

## HUMAN RESOURCES POLICY

The main goal of HR policies is to use the human resource in an efficient and effective way while integrating employee happiness with the company mission and vision.

With this policy; Elif aims to improve employees' quality of life, being a benchmark employer brand to provide simple, emphatic, quick and fair communication to the community and increase employee commitment with the "Right person, right job" philosophy.

**Vision** is being a model company known with its fair, transparent, integrated approach through the universal principles with highly motivated employees and provide sustainable, innovative, open-to-develop human resources and systems.

**Mission** Working through the vision and main strategies of the company, HR aims to acquire qualified, highly motivated individuals with high potential and diverse skills to develop HR strategies and support all operations with HR systems with a solution-oriented approach for continuous development and agile organization.

### OUR PRINCIPLES

- Objectivity** : Evaluating the business processes in line with legal regulations, corporate values and professional requirements in any case, with a professional approach that is independent of individual attitudes and opinions without prejudice.
- Equality** : To support employee motivation and satisfaction with a culture where equal responsibilities and opportunities and justice are provided in line with corporate values, independent of individuals.
- Job Safety** : To ensure that employees work in a peaceful and productive working environment by respecting their individual rights and freedoms in our organization, where people are seen as a value.
- Service** : To create a corporate structure dominated by productive employees who take advantage of every opportunity to improve their business.
- Adequateness** : Enabling the organization to get maximum efficiency from all positions by supporting the people with the most suitable potential for each task with the necessary training and development opportunities.

In the light of our principles, our goals to achieve in all HR Processes starting from Talent Acquisition;

- Installing ideal HR systems for excellent analysis and reporting activities
- Improving employee skills and profile
- Leading and directing the change for the future of the organization
- Supporting corporate culture with happy employees
- Maintain high efficiency benefiting from career improvement opportunities

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### OUR METHODOLOGY & EMPLOYEE RIGHTS

#### RECRUITMENT

Elif pays attention to subjects such as recruitment, selection, placement, training, development and career planning to be compatible with business objectives and customer needs.

The social responsibility policy of Elif targets to fulfill all national and legal requirements with an awareness of social responsibility in the making of a healthy and conscious society, and

- not to employ any personnel under 18 years of age;
- not to pay wages less than the minimum wage;
- Pay normal wages and overtime in full and on time;
- not to employ uninsured personnel;
- to make continuous improvements in all matters by taking all necessary measures required for the health and safety of all employees without any discrimination.

Recruitment policy is reviewed at least once in every year. It is clearly specified in our company policy that no employee should be treated differently from others because of race, religion, disability, marital status, gender and age, or mistreated in terms of requirements and conditions. This kind of discrimination cannot be tolerated in any way.

Within Elif, we perform interviews and assessment tests on job suitability, general ability, personality, professional knowledge and skills.

In defined periods during the year, high school and university internship programs are organized to provide pillar learning and experience opportunities, support the young individuals prepare for the work environment and add the talent of future to Elif.

Elif job postings are announced in <https://www.kariyer.net/firma-profil/elif-2698-18654> and <https://www.linkedin.com/company/elif-global>

#### TRAINING AND DEVELOPMENT

Determining our training needs according to our strategy, vision, mission and goals values in order to plan and operate both internal and external trainings.

The newcomers go through an orientation program structured according to their job experience and department.

#### Performance Development

Employee competencies and professional skills are being evaluated objectively in the performance appraisal system, working on their developed areas through the training programs via **Elif Akademi** with various LMS practices.

Elif targets totally correct measurement of every employee's work efficiency, value added to the company, suitability to corporate identity and rules besides measuring their expectations from the job and the company,

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	<b>Elif HR Policy</b>	<b>Document No:</b> POL-036 <b>Effective Date:</b> 14.07.2021 <b>Revision Date and No:</b> 14.07.2021/0 <b>Review Date:</b> 19.04.2023 <b>Page No:</b> 1 / 5
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career goals and training needs, strengthening communication and understanding between the managerial staff and other employees.

### **Career Management and Backup Plans**

Career management includes the preparation of promotion opportunities according to the person's role within the company, redirection of appropriate persons towards to the appropriate status and making the necessary preparations.

Performance evaluation process is being run twice a year (Mid-term and end of the year) through our values and metrics which also address job descriptions and skills. As performance evaluation results include a person's job success and soft skills; they are used as a tool for career planning.

