

Türkiye Petrol Rafinerileri A.Ş.
Diversity, Equality and Inclusion Policy

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1. PURPOSE AND SCOPE

The purpose of this Diversity, Equality, and Inclusion Policy (" **Policy** ") is to build a guide reflecting the approach and standards of Tüpraş on Diversity, Equality, and Inclusion, thus emphasizing the importance Tüpraş attaches to this matter.

All employees and managers of Tüpraş are obliged to act in accordance with this Policy which is an inseparable piece of Tüpraş Ethical Principles. Tüpraş expects all its business partners to comply with this Policy to the extent applicable to the relevant party and/or transaction and it takes the necessary measures to ensure this.

2. DEFINITIONS

"UN" refers to the United Nations which is an international organization.

"DEI" refers to Diversity, Equality and Inclusion.

"Diversity" is a total mixture of differences and similarities that include characteristics, values, beliefs, experiences, backgrounds, preferences, and behaviors.

"Equality" is the right of individuals to have equal access to opportunities and resources, and to be entitled to equal treatment.

"Inclusiveness" is the realization of a working environment in which all individuals are treated fairly and respectfully, where equal opportunities are offered, and where they can contribute to the success of the organization.

"Human Rights" refers to the innate human rights of all people, regardless of gender, race, color, religion, language, age, nationality, opinion difference, and wealth difference, and includes the right to an equal, free and dignified life.

"The Universal Declaration of Human Rights"¹ is a milestone document in the history of human rights. This declaration, prepared by representatives of different legal and cultural backgrounds from all regions of the world, was declared as a common measure of success for all people and all nations by the UN General

¹ <https://www.un.org/en/universal-declaration-human-rights/>

Assembly in Paris on December 10, 1948, and is the first document to emphasize the universal protection of fundamental human rights.

“Business Partners” covers suppliers, customers, contractors, all kinds of representatives, subcontractors, and consultants acting on behalf of the company and other third parties with whom Tüpraş engages in business.

“Women's Empowerment Principles (WEPs)”² is a set of principles guiding the business community on how to promote gender equality and women's empowerment in the workplace, market, and society. These principles, established by the UN Global Compact and the UN Women Unit, are based on the acceptance that businesses have a role and responsibility in gender equality and women's empowerment, in accordance with international labor and human rights standards.

“Koç Group” refers to all of the companies controlled by Koç Holding A.Ş. directly or indirectly, solely or jointly, and refers to companies that are in the nature of a “business partnership” according to the financial reporting standards applied by Koç Holding A.Ş.

"Retaliation" means any adverse actions that an employee encounters, including, but not limited to, demotion, disciplinary action, dismissal, reduction of salary, change of position or shift in order to punish them for filing a notice.

"Tüpraş" refers to Türkiye Petrol Rafinerileri A.Ş. and all companies controlled directly or indirectly by this company, solely or jointly, and the business partnerships contained in Tüpraş's consolidated financial report.

3. GENERAL PRINCIPLES

At Tüpraş, as an organization operating on a global scale, we take the Universal Declaration of Human Rights and Women's Empowerment Principles (WEPs)² as a guide, see diversity as richness, and we thrive to be fair, equitable, and inclusive to our stakeholders in the communities in which we operate. Respecting human rights, developing an inclusive culture, offering equal opportunities, promoting gender equality, and showing zero tolerance for discrimination, harassment and violence are our fundamental principles.

² <https://www.weps.org/about>

4. COMMITMENTS

4.1 Respect for People

We are attentive to being fair, honest, equal, and inclusive of human dignity and rights.

We do not discriminate against people based on race, nationality, ethnic origin, language, colour, gender, sexual orientation, age, disability, physical condition, religion, sect, philosophical belief, political opinion, marital, social or economic status, and other similar reasons and we do not tolerate those who discriminate. As an organization operating on a global scale, we see diversity as a richness and respect different cultures, beliefs, and values. We act in accordance with global ethical principles. We encourage our employees to be sensitive and respectful of differences.

We take an egalitarian approach, taking into account the special circumstances of disadvantaged groups who are more likely to be treated unfairly and subjected to human rights violations.

We implement the principles and commitments of the Tüpraş Human Rights policy.

4.2 Inclusive Culture

We develop an inclusive culture in which individual differences and employee contributions are recognized and valued, work with all our customers, business partners, shareholders, and stakeholders on the principles of inclusion, and spread them across all our business areas.

