

POLISAN HOLDING HUMAN RESOURCES POLICY

The principal of the Holding's Human Resources Policy is to ensure that competent and results-oriented human resources are being employed in line with the Holding's targets and strategies; contributing to the productivity of the Holding through performance-based wage management; strengthening corporate culture by preparing the employees, who become experts in their career for managerial positions within the organization; supporting employees' personal development with continuous training and increasing the value-added to the Holding by improving their profession; and creating an effective and motivated organization that ensures employee satisfaction through proactive human resources practices.

Accordingly, strategic Human Resources management includes factors that will carry the Holding to its strategic targets. These factors are planning the work force, employee development, remuneration, and performance evaluation; retaining employees within the organization; and succession through promotion.

Human Resources processes at the Holding are managed by Human Resources Director Ahmet Türkselçi, who is also a member of the Holding's Executive Committee.

The Human Resources Directorate ensures that Human Resources Policy and Rules of Business Ethics are adopted throughout the Holding, and that employees improve as potential leaders, internalizing their responsibilities for society, the sector, and for one another. Practices, which are adopted in line with the Holding's priorities, increase efficiency while contributing to the increase in the society's quality of life in general.

The Holding has procedures relating to Human Resources processes regarding recruitment; training; performance evaluation; domestic and international travel; appointment and promotion; as well as discipline; personal loans and benefit policy practices. Written procedures, regulations, and job definitions are available on the QDMS System. Each time a new document is submitted to this system, or revisions are done, employees are automatically notified by the system.

During the recruitment process, the Holding evaluates candidates who are reliable, sensitive to others, possessed of ethical values, open to change, market oriented, capable of long-term thinking, as well as innovative, and open to cooperation. As for interviews, after the initial evaluation of the Human Resources Department, the manager of the department where the candidate will be employed always interviews the applicant.

Trainee programs and policies are set in order to improve the information, skill and manners of Holding employees. Within this context, the training sessions provided to 6,378 employees on SEÇ (SEÇ stands for Health, Security, and Environment in Turkish), quality, sales, and management totaled 35,193 hours in 2017. The average number of employees in 2017 is 1,372 and the average number of training hours per person is 24.9.

Polisan Holding AŞ

Genel Müdürlük • Headquarters

İçerenköy Mah. Ali Nihat Tarlan Cad.

No: 86 34752 Ataşehir/İSTANBUL

T: +90 216 578 56 00 • **F:** +90 216 573 77 95

www.polisanholding.com.tr

Fabrika • Factory

Dilovası Organize Sanayi Bölgesi

1. Kısım Liman Cad. No: 7 Dilovası/KOCAELİ

T: +90 262 679 71 00 • **F:** +90 262 754 74 34

Uluçınar VD: 732 020 6873

Each year performance evaluation is done and the results are both shared with the employees and taken into consideration in defining the salaries and the career planning. The Holding takes all legal measures and continuously improves working conditions in order to prevent occupational risks; protect health and security; and eliminate risk and accidental factors, in line with the Labor Health and Security Directive. The Holding treats all employees equally on training and development, performance evaluation, career management, remuneration, and other human resources processes without making any ethnicity, language, religion, racial, or gender discrimination. No complaints were filed by employees in 2017 relating to discrimination.

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