



## HUMAN RESOURCES POLICY

### 1. General

As Biotrend and its Affiliates (“Company”); we act with a human-oriented approach, believe in open communication, support the creative ideas and develop by sharing our knowledge and experiences.

In order to make the success of the Company sustainable and take it a step further, we develop and implement human-oriented, transparent, sensitive, innovative and fair human resources strategies. In this scope, as Human Resources Department, we adopt a human resources management approach which enables us working with other departments with Strategic Business Partner approach, continuously analyzing the needs of the company and employees, creating value and rapidly adapting to changing conditions.

The fundamental of our Human Resources policy consists of the following elements:

- To ensure the recruitment of competent and result-oriented human resources in line with our Company’s goals and strategies,
- To avoid religion, language, race or gender discrimination in the recruitment and promotion processes,
- To work with individuals with a strong sense of responsibility towards individual, social and environmental issues,
- To reward good performances and improve the organization's overall performance,
- To support employees' personal developments through continuous trainings and to increase the value added for the organization,
- To maintain a pleasant and peaceful business environment and develop approaches that improve employee satisfaction, loyalty.

### 2. Talent Acquisition Process:

The common qualification required for candidates to be recruited is to have the personality aligned with the values of the Company and to adapt to this family. In addition, candidates are expected to have the adequate education, technical knowledge, experience and competencies required for this position and to be voluntary and ready to work in a busy schedule.

We give priority to internal talents when hiring for open positions in accordance with our Human Resources Policy. As an external source, we evaluate the applications from platforms such as Kariyer.net, Eleman.net and LinkedIn etc.

In the recruitment process, we evaluate and assess the following elements in terms of the requirements of the open position:

- Verbal and numerical aptitude tests,
- Personality inventory,
- Assessment center applications,
- Language exams and interviews,
- Competence based interviews.



### **3. Young Talent Development Process:**

In order to raise young talents internally who will continue and take even further the success of the Biotrend over the years, our Young Talent Development Program accepts candidates who have graduated with academic distinction from various universities throughout Turkey. Following their orientation to our Company thanks to this Program, young talents are monitored closely for the development and management of their personal and technical competencies.

### **4. Wages and Fringe Benefits:**

Our remuneration policy is based on prioritising attracting, maintaining and rewarding the human resources necessary for the sustainable and continuous success of our Company. While determining the remunerations; educational background, experience and competencies of the employees are taken as basis along with the responsibilities of the relevant position. We review our remuneration and fringe benefits policy annually, taking into account market trends and industry and organization-based research.

In addition to their gross wages, Biotrend employees are provided with the following benefits:

- Supplementary health insurance/ Private health insurance
- Transportation allowance
- Lunch allowance
- Discounts on purchases made from Doğanlar Mobilya Grubu and its sub-brands.

### **5. Training and Development:**

We have a Training Development Process to build an internal learning culture with a view to become a continuous learning organization and serve for employees who are self-motivated learners.

As a general practice, we provide Competence, Professional Development and Leadership trainings which vary by position to our employees within the scope of needs analyses.

Our orientation training program is designed to support our Corporate Culture.

### **6. Success-Oriented Performance Management:**

To achieve our strategic goals which have been set in line with Biotrend's vision, we aim to measure the effectiveness and efficiency of the work carried out at the organizational and individual levels using fair and objective criteria and to reward success.

To focus on not just "what" but also "how" a goal is achieved and to track the behaviors that nourish the corporate culture, a competency structure has been designed based on fundamental, functional and managerial competences, incorporated into the performance management system and defined in Performance Premium Procedure and Performance Management Procedure.

### **7. Employee Satisfaction and Commitment/Loyalty Management**

To receive employee feedback and determine actions that will increase employee commitment/loyalty, we regularly measure the employee commitment/loyalty and satisfaction through independent companies and evaluate the results in such dimensions as commitment/loyalty, leadership, performance culture and employee experience. We also adopt our Stakeholder Complaints, Recommendations and Demands Management Procedure in order to receive and resolve the complaints, recommendations and demands of our internal stakeholders.