

## **CODE OF CONDUCT**

**PARSAN MACHINERY PARTS IND. TRADE. Inc. As PARSAN**, we believe that ethical and responsible behavior that is respectful to society, people and the environment is the most important factor in achieving our goals. All suppliers doing business with PARSAN; vendors, consultants, agents and all other providers of goods and services (hereinafter referred to as “Suppliers”) are covered by the “Supplier Code of Conduct”. As PARSAN; We request all our Suppliers to convey the Code of Conduct in this text to all relevant persons working in their own organizations, to make them accessible, to ensure that their employees act in accordance with the principles set forth in the Supplier Code of Conduct, and we expect them to share our commitment to ethical principles throughout our business relationship.

Parsan may request the dismissal of any supplier's employee who acts in violation of the Supplier Code of Conduct and the law or in contradiction with these rules, or may terminate all cooperation with the relevant supplier.

### **1. LEGAL REQUIREMENTS**

PARSAN suppliers must know and comply with the national and international laws and other legal requirements regarding their commercial activities and their business. They act in accordance with the provisions of the contract signed together with all applicable legislation.

### **2. COMPETITION LAW**

PARSAN suppliers do not engage in anti-competitive business or transactions. They do business in full compliance with the provisions of the legislation regulating their fields of activity. Suppliers must conduct business in full compliance with antitrust and fair competition laws.

### **3. HUMAN RIGHTS AND CHILD LABOR PROHIBITION**

PARSAN suppliers cannot employ child labor, and must comply with the minimum working age restrictions set by national law or legislation and International Labor Organization (ILO) standards. However, suppliers cannot employ children and young workers under the age of eighteen in industrial works at night.

### **4. PROHIBITION OF DISCRIMINATION**

PARSAN Suppliers, in all employment-related decisions such as recruitment, promotion, compensation, fringe benefits, training, compulsory dismissal, termination; They cannot discriminate based on language, race, color, gender, disability, political thought, philosophical belief, religion, sect and similar reasons.

## 5. BRIBERY AND CORRUPTION

PARSAN suppliers do not give bribes, payments or anything of value to institutions, organizations or real persons, do not offer or accept anything given from institutions, organizations or individuals for this purpose. Takes necessary measures to combat bribery and corruption. It must comply with all applicable national and international anti-corruption laws.

## 6. WORKING CONDITIONS

**Occupational Health and Safety:** Parsan suppliers take all precautions in terms of occupational health and safety. In this context, it provides its employees with all necessary training, equipment and equipment. It provides the necessary opportunities for the management of health and safety risks and the prevention of occupational accidents and diseases. By providing training opportunities to their employees, they ensure that they are trained on occupational health and safety measures and that they implement the determined measures.

**Environment:** Parsan suppliers must continue their activities in accordance with all applicable national and international environmental laws and regulations. Evaluates the environmental impacts of his works and decisions, takes the necessary measures for the protection of natural resources, reduction of waste and pollution control. They provide continuous improvement in order to minimize the pollution of the environment and protect the environment, and they spread this awareness to all their employees.

**Respect for Employee:** Parsan suppliers respect each individual's dignity, privacy, freedom of expression and rights.

**Preventing Harassment:** Parsan suppliers are obliged to provide their employees with a working environment free from mental, physical, sexual or other forms of harassment and discomfort.

**Fair Pay and Working Times:** Parsan suppliers, the wages paid to their employees, overtime or all rights related to wages must be equal to or more than the amounts determined according to the applicable Labor Law and other relevant legislation. For overtime, the overtime fee specified in the law will be paid, and in cases where there is no legal obligation, it is essential to pay at least the normal hourly rate. Employees must have at least one week off every seven days.

**Right to Organize and Collective Bargaining:** Parsan suppliers recognize the rights of their employees to organize and collective bargaining in accordance with the law, and cannot apply discrimination and pressure to their employees for joining such legal organizations or unions.

## 7. ACCEPTING/GIVING GIFTS

Parsan suppliers cannot send or accept gifts and assets that create the impression of the existence of an irregularity, that may cause a relationship of dependency or that may be perceived as such, with the exception of commercial traditions and promotional materials and gifts such as pens, calendars, etc., which do not exceed one-fourth of the minimum wage.

## **8. BUSINESS ETHICS**

Depending on the industry, Parsan suppliers avoid testing on animals and using them in clinical trials, and alternatives that are scientifically valid and appropriate in terms of relevant regulators are evaluated, limited to mandatory circumstances. Necessary measures are taken to prevent the use of conflict minerals. Conflict minerals are minerals purchased by those who violate or acknowledge human rights violations.

## **9 PROTECTION OF PERSONAL DATA**

As PARSAN, we respect the privacy of private life. Parsan may transfer data of certain real persons, including but not limited to employees, consultants, customers, suppliers and consumers, when necessary during the business relationship process with its suppliers. Therefore, all Parsan suppliers must ensure that the personal data shared by Parsan due to the business relationship is processed and preserved in accordance with the law and necessary security measures are taken; They must comply with the principles, principles and procedures stipulated in all applicable data privacy legislation, including the European Union General Data Protection Regulation, which entered into force on May 25, 2018, and the Personal Data Protection Law No. 6698. Parsan suppliers accept and undertake certain contractual obligations regarding this issue in the contracts to be concluded with the Group in order to guarantee the protection of personal data.

## **10. ACCURACY OF RECORDS**

Parsan suppliers keep records and books regarding all their transactions in a way that reflects the truth in an accurate, honest and timely manner. It does not falsify its records and does not hide the transactions it performs. It keeps its records in accordance with legal requirements.

## **11. INFORMATION SECURITY**

Parsan suppliers are obliged to protect all confidential information belonging to Parsan and to which they have access, including trade secrets, know-how, all documents, designs, projects and financial data they have about Parsan, and no matter how and in any way, unless otherwise stated in the contracts, they are obliged to protect third parties. They do not disclose or make available to individuals.