

REGULATION-02.26**DISCIPLINARY REGULATION****1. INTRODUCTION**

The Disciplinary Regulation has been prepared to regulate the working subjects in the most appropriate way and to protect the working environment including the employee of the institution. Teklas Discipline Provisions have been issued by considering the Ethical Policy of Teklas. The principles we adopt represent our company's ethical understanding. The commitment of each employee participating in the Teklas family to these principles is of great importance. Working life brings problems, and preventing them is only possible within a discipline. This can be achieved by the employee fulfilling his/her duties and responsibilities in accordance with the provisions of the agreement. Teklas Disciplinary Regulation has been prepared by balancing the corporate working principles of the employer and the fundamental rights and freedoms of the employee and trying to harmonize them with each other.

2. PURPOSE OF DISCIPLINARY PROVISIONS

The Disciplinary Provisions shall be applied to those who do not comply with the Labor Law, the articles in the employment contract, occupational health and safety and environmental rules, and those who act and behave in violation of the provisions of the internal regulations and procedures. The primary purpose of disciplinary penalties is to correct wrong actions and actions and to keep the employee in the institution by ensuring his/her loyalty. The purpose of this regulation is to ensure an objective and impartial application of disciplinary penalties and to secure the employee against arbitrary practices. Accordingly, "Principles of Disciplinary Regulation" has been included and the right of defence of the employee has been assured in terms of reprimand penalties.

3. SCOPE AND SUBJECT OF DISCIPLINARY PROVISIONS

Teklas Discipline provisions are applied to all employees working in the employer's workplace with an employment contract. The subject of the regulation is to regulate the disciplinary penalties to be applied to the employee and their method and application.

4. DISCIPLINARY PRINCIPLES**4.1 PRINCIPLE OF MODERATION**

The principle of proportionality is essential in the implementation of the Single Discipline Regulation. Accordingly, the employee may be punished in direct proportion to his/her fault. In the application of the punishment, the employee's merit, loyalty, whether he/she has committed a disciplinary offence before, his/her general state and attitudes, and his/her state of regret are taken into consideration.

4.2 PRIVACY POLICY

It is essential that the investigation about the employee is carried out in secret. The officers conducting the investigation shall take care to protect the confidentiality. The confidentiality obligation is also valid for the employee and the employee is prohibited from sharing the disciplinary investigation with third parties.

4.3 PRINCIPLE OF NOT BEING PUNISHED MORE THAN ONCE FOR THE SAME CRIME

The employee cannot be punished more than once for the disciplinary offence he/she has committed. However, if the same defective action is repeated, disciplinary punishment can be repeated as well as an upper penalty on the disciplinary table.

4.4 PRINCIPLE OF EQUALITY

It is essential that disciplinary authority is exercised in accordance with the principle of equality. The employee cannot punish for reasons such as gender, marital status, ethnicity, race, religion, political

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REGULATION-02.26**DISCIPLINARY REGULATION**

thoughts and similar reasons and the employment contract cannot be terminated. However, among the employees performing the same action, different disciplinary penalties may be imposed by taking into account their roles, titles, powers and responsibilities in the aforementioned action, their merits, loyalties, whether they have committed a disciplinary offence beforehand, their general state and attitudes, their regrets and the amount of damage caused.

5. DEFINITIONS AND ABBREVIATIONS

"Employee" refers to all contracted employees within Teklas, "Employer" or "Company" refers to "Teklas Kauçuk A.Ş", "Employment Contract" refers to the employment contract concluded individually with the personnel, "Manager" refers to the managers, department and unit managers, directors to whom the employee is affiliated as per his/her job description.

6. DISCIPLINARY BOARD**6.1 PURPOSE AND DUTY**

The Board has been established in order to ensure and support the execution of workplace services in accordance with general objectives and policies and protection of principles of workplace profitability and dignity and trust, confidentiality and ethical rules. The Disciplinary Board also ensures that the disciplinary penalty to be applied to the employee undergoes an objective evaluation.

