came to these days together with its employees, customers, and business partners. We talked, discussed, and wrote together our formula to grow the achievement and make it sustainable:

- By designing our imagination,
- by developing,
- by appreciating,
- by love,
- we do the best.

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BY DESIGNING OUR IMAGINATION

We are always open to new ideas and projects. We encourage our employees, we act using our creativity by keeping up with the innovations, and we keep our imagination alive. We build our future by attaching importance to digitalization, innovation, and technology.

I do not work in the R&D or Design department, what can I design?

Each of us has valuable work and job, each of our colleagues can make improvements by considering how to do their work better, more efficiently, faster and easier. It is simple as that.

What can we do to broaden our perspective?

We can broaden our perspective by keeping up with the industry, technology, and scientific developments, listening to our customers, analyzing our competitors, analyzing customer complaints, comparing business processes, and most importantly, relying on our own creativity.

How can keep up with the innovations?

We can benefit from online articles and videos about our business and our industry by reading them a lot. We can also benefit from Sun Academy to the fullest! We can also get support from our director and the Human Resources department. It is enough to be enthusiastic to learn about innovations.

How can I share my ideas?

We can convey our creative ideas to in-house entrepreneurship systems such as Present Your Solution, MES 4.0, etc. implemented in our companies, or we can share our ideas directly with our director.

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BY DEVELOPING

We encourage employees to freely express their ideas, encourage generating new ideas, and support them to get results. As the employees of Sun Group of Companies, we constantly improve ourselves, our business, and society.

My job, my job description is clear. Can I still improve my job?

The person who does a job knows it best, we are also those who know best the obstacles we experience while doing our job. When we get out of our comfort zone and ask, "How can we finish this job easier and faster?" while doing our work, creative solutions emerge spontaneously. When we do the same job again, we will see how the solution that we find facilitates the job and improves efficiency.

This job has been made like this for years, but it can be changed. What should we do?

It may be also important to do certain works again and in the same way. The years of experience and common sense may be behind it. However, we should not say "It has been ever so", and we should go on making suggestions. Let's suggest, evaluate and decide together. Being a part of the solution not only contributes to our company but also develops us and reveals some of our competencies.

What can we do to keep learning?

We can benefit from several training opportunities and the Sun Academy training platform provided by our company. Also, we can attend courses and seminars held by training institutions, as well as continue to learn in areas that interest us via online training platforms regardless of place and time. Moreover, in cases where we cannot access the topic we want to learn, we can always get support from the Human Resources department.

When we read the interviews of people who can stand on their own feet and make something out of nothing, when we watch their inspiring life stories, we see that almost all of them talk about "lifelong learning" as the key to success. There are so many ways to continue learning after completing our education life! We can do it as long as we want to be in an active learning process no matter where or how!

I have been doing this job for years, I have achieved a certain position. Do I need to learn anything new?

In fact, all training programs that we take part in the workplace and the processes we carry out while doing our job are a part of lifelong learning. As a person who has been specialized in his/her job, we always continue to learn new things and teach the job to the newcomers. We should keep on continuous learning to refresh teaching habits and to stay vigorous.

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BY APPRECIATING

We are committed to being honest, fair, reliable, transparent, and accountable to our stakeholders. We stand against all kinds of discrimination and observe our ethical principles in all our decisions and behaviors. We believe that each of us is valuable, and we act with a sense of responsibility towards the environment and society.

How can we show that we appreciate our colleagues and other stakeholders?

Getting the opinions of our colleagues, encouraging them, appreciating them, and providing them the support required to get their job done will make them feel valued. On the other hand, we show that we appreciate our customers and other stakeholders by attaching importance to their ideas, taking quick and proper action for their demands, cooperating under appropriate conditions, and keeping our promises.

Our company does enough work for society and the environment. What can we do individually?

Sustainability is a way of approaching life. As we consume today's resources, we know that we have borrowed them from tomorrow. While we can do this at our company level in a way that will have an impact on society, our country, and our world, we can all make a difference in our own lives.

While we can voluntarily take part in committees working within the framework of creating a decent work environment in our company, achieving responsible production and consumption, innovation, and environmental responsibilities, we can also share our ideas and develop new applications. Also, there are several things that can be done in everyday life. For example, we can separate our waste, reduce the water we use, voluntarily take part in non-governmental organizations. We can consult the Sustainability Committee and/or the Sustainability Management on these issues.

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BY LOVE

We achieve together all the accomplishments in line with our common goals, and we believe in the power of being a team. We approach each other with love and understanding, and we know that we agree on our common goals. We add our passion to our work and approach people, nature, and differences with love.

Isn't it required to do our job well, whether we like it or not?

As Confucius said, "Choose a job you love, and you will never have to work a day in your life." If we improve ourselves to do our best, we will never feel tired. We contribute to the creation of a happy environment within the team we work with. We should keep in mind that doing the job with love definitely brings success.

What can we do to achieve team spirit?

Open, clear, and trust-based communication is the foremost factor. Being part of a team and feeling support from teammates is one of the best feelings we can have at work. As members of a close-knit team, we can achieve the things that we cannot achieve alone, and we can inspire each other. In case of potential problems, we know that these conflicts are not personal, but work-related, and we act together to solve the problem.

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WE DO THE BEST

We take responsibility, take action quickly, and support agility. We use all our resources to do our best and act with devotion, excitement, and enthusiasm.

How should I proceed to do my job in the best way?

We should set clear goals and take steps in line with these goals to do our job in the best way and to be successful. When we read or listen to the stories of successful people, we see that they adapt to change to achieve their goals, do not give up, and are human-oriented, self-disciplined, and self-confident. Making an effort and having the energy required to implement your ideal will lead you to sustainable success.

My director says that there is a job to be completed very urgently, but I have a lot of work to do before it. How should I proceed?

First, we determine the priority of the works according to their importance and urgency. Then, we set goals for ourselves according to the priority we have determined, we do not give up the struggle, and we act bravely. We request support from our director or colleagues, do not evade responsibility, and are not afraid of making mistakes.

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OUR QUALITY POLICY

- To fully meet the expectations of internal and external customers,
- To do our work properly at the first attempt,
- To implement the concept of continuous improvement in each field,
- To ensure that quality is a LIFESTYLE by adopting our standards and systems.

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OUR BUSINESS LIFE

As the Sun Group of Companies, we continue to work in a manner that respects human rights, as stated in the UN Universal Declaration of Human Rights (1) and in the fundamental conventions of the International Labor Organization (ILO) (2).

We offer equal opportunities at all stages such as hiring, working conditions, remuneration, performance management, promotion, continuous learning, and retirement.

In the Sun Group of Companies, we do not allow discrimination based on race, gender, skin color, religion, marital status, sexual orientation, political view or affiliation, ethnic identity, health status, family responsibilities, union activity or membership, disability, or age.

We promote the freedom of unionization and collective bargaining of our employees, we do not act contrary to the Human Rights Principles, we do not employ forced or compulsory labor. We support diversity, inclusion, and participation, we stand against harassment and discrimination, we preserve the health, safety, and dignity of employees, we are determined to treat everyone fairly.

- (1) The United Nations Universal Declaration of Human Rights, which is the most fundamental document in the international arena on human rights, emphasizes that we all have natural human rights, regardless of race, skin color, religion, gender, language, political or other opinions, national or social origin, property, birth or other statuses. It aims to ensure that we reach all our rights, particularly our right to life, in a manner worthy of human dignity.*
- (2) The International Labor Organization (ILO), which acts in line with its founding mission that peace in working life is indispensable for well-being, strives to realize social justice and internationally recognized human and labor rights. Today, the ILO helps create decent jobs and provides economic and working conditions that will lead employees and businesses to adopt lasting peace, prosperity, and progress.*

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What does "equal opportunity" mean?

It means having constructive and inclusive practices that will not cause discrimination in our relations with our employees, customers, suppliers, and all our stakeholders. Ideas such as "women's job/men's job", "we do not recruit employees from that country", and practices such as giving unqualified jobs to people with disabilities are discriminatory. We believe in the achievements that differences will bring about, and we use all our differences as a driving force to achieve productive and efficient results.

What may be the examples of gender discrimination in the workplace?

We would discriminate when a woman is not promoted, although she deserves it, saying that "Men do not want to work with a female director", and when women are paid lower wages than men who do the same job with the same level of performance, saying that "Men are the breadwinner".

Freedom of Speech

As Sun Group of Companies, we encourage our employees to express their ideas and opinions, to voice their concerns and complaints, and to ask questions in line with our "open door" policy, provided that they remain within legal and ethical limits.

We are attentive to ensure that internal communication is openly performed between all employees, we do not observe hierarchy in communication, we consider it essential that all titles should communicate openly and directly with each other.

In addition to the planned one-to-one meetings with our director, we can openly express our opinions and suggestions without waiting for any official meeting, we can ask anything, and we can access our director or Human Resources department on any issue.

A creative idea occurred to me. Where/to whom can I convey my ideas?

In Sun Group of Companies, encouraging employees to freely express their opinions, promoting the occurrence of new ideas, and supporting them to get results is an important part of our company

values. We can conveniently convey our ideas to our directors and share our suggestions via the Present Your Solution and MES 4.0 platform.

We may encounter some conflicts or problems from time to time, how can we use freedom of expression in such cases?

Giving each individual the opportunity to express themselves in our work environment, handling and evaluating different ideas, and creating equal opportunities will contribute to a peaceful working environment. We should adopt open and free communication to take part in the solution of problems and to ensure the participation of all our stakeholders in the process. When we cannot solve a problem with our teammates, we can report the issue to our immediate manager, and we can easily contact the Human Resources department.

I suspect that some things are not carried out properly. To whom can I report it?

First of all, we should also talk about this issue with our own director. If we cannot share this issue with him/her, we can share it with the Human Resources department. If neither of these channels is suitable or if we think that we have tried and failed, we can apply to the Ethics Committee of our company (see Ethics Committee on page 50 / Ethics Process Flow Chart on page 53)

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Rights and Obligations of Our Employees

Our Communication with Each Other

As employees of the Sun Group of Companies, we carry out our tasks in an equitable, transparent, accountable, and responsible manner. In accordance with these principles, we fulfill our responsibilities towards the people we are in contact with within the framework of mutual trust, respect, and courtesy rules, by communication and cooperation. We support each other using our knowledge, skills, and experience when we carry out our works together with our colleagues or when we encounter a problem.

I have disagreements with my teammate on some issues. I cannot easily communicate with him/her. What should I do in such a case?

When we encounter such a case, we should first know that the differences of opinion we experience are not related to our personality, but to our work. Therefore, we need to make a clear distinction between the subject and the person.

It is the subject, not the persons, to be discussed. We should listen to each other, understand the cause of the problem and act together to find a solution. In cases where we cannot find a consensus and communication issues intensify due to these differences of opinion, we can easily get support from our immediate manager or the Human Resources department. If we believe that the problem still cannot be resolved, we can report the issue to the Ethics Committee by e-mail or by calling the Ethics hotline.

