

## RESPONSIBLE PURCHASING POLICY

Arçelik A.Ş. is one of the first companies, which signed the Code of Conduct on Corporate Social Responsibility established by European Committee of Domestic Equipment Manufacturers (CECED) to which Arçelik A.Ş. is a member since 2005. Arçelik A.Ş. is also a member of Koç Group that has signed the UN (United Nations) Global Compact Principles.

In this respect, as a requirement of our responsible purchasing policy, we expect from our suppliers to act as follows:

- Follow “code of conduct” also in their own business conditions definitively
- Communicate “code of conduct” to all of their employees and assure them to take notice of these rules as required
- Make “code of conduct” available at locations where employees can access all the time

Arçelik's Codes of Business Conducts for suppliers are emphasised under the titles of:

- Legal practices
- Working conditions
- Codes of conduct
- Occupational health and safety and
- Environment

## ARÇELİK WORKPLACE CODE OF CONDUCT FOR SUPPLIERS

### 1. LEGAL PRACTICES

#### **Commerce**

Being a global company, Arçelik acts according to international export, import and commercial laws in its business activities. Suppliers shall respect all global commercial audits, international export and import laws and regulations as well.

#### **Bribery and Corruption**

The supplier is banned from giving, offering a bribe, making a payment or providing anything of value to any institution, person or accepting these from any institution or person.

### 2. WORKING CONDITIONS

#### **Forced Labor**

The supplier shall resort to only voluntary labor force, and employ staff who want to work with their own free will. It shall not force its employees to work by means of threats, use of force, false claims or any other forms of oppression.

#### **Child Labor**

Unless a higher age limit is established in local laws, no one who has not completed her/his compulsory education and under the age of 15 (except those stated in ILO agreement No.138) shall be employed. Employees under the age of 18 shall not be employed in hazardous occupations and in night works so as to be able to continue their education.

#### **Harassment**

Pursuant to the fact that violation of employee's integrity in any manner by physical, sexual and/or psychological harassment at the workplace or any other place related to work is a breach of law and code of conduct, suppliers shall not tolerate such acts in any way.

## **Indemnity and Charges**

The wages, overtime payments and wage related rights paid by the suppliers to their employees should be equal or higher than the requirements of applicable labor legislation.

## **Working Hours**

Unless local legislation establishes a lower maximum for working hours and except extraordinary conditions of work, suppliers shall not ask their employees to work more than 48 hours a week regularly and 60 hours a week in total (including also overtime work) in a work week. Suppliers shall ensure overtime work to be voluntary and to have the necessary payments made in accordance with local and national laws or regulations. Except extraordinary conditions of work, employees shall have at least one day of leave in every seven-day period.

## **Nondiscrimination**

Suppliers shall not discriminate depending on race, color, nationality, gender, religion or disability in all decisions related to employment including recruitment, promotion, benefits, education, mandatory dismissal and termination of business.

## **Freedom of Unionization and Collective Bargaining**

Employees of suppliers are free to join legal organizations based on their own choices. Suppliers shall bestow and respect their employees' right of association and collective bargaining. Employees shall not be threatened or harassed as they join such organizations.

## **3. BUSINESS ETHICS**

### **Business Records**

The supplier shall create, save and store all information related to the business correctly and in complete harmony with all requirements of applicable laws and regulations. At meetings with representatives of regulatory bodies and officials, the supplier shall be honest and ingenious.

### **Confidentiality and Protection of Trade Secrets**

Documents, business and technical information provided by Arçelik to the supplier are defined as "Confidential Information".

The supplier shall keep all information, know-how, methods that provide competitive advantage or ideas, practices, methods, inventions, designs, works etc. not yet known in the industry ("Trade Secret" or "Confidential Information") confidential, and shall not explain to third parties without written consent of Arçelik.

### **Intellectual Property Rights**

Arçelik does not entitle the supplier with licenses, patents, industrial designs or copyrights. The supplier must pay all costs, losses and additional expenses, including fines, of the parties (Arçelik, other suppliers, distributors and customers) who incur losses due to breach of intellectual property rights as a result of any reason caused by the supplier.

### **Conflict of Interest**

The supplier shall avoid acts that cause inconvenience or conflict of interest.

### **Accepting and giving gifts**

Apart from souvenirs/promotions given in accordance with customs of trade, any gift sent by the supplier that give an impression of infraction of rules, may cause or be perceived as dependency shall not be accepted.

## 4. OCCUPATIONAL HEALTH AND SAFETY

Our expectation from our suppliers regarding occupational health and safety;

- Comply with the applicable regulations regarding occupational health and safety,
- Create a safe and healthy working environment for their employees, trainees and visitors,

## 5. ENVIRONMENT

Arçelik is aware of its responsibility to protect the environment and expects its suppliers to regularly monitor compliance with environmental legislation, improve environmental management perpetually, struggle with challenges emerging due to climate change and share this commitment.

## PRINCIPLES OF IMPLEMENTATION

In quality audits conducted on suppliers, conformity of suppliers to code of business conduct shall be questioned; they shall be expected to improve to resolve nonconformities through corrective and preventive action, and such improvements shall be controlled by means of follow-up audits.

Arçelik may require any supplier employee, who acts in violation of law or in contradiction with the code of conduct to be suspended or terminate its cooperation with the supplier.

If you wish to share a suspicious behaviour or a breach of code of business conduct with us, you can use the following methods:

Phone: +90 (212) 314 33 30, +90 (212) 314 33 63, +90 (212) 314 39 98

e-mail: [purchasing@arcelik.com](mailto:purchasing@arcelik.com)

Arçelik shall maintain confidentiality on a person who asked for recommendation in good faith, or reported any suspicious behavior or possible breach of the code of business conduct of the supplier, and shall not tolerate any penalties imposed or retaliations against the person in question.