04.12.2020



## SAB OTOMOTİV YEDEK PARÇA METAL MAKİNA SAN. VE TİC. A.Ş.

## **OUR BUSINESS ETHICS POLICY:**

- Always obeying and follow the law,
- Fulfilling its duties within the framework of basic moral and human values,
- To be fair, well-intentioned and understanding in order to gain mutual benefit in all relationships,
- For whatever purpose, not to gain unfair profit from individuals and organizations, to be against corruption, extortion and bribery, to stay away from interests that fall within the scope of conflict of interest,
- To comply with laws and regulations regarding privacy, to restrict unauthorized access to confidential information, to ensure that necessary measures are taken regarding the storage and destruction of information,
- To ensure that all our business relationships are transparent, and that the information is accurately reflected in our company's financial reports and records,
- To comply with applicable laws and accepted industry practices in disclosure of our company's financial and non-financial information,
- To comply with anti-trust, fair business and competition laws,
- Not using counterfeit parts and ensuring that our suppliers do not use them,
- To act in accordance with the relevant business ethics rules and all application principles that support these rules,
- To ensure that the information within the scope of intellectual and industrial property rights belonging to third parties is not used without permission or taken out of the company,
- Not to act, make a statement or correspondence that would leave the company under commitment unless clearly authorized,
- Not to behave in a way that will disturb and / or harm other employees, not to disrupt the work harmony,
- To take care of all tangible and intangible assets of the Company, including information and information systems, as if it were personal property, to protect them against possible loss, damage, misuse, abuse, theft and sabotage,
- Not using working time and company resources directly or indirectly for personal gain and / or political activity and benefit,
- To comply with the trade restrictions and rules of the countries, regions and companies in which
  we work with regard to export controls and economic sanctions, exports of goods, software and
  services, and technology,
- To protect against denunciation and retaliation, to ensure that complaints are voiced anonymously in accordance with confidentiality and without retaliation,
- To procure raw materials from responsible sources that accept our ethical policy and do not have any negative impact on the environment.

Chairman of the Board Bahattin KIRBOĞA