I have been experiencing a problem with my immediate manager, and we could not resolve it for a long time. Can I convey information without following the hierarchical order in such a case?

In such cases, we refer to our senior manager and the Human Resources department. If we believe that it cannot be resolved, we can report the issue to the Ethics Committee.

Responsibilities of the Managers of Sun Group of Companies

- To create and maintain a corporate culture that supports our Code of Conduct,
- To set an example for the implementation of our Code of Conduct,
- Informing and training the team on the Code of Conduct,
- Supporting the team in conveying their questions, complaints, and notifications regarding the Code of Conduct, creating an environment where employees can easily express their suggestions and concerns,
- To respond to any violations of our Values, Code of Conduct, and the law without delay and to report them to the immediate manager, the Human Resources department, and/or Ethics Committee in accordance with the hierarchical order.

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Duty of Loyalty and Diligence

The issues such as not disclosing the commercial information we have obtained as part of our job regarding our company's products and services, using the machinery, tools, and equipment properly while doing our job, including accurate and complete data in the reports we prepare, etc. express our duty of loyalty and diligence.

That's why we have to work diligently while doing our job, and we must always protect confidential the commercial information we obtain within the Sun Group of Companies in a way that does not cause unfair competition.

As employees of the Sun Group of Companies, we work in harmony with colleagues and directors, we establish good relations with persons, organizations, and customers from the private or public sector that have a relationship with our company, and we carry out our works honestly and quickly in accordance with the requirements of the work. We ensure work peace and continuity.

It is important to protect the personal rights of the employer, to keep the employer's trade secrets confidential, and to prevent attitudes and behaviors that may cause unfair competition against the employer during the business relationship. We do not take actions that will harm the legal and commercial reputation of the employer also outside the working hours.

We work diligently to meet the needs and expectations of our customers in a qualified manner. We provide each of our customers with the same quality and the same level of service.

Some of the behaviors that do not comply with the duty of loyalty and diligence are given below:

- Failure to carry out the required controls and maintenance of the tools, equipment, protective materials, instruments, machinery, and materials given to us as part of our duty, damaging them by not following the instructions, causing material damage, or using them carelessly,
- Using the company's vehicle that is not allocated to us for our personal works during or outside working hours without permission,
- Not coming to the workplace in time after breaks and meal hours,
- Talking on a mobile phone in the operation/production area during working hours,
- Listening to music in the operation/production area during working hours,

- Not using the personal protective equipment given as protection material according to the nature of the work,
- Leaving the work area without taking the required safety precautions,
- Failure to comply with occupational health and safety rules,
- Smoking indoors within the boundaries of the workplace and outside of designated smoking areas; making a misleading statement about smoking behavior before the employment contract is established and during the continuation of the employment contract,
- Deliberately damaging the work clothes given to us and the materials provided within the framework of occupational health and safety provisions by the company.

What should we pay attention to when using the tools and equipment we take for our work?

We should carry out the required control and maintenance of the tools, equipment, personal protective materials, instruments, machinery, and materials given to us as part of our duty, and we should use them in accordance with the instructions. We should take care not to ruin the products, not to damage them, and to deliver them completely.

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Use of Time and Company Assets

Employees of the Sun Group of Companies strive to complete their works efficiently and effectively during working hours, and carefully allocate time for their personal works during working hours if otherwise requires greater loss.

No employee may engage another employee for his/her personal works. All employees use company resources in the most efficient way possible. We complete the meetings with visitors due to compelling reasons in a reasonable time without hindering the workflow.

We consider company interests. We do not use company assets (machinery, equipment, vehicles, fixtures, goods, raw materials, auxiliary materials, etc.) without the intended purpose and required authorization on behalf of any person or for the benefit of anyone, without the benefit of the company. We do not take company assets out of the company outside of working hours without permission.

Can we take out the fixtures in our stores and premises?

We should not take out company assets (machinery, equipment, vehicles, fixtures, goods, raw materials, auxiliary materials, etc.) without the intended purpose and required authorization on behalf of any person or for the benefit of anyone.

I tried the products I bought from the factory outlet at home, but I realized that the products did not fit me. Can I sell these products?

There is no marketing or profit motive for the products in this category, which are offered to our employees by factory outlet so that they feel the privilege of being a part of the Sun Group of Companies. As it will adversely affect the sustainability of our relations with our customers, we should not use this right granted to us for our own economic interests and should not allow it to be used.

Can I exchange the foreign currency given by our customer as a means of payment in the store with my own Turkish Lira?

After logging into the system through the V3 software, we can learn the current exchange rate and buy foreign currency by calculating it over this rate.

Can I use the company vehicle allocated to me for personal purposes outside of work?

We cannot use the company assets given to us outside of business purposes, but we can use the company's vehicle for personal purposes by getting permission from our senior manager. Since the fuel usage rights granted to the company are included in the company assets, we should provide the fuel by our own means in such personal cases. Due to our respect for the environment, we use the company's vehicles carefully and take into account the fuel consumption, and we pay attention not to use the fuel excessively due to aggressive use. Thus, we do not use the company assets inefficiently, and we cause less damage to the environment.

Please refer to T/IDI/01/17.10.2019 Vehicle Usage Instructions for details.

My director requests my assistance for his/her personal affairs during business hours. What should I do?

The time we spend during working hours is one of the company assets. Improper use of company assets is against our Code of Conduct. We can convey the issue to the Human Resources department or the Ethics Committee of the Company.

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Conflict of Interests

We accept that there is a conflict of interest in cases that affect or seem to affect our impartial and objective performance of our duties due to all kinds of benefits provided to ourselves, our friends, or the persons or organizations we are in contact with, and having financial or other obligations and similar personal interests related to them.

As employees of the Sun Group of Companies, we avoid activities and relationships that will result in a conflict of interest, we take care to protect the benefit of the company in all our duties, we avoid all kinds of activities and behaviors that may mean gaining benefits for oneself or his/her relatives. As soon as we become aware of the conflict of interest, we report the issue to our superiors, and we refrain from the interests that fall within the scope of the conflict of interest. We evaluate possible cases that may be contrary to the interests of our customers for each service and activity that we are authorized, and we take measures to prevent conflicts of interest.

We want to organize a new training program. I have a relative who is specialized in this field. Can we work with him professionally?

Of course, we can work. However, we should ask for offers from other companies that are specialized in this field; if it is decided jointly that our relative is the right business partner, it will be more appropriate to work with him/her.

Can we buy fabric from our company?

We cannot buy and sell fabrics individually from our company.

I have a relative who manufactures fabric. Can I buy the fabric of the desired quality and specifications from him/her or can I contact the purchasing officials and ask them for help?

Our purchasing officials and those who have the authority to make purchasing decisions cannot make a purchasing decision directly or indirectly in such cases. In the face of such cases, the issue should be

presented to the director and senior management. We can make a purchase or make a supplier recommendation upon the approval of the senior management.

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Wrongful Conduct

We do not take advantage of our job, title, and powers for ourselves, our relatives, or third parties, and we do not act as an intermediary. We do not engage in favoritism or discrimination for any reason. We do not get aid, donations, or similar benefits from any institution, foundation, association, or sports club.

We do not allow the use of official or confidential information, which we obtain while performing our tasks or as a result of these tasks, to obtain economic, political, or social benefits directly or indirectly for ourselves, our relatives, or third parties.

If there are family members, close relatives, and close friends employed in the group, we do not allow these relations to affect the decisions to be taken within the company. Our purchasing officials who are authorized to make purchasing decisions, cannot make a purchase decision for the offers made by companies in which their family members, close relatives, and friends are directly or indirectly partners.

As employees of the Sun Group of Companies, we cannot establish a debtor and creditor relationship with customers and suppliers, and we do not establish a debtor and creditor relationship with colleagues in a way that will damage the company's reputation and relations. We have no tolerance for irregularities, corruption, and bribery that you become aware of in the records of the company.

One of our suppliers, who has been our business partner and with whom we have been collaborating for many years, asked me for a debt. What should I do?

We should not establish a debtor and creditor relationship with any of our stakeholders. In case of the insistence of the request, it is important that we should promptly notify our senior manager or the Human Resources department for contributing to the protection of the company's reputation and relations.

Due to our job, we can go on business trips very often. What should we pay attention to when using the travel allowance we receive and the opportunities offered for travel?

We should consider spending it on our own money. We do not spend the travel allowances offered as part of our business for our personal interests. It is important that we declare all the facilities, which are offered for us to travel and stay comfortably, by properly invoicing and form filling processes.

The limits for travel allowances and meals during the trip are specified in our Travel Procedure as standard. We should keep in mind that we need to get approval from the company's General Managers to make entertainment expenses such as hosting guests, catering, meals, and gifts to customers, company officials, and persons related to due to their duties for business purposes, during the trip from company resources within the scope of representation expenses.

I will make some repair works at home, is it okay if I take the tools and equipment from the workplace to my home for 1-2 days?

We should not take the machinery, tools, and equipment we use as part of our job out of the company. However, in case of an urgent and unavoidable need, we can get support considering their availability by notifying our senior manager.

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Not Working in a Second Job

In principle, employees of the Sun Group of Companies cannot be employed to a second job outside the group. However, we always support activities that provide social benefits such as membership in foundations, associations, unions, sports clubs, cooperatives, non-governmental organizations, and professional chambers provided that they do not cause neglecting our duties. Provided that permission is obtained from the Chairman of the Board of Directors, we can take part in subjects such as teaching at the university, writing, etc.

I work in shifts, I go to another work after my shift is over. Will this be a problem?

Doing additional works outside of our working hours may cause our health to deteriorate in terms of both our physical and psychological health. Therefore, working in a second job outside the company during the time we should rest will make us even more tired and may cause our health to deteriorate in the long run. Thus, it is not suitable for us to work in a second job.

I am a member of a non-governmental organization. We need some contributions for the organization I am a member of. Can I request a contribution from the company?

If the organization we are a member of is compatible with the values and rules of the Sun Group of Companies, we can convey the relevant request to the Human Resources department or Corporate Communications department. The request will be shared and assessed at the first Sustainability Committee meeting, and their works will be supported if the Board of Directors approves.

Right to Defense

The Right of Defense is the expression of our employees who act or are alleged to act in violation of our code of ethics or our Code of Conduct. As an employee of the Sun Group of Companies, we freely use the right to defense, which is one of the most important elements of democracy in the workplace.

My director asked me to defend myself in writing about an issue. What does this mean?

In case there are correctable errors and deficiencies such as poor performance, non-compliance with the job, or wrong behavior, our director or Human Resources department may want to get our views clearly on this matter. "To defend" means to provide our responses to these allegations and to let us know how we can correct them. We should keep in mind that this democratic right is an opportunity both to express ourselves and to improve our business relationship.