6.2 AUTHORITY OF THE DISCIPLINARY BOARD

The Board is authorized to impose the penalties stipulated by this procedure by taking deterrent, preventive and corrective measures against the employees in order to ensure that the procedures and responsibilities stipulated by the rules and customs regulating the workplace services and procedures are fulfilled in accordance with the ethical rules and legal legislation.

6.3 CHAIRMAN AND MEMBERS OF THE DISCIPLINARY BOARD

Board of Discipline The Discipline Board consists of 5 members as a rule. However, the Disciplinary Board may increase the number of members when it deems necessary due to reasons such as the fact that the action related to the discipline causes damage to the employer, the action is committed by more than one person, and it is a crime.

Members of the Board are;

- CEO
- COO
- Global HR Director
- Regional Director of the relevant facility
- HR Manager of the relevant facility

6.4 FUNCTIONING OF THE DISCIPLINARY BOARD

The Disciplinary Board shall evaluate the notifications in the manner specified in Article 7.

7. NOTIFICATION, COMPLAINT AND DISCIPLINARY INVESTIGATIONS**7.1 RECEIPT OF NOTIFICATIONS AND COMPLAINTS**

Notifications and complaints are made to Global Directorate of Human Resources. The notification and complaint collection channels of Human Resources Managers are as follows: Employees, managers of the relevant units, Shift Supervisors, Teklas Ethics Line, Wish-Complaint Boxes.

7.2 NOTIFICATIONS RECEIVED THROUGH THE ETHICS LINE

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18.10.2021	-	Uğur Baş Global HR Compensation & Reporting Ass. Manager	Gülsünay Uysal Kaba Global HR Director

REGULATION-02.26**DISCIPLINARY REGULATION**

Teklas Ethics Line has been established for the purpose of reporting the violation in case the company personnel encounters a behavior/event that appears unlawful or unethical while doing their job. The Teklas Ethics Line is used by the Global HR Director. With the ethics line (ethics@tekla.com.tr & 05318548888) process, it is aimed to establish transparency within the company and to increase the loyalty of the employees.

7.3 HANDLING OF NOTICES AND COMPLAINTS

The notifications of the employees and the Wish and Complaint Boxes in all the facilities are collected on a monthly basis and evaluated by the HR and Factory Manager.

8. DEFINITIONS AND CONSEQUENCES OF DISCIPLINARY PENALTIES**8.1 WARNING**

In case of detection of behaviors and carelessness that may harm the employer, informing the employee in writing that he/she should be more careful, cautious and attentive in his/her duties and behaviors.

8.2 REPRIMAND

It is to notify the employee in writing that he/she is deemed to be defective in the performance of his/her duty, in an act or in his/her behavior.

8.3 DISMISSAL

In case of a behavior to be evaluated within the scope of the provision of 25/II of the Labor Law numbered 4857 in the facilities of Turkey, it is the termination of the employment contract of the employee without compensation.

8.4 RIGHT OF DEFENCE

Before the disciplinary penalties are applied, the employee is given the right to defend himself/herself by informing him/her of these actions and behaviors. The defence requested from the employee is considered as the defence to be taken in terms of Article 19 of the Labor Law. The person who does not make a statement within the period given to him/her shall be deemed to have waived his/her right of defence.

8.5 RIGHT OF OBJECTION

The Employee may object to Human Resources within 3 working days in relation to the warning and/or reprimand penalty applied to him/her. Human Resources examines the objection as soon as possible and evaluates the issue. The penalty may be approved or cancelled.

