

SUPPLIER BUSINESS ETHICS RULES

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Kaptan Group commits to upholding high ethical standards as a reliable group of companies. Therefore, suppliers are required to operate in full compliance with all applicable laws and regulations, accept the "Supplier Code of Business Ethics," and implement appropriate safety measures for the following matters.

CHILD LABOR

- Kaptan Group, strictly prohibits child labor. Age limits set by legal regulations must be adhered to.
- Suppliers must take necessary measures to prevent the employment of individuals below the legal age limits.

FORCED LABOR

- Kaptan Group, does not allow forced or compulsory labor under any circumstances. Workers cannot be subjected to violence or pressure in any form.
- Suppliers are responsible for ensuring that every employee is willingly employed.

MODERN SLAVERY AND HUMAN TRAFFICKING

- Kaptan Group is committed to respecting human rights and rejecting modern slavery and human trafficking.
- Suppliers must comply with the requirements of the Modern Slavery Act and approach human rights with respect and zero tolerance for modern slavery.

HEALTH AND SAFETY

- Suppliers must provide a safe and healthy working environment for employees. They must adhere to the health and safety rules set by Kaptan Group.
- The use of hazardous production methods is prohibited. Any practices that could jeopardize worker health are unacceptable.
- Suppliers must provide training to employees regarding health and safety.

ENVIRONMENTAL PROTECTION

- Suppliers must embrace a sustainable production approach and adhere to environmental protection principles.
- Compliance with all environmental regulations is essential, and environmentally friendly methods must be employed during production stages.

BIODIVERSITY AND ECOTOXICITY

- Kaptan Group analyzes and shares the effects of biodiversity and ecotoxicity in order to ensure the sustainability of living spaces.
- Suppliers are recommended to conduct ecotoxicity and biodiversity assessments for project areas.

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DISCRIMINATION

- Equality principle should be embraced; all forms of discrimination must be avoided during hiring and throughout the course of the business relationship
- Discrimination based on race, gender, age, religion, sexual orientation, and other characteristics is not allowed.

DISCIPLINARY PRACTICES

- Suppliers must treat employees with respect and refrain from applying physical punishment.
- Worker exploitation or harassment will not be tolerated.

WORKING HOURS

- Suppliers must determine working hours and holidays in compliance with legal regulations and industry standards.
- The rights of employees with special needs must be respected.

WAGES AND PAYMENTS

- Suppliers should not employ workers below the minimum wage or without insurance.
- Overtime payments must be made in accordance with the law.

PRODUCTION TRACEABILITY

- Transparency and honesty must be maintained in production and supply processes.
- The confidentiality of technical, financial, legal, and commercial information, know-how, and trade secrets must be preserved; suppliers should not use these pieces of information outside the scope of their work for our institution or disclose them to third parties.

BRIBERY AND CORRUPTION

- Bribery or corruption is strictly prohibited. Suppliers must be vigilant against all forms of corruption.

ETHICS RULES FOLLOW-UP

- Suppliers must allow inspections and compliance programs when necessary.

COMPLAINT PROCEDURE

- Suppliers can report violations of ethical behavior rules and complaints to Kaptan Group website <https://kaptangrupturkiye.com/en/stakeholder-request-complaint-and-suggestion-notification/>
- No retaliation or punishment will be applied to complainants.

Accepted by,

Company Name:

Date:

Stamp and Signature: