

SÜTAŞ INC.
HUMAN RESOURCES POLICY

Our Human Resources vision is to establish a family that consists of good people, of good citizens who have achieved a high level of awareness and responsibility, of good milkmen who became experts and masters of their work who adopt and passionate about the mission to spread the goodness and abundance of milk and make Süttaş into a strong employee brand respected for its mission.

Recruitment Policy

Our recruitment policy is to attract and retain the potential and talented human resource by using tools and techniques that provide equal opportunities to the candidates and appoint them in the most correct manner.

In this context, candidates that we contact via various sources undergo an assessment process based on position. In the assessment process, in addition to interviews, candidates undergo Personality analysis, English proficiency and general aptitude tests, and case studies depending on the level and requirements of the positions.

Employee Orientation Policy

Our orientation process aims the adoption of Süttaş values by our new employees. It also allows them to be ready for their position. During this process, our employees are informed of Süttaş vision, mission, values and business conduct; and they receive the technical training required to perform their tasks.

Performance Management Policy

A performance goal and competency based performance management system is implemented to guide our employees to shared goals, to improve productivity and to reward success. Succession and career planning are established based on performance. Salary and fringe benefit processes are managed.

Training Policy

We perceive the training of our employees as an important aspect of our company's development and we constantly invest in our human resource. Our Training Policy is to support our employees with need-based trainings that will enable them to continue to work with a high motivation and performance.

In this perspective, our employees are provided with self-development trainings, specialty trainings according to the task/position and technical trainings to improve business conduct.

Career Management Policy

The basis of our career policy is to support the sustainability of our Company and to prepare our employees to their future roles. In our company, our employees are given priority on career opportunities and their development is monitored through this perspective.

Reward Policy

To ensure the participation of our employees, to encourage creative and innovative ideas that make a difference and to celebrate success together, ideas that add value to our Company are rewarded through the suggestion system.

Equal Opportunity Policy

Equal opportunity is the basis of our code of ethics, human resources policy and practices. Gender, ethnicity, etc. all kinds of discrimination are strictly unacceptable in our Company. No employee may propagandize their religious and political opinions at work, or base their decisions on these opinions. All of our employees may report to the Ethics Committee anonymously if they face issues such as gender inequality, mobbing and sexual harassment at work.

Compliance with Code-of-Ethics

All our employees are obligated to comply with our code-of-ethics. Within the scope of the employee orientation program, our employees are informed of our code of ethics, the things that can be done to promote compliance with the code, the ethics committee, the charter of the ethics committee, both verbally and in writing, and in detail.

Evaluations and actions by the ethics committee are implemented in line with to the relevant laws and regulations.

Employee Remuneration Policy

The remuneration Policy adopted at Sūtaş Inc. is designed to enable our Company to be competitive in the labor market and to promote sustainable performance for our employees.

A remuneration system based on business values and governed by a grade degree structure is implemented in our Company. Our remuneration package consists of base salary, premiums, bonuses and fringe benefits. These components of our salary package vary according to the position, degree of responsibility, the market value of the position, personal performance and qualities of the employee, the inflation and industry circumstances.

Base salary increase is done based on predetermined criteria. Bonuses are paid at predetermined times in the year and at predetermined rates based on base salary. Performance premiums are paid annually and sales premiums are paid in monthly and 3-monthly periods according to the achievement results

of the goals set for the employees and in compliance with our premium system. Additionally, we also have a task based premium system.

Compensation Policy

Our compensation policy is created according to the provisions of Labor Code Nr. 4857. In this context;

- **Severance Payment** is paid to the employee whose employment contract is terminated under circumstances requiring a severance payment as stipulated in Labor Law nr. 4857, and who has been employed in our Company for a minimum of one year (or to his/her legal heirs in the event of the employee's death), based on the employee's employment duration and salary, within the upper limits determined for severance payments by the law.
- **Notice Payment**, is implemented by notifying the employee that their employment contract will be terminated, and by granting permission to seek new employment or by paying the amount that accrues by the end of the notice period in cash, according to the seniority of the employee.