

	YÖNETİM SİSTEMİ POLİTİKALARIMIZ	Doküman No	POL.01
		Yürürlük Tarihi	07.10.2016
		Revizyon No	03
		Revizyon Tarihi	04.01.2019
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OUR QUALITY POLICY

Aiming at unconditional customer satisfaction, İleti Logistics's objective is to reduce the total operational costs and improve the processes of our customers throughout the supply chain. In order to achieve this goal:

- We provide a timely and proper service by responding to the demands of our customers quickly,
- »Facilitate the lives of our customers by taking their workload,
 - »continuously monitor and measure the needs and expectations of our customers and stakeholders,
 - »take a preventive approach by systematically evaluating the risks with a risk-based thinking approach in all our services and processes,
 - »Ensure the principle of impartiality, confidentiality and reliability in our services,
 - »Working without compromising ethical principles,
 - »Give on-going internal training to ensure that our employees keep up with scientific and technological developments,
 - »keep product safety and operational efficiency at the highest level by closely following technological developments,
 - »we are in unconditional compliance with the legislation and standard conditions: we declare and undertake to continuously improve our service and business processes with a sense of sustainable quality.

OUR ENVIRONMENTAL POLICY

We carry out the Environmental Requirements of all our activities at the highest level within the scope of our Environmental Policy. We carry out our activities in utmost care and sensitivity on environmental and legal obligations. In our Service and Process designs, we consider Reducing Environmental Impacts. In order to prevent pollution, protecting Energy and Natural Resources is one of our most important responsibilities for a sustainable world in all our activities.

OUR POLICY AGAINST OUR CUSTOMERS

Our understanding focuses on customer satisfaction and responding to our customers' needs and demands in the shortest time and in the most correct way. We provide our services on time and under the terms we promised; we approach our customers with respect, equality and courtesy.

OUR COMPLIANCE POLICY

İleti Logistics complies with national and international regulations and applies them in all of its activities.

OUR POLICY AGAINST SOCIETY

We take all kinds of precautions and measures to reduce the social impact by evaluating the social effects arising from our activities with the risk analysis for the solution of the problems experienced by humanity.

OUR INFORMATION SECURITY POLICY

Within the framework of legal legislation, we aim at continuous improvement in order to increase our service quality to the desired levels, increase process efficiency, store and protect customer data and

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corporate information within the framework of confidentiality, integrity and usability principles, taking into account the expectations and risks and opportunities of relevant parties.

OUR SOCIAL RESPONSIBILITY POLICY

We consider sustainable development for İleti Logistics in three dimensions: As a company, while carrying out our activities, we are committed to our social and environmental responsibilities; We fulfill our responsibilities in coordination with our employees, public, non-governmental organizations and other stakeholders.

İleti Logistics conducts its business activities and operations within the basic principles of “accountability, transparency, ethical behavior, respect for stakeholder interests, respect for legal rules, respect for international behavioral norms, respect for human rights”. We undertake to be an organization that responds to all stakeholders by declaring continuous improvement with our management system policies.

OUR code of ethics

Our employees are known as professional, honest, and fair to our business partners and customers, and we protect this reputation with precision.

OUR ETHICAL CONDUCT RULES

PROVIDING AND SUSTAINING FAIR WORKING ENVIRONMENT

Providing and maintaining a fair working environment is our top priority. We fully comply with all legal regulations in our business processes.

Setting healthy and safe working environments is our primary responsibility to our employees. We believe that A working environment created with a peace of mind and Respect, Understanding and Trust effects the relationship of our work life, our employees' loyalty and success and we show a great effort in this regard. In Our business life, We act upon Principles in accordance with all relevant laws and regulations. We expect our employees, suppliers and subcontractors to act in accordance with the Law and fulfill their responsibilities completely. In our Human Resources policies, , we render the practices like Recruitment, Career Planning and Employee Development, Remuneration, Rewarding, Social Rights etc. Conducted fairly.

We do not accept discrimination among our employees including but not limited to language, race, color, gender, political thought, belief, religion, sect, age, physical disability. İleti Logistics respects the privacy of our employees' and give utmost care to keep their personal info confidential. We ensure that a positive and harmonious working environment that supports cooperation is created, and the verbal and written language of communication used in business relations is motivating and courteous. Violation of the personal integrity- physical, sexual, spiritual - of our employees in the workplace or work environments and systematic mobbing and harassment are against our policies and code of ethics, they are never tolerated. We fully implement the Occupational Health and Safety Standards to ensure that the working environment and conditions are healthy and safe for all employees. Child labor is disallowed and unacceptable.

