ELİF CORPORATE CONFIDENTIALITY POLICY

1. Company staff are personally responsible for protecting at all times the confidentiality of any written and/or verbal information or documents given to him/her directly or indirectly as per his/her position.
2. Telephone numbers registered in the company's telephone guide and other contact information should not be shared with people from outside the company.
3. Company staff should not have any discussions or interviews with people outside the company that would be harmful for the company's security and confidentiality and should not disclose any information or documents.
4. Documents that would disclose company's private information should not be taken out of the company after normal work hours for work purposes. If the work needs to be completed on that day, it would be appropriate to stay late in the building provided that the permission of the related manager is taken.
5. Company staff should refrain from giving information about financial issues such as regarding wages, additional rights and fringe benefits to people from inside and outside the company.
6. Company staff should not discuss outside the company personal problems, complaints as well as conflicts inside the company.
7. Company staff should not give any information to anybody about company objectives, know-how and projects.
8. Company staff should refrain from accepting gifts or materials from other companies, institutions and third parties; they should also refrain from promises, wishes or offers for promotional purposes.
9. Company staff should be careful about consuming alcohol in social meetings such as receptions, dinners or balls organized by the company.
10. If ill-intentioned people try to collect the information considered as "company secret" that should not be revealed to third parties or if such an intention is sensed, the company should be immediately informed of this situation.
11. Company staff working in production departments of new products, projects, inventions, brand etc. should not accept anybody to their departments as guests no matter how close the person is (friend, relative or other company staff who do not have permission to enter that department) and should not give information about the subject.
12. If company phones are used by company staff and if confidential matters are being discussed, utmost attention must be paid to confidentiality and security issues. Confidential matters should not be discussed in crowded places or in company of third parties.
13. Company staff should accept visitors in the waiting hall allocated by the company, not in their offices. If visitors need to be accepted in the office environment, then important and confidential documentation inside the room should be taken away.
14. Security manager and/or company manager must be informed of suspicious behavior observed in social activities organized together with third parties.
15. Company staff should inform their managers of any suspicious situations that they witness and that they think that it would put the company into a difficult situation.
16. At the end of work hours, important documents should not be left uncovered, documents done with must be filed and others must be placed in a drawer or a cabinet with a lock.
17. Documents and papers of confidential nature should not be thrown into the bin; but, must be destroyed using a shredder. If there is no shredder available, then such documents should be cut to very small pieces and then must be mixed up with other litter.
18. Company staff should close windows and curtains at the end of the work day, office equipment, especially computers, must be turned off and all documents, USBs, CDs and floppy discs must be preserved in locked places and doors must be locked up.
19. Workplaces should be opened by company staff at the beginning of the work day using the same method and if there is something inappropriate, then the security unit and manager should be informed.
20. Company staff should pay attention to network safety and confidentiality rules when company computers are used.