



**FORM SÜNGER VE YATAK SAN. TİC. A.Ş.
HUMAN RESOURCES POLICY**

Parent Process: Corporate Management

Child Process: Human Resources

Policy: Human Resources Policy

Policy No:

First Released:

Approved by:

Revision No:

Latest Revised:

Approved by:

SECTION 1. OBJECTIVE

1.1. This policy (hereinafter, "Policy") aims to define the methods to be applied in recruitment and placement, remuneration, training, career development, performance management, off-boarding processes of employees with a view to maximize the productivity of employees of Form Sünger ve Yatak Sanayi Ticaret A.Ş. (hereinafter, "Company").

SECTION 2. DEFINITIONS

2.1. Terms used in this policy that have a specific meaning are briefly defined below:

Company: Form Sünger ve Yatak Sanayi Ticaret A.Ş.

Policy: Human Resources Policy

Employees: Company managers and workers.

SECTION 3. SCOPE

3.1. This policy applies to

a) General Manager



- b) Employees
- c) Service or good vendors, and their employees,
- d) Other persons including all individuals and organizations working for Company including consultants, lawyers, advisors and external auditors, as well as customers with a business relation with Company ("**Business Partners**").

SECTION 4. PRINCIPLES

4.1. The main goal of the company is to be an organization where employees are proud and happy to be a part of it, have highest level of awareness and responsibility, are specialized in their fields, and embraced the disciplined work. To this end, Human Resources exercises outmost care

4.1.1. To recruit, train, develop and retain people who will adopt and uphold the principles which make up the mindset and corporate identity of the Company (create trust, win hearts, produce results, be the best, understand customer, capture the future, make sensible, empower and guide) by providing equal opportunities,

4.1.2. To create suitable environment where employees can maintain personal and professional development,

4.1.3. To regard individual differences as a richness of human resources, and adopt an equitable approach in line with our ethical values,

4.1.4. To assure a peaceful, safe and secure work environment by respecting legal rights and obligations of employees at the highest level,

4.1.5. To have a human resources system that increases satisfaction and loyalty of employees, which enable it to be a company that is first choice among prospective employees,

4.1.6. To measure and evaluate employees performance with objective criteria,

4.1.7. To reward high performance, to provide spot-on and constructive feedbacks on underperformance, and provide support to improve performance,

4.1.8. To develop approach that will increase motivation and loyalty of employees,

4.1.9. To implement, change, develop, improve actions put in place to achieve aforelisted goals,

under the leadership of General Manager.

SECTION 5. ROLES AND RESPONSIBILITIES

5.1. General Manager



5.1.1. General Manager is responsible for development, implementation and revision of the Policy.

5.1.1. General Manager is responsible for overseeing the effective operation of Ethics Board and Internal Audit Department, being the reporting, investigation and sanction mechanisms in cases of material breach or suspected breaches of principles set out in this Policy.

5.2. Ethics Board

5.2.1. Ethics Board is responsible for administering the communication channels required for reporting of the material breach or suspected breaches of principles set out in this Policy and takes actions to maintain secrecy and safety of the reporting persons.

5.2.2. Ethics Board carefully handles the complaints and reports received and initiates necessary investigation. Should any breach is identified as a result of investigation, it submits it along with necessary evidences and documents to Internal Audit Department for duly action. In addition, it takes necessary actions and establishes necessary mechanisms to prevent recurrence of same breach.

5.3. Internal Audit Department

5.3.1. Internal Audit Department objectively evaluates the cases where breach and suspected breach of the principles set out in this Policy with a potential to result in Disciplinary Penalty in accordance with the provisions of relevant legislation.

5.4. Human Resources Department

5.4.1. Human Resources Department is responsible on behalf of General Manager for formulation, implementation and development of this policy. HR Department evaluates this policy in terms of currency and need for development and provide General Manager with suggestions.

5.5. Employees:

5.5.1. Employees are responsible for adhering to this policy and supporting procedures, regulations and instructions, and for reporting any actual or suspected conduct, activity or application in breach of this Policy via Ethics Hotline.

SECTION 6. COMMUNICATION

6.1. All conducts and applications that are in breach of the principles set out in this Policy must be reported to Ethics Board via Ethics Hotline. Ethics Board is under obligation to answer all reports made through Ethics Hotline within 3 business days.

Ethics Hotline:

E-mail: etik@formsunger.com.tr

Address: 1. Organize Sanayi Bölgesi 8. Cad. No: 60 38070 KAYSERİ

SECTION 7. EFFECTIVENESS



7.1. This Policy is made effective with a Resolution of General Manager and will remain in full force and effect until a revised version is put into effect.

SECTION 8. REVIEW

8.1. This Policy is subject to regular review by Ethics Board annually on the basis of changes to the processes or technical infrastructure. Reviewed and updated policy will be signed off by General Manager.

SECTION 9. RELATED POLICIES AND PROCEDURES

Code of Conduct Policy

Human Rights Policy

PR-01-01 RECRUITMENT AND ROTATION PROCEDURE

PR-01-03 REMUNERATION AND BENEFITS PROCEDURE

PR-01-06 PROMOTION PROCEDURE

TL-01-02 ONBOARDING-OFFBOARDING-ASSIGNMENT CORRESPONDENCE INSTRUCTION