



ALTEK

CODE OF CONDUCT

Publishing Date: 22/10/2018

Revision Number: 00

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1. **Impartiality:** Company employees and management acting in all its actions and operations in accordance with the principles of legality, justice, equality and honesty, not discriminating in terms of language, religion, philosophical belief, political opinion, race, gender, etc., avoiding practices against or limit the fundamental rights and freedoms or that prevent equality of opportunity.
2. **Transparency:** Dissemination of the requested information and documents in accordance with the right to information act, providing information within the framework permitted by the relevant laws.
3. **Credibility:** To act in a manner that assures trust in the Company's management and to display the behaviors that are deemed worthy of trust and dignity required, to avoid behaviors that damage the trust in the company's service, that create suspicion or harm the principle of justice.
4. **Innovativeness:** Following and implementing all developments in national and international platforms. Yenilikçilik: Ulusal ve uluslararası platformlarda tüm gelişmelerin takip edilmesi ve hayata geçirilmesi.

A) LIABILITIES

ALTEK CASTING INC., as one of the best organizations in the sector; fulfills its responsibilities to all its employees, stakeholders and suppliers as well as full compliance with legal liabilities. Altek Casting employees also act on behalf of the company with the awareness of fulfilling the following responsibilities.

1. Legal Liabilities:

Altek Casting employees comply with the laws of our country and with the international laws where necessary, while conducting all their business processes and relations, approach the institutions and organizations without an expectation of benefit, stand impartial and equal distance to all, and provide timely and complete information.

2. Responsibilities Towards Our Colleagues:

Altek Casting;

- With the “our most valuable asset is our employees” approach, acts equally to all employees. Provides a working environment in accordance with occupational health and safety rules. Plans and implements training programs that aim to provide the knowledge, skills, attitudes and behaviors necessary for the employees to keep up with any development required by the quality of their work, to increase their job satisfaction and to be more successful in the business environment.
- Cares about the balance between the business lives and the private lives of the employees. Demonstrates the necessary efforts for individual development.

Employees;

- Within the framework of these principles, fulfills the responsibilities to its colleagues in communication and cooperation with each other within the framework of mutual trust, respect and courtesy rules.
- When conducting their business or when they encounter a problem, they support each other with their knowledge, skills and experience.

3. Responsibilities Towards Altek Casting:

All employees are aware of their responsibilities in order to protect Altek Casting's current reputation and to improve this reputation further. In this framework, all employees take care to ensure that their personal behavior is within the framework of Altek Casting principles and values and laws and general social rules. Altek Casting carries out its work in accordance with quality policies, business standards, commitments and employee ethics rules and fulfills its obligations with due care.

4. Responsibilities Towards Our Collaborators and Suppliers:

In its cooperations, Altek Casting gives importance to creating the highest value for both parties, determining mutual needs and meeting the needs. Altek Casting employees act honest, fair and respectful to all of our suppliers, and fulfill their obligations on time. They show the required care and sensitivity to the confidential information and documents and protect them.

5. Responsibilities Towards Our Customers:

Our employees are focused on customer satisfaction and work responsibly to their needs and demands. They offer services to customers on time and in promised terms and communicates with them in a respectful, fair manner and within the framework of the courtesy rules..

6. Responsibilities Towards Our Competitors:

Altek Casting has always been a supporter of the efforts made to ensure the fair structure of the competitive structure within the society. Avoids unfair competition in all areas of life; compete only in ethical and legal areas and activities.

7. Social Responsibilities:

Altek Casting; has adopted to be a pioneer in social, environmental and economic issues and to be sensitive as a principle. In this context, in our company;

There is no child employment, it cannot be supported,

Forced or compulsory workers cannot be employed,

Occupational health and safety legal and physical requirements are met,

Wages and social rights determined within the framework of laws are provided,

There shall be no discrimination in terms of language, religion, race, gender, physical disability or employment,

Efforts are being made to prevent environmental pollution and to protect nature.

B) BUSINESS ETHICS PRINCIPLES

1- Accuracy of the Records

Accurate, well-maintained and protected business records are essential to conduct our business on a regular basis. In this context, employees are responsible for ensuring the accuracy and compliance of the documents and records in all transactions carried out on behalf of Altek

Casting. These records are of great importance in fulfilling the obligations of the company to its customers, suppliers, employees and authorities in conducting the company activities.

2- Use of Company Assets and Resources

Altek Casting assets are only for corporate use and cannot be used for personal purposes. All kinds of equipment, vehicles, computers, computer programs, goods and assets provided by the company to the employees to carry out daily works are recorded with the inventory delivery forms and cannot be used by any employee for their personal benefits or for the personal benefits of any other persons.

“Always saving on every issue” principle is applied by all employees. All employees should be aware that the use of corporate assets for personal purposes is contrary to the Code of Business Conduct.

Persons and organizations doing business on behalf of the Company should not be involved in personal finance relations with customers, trying to obtain benefits or taking personal interest in contracts, indirectly using material or immaterial assets of the company.

