

HUMAN RESOURCES POLICY

Our primary goal is to create an atmosphere where our employees are happy, embrace their company, and where everyone wants to be involved and included. To this end, we develop and implement measurable, transparent, inclusive, self-improving and fair Human Resources Strategies that foster employee engagement, increase employee participation in achieving our business goals and unlock the potential thereof.

Our Human Resources Policy is defined and managed with the aim of creating competency and skill groups that will support the performance required to sustain and increase our leading position and capacity in the energy sector and to meet the expectations of our stakeholders.

Our approach to human resource management aims to create ethical, environmentally conscious, value-creating, innovative employees and teams striving for the best and most efficient with the awareness of the public service responsibility entrusted by the energy sector and prepared for the needs this entails, within the framework of our company values and culture.

Our human resources perspective is also reflected in our employee value proposition, which is a key, core element of our employer brand. Our company encourages the success of its employees with forward-looking, groundbreaking projects while offering moments that enrich lives. Company employees, knowing that they are the source of the energy necessary for life, work with self-confidence as a single team.

1. Recruitment Management

We are aware that qualified and happy employees are the most crucial factor in achieving our goals. We believe that people with high self-confidence, who pursue their dreams and bring those dreams to life, will be happier.

Our recruitment procedure is determined in accordance with our company policies and strategies, based on human resource needs, the selection of employees suitable for the job qualifications and defined competencies, the orientation and trial process, and the methods, tools, criteria, conditions and rules to be used within the scope of the defined regulations and procedures.

The decisions we make regarding recruitment are based on the principle of “the right person for the right job,” regardless of the employee's gender, age, beliefs, ethnicity, nationality, marital status, health status or physical disabilities.

In line with this principle, our priority in career opportunities is to share relevant vacancies with our employees who create value within our company and to begin the process by evaluating applications. We first share all open positions with our employees through our internal announcement system and evaluate applications objectively, observing the principle of equal opportunity.

In addition to the needs of our business units, we conduct interviews with the most suitable candidates who not only meet the requirements of the position we are seeking to fill but also have aspirations for the role, are open to development, and whom we believe will embrace our corporate culture and bring our work to life.

We conduct the interview process using different interview techniques that allow us to observe and assess the candidates' work experience, potential, and competencies. While meticulously considering our candidates' expectations, we move forward with those candidates who will contribute to the organization and find what they are looking for in a work environment, and then proceed to the reference check stage. We make offers to candidates within the framework of the hierarchical tier structure we implement in our company. We value that employees benefit equally from the opportunities offered by the company throughout their working lives after being hired.

In line with our company culture, we assign StartMate mentors to new employees to ensure their rapid adaptation to our company and provide comprehensive orientation training.

Furthermore, during rotation and job change processes within the company, our Human Resources team maintains regular communication with the employee for the first two months. We monitor the employee's performance, requests, satisfaction, and needs throughout this process.

2. Learning and Development

We focus on ensuring that the training our employees receive contributes to both the company's and their own development, as well as to building of a sustainable lifestyle. In this regard, while enabling our employees to enhance their competencies, we also support the development of the corporate culture in areas such as environmental, social issues, and governance.

As stated in our human rights policy, we place importance on “creating fair training and support processes to ensure equality among our employees and specifically encouraging our employees to participate in these training programs.” With our Training Procedure, we identify the development needs of our employees in terms of their behavioral and professional competencies in order to continuously develop their potential and existing knowledge/skills in line with our strategy and goals, and then we define the process and procedures for providing development tools.

We plan training and development based on the competencies we believe are essential for each position in the career ladder we have previously defined, as well as individual development needs identified during the performance evaluation period and in line with the corporate sustainability needs. With this approach, in addition to on-the-job training, we as well organize in-class and online training courses offered through Aydem Academy and external training providers. At the same time, we train our own internal trainers to pass on our experience and expertise to the next generations.

Furthermore, we also meticulously complete and monitor all mandatory training for field workers, primarily in occupational safety, as well as the technical development training. We also provide our employees who undergo job changes and rotations with the necessary training related to their new roles.

3. Performance Management System

Our Performance Management System, implemented with a transparent approach to reward success and increase employee satisfaction, encompasses the processes of objectively and effectively measuring and evaluating employee performance to determine the extent to which employees contribute to the company goals and how these goals are achieved.

We implement our performance evaluation system, which focuses on employee competencies and work results, annually once a year for all our employees.

Under the system, which consists of two main headings, “Goals” and “Competencies,” we share our company goals, priorities, and corporate competencies with all our employees through the performance management system. Each employee, in line with these objectives, works with their unit manager to set individual goals that will contribute to the company's success within their area of responsibility.

It is essential that goals are measurable. At the same time, professional development goals that will enable employees to perform their jobs better can also be prioritized within the performance system.

Corporate competencies, on the other hand, are evaluated using behavioral indicators and influence the final performance result. The aim is to observe the attitude and behavior of employees in line with the goals thereof and to communicate what the expectations are.

Interim evaluations, which increase the effectiveness of the Performance Management System, play a crucial role in the entire process. Providing effective feedback while setting, monitoring, and evaluating goals is crucial to the success of the system, which is why this process is given great importance.

Performance evaluation results provide input for many areas. The evaluations we conduct within these main headings are used in areas such as employee development planning, training needs analysis, remuneration studies, and promotion/rotation decisions for the company.

4. Wage Management System

The Wage (Compensation) System of the Company is shaped by macroeconomic indicators, the sector in which it operates, the wage (compensation) market, job levels, and performance. As part of its wage (compensation) policy, the company utilizes the research and studies of independent consulting firms specialized in the field. In line with this, utilizing the regularly conducted market analyses, a fair and competitive wage and benefits policy is implemented in our company. Furthermore, our employees are provided with various benefits based on their roles and titles. In this context, in line with our vision, it is ensured that no gender based discrimination is made among our employees based in terms of remuneration, in accordance with our Human Resources perspective.

