

CODES OF CONDUCT HANDBOOK

Approved :	Formplast Board of Directors
Approval :	04.05.2017

- **Codes of Conduct Handbook**

has been prepared in order to guide our personnel to act in accordance with company's codes of conduct and to ensure that the company's ethical standards are adopted by customers, suppliers and third parties.

- **Honesty;**

Integrity and honesty are our principal values in all of our business processes and relations. We act with integrity and honesty in our relations with our personnel and all the stakeholders.

- **Confidentiality;**

Confidential and private information covers the information that may cause disadvantage in terms of competition, Formplast's trade secrets, data related to employee's personal benefits, and information within the framework of "confidentiality agreements" drawn up with the third parties.

As Formplast employees, we make our best efforts to ensure that confidentiality and private information of our personnel, other persons and organizations, who/which we work with, are protected. As Formplast employees, we protect the confidential information related to or company's business activities, use this information only in accordance with the objectives of Formplast, and share this data only with the relevant parties within the limits of authorities granted.

- **Conflict of Interest;**

As Formplast employees, we aim to avoid relations and situations that cause potential or actual conflict of interests. We do not capitalize on personal benefits from persons or organizations, with which we are in a business relationship by making use of our current positions personally, through our family members and/or relatives.

- **Our Responsibilities;**

In addition to our legal responsibilities, on behalf of Formplast, we make our best efforts to ensure that below-mentioned responsibilities towards our customers, our personnel, suppliers, business partners, competitors, persons, the society are fully met.

- **Our Legal Responsibilities;**

We conduct all our activities and transactions in domestic and international market in accordance with local laws and international law, and provide accurate, complete and comprehensive information to regulatory agencies and organizations in due time.

In all of our activities and transactions, we treat all the public institutions and organizations, administrative bodies, non-governmental organizations and political parties equally without any expectation of benefit, and fulfil our obligations with this sense of responsibility.

- **Our Responsibilities to Our Customers;**

We work with a proactive approach, on the basis of customer satisfaction in order to respond to our customers' needs and demands in the shortest time and most accurate manner possible. We provide our services in a timely manner and under the terms that we promised, and approach to our customers within the framework of rules of respect, honour, justice, equality and courtesy.

- **Our Responsibilities to Our Employees;**

We ensure that personal rights benefits of employees are implemented fully and accurately. We approach to our personnel in an honest and fair manner, and commit to provide a non-discriminative, safe and healthy working environment. We make necessary efforts for the individual development of our personnel, and support them to voluntarily participate in social events and activities with social responsibility awareness, and observe the balance between business life and private life.

- **Our Responsibilities to our Suppliers/Business Partners;**

We act fairly and respectfully to our Suppliers/Business Partners as it is expected from a good customer, and show maximum effort to fulfil our obligations in time. We protect the confidential information of persons and organizations, with whom/which we conduct business.

- **Our Responsibilities to Our Competitors;**

We compete only in legal and ethical fields in an efficient manner, and avoid unfair competition. We support all plans and organizations, which are intended to ensure the competitive structure that we pursue as a society.

- **Our Responsibilities to Environment, Society and Humanity**

Formplast ensures that all the stakeholders, employees, customers and society is aware of our company's environmentally friendly approach and practices. Formplast develops its successful strategies without doing any harm to the needs of generations to come by allowing each stakeholder to derive maximum profit.

Protecting democracy, human rights and the environment, education and charity activities, and abolition of crimes and corruption is of paramount importance for our company.

We do not give / accept gifts, products and services etc. beyond their intended purposes, and which can be considered as bribe.

Policies Supporting the Codes of Conduct;

- **Occupational Safety, Health and Environment;**

Formplast regards the occupational health and safety of its employees as a principal value. There are also comprehensive local and international laws for providing a safe workplace. The Company strictly adheres to these laws. Any incident that results with the serious injury or death of an employee is investigated by official authorities thoroughly. Comprehensive and regular trainings are provided, and regular audits are organized to ensure that occupational safety laws are learned and implemented accurately.

Personnel training programs and effective audits related to environmental performance are strictly implemented by Formplast to ensure environmental health at the workplace.

