

GENDER EQUALITY PLAN

1. Purpose and Scope:

The aim of this study is to promote gender equality, prevent gender discrimination and gender-based biases, and ensure a fair working environment. This Gender Equality Plan (GEP) applies to all employees and covers all company activities and relations.

2. Equality Policy and Commitments:

This section outlines the company's official policy and commitments regarding gender equality. It explains the steps the company is taking towards gender equality and the resources allocated to achieve these goals.

3. Discrimination, Violence, and Harassment Policy:

The company's policy on discrimination and harassment is explained in detail here. A zero-tolerance policy is adopted against any form of gender-based discrimination or harassment.

- Policies and procedures to combat sexual harassment will be developed and communicated to employees in 2024.
- A safe and transparent mechanism will be established to handle gender-based complaints.
- Employees will receive training on harassment prevention.
- Sanctions for employees involved in harassment or violence will be announced.
- Even if the violence does not occur in the workplace, if it is legally proven that employees have committed violence against their first and second-degree relatives, their relationship with the company will be terminated.

4. Training and Awareness Programs:

This section provides an explanation of the training and awareness programs organized to raise employees' awareness of gender equality and reduce gender-based biases. These programs are regularly conducted within the company and are open to all employees.

- Organizing events to raise awareness about gender equality within the company:
 - Organizing seminars, panels, and training sessions on gender equality
 - Training sessions to help both men and women understand their roles and responsibilities regarding gender equality:
 - What is gender equality?
 - Why is gender equality important?
 - What can we do to ensure gender equality?
 - Providing informational sessions defining key terms such as gender equality, gender discrimination, and gender-based violence.
- Conducting analyses and surveys on gender equality (every 12 months) and reporting the results:
 - Announcing the survey results within the company after management evaluation and archiving the reports
 - Taking necessary actions based on the report results

5. Employment, Recruitment, and Promotion Processes:

This section explains how the principle of gender equality will be applied in recruitment and promotion processes, how objective criteria will be used, and what measures are taken to prevent gender-based biases.

- Increasing the number of female employees by 20% during 2025-2026
 - Setting targets to increase the number of female employees across all departments and levels of the company
- Reviewing recruitment processes from a gender equality perspective:
 - Making job advertisements gender-sensitive (publishing gender-neutral advertisements)
- Supporting women's career development by encouraging their participation in mentorship and coaching programs
- Increasing female representation in top management:
 - Setting targets to increase the number of female employees in top management positions and creating opportunities for women to rise to leadership roles
 - Organizing training sessions to enhance leadership skills for female employees

6. Working Conditions and Workplace Practices:

This section examines the compliance of working conditions, workplace policies, and practices with the principle of gender equality. For example, how policies like parental leave and flexible working hours support gender equality is explained.

- Taking measures to improve employees' work-life balance:
 - Providing paid leave for employees to maintain work-life balance when needed (e.g., for doctor's appointments, menstrual leave, or attending children's school events)
 - These leaves will not be deducted from the annual paid leave.

7. Performance Evaluation and Improvement Processes:

It will be ensured through reports, surveys, and various studies that gender equality is considered in performance evaluation processes and that each employee has equal opportunities.

8. Sanctions in Case of Violations:

This section specifies the sanctions and disciplinary procedures to be applied to employees or managers who violate the gender equality policy. This emphasizes the seriousness of the policies and helps prevent violations.

- A zero-tolerance policy will be adopted for any form of discrimination or harassment.

9. Communication and Reporting Processes:

This section explains how employees can report any concerns or violations regarding gender equality and whom they should contact. Additionally, regular communication strategies and resources regarding the company's gender equality policy are also mentioned here.

- In addition to the 12-month surveys, a suggestion and complaint form will be kept open throughout the year as a living document, and regular follow-ups will be conducted.

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