As a company, we participate in annual remuneration surveys every year with our professional team and re-evaluate our company's remuneration and benefits strategies.

Furthermore, our company has a system in place that motivates employees by distinguishing and rewarding performance. In line with this approach, salaries at our company are evaluated once a year during the year-end salary increase period, based on individual performance results, wage surveys, economic indicators, and internal company balances.

5. Talent Management Processes

The company, recognizing the value of its human resources, the most important factor in achieving organizational success, has prioritized the professional and personal development of all employees. Taking career expectations into account as well, it has implemented an internal promotion, transfer, and rotation system.

In this context, our company announces position openings within the organization to its experienced and specialized employees through internal postings. During the selection process, the company also utilizes and incorporates different recruitment tools, thereby evaluating its trained workforce and offering its employees horizontal and vertical career opportunities.

During the rotation and job change processes within the company, our Human Resources team maintains regular communication with the employees for the first 2 months. The employee's performance, requests, satisfaction, and needs are monitored during this process.

The company provides financial assistance to employees undergoing job changes and rotations, covering transportation expenses, transportation and moving insurance costs, and accommodation and relocation assistance. Leave is granted for the relocation process.

Critical roles are defined with the aim of ensuring the healthy functioning of the organization in line with company strategy and identifying positions that contribute significantly to value creation, followed by placing employees with the right competencies in these roles. In this regard, the definitions of critical roles and the alignment of employees in critical roles with their roles are monitored. Short-, medium-, and long-term role succession plans are developed. Once these plans are finalized, they are submitted to the Board of Directors for information after receiving the General Manager's review and approval.

6. Working Environment and Compliance with Labor Legislation

Employment relationships are conducted in accordance with the applicable laws and regulations. In line with our company's policies and strategies, the methods, tools, criteria, conditions, and rules to be used within the scope of the established regulations, procedures, and instructions are determined and set forth in writing.

We do not, under any circumstance, tolerate discrimination among our employees on the basis of race, religion, language, color, age, gender, marital status, national origin, health status, physical disability, sexual orientation, possible or probable pregnancy, union activities or other factors specified by law.

We value the differences among our employees, embrace diversity as a means to achieve our goals, and prevent any situation that would hinder our employees' exercise of their right to freedom of expression in the workplace.

We provide our employees with healthy, ergonomic, hygienic, safe, and satisfying working conditions and take the necessary precautions within the framework of Occupational Health and Safety principles. When creating the working environment and conditions, we take into account the work - family life balance and consider the needs of working parents.

We absolutely do not tolerate incidents such as mistreatment, intimidation, inhumane or degrading treatment, psychological violence or harassment and abuse through any form of verbal or written communication in the workplace.

7. Employee Rights and Codes of Conduct (Code of Ethics)

We protect and manage our employees' rights in accordance with the applicable laws and regulations and the employment contracts entered into between the employees and the employers. We adhere to and protect the human rights established by international standards and supported by our company policies as a fundamental principle, and we respect our employees' right to collective bargaining and freedom of association.

Our company values and principles, as well as our code of conduct (ethics), have been shared with all our employees, and mandatory training has been provided on this subject. We use communication channels for all our employees who wish to report or consult on any doubts regarding the "Code of Conduct and Working Principles" and/or when they witness behavior or practices that violate the rules. Our employees can contact the Ethical Principles Hotline by email and/or via a dedicated telephone line available 24/7.

We implement, monitor, and report on the requirements of the Personal Data Protection Law. Our employees' personal information is stored and kept confidential within the company within the framework of confidentiality principles, and our employees act in accordance with the confidentiality of all the technical information, including the information in the database and the registered applications belonging to our company.

8. Preventing Discrimination and Mistreatment (Abuse)

Respecting diversity is not just only the right way to do our job, but is also essential for success. Therefore, our company aims to create a work environment that values each individual's talents, skills and experience, respects diversity, and gives every employee a voice in their ideas and opinions.

Creating and maintaining a fair working environment where employees are not subjected to discrimination or mistreatment is one of our top priorities.

We have an ethics committee that ensures any actions that could constitute discrimination or mistreatment are reported in accordance with confidentiality principles and that the necessary actions are taken. We ensure that all employee practices are carried out based on individual ability and merit, without regard to race, religion, color, age, gender, national origin or ancestry, sexual orientation, physical disability, seniority, or any other factors defined and protected by law. These practices encompass processes such as recruitment, promotion, transfer and rotation, training, disciplinary rules and termination of employment contracts, and form the basis for our other practices.

9. Employee Participation (Engagement) in Management

All practices related to our employees are carried out within the framework of the laws regulating working life. Our procedures and various practices regarding recruitment, promotion, transfer, rotation, performance, training, and working models are documented in writing.

Periodic meetings held within the company, year-end evaluation and information panels, annual target setting workshops, and performance evaluation interviews are conducted with the involvement of employees in decision-making mechanisms, committees, and projects within the scope of their authority and responsibilities.

Requests, notifications, and suggestions from our employees, through our employee representatives located at our sites, can be communicated through OHS Committee Meetings and Management Review Meetings, and consultation and engagement with senior management can be ensured.

In addition, our employees can share their requests, suggestions, and opinions through various platforms such as information portals, software, mobile applications, IKON, Idea Line, and Ethics Line. Furthermore, our open communication practices, where our employees can share their questions directly with senior management, and employee surveys, where they can provide feedback, are used to identify areas for improvement.