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Confidentiality

Information that belongs to the Sun Group of Companies and may cause a disadvantage in terms of competition, personal rights of personnel, confidentiality agreements concluded with third parties, trade secrets, financial and other information that has not yet been disclosed to the public are considered within the scope of confidential information.

As Sun Group of Companies' employees who have confidential information due to their position or for any reason, we protect confidential information about our activities, and we use this information only for the purposes of the Sun Group of Companies. We never use it for any commercial or personal

benefit. Moreover, we take the necessary measures to protect the confidential and personal information of all our stakeholders.

We protect confidential and proprietary information about the company and its activities, production, business, customers, and other professional matters, whether or not they are related to the work we undertake.

Due to the confidentiality of our personal information, we do not disclose personal information that is personal to anyone and reflects company policy such as wages, fringe benefits, etc. (phone, address, employee identification number, marital status, etc.). We send the information of an employee in a confidential way. We keep our personal information locked in the personal information locker, and as employees, we do not disclose this information to others or pressure others to disclose the information. We do not share our personal information or another employee's information that we have accidentally obtained with third parties.

Therefore, we take great care in our conversations outside the company to protect confidential information. We do not disclose or share any confidential information and documents that we obtain due to our position or for any reason, to the public or to other persons or competitor organizations when we are employed or leave the company for any reason. We continue these obligations even if our business relationship is terminated. We only disclose this information to the relevant persons within the scope of their authorities.

We protect the rights of our employees in accordance with the "Law on the Protection of Personal Data No. 6698" and secure them using our Personal Data Protection Procedure No. P/IK/21/R1_10.04.2021.

Question: Can we record customer numbers on our personal phones?

Since information such as phone numbers, body measurements, name, and surname is individuals' personal information, behaviors such as sharing this information with other individuals or on any platform are not proper behavior both in terms of ethics and in accordance with the Law on the Protection of Personal Data. Attention to the confidentiality of personal information, which is important to us, also applies to our behavior toward our customers. It will not be right for us to use any of our customer's information without obtaining their consent.

Can we share our company's sales figures with others?

Know-how, patented products, technological data, work and production sequences, and customer information are evaluated within the scope of the company's confidential data. Therefore, we should not share the company's confidential information with others.

I work in shifts, I go to another work after my shift is over. Will this be a problem?

Doing additional works outside of our working hours may cause our health to deteriorate in terms of both our physical and psychological health. Therefore, working in a second job outside the company during the time we should rest will make us even more tired and may cause our health to deteriorate in the long run. Thus, it is not suitable for us to work in a second job.

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A friend of mine asked for the e-mail addresses of the employees of the company for a survey about his/her work. What should we do?

The confidentiality of the information of the employees of the Sun Group of Companies is under the responsibility of the company. We need to share the issue with the Human Resources department.

How should I save the orders, financial statements of the company, or internal communications when I print out them? How should I destroy the printouts?

We should keep printouts of such correspondence and financial statements in our nontransparent files and locked drawers to ensure confidentiality, and shred these documents in an unreadable manner after we use them.

When I have an online meeting, do consider other people in my environment within the framework of confidentiality in terms of what is said and what I say?

We should choose a suitable room when we make online meetings so that the environment is not disturbed and the meeting is conducted in a healthy communication environment. We should pay attention to the fact that there is no other person who is not invited to the meeting with us, to use headphones, and to the confidentiality of the conversation.

How do we ensure the confidentiality of business documents or samples that we carry with us during business travel?

We should use nontransparent files or appropriate bags to ensure the confidentiality of business documents or samples that we carry with us during business travel. After returning from the travel, we take these documents and samples to the relevant file.

When a colleague at our workplace asks about my salary, can I share it with him/her?

In accordance with our ethical principles, as employees, we do not disclose personal information such as wages, fringe benefits, etc., which are personal to anyone and reflect the company policy. The details about our salary are particular for us and confidential. We should not share this information with anyone other than our director and the Human Resources department.

Digital Information Security

In order to ensure security in the computer environment, our employees should pay attention to the following suggestions and warnings:

- We use passwords that are not predictable and do not contain personal information (year of birth, etc.),
- We do not run games and entertainment applications on computers,
- We change our passwords at most every 3 months, we do not share passwords with anyone,
- We store important information in public folders kept in the file system, not on personal computers,
- We do not connect personal devices such as external disks, game consoles, etc. that are not approved by the Information Technologies Department to the user computers and network (corporate network),
- As employees, we do not connect our own personal computers and guest computers to the corporate network,
- As employees, we do not install software on our computers without the support of Information Technologies,
- As employees, we are conscious of the dangers that may come from the internet,
- We do not open attachments and links sent by e-mail if we are not sure of the source,

- We use the e-mail addresses given to us in our corporate correspondence, we do not use private e-mail accounts from company computers due to their higher security risk.

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Safety

As employees of the Sun Group of Companies, we agree to voluntarily participate in the implementation of the control of clothes and belongings for security purposes, if requested, without prejudice to the immunity of the person, the right to protect and develop his/her material and spiritual existence stipulated in Article 17 of the Constitution and on the condition that the right to privacy is respected as stipulated in Article 20.

We have security staff at our company to protect our employees and their property. Security staff respects human rights while performing their duties by patrolling or monitoring security cameras, they pay utmost attention to the privacy rights of our employees and guests, and they do not use unnecessary/unbalanced force while intervening in the incidents. This applies to both internal and external security staff.

Our directors ensure the following issues:

- Security staff does not detain anyone without a valid basis, treats everyone equally, does not interfere with legal meetings, and behaves appropriately when conducting body searches or examining belongings,
- A procedure is in place regarding the powers of security staff and that any violations or incidents are reported to the local government,
- Security staff does not use unnecessary force unless they have to,
- Employees are informed of security cameras and that the security cameras are only used for the specified purpose in accordance with local laws.

I found a phone that does not belong to me in the rest area, what should I do?

We must promptly deliver the lost items we find to our officials in the administrative affairs department by issuing the relevant report.

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COMMUNICATION WITH OUR STAKEHOLDERS

Communication with Our Customer

As Sun Group of Companies, we have an understanding that responds to the needs and demands of our customers in the shortest and most accurate way.

We are sensitive to the needs and demands of our customers and act by anticipating possible events. We offer our services to our customers in time and under the conditions we promised; we refrain from engaging in behavior that undermines the sense of trust, creates suspicion, and harms the principle of justice.

We aim to conduct trade with our customers in a fair and legal manner. To this end, we do not mislead our customers, misrepresent things to them, deceive them, or take an unfair advantage over them.

Can we discuss the language, religion, race, and politics with our customers?

We should only express our opinions on matters related to our business to our customers in order not to damage the sustainable relations of the company and to protect its interests. Such discussions can damage corporate identity as well as damage personal relationships. Therefore, we should avoid making comments about our views on social life.

My customer has been constantly complaining. He/she does not take me into account when I present my solutions, what should I do?

In such cases, we can quickly get support from our senior manager and share our solutions directly with the senior manager. Cooperation to resolve problems and minimize complaints will provide us with speed and flexibility.

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Communication with Our Suppliers/Business Partners

As the Sun Group of Companies, we attach importance to creating the highest level of value for both parties, identifying and meeting mutual needs.

All suppliers are members of our team. We treat them honestly, fairly, and respectfully, and fulfill our obligations in time. We protect the confidential information and documents of our suppliers and business partners, and we show the necessary care and sensitivity to their corporate and personal integrity. We observe employee rights, and we expect our suppliers and business partners not to employ uninsured and child labor.

We do not establish a private business relationship with customers, suppliers, subcontractors, and other persons and/or organizations with whom we have commercial relations; we do not get or give debt, special discounts, goods, or services for personal purposes. Sun Group of Companies bases its commercial relations on the principles of professionalism, honesty, dignity, courtesy, and reliability. We avoid humiliating and discriminatory attitudes in all kinds of written and verbal interactions. We do not collaborate with business partners and suppliers that do not comply with the Principles of Business Ethics and the law.

Our customers or suppliers:

- We do not mislead them and do not take an unfair advantage over them,
- Purchases from the suppliers and sales to customers are carried out based on appropriate considerations such as quality, price, reliability, sustainability, and commitment to human rights,
- We treat all potential suppliers equally and honestly when purchasing goods or services on behalf of the company,
- We do not offer gifts or assistance to acquire or retain a business,
- We select customers, suppliers, and contractors considering the lists of prohibited parties in terms of terrorism, money laundering and trade prohibitions, export controls, and anti-boycott laws.

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Communication with Our Competitors

As Sun Group of Companies, we undertake to comply with the rules of fair competition and the laws and regulations that support it, and we avoid unfair competition.

We abide by the agreements we made with our competitors, and we do not accept attempts to restrict or limit competition.

Can we comment on our competitors in our company?

We do not engage in any behavior that undermines mutual trust with our competitors. In particular, we do not find it appropriate to report similar information and comments to third parties.

Receiving and Giving Gifts

We do not accept gifts and entertainment offers that may affect or aim to influence the preferences and decisions of our company and ourselves, and we do not make such requests. Likewise, we do not give gifts that may affect the other party's decisions.

All promotional activities and promotions for our customers are planned in accordance with the relevant laws, regulations, directives, and rules of both official authorities and sectoral institutions, and we expect our employees to act accordingly. While performing our duties as employees, we do not receive gifts that may mean bribes and/or kickbacks from any person or institution. Moreover, we do not make the other party pay our travel expenses, activity expenses, and similar payments.

Can we accept dinner and social activity invitations from customers and suppliers?

We are in close relations with our customers and suppliers as part of our business. We can accept invitations for meals, business meetings, and social activities from customers and suppliers, provided that they do not conflict with company policies and interests, are related to our business, and are reasonable. If we are undecided about accepting this invitation, we consult our director.

Can we accept gifts from customers and suppliers?

We can accept gifts from our customers or suppliers, such as souvenirs, local food products, promotional and handicraft products that are distributed to everyone for promotional purposes and have symbolic value.

However, we should not accept gifts of material value that we think will cause conflict, and we should not share such gifts with our customers or suppliers. If we are undecided about accepting this invitation, we consult our director.

One supplier who has intensive activities with the company sent an expensive watch as a gift. He/she is also my friend. How should we act in such a case?

The gift offered may affect purchasing decisions, as well as lead to other adverse consequences. We should politely return the gift by explaining our Code of Conduct and reporting the issue to our director.

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OCCUPATIONAL HEALTH AND SAFETY

As Sun Group of Companies, we aim to fully ensure occupational health and safety during work and in all our companies' fields of activity.

All of our employees are aware of the company's safety standards, have information about what to do in an emergency, the nearest fire exit, the location and use of the fire extinguisher, and the alarm.