9. AUTHORIZATION TO IMPOSE DISCIPLINARY PENALTIES

Warning Penalty can be directly given to the employee by Human Resources and unit managers. After the warning penalty is notified to the employee, a copy of it is kept in the personal file by Human Resources. The reprimand penalties are submitted to the Disciplinary Board with the opinion of Human Resources after the information and evaluation of the relevant department. After the reprimand penalty is notified to the employee with the approval of the Disciplinary Board, a copy of it is kept in the personal file by Human Resources. A warning penalty may also be imposed in accordance with the procedure set out in this paragraph. The competent authority for dismissal penalties is the Chairman of the Disciplinary Board. The Discipline Committee Chairman is also authorized to directly apply all the penalties in the Discipline Regulation. All of the aforementioned penalties may also be imposed by the Disciplinary Board. If the Disciplinary Board has decided on the dismissal penalty, this decision is forwarded to the Chairman of the Disciplinary Board for approval. The final decision shall be made by the Chairman of the Disciplinary Board. In the application of the disciplinary penalty, it is decided to apply the penalty by taking into account the

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REGULATION-02.26**DISCIPLINARY REGULATION**

special conditions and conditions, seniority, merit, loyalty, whether the person is repentant or not and whether the behavior is repetitive and whether the relevant penalty will be deterrent and corrective. In case of repetition of the behavior, an upper penalty is imposed. In cases where the behavior of the employee constitutes a valid reason for termination, the employer reserves the right of termination.

10. RELATIONSHIP BETWEEN TERMINATION OF EMPLOYMENT CONTRACT FOR VALID REASON AND DISCIPLINARY PENALTIES

Termination for valid reasons under Articles 17 and 18 of the employment contract is not a disciplinary penalty. In accordance with the principle of last resort, it is essential to try to correct the negative behavior of the employee by warning him/her with disciplinary penalties before resorting to the valid termination method due to behaviors. However, in cases where it is not appropriate to expect such a warning from the employer in accordance with the principle of honesty due to the concrete features of the action; in addition, if it is understood that the employee will not change his behavior despite the warning or if the employee has a behavior that is valid but not ongoing, the employer may terminate the contract directly for valid reasons.

11. DISCIPLINARY PENALTIES SCHEDULE

Below is the "Disciplinary Penalties Schedule", and the actions subject to disciplinary punishment are classified according to their severity levels and numbers (degrees) (1), (2) and (3) are used. (1) The action requiring the warning penalty, (2) the action requiring the reprimand penalty, (3) the action requiring the termination of the employment contract with direct justification.

An action is subject to disciplinary action according to its severity and recurrence. For example, "Fighting in the workplace for any reason, causing a fight, behaving dishonourably towards colleagues" (2nd and 3rd degree) can be punished with reprimand as well as requiring the termination of the employment contract directly for just or valid reason depending on the size of the fight, insult and physical intervention. The penalty will be assessed according to the above-mentioned principle of "moderation". The employer reserves the right to impose a lower degree of disciplinary action by evaluating the special conditions and conditions of the employee, his/her seniority, merit, loyalty, whether he/she regrets or not, the possibility of repetition of the behavior and the harmful consequences of the action.

12. RIGHT TO SUE

Apart from the penalties imposed pursuant to the provisions of this Regulation, the employer reserves the right to claim from the competent authorities for legal and criminal proceedings against the relevant employee, to sue for damages, losses and damages.

13. SIMILAR ACTIONS AND BEHAVIOURS

Failure by a defective act or conduct to comply with any of the acts requiring punishment contained in the Disciplinary Schedule does not require such act or conduct to remain unpunished. If an action or behavior of this nature is seen as the closest to or similar to any of the actions and behaviors specified in the Disciplinary Table, a penalty shall be imposed on the employee for that action.

