



PERSONNEL REGULATIONS



WELCOME TO OPSAN

We are happy to see you among us... With your work, OPSAN to the success of you will contribute heartfelt we believe.

There is an atmosphere of mutual love and understanding within OPSAN is available, This into the air yours also rapport and that you will provide what is expected of you. we are sure.

Continue your working life in OPSAN to do yours for important One opportunity, OPSAN for This is a big gain. We will work together here, rhubarb will produce and together we will be.

The basic policies of our company and as an employee Employee who introduces you to the opportunities and rights available to you We are very pleased to present the Handbook. We hope that the Handbook will be an answer to your needs and will be of great benefit to you as an employee. along you helper information We hope that you will provide, good luck We wish.





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Person Resources

PART I

OPSAN ORIGINAL SHEET METAL PARTS IND. AND TRADE. A.Ş.

Opsan is one of the leading automotive sub-industry companies in Türkiye, producing original sheet metal and welded parts for the automotive main industry. Opsan, which first started its industrial life in 1963 in İstanbul in the field of pressure vessels and sheet metal forming, took its first step into the automotive sector by starting to produce chrome-plated bumpers for Oyak-Renault in 1976. It manufactures in its modern facilities covering an area of 30,000 m2, headquartered in Gebze.



Quality Our policy

OPSAN ORIGINAL SAC PARÇA SAN.VE TİC. A.Ş. aims to be the most preferred company of the automotive and non-automotive main industries by providing products and services beyond the needs and expectations of its customers and by adopting continuous development as a principle in all business processes.

To this end,

- Analyzes customer expectations by adopting a customer-focused approach,
- Develops activities that create and support Quality Management System awareness,
- Organizes training to increase Quality Awareness of all stakeholders.

Environment And Work His health Security Our policy

As OPSAN employees, we are aware that environmental protection and efficient use of our natural resources are essential for sustainable development and our future.

- To protect natural resources and use them in the most efficient way,
- Separating and recycling waste at source,
- To increase our environmental performance and take environmental impacts into consideration in our new investments.
- Communicating with all stakeholders and sharing information when necessary,
- To evaluate all activities carried out as opportunities for reducing environmental pollution and continuous development.
- We undertake to fulfil our legal obligations.



Person Rights Our policy

Our primary value is to act in accordance with internationally valid human rights principles in our relations with our employees, customers, suppliers, subcontractors, institutions and organizations we communicate with. We aim to provide a human-respectful work environment for our employees. The Human Rights Policy, prepared on the basis of these values and purposes, has been guided by the Universal Declaration of Human Rights, the International Labor Organization (ILO) Conventions and the United Nations Global Compact. The Human Rights Policy supports the Opsan Code of Ethics.

The Human Rights Policy was created to guide internal company relations and all employees in their relations with customers, suppliers, each other and other stakeholders.

Basic Principles

Respect for Humanity, Equal Opportunity

We support and respect internationally valid human rights principles.

We do not tolerate any verbal or physical harassment in the workplace.

We do not discriminate among our employees based on age, race, gender, belief, language, religion, nationality, marital status, sexual orientation, seniority, political views, military status or disability.

We do not discriminate based on age, race, gender, belief, language, religion, nationality, marital status, sexual orientation, seniority, political views, military service status, or disability in all conditions such as recruitment, placement,

promotion, termination of employment contract, recall, transfer, leave, wages and training.

We evaluate the competencies and performance of our employees through systems created by Human Resources based on objective criteria, and as a result of this evaluation, we provide opportunities for career and development for each employee in a way that creates equal opportunities for everyone.

Working Hours and Wages

We apply our working hours in accordance with the procedures and principles specified in the labor law.

We create our wage policy according to the sector and local labor market, without any discrimination for work of equal value.

Occupational Health and Safety

We provide our employees with a safe and healthy working environment.

We follow and enforce all local laws to ensure the occupational health and safety of our employees.

We regularly inform our employees so that they are aware of the legislation on occupational health and safety and that it is implemented correctly.

Education and Development

We believe that the most important investment is the investment we make in our employees, and in this direction, we support our employees with continuous training for their personal development.

Forced Labor and Child Labor

We comply with the Regulation on the Procedures and Principles of Employment of Child and Young Workers, and do not employ employees under the age of 18 due to our corporate human resources approach.

We prohibit practices that violate freedom of work and employment through the use of force or threats or any other unlawful conduct.

Right to Form a Union and Collective Bargaining

We respect employees' freedom to form unions and ensure that the right to collective bargaining is effectively recognised.

Environment

We manage all our activities and investments with the goal of sustainable growth. We act with a sense of responsibility towards our environment and take the necessary precautions during our activities.

Data Privacy

We take measures to protect the personal data of our employees and apply the standards specified in the laws and regulations on this matter.

APPLICATION

At Opsan, we aim for all our employees to have honest and respectful relationships with each other, and we work to provide the necessary working environment for this.

We expect our employees to adopt and comply with the Human Rights Policy.

We work to identify and prevent potential issues that may negatively impact compliance with human rights that may arise from our activities.

We expect our suppliers and business partners to act in accordance with our Policy. Opsan is obliged to carry out the necessary work to inform and raise awareness on the subject so that its employees act in compliance with the policy.

Feedback or complaints regarding compliance with the Human Rights Policy can be reported to the People, Culture and Strategy department.

Written notifications sent to the Ethics Committee regarding behaviors and practices that do not comply with the Human Rights Policy are reviewed by the Ethics Committee. Reviews are conducted confidentially. There can be no retaliation against an employee who makes a notification.

The articles in the Human Rights Policy are reviewed annually by the Ethics Committee Members and revised if deemed necessary.

Our culture, Our Values And Our Ethics

- *We see continuous improvement as a way of life;*

One establishment your power from employees takes. This with understanding

our staff competent Individuals to be educates and we develop. **Our employees are our most valuable resource.**

- *We are open to communication;*

We encourage and support open communication and meaningful collaboration among colleagues from diverse backgrounds and disciplines. In our work, we continually We learn and participate in the process. We appreciate the spirit of working together with our colleagues. We share information freely, with confidence. Both within and outside the company, free And sincere idea to shopping we believe.

- *Change His request;*

We are constantly looking for cutting-edge solutions that add value to our customers. While developing solutions, we encourage creativity, strategic thinking andinsistence we support. Available processes adaptation well order research Andwith development continually to progress we are working. Both from our failures bothalso from our successes ourselves lessons we are taking it out.

- *We act in harmony with team spirit;*

We believe that collaborative efforts provide limitless possibilities. We achieve excellence by putting our common goals ahead of our personal interests. We motivate and encourage each other, and bring together colleagues from diverse backgrounds and disciplines. Friends between significant cooperation we support.

We respect individual differences, value diversity and share our knowledgeall we share it with the company.

