

**Aygaz Group**

**Human Rights Policy**

## 1. PURPOSE AND SCOPE

This Human Rights Policy (“**the Policy**”) is a guide that reflects Aygaz Group’s approach and standards in relation to human rights and shows the importance Aygaz Group attributes to respect for human rights.

All employees, directors and officers of Aygaz Group shall comply with this Policy. Each Aygaz Group company also expects and takes necessary steps to ensure that all its Business Partners - to the extent applicable - complies with and/or acts in line with this Policy.

## 2. DEFINITIONS

“**Aygaz Group**” means Aygaz A.Ş. and Aygaz A.Ş.’s subsidiaries and joint ventures.

“**Business Partners**” include dealers, suppliers, distributors, authorized service providers, representatives, independent contractors and consultants.

“**Human rights**” are rights inherent to all human beings, regardless of gender, race, color, religion, language, age, nationality, difference of thought, national or social origin, and wealth. This includes the right to an equal, free and dignified life, among other human rights.

“**The ILO**” means The International Labor Organization

“**Koç Group**” means Koç Holding A.Ş., companies which are controlled directly or indirectly, jointly or individually by Koç Holding A.Ş. and the joint venture companies listed in its latest consolidated financial report.

“**The OECD**” means The Organization for Economic Co-operation and Development

“**The OECD Guidelines for Multinational Enterprises**”<sup>1</sup> aims to develop a state-sponsored corporate responsibility behavior that will maintain the balance between competitors in the international market, and thus, increase the contribution of multinational companies to sustainable development.

“**Worst Forms of Child Labour Convention (Convention No. 182)**”<sup>2</sup> means the Convention concerning the prohibition and immediate action for the elimination of the worst forms of child labour.

“**The UN**” means the United Nations.

“**The UN Global Compact**”<sup>3</sup> is a global pact initiated by the United Nations, to encourage businesses worldwide to adopt sustainable and socially responsible policies, and to report on their

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<sup>1</sup> <http://mneguidelines.oecd.org/annualreportsontheguidelines.htm>

<sup>2</sup> [https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100\\_ILO\\_CODE:C182](https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C182)

<sup>3</sup> <https://www.unglobalcompact.org/what-is-gc/mission/principles>

implementation. The UN Global Compact is a principle-based framework for businesses, stating ten principles in the areas of human rights, labor, the environment and anti-corruption.

**“The UN Guiding Principles on Business and Human Rights”**<sup>4</sup> is a set of guidelines for states and companies to prevent, address and remedy human rights abuses committed in business operations.

**“The Universal Declaration of Human Rights (UDHR)”**<sup>5</sup> is a milestone document in the history of human rights, drafted by representatives with different legal and cultural backgrounds from all regions of the world, proclaimed by the United Nations General Assembly in Paris on 10 December 1948 as a common standard of achievements for all peoples and all nations. It sets out, for the first time, fundamental human rights to be universally protected.

**“The ILO Declaration on Fundamental Principles and Rights at Work”**<sup>6</sup> is a ILO declaration adopted that commits all member states whether or not they have ratified the relevant Conventions, to respect, and promote the following four categories of principles and rights in good faith:

- freedom of association and effective recognition of collective bargaining,
- Elimination of all forms of forced or compulsory labor,
- abolition of child labor,
- Elimination of discrimination in employment and occupation.

**“The Women’s Empowerment Principles”**<sup>7</sup> (WEPs) a set of Principles offering guidance to business on how to promote gender equality and women’s empowerment in the workplace, marketplace and community. Established by UN Global Compact and UN Women, the WEPs are informed by international labor and human rights standards and grounded in the recognition that businesses have a stake in, and a responsibility for, gender equality and women’s empowerment.

### 3. GENERAL PRINCIPLES

As a globally acting group, Aygaz Group takes the Universal Declaration of Human Rights (UDHR) as its guide, and maintains a respectful understanding of Human Rights for its stakeholders in countries where it operates. Creating and maintaining a positive and professional working environment for its employees is the main principle of Aygaz Group. Aygaz Group acts in compliance with the global ethical principles in subjects such as recruitment, promotion, career development, wage, fringe benefits, and diversity and respects its employees’ rights to form and join organizations of their own choosing. Forced labor and child labor and all forms of discrimination and harassment are expressly prohibited.

