	ETHICAL RULES PROCEDURE		Doc. No :	PR.05.05	
			Page :	1 / 5	
First Rel. Date. :	30.01.2019	Rev. No :		Rev. Date.:	

1. PURPOSE

To define the methods to be applied by Ideal Clamp Company within the framework of QMS and EMS,OHS and the methods by which employees must comply with ethical rules.

2. SCOPE

It covers all personnel working to meet the specifications required by ISO:9001 and IATF 16949 standards, Quality and Environmental Management System.

It covers the Human Resources Policy specified in the IKEK booklet and all responsibilities and criteria defined in this document.

3. DEFINITIONS

ETHICS Ethics, professional ethics

QMS Quality Management System

EMS: Environmental Management System

4. RESPONSIBILITIES

4.1 Factory Manager

He/she is responsible for establishing and following the ethical rules to be applied in the production of gas clamps in accordance with the company's objectives and activities.

4.2 Quality Manager

He/she is responsible for reporting to the Factory Manager any negative factors that may be a problem in the production of the clamps of the system established within Ideal Clamp in a quality that meets all relevant specifications, and for writing warnings to the relevant persons.

4.3 Personnel and Administration Manager

He is responsible for warning the personnel who do not comply with the Code of Ethics and who show negative behaviors, for recording them in their personal files and for following up on all transactions that may lead to the termination of their employment contract.

4.4 All managers and employees


They are responsible for complying with all the methods and procedures established by this procedure, for their relations with their superiors and for carrying out their work in accordance with the rules.

5. APPLICATION

5.1. IDEAL EMPLOYEE ETHICS RULES

The "Employee Code of Ethics" covers the basic principles of conduct for our employees. Where business procedures, standards, laws and regulations may not provide guidance on all

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	ETHICAL RULES PROCEDURE		Doc. No :	PR.05.05	
			Page :	2 / 5	
First Rel. Date. :	30.01.2019	Rev. No :		Rev. Date.:	

possible attitudes and behaviors, our Employee Code of Ethics, which is based on our corporate values, applies.

5.2. Truthfulness, Honesty

All IDEAL Clamp employees adopt and act upon honesty and integrity as an indispensable value in all business relationships with stakeholders.

5.3. Confidentiality

Information that may cause competitive disadvantages to IDEAL KELEPPÇEDE, information on personnel rights, confidentiality agreements concluded with third parties, trade secrets and other information are considered as confidential information.

IDEAL KELEPÇE employees, who have confidential information due to their position or for any other reason, protect confidential information regarding IDEAL KELEPÇE activities and use this information only for the purposes of IDEAL KELEPÇE. They shall never use it for commercial or personal gain. It also takes care to protect the confidential and private information of all its stakeholders. During their work or when they leave the company for any reason, they do not disclose or give away any confidential information and documents that they have due to their position or for any reason. He/she shall only inform the relevant persons within the specified authorizations.


5.4. No Personal Benefit

As a matter of sustainability, the IDEAL SHACKLE has zero tolerance for corruption and bribery. Facilitating payments are out of the question in IDEAL CLAMPING's business with public institutions and the private sector. IDEAL CLAMPLE employees do not gain personal benefits for themselves, their families or relatives from the persons and organizations with whom they have business relations due to their duties. It does not engage in business activities based on financial interest. Does not use the name of IDEAL KELEPÇE and the identity of IDEAL KELEPÇE for personal benefit. Does not compete with the company.

It is a basic principle that the employee shall not accept any direct or indirect item or benefit, with or without economic value, that affects or is likely to affect his/her impartiality, performance, decision or performance of his/her duty.

Books, magazines, articles, cassettes, calendars, CDs or similar items, prizes or gifts won in public competitions, campaigns or events, commemorative gifts given at public conferences, symposiums, forums, panels, dinners, receptions or similar events, advertising and handicraft products that are distributed to everyone for promotional purposes and have symbolic value may be accepted as gifts, provided that they do not contradict the above basic principle.

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	ETHICAL RULES PROCEDURE		Doc. No :	PR.05.05	
			Page :	3 / 5	
First Rel. Date. :	30.01.2019	Rev. No :		Rev. Date.:	

6. RESPONSIBILITIES

As the country's first manufacturer company in the gas clamp production sector, İDEAL KELEPÇE fulfills its responsibilities towards all its stakeholders and competitors as well as full compliance with legal responsibilities. İDEAL KELEPÇE employees also act with the awareness of fulfilling their responsibilities stated below on behalf of İDEAL KELEPÇE.

6.1. Legal Responsibilities

İDEAL KELEPÇE employees comply with the laws of our country and international legal rules where necessary, approach institutions and organizations without expectation of benefit, stand impartial and equal distance to non-governmental organizations and political parties while conducting all business processes and relations. Provides accurate, complete and understandable information to institutions and organizations in a timely manner.

6.2. Responsibilities towards our Customers

In line with our principle of "Customer satisfaction comes first", our employees work with an understanding that focuses on customer satisfaction, is sensitive to their needs and demands, and takes positions by anticipating possible events in advance. They offer their services to customers on time and under the conditions promised; they communicate with them respectfully, fairly and with courtesy.