Our employees do not keep any item or substance that is illegal or poses a hazard to the workplace and/or employees. Our employees do not have drugs, substances that are addictive and restrict or eliminate mental or physical abilities in the workplace, except for those based on a valid physician report, and they do not work in the workplace or within the scope of work while they are under the influence of such substances.

Considering the workplace hazard class and working conditions, employees must be over the age of 18.

What is included in the scope of emergency?

We refer to cases that may occur within the boundaries of our businesses, causing serious injuries, loss of life, and significant environmental impacts, and those causing environmental disasters by damaging mechanical parts, premises and annexes, soil, water, and air as emergencies. Emergency cases can be classified as fire, earthquake, flood, explosion, leakage, lightning strike, poisoning, riots, and epidemics.

How should we act in case of fire?

As soon as we notice the fire, we must press the emergency button and ensure that the security is informed quickly. After the fire is announced, we inform the extinguishing team so that they can respond to the fire until the fire brigade arrives. If we do not have a role in the emergency team, we act in accordance with the emergency plan, follow the exit routes shown on the emergency exit signs, and reach the assembly areas.

I have been doing this job for years, I cannot work comfortably while using the personal protective equipment given to me. What if I do not use it?

As employees of the Sun Group of Companies, we always work by adopting the principle of occupational safety and health first. We avoid behaviors that put ourselves in danger and act in accordance with the rules. We should keep in mind that a moment of carelessness or not using protective equipment may harm us and upset our environment, as well as cause us to harm others. Therefore, we should care to use the personal protective equipment given to us properly to protect our health and not to upset our loved ones.

Something in our worksite poses a risk to my health, what should I do?

All of us are responsible for ensuring and maintaining occupational health and safety. We can report the risk factors for our health by writing them to the suggestion and request boxes, as well as conveying them to our Occupational Safety specialists who are always on the site and contribute to its rapid resolution.

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OUR BUSINESS ETHICS

Political Parties, Non-Governmental Organizations, and Donations

As a representative of the Sun Group of Companies, we do not take part in any political party or association with political purposes, and we do not assume duties in the management.

We do not make any donations (in cash or otherwise) directly or indirectly on behalf of our company to political parties, political organizations, politicians, representatives of such groups, and candidates.

If we are involved in political activities in a political party or association, we must do so in our private time and with our own resources. Within the framework of our respect for the freedoms of others, we

do not engage in activities to promote our political views or beliefs to others (such as posting posters, handing out brochures, holding meetings, invitations via e-mail or social media, etc.) within the work environment of the Sun Group of Companies. We do not present our personal opinions on behalf of the Sun Group of Companies.

I would like to inform my colleagues about the political party I am a member of during the election period. Can I share it?

Our political views belong to our personal point of view. Engaging in activities that will gain political interests within the company may damage our relations with our colleagues. Therefore, we can carry out such works by creating appropriate conditions outside of working hours and places.

A friend of mine is running for political office and I want to help him/her in his/her campaign. Is this possible?

Yes. Our own political activity is something that concerns us. We must make sure that we do not use Company resources, including the time, e-mail, or name of the Company, while merely assisting the campaign.

Can I become a member of any foundation or association?

Yes, we can, but we should not be a member of any institution, foundation, association, or sports club by using our positions, titles, and powers.

Provided that the written permission of the General Manager and the Human Resources department is obtained, we can take office in public or private educational institutions, associations related to cultural, vocational, and social aids.

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Media Relations, Representation, and Reputation

We do not give any information about the Sun Group of Companies to the press and mass media representatives unless we, as employees, are specially assigned to do so. When we have such a request, we forward the request to our Corporate Communications department.

We can act independently in interviews and news about a subject of our personal interest; however, since questions about our workplace will bind the Sun Group of Companies, we inform the relevant directors in advance within the framework of these principles. Therefore, we act accordingly thinking that our every action or every word in the media can have an impact on the Sun Group of Companies and our companies.

Comments to be made to media organizations will be handled by the Corporate Communications department. Chairman of the Board, Board Members, and General Manager of the company or the directors to be authorized by these persons in writing have the authority to make a comment about the Sun Group of Companies. We do not carry out activities such as making a statement to the broadcaster, making an interview, participating in the events such as seminars, conferences, etc. as a speaker, without the written approval of the senior management, and we do not derive any personal gain from these activities in any way.

Use of Social Media

We respect the right of our employees to use social sharing applications in their free time at work and in their private lives. Each of our employees can express their identity, language, belief, life preferences, and philosophy freely, in pluralism, and diversity.

We know that the information shared on these sites is public and can be viewed by employees, customers, suppliers, or the press, and we act accordingly with this sense of responsibility. The right of expression should not harm the rights and freedoms of others.

We must refrain from any behavior that may adversely affect the reputation of the Sun Group of Companies while performing professional or cultural activities in public places, or sharing personal opinions and suggestions on different platforms (Twitter, Facebook, Instagram, Youtube, etc.) We do not make statements or comments on religious, social, political, etc. issues by using the name of the organization.

In the social media environment, we do not use expressions that are offensive, racist, ethnic, religious, discriminatory, insulting, or expressions of physical aggression.

I saw misinformation/negative news about our Company somewhere on the Internet. I want to reply by posting a comment here. Is such an action against the Ethical Principles?

When expressing opinions on matters concerning the society or public, we clearly state that these opinions belong to us and do not represent the views of Sun Group of Companies. Since the content is related to our company, we should not respond to it, and we should inform the Corporate Communications department, which is responsible for communication activities on behalf of our company, and our director.

Can we establish a Facebook group with our colleagues and make sharing about company activities?

We follow the activities related to our company through our social media accounts managed by our Corporate Communications department. Also, we can contribute by sharing our sharing suggestions with our Corporate Communications department.

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Do we act contrary to our Code of Conduct when we enter into an argument on social media by stating that we are employees of the Sun Group of Companies?

We can freely express our opinions on our personal social media accounts. However, since entering into a discussion or making a statement on any platform using the company name may have a negative impact on the company's reputation, we avoid such behaviors. We should think before sharing!

These are my private accounts. How can they know my relationship with the company?

We may have written our position as our jobs on the profile pages of our social media accounts. We may have marked our company, factory, or stores in applications that track locations. We may have mentioned it in our previous posts. Entering into a discussion, posting humiliating, insulting messages or comments explicitly or implicitly that harm the other person in whatever form is unacceptable for an employee of our companies.

Our Environmental Responsibility

As Sun Group of Companies, we aim to develop constantly with a resource and waste management system that will prevent environmental risks to achieve sustainable environmental principles and targets in the production stages by applying the necessary technical developments.

We use all our resources carefully while offering our services and products. We strive to have the least negative impact on the environment with the least possible energy consumption and to prevent pollution. We continuously improve environmental works, promote environmental responsibility, and assist in the development and dissemination of environmentally friendly technologies.

What can I do for the environment in concrete terms?

In this context, we can contribute to our environmental responsibilities by disposing of our wastes in the right separation bins, preventing unnecessary energy consumption in work areas and meeting rooms, using treated water dispensers in our work areas instead of using ready-made plastic water bottles. Moreover, we can make an individual contribution to a sustainable world by preventing unnecessary water and electricity consumption at home, separating waste, consuming responsibly, and informing our relatives about environmental issues.

Our employees act adopting the responsible production and consumption principles in all our processes for the future of our world:

- We take the necessary measures to combat climate change effectively,
- We use our water resources economically,
- We reduce waste at its source and ensure that the resulting waste is properly separated for recycling,
- We support energy conservation and the use of renewable, clean energy (solar power, wind power, etc.),
- We protect nature and support only environmentally friendly activities,
- We adopt and support all activities that will reduce the carbon footprint of our company,
- We strive to reduce greenhouse gas emissions to support the fight against global warming,
- We protect the plants, animals, and all living things that make up the biological richness of the region and thus support biodiversity to preserve the natural balance in the environment we live in.

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Protection of Human Dignity

We strive to respect human life and fundamental freedoms in accordance with international human rights law.

We preserve both self-respect and respect for ourselves by others. We are aware that ethical issues should be examined within the framework of human dignity and human rights. We stand against discrimination by individuals or groups that violate human dignity.

Sexual Harassment

Sexual Harassment is a type of harassment that includes unwanted or unwelcome sexual behavior or actions. Harassment can be physical, psychological, verbal, or nonverbal. Behaviors such as unwelcome dating requests, unwelcome touches, obscene comments, showing pornographic material, or posting such materials also constitute sexual harassment.

We do not accept any form of sexual or other behaviors by means of gestures, words, or any kind towards persons of the same or opposite sex.

We do not accept the insult, exclusion, contempt, and humiliation of the person because of their sexual orientation and identity. We do not consider it ethical to insult, ridicule persons, and use expressions such as "you can't do it, you are a woman", "what kind of man are you", "don't get involved in men's business", "these things are not for women", and "you are a man, right" just because of their gender.

There are a variety of people in terms of their gender, gender identity, gender expression, and sexual orientation. These do not make a person superior or have more rights, nor can they cause the deprivation of rights.

My customer persistently asks for my personal mobile phone number and behaves in an offensive way. What should we do in this case?

We are not obligated to give our personal information to anyone without our express consent. If we encounter disturbing behavior from our customers, we should politely express that we are disturbed and notify our senior manager and the Human Resources department immediately.

One of your colleagues always tells inappropriate (sexually explicit) jokes and makes jokes about it. What should I do?

Sometimes we can take small breaks and enjoy humor with our colleagues and complete our day in a cheerful way. Some of our colleagues may use humor with sexual content and make implications by making it permanent. In such cases, we should not remain silent. We should tell our colleague that we are uncomfortable with this situation, and if he/she persists in this behavior, we should notify our senior manager and the Human Resources department.

Since sexual harassment results in humiliating the gender identity, which is a part of the employee's personal rights, the people who harass cannot continue to work in our company.

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Mobbing

Mobbing includes intimidating behaviors towards a person by one or more individuals in a systematic way in the workplace. Constant scolding, threatening, insulting, and mocking a person, and unfairly vilifying their job performance, not including them in the application areas related to the profession, performing exaggerated checks on their tasks, assigning more works than others, not informing them about meetings and social activities, excluding them, not including, or ignoring them are among the behaviors that can be considered mobbing.

We do not tolerate systematic and planned behaviors that aim to alienate people from work, reduce their performance, or cause them to resign.

How do I know if I have been exposed to mobbing?

All behaviors such as constant scolding at the workplace, making offensive statements, belittling the work done, gossiping, etc. can be considered mobbing. The difference from the abuse is that it is systematically applied to a person by one or more individuals for at least six months.

I think I have been pressured regularly for a while. What should I do in this case?

First of all, we should inform the person concerned that we are uncomfortable with the situation. If we cannot get results despite our efforts, we should report the issue to our senior manager and the Human Resources department.