Aygaz Group primarily takes into consideration the below mentioned international standards and principles regarding Human Rights:

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<sup>4</sup> [https://www.ohchr.org/Documents/Publications/GuidingPrinciplesBusinessHR\\_EN.pdf](https://www.ohchr.org/Documents/Publications/GuidingPrinciplesBusinessHR_EN.pdf)

<sup>5</sup> <https://www.un.org/en/universal-declaration-human-rights/>

<sup>6</sup> <https://www.ilo.org/declaration/lang--en/index.htm>

<sup>7</sup> <https://www.weeps.org/about>

- The ILO Declaration on Fundamental Principles and Rights at Work (1998),
- The OECD Guidelines for Multinational Enterprises (2011),
- The UN Global Compact (2000),
- The UN Guiding Principles on Business and Human Rights (2011),
- The Women’s Empowerment Principles (2011).
- Worst Forms of Child Labour Convention (Convention No. 182), (1999)

#### **4. COMMITMENTS**

Aygaz Group respects the rights of its employees, directors, officers, shareholders, Business Partners, customers, and all other individuals affected by its operations, products or services by fulfilling the principles of the Universal Declaration of Human Rights (UDHR) and the ILO Declaration on Fundamental Principles and Rights at Work.

Aygaz Group undertakes to treat all employees in an honest and fair manner, and to provide a safe and healthy working environment that respects human dignity while avoiding discrimination.

Aygaz Group may also apply additional standards considering vulnerable and disadvantaged groups who are more open to the negative Human Rights impacts and require particular attention. Aygaz Group considers the specific circumstances of groups whose rights are further elaborated by United Nations instruments: indigenous peoples; women; ethnic, religious and linguistic minorities; children; persons with disabilities; and migrant workers and their families, as indicated in the UN Guiding Principles on Business and Human Rights.

#### **Diversity and Equal Recruitment Opportunities**

Aygaz Group strives to employ individuals from different cultures, career experiences and backgrounds. Decision making processes in recruitment depend on job requirements and personal qualifications regardless of race, religion, nationality, gender, age, civil status and disability.

#### **Non-Discrimination**

Zero-tolerance towards discrimination is a key principle in the entire employment process, including promotion, assignment and training. Aygaz Group expects all its employees to demonstrate the same sensibility in their behavior towards each other.

Aygaz Group cares to treat its employees equally by offering equal rights and opportunities. All kinds of discrimination and disrespect founded on race, gender, color, national or social origin, ethnicity, religion, age, disability, sexual orientation, gender definition or political opinion are unacceptable.

#### **Zero Tolerance to Child / Forced Labor**

Aygaz Group strongly opposes child labor, which causes children's physical and psychological harm, and interferes with their right to education. In addition, Aygaz Group opposes all forms of

forced labor, which is defined as work that is performed involuntarily and under the menace of any penalty.

Pursuant to Conventions and Recommendations of the ILO, the Universal Declaration of Human Rights, and the UN Global Compact, Aygaz Group has a zero-tolerance policy towards slavery and human trafficking and expects all its Business Partners to act accordingly.

### **Freedom of Organization and Collective Agreement**

Aygaz Group respects employees' right and freedom of choice to join a trade union, and to collectively bargain without feeling any fear of retaliation. Aygaz Group is committed to a constructive dialogue with the freely chosen representatives of its employees, represented by a legally recognized labor union.

### **Health and Safety**

The protection of health and safety of the employees, and other persons which are, for any reason, present in a work area is one of the top concerns of Aygaz Group companies. Aygaz Group provides a safe and healthy working environment. Aygaz Group companies take necessary security measures in workplaces in a manner that respects the dignity, privacy, and reputation of each person. Aygaz Group complies with all relevant regulations and implements all required security measures for all its working areas.

In the case of finding out any unsafe conditions or unsafe behaviors in the working areas, Aygaz Group companies take necessary actions immediately to ensure the health, safety, and security of its customers and employees.

