

## HUMAN RESOURCES POLICY

As **ANKASAN MAKİNE A.Ş.**, in line with the expectations and necessities of our employees, customers, institution, environment and society; in order to ensure an efficient Human Resources Management and to adopt 'human at first' in all of our processes, we declare this Human Resources Policy.

- Implementing the right human for the right job, right job for the right human policy,
- Working with the 'open door' policy to ensure a transparent management and make sure all of our employees maintain the communication regardless of the levels of management,
- Informing our employees in time about the issues concerning them,
- Efficiently using the Request-Suggestion System in order to ensure the personnel to be able to easily communicate their opinions, suggestions and complaints to the management,
- With the awareness of 'human effect' in reaching the company goals; designating the educational needs of the employees and ensuring them to be fulfilled for improving the employees' working skills, entrepreneurship, success and effort,
- Carrying out improvement activities deepening the employees' loyalty, sense of belonging to the institution and encouraging the work and productivity,
- Carrying out social activities involving all of our employees and raising the institutional mentality,
- Focusing on the promotion of our existing employees – our internal values – at first, for the open positions,
- Continuously improving an organizational structure which's able to be quickly adapted to the changes and developments,
- Ensuring our employees to fully benefit from all of their legal rights,
- Ensuring the Quality, Environmental, OHS Policies to be established and managed in consistency with the Human Resources Policy,

Determined as the company policies, we adopted the issue above as our responsibility and undertake to fulfill as Ankasan family.

**Ahmet Yaşar**  
**General Manager**