

## 1. PURPOSE AND SCOPE

**Purpose:** This Policy is intended to clarify and elaborate Aras Kargo's Human Rights policy, which is defined pursuant to the Universal Declaration of Human Rights, the ILO Declaration on Fundamental Principles and Rights at Work as well as the United Nations Global Compact, to which Aras Kargo is a signatory and with which Aras Kargo made a commitment to comply; and to set out the approaches to providing a working environment in this regard.

**Scope:** This Policy, which constitutes an integral part of Aras Kargo's Code of Conduct and Ethics, applies to Aras Kargo Yurt İçi Yurt Dışı Taşımacılık A.Ş. ("**Aras Kargo**") and all of its affiliates over which it has control ("**Affiliates**") and all of its and sub-employer's personnel, directors, officers, agency employees and/ or representatives ("**Employees**"), advisors/consultants, service/product suppliers, contracted lawyers, and any representatives act in the name and on behalf of Aras Kargo. Aras Kargo and Affiliates and its business partners are expected to comply with this Policy.

## 2. GENERAL PRINCIPLES

Aras Kargo, which is one of the pioneering postal service providers in Turkey, is a signatory to the Universal Declaration of Human Rights which was adopted on December 10, 1948, "ILO Declaration on Fundamental Principles and Rights at Work", the United Nations Global Compact and United Nations Women's Empowerment Principles, and embraces these principles in its business processes, and regards its responsibility to comply with international standards as the most fundamental management standard expected therefrom. While fulfilling such responsibility, Aras Kargo does not make any differentiation or discrimination according to the fields of activity in which it engages.

Aras Kargo undertakes to carry out its operations pursuant to the United Nations Global Compact, which is the world's largest corporate sustainability initiative, and to which Aras Kargo is a signatory, in order to develop all its activities in accordance with ethical values and corporate responsibility whilst pursuing its objectives, and to procure a positive and safe working environment for its Employees, in every respect, in order to materialize the purpose of this policy. Additionally, Aras Kargo takes into account the disadvantaged groups which are more at risk for human rights violations (indigenous people, women, ethnic, religious and linguistic minorities, children, disabled persons, migrant workers and their families etc.).

In accordance with the expectations from the signatories to the UN Global Compact, Aras Kargo commits to understand, support and enforce The Ten Principles of the UN Global Compact, and to support and respect the internationally declared human rights.

Aras Kargo acknowledges, respects, and supports the preservation of the culture, heritage, and traditional rights of local communities in all regions where it operates.

## 3. COMMITMENTS

Aras Kargo and its Affiliates commit to adhering to all fundamental human rights, including those listed below.

### I. **Non-Discrimination and Anti-Harassment**

Aras Kargo disapproves all kinds of direct, indirect or systematic discrimination. Aras Kargo does not tolerate discrimination and bias between genders or differences or specific to sexual orientation, in accordance with "the

elimination of discrimination in respect of employment and occupation" principle of the Ten Principles of the UN Global Compact.

Aras Kargo implements a zero-tolerance policy against any form of sexual harassment or assault at the workplace. Aras Kargo adopts any and all measures required to prevent any form of psychological, sexual, verbal or emotional harassment and bullying, violence, abuse and threat, and ensures labour peace at all levels in the workplace.

Within this framework, it is crucial that the necessary investigation and examination methods which shall not put the parties in a more difficult position, whether financially and emotionally, are established, in order to handle any incident of harassment or violence in an unbiased manner.

## II. Diversity and Inclusion

Aras Kargo is adamant on developing, supporting and protecting the culture of diversity and inclusion. Aras Kargo includes all individuals at the workplace, irrespective of their differences and social identities, and provides them with equal opportunities and resources.

## III. Union Organization

Aras Kargo respects its Employees' right to become a union member and sign a collective bargaining agreement, in accordance with the legal regulations, without any coercion or duress thereon.

## IV. Working Hours, Remuneration and Personal Rights of Personnel

Aras Kargo abides by the legal maximum working hours per week. Aras Kargo places importance on the taking of breaks, weekly rest, national and official holiday leaves and annual paid leaves in accordance with the Labour Code No. 4857 and applicable legislation, for the correct establishment of the work-life balance. The process for the determination of remuneration is conducted competitively, in line with the relevant sectors and workforce market (by observing the provisions of the collective bargaining agreement in terms of the Employees benefiting from the collective bargaining agreement). All salaries are duly and timely paid in accordance with the applicable laws and regulations in force.

## V. Occupational Health and Safety

Aras Kargo ensures a safe and secure working environment for its Employees, adopts the necessary safety precautions and provides regular trainings and information, in accordance with the Occupational Health and Safety Legislation.

## VI. Ban on Child Labour and Forced Labour

Aras Kargo does not condone or tolerate any act of forced labour, including modern slavery, bonded labour, human trafficking and child labour which cause physical and psychological harm to children and deprive them of educational rights. Aras Kargo expects all its business partners to act in this regard.

## VII. Personal and Professional Development

Aras Kargo offers the necessary support to its Employees for their personal and professional development in line with their potentials and skills/talents, without any differentiation between them. In this respect, Aras Kargo supports its Employees with internal and external trainings.

#### VIII. Data Security

Aras Kargo adopts necessary technical and administrative measures in accordance with national regulations to protect personal data and to safeguard confidential information pertaining to all data subjects, particularly its Employees and business partners.

### 3. CONNECTED POLICIES

Aras Kargo shall separately publish sub-policies which support this main policy.

### 4. POWERS AND RESPONSIBILITIES

Aras Kargo adamants, with this Policy, that it shall not disregard any active or passive conduct resulting in the breach of any human rights; that it shall encourage those who experience or witness such conduct to report them without any hesitation or fear; that it shall spare efforts to raise awareness and to prevent such incidents within the scope of this Policy; and that it is ready and adamant to operate all support mechanisms when such allegations or applications are at issue.

All Employees are responsible for complying with this Policy and for implementing and supporting the relevant procedures and controls in accordance with the Policy requirements. Any and all alleged violations of this Policy shall be investigated in the strictest confidentiality and solemnly, according to the procedures laid down by Aras Kargo, and the disciplinary processes shall be conducted accordingly. If any violation of this Policy is detected, the agreements of any business partner shall be terminated. Aras Kargo, recognizing the potential impacts of human rights violations, shall prioritize appropriate actions to identify, prevent, or mitigate these impacts at all stages of the services it provides.

In case of any discrepancy between the national legislation and the practice defined in this Policy, the more stringent provisions in the national legislation or the Policy, to the extent that the practice concerned is not contrary to the national legislation, shall prevail.

If you become aware of any conduct which you consider to be contrary to this Policy, applicable laws or Aras Kargo's Code of Conduct and Ethics, please make a reporting via the Aras Kargo's Ethics Reporting Communication Channels as provided below.

All alleged violations of this Policy shall be handled and investigated thoroughly and as confidential. In addition, the individuals reporting any alleged violation of this Policy shall be kept anonymous, unless otherwise requested, without prejudice to legal obligations and the relevant regulations in Aras Kargo's internal policies.

#### **Aras Kargo Ethics Reporting Communication Channels:**

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## 5. DOCUMENTS

**PR.DNT-01:** Code of Conduct and Ethics

**PL.HKK.14:** Non-Discrimination, Anti-Harassment, and Violence Prevention Policy

**PL.HKK.08:** Equal Opportunities, Diversity and Inclusion Policy

**EK.SEC.02:** OHS Handbook/Manual