- *We love what we do and work with passion;*

One of the most important factors that should not be forgotten in success is "doing your job with passion." As Steve Jobs said: "The only way to do a great job is to love it."

- *We respect human health and our environment;*

We consider respect for the environment and people to be among our most vital and fundamental duties; we invest in production technologies accordingly.

TRANSPORT

You can use our workplace's free shuttle services when coming to and going from work. There must be a name record in the service that the personnel will use. sapphire aspect journey to do you want service be situation before Administrative Works To the Responsible your name You must register is required. Service vehicles have set routes and these routes are not changed according to the addresses of the employees. However, arrangements can be made according to the need. In case the vehicle is late, please contact the private security guards at the door and to your superior by phone information Please give.

WHEREAS ARRIVAL

Shift services: For Kocaeli, we have service networks from Darıca / Derince / Yeni Mahalle / Beylikbağı / Gebze / Çayırova, for Istanbul, Şifa / Göztepe E5 Route / Sultanbeyli Samandıra side road settlements. For 08:00 - 17:30 services, we have service networks from Darıca / Derince / Yeni Mahalle / Beylikbağı / Gebze / Çayırova / İzmit / Kartepe, for Istanbul, we have service networks from Esenler / Göztepe E5 / Şifa / Fındıklı / Samandıra / Yenişehir settlements. 15 minutes before the start time, the services depart from their first stop, which will be at the factory. You can learn the nearest suitable stop from the security.

RETURNING HOME

Each study from the end 15 minute later, service tools from our company they move.

FACTORY IN/OUT DOOR

- At the factory entrance and exit, you will be shown your personnel ID card. at the turnstiles by reading your structure.
- Entry in suspicious or unusual circumstances And at the exits top search can be done. To the officers helper Be.
- To the workplace insertion Forbidden And objectionable furniture And the material to the workplace Do not bring (alcohol, explosives, weapons, automotive piece of, etc.)
- Study hours in authorized aspect outside on the way out, permission papers your security to the officer Please give.
- Your supervisor is taking out the goods you received as a consignment

from the factory. from you received approval to officials Please give.

- Holiday in the days of your superior permission without inside Do not enter.
- Your visitor When your visitor arrives, make your interviews at the door. inside to insert insistence Please do not.
- The suitcase or bag you brought with you to take away at the end of the job, etc. personal your belongings in safety Let it go.

NOON FOOD

All Our employees OPSAN food in the hall service said noon benefits from our company's meal. apart from that and a meal in returnpayment There is no. Week the endings, holiday days or in the evenings employees AndShift workers also have their designated seating area in the dining hall . food from the possibility of they benefit from. The employee itself for defined It is essential that only he/she benefits from the meal opportunity. All employees are required to have information on the bulletin boards for each department. stated in hours food from the possibility of 30 They can benefit from it for a period of minutes .

REST BREAK

In our company, between 10:00-10:15 and 21:30-21:45, 15 min. rest inter- is located.

EMPLOYEE PERSONALITY FILE IN YOUR INFORMATION CHANGE WHEN IT HAPPENS

- Name And My Surname when it changes,
- When you get married or civil your situation when it changes,
- Address And your phone when it changes,
- Stop when it changes,
- Military service in your situation strange when it is,
- When you receive a new diploma or your educational status changes,
- Your child when it is,

YOU WHAT WILL BE GIVEN

- Employee Identity Card
- Work Her dress
- Personal Protective Equipment

- Work shoes
- Protective work glasses
- Earplug
- Locker
- Personnel Regulation Booklet

CLOTHES

Production Workers

- Clothes: They wear the work clothes distributed by the workplace during the summer and winter seasons. Work clothes and coats from different companies It is strictly forbidden to wear jeans etc. other than business clothes. It is forbidden. Clothes clean And smooth should be.
- Shoes: Steel-toed shoes are mandatory everywhere in the factory except office areas. Employees must wear shoes in these areas. they wear.
- Female employees have their hair tied up and neat scanned in the form They work, and employees who wear headscarves work with their headscarves rolled up.
- Do not wear accessories such as rings, necklaces, earrings, bracelets, etc. while working. It is risky in terms of work safety.
- Production field inside pocket phone to be used It is forbidden.

Office Employees

- Summer vacations are distributed to those working in production during the summer months. ness dresses, winter During the period work their coats they wear. In production workeroffice employees employee work security because of They do not wear ties , name tags, etc.
- All office employees to production will enter time safety his shoes They wear , work T h e y w e a r all mandatory work safety equipment such as safety glasses .

UNDRESSING ROOM AND CABINET

- Whereas when you come daily your clothes to your closet hang you. Work your clothesAnd protection your materials Get dressed.
- Work at the end of as you go work your dress to your closet hang you. Daily Put on your clothes.

- Work your clothes firm outside special alive to be used It is forbidden.
- The closet is yours It is your responsibility. future damage and from harm You are responsible.
- Your closet lock it, without permission cupboard do not change.
- To someone else Belonging closet do not open.
- Precious your belongings in the closet Do not keep.
- To the workplace Belonging materials in your closet Do not keep.
- Undressing to his room break hours outside Do not go.
- Only One undressing closet use.
- Undressing rooms And in the showers cigarette to drink It is forbidden. Stated to places cloth, paper, cigarette cigarette butt, shaved knife do not throw away.
- Unnecessary lamps extinguish. Flowing taps Close it.
- Undressing in their rooms you see malfunctions Administrative Works To your command Please report.

TOILETS

- Use clean toilets, leave them as you would find them.
- If you see broken taps, urinals and drains, please report them to the Administrative Affairs Directorate.
- Do not throw cloths, paper or cigarette butts into toilet drains and sinks.
- Do not write in the toilets.
- Do not smoke in the toilets.
- Turn off unnecessary lights. Turn off running taps.

FIRE

In our company A lot flammable, inflammable And easy burning article is used.

- Adequate precautions are taken while handling all these flammable materials.
- Do not smoke in places where smoking is prohibited.
- Follow the fire safety rules that your supervisor has informed you about.
- Look at and learn the locations of fire extinguishers and learn how to use them from your superiors.
- The fire alarm phone number is 110.
- In case of fire, do not panic.

CLEANING

- We must throw our waste into appropriate waste bins.
- Do not walk around with a cigarette in your hand and do not throw cigarette butts on the ground.
- Keep your work clothes clean.
- Keep the machine you are working on clean. Keep your surroundings clean and tidy at all times. Do not keep materials and equipment that are not related to the work you are doing in the work environment.
- Keep materials, machines, tools and apparatus clean and neat in their cabinets or on their shelves.
- Be an example to other employees.

