

**EMPLOY  
EES  
HANDBOOK AND  
BUSINESS ETHICS  
RULES**



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# Welcome to the Natural Energy Family

Dear Colleague,

With the awareness that our most important resource is our human resources, we aim to have employees with high motivation and efficiency and prioritize investing in "human resources".

We do not discriminate or grant privileges among our employees due to differences in language, race, gender, religion, ethnic and cultural origin. All employees are evaluated within the principle of equality.

This guide has been prepared to help employees in the daily application of the natural principles.

Welcome to Naturel.

**BORA BİLGİN**  
GENERAL MANAGER

# Our Values

Our values that we take as the main reference in our way of doing business:

## **Being Friendly with the Environment**

By using modern technology, protecting the natural resources in the environment, world-class environmentally friendly production is an indicator of the value we attach to quality rather than quantity.

## **Creating Added Value with Corporate Social Responsibility Projects**

Carrying out many social responsibility projects in cooperation with various institutions, organizations and non-governmental organizations in all areas of our country and providing added value to the region and society through these projects is an expression of the value and respect we attach to the society we are a part of.

## **Working with Team Approach**

Our employees and the employees of the sub-companies that do business with us are members of the Naturel family. It is essential to keep team awareness in the forefront and to adopt the sharing of all achievements as a team.

## **Continuous Improvement**

We get our strength from our competent and successful human resources. Being a dynamic and constantly developing organization by offering all necessary and possible development opportunities to our employees and improving our working conditions is our biggest basis for achieving our corporate goals.

## **Adherence to Universal Ethical Values**

Compliance with laws, human rights and business ethics in all our practices is one of the indispensable values of our honest and human-oriented management.

# Mission and Vision

## **Our mission**

Meeting energy needs from renewable energy sources within the framework of respect for the environment and sustainability principles

## **Our Vision**

To be a leader, trusted and global business partner that values its stakeholders with the sustainable solutions we provide in the renewable energy sector

# Performance Management System

Performance Management System aims to observe the efforts and developments of the employees in their competencies related to the tasks they perform.

Information obtained from performance evaluation;

- In the regulation of personal fees,
- Determining training needs and making training plans,
- It is used in the creation of career plans.

The performance evaluation process takes place in the last two months of the relevant calendar year and is carried out once a year. The performance of each employee is evaluated together by the unit manager and human resources.

During the performance evaluation process, the relevant unit managers hold a performance interview with the employee and prepare the development areas and plan of the employee together for the next year.

# Competencies

As Naturel Enerji, we accept that each person has his own unique qualities and that doing the work in accordance with these qualities has an important place in ensuring his satisfaction.

For this reason, we have created our entire Human Resources system "Competency-Oriented" to ensure that the qualifications required by the job match the characteristics of our employees.

"Competence" can be defined as the behaviors that include the technical knowledge of a job that is necessary for the best performance of a job, the skills that need to be possessed in order to do the job, and our attitudes that determine the way we approach the job and our environment during the performance of the job.

In this context, we have determined 30 competencies for Naturel Energy. Determination of training needs and training planning, career planning and wage regulation, which are our basic Human Resources applications, are based on the observation of our employee's job-related competencies, in other words, performance evaluation.

# Competencies

The competencies we have determined for Natural Energy are as follows.

## **Leadership Competencies**

1. Decision Making
2. Coordination and Planning
3. Providing a Safe and Disciplined Working Environment
4. Authorisation and Empowerment
5. Effective Listening and Understanding
6. Recognizing and Motivating Subordinates
7. Mentoring Your Subordinates (Guidance)
8. Appreciation – Awareness of Achievements
9. Becoming a Role Model
10. Exhibiting Mature and Positive Approaches

## **Vocational Competencies**

1. Information and Experience
2. Use of Information Technologies and Equipment
3. Accessing Information Sources
4. Performing the Work Timely and Correctly

## **Personal Competencies**

1. Becoming a Team Player
2. Being a Sharer
3. Communicating Effectively
4. Constructive Communication
5. Openness to Feedback and Criticism
6. Having Solution-Oriented Attitudes and Behaviors
7. Respecting His/her Job and Responsibilities
8. Taking Initiative
9. Timeliness, Adherence to Plans and Resources Respect
10. Demonstrating Responsive Behaviors and Commitment
11. Being Transparent & Open

## **Respect for Resources**

1. Demonstrating Responsive Behaviors and Commitment
2. Being Transparent & Open
3. Willingness to Learn and Improve
4. Multidimensional and Creative Thinking
5. Compliance with Company Procedures and Rules
6. Compliance with Occupational Health and Safety Rules
7. Adopting Corporate Values



## **Training and Development Studies**

The aim of the training and development studies is to help the professional and personal development of the employees. Unit managers submit to Human Resources the list of vocational trainings they recommend for the next year, in October-November each year.

