HUMAN RESOURCES POLICY

As Biotrend Çevre ve Enerji Yatırımları A.Ş. and its affiliates (Company/Biotrend); we act with a human-oriented approach, believe in open communication, support 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 the Human Resources Department, we adopt a human resources management approach which enables us to work with other departments with a 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 overall organizational 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 and loyalty

1. 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 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 inventories
- Assessment center applications
- Language exams and interviews
- Competence-based interviews

2. 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.

3. Wages and Fringe Benefits

Our remuneration policy is in based on prioritizing 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.

Biotrend is committed to ensuring that all employees receive at least a living wage that meets their basic needs and allows for a decent standard of living.

All employees are entitled to equal pay for equal work, regardless of gender or other characteristics, and have full rights to paid annual leave in accordance with applicable laws.

In addition to their gross wages, Biotrend employees are provided with;

- Supplementary health insurance/ Private health insurance
- Transportation allowance
- Lunch allowance
- Discounts on purchases made from Doğanlar Furniture Group and its sub-brands

4. 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.

5. Working Conditions and Hours

Biotrend complies with all national labor laws on working hours and is committed to preventing overtime. Employees will not be required to work overtime on a regular basis, and where overtime is necessary, it will be voluntary and compensated fairly.

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.

7. Employee Satisfaction and Commitment Management

To receive employee feedback and determine actions that will increase employee commitment, we regularly measure employee commitment and satisfaction through independent companies and evaluate the results in terms of commitment, leadership, performance culture, employee experience, and working conditions.

Based on the results obtained, necessary actions are taken within the performance management system; procedures are also in place to address our employees’ complaints, suggestions, and requests.

8. Termination Practices and Consultation

In cases of restructuring or mass terminations, Biotrend commits to providing employees with minimum consultation and notice periods as required by national labor laws, ensuring transparency, fairness, and respect for employee rights.

The Board of Directors is responsible for the endorsement and oversight of this policy and its effective implementation.