WHILE WORKING

- Check your machine and working environment before starting work.
- Do not start work without receiving orders from your superior.
- Follow all instructions.
- If the safety device is faulty, stop working. Inform your supervisor immediately.
- Report any abnormal sounds to your supervisor.
- Use appropriate tools, gloves and arm guards for the procedure you are performing (driving nails with pliers, etc.)
- Avoid clutter and clutter around your work mail.
- Use personal protection.
- Stack the parts you have processed carefully.
- Do not use chemicals without your supervisor's permission.
- Use the paths and doors reserved for you.
- Do not block roads with stocks of parts.
- Do not use tools that you are not authorized to use.
- Do not block emergency exit doors with materials.
- Do not use a forklift or crane if you do not have a license.
- Do not use tools and equipment belonging to others.
- If you cause damage, loss or loss of production due to negligence or intent, you may be penalized according to the provisions of internal regulations.
- Put the tools you use back in their place.
- Do not start work without confirming that the safety equipment on the machines is present and working.

ORDER AND BUSINESS OF PEACE RECRUITMENT TO BE DONE

Below the ones mentioned to be done It is forbidden:

- Putting up posters, writing/drawing on walls, distributing flyers or printed matter without CEO approval.
- Selling and buying any type of goods/products within the business and services.
- Sending advertisements and/or announcements that are against general morality to company employees via e-mail.
- Dealing with non-work related issues during working hours and making it a habit.
- Making loud comments/speech on political and religious issues and making propaganda to influence people.
- Asking for money from co-workers in a way that causes discomfort, asking them to be his/her "guarantor", making his/her superiors guarantors for any reason (such as obtaining a bank loan).
- Intentionally providing false information or misleading colleagues and/or superiors.
- Speaking badly, insulting, or disrespectfully, even if not targeting a specific person at work.
- Being abusive, offensive, rude or impolite towards co-workers.
- Keeping the shuttles waiting, making it a habit to keep them waiting, requesting that they go off-route or stop.
- Talking loudly, on mobile phones, or with each other in a way that disturbs other people on buses.
- If a violation of occupational health and safety rules is witnessed, ignoring this situation and not reporting it to the OHS Specialist and superiors.
- For those in a supervisory position, assigning the personnel working in their departments to their own specific tasks.
- Providing information to third parties outside the company about company information, HR issues, salaries, etc.
- Accepting visitors from outside the company and showing them around the manufacturing area and providing information without the permission of the management.
- Employees must fulfill the requirements of peaceful, safe and secure working throughout the business and are obliged to comply with all rules

and warnings. Every employee must ensure their own job security and also monitor the job security of their colleagues.

PERSON FROM THE SOURCES HELP WHEN YOU WANT;

Each various payroll, health document, bank problem, letter, study If you need support for issues such as a certificate of identity or blood for your family, the workeryour representative through with request Please do so.

ANNOUNCEMENTS

All our staff matters of interest are posted on bulletin boards and company with their e-mails is being done. Check the notice boards every day.

SECTION II

GENERAL PROVISIONS

Aim

Article 1. The purpose of this regulation is to regulate the general principles of the rights and obligations and working conditions of OPSAN ORIGINAL SAC PARÇA SAN. VE TİC. A.Ş. personnel with the company.

Scope

Article 2. This regulations, Those who work with an employment contract at OPSAN ORIGINAL SAC PARÇA SAN. VE TİC. A.Ş. and are not within the scope of collective labor agreements and/or cannot benefit from them. of staff all of them covers.

Foreign nationals are not covered by their contracts and procedures. on matters This regulations provisions is applied.

In the regulation Last Terms Article 3. This in the regulation;

- a) The term “OPSAN” means the legal entity OPSAN ORIGINAL SAC PARÇA SAN. VE TİC. A.Ş.
- b) "Company “Management” term OPSAN ORIGINAL SHEET METAL PARTS IND. AND TRADE INC. Management Board of Directors on behalf of movement who Top Management
- c) The term “Human Resources” refers to the person responsible for the Company’s Human Resources management. unit,
- d) "Employee" term collective work contracts in the scope of non- and/or OPSAN ORIGINAL SHEET METAL PARTS INDUSTRY AND TRADE INC. could not benefit from this. employees expression does.

Hidden Provisions

Article 4. Labor Law, Social Insurance and General Health Insurance Law, Unemployment Insurance Law, other laws concerning working life, statutes and regulations regarding matters not regulated by this regulation what happened is reserved.

CHAPTER III WHEREAS PURCHASE CONDITIONS

Whereas No offense Terms of

Article 5. For the recruitment of personnel to work at OPSAN, the following conditions required:

- a) Convicted of a disgraceful crime or a crime that restricts public rights heavy blame Convict made not being present,
- b) Having the education, knowledge, skills, competence and experience required for the job to be,
- c) Be over 18 years of age,
- d) To document that the job requires health status (OPSAN may also perform health examinations, laboratory tests, x-rays and other tests and examinations as deemed necessary. or may request that these be done by paying the price. Candidates whose health conditions are deemed to be undesirable after examination and analysis whereas may not be taken.),
- e) In OPSAN and Opsan Group Companies while working, due to articles 17/II of the Labor Law No. 1475 or 25/II of the Labor Law No. 4857 the contract must not have been terminated,

However, the above-mentioned employment conditions are the candidate to be hired or Depending on the characteristics of the work to be done, Company Management, if necessary by replaceable.

The candidate Work Application

Article 6. Personnel candidates who want a job can apply to OPSAN through job application channels. when they apply, by Human Resources in printed or electronic form They fill out the "Task Request Form" prepared in the environment. Don't want The Form of complete And TRUE aspect filling It is a must. This The form is an application and it shows that the job seeker is accepted to the job. meaning impasse.

Human Resources will collect information from the references shown on this Job Request Form, the candidate's previous workplaces and other sources deemed appropriate. may request information on condition that it is kept confidential. In addition, Human Resources may request information on condition that it is kept confidential. Various assessment methods to determine suitability for the job can apply.

The candidate Whereas Receiving And Wanted Documents

Article 7. The nature of the job to be performed by the candidate approved for employment, starting date, fee, payment method and time and in this regulation unedited special conditions If there is, these written aspect reported. To work Before starting, the relevant employment contract is signed by the parties and the candidate is informed about this. from the regulation One piece is given. Signing of employment contracts and other documents is subject to this regulation and other It means acceptance of all the conditions and a signed copy of the written documents copy in the file hide as follows Person To the sources return does.

The candidate whereas started history, work in the contract written is history. Work contract of staff Personality in the file is stored.

Personnel to be hired and the characteristics of the job to be done his/her commercial, administrative, professional, family and first degree relatives and provincial Asking about relevant information and whether or not they have commercial activities Since it is a requirement of acceptance of the recruitment and Opsan Ethics Rules, these matters by staff declared be in It is mandatory.

Work Contracts

Article 8. A written employment contract is made with the personnel accepted for the job. In cases where OPSAN deems it necessary, the provisions of the Labor Law No. 4857 shall apply. Depending on the nature of the job and the personnel accepted for the job, 12 to the moon can make a fixed-term employment contract. In this case, the contract period at the end, without any need for notification and any compensation without being paid agreement spontaneously end Erer.