3- Gift Acceptance and Giving Policy

It is essential that Altek Casting employees do not accept any gifts or benefits that may affect their decisions or behaviors or impartiality, and do not take any direct or indirect initiative in the direction of gifts and benefits that may create such effects for third parties. Employees cannot request gifts from the companies or persons in which the company has a commercial business relationship. They cannot accept any gifts, money, checks, holidays, special discounts etc. that will hold the company responsible.

Company Top Management determines and approves the gifts to be given by the Company to customers and other third parties that they have a business relation.

4- Protecting the Confidential Information

The confidentiality of the information and documents related to Altek Casting which are confidential and / or trade secrets, and the confidentiality of the information and documents of the employees and customers are given the utmost importance. This information cannot be used for personal purposes by any of our employees or cannot be disclosed.

It is the responsibility of the employees to protect the undisclosed information of the Company. It is strictly forbidden to use internal information for the personal interests.

Electronic Mail: Should be used for business purposes. Cannot be used for messages that are unlawful or unethical or etc. that will leave the employee and / or company in a difficult situation.

5- Respect and Life at the Workplace

Altek Casting employees pay attention to act respectfully and tolerant towards each other. No other employee may act in a manner that is disruptive to other employees, customers or suppliers, or in a manner that will give harm to others' properties.

The private and family lives of employees in Altek Casting are respected.

The company is obliged to provide a safe, efficient and healthy working environment. Required care is given to protect the personal information of employees.

Anyone working in Altek Casting shall be deemed equal without making religion, language, race, age, sex, nationality, disability or legal rights discriminations.

Any act that is unwelcome, unaccepted or that the other party does not respond is in the concept of harassment. Any behavior that causes a person having the feeling of threatened and appeasement is in the concept of harassment. Any offensive and deceptive behavior towards an employee with a physical disability is also considered as a disability harassment. In this context, all employees show due diligence in their behavior towards each other.

People should not be entered into behaviors and rumors that will cause the employee to be left alone in the company, people should not be made scapegoat, and tiresome behaviors that may cause psychological pressure should be avoided. Planned behavior which would lead to the resignation of the employee from work, to lower the performance or to quit should be avoided.

6- Bribe or Commission

Receiving, giving or offering bribes and / or commissions may not be accepted under any circumstances. This rule includes all company executives, employees, government offices and their employees, foreign and domestic customers and suppliers, suppliers of goods and services, consultants, lawyers, auditors, in short, all those who have a communication. Anti-corruption laws must be obeyed.

In order to preserve our company's reputation, it is everyone's responsibility to report any situation related to the fight against bribery and corruption.

Any payment to facilitate or speed up any business is prohibited. Any offer, promise, request or demand made in this way in the relations of employees with third parties cannot be tolerated.

Persons, suppliers and customers who work on behalf of Altek Casting should agree to comply with applicable regulations and our anti-bribery and anti-corruption policy.

7- Conflict of Interest

The violation of ethical principles and rules for the benefit of Altek Casting or for personal interests in Altek Casting is absolutely unacceptable. The business decisions and activities of the company are never affected by personal reasons or relations.

Employees of Altek Casting cannot obtain personal benefits by using the company facilities, information or property or their authorities. Also, the employees shall not engage in any activities that may cause harm to Altek Casting or its customers.

The values, experiences, priorities or seniorities of the Company employees or third parties do not give them the right to alter or disturb the balance of the corporate ethical values.

In the company, any employee, manager or any customer, supplier, legal entity or person that is in contact with the company; if any situation such as:

- Seeing his / her personal interests above all else,
- Trying to obtain material or moral gains by damaging someone else's right,
- Distorting events, lying, using people, creating unfair competition conditions,
- Ignoring the rights of employees or customers for sales
- Looking after his / her interests in his / her behaviors and etc.,

that leads to a conflict of interest occurs, such cases are notified to the relevant department directors and then to a higher level supervisor.

C) VIOLATION OF ETHICAL RULES AND SOLUTIONS

All employees of Altek Casting are obliged to comply with the above mentioned ethical rules and they are obliged to report the people who are considered to be in violation of the rules of ethics, and to negotiate with their superiors in the units they belong to find a solution and negotiation. However, employees can directly report to the Ethics Committee for breach notice in situations when they prefer or where no solution or negotiation can be found. Those who violate the rules of ethics, those who approve these violations and who do not make the necessary notifications although they have information will be subject to disciplinary sanctions through the Ethics Committee.

Our contact channels to inform the ones who violate these principles and policies mentioned herein or the suspicious situations that may damage our reputation and trust are as follows:

E-mail: Tolga.Kaya@altekdokum.com

Telephone number: 0212 875 10 40

Address: B.O.S.B Bakır ve Pirinç Sanayicileri Sitesi, Kurdoğlu Cad. No:10 Beylikdüzü-İSTANBUL

Ethics Committee

This committee is responsible for investigating and resolving complaints and notifications regarding the violation of these rules and related policies within the scope of the Code of Ethics of Altek Casting. The Altek Casting Ethics Committee, which reports to the Chairman of the Board of Directors of Altek Casting, consists of the following persons:

Chairperson – Nilay DENİZLİ (General Manager)

Member – Uğur DENİZLİ (Production Vice General Manager)

Member – Figen KURU (Quality Assurance Manager)

Member – Tolga KAYA (Human Resources Specialist)