Personal development trainings are planned and conducted by the Human Resources and Organizational Development Unit in cooperation with the unit managers for all employees.

# Wages

Employees at Naturel Energy work on a monthly salary basis. The starting wage of the employee is expressed in gross TL in the employment contract.

Wage adjustment competencies are determined by considering the salary median in the Energy sector of the business line and position and the salary scale for the company. The results of the annual inflation and performance evaluation system are used in wage increases.

The employee is informed in writing about the salary adjustments by the Human Resources and Organizational Development unit.

Monthly salaries of the employees are deposited into the bank account of the employee within the first 5 days of the month following the month of employment.

# Attendance & Holidays

Employees are responsible for coming to work and complying with the specified working hours in accordance with the planning. First supervisors are primarily responsible for monitoring the employee's attendance status.

Working hours in Naturel Energy are determined as 09:00 – 18:30. The management may change the working hours when it deems necessary.

## Public Holidays

Employees benefit from all public holidays declared and accepted by law. These public holidays consist of religious holidays and the following national holidays and other holidays. Holidays or general holidays that coincide with weekend holidays do not create extra holidays. Religious holidays start at 13:00 on the eve before the first holiday.

January 1 - First Day of the New Year

April 23 - National Sovereignty and Children's

Day May 1 - Labor and Solidarity Day

19 May - Commemoration of Atatürk, Youth and

Sports Day 15 July - Democracy and National Unity

Day

August 30 - Victory Day

October 28 (after 13:00) and October 29 - Republic Day

Ramadan Day - 3.5 days

Eid al-Adha - 4.5 days

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# business Travels

The subject of business travel is explained in the Travel and Allowance Policy. It is important that the relevant travel forms are used in accordance with the procedure.

## General Provisions Arising from the Business Relationship

1. The Employee undertakes the following obligations with his/her employment in Naturel Enerji:

- To carry out the tasks assigned to him in accordance with the job description and in accordance with the instructions of the manager.
- To take part in other works that are directly or indirectly related to his/her job and that he/she can do.
- To comply with the rules, procedures and instructions in the "Employee Handbook" of Natural Energy.
- Always be careful about the order, safety and security in the workplace.

2. Employees may not work in another workplace or work or for another job during or outside the working hours without the written permission of the employer.

3. Employees shall keep confidential all information they have learned in writing or verbally, including information they have learned from documents, drawings, reports, all kinds of documents related to the work. The parties shall not disclose this information to third parties or use it for any purpose other than the performance of their works. The confidentiality of this information is also guaranteed by the employer with the Employment Contract of the employee. Such confidential information may only be disclosed to third parties upon the prior written approval of the General Manager.

## Informing the Employer

The employee is obliged to immediately notify the Human Resources and Organizational Development Unit in writing of the changes that occur later in the information he/she stated during the recruitment.

Naturel Energy makes a notification to the employee to the registered address of the employee, which is currently visible in Human Resources, and considers this notification valid.

Under normal circumstances, the employee may not be absent from work by requesting permission from his/her manager by phone and may not request annual leave on the phone. However, if the employee is unable to come to work due to a disease or emergency, he/she must inform his/her manager as soon as possible and ask for permission.

## **Working Hours and Presence in the Workplace**

Employees are obliged to comply with the specified working hours.

The employee should only be in his/her own business unit or in the place where he/she should be for his/her duty.

All spaces, furnishings and equipment for common use, especially rest and dining places and toilets, should be kept clean and tidy.

## **Prohibition of Alcoholic Beverages, Drugs and Smoking**

It is forbidden to come to the workplace while under the influence of alcohol or drugs. If there is any indication that staff are under the influence of alcohol or drugs in their behavior, the management may request the company doctor or any health authority to perform alcohol or drug tests on the person.

