

 <b>ASBİLEK</b>	<b>HUMAN RESOURCES POLICY</b>	Doküman Kodu: KEK EK B8
		Döküman Rev. No.: 00
		Revizyon Tarihi: 02.05.2025
		Sayfa No: 1/2

At ASBİLEK, we believe that people are the fundamental source of our success. With this belief, we consider our employees not merely as a resource but as carriers of our corporate culture and shapers of our future. Our Human Resources policy focuses on justice, merit, development, participation, and a safe working environment.

### **Policy Objectives**

- Placing the right person in the right position,
- Supporting the professional and personal development of our employees,
- Establishing a work culture based on ethical values and business ethics,
- Maximizing employee well-being through occupational health and safety measures,
- Institutionalizing a participatory, transparent, and sustainable human management approach.

### **1. Justice and Equal Opportunity**

- No discrimination is made based on gender, age, religion, language, race, ethnic origin, disability, political opinion, or sexual orientation in recruitment, promotion, reward, and job assignments.
- Fair wage policies are implemented based on the principle of equal pay for equal work.
- Empowerment of women employees and access to leadership opportunities are supported.

### **2. Merit and Competence**

- Objective criteria are applied in all recruitment and assignments.
- Job descriptions are clear and performance evaluation criteria are transparent.
- Reward and career planning are based on performance.

### **3. Development and Training**

- Continuous professional development training, technical knowledge enhancement programs, and sustainability awareness trainings are provided to our employees.
- Internal training, mentoring, and a culture of knowledge sharing are encouraged.

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		Sayfa No: 2/2

#### **4. Occupational Health and Safety**

- Occupational health and safety risks are analyzed in all work areas and necessary precautions are taken.
- Accident prevention systems, personal protective equipment, and regular training are provided.
- Psychological safety, employee health, and work-life balance are considered.

#### **5. Participatory Corporate Culture**

- Employee opinions, suggestions, and feedback are taken into account.
- Communication with top management is supported through an open-door policy.
- Respect, tolerance, and team spirit are promoted in the workplace.

#### **6. Confidentiality and Ethics**

- Personal data of employees is protected under the Personal Data Protection Law No. 6698.
- Human resources processes are conducted within the framework of confidentiality, transparency, and ethical values.

At ASBİLEK, by continuously improving our human resources processes, we are committed to strengthening employee loyalty, developing their talents, and providing an environment that reveals the potential of each of our employees.

**General Manager**

**ASBİLEK**