Abuse and Violence

We do not allow any behavior that may cause humiliation or embarrassment, verbal abuse, calling names, to any employee in our company, gossip that may disturb the peace and harmony of the workplace, and we expect all our employees to comply with these rules. We scrupulously investigate all forms of abuse, verbal, physical, or visual behavior that creates an offensive, hostile and humiliating environment, and we do not tolerate any form of it.

Physical force is defined as the type of violence that can result in physical, psychological, or sexual harm against another person or a group of persons as a result of its use.

Physical violence and any form of intimidation or frightening are strictly prohibited. The provisions set forth in these terms and conditions are certainly the minimum requirements, not the maximum, and we never use them to prevent companies from exceeding these standards.

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My director offends me in public, assigns too much work to me, doesn't even give me meal breaks and tea breaks? What should I do?

Meal and tea breaks are rest periods given at an average time of the daily working hours, and their duration is adjusted according to the traditions of the workplace and the requirements of the job. It is unethical to give our employees more work outside of their job description than necessary in a systematic and planned way by cutting back on lunch and tea breaks.

We can talk to our director about the issues that we are uncomfortable with, and if we cannot get results, we can report them to a senior manager and the Human Resources department.

What is included in the scope of physical violence?

Any attitude and behavior exhibited by direct contact, the use of an object, a tool, or physical superiority, with frightening and threatening body language, a high tone of voice, and dominating gestures and facial expressions is physical violence. Following behaviors can be listed as common examples of physical violence: slapping, punching, kicking, pushing, shaking, shouting, squeezing, locking up, leaving a person alone in a dangerous place, leaving a person alone with something he/she is afraid of, threatening or harm with a wounding, sharp, piercing tool or weapon. Physical violence against any living creature, inside or outside the workplace, does not comply with the values and rules of the Sun Group of Companies, and it is never tolerated.

Forced and Compulsory Labor

All work and services in which any person is compelled under the threat of pressure, violence, punishment, and against his or her own will refers to forced and compulsory labor.

These behaviors include penal labor, debt bondage, and slavery. The fact that we pay our employees their wages or other compensation does not mean that the work can be done by force or compulsorily.

Our company provides a decent working environment for all its employees. We never accept any "forced labor" actions that may be requested by any of our employees, directors, customers, suppliers, and any person who is not an employee of our company.

Employing Migrant Workers

We support immigrants' access to equal jobs on equal terms in line with the principle of equality and inclusiveness. We mutually sign the employment contract with our foreign employees (This contract is translated into the immigrant's own language). Foreign/immigrant workers have the right to benefit from all opportunities having the same contract terms as local workers when they are employed.

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HUMAN RESOURCES CULTURE AND SKILL APPROACH

Sun Group of Companies supports the preparation of all employees for the roles and leaders they need.

The person, his/her skills, and capabilities are the most important factors, and personal career is the responsibility of the employees in the Sun Group of Companies. The Human Resources department and directors offer the necessary opportunities and support their development.

Human Resources programs are managed individually and in accordance with the company's requirements. Skills, as well as performance, determine potential. Duration of employment, age, and educational status are not enough for progress in the career.

Recruitment

We carry out recruitment processes in accordance with the principle of equal opportunity in all our workplaces. In the recruitment process, we employ people who can provide the qualifications of the job in terms of knowledge and skills and who comply with our values and Code of Conduct.

We undertake to pay each of our employees the minimum wage determined by the Ministry and above, as stipulated by the Labor Law.

As directors and the Human Resources department, which take part in the recruitment and employment process, we provide the following conditions.

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Non-discrimination principle

We evaluate candidates who apply for employment without discrimination based on their preferences that are not directly related to their performance or competence such as age, gender, disability, marital status, pregnancy or maternity status, race, skin color, nationality, ethnic or national origin, sexual orientation, political opinion, or religious belief. We do not ask for a pregnancy test from a female candidate or female employee when applying for a job.

Age of Employment

We ensure that the age of an employee complies with the definition and age limits specified in the labor law. Child labor is the process of children working in inappropriate conditions and in a way that may harm their development.

This process is used in a way that does not comply with children's rights, and it mortgages the future of children. As Sun Group of Companies, we stand against all forms of child labor.

Reengagement

An employee who leaves the company for any reason may reapply with the approval of the senior management, depending on the reason and manner of leaving. We will carefully consider his/her application.

Protection of Privacy

We protect the confidentiality of the applicants' information in accordance with the "Law on the Protection of Personal Data No. 6698" and secure their rights using our Personal Data Protection Procedure No. P/IK/21/R1_10.04.2021.

Career at Sun Group of Companies

In Sun Group of Companies, personal career is the responsibility of the employees. As the Human Resources department and directors, we offer the necessary opportunities and support the employees with development opportunities for their needs.

As the Human Resources department and directors, we identify potential employees for positions at all levels based on their performance results, views of their directors, and competency-based evaluation processes, and we lead the Career Architecture studies.

With our Career Architecture approach, we ensure that our high potential employees are recognized early, these employees are provided with the necessary professional knowledge, skills, and development opportunities, and they are prepared for tasks that require more responsibility.

I think my performance and potential are high. How will you prepare me for a higher position?

We support the development of our high potential employees by various tools such as training, consultancy, mentoring, coaching, and by enabling them to take part in projects within the group companies.

Assignment/Change of Role

I want to take part in a different task than my current one, what should I do?

As Sun Group of Companies, we offer a career process where employees can freely set their career goals, nominate themselves, the opportunities within the companies are included and announced. Therefore, we can make appointments between companies, departments, and units based on company strategies, goals, and service needs.

Can I apply and work for an open position in the group companies?

Of course, you can if there is an eligible opportunity. When we announce the open positions in companies through our internal announcement system, you should first meet with your immediate manager and then tell our Human Resources department that you want to apply for the relevant role. If your transfer is approved, a protocol is signed between our companies, and your transfer is ensured by protecting all your rights.

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Promotion

How can I achieve my career goal? How can I get a promotion?

As employees, achieving our career goals is primarily our responsibility. If there is a need in our companies, if the person is very talented, and if his/her competencies are eligible for the relevant role, the promotion process is proceeded upon the approval of the director and the Human Resources department taking into account the performance and potential of the person, regardless of the duration of employment.

SERVING AS A SUBSTITUTE

In which cases someone can serve as a substitute? How does serving as a substitute can be transformed into acting as principal?

With the approval of our Board of Directors, we can appoint a person to serve as a substitute for vacant positions that may arise due to resignation or the creation of a new position for various reasons. We evaluate the decisions of appointing a person to serve as a substitute within a maximum of one year. Finally, our Board of Directors makes the final decision to transform serving as a substitute into acting as principal or to appoint another eligible candidate to that position. If an employee who is promoted to a higher position successfully completes the stipulated substitution period, he or she is assigned to the relevant position principally and begins to benefit from the personal rights of the said position.

Rotation

Can I apply to different departments or companies in the Sun Group of Companies to develop myself in various aspects?

In case of need in our companies, in order to increase the coordination between companies, departments, and units and to develop various competencies of our employees upon the request of our employees and directors, we can appoint them to different units/companies as a result of the evaluation of the Human Resources department and General Managers.

SECONDMENT

In the event that our employees leave their jobs temporarily for the following reasons: - Annual leave, sickness absence, or administrative leave,

- Temporary conscription,
- Having business travel abroad,
- Participating in training activities,
- Leaving the job due to secondment in the country, etc.

a person is temporarily appointed as secondment by the Human Resources department with the approval of the General Manager.

Will I be able to return to the same job at the end of my maternity leave?

The health of our colleagues is our first priority. You can return to your job in line with the needs of the departments or units of our companies.

Working together with Relatives

Can people who know each other, such as relatives and friends, work together in the Sun Group of Companies?

As Sun Group employees, we are a big family. With the approval of the General Managers of the Company and the Chairman of the Board of Directors, there is no objection to the employment of spouses, siblings, other relatives, and close friends in different companies of our group or in different departments of the same company provided that they do not have a one-to-one reporting relationship.

I and one of my colleagues from the company decided to marry. Will this cause a problem for both of us?

No, that is not a problem. You can continue your job so long as you do not work in the same department or you do not report to each other. In case you work in the same department, we can transfer you to

another department/position considering your competencies, provided that there are vacant positions in our different departments/companies.

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Lifelong Learning and Development/ Sun Academy

We determine the training needs of our employees together with them considering the results of their performance and personal and/or company's business development needs.

We plan the compulsory training programs that must be given in accordance with laws, regulations, legislation, quality standards, and/or customer requirements.

We aim that the training and development opportunities provided to our employees develop skills and competencies to meet the required needs, contribute to the improvement of their performance, and/or provide information for the development of existing expertise.

We measure the effectiveness of training and development programs with the determined evaluation criteria and take the necessary measures to improve them.

- We provide Orientation Training to our newly recruited or newly appointed employees to enable them to adapt quickly to our group.
- We provide the Compulsory Training Programs in time within the framework of OHS and other legislation. We ensure that our employees receive Professional Development Training Programs designed by the department director taking into account the company's goals and business plans so that they can perform their jobs better.
- We plan Corporate and Personal Development Training Programs according to the positions and jobs of all our employees to create a working understanding among our employees, to improve their competencies, and to create common behaviors.

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Rewarding Achievements

We encourage the achievements of the employees and teams, support the dissemination of rewarding within the organization, and make it a corporate culture.

We apply the suggestion and reward system in our companies with an established infrastructure.

Rewarding is based on the principle that the contribution, other than those considered in the bonus application, can be measured, proven, has an effect on productivity (labor force, time, effort, cost, etc.), and makes a direct contribution to the company.

Below are example topics for individual and team rewards:

- Encouraging positive behavior, and appreciating positive behavior,
- Having a significant achievement that makes a special contribution to the organization or increases the brand value of the company,
- Increasing the recognition of the company by taking place in the media with their individual or team accomplishment,

- Increasing profitability by reducing costs,
- Saving labor, labor, time, and energy by accelerating business processes,
- Preparing and implementing projects that are important for the company/department,
- Carrying out works that contribute positively to occupational safety and human health.

Organizational Climate and Communication Management

As all employees, we act in accordance with the corporate culture and values of our Group.

With the "Employee Satisfaction and Loyalty Survey" conducted every year, we create a communication environment where our employees can freely convey their ideas, suggestions, and opinions.

In our companies, we receive the wishes, suggestions, and complaints of our employees via the "Suggestion/Request Box" and take action on the issue. It is stated in the P.IK.20. Suggestion-Request Procedure. We create an Internal Communication Plan for all our employees and determine consistent and appropriate tools to implement it.

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Wages and Fringe Benefits Management

The wages of our employees are determined by the Human Resources department and the General Directorate of the company considering the requirements of the position, market research data, and the wage scale of the group.

Wage management in the companies of Sun Group of Companies is based on the concept of fair wages. The wage management system is designed by taking into account the principles in the Human Resources Policy of the Sun Group of Companies.