EFFECTIVE DATE	REVISION DATE	Revised by	Approval
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REGULATION-02.26

DISCIPLINARY REGULATION

		Forecasted Disciplinary Punishments		
Actions Subject to Disciplinary Punishment		WARNING	REPRIMAND (VALID RIGHT OF TERMINATION RESERVED)	TERMINATION WITH A VALID REASON (DISMISSAL)
1	Engaging in behaviors that will disrupt cooperation or harmonious work and disrupt the work in the works he/she participates in when he/she needs to work together, avoiding participating in the works	1	2	
2	Not performing periodic checks while working in production, not using control equipment, not recording	1	2	
3	Not attending the training and meetings that should be attended without excuses, coming late without excuses, leaving the training / meeting venue without permission, not complying with the training / meeting rules	1	2	
4	Damaging company service vehicles, disturbing other employees	1	2	
5	Acting contrary to the clothing norms of the employer	1	2	
6	Performing works not covered by the job description (using machinery, forklifts, etc.)	1	2	
7	Not attending meetings and training sessions on planned Occupational Health and Safety and Environment	1	2	
8	Having someone else's access card read, not using their own card in the workplace, not giving information to Human Resources despite being lost	1	2	
9	Using electronic mail (email) communication and the internet for purposes other than business	1	2	3
10	Not using the occupational safety equipment given to him/her	1	2	3
11	Failing to regularly provide detailed information about his/her activities within the scope of the obligation of his/her work and not reporting important events concerning customers	1	2	3
12	Not wearing a seatbelt while driving the company vehicle, talking on a mobile phone or driving drunk, leaving cigarette butts in the vehicle	1	2	3
13	Keeping the complaints, notifications and applications forwarded to him/her, to delay them, not to do the necessary	1	2	3
14	Distinguishing between customers and employees by considering subjective criteria in the performance of the task (for reasons of religion, language, race, gender, political thought, closeness, etc.)	1	2	3

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REGULATION-02.26

DISCIPLINARY REGULATION

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Actions Subject to Disciplinary Punishment		WARNING	REPRIMAND (VALID RIGHT OF TERMINATION RESERVED) WITH A VALID REASON (DISMISSAL)	
15	Making unsubstantiated accusations against superiors, colleagues or customers	1	2	3
16	Sharing on social media contrary to the rules of honesty, contracts and regulations	1	2	3
17	Failure to comply with the Code of Business Ethics, Occupational Health and Safety and Environment instructions and legislation	1	2	3
18	Not using the Work Equipment and tools in accordance with their purpose	1	2	3
19	Not participating in emergency training and drills	1	2	3
20	Being late to work without permission and disability during working hours, leaving the workplace without permission	1	2	3
21	Acting in a way that delays the work given to him/her and customer instructions without any reason	1	2	3
22	Showing indifference, indifference, laziness, neglect and disorder in the performance of the task	1	2	3
23	Sharing in written, verbal or internet, e-mail environments on issues such as politics, religion, race, gender, contrary to the impartiality of the institution	1	2	3
24	Driving and/or establishing a vehicle that is not suitable for the work performed in accordance with the legislation and standards	1	2	3
25	Smoking outside of defined areas and specified hours	1	2	3
26	Not acting within the framework of courtesy and decorum towards his/her manager and other personnel in the workplace and during working hours. Having relationships that are contrary to professionalism and that will disrupt the work flow		2	3
27	Sharing personalized information such as monthly salary, password predefined to him/her etc. with other employees and not taking precautions regarding the confidentiality of this information		2	3
28	Making changes in prices and specified transaction conditions against or in favor of the company without obtaining the necessary approvals by using its authority		2	3
29	Fighting in the workplace for any reason, causing a fight, being dishonourable towards people within the company		2	3

