



OUR RESPONSIBLE PURCHASING POLICY

As TEKGRAFİK, while we strive to improve our sustainable growth strategy day by day, we aim to advance our cooperation with all stakeholders of our supply chain in an open, transparent and reliable relationship regarding sustainability management and indices. We aim to shape economic, social, environmental and governance duties and responsibilities in all links of our value chain in line with international demands, to increase the sustainability awareness of our stakeholders, to contribute continuously with a vision that has continuity, and in this direction, as TEKGRAFİK, we aim for permanent service.

1. Our Basic Principles:

Our primary principle is to ensure that all our activities in our supply chain comply with the law and ethical rules, are sensitive to the society and the environment, respectful, reliable, transparent, fair and impartial.

Creating a sustainable supply chain that is aware of sustainability and corporate social responsibility and is beneficial to the environment and society together with all stakeholders we interact with.

Sharing feedback and benchmark practices in cooperation with our suppliers in order to support improvement and development in all areas at all times, and encouraging our suppliers to realize all their efforts to contribute to sustainability.

Expecting our suppliers to compete with integrity, honesty, legality and ethics. Working with suppliers that are sensitive to basic human rights, business ethics, occupational health and safety, employee rights and aim to protect the environment in all supply operations.

Working with suppliers who defend TEKGRAFİK's intellectual property, observe the confidentiality of its technology and are conscious about the protection of personal data, and attach importance to the confidentiality of our suppliers' information with the same considerations.

Working with suppliers that are sensitive about combating climate change, strive to ensure energy efficiency, protect and conscious use of raw materials, reduce waste, recycle and produce in harmony with nature, prioritize low-carbon technologies, calculate greenhouse gas emissions, determine mitigation strategies and carry out managerial efforts to exclude toxic and prohibited substances, comply with all legal regulations and standards on environmental and energy issues, and carry out useful work beyond the requirements.



Cooperating with suppliers that create a fair working environment for their employees; do not discriminate among their employees based on language, race, gender, political opinion, philosophical belief, religion, sect and similar reasons; attach importance to equality of opportunity between men and women; regulate the working conditions of pregnant or breastfeeding women in accordance with the law; value the opinions of their employees and include them in continuous improvement activities; protect the immunity and unionization rights of their employees, prevent forced labor; do not employ child labor; comply with all applicable laws and regulations regarding employment and working life.

2. Our Policy

All of our suppliers have an obligation to be informed about our policy. Suppliers are encouraged to share and extend the policy to their own suppliers.

In "**Quality Management**", we aim to act in accordance with the Sustainable Procurement approach in order to support our suppliers' quality, cost and delivery (QCD) activities as well as environmental, social and governance issues. In this context, our suppliers are expected to establish a Quality Assurance System and fulfill the documentation and reporting requirements in accordance with the laws and TEKGRAFİK's standards as well as safety standards. Our suppliers are expected to meet TEKGRAFİK's quality requirements while simultaneously improving product and service quality, increasing production and delivery efficiency and encouraging and supporting practices that support sustainable supply understanding.

With regard to "**Compliance with Laws and Regulations**", all our suppliers must conduct their activities in compliance with laws, regulations and standards. For "Human Rights", our suppliers are expected to adhere to international standards, including the Declaration of Human Rights, the United Nations Global Compact, the OECD Principles and the UN Guidelines on Business and Human Rights. In addition, our suppliers are expected to fulfill their legal and regulatory obligations (wages, working hours, freedom of unionization, etc.) in accordance with the labor law in force in the country, and to assign their employees in accordance with the International Labor Organization's (ILO) principles on child labor, forced or compulsory labor, discrimination and harassment.

Within the scope of "**Individual Health and Safety**", our suppliers must regularly monitor and assess the risks that may arise for the communities around their work sites. We expect our suppliers to determine the work site with the necessary permits,



to take the necessary precautions to ensure that all their personnel comply with safety, health and hygiene rules, to have a precautionary plan, to take precautions before using chemicals, and to notify Tekgrafik authorities as soon as possible of any situation that adversely affects the supply.

Our suppliers with a "**Protect the Environment**" approach are committed to compliance with the laws and regulations in force in their own country in order to limit environmental risks through the supply chain in order to protect the environment. In addition, our supplier is obliged to determine the CSR impact of the service based on the service it provides and to meet TEKGRAFİK's expectations in this regard. In addition, our suppliers must communicate the identified risks (CO2 emissions, biodiversity studies, etc.) or all expected information (certificates, etc.) with a simple request. In addition, suppliers are obliged to give TEKGRAFİK the permission to conduct CSR audits by the authorities appointed by TEKGRAFİK. All our suppliers are also expected to have an Environmental Management System (EMS) in order to minimize negative impacts on the environment.

As our suppliers consider ways to reduce the potential environmental impact of their operations, they should focus on the seven points identified by our key customers:

Preventing deforestation, preventing development on peatlands, protecting biodiversity, carbon neutrality, water management, reducing energy use and greenhouse gas emissions, conservation and efficient use of raw materials and natural resources, controlling chemicals. It is also expected that unnecessary plastic consumption will be eliminated and reusable and recyclable plastics will be preferred instead of single-use plastics.

Regarding "**Corruption, Conflicts of Interest, Fraud, Gifts and Invitations**", our supplier companies are expected to have no tolerance for corruption and fraud. In particular, our suppliers undertake not to offer bribes to a public official or any other institutional official with whom they do business professionally and must refrain from offers and promises that may create unfair advantage. In addition, a supplier must refuse to engage in any activity that constitutes a conflict of interest with TEKGRAFİK. The supplier is obliged to notify TEKGRAFİK directly of any conflict of interest that may arise during the supply operation. With regard to gifts and invitations, suppliers should avoid situations that do not comply with applicable laws and regulations.



The planned participation of our suppliers in the prevention of corruption and unfair competition, training and information meetings and programs to be held within the scope of TEKGRAFİK is mandatory. In cases of bribery, corruption and unfair competition between our suppliers and any component of our value chain and TEKGRAFİK, they should apply to TEKGRAFİK Ethics Committee (via e-mail, mail and telephone). With regard to "confidentiality", suppliers should keep information about the supply of products and services confidential and should only disclose matters that need to be disclosed to the public. Documents shared during the operation must be kept confidential by the supplier and must not be sold or shared. In addition, our suppliers, who are expected to undertake to comply with laws and regulations regarding Intellectual Property (IP) Rights, must notify TEKGRAFİK directly and cooperate with TEKGRAFİK in order to protect their own continuity of activity in the event of a violation that may affect TEKGRAFİK's activities.

It should be used to report violations to TEKGRAFİK stakeholders and suppliers through the Ethics Committee (e-mail, mail and telephone) that is operational and clearly communicated at TEKGRAFİK. All stakeholders who encounter violations should be able to notify the Ethics Committee (via e-mail, mail and telephone).

In the "**Supplier Selection Process**", the supplier must fill in the evaluation form completely and carefully. The supplier is obliged to notify TEKGRAFİK of any material and immaterial event, problem or emergency that may affect TEKGRAFİK in production processes. If our suppliers use and supply raw materials, the fact that they have ISO 9001 and ISO 14001 certificates can give our suppliers an advantage for cooperation. "Due Diligence" is also very important for TEKGRAFİK within the scope of Enterprise Risk Management.