

1.0 PURPOSE

The purpose of this policy is to determine the commitments of Naturel Holding and its subsidiaries governing Human Resources related targets, strategies, decisions and actions, in relation to creating a *positive workplace culture, talent acquisition and retention*, training and development, performance evaluation, reward management and employment termination and their continuous improvement in alignment with their vision, mission, strategy, culture and values.

Together with their *Stakeholder Engagement Sub-Committees* Naturel Holding and its Subsidiaries continuously work to improve the human resources policies in line with international best practices.

2.0 SCOPE

This policy applies to Naturel Holding and all its subsidiaries, encompassing all employees, management staff, and prospective candidates for employment.

3.0 PRINCIPLES AND PRACTICES

Naturel Holding and all its subsidiaries are committed to implementing the best sustainability practices and approaches in human resources processes, guided by their vision of becoming continuously more sustainable.

3.1 Creating a Workplace Culture in line with Corporate Values

Naturel Holding and its subsidiaries are committed to;

- developing a workplace culture that values sustainability, innovation, collaborations, equality and inclusion, transparency and accountability,
- integrating international best practices and principles such as UNGC and UNWEPs to their human resources approach and processes
- creating a culture of collaboration and open communication, with interactive conversations with its employees on their values, targets, strategies and actions

3.2 Talent Acquisition, Recruitment and Retention

Talent Acquisition

Naturel Holding and its subsidiaries are committed to;

- openly communicating their values, targets, actions through social media channels to improve employer branding
- building relations with potential candidate through summer internship programmes and in university career days
- using diverse talent networks and recruitment channels to reach a broader network, supporting equality and inclusion
- providing clear and detail job descriptions, provide user friendly application Technologies and processes and keep open and transparent communication with candidates
- benefiting from the network of existing employees

Recruitment process:

Naturel Holding and its subsidiaries are committed to;

- conducting a fair recruitment process and not base any decision based on gender, nationality, faith, religion, ethnicity, race, language, age, marital status, health, disability status or political opinion.
- finding and placing the most suitable candidates based on corporate culture, company objectives, specific competencies, knowledge, and experience

Retention:

Naturel Holding and its subsidiaries are committed to;

- providing equal opportunities to their employees throughout their working life after recruitment,
- supporting their employees's well-being, health and safety and helping them sustain their work life balance
- supporting their employees for their career development with trainings, internal promotion opportunities
- asking its employees participation in important decisions by periodic surveys and collect their inputs on various topics and regularly measuring *employee satisfaction*.

3.3 Work–Life Balance

Naturel Holding and its subsidiaries are committed to;

- promoting a healthy work-life balance through various programs and processes designed to support our employees' personal and professional lives,
- offering flexible work arrangements, including remote work, flexible working hours, and reduced and compressed work weeks, to ensure our employees can achieve work-life balance

3.4 Improving Employees Well-Being

Naturel Holding and its subsidiaries are committed to;

- supporting their new employees to adapt to work-place culture and organisation
- encouraging their employees to participate in projects combining health improving activities such as walking/running and volunteering via participation in Naturel Holding Walking Club

3.5 Corporate Citizenship and Employee Involvement

Naturel Holding and its subsidiaries are committed to;

- fostering employee engagement in voluntary work via Naturel Holding Volunteers Club encourage their employees to participate in volunteering activities in collaboration with NGOs
- continuously improving their corporate citizenship through active community involvement.
- in collaboration with their employees, engaging in projects for charitable donations, corporate/employee volunteering, philanthropic activities, sustainability projects and corporate social responsibility projects

3.6 Training and Development

Naturel Holding and its subsidiaries are committed to;

- supporting employees' development of their knowledge, skills, and competencies and professional growth

- designing training and development programs customized for title and division
- providing regular staff and business management training for its managers
- developing an organisational mentoring program for growing talent with potential for succession

3.7 Performance Management & Career development

Naturel Holding and its subsidiaries are committed to;

- developing best practices in performance management systems involving regular assessments and personalized development plans to ensure employees can reach their full potential.
- supporting high-performance culture by ensuring objectives, KPIs, are clear and transparent, allowing target focused dialogues between managers and employees and instant and continuous structured feedback throughout the year
- supporting employees career growth and advancement within the organization by offering training opportunities for all levels to cultivate leadership skills for future managerial or leadership roles

3.8 Compensation & Reward management

Naturel Holding and its subsidiaries are committed to;

- offering competitive compensation packages that are regularly reviewed and adjusted, based on third party consultant market reports, to ensure they remain in line with industry standards and compensate the performance and contributions of our employees.
- providing side benefits such financial allowance for daycare, elderly and disabled care, heating bills, lunch meals as well as health insurance, severance packages
- valuing all employees' contributions of to corporate targets and create a working environment in which they can demonstrate their performance and potential at the highest level,
- developing a fair and objective recognition and reward management process, supporting high performance, centered on employees' contributions and competencies related to their KPIs and business targets
- providing a performance-based reward system for employees encouraging a high-performance culture, aligning with strategic goals

3.9 Succession Policy

Naturel Holding and its subsidiaries are committed to implementing a succession policy to benefit from the existing talent pool to fill open higher positions, prioritise internal promotions and internal transfers within the organization, in order to ensure the sustainability of operations.

3.10 Employee Health and Safety

Naturel Holding and its subsidiaries are committed to continuously improving health and safety measures in working environments, expecting all employees to comply with health, safety, and security regulations, promote a safe and healthy work environment, and improve our health and safety culture, acting in accordance with the Health and Safety laws and regulations.

4.0 ETHICS

Naturel Holding and its subsidiaries protects the rights of their employees in accordance with applicable laws, regulations, employment contracts and ethics policy.

Human Rights:

As UNGC signatories, Naturel Holding and its subsidiaries are committed to ensuring adoption of UN human rights principles in all aspects of their operations. They work with comprehensive policies and processes to uphold fundamental human rights, ensuring that all employees, partners, and stakeholders are treated with dignity, fairness, and respect in accordance with international human rights standards.

Freedom of Association:

Naturel Holding and its subsidiaries respect their employees' rights to unionize, freedom of association and participate in collective bargaining agreement as stated in the Ethics Policy.

Forced Labor, Youth Employment and Prohibition of Child Labor

Naturel Holding and its subsidiaries develop procedures and practices in strict compliance with all local laws, United Nations International Labor Organization (ILO) standards, and international agreements concerning child labor, forced labor, and youth employment in Turkey and all other countries where they operate, are represented, and managed business activities.

They stand against any form of forced labor, including compulsory work, employment of illegal migrants, and foreign nationals without a work permit, forced labor and any kind of human trafficking, gender discrimination, illegal child labor, child abuse, and all other abusive or exploitative behaviors related to workers, and conduct all their business processes accordingly.

Equality & Inclusion

Naturel Holding and its subsidiaries are committed to sustaining and improving equality and inclusion, promoting diversity, providing equal opportunities within their workforce. They are aiming to support gender equality by providing equal opportunities between women and men in all aspects of human resources approach. They also commit to conducting a fairness in all processes of human resources, and not base any decision based on gender, nationality, faith, religion, ethnicity, race, language, age, marital status, health, disability status or political opinion.

Reviewing of Policy

This Human Resources Policy is reviewed once a year by the Corporate Governance Committee, for evaluation of its effectiveness and making necessary improvements.

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HUMAN RESOURCES POLICY

Naturel Holding

3 REVISION HISTORY

Revision No	Rev. Date	Revised Titles	Explanations
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