



ALTAN HİDROLİK
MÜHENDİSLİK SANAYİ VE TİCARET A.Ş.

CODES OF CONDUCT



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Dear Altan Hidrolik Employee,

- As Altan Hidrolik, our priority is to produce the products with universal quality and standards and provide fast solutions by understanding the demands and expectations of our customers with innovative ideas and to contribute to the economic development of our country. In this context,
- We understand the demands and expectations of our customers and create the most appropriate solutions with high quality.
- We adapt to the changes for creating sustainable values and we offer innovative ideas.
- We are a team . The goal-oriented collaboration of our employees is the most valuable capital of our company.
- We prioritize the feeling of trust and aim to be honest, fair and equal to all our stakeholders and each other.

With the ethical codes of conduct based on our basic principles, it is aimed to guide our company employees during their decisions and attitudes while performing their duties.

All of our employees are expected in order to represent Altan Hidrolik by acting in line with our company principles and ethical rules, and in order to protect and develop the reputation of our company.

All our employees are obliged to comply with the ethical rules.

To read carefully, understand and assimilate the information of codes of conduct of Altan Hidrolik booklet has a great importance for the corporate reputation and dignity of our company.

ETHICAL PRINCIPLES

- **Honesty, Reliability and Fairness**

As Altan Hidrolik employees, we give importance to ethical values, we are honest and fair towards the people and institutions (colleagues, subordinates, superiors, customers, suppliers, competitors, public institutions and organizations, etc.) with whom we have business relations within and outside the company. and adopt the principle of reliable behavior.

- **Privacy**

Information about Altan Hidrolik that may create disadvantage in terms of competition, trade secrets, financial and other information not yet disclosed to the public, employee's personnel file information and confidential agreements concluded with third parties are classified as confidential and private information.

As Altan Hidrolik employees, we respect the confidentiality and private information of our colleagues, customers, suppliers, people and institutions with whom we have business relations and show the necessary sensitivity to protect them.

This information is only shared with the relevant persons within the given authority.

If our business relationship with the company is terminated, we will undertake not to expose the confidential information and documents we have due to our duty.

- **Conflict of interest**

As Altan Hidrolik Employees, we do not derive personal benefits from people and organizations with whom we have business relations, through our family or relatives. We avoid using the name Altan Hidrolik for personal interest.

ETHICAL PRINCIPLES

- **International Trade**

The legal rules for international commercial activities of Altan Hidrolik products and services are essential. Therefore, Altan Hidrolik fulfills the export or import prohibitions and official permission requirements based on national or international laws.

- **Consistent and Transparent Reporting**

Honest and transparent reporting is indispensable for our company both within Altan Hidrolik. and for the public. Therefore, all the departments and employees of our company are obliged to prepare and present a complete, consistent and timely report. The same principles apply to Altan Hidrolik. and its employees who have to report to third parties (eg financial auditors, investors, government offices and the press). This principle; It is indispensable for the credibility of Altan Hidrolik. in all commercial and social areas.

The year-end report of Altan Hidrolik. is reviewed and controlled by an independent external institution.

「OUR RESPONSIBILITIES」

1-Our Legal Responsibilities

All our activities and transactions are carried out in the country and abroad within the laws and international law. We communicate with legal regulatory institutions and organizations in a timely and accurate manner, we maintain our relations with honesty and reliability. We stand at an equal distance to all kinds of public institutions and organizations, administrative bodies, non-governmental organizations and political parties, and we carry out all our activities and transactions with the awareness of the responsibility.

2-Our responsibilities towards our customers

By prioritizing customer focus, we respond to the demands and needs of our customers in a timely and correct manner. We comply with quality standards and ensure the satisfaction of our customers after sales. We communicate with our customers within the respect and courtesy.

「 OUR RESPONSIBILITIES 」

3- Our responsibilities towards our employees

We respect the personal rights of our employees. We treat our employees fairly and equally. It is important for us to provide our employees with a safe and healthy working environment in working peace.

4-Our responsibilities towards our investors

We protect the rights and interests of our investors as determined by law. We organize our relations with our investors within the financial discipline and transparency. We avoid taking unnecessary risks, we aim to increase our competitiveness and sustainable profitability. We give importance to savings and manage our company's resources and assets with maximum efficiency.

