

This policy continues its working life by taking into account the following practices in order to be notified by the General Manager of Teksan Makina to its employees, customers and other stakeholders.

A-) Additional Job of The Employee

It is a private matter for the personnel to evaluate their time outside of working hours. However, Teksan does not allow its personnel to engage in practices that may affect their performance and harm their work.

B-) Benefit

"Benefit" is defined as a gift, tip, any service of monetary value.

- No personnel or relatives of personnel should have a relationship with competitors, suppliers or any other company with which they can directly or indirectly benefit.
- Personnel must not be the owner or partner of a competitor company or a private company that will do business with Teksan.
- No personnel can ask a company to do business directly or indirectly on behalf of themselves or their acquaintances.
- It is not allowed to use the company information, product, program for personal benefit or to make it available to third parties.

C-) Gifts and Gratuities

Personnel cannot accept any money, sample product or gift that is not in line with their salary from any person or organization that does or wants to do business with Teksan. Personnel are obliged to report suspicious situations to their manager.

Gifts received on holidays and New Year are considered to be received by the company. The way these gifts will be used is determined by the General Manager.

Dinner invitations from business firms may be accepted if the content is business-related.

At the end of the appreciation and honors, holiday or product awards given to the sales personnel with the approval of the General Manager may be accepted. These prizes are not considered gifts.

D-) Unlawful Behaviours

Employees who engage in the following behaviors are immediately terminated:

- Coming to the workplace with weapons, explosives or flammable materials.
- To remove the non-embezzled property from the workplace without the written permission of the department manager.
- To knowingly and willingly damage the property of the firm or its personnel.
- Misleading, changing, destroying or destroying company reports or records, or helping someone else do them.
- Employing child labor, employing illegal workers or employing illegal immigrants is prohibited in Teksan. Employees of Teksan company continue their working life with the people specified in the Labor Law No. 4857.

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Çağrı Özhan ÇAKIR
General Manager

E-) Improper Use of Confidential Information

Every personnel should be aware that all financial and commercial information concerning Teksan is private and confidential to the company.

Such information is strictly not spoken outside of the assignment framework.

All kinds of commercial, professional, technical information learned by the personnel due to their work and duty at the workplace are considered as "confidential".

F) Adoption and Discrimination

Personnel cannot discriminate in service to employees or customers by discriminating on race, color, gender, nationality, religion, age, marital status, and cannot build their relationships on these situations.

Staff should do their job with a professional approach that will not belittle or embarrass people.

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