Attempt Duration

Article 9. Whereas taken employee, 2 monthly attempt to the duration is subject to. Attempt

Both the employer and the employed personnel shall notify the termination within the periodhas the right to terminate the employment contract regardless of its duration. This in case applicant however processed the one which... your fee to take right wins.

Whereas Preparation The Program (Orientation)

Article 10. OPSAN ensures the adaptation of the recruited personnel to the workplace. for whereas specific Whereas Preparation The Program (Orientation) can apply.

Identity Card

Article 11. The recruited personnel shall be provided with a certificate showing that they are OPSAN personnel. with photo identity card is given. Identity card commercial, reference etc. with purposescannot be used. Used In case of OPSAN provision your personality anyIt is declared in advance by the personnel that it will not be put under a commitment and accepted. Loss or unusability of the ID card In case of any problem, it must be reported to Human Resources. For this reason OPSAN Personnel whose employment is terminated must return their ID cards. has to.

Spouse or First Degree Your relatives Employment

Article 12. The current personnel or the candidate to be employed must not have a spouse or first degree relative relationship with the personnel working at OPSAN.If it is found or occurs later, the following points should be taken into consideration: in front are kept:

1. First managers same I can't be.
2. Subordinate top work Relationship inside cannot be.

SECTION IV

DUTIES AND RESPONSIBILITIES

OPSAN Ethic Behaviour The rules

Article 13. OPSAN Code of Ethics for all Opsan its employees, covers. Opsan from all OPSAN LILAR Ethic Behaviour To the rules obeyri expected.

Opsan Opsan employees comply with the Code of Ethics while performing their duties. by complying are liable.

Company Female Study The ban

Article 14. Staff , OPSAN activity subject with relating to in the fields cannot accept a job under a work contract in any official or private institution. He/she cannot personally undertake any commercial work within the scope of OPSAN's field of activity. or indirect busy I can't be.

Arbitration and mediation given by Judicial or Administrative Authorities,Expert witness in their duties worker employee, This the ban is outside.

The employment of personnel in an institution or organization other than OPSAN in matters within their profession or expertise is subject to written approval by the Company Management.for approval depends.

Security And Commercial Your secrets Protection

Article 15. Personnel are provided with the information provided to them by OPSAN due to their duties or the possibility of accessing or learning due to being at the workplace.He/she undertakes to keep confidential the information that he/she has and that provides OPSAN with a competitive advantage, not to use the information in any way after leaving the job, not to engage in activities that will create an unfair competition environment and not to disclose it to third parties without the written permission of OPSAN. any software, technology, information, system, application, method or industry field that has not yet been heard of or known, so-called "Trade Secrets" such as models, works, inventions and the like. hidden information; Company Management of written approval without third cannot disclose to people, and/or cannot share.

Employee whereas when entering Personality Opsan information group in

companies share you can acceptance does.

Apart from this, personal information is kept in Turkey outside of Opsan and Opsan Group Companies. It can be given to companies or third parties established in the company, personnel written permission depends.

In accordance with the legislation in force in Türkiye, personnel personal information information requested by judicial authorities or public authorities in case of OPSAN by This to the authorities is given.

Information Their technologies Usage

Article 16. The new employee is asked to sign the “Information Security Agreement” and is given a copy. Included in the Information Security Agreement Whether the articles are complied with or not is determined by OPSAN's IT services. responsible unit by is inspected.

Work His health And Security

Article 17. OPSAN complies with the laws and regulations to ensure occupational health and safety. takes precautions as required by the regulation, and personnel also take occupational health and safety measures is obliged to comply with all kinds of measures taken regarding the work. In addition, Every employee who starts working is required to sign the “OPSAN Occupational Health and Safety Internal Regulation” equivalent is given.

Appearance And Clothes Its arrangement

Article 18. Employee to his duty, OPSAN seriousness And to your culture is responsible for dressing appropriately and paying attention to personal appearance. Company Appearance and clothing for temporary or permanent periods by management decision This regulation, procedure or announcement can be made. with is reported.

Personal Information And Changes Reporting Responsibility

Article 19. Changes in personnel marital status, residence changes And your job may be of interest of a nature special documenting any changes in his/her status and any official changes such as military service status, and declaring others immediately. To the sources to notify is liable. Ray to its features according to commercial, administrative, professional, family and first degree relatives of the

personnel information and changes in its commercial activities to OPSAN employee by to be reported It is mandatory.

SECTION V

WORKING CONDITIONS AND ORGANIZATION OF WORKING LIFE

Study Durations

Article 20. Weekly working hours are 45 hours. Company Management, work and Flexible working arrangements defined in the Labor Law according to the requirements of the situation , weekly study duration average 45 hour not to pass provided that detectionby saying applies.

All employees use 1 day (24 hours) of uninterrupted weekly leave every week.

Company Management weekly study duration to the days according to different aspect divideknows And legal offset duration inside per day 11 hour not to exceed on condition that different aspect can distribute.

OPSAN necessary what he saw in cases compensation/equalization work make it happenlyre.

More Study

Article 21. Personnel perform the work assigned to them within their normal daily working hours. and the units are responsible for organizing their activities in a way that does not require excessive work. OPSAN , when necessary, organizes its personnel legal Provisions And limitations within the framework of And weekly study of the durationoutside of in hours more with periods of time study or more study can have it done.

National Celebration And General Holidays

Article 22. Below stated And in the laws place area national celebration And ge what holiday in the days of not working is essential:

- a) New year holiday: 1 day (1 Fireplace day),
- b) Ramadan Eid : 4 day (Eve day full days),
- c) Victim Eid: 5 day (Eve day full days),
- d) National Sovereignty And Child Eid: 1 day (23 April day),
- e) Work And Solidarity Day: 1 day (1 May day),
- f) Youth And Sport Eid: 1 day (19 May day),

- g) 15 July Democracy And Freedoms The day,
- h) Victory Day: 1 day (August 30),
- i) Republic Day : 1 And 1/2 day (28 October From 13:00 from and 29 October day), when OPSAN deems it necessary, personnel may also work on public holidays. executable.

Annual Paid Permissions

Article 23. The trial period starts from the day the person starts working at the workplace. Annual paid to personnel who have worked for at least one year, including allowed.

Before going on annual leave, the Annual Leave Form is filled out and signed by the staff member requesting the leave and the department head.

Annual paid leave periods are determined by the employees' employment start date. And finished service to the duration according to the following in this way Applies:

PRODUCTION EMPLOYEES FOR;

18 working days for those who have completed 1-5 full years of seniority **22 working days** for those with 6-14 full years of seniority. **26 working days** for those with 15 full years of seniority or more. annual paid permission is given.

