

Anadolu Hayat Emeklilik A.Ş.

Human Rights and Human Resources Policy

1. Definitions

Diversity: Enables an institution, the persons it works with and its employees to benefit from an inclusive working environment and practices. The principle of diversity is based on the fact that people are different from each other in many ways. Understanding, evaluating and effectively managing these differences provides a more efficient participation, which would provide a significant benefit in attaining success at the individual, team and institutional level.

Equal Opportunity: The principle of equal opportunity requires behaving people in a just and unbiased manner, encouraging diversity in both the workplace and the society, and protecting human dignity. Equal opportunity also aims to eliminate the negative effects of injustices that may have been done in the past, and to pursue a constructive and inclusive path that does not allow for discrimination.

Human Rights: Refer to untouchable, indispensable and high-quality ethical values that make a person human and that are entitled by such person by birth, notwithstanding any condition or status.

2. Scope

This policy sets forth the responsibilities and principles Anadolu Hayat Emeklilik regarding human rights.

3. Responsibilities

Human Resources Department is responsible for updating and executing this policy. At least once a year, this policy is reviewed and updated if necessary.

4. General Principles

- 4.1. The Company is attentive to fulfilling the requirements of international agreements, to which our country is a party, particularly the United Nations' Universal Declaration on Human Rights and the basic principles of International Labour Organization especially concerning the rights at work, human rights and social justice.
- 4.2. The Company takes all the decisions about its employees regardless of the differences in race, religion, language, sector any form of belief, gender, mental or physical disability, age, cultural or social class. It repudiates all forms of discrimination towards or among its employees and managers.
- 4.3. The Company respects the right to unionization and collective bargaining. All employees are free to be members of unions and they act on their free will. The Company supports the use of the right of engaging in union activities and collective bargaining freely and effectively.
- 4.4. Receiving employees' opinions, recommendations and evaluations via open, transparent and sincere communication channels available to all of them is an integral part of the Company's human resources management approach, which encourages participation and creativity of its employees.
- 4.5. The Company continuously encourages its employees to maintain the open communication environment and to report potential violations. It does not tolerate any activity, intimation or opinion that obstructs this open communication environment or the reporting of potential violations with the feelings of retaliation, revenge or retribution.
- 4.6. The Company shares the fundamental human resources processes such as recruitment, career management, compensation management, performance management and cease of employment with its employees in an open and transparent manner.
- 4.7. The Company, thanks to adopting a high performance culture, supports the occupational and individual development of its employees through trainings and continuous feedback.
- 4.8. The Company regularly organizes training activities in order to develop the competences of its employees and foster their individual development.
- 4.9. In the framework of Occupational Health and Safety, it provides a healthy work environment to its employees in terms of physical and mental health. It takes the necessary precautions within the framework of legal regulations, gives training and informs its employees.
- 4.10. The Company, by developing practices for the disabled, applies and supports the requirements for removing the barriers in front of them, in order to enable a broader inclusion of its disabled stakeholders in life.
- 4.11. Making false statements that may harm the honor and dignity of persons, organizations and institutions or making false, derogatory denouncements or complaints with the aim of discrediting those, or charging with a crime without a concrete basis by the way of attacking the rights of persons or institutions protected by law and/or their credibility are serious disciplinary issues and if required by law, judicial and official bodies may be notified.
- 4.12. Filing complaints which are given in the previous paragraph, shall not be used against the person filing the complaint; the complaint is seriously evaluated and concluded. Necessary administrative sanctions shall be implemented for all kinds of mistreatment, discrimination, and harassment as well as actions aiming to conceal these types of behavior.
- 4.13. The employees of the Company refrain from any action that may be considered as mistreatment, discrimination or harassment in the workplace. In these kinds of situations, the employees are obliged to notify this issue via the contemporary and free communication channels provided to them or by applying to the union.
- 4.14. The employees are responsible for internalizing and implementing the aforementioned principles in their relations with the Company, their colleagues and third parties, within the frame of trust and honesty.

5. Enforcement

This policy and any changes and amendments in this policy go into effect on the date of approval by the Board of Directors.