PRIVACY

Financial Information, including civil and intellectual property rights, Product and Process design and development, innovation, invention and patents; All information related to the processes created or

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implemented by our employees are confidential, including but not limited to Business Strategies, confidentiality agreements we have made with our Business Partners and Customers, Process Performance data and information for the protection of the personal lives of our Staff, in printed and non-printed, visual and audio environments.

Our sensitivity for privacy also covers all customer properties (information, technology, etc.). Effective use and correct way of sharing information, ensuring confidentiality, integrity and accessibility are the common responsibilities of all our employees. The information is used only in accordance with the scope of the duties and responsibilities of our workers, and it cannot be changed, copied or shared with 3rd Parties. A written commitment is obtained by signing a confidentiality agreement before the information to be shared with our suppliers and business partners.

Requests from Official Authorities; information cannot be disclosed to third parties, unless required to be disclosed in accordance with the Legal Legislation.

All the aspects in the scope covered above are not allowed to be talked or discussed upon, in common areas which cannot be isolated like corridors, dining halls, elevators, shuttles, etc.

All personal information of our employees are confidential. Informing our employees is done personally. It is strictly forbidden for our employees to pressure each other to disclose their personal information. Regardless of the content, it is not tolerated to gossip and to make false accusations and statements among our employees that may harm individuals and organizations.

GIVING AND ACCEPTING GIFTS

We cannot tolerate any material or moral gift or benefit that may affect our decisions and attitudes and damage our impartiality in our activities in the business life. the use of the company resources and the authority of workers cannot be tolerated For these purposes. Under no circumstances, it is unacceptable to receive, give or offer gifts and benefits that will create an anticipation in exchange for bribery and / or commissions. Top management is to approve what gifts and promotional materials can be given within the framework of business relations. What is considered is to ensure that the gifts are not harmful to social and cultural sensitivities.

CONFLICT OF INTEREST

It is one of our basic sensitivities to stay away from situations that will create conflicts of interest in all our activities within the business life.

Conflict of interest can be defined as situations that may affect the performance of individuals to run their duties impartially in which they have any personal benefits or interests associated with them, or their relatives, friends or persons or organizations with whom they have a relationship. In our company Principles, Our employees cannot use company resources, its name and power to create personal benefits and interests. Our employees are not allowed to use their business relations to gain benefits and to create financial income generating collaborations with suppliers and / or cooperating organizations.

In order to have wages and / or benefits outside our working hours, Our employees can work under the knowledge and approval of the Management in jobs that do not harm the name and image of the company, do not adversely affect their duties, and comply with our legal, social and cultural norms. Our employees can take part in non-profit organizations, can work for social responsibility and aid purposes, non-governmental organizations, sports associations and universities, on provided that their company duties are not disrupted. Our employees may not engage in any political activities

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during work hours, and cannot take the time of their colleagues regarding these activities. Company managers cannot ask their employees to be members of a Political organization.

USING RESOURCES

The principle of saving resources and avoiding wastage is the primary responsibility of all our employees.

Our Principle is that Our employees should manage and protect information sources, assets and use all kinds of natural resources and energy with the awareness of saving. Our workers have the awareness that time is also a resource, so they cannot allocate time for their private work during business hours. They cannot accept private visitors in business environment during working hours.

RESPONSIBILITIES OF OUR EMPLOYEES

It is the primary responsibility of all our employees to comply with ethical rules. In this context, all our employees are responsible to act in accordance with the law under any circumstances, to know the work ethics policy and rules, internalizing and showing business conduct in his-her behaviors, informing the Managers when they are aware of violations or potential violations, as soon as possible.

RESPONSIBILITIES OF OUR MANAGERS

The managers are responsible for conducting and supporting training and awareness-raising activities on the ethical rules and creating a corporate culture and working environment.

OUR RESPONSIBILITIES TO OUR EMPLOYEES

As determined by law, child labor is not allowed or supported. We continue our activities within the framework of human rights and global principles, and fully fulfill the personal rights of all our employees. Wage policy is evaluated according to the knowledge and skills of our employees and no payment is made below the minimum wage. We do not employ our employees under any pressure. All of our workers are employed under equal conditions in appropriate positions with their consent. We continue all our activities within the scope of our Occupational Health and Safety policy to create a safe and healthy working environment. We support teamwork and collaboration and encourage our workers to be hardworking, disciplined, meticulous and patient in all activities we carry out internally and institutionally.

We treat our employees honestly and fairly; we do not accept discrimination of any discrimination including but not limited to language, race, color, gender, religion, sect, political thought, age, physical disability.

The management listens to all employees's requests and complaints and finds resolutions for them.

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