OFFICE EMPLOYEES FOR;

14 working days for those who have completed 1-5 full years of seniority **20 working days** for those with 6 to 14 full years of seniority. **26 working days** for those with 15 full years of seniority or more. annual paid permission is given.

Annual paid permission no in the form of 26 work your day cannot pass.

When calculating the leave day, Saturday is counted as a working day. For personnel aged 18 and under and personnel aged 50 and over will be given the one which... annual paid permission duration, 20 work from the day little I can't be.

Of the staff annual paid permission your right right he said relating to year inside actually to use should. While working permission right in its place money payment cannot be done.

Opsan from the group of companies to OPSAN by mutual agreement In case of transfer, the leave seniority in the previous company is equal to the new leave seniority.also Consideration is taken. Employee permission duration inside paid One at work cannot work.

Collective Annual Paid Permissions

Article 24. To the staff collective annual paid permission to be given in StudyAnd Social Security By the Ministry prepared the one which... Regulations in accordance with movement is done.

Excuse Permission

Article 25. To the staff, below stated for reasons annoyed to stay on the facere, 10 day inside document by means of paid excuse permission is given.

- a) Of the staff getting married in 7 consecutive calendar day,
- b) Of the staff your wife birth to do in 4 consecutive calendar day,
- c) Of the staff main, father, brother, spouse or their children death in 4 consecutive calendar day,
- d) Of course disaster be in 10 consecutive calendar to the day much.

Illness And Rest Their situation

Article 26. To the staff, to the disease connected rest in cases of the following stated principles is applied.

- a) Employees who are ill and cannot come to work should notify their managers at least 5 hours before the start time.What situation notifies.
- b) Two day exceeding illness in their state Social Security To the Institution Report of from staff is desired.
- c) In case of illness, the monthly wage of the personnel is paid in return for the Temporary Incapacity Certificate . However, this statement is not valid for the Social Security Institution .Completion of the disability allowance to be paid to the full salary of the staff the meaning of carries. Bonus And social aids in Moreover Union provisions apply to unionized employees.

If the disease continues, the employment contract will be terminated by OPSAN. The right to be calculated is 6 weeks from the seniority-based notification period. pass with is born. Work in accidents This to the periods connected cannot be stayed.

Pregnancy And Maternity

Article 27 In case of pregnancy and maternity, procedures are carried out in accordance with the Labor Law. Female personnel must be 8 weeks before and 8 weeks after birth. It is essential that they are not employed for a total period of 16 weeks. Plural pregnancy in from birth before will not be run eight weekly two to the term week duration is added.

In case of premature birth, female personnel cannot use it before birth. will not be run durations, birth post- to the periods be added by means of is made available.

Upon request, female personnel may be allowed to complete the sixteen-week period. or in case of multiple pregnancy, after eighteen weeks and up to six months much free permission is given. This duration, annual paid permission your right taken into account in the calculation not taken.

Women workers are given a daily allowance to breastfeed their children under one year old. total one and a half hour milk permission If the female worker wishes, the leaves can be combined and she can be given one full day leave per week.

Active duty Military service His duty

Article 29. Personnel called for compulsory military service are dismissed from OPSAN. Personnel who complete their compulsory military service, When you apply to OPSAN within the following 2 months, your position status convenient is in case again whereas receivable. This in case compulsory in the military last duration of staff seniority including It is not allowed.

Proxy Don't, Additional Duty

Article 30. Personnel may be assigned a duty other than their own duty, either as a proxy or as an additional duty, when deemed appropriate by their manager. can be done. However, this task is appropriate for his/her own position. This

additional task for any One additional fee not paid.

Temporary Assignment

Article 32. Staff, OPSAN inside own to their qualifications suitable from a job to the other temporary aspect can be assigned. Temporary your duty provincelimit outside be in of staff approval is taken.

Temporary Work Relationship

Article 33. OPSAN, in accordance with legal requirements, shall provide personnel with 6-month not to pass as follows Community companies inside Another One to the company or similar in business run provided that, Community outside of One temporary to the company work Relationship with transferable. Temporary work Relationship -most more two renewable times. This in case to the staff fee, temporary work Relationship agreementin the to the provisions according to is paid.

Education And Development

Article 37. Institutional culture and strategies and Human Resources policies Training and development needs within the framework of individual performance and competency evaluation results and according to the requirements of the job. Personnel are obliged to participate in training and development practices aimed at developing their knowledge and skills, increasing their performance and competencies, and to show all necessary care and attention in this regard. is liable.

A commitment letter is obtained from the personnel sent by the company for long-term training abroad or in the country. This work commitment letter Fundamentals Company Management by is determined.

Of the staff vocational And individual of its development Providing, OPSAN And PersonNelin partner is an obligation.

Of the staff Education And development with relating to records, feature according to electro-nik in the environment or Personality in the file is stored.

Fee Management

Article 39. In line with OPSAN's wage policy, the personnel is paid according to the workload of the position they hold. The wage includes the annual wage to be paid for legal overtime covers.

Social Aids

Article 41. The following social benefits are provided to unionized employees working at OPSAN: It will be done:

- a) Marriage help,
- b) Birth help,
- c) Spouse, child, brother, main or father dying to the staff death help,
- d) Of the staff death in legal to his heirs death help,
- e) Monthly child help,
- f) Annual permission help,
- g) Education help (Staff to their children),
- h) Eid aid, i) Fuel help,
- i) Military service help

The amount, payment time and method of these benefits are regulated by collective agreements.

Discretion, Suggestion And Prize

Article 42. Encouraging behaviors that will help OPSAN achieve its goals and highlighting it, increasing commitment, motivation and productivity. In order to identify the best practices or to identify the best practices, the achievements, inventions and suggestions of the staff that provide measurable benefits and savings are evaluated in line with the OPSAN policy. will be rewarded or appreciated. The inventions will belong to OPSAN and If it is subject to patent, OPSAN may request a patent. employee by in advance acceptance has been done.

SECTION VI

DISCIPLINARY PROVISIONS

Definition And Scope

Article 43. Disciplinary Penalties shall not affect the work of the personnel within OPSAN. to be able to do it in peace, OPSAN services are carried out in cooperation. In order to fully protect the benefits of OPSAN and personnel applied are sanctions.

