

# Ethics Hotline

Oztiryakiler has established the Ethics Hotline for the effective and impartial management of the Ethical Conduct, Information Security and Risk Management system, the details of which are described below.

<b>Purpose</b>	Within the scope of Oztiryakiler Compliance Manual, the Ethics Hotline has been established to report any suspicion or hesitation regarding any non-conformity, unethical practice or violation of the laws and regulations that the company is subject to.
<b>Scope</b>	"Code of Ethics" covers all directors of the company, including the Board Members, and all office and manufacturing employees, and all of them shall be referred to as the "Employee(s)" in these Manual.
<b>Who Can Use</b>	Oztiryakiler Board Members and Employees
<b>Subjects to be notified;</b>	<ul style="list-style-type: none"><li>• Violations of the rules in Compliance Manual,</li><li>• Violations and abuses of law and legislation,</li><li>• Conduct contrary to our corporate policies and procedures,</li><li>• Possible risk notification.</li></ul>
<b>Where to Consult and Provide Information</b>	<b>Ethics Hotline</b> Ethics Committee OZTIYAKILER MADENI ESYA SAN.VE TIC.A.S. Cumhuriyet Mahallesi Hadimkoy Yolu Caddesi No:8 Buyukcekmece-ISTANBUL-TURKEY Phone / Whatsapp Line: +90 537 523 83 83 E-Mail: etikkurulu@oztiryakiler.com.tr Ethics Notification Box
<b>Information Environment</b>	Phone/Whatsapp Line, E-mail, Mail, Ethics Notification Box
<b>Process Flow</b>	<ol style="list-style-type: none"><li>1. Informant: Who provides information</li><li>2. Informed: Receiving and saving information</li><li>3. Ethics Committee; Research, control and verification</li><li>4. Ethics Committee; Reporting and correction/corrective action</li><li>5. Informed: Informing person(s) providing information</li></ol>
<b>Basic Rules for Consultation and Information</b>	<ol style="list-style-type: none"><li>1. The informant shall not be subjected to retaliation in any way for the information s/he has provided/consulted.</li><li>2. Confidential information belonging to the informants shall always be protected, information on the informant and the information s/he provided shall allowed to be shared only to the authorized persons.</li><li>3. If the name of the informant is unknown, the notification shall be considered anonymous.</li><li>4. The results shall be communicated to the informant.</li></ol>
<b>Record Keeping</b>	Information on the subject, researches, evaluations and details of the findings shall be recorded by the Ethics Committee.
<b>Related Policies</b>	Oztiryakiler has published standard rules and criteria on Ethical Conduct and Risk Management. Relevant Department Manager, Human Resources, General Manager, Legal and Internal Audit departments have been appointed as responsible departments. <ol style="list-style-type: none"><li>1. Ethical Conduct Policy</li><li>2. Risk Management Policy</li><li>3. Risk Management Procedure</li><li>4. Whistleblowing Policy</li></ol>