We provide training and implement various programs for our employees to develop inclusive communication and behaviors based on being open-minded to different perspectives, free from the influence of prejudices and judgment.

We encourage the diversity of ideas, create communication channels through which employees can freely express their opinions and thoughts, and support their participation.

We avoid the use of expressions and language that will hinder the diversity of thoughts.

We promote diversity in teams such as age, gender, culture, etc.

We value the thoughts of our employees, shape our business practices in accordance with their needs. We use all kinds of different and various channels in order to listen our employees.

4.3 Equal Opportunity

We provide fair and equal opportunities to all employees, candidates, and partners. We apply the zero-tolerance principle against discrimination in human resources processes and working relationships.

We decide according to competence, experience, knowledge, talent, and work requirements in the recruitment, appointment, and promotion processes.

We offer equal opportunities in our performance measurement and evaluation, career planning, and promotion processes.

We pay regard to equal opportunities in Training and Talent Development programs given to employees.

We encourage every employee to adopt the principle of equal opportunity through various training and programs.

We regularly review business processes and practices in line with the principle of equal opportunity and make the necessary improvements.

We act in accordance with the identity of a responsible employer by being aware of the social sphere of influence.

4.4 Gender Equality

We, as Tüpraş, apply the principles of Women's Empowerment Principles (WEPs), to which we are a signatory.

We train our employees to transform stereotypes and prejudices against gender roles.

We encourage all of our employees to support gender equality.

We use gender-inclusive language in internal and external communications.

We offer flexible working opportunities and hours, and nursery supports so that women can balance their work and personal lives during the prenatal and postnatal period.

We have no discrimination in our Payment policy based on gender.

We are committed to ensuring that the gender equality of all our colleagues hired as of 2022 will be 50%.

4.5 Zero Tolerance for Harassment and Violence

We provide our employees with a healthy, peaceful, place of peace of mind and a safe working environment away from all kinds of violence, harassment, oppression, bullying, mobbing, threats, and micro-aggressions. People who are a threat to this environment and engage in all kinds of violence and harassment will not be tolerated under any circumstances whatsoever, and the necessary disciplinary and/or legal procedures will be implemented against them.

We take the necessary measures to prevent the employees from being subjected to psychological and sexual harassment and to prevent further harm to those who have been subjected to such harassment. We inform our employees about the application and support mechanisms in case they are exposed/witnessed to gender based violence in their private lives.

“In case of any doubt, we report our concerns to the compliance department or the relevant compliance officer. Alternatively, we notify Koç Holding Ethics Hotline through the Stakeholder Communication Management system at <https://piy.tupras.com.tr/BildirimKayit.aspx> or at “koc.com.tr/ihbarbildirim”. Please refer to the Tüpraş Hotline Policy for detailed information on the relevant issues.

All complaints submitted are kept confidential, examined within the scope of the process specified in Tüpraş Compliance Policy and Tüpraş Code of Ethics, and persons who give notice in good faith are protected against any potential retaliation.

5. AUTHORITIES AND RESPONSIBILITIES

All employees and managers of Tüpraş are responsible for complying with this Policy and implementing and supporting Tüpraş's relevant procedures and controls in accordance with the requirements of this Policy. Tüpraş expects all business partners to comply with this Policy and it takes the necessary steps to the extent applicable to the relevant party and transaction.

In case of discrepancy between this Policy and the local legislation applicable in the countries in which Tüpraş operates, to the extent that the relevant application does not constitute a violation of local legislation, the more restrictive one (either Policy or legislation) will apply.

If you are aware of any action that you believe is contrary to this Policy, applicable legislation, the Code of Ethics of Koç Group or Tüpraş, you may consult with a senior manager or report this matter to the Risk Management and Audit Directorate, the Chief Legal Officer's Department. Alternatively, you can notify via the Stakeholder Communication Management System at <https://www.tupras.com.tr/iletisim> or the Koç Holding Ethics Hotline at “kocsnow.koc.com.tr/ihbarbildirim”.

Tüpraş employees can consult the Tüpraş Human Resources Directorate regarding their questions regards to this Policy and its implementation. Breach of this Policy by an employee may lead to significant disciplinary actions, including dismissal. If any third party that is expected to comply with this Policy breaches this Policy, the relevant agreements may be terminated.

6. REVISION HISTORY

This Policy has been enacted by the Board Decision dated 15 /08/ 2022 and the Tüpraş Human Resources Directorate is responsible for updating the Policy.

Revision	Date	Comments