Procedure in Disciplinary Penalties

Article 44. The person who determines the situation requiring disciplinary punishment, informs Human Resources in writing about the details. It conducts the necessary investigation. In case of non-compliance, the following provisions within the framework of determined discipline punishment to the staff notifies. OPSAN Ethic Behaviour The rules And APPLICATION The principles of violation of In related cases, the issue is reviewed and decided by the Disciplinary Board. The Disciplinary Board consists of 1 chairperson, 3 members and 1 rapporteur. The Chairperson of the Disciplinary Board is the Human Resources Manager. One of the other 3 members is the Legal Advisor and the others are the highest and middle level managers of the unit to which the employee who violated the discipline is affiliated. In the absence of any of the above-mentioned members, the Disciplinary Board is formed by OPSAN from among those who act as deputies for these duties or who perform the functions of the said duties. Alternate members are determined in advance to replace the chairperson and members of the Board and, if necessary, alternate members act as proxy. Chairpersons and members of the Boards cannot attend Board meetings regarding matters concerning themselves, their spouses, blood and in-law relatives up to the second degree (inclusive), personnel for whom they propose disciplinary punishment or conduct disciplinary investigations. The Board Chair determines the meeting date of the Disciplinary Board. The Board convenes with the absolute majority of the total number of members and makes its decisions with the absolute majority of the total number of members. In the event of a tie in votes, the opinion of the Board Chairperson is accepted. The Disciplinary Board must conclude the work assigned to it immediately and with priority. Discipline penalty with relating to documents, record under by taking Personnel Lin Personality in the file is stored.

Duties of the Disciplinary Board

- a) OPSAN Disciplinary Board steps in in case of violation of the rules and takes the necessary action. It examines the reasons for undisciplined behaviors and works to eliminate them.
- b) The Board ensures the respect and tolerance between the management and the employees, and ensures that the employees are dynamic enough to fit into OPSAN's structure by improving working standards.
- c) The Board submits its opinion to the Chairman of the Board of Directors regarding the rewarding of personnel who are diligent and successful in their work and who exhibit behaviors that are accepted as virtues in national and human terms, both within and outside OPSAN.
- d) Collects information about the environment and family in which the employee who does not comply with the disciplinary rules was raised, examines his tendencies and habits, informs the Company management and does the necessary to win the employee in question.

Obligations of the Disciplinary Board

Disciplinary Board members must take the necessary care not to disclose private information about the individuals discussed in the board and to keep the secrets regarding the discussions discussed in the board confidential. When deemed necessary by the Board, they assist in facilitating the disclosure of information to the Board by eyewitnesses on matters related to the investigation. Personnel unit employees where disciplinary records are kept also have the responsibility for confidentiality.

AT WORKPLACE TO BE APPLIED PENALTIES

ARTICLE 32:

For actions and behaviors that are contrary to occupational health, safety and work discipline. at work to be applied warning outside of penalties below shown.

Below shown penalties worker's to your record is processed.

- a. Warning,
- b. Fee interruption (One And two to daily much),
- c. From work extraction,

ARTICLE 33:

Forbidden verb And your movements six monthly One duration inside repetition your situationalso will be given penalties One top degree It is removed. In the third application of disciplinary penalties that require the same degree of punishment but are given for different acts or situations, a one degree heavy penalty is given. In penalties to be given to personnel whose work during their previous service was positive, the one degree lighter may be applied. The same type of disciplinary penalties are given to those who commit acts and situations that are similar in nature and severity to the acts and situations listed above that require disciplinary punishment. The same type of disciplinary penalties may be given to those who commit acts and situations that are similar in nature and severity to the acts and situations that require warning punishment.

Right to Defense

No disciplinary punishment can be given to the personnel without their defense. The personnel who do not make their defense within the period given by the person conducting the investigation or the authorized Disciplinary Board, which shall not be less than six working days, or on a specified date, are deemed to have waived their right to defense.

ARTICLE 34:

The penalty of dismissal is prohibited by the collective labor agreement and internal regulations. verb And to the movements related is, 4857 Numbered Work The Law of 17. And 25.Article And other legislation provisions reserved.

PROHIBITS AND PENALTIES

The acts and situations that require a warning are as follows:

1. Showing indifference and behaving irregularly in carrying out given orders and duties on time, in fulfilling the procedures and principles determined in relation to the duty, and in protecting, using and maintaining official documents,

tools and equipment related to the duty.

2. Coming to work late, leaving early, or leaving the duty station without excuse or permission.
3. Not complying with the savings measures determined by the company.
4. Showing indifference or disinterest towards one's duties or the employer.
5. Acting contrary to the established dress code and rules.
6. Acting contrary to the principle of performing the task cooperatively.
7. Not giving a defense even though the personnel is asked to do so.
8. Not reporting changes in personnel information to the Human Resources officer within 15 (fifteen) days from the date of change.
9. occupational health and safety, work efficiency and workplace peace by behaving in an undisciplined manner.
10. Using or allowing to be used vehicles, tools and equipment allocated for company services for purposes other than their intended purpose.
11. Using tools and equipment without checking them and reporting any malfunctions to the authorized person in a timely manner.
12. Incurring financial loss to OPSAN due to indifference and carelessness; losing information and documents.
13. Not coming to work for 1 (one) working day per month without excuse or permission.
14. Making it a habit to leave work and meet with special visitors during working hours.
15. To perform personal work with materials, tools, vehicles and personnel belonging to the workplace during work hours, to do work other than authorized, to bypass authority unless necessary.
16. Keeping colleagues busy unnecessarily during work hours, behaving rudely, sleeping, causing trouble for others or their managers.
17. Instigating other personnel against the workplace, OPSAN, OPSAN representatives or customers, other workplace owners and their employees.
18. Not complying with occupational health and safety rules, endangering the safety and health of the workplace and those in the workplace.
19. Using work equipment without authorization.
20. Not doing the work related to one's duty, not listening to orders, making it seem as if one has done the work one is supposed to do, and neglecting one's duty.
21. Making it a habit not to respond to letters or personal applications sent to the company within the time limit.

22. Asking for and receiving loans from business owners.
23. Not attending training and group activities and meetings without an excuse, and behaving indifferently in the meetings attended.
24. Not reporting the criminal acts of the personnel he works with in a timely manner and not taking precautions.
25. To inform other employees about their wages and performance evaluation scores.
26. Keeping customers, suppliers and consultants waiting in vain and not showing the necessary interest.
27. Reading books, newspapers, magazines that are not directly related to the job at hand, or making long-term mobile phone calls during working hours.
28. Showing irregularity and indifference in the performance of duty, delaying the work, making it a habit to deal with other work while on duty.
29. Making disrespectful statements in correspondence regarding one's duties despite warnings.
30. Starting repairs on machines and similar machines that need repair without informing the personnel using them or their managers, or employing those who are not working, or starting repairs on those who are working without informing the responsible personnel.
31. Drinking water from taps that do not have a DRINKING WATER sign on them.
32. Not keeping the workplace clean, throwing things in places other than the available trash cans.
33. To clean or lubricate a machine that operates without an order, or parts that move, such as a spindle or pulley.
34. Dismantling the safety devices placed around the bench, machine and installations deemed necessary or working without safety devices.
35. Entering places where it is forbidden to pass or sit, even though it is not one's duty.
36. Not reporting to his/her superior that the workbench, machine, crane, conveyor, elevator and similar installations he/she is responsible for are not working normally or need repairs even though he/she knows they are faulty.
37. Starting to repair workbenches, machines, cranes, conveyors and the like without informing the worker who operates them or his/her superior, or employing those who are not working, or starting to repair those who are working without informing the worker responsible.
38. Not using gloves, glasses, masks and similar items provided as protective equipment depending on the nature of the work being done.