### **No Harassment and Violence**

A key aspect to safeguarding the personal dignity of employees is to ensure that harassment or violence does not occur, or if it occurs sanctioned adequately. Aygaz Group is committed to providing a workplace free of violence, harassment, and other insecure or disturbing conditions. As such, Aygaz Group does not tolerate any form of physical, verbal, sexual or psychological harassment, bullying, abuse, or threats.

### **Working Hours and Compensation**

Aygaz Group complies with the legal working hours in line with the local regulations of the countries where it operates. It is crucial that employees have regular breaks, vacations, and establish an efficient work-life balance.

The wage determination process is established in a competitive manner according to the relevant sectors and the local labor market, and in accordance with the terms of collective bargaining agreements if applicable. All compensations, including social benefits are paid in accordance with the applicable laws and regulations.

Aygaz Group employees may request further information from the officer or department in charge of compliance regarding the laws and regulations that regulate working conditions in their own countries, if they wish so.

### **Personal Development**

Aygaz Group provides its employees with opportunities to develop their talent and potential, and to build their skills. Regarding human capital as the valuable resource, Aygaz Group puts effort into the employees' comprehensive personal development by supporting them with internal and external trainings.

### **Data Privacy**

In order to protect the personal information of its employees, Aygaz Group maintains high level data privacy standards. Data privacy standards are implemented in accordance with related legislations.

Aygaz Group expects the employees to comply with data privacy laws in each of the countries it operates.

### **Political Activities**

Aygaz Group respect its employees' legal and voluntary political participations. Employees may make personal donations to a political party or a political candidate or engage in political activities outside working hours. It is, however, strictly forbidden to use company funds or other resources for such donations or any other political activity.

## **5. COMPLIANCE TO THE POLICIES AND CONTACT**

Aygaz Group undertakes to comply with all the applicable labor and employment laws. This Policy is in line with the Aygaz Group Code of Ethics and Business Conduct and the Koç Group Code of Ethics. You may find the relevant policies on Aygaz A.Ş. and Koç Holding A.Ş. websites.

## **6. AUTHORITY AND RESPONSIBILITIES**

This Policy's responsibility belongs to CEO and Ethics Committee at highest level. All employees and directors of Aygaz Group are responsible for complying with this Policy, implementing and supporting the relevant Aygaz Group company's procedures and controls in accordance with the requirements in this Policy. Each Aygaz Group company also expects and takes necessary steps to ensure that all its Business Partners to the extent applicable complies with and/or acts in line with this Policy.

If there is a discrepancy between the local regulations, applicable in the countries where Aygaz Group operates, and this Policy, subject to such practice not being a violation of the relevant local laws and regulations, the stricter of the two, supersede.

If you become aware of any action you believe to be inconsistent with this Policy, the applicable law or Aygaz Group Code of Ethics and Business Conduct or Koç Group Code of Ethics, you may seek guidance or report this incident to your line managers.

Besides, regarding all your questions and problems including the violation of this Policy, you may contact Aygaz Group Human Resources Directorate 7/24 via following e-mail addresses and get quick guidance: [ikyator@aygaz.com.tr](mailto:ikyator@aygaz.com.tr) and [aygazinsankaynaklariyoneticiligi@aygaz.com.tr](mailto:aygazinsankaynaklariyoneticiligi@aygaz.com.tr). You can send your complaints, questions and recommendations to the following e-mail address: [uyum@aygaz.com.tr](mailto:uyum@aygaz.com.tr). You may alternatively report the incident to Koç Holding’s Ethics Hotline via the following link: “[koc.com.tr/hotline](http://koc.com.tr/hotline)”.

Aygaz Group employees may consult the Aygaz Group Human Resources Directorate for their questions related to this Policy and its application. Violation of this Policy may result in significant disciplinary actions including dismissal. If this Policy is violated by third parties, their contracts may be terminated.

## **7. REVISION HISTORY**

This Policy takes effect on 04.08.2021 as of the date approved by the Board of Directors and is maintained by Aygaz Group Human Resources Directorate.

<b>Revision</b>	<b>Date</b>	<b>Comment</b>