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REGULATION-02.26

DISCIPLINARY REGULATION

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Actions Subject to Disciplinary Punishment		WARNING	REPRIMAND (VALID RIGHT OF TERMINATION RESERVED)	TERMINATION WITH A VALID REASON (DISMISSAL)
30	Failing to knowingly report a corruption, preparing the ground for corruption or being a partner		2	3
31	Neglecting the duty in a way that will undermine the reputation and trust of the employer		2	3
32	Disclosing the secrets of the customers		2	3
33	Reproducing the software used by the employer without permission, to seize, transfer or reproduce the data illegally, to completely destroy, change, delete, to prevent the system from functioning or to ensure it to function improperly			3
34	Receiving gifts directly or through the hand of the intermediary by providing benefits to the customer, purchasing securities or real estate from the customer at a price below its value in order to benefit himself/herself or family members or other persons to whom he/she will point, requesting or promising other personal benefits			3
35	Having a relationship of borrowing money from customers on behalf of themselves and/or family members			3
36	Trading, establishing confidential or open partnerships with suppliers or customers			3
37	Issuing false invoices or expense documents or falsifying existing invoices or expense documents			3
38	Jeopardizing the safety of work due to his/her own will or carelessness/carelessness, causing damage and loss in the workplace to a degree that he/she cannot compensate with the amount of his/her thirty-day wage			3
39	Performing theft and fraud and destroying all kinds of books, documents and records for any purpose, making or causing to make changes on them, issuing false documents and processing them			3
40	Making false statements that will harm the honour and good name of his/her superiors or colleagues, or making unfounded reports and complaints that will dishonour him/her with the intention of tarnishing them			3

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REGULATION-02.26

DISCIPLINARY REGULATION

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Actions Subject to Disciplinary Punishment		WARNING	REPRIMAND (VALID RIGHT OF TERMINATION RESERVED)	TERMINATION WITH A VALID REASON (DISMISSAL)
41	Misleading the employer at the time of conclusion of the labor contract by asserting that it has the characteristics or conditions required for one of the essential points of this contract although it does not have the characteristics or conditions required for one of the essential points of this contract at the time of conclusion of the contract of employment, asserting that it has them, or telling unreal information or unreal things. Misleading the employer by providing unreal information or showing documents in professional progress processes			3
42	Saying words that harm the honour and good name of the employer or one of the members of the family, to behave in such manner or to make unfounded accusations and accusations harming the honour and dignity of the employer			3
43	Engaging in immoral or offensive behavior and actions in the company			3
44	Sexually harassing or psychologically harassing another employee of the employer			3
45	Teasing the employer or one of his/her family members or another worker of the employer			3
46	Involving with the behaviours contradicting to honesty and loyalty, such as misuse of the trust of the employer, theft and disclosure of professional secrets of the employer,			3
47	Committing an offence in the workplace which leads to conviction to imprisonment more than seven days and the conviction of which is not deferred,			3
48	Violating the principle of confidentiality by disclosing the trade secrets to third parties and/or written or visual media other than in response to the legal requests of official authorities, sharing the information related to business expertise with persons outside the company			3
49	Providing pecuniary and unfair gains through the opportunities of the union in favor of the person and/or his/her relatives, misusing the powers and instructions			3
50	Having a direct or indirect share in the damage caused to the employer as a result of the defective action, born or may be born in the future			3

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Actions Subject to Disciplinary Punishment		WARNING	REPRIMAND (VALID RIGHT OF TERMINATION RESERVED)	TERMINATION WITH A VALID REASON (DISMISSAL)
51	Making misleading, untrue statements in inspections and investigations, avoiding testifying without a justified cause, making the investigation difficult or destroying documents			3
52	Embezzling and/or using money, goods or assets belonging to Teklas or its suppliers/customers or pledged to Teklas or entrusted to Teklas			3
53	Working in a paid or unpaid job within or outside the leave periods without the permission of the employer			3
54	Not coming to work within two consecutive business days or two times within one month on the next business day after any holiday or three days within one month without receiving the permission of the employer or without any rightful reason			3
55	Insisting on not performing his/her duties although he/she is reminded			3
56	Stopping or slowing down the work in the workplace or encouraging other employees to take these actions; preventing the work of employees, disrupting the peace, tranquillity and working order of the Employer in ideological and political terms or not coming to work collectively for these purposes, encouraging and provoking these activities			3
57	Using alcohol or drugs in the workplace or coming to duty with alcohol or drugs			3
58	Using company equipment and machinery for their own business interests,			3

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