5-Our responsibilities towards our suppliers and business partners

We try to be always honest and fair with our suppliers and business partners relationships. We conduct our business relations with respect and fulfill our obligations on time. We show care and sensitivity to the confidential information and documents of our suppliers and business partners.

6- Our responsibilities towards our competitors

We compete within the laws and ethical rules and avoid from unfair competition.

「 OUR RESPONSIBILITIES 」

- **Accepting and giving gift policy**

Open competition is crucial for our liberal basic order and market economy and has to be protected and preserved by our entrepreneurial activities. Any influence of the competition in the form of corruption or bribery has to be disapproved and refrained from at any time. Neither may our employees grant any unlawful advantages (active bribery) to third parties nor accept such (passive bribery). Employees may not accept any gifts, money, checks, property, free holidays, special discounts, etc. that will put the company under liability, except for promotional items (agenda, calendar, item). The gifts and promotional materials given to customers, dealers and other third parties with business relations are approved by the Company Senior Management.

- **Preventing inappropriate behavior in the workplace**

Regardless of their status within the company, none of our employees put another employee through systematically psychological violence, pressure, siege, harassment, humiliation, threats, etc. All our employees give an importance to communicate with each other in a respectful manner.

As Altan Hidrolik, we take care of protecting the personality of our employees so we do not allow any psychological pressure, harassment and emotional attacks which violates their personality values.

APPLICATION OF THE CODES OF CONDUCT

1. Employees' Responsibilities

- We behave carefully and try to produce quality product while doing our job.
- We avoid entering into a situation where we will gain unfair benefits/earnings under any circumstances.
- We keep all records regarding our duties on time and in accordance with the legislation and achieve them.
- We carefully avoid any actions that will harm Altan Hidrolik's behalf.
- We use and protect company resources and assets accurately and carefully.
- We take care of preserving work peace, and establish a respectful communication with our subordinates, superiors and all kinds of people and institutions.
- While carrying out our duties, we fulfill them completely and on time in accordance with the job descriptions given to us within the legislation, internal regulations, procedures and the instructions of our superiors.
- We act within ethical rules and integrate these rules into our business and private lives.

APPLICATION OF THE CODES OF CONDUCT

2. Managers' Responsibilities

- All our managers take care of obeying ethical rules and are a model to our other employees.
- All of our managers should ensure that our employees comply with the ethical rules and raise awareness on this issue.
- All of our managers should encourage their employees to ask questions and make complaints, suggestions and give feedback about ethical rules.
- None of our managers should put psychological pressure on their employees or force them to leave their jobs.
- None of our managers should force or encourage their employees to act contrary to ethical rules.

3. Other Responsibilities

Ethical rules and policies should be effectively implemented and supported by senior management. Human Resources is responsible for providing trainings that will inform all company employees about the Codes of Conducts. The codes of conducts training needs to be given to new hire one's at the orientation training. Ethical committee should guarantee the confidentiality of all kinds of notifications and complaints and ensure that complaints and notifications are investigated fairly and consistently on time. Moreover, ethical committee should ensure that the necessary actions against the violation of ethical rules are taken with determination and consistency, without discrimination.

WHAT IF?

When we observe a behavior that does not comply with the Codes of Conducts, we should not remain silent and immediately report the situation to the Ethics Committee consisting of Altan Hidrolik Senior Management.

If there is an act of hesitation, we should consult our manager and Human Resources department.

- ❖ To determine whether a behavior complies with the Codes of Conducts,
- ❖ Am I doing the right thing to do?
- ❖ Is what I do in accordance with the law, general judgments, company regulations?
- ❖ Is my behavior fair and honest?
- ❖ Does my behavior damage the corporate image? Does it harm the company?
- ❖ Will third person be harmed unfairly due to my behavior?
- ❖ Would I feel uncomfortable if another employee did what I did?
- ❖ Will my behavior disturb me after showing it, can I defend my behavior to my family and close environment?

We must ask ourselves the questions and decide.

「 WHAT IF? 」

- Once we are sure that a behavior does not comply with the ethical rules, we can send it to our HR department or via info@altanhidrolik.com.tr e-mail or deliver our petition by hand to our HR department.
- If the subject of our complaint is related to HR, we can send it to our general manager vices via caltan@altanhidrolik.com.tr or baltan@altanhidrolik.com.tr e-mail.



TEŞEKKÜR EDERİZ



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