Wage Changes

We carry out our wage increase studies every year in January, taking into account the performance of our group in the previous year, the officially announced inflation (WPI-CPI) rates, and the wage increase rates in the industry and in general. We will put the updated wages into effect after their approval as of January 1st. Wage changes are notified to the employees by their department director.

During the year, wage changes can only be made in case of a change of duty and/or promotion with the approval of the Chairman of the Board of Directors and the General Managers of the company.

Personnel Affairs Management

The personal files, which are prepared for each of our employees, are created by Human Resources paying attention to confidentiality and protecting personal data.

Payroll Applications

Our payroll processes are carried out by Personnel Affairs within the coordination of the Human Resources department. We pay the wages, the amount of which is specified in the employment contract and/or those updated later, based on the working period by depositing it into the bank account between the 1st and 5th day of each month.

If wage payments coincide with a day of the Religious Holiday periods, wages can be paid on the last business day before the holiday upon the approval of the management.

Changes in the Information about the Employees

As employees, we notify the Human Resources department of any changes that may occur in the documents that we provided when we are recruited to the company (address, telephone, marital status, educational status, family status, etc.) within one week at the latest.

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Advance Payment for Travel

It is an advance payment given to employees who buy goods and services on behalf of the company or make business travels for the purpose of carrying out business. The amount of advance payment for travel should be proportional to the nature of the work to be performed. After the completion of buying goods or services, our employees attach the expenditure documents such as vouchers/invoices/receipts, etc. to the expense form and send it to the Finance Department. Then, they close the advance account. Unidentified, unapproved expenses are not covered and paid. All advance payments that are not closed as of the end of the month are deducted from the employee's salary. Details regarding the advance payment for travel are stated in P.IK.11.Travel Procedure.

Installment Loan & Salary Advance

We provide installment loans amounting to two net wages to be paid in a maximum of 5 installments provided that existing conditions specified in the procedure are met and documented. For the approval of the installment loan, we must meet the conditions specified in the P.IK.13. Installment Loan and Advance Payment Procedure.

Working Order

Working Period, Working Hours, and Holidays

We determine the working order for our employees to work peacefully and motivated. Our normal working period is generally 45 hours per week. Unless otherwise agreed, we apply this period by dividing it equally into the working days of the week in the workplace. The working period in our part-time jobs is 30 hours or less per week.

We also determine and announce the working hours of the employees in shifts. Unless changed by the employer, we also keep working hours on notice boards in all our companies. We also apply the provisions of the law regarding compensatory works. We do not offer extra working hours to our female employees whose child is under one year old, who are pregnant or breastfeeding, and they do not work more than 45 hours a week, 7.5 hours a day. Our employees cannot work at night while they are pregnant after the doctor's report confirms that they are pregnant.

Working Hours		
Company	Shifts	Normal
Ekoten	07:40-15:40 15:40-23:40 23:40-07:40	07:40-17:40
Sun Tekstil		07:40-17:40
TDU		07:40-17:40
Ames Europe	07:00-15:00 15:00-23:00 23:00-07:00	08:00-18:00
Ames Disto	07:00-15:00 15:00-23:00	08:00-18:00
Jimmy Key	Store: It is determined between 09:00-22:00 considering the weekly 45- hour work plan.	07:40-17:40
<ul style="list-style-type: none"> • Shift patterns may be amended according to the workload. • Different working hours may be determined in some departments. 		

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Overtime

Our company may request temporary or permanent overtime work outside the normal daily working hours provided that it is in accordance with the provisions of the Labor Law and we get the consent and request of our employees.

In cases such as business interruption due to compelling reasons, work stoppage on working days between national holidays/public holidays and weekdays, significant reduction or complete suspension of normal working hours in the workplace, in cases where the employee is given leave upon his/her request, "compensation work" can be carried out in a time period to be determined by the "employer". Compensation work that exceeds the daily and weekly working hours in such cases is not considered "overwork".

Work performed by the employee on his own initiative outside of normal working hours is not considered overtime. In order for the work carried out outside working hours to be considered as overtime work in the above-mentioned cases, the consent of the employee or employer should be

received, it should be requested by the employer, and the work should be performed within the knowledge of the employer.

For those who work on an hourly wage, overtime is not included in the wage; however, the wages of the works exceeding 45 hours per week and the works performed during the week breaks are paid by increasing 50%. In the employment contracts, the Overtime provisions are stated as in the Labor Law; however, if a Collective Bargaining Agreement is signed at the workplace and if its provisions (such as Overtime, working hours, etc.) are different from those in the employment contract the provisions of the Collective Bargaining Agreement are valid in accordance with the law.

Working on National Holidays and Public Holidays

Working on national holidays and public holidays is regulated as follows in accordance with the relevant law. Our employees might work on public holidays and national holidays if deemed necessary and requested by the employer.

December 31st, New Year's Eve	After 16:00
January 1st, New Year's Day	1 Day
April 23rd, National Sovereignty and Children's Day	1 Day
May 1st, Labor and Solidarity Day	1 Day
May 19th, Youth and Sports Day	1 Day
July 15th, Democracy and Martyrs' Day	1 Day
August 30th, Victory Day	1 Day
October 29th, Republic Day	1.5 Days
Ramadan Feast	3.5 days (as from 13:00 on Ramadan Feast Eve)
Feast of Sacrifice	4.5 Days (from 13:00 on Feast of Sacrifice Eve)
Wages of the works exceeding 45 hours per week and works performed during national and religious holidays are paid with an increase by 100%.	
* The provisions of the union contract are valid for our unionized employees.	

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Meal and Rest Break

For our employees working in shifts, meal and rest breaks are 30 minutes in total. For our employees who work in normal working hours, duration of the meal and rest breaks are planned as at least 1 hour. When there are new regulations, an announcement regarding rest breaks is made to our relevant employees.

Right to Rest

Rest is a constitutional right. We care that our employees use their right of daily, weekly, and annual resting periods.

It is important that we rest and relieve our physical/mental fatigue and refresh our bodies. It is essential that the leaves are used within the year they are deserved. Moreover, annual paid leave can be used all year round, not just in the summer.

Our Leave Practices

The leave applications in our company, details regarding the implementation of the leave process are stated by P.IK.06.Leave Procedure.

Annual Paid Leave Application

- Annual paid leave

- Sick leave

- Unpaid leaves

- Social leaves (marriage, death, etc.)

- Maternity leave and breastfeeding leave are specified in the Annual Paid Leave Application.

We are entitled to use annual paid leave based on our duration of employment. Annual leaves are given as follows in accordance with the legislation in force as of the date of employment.

Duration of Employment	Duration of the Leave
Those whose service period is up to 5 years (including 5 years)	14 days
Those whose service period is more than 5 years and less than 15 years	20 Days
Those whose service period is 15 years (including) and above	26 Days
For employees under the age of 18 and over the age of 50	Not less than 20 days

My service period is less than a year now. Therefore, I am not entitled to annual paid leave. Can I use annual leave in this case?

After the end of the 6th month, our employees can use advance leave as a deduction for their annual leave upon the approval of their directors by filling out the advance leave petition. If our employment relationship terminates before qualifying for the leave, the wage for the advance leave period is deducted from the last progress payment.

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Sick Leaves

In cases where we are too sick to come to work, we must notify the director of the department in advance before working hours. In the event that we cannot come to work due to health reasons, we must present the "Incapacity Report", which is issued by the institutions approved by the SSI, to the company.

If we get sick at work, we first go to the workplace physician. In line with the opinion of the workplace physician, we are sent to rest or sent to other health institutions. If we do not come to work without a

report and (without SSI Report or Permission form) and/or without notice to our director, no wage is paid for the days not attended.

Unpaid Leaves

We may give long-term unpaid leave not exceeding 6 months under very special conditions. In case of a special situation, our employees who completed their trial period can request unpaid leave by reporting their situation.

The written request of our employee is assessed by the department director and the General Manager of the company. If the relevant directors approve, our employees can be given unpaid leave.

It is the leave given to the hourly wage employee for special situations during the day. Hourly leave is considered unpaid leave.

Administrative Leaves

These are the paid leaves given to our monthly paid employees in addition to their annual leave and social leave. Administrative paid leave may be granted for 18 hours a year, not exceeding 1 day at a time upon the approval of the department director.

Social Leaves

These are the leaves granted to our employees in the following cases:

<i>The following leaves are used as of the date of occurrence of the event. No payment will be made if it is not used. If the annual paid leaves and social leaves overlap on the same dates, the social leaves are added to the annual paid leave.</i>	SOCIAL LEAVE RIGHTS ACCORDING TO THE UNION AGREEMENT (AMES-EKOTEN)	SOCIAL LEAVE RIGHTS ACCORDING TO SUN GROUP OF COMPANIES LEAVE PROCEDURE
In case of death of the employee's spouse or child	4	4
In case of death of the employee's parents and siblings	4	4
In case of death of the employee's grandchild and grandparents	1	1
Wedding	2	2
Marriage ceremony	4	4
Wedding and the marriage ceremony	6	6
Spouse giving birth	5	5
In case of death of spouse's parents	1	1
In case of the wedding of the child	2	2
In case of natural disasters such as fire, flood, earthquake, etc.	7	5
Circumcision of the child	2	2
Death of a member in the workplace	2 hours (4 employees)	-

Union Leave	1 (once a month)	-
Union General Assembly Leave	2	-
** Types/days of leaves may vary depending on the practices in our companies where the Collective Bargaining Agreement is applied.		

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Maternity Leave, Breastfeeding Leave, and Postpartum Unpaid Leave

We give a total of 16-week long leave (8 weeks before birth and 8 weeks after birth) to our employees who are pregnant. In case of multiple pregnancies, 2 more weeks are added to the leave.

Our female employees can work for up to 3 weeks before giving birth with the approval of the physician if their health condition is appropriate. In this case, we add the hours the female employee worked to the postpartum period. During pregnancy, we give paid leave to the employee for periodic controls. If deemed necessary by a physician report, we can assign her lighter jobs suitable for her health.

We give a total of 1.5 hours of breastfeeding leave per day to our employees who have just given birth so that they can breastfeed their children under the age of one. The duration of this leave is 1 year from the date of birth. This period is regarded as daily working time. We determine the way to use this leave, by mutual agreement with the relevant department directors, depending on the work conditions. We allow our employees to use their maternity leave and breastfeeding leave uninterrupted, and we care that it cannot be transferred to the following months and years. Upon their request, we give unpaid leave to our female employees for up to 6 months after the completion of the 16-week leave period in normal pregnancy and the 18-week period in multiple pregnancies. This period is not included in the calculation of the annual paid leave.

Cease of Employment

Notice Period

Duration of Employment	Period of Notice
Less than 6 months	2 weeks
6 months - 1.5 years	4 Weeks
1.5 years - 3 years	6 weeks
More than 3 years	8 weeks

In case of the existence of valid reasons arising from the behavior of the employee or the incompetence of the employee, the employer terminates the employment contract in accordance with the procedure stipulated in Article 19 of the Labor Law by taking the written defense of the personnel.