6.3. Responsibilities towards Colleagues

IDEAL CLAMP;

-Treats all employees equally based on the slogan "Our most valuable asset is our employees". Provides a working environment in accordance with occupational health and safety rules. Plans and implements training programs aimed at providing its employees with the knowledge, skills, attitudes and behaviors required to keep up with all kinds of developments required by the nature of their work, to increase their job satisfaction and to ensure that they are more successful in the business environment.


- It cares about the balance between the work and private life of its employees. It makes the necessary efforts for their individual development and supports them in volunteering for appropriate social and community activities in which they will take part with a sense of social responsibility. Supports and enables participation in master's and doctoral studies.

Employees

- Fulfill their responsibilities towards their colleagues within the scope of these principles, within the framework of mutual trust, respect and courtesy rules, in communication and cooperation with each other.

- Support each other with their knowledge, skills and experience while carrying out their work or when faced with a problem.

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	ETHICAL RULES PROCEDURE		Doc. No :	PR.05.05	
			Page :	4 / 5	
First Rel. Date. :	30.01.2019	Rev. No :		Rev. Date.:	

6.4. Responsibilities towards our Suppliers

In its collaborations, İDEAL KELEPÇE attaches importance to creating the highest level of value for both parties, determining mutual needs and meeting these needs.

Based on the principle of "All suppliers are an indispensable element of our production and activities", İDEAL KELEPÇE employees act honestly, fairly and respectfully towards all our suppliers and fulfill their obligations on time.

It shows the necessary care and sensitivity to the confidential information and documents of our suppliers and business partners and protects them.

6.5. Responsibilities towards our Shareholders

İDEAL KELEPÇE employees aim for sustainable profitability in line with the goal of "providing material and moral gain to our shareholders". They act within the framework of financial discipline and transparency, and manage our company's resources and assets and working time efficiently and with the awareness of saving.

6.6. Responsibilities towards our Competitors

İDEAL CLAMP employees avoid unfair competition. It competes in legal and ethical areas and instills this vision in the society. In this context, it supports the work within the framework of the transformation of society into a competitive structure.

6.7. Responsibilities towards Society and the Environment

Our company, which defines ensuring occupational safety and protecting the environment as its primary focus with the mission of being a production company that "respects people and the environment", has adopted the principles and values of accountability, reliability, openness and acting responsibly towards all social stakeholders as a fundamental goal.

İDEAL Clamp has adopted the mission of being sensitive to the environment in every field from raw material use, technology, production activities to management style.


The environmental responsibility understanding of our company, which is aware of sustainable development, is based on the principle of taking voluntary initiatives that will continuously improve environmental performance beyond fulfilling legal requirements.

İDEAL KELEPÇE employees carry out all their activities in line with this awareness. With the awareness of being a model citizen who is sensitive to social issues, it takes part in non-governmental organizations and services for the public good.

6.8. Responsibilities towards İDEAL KELEPÇE Name

All employees fulfill their responsibilities for the protection and development of the existing prestige and reputation of İDEAL KELEPÇE. Within this framework, all employees take care that their personal behavior is within the framework of company principles and values, laws and general community rules. They carry out their work within the framework of İDEAL Clamp

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	ETHICAL RULES PROCEDURE		Doc. No :	PR.05.05	
			Page :	5 / 5	
First Rel. Date. :	30.01.2019	Rev. No :		Rev. Date.:	

policies, professional standards, commitments and employee code of ethics and fulfill their obligations diligently.

Our business partners, customers and other stakeholders trust IDEAL KELEPÇE thanks to its professional competence and honesty.

Employees maintain this reputation of IDEAL KELEPÇE at the highest level. They present their work within the framework of Company policies, professional standards, commitments and ethical rules, and fulfill their obligations diligently. It does not work with those who undermine public morality and harm the environment and public health.

İDEAL KELEPÇE employees act in a way that best represents İDEAL KELEPÇE in public and in areas where the audience thinks that they are speaking on behalf of İDEAL KELEPÇE. Avoids expressions that defame and disparage IDEAL CELPET and leave a negative impression in the public mind. Acts in accordance with the importance, power and modesty of the IDEAL CLAMP.

7. REMEDIES FOR EMPLOYEE CODE OF ETHICS VIOLATIONS

All İDEAL KELEPÇE employees are obliged to comply with the ethical rules specified in this procedure, and it is essential that they seek reconciliation and solutions by first discussing the people who are thought to act contrary to the ethical rules and the situations of non-compliance with their senior managers in the units they are affiliated with.

Employees may also report violations of the code of ethics via e-mail, keeping their identity information confidential. No employee will be demoted, fined or subjected to other sanctions for reporting a violation of a policy or voicing concerns. Mutual communication is ensured with the reporter in order to follow up any necessary follow-up regarding violation notifications. Those who violate the code of ethics, those who approve these violations or those who do not make the necessary notifications despite their knowledge will be subject to disciplinary sanctions through internal committees.

8. RELATED DOCUMENTS

- IDEAL CLAMP İKEK
- Staff Personnel File

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