HUMAN RESOURCES POLICY

Perfektüp Ambalaj San. ve Tic. A.Ş. has based its Human Resources Policy on being the preferred employer in terms of job satisfaction and professional development.

With the awareness that the high level of satisfaction and loyalty of its employees is one of the most important factors of the successful results achieved over the years, Perfektüp Ambalaj has intensified its efforts in the field of Human Resources in recent years with performance management, year-end performance bonus and effective training programmes.

In this framework, it has accelerated the practices aiming to create new competitive advantages by combining its unique production power with the knowledge and skills of its employees and has adopted the approach of shaping its Human Resources practices according to future needs rather than current needs.

Our Human Resources Basic Principles are summarised as follows;

- Acting without prejudice, respecting and valuing beliefs, cultures and all other differences,
- Establishing goal-oriented effective management systems to improve employee performance and encouraging innovation skills,
- Prioritising the employees of the company and group companies for open positions within the company, and bringing the most qualified individual to the company in cases where it is necessary to turn to external resources,
- To implement the most appropriate development alternatives for the development needs of employees, to guarantee the uninterrupted development of employees through effective training programmes,
- To develop remuneration policies that are fair, competitive and incentivise high performance for the employees to the extent of the financial development and opportunities of the Company and Bell Group of Companies,
- To see the values of teamwork and transparency among the basic principles of Human Resources approaches,
- To keep employee motivation, corporate loyalty and sense of belonging at the highest level by maintaining workplace peace and tranquility,

- To always keep employee health, occupational safety and environmental awareness among the first priorities,
- To act in full compliance with labour law and to act in accordance with ethical and professional standards,
- In accordance with the digitalisation strategies of the company, to keep competent personnel within the company and to ensure their development,
- To strictly comply with the principles of confidentiality in personal information.

A. Employee Selection and Recruitment Process

It is the responsibility of the Human Resources Department to carry out employee selection and recruitment procedures within the framework of human resources and budget policies. The Human Resources Department carries out this process together with the relevant department managers and aims to recruit the most qualified candidates for the position not only according to today's requirements, but also taking into account the needs of the coming days.

B. Career and Promotion Opportunities

As a company policy, our preference is to appoint employees from within the company for managerial positions. Considering the existing vacancies, our employees who will make a career plan are identified within the framework of the performance system applied every year and are prepared for a higher position by being included in the training plan to improve them.

According to the job description and profile of a vacant senior position, the Human Resources Department is notified in writing of the suggestion regarding the employee who is observed by the department manager to fulfil the characteristics such as knowledge, skills, experience, training and commitment to work.

After the Human Resources Department checks the registration and performance information, staffing status and plan-budget control and determines the appropriateness, the appointment to the new position is realised with the approval of the General Manager. The wage difference that may arise from the promotion shall be effective as of the effective date of the decision.

C. Performance Management System

The first evaluation of newly recruited employees is made at the end of their three-month term. Employees who are found favourable are considered as Perfektüp Ambalaj A.Ş. employees under an indefinite

employment contract as of this date. In this evaluation, the employee's competences and suitability for the task are also evaluated by a senior manager.

At the end of the probationary period, the employee sets annual targets together with his/her manager. The employee endeavours to achieve his/her goals throughout the year and is constantly supported by his/her manager.

Performance appraisals are carried out twice a year. At the end of the six-month period, the employee first makes a preliminary performance evaluation of himself/herself, taking into account his/her goals. Then he/she is evaluated by his/her manager. Necessary revisions and guidance are made.

At the end of the year, a general evaluation covering the entire period is carried out and the results of the evaluation are forwarded to the Human Resources Department and the employee's career and training plans are realised according to the results.

For more detailed information, please refer to the 'Performance Planning and Evaluation Procedure'.

D. Training Opportunities

The training needs of our employees are regularly met within the framework of the Training Plan prepared every year in line with the data obtained from performance evaluations and training needs analyses. Perfektüp A.Ş. Training Plan consists of basic trainings, trainings for career planning and technical trainings.

CHAIRMAN OF THE BOARD

Livio MANZINI