The company or the employee may terminate the indefinite-term employment contract by paying the wages for the notification periods specified above in advance. The notice period cannot be combined with the annual paid leave period or with the periods when the employee does not work due to his/her sick leave, and it cannot be included in the notice period.

Termination due to Justified Reason

The company or the employee may terminate the employment contracts immediately based on the justified reasons specified in Article 24 and Articles 25 of the Labor Law No. 4857. In case the

employment contract is terminated pursuant to the reasons set forth in Article 25/II of the Labor Law, no severance and notice pay shall be paid.

Cease of Employment Procedures

The procedures regarding the employee who leaves the job are carried out in full in accordance with the Labor Law and legislation. As per the law, the progress payments of the employee are paid, and the cease of employment procedures related to leaving the job are completed.

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Termination due to Justified Reason

Provided that the company makes the termination notice in writing and clearly and precisely states the reasons for termination in the notification, the employment contracts may be terminated on the basis of a justified reason arising from the competence or behavior of the employee or the requirements of the enterprise, workplace, or job in accordance with the Article 18 of the Labor Law No. 4857 and by complying with the notice period specified in Article 17 of the Labor Law. Our employees may also terminate their indefinite-term employment contract in writing by complying with the notice periods specified in Article 17.

Termination of the Contract within the Trial Period

As it is stated in the employment contracts, the parties can terminate the employment contract within the trial period (2 months) without the need for a notification period and without any compensation.

Retirement

In the event that our employee is entitled to the pension, the employment contract is terminated within the framework of the provisions of the Social Security Institution and the Labor Law. We process the retirement transactions if our employee applies to the Social Security Institution with a petition and document it. Our retired employee can only continue to work with the approval of the company's General Managers.

Military Service

Employees who are recruited to the military outside of regular military service or recruited for any reason are given their rights arising from the labor law, or we ensure that he continues to work in our company when his military service is over by filling out an unpaid leave form for the paid military service.

Marriage

Our female employees can terminate the employment contract of their own will within 1 year from the date of their marriage.

Health

In case the health status of the employee does not allow him/her to work, the employment is ceased in accordance with the Labor Law.

In any case of cessation of employment, the employee who leaves the job signs the relevant release according to the reason for leaving the job. The "Dismissal Form" is filled in regarding the employee who is dismissed, and the relevant departments complete the procedures in accordance with this form. Details regarding the implementation of the dismissal process are stated in the P.IK.04. Dismissal Procedure.

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ETHICS COMMITTEE

An Ethics Committee is established within each of our group companies to protect and improve our Code of Conduct, to update them when required, to examine warnings, complaints, and notices that may arise in cases that violate these principles, and to make the necessary evaluations.

The Ethics Committee of the Company is an advisory committee that considers and comments on suggestions, complaints, and notices about the issues that the employee cannot solve/try to solve with his/her director or Human Resources department can be discussed. It deals with issues that cannot be managed in the natural flow of management within the company.

The Ethics Committee conducts the required investigation regarding the issues raised, and it inspects whether the behavior and/or situation complies with the principles set forth in the Code of Conduct of Sun Group of Companies.

It is affiliated with the Board of Directors of the company.

Members

Another top manager to be elected by the Company's General Manager, the company's Human Resources Business Partner, the HR Director, and the Internal Audit Director are the permanent members of the Company's Ethics Committee. It consists of five members including the General Manager.

The top manager of the department that sends the suggestions, complaints, or notices or where the research is carried out attends the Company Ethics Committee as a guest member upon invitation, when necessary. Sometimes, experts on the subject may also be invited.

Roles and Responsibilities

- Investigates complaints and notices regarding violations of our Code of Conduct or ethical rules announced in case they could not be resolved or cannot be resolved within the company's natural company processes and hierarchy,
- Reports the investigation results,
- Provides opinions and suggestions for the implementation of ethical rules,
- Responds to applications made for consulting purposes,
- If necessary, it consults the relevant authorities about the sanctions or decides on them and suggests.

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Code of Conduct of the Ethics Committee

- Conducts its work without any influence and pressure,
- The Ethics Committee listens equally to all parties involved in the evaluation phase,
- If necessary, the Ethics Committee can obtain expert opinion from a third party, without violating confidentiality principles,
- The Ethics Committee conceals the identity of the persons who made the complaint and report,

- The Ethics Committee conducts its investigations on complaints and notices confidentially and protecting human dignity,
- Every request, complaint, and notice is recorded from the beginning to the end of the investigation process. All documents that can be considered evidence collected during the research are kept in addition to these records. At the end of the investigation, these records and studies are archived,
- The decisions taken by the Ethics Committee are immediately implemented, and the results of the investigation are communicated to the relevant units and individuals.

Meeting of the Committee

Ordinary Meetings

Regular meetings of the Ethics Committee will be held four times in the first year of its establishment. In the following years, an ordinary evaluation meeting is held once a year.

On-Demand Meeting

It is conducted immediately when needed. The Ethics Committee convenes immediately when a notice, complaint, or opinion is requested from it. If the addressee of the issue to be discussed in the Ethics Committee is a member of the committee, this member cannot attend the meetings to be held.

Decision Making

The Ethics Committee puts all notifications on its agenda. The Committee conducts an investigation regarding the notification sent to it, collects the required information, examines the relevant documents, applies to witnesses if necessary, and carries out the required works for the immediate resolution of the issue. At this stage, the Ethics Committee acts in accordance with the "Code of Conduct of the Ethics Committee".

The Committee believes in the innocence of the reported person(s) until proven otherwise. It considers the right of defense of the person(s) to be important.

The Committee takes its decisions by majority vote. In the event that similar cases were evaluated earlier, it reviews the previous decisions.

Depending on the severity of the fault and whether the parties have committed the violation intentionally or unintentionally, the Committee may propose sanctions such as a verbal or written warning to the faulty parties, disenfranchisement of career development, removal from office without payment, cutting progress payments, premiums and stock options, dismissal or litigation before the judicial authorities in cases of serious violations.

The letter containing the last decision taken regarding the person(s) is added to the personal file of the employee as part of the registry record.

The decision taken is implemented by the company as soon as possible. The decision is communicated in writing to the concerned party, the person making the notification, the Human Resources department, and other relevant departments by the Ethics Committee. Decisions taken are archived by the Ethics Committee to be consistent in future issues.

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SUN GROUP OF COMPANIES ETHICS COMMITTEE

The Sun Group Ethics Committee monitors the implementation and updating of the Code of Conduct of the Sun Group of Companies.

It is an advisory committee, where the issues can be brought after the internal ways and the work of the Company Ethics Committee are exhausted about the suggestions, complaints, and notices from the companies. It is affiliated with the Chairman of the Sun Group of Companies.

Members

It consists of 4 members, including a Board Member to be elected by the Chairman of the Sun Group of Companies Board of Directors.

Human Resources Director and Internal Audit Director of the Sun Group of Companies join the Sun Group of Companies Ethics Committee as permanent members.

A member of the Ethics Committee of the group company from which the suggestion, complaint, or notice is received joins the Sun Group of Companies Ethics Committee as the fifth member as a guest.

The Sun Group of Companies Ethics Committee puts all the notifications that cannot be resolved by the company Ethics Committees on its agenda. The Committee conducts an investigation regarding the notification sent to it, collects the required information, examines the relevant documents, applies to witnesses if necessary, and carries out the required works for the immediate resolution of the issue.

At this stage, the Ethics Committee acts in accordance with the "Code of Conduct of the Ethics Committee" (see page 51).

The decision taken is sent to the company's General Manager and company's Human Resources department for implementation. The decision taken is implemented by the company as soon as possible. The result regarding the implementation of the decision is brought to the Ethics Committee by the General Manager.

The decision is communicated in writing to the concerned party, the person making the notification, the Human Resources department, and other relevant departments by the Ethics Committee. Decisions taken are archived by the Ethics Committee to be consistent in future issues.

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Procedure to be Followed in Cases and Behaviors Contrary to Our Code of Conduct

The employees of the Sun Group of Companies must comply with the regulations such as laws, regulations, instructions, regulations, and our Code of Conduct.

The sanctions specified below are applied to those who act in manners and behaviors that will violate the obligation to comply.

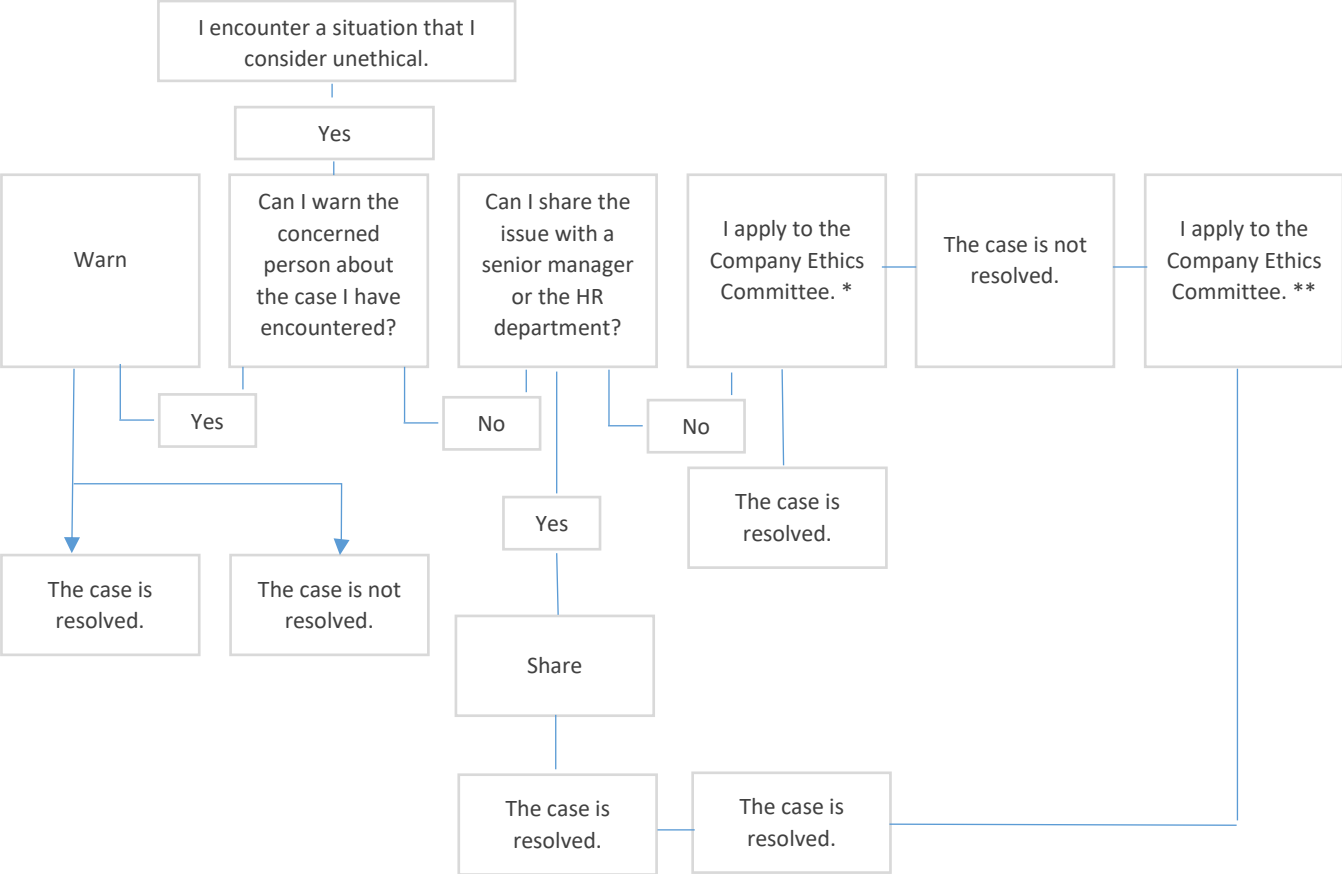
The basic principle is to apply the said rules and sanctions equally and without discrimination to all employees to create an efficient working environment in the company.

