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The common success of the ELIF and its employees was created by the objective of enabling customers and suppliers to develop and maintain appropriate relationships with mutually shared universal values and was approved by the ELIF Board of Directors.

"Behaving with principles" is the main policy in ELIF's activities. The Firm sees it as an indispensable obligation to all its customers, suppliers and employees to stand on equal footing in the same standard, which is the cause of its existence and development.

To fulfill the obligations of the Company as specified by law and contract in full and timely manner and acting on the basis of justice takes precedence over all kinds of commercial concerns. The source of ELIF's reliability and prestige today comes from this stance.

ELIF Code of Conduct and Ethics, covers the company's basic behavior and principles. The ELIF policies are integral to its values and principles.

It is the responsibility of all ELIF employees and suppliers to ensure that these principles are implemented, followed and maintained, and all employees are demanded to comply.

ELIF Employees and Suppliers,

Company personnel must comply with the "Code of Business Ethics" when performing their duties. With the awareness that business procedures, standards, laws and regulations may not be directive for all kinds of attitudes and behaviors, "Business ethics" principles based on company values have been established. Producers and employees are required to act according to the Code of Business Ethics adopted by the Board of Directors, the globally accepted principles of Integrity, Confidence, Confidentiality, Protection of Trade Secrets, Conflict of Interest.

Employees of ELIF cannot benefit from their position within the company and cannot make personal benefits for themselves, their families and people in their social surroundings. It takes care to preserve the company's interest in business relationships with third parties. They cannot have close contact with the persons or organizations that may benefit from the secret information or business decisions during the work and avoid such actions and behaviors. Suppliers are expected to respect the stated principles.

The conflict of interest events may arise in the event of conflict of interest of the employee with the interests of the employee. No employee may benefit from company operations, personally for his / her family members, or any close relatives in the event that such unauthorized personal interests arise due to the employees' current positions. He/she shall not use and dispose of company's properties, information and positions for personal gain. With the purpose of protecting the information assets of ELIF and its customers, employees are responsible for protecting the information that is preserved and used in programs such as İsoft, SAP etc. existing in the infrastructure of data processing and is responsible for complying with the Information Security policies and procedures. Suppliers are expected to respect the stated principles.

Employees of ELIF, because of the business they are doing, only follow exchanging gifts with various people, institutions and organization whom they are related to in the framework of the specified rules, and impose sanctions within the framework of rules set by law.

Employees of ELIF should ensure that their assets are used for business purposes only, protected and used to the maximum extent possible. It is the duty of all ELIF employees to protect, monitor and ensure the use of company assets in the interests of the company against employees of the company or third parties in the event that the employee identifies otherwise.

No employee shall be able to make oral or written representations to bind the ELIF firm against any third parties other than the relevant departments assigned to it.

ELIF employees, within the borders of Turkey, all laws, rules and regulations, are required to comply with the relevant laws and regulations in the country's overseas visits.



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Principles of operation of ELİF, aim to provide a healthy, safe and efficient working environment for ELİF employees.

For this reason:

Aggressive attitude, threatening speech and behavior patterns that disturb the productivity and trust of the working environment; harassment and disturbance; commercial, political and religious promotion is not acceptable.

It is unacceptable for them to forge the official documents they prepare while fulfilling their duties.

Employees are obliged to comply with the time and other restrictions set by the relevant authority for the preparation of official documents.

The ELİF Code of Conduct and Ethics is communicated to each newly started ELIF employee through an orientation program and an undertaking is communicated to the employee that the rules will be regarded as an integral part of the business contract.

Elif measures the risk of bribery in its business partners, including brokers, stockbrokers and representatives, before entering commercial relationships.

It provides for the proper handling and recording of financial transactions, including the management of currently applied and identified fraudulent records. It is the responsibility and authority of the Elif authorities to investigate what needs to be done to avoid money laundering and similar types of activities and even to share with relevant authorities when necessary.

They are obliged to promptly notify clients of violations of quality, safety and rule, or abuses, which may be an actual and adverse effect on their business or the business of their suppliers in Elif businesses when necessary.

At Elif Plastik plant,

There is a process to address the cases of abuse and policy violations, including remedial measures (for issues created by employees or suppliers).

