



KOTON HUMAN RESOURCES POLICY

"Success through our values is woven into our DNA."

Purpose

This Policy aims to set forth Koton's commitment to the fundamental principles and objectives that guide its human resources practices. It is designed to continuously strengthen and develop our workforce, which we regard as our most valuable asset in achieving the Company's strategic objectives, through fair, transparent, and sustainable human resources practices.

Scope

This Human Resources Policy applies to all Koton employees in Türkiye and abroad.

Fundamental Principles and Objectives

The fundamental principles and objectives of our human resources practices, which support our strategic business plans, are to:

- Promote approaches that enhance organizational capabilities and strengthen our competitive advantage;
- Attract and retain talents with leadership potential while supporting their continuous development;
- Foster a high-performance culture; and
- Establish, maintain, and continuously improve an organization that preserves and strengthens an inclusive corporate culture that values diversity and enhances employee engagement.

Areas of Application and Our Commitments

1. Equal Opportunity

We believe that all our employees are valuable, and we offer them fair and inclusive opportunities based on their roles and responsibilities.

We do not tolerate discrimination in recruitment, promotion, compensation, or training opportunities. Factors such as race, gender, age, religion, disability, ethnicity, or political views do not influence our employment-related decisions.

2. Recruitment and Placement

We conduct our recruitment processes transparently, based on competencies and the requirements of each position. By matching the right people with the right roles, we strive to achieve long-term success.



3. Learning and Development

We support the professional and personal development of our employees. Through our annual training plans, we encourage continuous learning and development.

4. Performance Management

Through our fair and objective performance evaluation system, we regularly evaluate our employees' contributions and provide feedback to identify opportunities for development.

5. Compensation and Benefits

We determine our compensation policy based on market conditions, internal equity, and performance-based criteria. Through our benefits programs, we aim to enhance employee satisfaction and support a healthy work-life balance.

6. Leadership

At Koton, leadership is defined not only by managerial capabilities but also by cultural alignment and a commitment to continuous personal development. We define leadership behaviors through the following competencies:

- Living and Promoting Our Values
- Agility
- Multidimensional Thinking and Strategic Decision-Making
- Building Relationships through Emotional Intelligence
- Business Acumen
- Shaping the Future
- Digital Literacy

7. Internal Communication

Fostering a corporate culture built on open communication is one of our priorities. We regularly seek and evaluate our employees' feedback and suggestions.

8. Ethical Conduct and Employee Rights

Every employee is expected to uphold our ethical principles. We respect employee rights and regard occupational health and safety as a fundamental priority.

9. Diversity and Inclusion

We recognize diversity as a source of strength. We undertake proactive initiatives to promote diversity and foster an inclusive workplace.

10. Participation in Decision-Making

We provide our employees with opportunities to participate in and be represented in decision-making processes through committees and representative bodies.

- **Gender Equality Committee:** Koton recognizes gender equality as a fundamental human right and an integral part of sustainable development. We are committed to providing equal opportunities for all employees and fostering an inclusive work environment. The Committee carries out



awareness initiatives, develops projects, and represents the Company in internal and external forums.



- **Sustainability Committee:** We approach sustainability through our "Respect for Life" philosophy, guided by respect for the planet, people, society, and our business. We pursue our environmental, social, and economic initiatives through a holistic approach. We take an active role in advancing practices that inspire our industry and the broader business community in areas such as climate action, the circular economy, the efficient use of natural resources, and ethical supply chain management.
- **Ethics Committee:** At Koton, ensuring that all employees work in a fair, safe, and respectful environment and act in accordance with our Code of Business Ethics is a priority. Ethical violations may be reported anonymously through an independent third-party provider, available 24/7, or by email at etik@koton.com.tr .All reports are treated confidentially and reviewed impartially in accordance with our values.
- **Occupational Health and Safety Committee:** The Committee oversees the assessment of workplace risks, monitors the implementation of relevant policies and procedures, and supports compliance with applicable legal and regulatory requirements.
- **Employee Representative:** The Employee Representative is responsible for communicating employees' views regarding occupational health and safety, monitoring related practices, and helping ensure that appropriate measures are taken.

Responsibilities

The Human Resources Department is responsible for the implementation, ongoing development, and oversight of this Policy. All managers and employees are obliged to comply with this Policy.

Effective Date

This Policy takes effect on 16 July 2025. This Human Resources Policy may be reviewed and updated as needed.