Employees:**- Fair Working Environment Policy,**

Formplast considers providing and sustaining a fair working environment for the employees as one of its top priorities. The Company aims to increase the development and commitment of its employees by providing a fair, healthy and safe environment, which is in accordance with all the applicable laws and regulations, and respectful to its personnel.

Formplast is an employer that provides equal opportunities and strictly avoids discrimination with regard to age, race, belief, skin colour, gender, language, nationality, marital status, sexual orientation, seniority, political opinion, military service, real or perceived disability or handicaps, religion and other legally protected features. This policy is implemented to all employment terms and conditions including but not limited to recruitment, placement, promotion, termination of labour contract, dismissal, recall, transfer, leave, wage and training/education. Any form of harassment will not be tolerated by Formplast. Each and any of this forms of discrimination are against the laws, and those who are involved within the activity domain of Formplast are strictly prohibited from exhibiting such behaviours. Persons who suspect that Fair Working Environment Policy is violated must immediately inform their managers and/or any member of the management.

- Confidentiality and Confidentiality of Employee Information;

We respect the private lives and personal space of employees.

Violation of employees' right of privacy at the workplace or areas where they perform their duties is against the laws and codes of conduct; Formplast will not tolerate any such offence. In this context, the aim is to ensure that employees work at an environment, where their physical, sexual and emotional confidentiality rights are protected.

Employees' confidentiality rights related to use of computer, e-mail and internet are respected; on the other hand, employees' communication via electronic medium may be checked when the violation of Codes of Conduct is in question.

The company's computers must be used for work; employees must not have confidentiality expectations when they use company computers, audio and electronic mail accounts.

- Confidentiality and Confidentiality of Customer-Supplier Information;

Attaching significant importance to the confidentiality of customers and suppliers, Formplast signs a confidentiality contract with all customers and suppliers, with which/whom a business relationship is established.

- **A respectful workplace without harassment;**

A positive and harmonised working environment is created at Formplast in order to encourage cooperation and people of different race, gender, religion, skin colour, sect, nationality, belief, disability, age and opinions work together in harmony. Any act of discrimination by any employee or director, agency, consultant, guest, customer, invitee, third parties including product and service suppliers will not be tolerated.

Persons who are involved in business activities of Formplast must respect the rights and cultural differences of individuals.

No employee, manager or company personnel is allowed to be involved in any act of harassment, because such acts will affect Formplast and everyone employed by Formplast negatively.

Sexual harassment is a form of harassment and against the laws. In a broader sense of the word, sexual harassment refers to unwanted sexual approaches, requests for sexual privilege and other verbal or physical behaviours with sexual implications. This harassment can take place in two ways: Harassment in exchange of anything or by creating a hostile environment.

Commenting on a person's body, physical appearance or life style based on one's race, gender, nationality, religion or disability or any other feature.

Any unwanted sexual approach to another person, intolerable physical contact or touching. Disturbing non-verbal behaviours, which are perceived by the other person as unwanted sexual behaviour such as leering and staring.

Showing or exhibiting any explicit or obscene graphic, caricature, picture, photograph or object related to any feature that is under the category of race, gender, nationality, race, disability or any other legally protected feature, obscene stories, jokes, hints or comments at the work place. Statements or threats which imply, connote that there is a connection between an employee's religion, sexual behaviour, employment situation, promotion potential, salary and other actions related to employment, or which are expressed in a manner that such an implication is made.

Harassment or discrimination, which is based on one of the legally protected features mentioned above, is against the laws. Verbal, physical and environment discrimination cannot be accepted and tolerated.

- **The Policy of Giving and Receiving Gifts,**

Formplast employees will avoid requesting or accepting gifts, earnings, benefits or accommodation that could affect their or others' objectivity, decisions and behaviours, and propose such gifts, benefits or accommodation, which could affect their objectivity, decisions and behaviours, to third persons or organizations.

Strict compliance with this rule will protect Formplast and its employees any alleged or actual conflicts of interests or criticisms, litigations or embarrassment resulting from such unethical practices.