

CORPORATE CONFIDENTIALITY POLICY

1. Company employees are individually responsible for maintenance of confidentiality of the information and documents given to them in any means, written and verbal, directly or indirectly, due to their positions.
2. Telephone numbers and other contact information registered in the telephone directories of the company should not be disclosed to the foreign persons.
3. Company employees should not make any discussion and negotiation with and should not give any information and document to any person outside the company in a way to impair security and confidentiality of the company.
4. Documents and instruments that may cause discovery of special information about the company should not be taken away from the company for working on them after the working hours. If the work should complete on the same day, it is appropriate to get permission from the respective execution to work in the company office.
5. Company employees should avoid of giving information to the persons inside and outside the company about financial matters such as wages, extra benefits and allowances.
6. Company employees should not express their personal problems, disagreement in the company and their complaints when they are not in the company.
7. Company employees should not give information to anybody about the company targets, know-how related information and projects.
8. Company employees should avoid to accept gifts, materials, etc. from any organizations, entities and third parties outside the company and avoid to make any promise, request and offering for such promotional/giveaways.
9. Company employees should be careful about use of alcohol in the cocktail parties, dinners and balls organized by the company.
10. When ill-intentioned persons desire to get information about information qualified as "company secret", which should not be known by any third parties

outside the company or in case of any doubt about it, the matter should be notified to the company's executive as soon as possible.

11. Companies involved with a new product, project, invention, trademark and similar fields of production should not accept any person into their departments whatever be their relationship (friends, relatives, other employees not authorized to enter that department) and should not give information about the employees.

12. When the company telephone is used by the company employees and confidential conversation is made, then the confidentiality and security rules should be observed. Confidential matters should not be discussed on phone in a crowded place or in presence of any third parties.

13. Company employees should receive their visitors not in the working offices, but in the visitor reception rooms designated by the company. In case of visits required to be made at the table or in the office of the personnel, important and confidential documents in the room should be removed.

14. In any activity organized with any third parties outside the company, the security executive and/or company executives should be informed about any suspicious behaviour.

15. Company employees should inform their managers about any suspicious situations they witness in the company or they consider that it may put the company in trouble.

16. Important documents and instruments should not be left outside at the end of the working hours; and the documents not required any longer should be filed; and the others should be put in a lockable drawer or cabinet.

17. Any rough drafts and papers of significant confidential character should not be thrown into the dustbins and they should be destroyed by the personnel by use of paper shredder. If there is no paper shredder in the officer, then such papers should be torn into small parts to make it impossible to come together again and then they should be disposed together with other garbage.

18. Windows of the office should be closed by the company employees at the end of the working hours; the curtains should be drawn, office equipment, particularly computers, should be shut down and all kinds of documentation, flash discs, CD, diskettes and similar materials containing confidential and important information should be kept in a lockable place and the doors should be locked.



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19. Working places should be opened by the company employees at the beginning of the working hours by the same method; if there is any unusual thing encountered when entering the office, information should be given to the security unit and respective executive.

20. When company computer is used by the company employees, attention should be given to the network security and confidentiality rules of the company.