

## Human Resources Policy

CCI Human Resources policy aims to build a highly capable organization and be the employer of choice. Accordingly, CCI Human Resources Policy has been founded on the continuous development in the main strategic priorities as stated below:

- Systematically build key organizational capabilities to increase competitive power
- Develop and maintain a pipeline of diverse talent for leadership bench strength
- Foster highly engaged & high-performance workforce
- Build an inclusive one Company culture

Starting from workforce planning, all human resources processes such as recruitment, performance management, talent management, training and development, compensation and benefits management are based on ensuring, encouraging and rewarding continuous development and superior performance.

Within this context, “employee development” is one of the most important annual individual goals both for all managers and all employees and their performance is evaluated accordingly.

For the development and superior performance of our employees, we focus not only knowledge and skill development, but we also focus on competency development.

As CCI, we have identified Leadership Behaviors as “Influence & Impact, Motivate & Inspire, Partner with Customer, Appreciate Others, Continuously raise the bar, Think about Tomorrow” We aim to recruit talents and to develop our employees in these capabilities.

We believe that, for continuous improvement and superior performance, being perceived by our employees as an open, fair and sensitive company who protects the material and moral rights and listen to the employees’ views and proposals and improve them, is of vital importance.

Accordingly, all human resources policies and procedures are published on a platform which is open to all employees, vacant positions are announced to employees, employee views and proposals are collected on a regular basis by internal customer satisfaction and employee engagement surveys, action plans are prepared and put into force for improvement areas. In addition, all employees can access our online learning platform in their development areas, and the communication between employees and the management team is supported by applications such as open door and human resources information meetings.

Employee representation in Turkey operations is ensured on the following committees as a member of the Committee:

- **Occupational Health and Safety Committee:** Works on issues of occupational health and safety, evaluates the risks of the business environment, follows implementation of CCI occupational health and safety policies and procedures, guides employees on this issue and performs other activities stipulated by the regulations in this regard. The committee works on issues of occupational health and safety. The employees are represented by either a Trade Union Representative (if facility is unionized), foreman representative or HR and Admin Responsible. Employee representatives participate in studies for health and security in the workplace, monitor the studies, request for measures and precautions, give suggestions and represent workers in similar matters particularly on health and security. Participation of employees in activities related to Occupational Safety and Health are encouraged at the highest level to create and maintain a “Safety Culture”.

- **Women’s Networking Committee:** CCI Women’s Networks are platforms for female employees to interact and organize various activities focusing on networking, capability development, leadership skills and empowerment in the workplace and community.
- **Meal and Cafeteria Service Quality Improvement Committee:** Established to collect employees’ opinions in order improve meal service and daily menu selection according to the dietary recommendation of the company doctor. Employees are represented by either the HR and Admin Responsible or Trade Union Representative if the facility is unionized.
- **Disciplinary Board:** Disciplinary Committee established in accordance with the Collective Bargaining Agreement is available in workplaces, for unionized employees. This committee is formed of three employer representatives, one of whom acts as chairman and two trade union representatives. The committee meets to decide and to make the assessment of prohibited actions, determined under the Collective Bargaining Agreement.

For all employees outside the scope of the Collective Bargaining Agreement, the Central Disciplinary Committee is available, formed in accordance with the Disciplinary Procedure. Legal director and Human Resources Director were also included in the committee. This committee meets with the participation of Function Directors and Legal Managers to evaluate and decide on actions to be subject to the Ethic Code, Health & Safety and violation of Company policies and Procedures under the Disciplinary Procedure. Decisions taken are approved by the Turkey General Manager.

- **Accident Evaluation Committee:** Established to evaluate the responsibility of the employee who has been involved in a traffic accident while using a Company car in the accident. The Committee is formed by representatives from HR, supervisor of the employee and Fleet and Garage Supervisor. The Committee analyses the situation and decides to implement conditions that are stated in the Car Accidents Policy.

In addition to the above-mentioned Committees, in each unionized facility, trade union representatives operate for the continuity of work performance under the provisions of the Bargaining Legislation and Collective Bargaining Agreement and undertake the following responsibilities:

- Protecting and improving the cooperation and occupational peace between the worker and the employer at the workplace;
- Receiving requests and complaints of workers, finding solutions for these requests and complaints in collaboration with the employer;
- Protecting the rights and interests of the workers;
- Helping the execution of the working standards stated in the Collective Agreement;
- Fulfilling all other liabilities imposed by the relevant legislation.