It is forbidden to bring alcoholic beverages or drugs to the workplace, to offer, drink and keep alcoholic beverages or substances classified as drugs in the workplace. Smoking is strictly forbidden in the workplace, except where smoking is released with an open letter or sign in the workplace and there is a fixed ashtray placed by Naturel Energy.



# Ensuring the Order and Peace of the Working Environment

## It is forbidden to do the following.

- Putting up posters, writing on walls/ drawing, distributing flyers or printed material without the approval of the Senior Management.
- To sell and buy any kind of goods/products within the working area.
- To send announcements to the company employees in the e-mail environment in the nature of advertisement and/or contrary to general morality.
- Dealing with non-business related issues during working hours, making it a habit
- Coming to the workplace with clothes that do not fit the corporate culture.
  
- To make loud comments /speeches on political and religious issues and to influence people, to make propaganda.
  
- Requesting loans from colleagues in a way that will cause discomfort, requesting them to be "guarantors" for him/her, making his/her managers as guarantors for any reason (such as to get a bank loan)
  
- Deliberately giving false information to his/her colleagues and/or manager, misleading them.
  
- Even if not by targeting a certain person in the workplace; saying bad words, insulting , speaking disrespectfully.
  
- Exhibiting annoyful, aggressive, arrogant or rude to his/her colleagues.
- Speaking loudly, on a mobile phone or with each other in the work area in a way that disturbs other people.
  
- Ignoring this situation and not reporting it to Human Resources if it is witnessed that occupational health and safety rules are violated
  
- To provide information to third parties from outside the company on company information, HR issues, salaries, etc.

## Occupational Health and Safety and the Environment

Occupational health, safety and environment have a very important place in our company. Each employee is responsible for both his/her own occupational safety and the occupational safety of his/her colleagues, as well as all procedures and instructions related to the environment that he/she is obliged to comply with. Each employee is obliged to know our occupational health, safety and environmental policy and to do the necessary.

In addition to the periodic examinations to be carried out, each employee may be examined at a doctor or health institution to be directed by Naturel Enerji when deemed necessary upon the request of Naturel Enerji.

## Code of Business Ethics

The Code of Ethics is a set of rules that guide our actions and operations within the framework of laws, regulations and procedures.

All Naturel Energy employees sign a commitment that these rules are considered as a part of the " Employment Contract ". Employees must know, understand and apply the principles within the Code of Business Ethics.

The Natural Energy Code of Business Ethics applies to all employees.

### **Honesty and Integrity**

Honesty and Integrity are our primary values in all our business processes and relationships

In all our activities, transactions and relations, we act in accordance with the principles of honesty and Integrity when fulfilling our behaviors, duties and responsibilities towards third parties with whom we have a relationship on behalf of Natural Energy, our colleagues, supervisors and subordinates within the company, in short, all our internal and external customers.

### **Equality and Justice**

It is our important and indispensable values to be egalitarian and fair in all our activities, transactions and relationships. We treat each other fairly and respectfully; we do not discriminate based on religion, language, race, gender and similar characteristics.

# Code of Business Ethics

## **Compliance with Laws, Regulations and Rules**

We comply with laws, regulations and rules and carry out all our business and transactions in accordance with laws and regulations.

## **Developing Responsible Behaviors and Fulfilling Responsibilities**

We know our place and importance in the whole and exhibit responsible behaviors in accordance with this awareness to our customers , other employees, partners, suppliers , society and the environment. We carry out all our activities and transactions within the framework of laws and provide accurate, complete and understandable information to institutions and organizations in a timely manner.

## **Exhibiting Behaviors Suitable for Natural Energy Name and Image**

Naturel Energy has a superior reputation and reputation for its honest, fair and professional approaches in all its relations and practices, in accordance with the rules of business ethics, respecting the society and the environment. Our employees also bear the responsibility of "representation" naturally by being an employee of Naturel Energy and fulfill this responsibility in accordance with the image and name of Naturel Energy.

## **Environmental Protection, Safety and Occupational Health**

Protecting the environment and human health are the basic principles that we prioritize in all our activities. In our work and working environment, where occupational safety is ensured at a high level, environment and natural resources are protected and consciously used, we as employees take care of these values and perform behaviors , works and transactions in accordance with these values.