



Hizmet - Kalite - Güven

## PERSONNEL COMPENSATION POLICY

### Article 1: Definitions, Scope, and Legal Basis

Our company has adopted the Labor Law No. 4857 dated 22.05.2003 as a reference in determining its compensation policy for employees.

"**Severance Pay**" refers to the amount paid to employees who have worked for at least one year in the company and whose employment contract is terminated under one of the conditions stipulated in Law No. 4857.

"**Notice Pay**" refers to the amount paid upon termination of employment based on the duration of service and conditions set forth in Law No. 4857.

"**Notice Period**" is the period specified to the employee when terminating the employment contract, allowing time for job searching. If the termination is initiated by the employee, the notice period must also be observed.

- For employees with less than 6 months of service: 2 weeks notice period
- For employees with 6 months to 1.5 years of service: 4 weeks notice period
- For employees with 1.5 to 3 years of service: 6 weeks notice period
- For employees with more than 3 years of service: 8 weeks notice period

### Article 2: Purpose

This Employee Compensation Policy ("Policy") aims to outline the Company's approach to compensation. Through this Policy, compliance with the aforementioned laws and internal company regulations is intended.

### Article 3: Compensation Principles

- Severance pay can be received for working at least 1 year at the workplace,
- Severance pay is made in accordance with the provisions regulating the rules of termination specified in the law,
- Severance pay is not paid for actions carried out with the employee's consent, such as termination by the employee during the probation period and termination of the employment contract by the employee,
- Severance pay is not paid for actions carried out without the employee's consent, such as termination by the employer during the probation period, the transfer of the employee from one workplace to another without a significant change in work conditions, and termination of the employment contract by the employer for just cause,





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- Severance pay is paid when the employee voluntarily undergoes situations such as a female employee's marriage or fulfilling the conditions for retirement, except for the age requirement,
- Severance pay is paid during the employee's mandatory military service; however, this does not apply to those who are called to reserve duty, in which case the relevant provisions of Law No. 4857 apply,
- Severance pay is calculated based on the gross salary, including allowances for meals, transportation, and other fringe benefits, as long as the legal ceiling set for severance pay is not exceeded,
- Notice pay is also calculated based on the gross salary, including fringe benefits,
- In the case of termination of the employment contract by the company for valid reasons, the termination is carried out following the valid termination procedures, such as obtaining a defense and notifying the employee. In this case, the employee is paid all the entitlements, including severance pay, notice pay (if no notice period was provided), annual leave, national holidays, public holidays, weekly rest days, and other rights. If the employment contract is terminated by the employer for valid reasons, compensation and other payments are made upon the employee's request or through settlement talks with a mediator, and the payments are documented,
- Since compensation payments are considered part of the salary, confidentiality is fundamental, as with other employment rights,