39. Not paying attention to whether a machine will harm others before operating it.
40. Sitting under and next to stacks.
41. Not paying attention to whether anyone is around or not while doing something that could harm your surroundings.
42. Opening any machine or device without being completely sure that there is no pressure left inside.
43. Loading any crane, conveyor or lifting equipment beyond their capacity without an order.
44. Messing with the electrical installation even though you are not one of the electricians on duty, or attempting to repair a fault yourself without informing the electrician.
45. Do not hang clothes or other objects on electrical devices or any electrical installation.
46. Stacking goods near electrical control panels without order.
47. to repair or modify electrical devices, wires and cables without cutting off the current .
48. Using switches even though not authorized.
49. Not paying attention to whether hand drills or similar hand tools have a grounded line that will not cause leakage, and whether they are cabled and fault-free.
50. Walking around in places where gasoline, benzene, petrol, diesel, phenail and the like are available, even though not on duty.
51. Not complying with the operating and safety rules clearly announced in the department where he/she works.
52. Working on machines and benches by wearing unnecessary harness over work clothes.
53. Not complying with the rules set by the workplace, occupational health and safety board and clearly announced.
54. Trying to fix a malfunction or cleaning by placing a ladder or similar object on any moving part.
55. Working carelessly during loading and unloading operations, not stacking properly, not unloading the stacks to be unloaded from the top.
56. Standing under the sling while lifting and lowering loads with a crane or while carrying them.
57. Cleaning your hands and clothes with gasoline or similar flammable substances.

58. To make machines, machines, devices and the like work beyond their capacity without an order.
59. Entering and exiting the workplace from places other than doors that must be used for entry and exit.
60. Occupying work hours in a way that disrupts co-workers' work.
61. Leaving work without permission before the break time.
62. Doing private work in the workplace without permission, using tools and equipment in the workplace.
63. Reading books, newspapers, or magazines that are not directly related to the task at hand during work hours.
64. Dumping garbage or useful waste in places other than those allocated by the employer.
65. Resisting or obstructing searches of lockers.
66. Doing undressing, dressing and washing outside of the designated areas.
67. Hiding friends' tools, equipment and materials or using them without their knowledge.
68. Entering or working in a workplace without permission for whatever reason while on leave or on leave.
69. Not reporting to the personnel department any changes in the marital status and residential address of employees that they have notified to the workplace within one month at the latest.
70. Contacting visitors in places other than those designated for receiving visitors in the workplace.
71. Resisting or obstructing a body check when leaving or entering the workplace, provided that it is not humiliating.
72. Making false or unjustified reports about one's superiors and colleagues.
73. Not reporting to the employer within twelve hours at the latest the conditions of rest, outpatient treatment or inpatient treatment given by the health units of the Ministry of Health.

Penalty of Wage Deduction and Acts and Circumstances Requiring This Penalty

In the cases listed below, the employee will be subject to a one-day wage deduction penalty.

1. Failure to carry out orders and duties fully and on time, through gross negligence or intentionally, failure to comply with the procedures and

principles determined by the Company at the place of duty, failure to preserve, maintain, and misuse official documents, tools, and equipment related to the duty.

2. Using or allowing to be used official documents, tools, equipment and the like belonging to the company for personal benefit.
3. Making false or misleading statements to persons responsible for matters related to the job.
4. Verbally disrespecting one's manager/supervisor while on duty.
5. Assisting in the unauthorized use of any place within the boundaries of the duty station for meetings, ceremonies and similar purposes.
6. To act in a manner that would undermine the sense of dignity and trust required by one's duty or that is contrary to general morality.
7. Keeping any prohibited publications in the place of duty.
8. Leaving the job without performing or completing the handover work even though he/she is obliged to do so.
9. To manipulate buying and selling transactions, to protect those who have an interest as a buyer or seller, and to cooperate with them for one's own benefit.
10. To conduct trade in businesses that fall within the scope of his/her duties.
11. Intentionally causing loss, deterioration or damage to the tools and materials delivered to him/her by not protecting them properly. (Also, the damage will be collected from him/her)
12. Failing to show due care in the management and supervision of personnel under his/her management, thus creating an environment conducive to corruption.
13. Not coming to work under the pretext of illness even though one is not sick, and therefore avoiding performing assigned duties.
14. Not providing the requested information on matters related to his/her duty in a timely and accurate manner.
15. Not complying with fire prevention and extinguishing measures, not reporting the start of a fire to the immediate supervisor or the fire department.
16. Making it a habit to always arrive late.
17. Making it a habit to leave the workplace before the end of working hours without permission.
18. Not providing assistance if workplace materials and tools are exposed to danger.
19. Being in a managerial position and using the personnel he employs for

personal purposes or psychologically harassing the personnel he employs.

20. Intentionally destroying personal data in the information processing system or accessing personal information.

21. Mixing flammable, combustible and corrosive substances and devices, tubes, compressed air devices or their pipes, although it is not their duty.

22. Not paying attention to the possibility of containers filled with flammable and corrosive substances tipping over or breaking while carrying them, and working carelessly in a way that may cause damage to the surroundings.

23. Riding on the load lifted by a mobile stacker or crane.

24. To cut off the electric current that operates any machine, machine, crane or similar installation for any purpose without informing the worker responsible for operating them or their superior.

25. Entering boilers, chimneys, tanks and similar places that may contain gas without the permission of the superior, or performing welding or repair work in such places.

26. Leaving oxygen and other gas cylinders in a place that radiates heat without an order.

27. Deliberately providing false information and figures to a superior regarding a job.

28. Not complying with fire prevention and extinguishing measures, not reporting the start of a fire to the immediate supervisor or the fire department.

29. Using vehicles with cranes, conveyors, elevators, mobile stackers and similar machines even though not authorized to do so.

30. Delaying the work assigned to him without any reason or being busy with work other than the work assigned to him.

31. Acting contrary to the laws, statutes, regulations and decrees related to business life, the matters written in the collective labor agreement, and the orders, circulars, notifications and instructions to be issued by the employer in accordance with the above.

32. If the member who gives consent for normal overtime subsequently experiences an extraordinary situation concerning himself/herself, does not document the extraordinary situation in any way.

33. If a member does not work extraordinary overtime, he/she does not document the extraordinary situation in any way.

34. Pressuring the driver to get on or off a vehicle outside of designated stops or to change the route of the vehicle.

35. Intentionally and without reason not complying with the orders received from the immediate superior regarding the performance of certain tasks.