There is a process in place to ensure that people and institutions (managers, supervisors, employees, suppliers, etc.) who are found to be abusing or abusing the policy are cautioned or sanctioned in accordance with their crimes or defects.

Works are done on the basis of voluntary acceptance and documented conditions of employment

Upon completion of the contract, the contractor shall be awarded a contract stating the conditions and conditions of employment on the local level that all employees can understand and that are in accordance with local requirements.

The facility procedure includes checks to ensure that the employing agencies provide contracts to all employees and that they comply with local legal requirements of the employment contracts and that the employer specifies the terms and conditions of the employment on the local level where employees can understand.

Employees in the company are employed under a certified contract signed by the employer and the employee.

Changes to employment contracts are made with the written consent of both the employer and the employee.

The facility does not provide additional conditions or obligations to employees after signing the contract.

The trial period for employees does not exceed the time allowed by local legal requirements.

The employer does not recruit temporary workers on temporary contracts in order to avoid the same conditions and rights as the payroll employees.

The employer does not recruit and lay off temporary workers in order to avoid the same conditions and rights as the payroll employees.

Migrant workers do not pay wages or employment fees to intermediary institutions in their home country or host country to be employed by the facility.

Intermediary institutions do not charge wages for employees because they act as mediators for recruitment opportunities.

There are policies and procedures governing the basic managerial functions such as testimony, recruitment, complaints, discipline, promotion and redundancy. All managerial functions that involve direct employees, such as excess workforce, will be carried out in accordance with legal requirements and transferred to employees.



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The facility has trained personnel who are obliged to implement basic management procedures. Related documents such as training records are kept for a certain period of time. Employment terms and conditions and basic management policies, solutions etc. is provided through an employee manual translated into a language that employees can understand. Training opportunities are provided to all employees in every category to increase their skills and develop their skills in their duties. Where applicable to this, it is also included the provision of apprenticeship programs for young employees.

Every kind of employee has the opportunity to keep his / her path open to advance in his career.

All Employees are treated equally, respectfully and valued

There are discrimination policies and procedures covering the principle of non-discrimination based on issues of social origin, social class, nationality, ethnic origin, religion, age, disability, gender, financial position, sexual orientation, trade union membership, political affinity, health or pregnancy.

There is no evidence that there is discrimination in terms of social class, nationality, ethnic origin, religion, age, disability, gender, financial position, sexual orientation, trade union membership, political affiliation, health or pregnancy in the processes of recruitment, salary, access to education, promotion, redundancy or retirement.

There is no evidence of application of pregnancy testing for discrimination against candidates during the recruitment process.

The selection criteria available for all human resource decisions are documented each time and are implemented to prevent arbitrary decisions (for example, to provide equal education and promotion opportunities for women).

Employees are trained to avoid discrimination in the fulfillment of their duties in charge of recruitment, payment, training, promotion, discipline, and removal from the workplace.

All employees and managers are trained to identify and prevent harassment, abuse and other forms of intimidation.

Managers, front office administrators, production personnel, quality control personnel and security officers are trained to avoid discrimination.

All necessary precautions and requirements are provided to ensure the safety of pregnant and nursing employees and to meet their needs.

Even if the national / local legislation does not require, the company to exhibit behavior that respects the changes in land use and the nature of the community to inform them of prior and free willingness to inform them.

There is an individual or team trained to deal with the principles of obtaining permission, informed by the company, local communities and indigenous peoples, subject to prior and free will, or there are individuals who are well informed so that they can receive outsource consultation to ensure that the rights are accepted and protected.

In the business ethics principles, the consent of the communities was taken to inform them in advance and subject to free will and not to occupy the land unfairly.

The impact assessment of the rights, resources, land, and territories of the inhabitants, indigenous peoples, small landowners, squatters, migrants and minority groups is being done.

The senior management is required to demonstrate the legal right to know and apply national laws and practices in relation to the deeds.

Due to changes in the coating area of the plant or the addition of this area, the communities has been informed in the past five years and obtained permission being subject to prior and free willingness.

A process for determining land ownership / land rights, including the right to be a land owner, is followed by senior management in the framework of ethical rules.

Elif submits a "Code of Conduct and Ethics" to all its suppliers and / or declares that it complies with the policy it shares on its website.