



# öztiryakiler

## WHISTLEBLOWING POLICY

**PURPOSE:** This policy defines the Whistleblowing system for Oztiryakiler's Board Members, officers, Employees and stakeholders. With the reporting system, it aims to prevent violations of legal and other conditions, abuse, injustice and the spread of violence, to show sensitivity to ethical conduct and to manage the risks and to maintain an effective management in achieving the goals in line with its strategic aspects.

**SCOPE:** This policy covers the application of notifications of ethical violations from within the company and from stakeholders.

**RESPONSIBLE DEPARTMENT:** All Departments, Ethic's Committee

### METHOD

#### 1. OBLIGATION TO PROVIDE INFORMATION

Any Oztiryakiler's Employee/Stakeholder immediately reports any violation or suspected violation in the ethical conduct system to the Ethics Hotline.

#### 2. ETHICS HOTLINE

Ethics Hotline;

|                               |                                                                                                                                                                                                                                                                                                                                                          |
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| <b>Etik Danışma<br/>Hattı</b> | <b>Etik Kurulu İletişim Bilgileri</b><br><b>ÖZTİRYAKİLER MADENİ EŞYA SAN.VE TİC.A.Ş.</b><br>Cumhuriyet Mahallesi Hadımköy Yolu Caddesi No:8<br>Büyükcemece-İSTANBUL-TÜRKİYE<br>Telefon/Whatsapp Hat: +90 537 523 83 83<br>E-Posta: <a href="mailto:etikkurulu@oztiryakiler.com.tr">etikkurulu@oztiryakiler.com.tr</a><br><br><b>Etik Bildirim Kutusu</b> |
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### 3. INFORMATION MEANS

Violation and suspected violation can be reported via Phone/Whatsapp Line, E-mail, Mail and Ethics Notification Box. Öztiryakiler's Employees and stakeholders may report.

### 4. INVESTIGATION OF THE SITUATION

The reports are evaluated in line with the principles of confidentiality, transparency, honesty and accountability, and the activities carried out are recorded by the Ethic's Committee.

If there is a report about a member in the Ethics Committee, that member cannot participate in the meetings.

### 5. PROTECTION OF THE INFORMANT

No retaliation can be made to the person or persons who made the reporting, such as dismissal, change of assignment, wage cuts or transactions that reduce their benefits.

### 6. RESPECTING PRIVACY

Ethic's Committee fully respects the privacy of the informant while investigating the incident.

### 7. REPORTING TO THE COMMITTEE

Reports to the Ethic's Committee are recorded and immediately included in the agenda of the Ethic's Committee.

### 8. INTERIM INJUNCTION

If the Ethic's Committee decides that there is an issue that will damage the reputation of the institution if the report is correct and that will continue to harm the Company if the violation continues, it may suspend the relevant activity until the investigation is concluded with the approval of the CEO/MD and may temporarily withdraw the person or persons subject to reporting from duty in order for the investigation to be carried out properly.

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## **9. DISCIPLINARY PENALTIES**

In the event that the Ethic's Committee determines the existence of the violation based on objective evidence as a result of the violation investigation, it notifies the Disciplinary Board in order to give the necessary disciplinary penalties.

## **10. RESPONDING TO THE INFORMANT**

For each violation report communicated to it, the Ethic's Committee first informs the informant that the notice has been received and that it is being evaluated. Necessary information is given to the person making the reporting about the result of the evaluation.

General information about the result of the Disciplinary Board investigation is provided to the person who notifies the violation without violating the principles of protection of personal data.

## **11. REVISION**

This policy is reviewed by the Ethic's Committee and revision requests are made with the approval of the CEO/MD.

*Chairman of the Board of Director*  
**Yusuf Kenan ÖZTİRYAKİ**