Career management is a useful application for employees in terms of being aware of the existing situation, what's beyond the next step, seeing the future of one's career and getting prepared for the future.

Elif trains managers within the body of its own culture and accelerates the spreading of the corporate culture with its dynamic "Career Planning" system.

#### Career Planning Involves;

- Evaluation of person's knowledge, skills, interests, values, success factors and development areas,
- Assisting self-determination of short, medium and long term goals,
- Developing career plans,
- Implementation of plans.

#### Career Management Involves;

- Integration of the human resource plans and the system; determining career ways,
- Announcing open positions to improve career information,
- Employees' performance evaluation,
- Career coaching to junior employees and junior managers,
- Enhancement of work experiences,
- Regulation of training programs.

### **WAGE MANAGEMENT**

Wage policy in Elif basically depends on a just and competitive system based upon people's skills, job-based responsibilities, educational background and job experience which targets "Promoting high performance".

Our employees' wages are evaluated in December each year and updated in January in the direction of the internal equilibrium, individual performance results, market research, market position, economic indicators and budget targets.

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In Elif, all employees work according to their legal employment contracts designed specific for their department and position. Salaries are paid as “Net Salary” and all payments are made through the employee registered bank accounts.

Compensation and benefits are provided for employees in a way to improve employee commitment and support them reach common organizational targets. Compensation and benefits are explained in HR Procedure.

### REQUEST MANAGEMENT SYSTEM

Request Management is a system in which the data obtained from the channels created for employees to convey their ideas, thoughts, questions and complaints are used for corporate development.

Improvement requests and individual requests are separately evaluated by the responsible persons, and the requester is provided feedback.

The Top Management is always informed about the notifications regarding occupational safety, environment and social compliance. This process is discussed in detail in the Request Management Policy document.

### Improvement Requests

In order to increase the participation of its employees in the processes and to make them adopt the understanding of continuous improvement, Elif aims that its employees make efforts to improve the system to increase the efficiency of the company together.

### Individual Requests

Individual requests, complaints and ethical notifications are evaluated in this scheme.

More than one notification channel has been created so that employees can convey their requests in any situation. Requests and notifications are classified and evaluated as described in the Request Management Policy. The request boxes can also be used as a *whistleblowing* channel if the employees prefer to make an anonymous notification.

### MOTIVATION

The main spot of job success for employees is to feel commitment to their job, colleagues and company. This is a solid reference for their motivational status for the time they spend in the workplace. Motivation brings us to compliance with the main objectives of the company, commitment and “us” spirit.

In order to support internal communication, motivation and to improve social awareness, Elif celebrates Special Days, informs employees on corporate applications and important news via our portal **Elif Life** as well as providing easier access opportunities to trending subjects upon individual interest.

Finally, with seasonal themes based on the strategies defined upon public and corporate priorities, Elif makes additional or bonus payments to support employee contribution.

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### SPECIAL EMPLOYEES

Elif treats all employees equally and uses all opportunities to support the integration and wellbeing of them to increase their standards and working conditions. Elif cares and provides required conditions for pregnant employees, mothers, employees with disabilities as well as aged employees and other employees in need.

### INTEGRITY & COMPLIANCE

Elif expects all employees, suppliers, customers and others in the Elif community to accept and follow the applicable laws, corporate values, ethical principles.

Any form of anti-competitive practice or attempts, bribery, corruption, money laundering, harassment, abuse, conflict of interest is not to be tolerated and has no place in Elif community.

Elif cares about Personal Data Protection (PDP). Employees are periodically trained on Information Security. Elif has assigned a PDP responsible and the PDP inventory is annually reviewed and updated in the scope of legal requirements and individual rights.

### LEAVERS

Any request to leave the company is evaluated by HR with care and the reasons behind the employee's decision are discussed. In case of a resignation, employees are conducted an Exit Interview to provide feedback for corporate development in retention issue. Any employees who want to continue their careers in Elif after legal retirement are provided this option as their right.

For organizational change or excess headcount situations, termination is considered as the last option. In suitable conditions (in which the employee does not have a direct negative impact on the company), transferring to other departments may be offered to the employee as an option if required criteria (Department availability, employee suitability) are met. This option is also considered for close term plans and the employee may use leave days until these conditions occur.

If any termination is done, regardless of the reason, Elif uses the suitable methodology in order to secure all support the employee in termination process; after evaluating all applicable legal and financial options. All compensation payments are made within the legal period.

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