Disciplinary sanctions on the following pages can be applied by the Human Resources Director or the General Manager or a director authorized by the General Manager upon the advice of the relevant directors of the company without conveying it to the Ethics Committee. In the event that the matter is brought to the Company Ethics Committees before this process is implemented, the Ethics Committees also have the right to decide on various levels of sanctions for faults or crimes in cases contrary to our Code of Conduct and have these sanctions implemented within the company.

The Sun Group of Companies Ethics Committee, which is a supreme board, decides on the severity of sanctions and notifies the relevant companies as a recommendation. Ethics Committees are authorized to issue verbal warnings and written warnings and to request termination of employment in the cases to be described in the following sections to preserve the corporate culture and ensure discipline. In cases that are brought to the Ethics Committees, the 6-working-day period specified in Article 26 of the Labor Law No. 4857 does not run until the Committee Decision.

The regulations regarding the employees within the scope of the Collective Bargaining Agreement are reserved.

What should I do if I encounter a situation that I consider unethical?



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Verbal Warning

A warning means that a verbal warning is made to the employee by explaining that more serious measures can be taken against him/her in case of repetition.

The matter can be brought to the Human Resources department or the agenda of the Ethics Committee by the manager, and the Human Resources or Ethics Committee can reach this decision.

Behavior that violates the principles is notified in writing to the employee. After the employee's written defense is requested by the director, the case is reported to the Human Resources department along with the relevant documents. The employee is expected to give a written defense within 1 business day from the notification of the claim to him; the employee may request additional time. Otherwise, he/she is deemed to have waived his right of defense and accepted the claim. Defense is a right that creates an opportunity for self-justification by the employee. Please read page 16 once more.

The Human Resources director makes the verbal warning decision together with the employee's director. Implementation of the decision is carried out by his/her director by verbally warning the employee in a proper manner.

The minutes kept during this warning process are signed by the director, the employee, and the issuer of the report. This report is sent to the Human Resources department to be included in his personal file. Two verbal warnings are subject to the legal consequences of one written warning.

In which cases can a verbal warning sanction be applied?

Mostly, faulty acts are evaluated in this context. In the following cases, a verbal warning is applied after the employee is asked to defend himself/herself: Not keeping the workplace clean; throwing garbage, etc. to places other than the existing trash cans; getting on and off the bus other than the designated transportation service stops and making a request for it or to pressure the bus driver to change the route; listening to music or using mobile phone in the work/production area during working hours; not arriving on time after rest and meal breaks; entering, trespassing or sitting in places where it is forbidden except for having a task; not complying with the general and special fire instructions; not participating in fire exercises; arriving late for work or failing to comply with working hours without permission; not wearing the uniform determined according to the characteristics of the job in accordance with the rules; smoking in prohibited places.

Written notice

The process is carried out as in the verbal warning. In the event that a written warning is decided due to the non-compliance, the warning letter prepared in two copies is signed by both the employee and the director in practice. One copy remains with the employee, the other copy is kept in the personnel file.

The employee is expected to make a written defense within 1 business day, starting from the notification of the claim, and may request additional time. Otherwise, he/she is deemed to have waived his right of defense and accepted the claim.

In which cases can a written warning sanction be applied?

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Examples of Cases Requiring Written Warning:

- Acting rudely, unrespectively, and carelessly towards third parties outside the company due to business reasons and/or causing complaints from third parties for these reasons,
- As a director, creating an environment conducive to the actions of the employee under his/her management that may harm the company or that may cause harm in the future, due to not attentive, careless, and uncontrolled behaviors,
- Making unfair accusations against subordinates and superiors in the work environment, not being able to justify these allegations when requested,
- Failure to comply with the uniform application despite the previous verbal warning, if any,
- Failure to fulfill the duties and responsibilities specified in the job description,
- Failure to fulfill the duties in accordance with the laws, regulations, decisions, instructions, announcements, and principles stated verbally or in writing by their directors, not knowing the required internal regulations and announcements, not following up the references on this subject and in this way, causing disruptions and errors in the operations of the company,
- Coming to work late, leaving the job without permission, or dealing with other works during working hours, repeating these behaviors despite the verbal warning,
- Failure to complete the work in the required and scheduled time due to not showing the necessary care and attention,
- Not attending meetings and training programs without a valid excuse,
- Not coming to work without an excuse or permission (one day),
- Misusing and damaging all kinds of equipment, machinery, instruments, vehicles, and fixtures of the company, not delivering the company's money and valuable documents to the authorized person within the specified time, and keeping them waiting,
- Not using the company vehicle allocated for the use of employees in accordance with traffic rules, causing material damage to the company by violating the vehicle driving rules of the company,
- Violating occupational health and safety measures, engaging in behaviors that threaten the safety of the work environment, and violating the right of colleagues to a healthy life,
- Personally responding to negative criticisms and posts made for the company in any of the social media channels from the personal account or responding it from the corporate account within the scope of the powers he/she has due to his/her position, but personally,
- Causing an environment conducive to corruption by not paying due attention to the management and supervision of the employee under his/her management,
- Losing company records and documents that are under the employee's responsibility. Not informing the supervisor that the automated devices, machines, and similar installations he/she is in charge of do not work normally or knowing that they are faulty, or notifying the supervisor late,
- Sharing wage information with colleagues or trying to learn theirs,

- Not coming to work by stating his illness even though he is not sick, getting a health report to avoid work,
- Not following the rules of morality or courtesy in correspondence,
- Acting out of courtesy and respect towards colleagues and/or customers,
- Concealing the complaints, notices, and applications made within the company or by third parties, or the noncompliance witnessed by the employee himself from those who need to know,
- Directly or indirectly accepting gifts that clearly exceed the value defined within the scope of the Ethical Principles from customers/suppliers,
- Discriminating among employees, customers, stakeholders due to their political opinions, personal affinity, dislike, hatred, or similar reasons in the performance of the task,
- Requesting team members or company support personnel to do their personal works by using his/her position and title.

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Termination of Employment Contract

A warning means that a verbal warning is made to the employee by explaining that more serious measures can be taken against him/her in case of repetition.

In case of violation of the provisions of Article 25/II of the Labor Law for reasons based on faulty behavior in Article 18 of the same law, the Ethics Committee may impose another sanction or decide to terminate the employment contract without notice and compensation. The dismissal decision may be mitigated by the General Manager.

In case the employee engages in a new faulty behavior that may require sanctions after having two written warnings, even if this behavior requires a lighter sanction, it is compulsory to refer the employee to the Ethics Committee.

Cases Requiring Termination of the Employment Contract:

- Misleading the company by giving false information or showing false documents during the recruitment process,
- Changing or destroying the Company's official books, documents, and records, which are kept in any printed or electronic media in a way that undermines the security of the Company's registry system,
- Gaining material and unjustified benefits through company facilities in favor of himself/herself and/or his/her relatives, and abusing authority and instructions,
- Committing theft, fraud, forgery, and other disgraceful crimes in the workplace and/or during his/her duty,
- Damaging the reputation of the company,
- Coming to work under the influence of alcoholic drinks or drugs, or drinking alcohol or using drugs during his/her duty,
- Causing financial damage to the company by delaying the procedures required by the task or by not making the required examinations, interviews, and research,

- Making commitments to the customer/business partners outside of his/her authority which will cause damage to the company,
- Embezzling money, goods, or assets belonging to the company,
- Making a habit of coming to work late, leaving the job without permission, or dealing with other works during working hours, despite the written warnings,
- Causing traffic crime due to faulty behavior while driving the company vehicle allocated for the use of the employee, and causing loss of property and life due to this,
- Repeating actions that require a written warning,
- Doing one of the acts defined as a crime in the law and workplace regulations, employment contract, or instructions,
- Misusing all kinds of equipment, machinery, instrument, vehicles, and fixtures of the company, and causing damage to such a degree that it cannot be paid with his/her 30-day wage,

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Doing business, establishing secret or open partnerships with people or organizations that have a business relationship with the company,

- Engaging in sexual harassment, mobbing behaviors, disrupting the peace and tranquility of the working environment,
- Disclosing any confidential or secret information on commercial matters, etc. related to the company, those about the business of the company, customers, stakeholders to media organs or third parties,
- Insulting or fighting against colleagues, customers, third parties at work or while on duty; overshadowing the honor and dignity of the workplace by using the company name/power and position in the company to act similarly to the relevant persons outside the workplace,
- Not reporting the corruption within the workplace to the relevant institutions/commissions intentionally,
- Putting the company into a disadvantageous situation by intentionally, deliberately making a mistake and/or not completing a procedure related to his/her duty or delaying the procedures required by the duty,
- Giving a statement, speech, and information about the company to the media, making an interview, or participating in the competitions without obtaining the approvals specified within the scope of the Code of Conduct,
- Causing harm to the company by revealing any password given to him/her by the company, allowing others to use it, or using someone else's password with or without permission,
- Destroying all kinds of information and documents, having them destroyed, or destroying them or having them destroyed by an ill will, issuing false documents.
- Making someone else scan his/her identity card or having an intermediary role in such behaviors, even though not being at work,

- Borrowing money from colleagues, or company customers, stakeholders by force or coercion; making company customers a guarantor; obtaining benefits in cash or in-kind from them,
- Implicitly or explicitly threatening the employer, colleagues, customers, and stakeholders for various reasons,

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To the Human Resources Department,

I have thoroughly read and understood the Sun Group of Companies' Code of Conduct. I agree and undertake to work in accordance with the Group's Code of Conduct.

Name and Surname:

Company:

Role:

Date:

Signature:

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