

## **ELIF ETHICAL CODE OF CONDUCT**

ELIF Ethical Code,

is drawn up in order to allow ELIF and its employees to achieve shared success, and to develop and maintain mutual relationships in line with universal common values, with the customers and suppliers, and is approved also by the Board of Directors.

"Principled behavior" is the major policy guiding the activities of ELIF. The firm considers the application of same standards and same level of closeness with all its customers, suppliers, and employees as an indispensable obligation, as well as the main driver of its existence and growth.

For the firm, the timely and full performance of obligations specified in laws and contracts, as well as acting on the basis of fairness has priority over all commercial concerns. Current reliability and respectability of ELIF stems from this attitude.

ELIF Ethical Code of Conduct,

covers the basic principles and attitudes of the Firm. The policies of ELIF form an integral monolithic structure with the firm's values and principles. The application, monitoring, and ensuring the maintenance of these principles are among the responsibilities of all ELIF employees, and all employees are required to observe these.

ELIF Employees,

The firm's personnel is required to abide by the "Principles of Work Ethics" when performing their duties. The "Work ethics" principles, based on the values of the firm, were formulated with an awareness that business procedures, standards, and laws and regulations may not always provide sufficient guidance with respect to all our behaviors and attitudes. The Work Ethics Code adopted by the Board of Directors includes basic and Globally accepted principles regarding Honesty, Reliability, Confidence, Protection of Trade Secrets, and Conflicts of Interest.

The employees of ELIF do not plan for or derive personal benefits for himself/herself, his/her relatives or social circle, making use of his/her position in the firm. They also strive to protect the interests of the firm in all business contacts with third parties. The employees shall not engage in close relations with persons or organizations that may benefit from their work related decisions or the confidential information at their command, and shall avoid such acts or behaviors.

Conflicts of interest will come to occur in case the private interests of the employee are actually or potentially in conflict with the interests of ELIF. In case the existing positions of the employees lead to such inappropriate personal interests, no employee will derive benefits from the firm's operations for themselves, members of their family, or any relatives. They do not use or lend the property, knowledge, and titles of the firm for personal interests. In order to protect the intellectual property of ELIF and its customers, the employees are responsible with protecting the information protected and used in programs such as Isoft, SAP etc., and acting in line with Information Security policies and procedures.

ELIF employees shall give and receive gifts from persons, agencies and organizations they come into contact with due to their work, only within the framework of established rules of the firm.

The employees should use the firm's assets only for work related purposes, protect them, and ensure their most effective use. In cases where the employee determines cases otherwise, all ELIFk employees are tasked with protecting and guarding the firm's assets before employees or 3rd Parties, and with ensuring use in line with the interests of the firm.

No employee outside the assigned departments shall make verbal or written remarks representing or binding Elif Plastik before 3rd Parties.

The employees of Elif Plastik are under obligation to abide by all laws, rules, and regulations within Turkey, as well as the rules and laws of the countries they visit during travels abroad.

ELIF Work Principles,

ELIF aims to provide its employees a healthy, safe, and efficient work environment.

With this purpose:

- Aggressive attitudes, acts detrimental to the effectiveness and security of work environment, threatening words and behaviors, harassment and mobbing, promotion of commercial, political, or religious interests shall not be accepted.
- Alteration of official documents by employees during the performance of their duties is unacceptable. During the preparation of official documents the employees are under obligation to abide by time related and other restrictions stipulated by the relevant authority.

Each new employee of ELIF shall be told of the work ethics during the orientation, and shall be required to sign undertakings that they understand such rules constitute integral parts of the employment contract.