



HUMAN RESOURCES POLICY

1. PURPOSE AND SCOPE

The main aim of this HR Policy ("Policy") is to carry out the basic principles and principles of PENTHOL Human Resources processes in accordance with the vision, mission, strategy, culture and values of the company. This policy covers all employees of PENTHOL and prospective talents who will have career opportunities in the future.

2. PENTHOL PRIORITIES AND PRACTICES

As PENTHOL, we act with the vision of "Being the most reliable and most preferred group to work with in the petroleum/energy sector" and focus on processes and practices that touch people.

In order to achieve the Company's goals, we keep the Recruitment Management, Training, Remuneration, Performance Management, Ethical Principles and Disciplinary processes specified in this policy in written procedures and we regularly check them and pay attention to revise them if deemed necessary.

As PENTHOL, we ensure that the "Employee Loyalty Survey" is conducted within the organization, based on the belief that it is important to identify the elements that increase the expectations and motivation of employees in order to strengthen the corporate structure and achieve sustainable success.

PENTHOL Human Resources policy is based on raising our own leaders from within our organization. We make substantial investments in personal development and leadership. We believe that leaders, who can unveil the potentials of PENTHOL team members and provide them with an efficient and productive environment, are the key to success. Hence, we place great emphasis on leadership development programs.

a. RECRUITMENT POLICY

We believe that the value given to human resources and employee satisfaction are the basis of success, and we aim to recruit the appropriate knowledgeable labour force to the company. We carry out our recruitment processes in a way to place candidates who can adapt to the corporate culture and whose knowledge and competencies are suitable for the position.

We primarily focus on our internal resources in recruitment. In the event that the resource cannot be provided from our existing colleagues, we publish our advertisements publicly on the recruitment portals specified on our corporate website, allowing all candidates who are eligible for the advertisement to apply. We prioritize an egalitarian perspective when evaluating applicants; we transparently evaluate the applications of all candidates without

discriminating gender, race, language and religion.

b. EDUCATION POLICY

As PENTHOL, we attach importance to supporting the personal and professional development of our colleagues with whom we work in order for them to achieve their goals and ensure their continuity.

We prioritize that training planning creates value for both employees and the company and is related to the company's strategic goals.

c. REMUNERATION POLICY

When planning the remuneration of our employees, we take into account the size of the work performed and the structure of the sector. In planning, we pay attention to ensure competitive and fair remuneration.

We participate in independent salary surveys at regular intervals. Accordingly, we re- evaluate our company's remuneration and benefits strategies. We monitor the performance of all our employees within PENTHOL.

Within the scope of PENTHOL HR Policy, we support the return of our female employees to working life after giving birth and provide the necessary contribution for childcare.

d. HUMAN RIGHTS POLICY

- i. We fulfil the rights of all our employees in full compliance with the legislation in force.
- ii. We take care to create safe working conditions in accordance with Labour Law, Occupational Health and Safety rules and Social Security Law.
- iii. We implement and follow the requirements within the scope of the personal data protection law. We share the procedure containing the articles of the law with all our employees and present the explicit consent text required for the processing of data processes to all our employees.
- iv. We respect our employees' freedom of union organization, collective bargaining rights, and their right to volunteer for appropriate social and community activities in which they will take part with a sense of social responsibility.
- v. Within PENTHOL, we never allow forced labour, employment of illegal immigrants and foreign nationals without work permits, forced labour including any kind of ill-treatment or exploitative behavior and child labour.
- vi. As PENTHOL, we adopt and defend the 10 principles of the Global Compact in the fields of human rights, labour standards, environment and anti-corruption.

- vii. As a company that always advocates equal opportunities, we defend the rights of our female and male employees equally in all our processes without gender discrimination. We implement equal opportunities in all of our business processes. We support gender equality and ensure that all our employees adopt egalitarian language through corporate training plans in this direction.
- viii. As PENTHOL, we follow the WEP's (Women's Empowerment Principles) guide, which we signed on 10/06/2019, in order to ensure the work balance between female and male employees.

e. ETHICAL PRINCIPLES, BRIBERY AND CORRUPTION POLICY

As PENTHOL, we take maximum care to ensure compliance with ethical principles.

In addition to providing information on bribery and corruption, we also specify other behaviors that may be considered contrary to the corporate culture in detail in the Disciplinary Regulation. Through our Disciplinary Board consisting of the General Manager, Human Resources Director and relevant unit managers, we impose the necessary legal sanctions on employees who violate ethical principles and disciplinary regulations in accordance with the relevant articles of the Labour Law.

3. IMPLEMENTATION, REVIEW AND ENFORCEMENT

Our HR Policy was approved by the General Manager on 30.11.2022 and entered into force.

If you become aware of any action that is thought to be contrary to this TOR, the applicable legislation, PENTHOL Ethical Principles and our other published standards and policies, our Company's Chief Legal and Compliance Consultancy may be contacted.

PENTHOL Human Resources Department will examine this Policy on a regular basis, taking into account the current requirements and changes to our operating conditions. After approval of our President on the basis of a recommendation by PENTHOL Human Resources Department, amendments considered to be necessary shall take effect. In order to ensure that this TOR is observed and regularly followed-up on possible violations and suspicious situations identified as part of improvements, our President shall be in charge at the highest level.

Criminal sanctions may be applied according to the provisions of regarding legislation if any violations or suspicious situation are detected that is contrary to the principles laid down in this Policy.

PENTHOL Human Recourses Policy shall be made available to all our stakeholders, including employees, through our company website and intranet.