Dismissal Penalty and Acts and Circumstances Requiring This Penalty

1. Not coming to work twice on the following workdays without permission or excuse in a month; not coming to work for 2 (two) consecutive workdays without permission or excuse, or not coming to work for 3 (three) workdays in a month without permission or excuse.
2. To disclose secrets related to one's duty and which must remain confidential.
3. To gain benefit by revealing secrets related to his/her duty and which should remain confidential.
4. Disturbing the peace, tranquility and working order of institutions for ideological or political purposes, participating in actions such as boycott, occupation, obstruction, slowdown and strike, or collectively failing to report for duty for these purposes, instigating, encouraging or assisting them.
5. Being detected to have participated in company tenders directly or through collusion.
6. Making false or misleading statements about the qualifications required for the job when entering the company.
7. Coming to work under the influence of alcohol or drugs, consuming alcohol or drugs at work or on the job, using a workplace vehicle under the influence of alcohol.
8. using for personal benefit, or pawning the company's goods or money, valuable documents, goods, materials, etc. given to him or her or under his or her control as part of his or her duties .
9. Disclosure of secret records or causing them to be destroyed.
10. Attempting, committing or encouraging sabotage in order to partially or completely stop the activities of the workplace.
11. Insulting managers or colleagues at work and during work hours,
12. Sexual harassment and threats by an employee of the employer towards another employee
13. Continuing not to comply with Occupational Health and Safety rules, displaying an angry attitude, threatening, insulting, swearing, and continuing to work without paying attention to warnings.
14. Failure to carry out orders and duties fully and on time, with gross negligence or intentionally, failure to comply with the procedures and

principles determined by the Company at the place of duty, failure to protect, maintain, and misuse official documents, tools, and equipment related to the duty. (If more than 30 days' wages)

15. Intentionally storing, destroying or deleting documents belonging to the Company or data in the information processing system.
16. Taking - giving and facilitating bribes, committing or attempting to steal, gambling in the workplace, playing
17. To be convicted of a disgraceful crime and have your sentence become final.
18. Constantly provoking people in a way that disrupts the organization.
19. To hide those wanted for any crime in the place of duty.
20. Engaging in immoral behavior or harassment towards subordinates.
21. To leave office without receiving an order or a compelling reason in cases of emergency.
22. Resisting the task despite the warnings of his/her manager, Making serious accusations about his/her managers, co-workers, business owners and their employees, and lying and slandering them.
23. Not providing the necessary assistance if people in the workplace are exposed to danger.
24. Causing a fire due to carelessness and recklessness, Sabotaging, attempting to sabotage or encouraging others to do so
25. Forging documents, altering official documents
26. To allow the electric current that operates any machine, machine, crane or similar installation to flow for any reason without informing the worker responsible for operating them and their superior.
27. Smoking in places with no smoking signs, using matches and lighters, entering these places with cigarettes, fire, flammable and explosive materials
28. To operate or stop a machine, machine, engine or installation outside of one's authority without relying on an order.
29. Opening any closed switch that has a danger sign or a sign that says "do not touch" without informing your superior.
30. Taking actions that could cause a fire, intentionally or through gross negligence.
31. The use of weapons given to security personnel as required by their duties, without instructions.
32. Sleeping during working hours (IHTAR), if repeated, will result in dismissal procedure.

33. Giving false answers or making false statements regarding information requested by the employer for any reason before or after employment.
34. Inviting someone from outside the workplace and showing them around without permission.
35. Coming to the workplace drunk or selling alcohol in the workplace, using or selling drugs, gambling or having others play.
36. Abusing security, spreading professional secrets of the employer and the workplace.
37. Demonstrating humiliating behaviour towards others at work, insulting and fighting.
38. To act in a manner that is incompatible with decency and morality, and to display behavior that will disrupt the discipline and harmony of the workplace.
39. Taking out the employer's machinery, tools and materials without permission.
40. To speak words or act in a manner that would harm the honor and integrity of the employer or the employer's representatives, their family members, or other civil servants and employees of the institution, or that would disrupt morality and public order and harmony.
41. Raping, threatening or insulting the employer's representatives, members of their family, or other officers and workers of the institution.
42. Having someone else print the time card even though the person is not working or not coming to work, or acting as an intermediary in this matter, or making erasures or scrapings on the time card.
43. For acts and behaviors that are not included in this article and are considered disciplinary offenses, one of the sanctions in this article is applied by analogy, depending on the nature of the act.

Points to be Considered in Sentencing

The following principles are taken into account in the application:

- The degree of material and moral damage caused by the act or behavior considered as a crime within the company,
- The working status, behavior, professional knowledge, performance and importance of the person whose faulty action or behavior is observed,
- Reasons for actions and behaviors,

-Whether there is a repetition or not.

SECTION VII

TERMINATION OF THE EMPLOYMENT CONTRACT

Temporary Dissolution

Article 48. Resignation who employee,

6 to the moon much service Those who are 2 week,

6 from the moon 1.5 to the year much service Those who are 4 week,

1.5 from year 3 to the year much service Those who are 6 week,

3 from year more those who serve 8 week,

previously written in notification have has to.

However, OPSAN does not allow personnel to leave before the notice period. can give. Work OPSAN contract by Notified termination also sameto the periods is subject to.

Termination of Employment Contract Due to Unsatisfactory Performance

Article 50. The employment contract is as follows in accordance with Article 18 of the Labor Law No. 4857:to the article according to is terminated.

Despite the measures taken as a result of the performance evaluation, the personnel two period top on top what is expected under performance to show.

Death

Article 51. In case of death of the employee, the employment contract is automatically terminated. saint It is possible. Of the staff He works duration inside from the law And work your contractto his/her legal heirs, provided that the inheritance certificate is presented. paid And acquittance is taken.

From work Departure Transactions

Article 53. Before personnel leave for any reason, such as books, valuable documents, writings, etc., which are entrusted to him/her with responsibility. documents, software And information with equipment, electronic either in technical like a device equipment And identity your card to the relevant parties One with the minutes delivery has to.

Damages that OPSAN may suffer due to failure to fulfill this obligation And from losses employee is responsible.

Resignation who employee from work departure survey arrangements.

Study Document

Article 54. If a staff member leaves OPSAN by resignation or termination of employment, OPSAN issues an employment certificate to this staff member. This in the document of staff duties And He works duration is specified.

SECTION VIII MISCELLANEOUS PROVISIONS

Work The contract with Relationship

Article 57. This "Employee Regulation", "OPSAN Ethic Behaviour "Rules" "Information Security Agreement" Employment Contract with complement It is of a nature.

Temporary Article 1

OPSAN to its personnel, This Regulation One copy signature equivalent is given.

Temporary Article 2

This regulations from this former Employee Regulations from the middle remainedr.r.

The regulation Force Date

Article 58.

Work This regulations 01.01.2024 from the date from come into force enters.

Change Don't do that Authority

Article 59. The authority to make changes to this regulation belongs to the Company Management.belongs to.

OPSAN GENERAL SITUATION AND EVACUATION PLAN



