

INVEO YATIRIM HOLDİNG AŞ HUMAN RESOURCES POLICY

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- ✓ In recruitment policies and career planning, it is essential to determine the criteria in writing, and the principles of providing equal opportunities to people under equal conditions and employing people with appropriate criteria for the job are acknowledged.
- ✓ Within the framework of the strategies developed to achieve the Company's vision; it takes utmost care to find, employ and retain the right human resources candidates.
- ✓ The basic training policy is to contribute to the professional and personal development of employees and to provide equal opportunities to employees in this field.
- ✓ It ensures that employees receive the training required by their titles and duties. It also provides the necessary environment and conditions for the professional and personal development of all employees without any discrimination among employees.
- ✓ The Company recruits and develops human resources with the competencies needed, supports them with training programmes and creates retention plans to achieve its strategic goals.
- ✓ In order to be promoted to a higher position, it is essential to have the knowledge, experience and, where necessary, licence (licences for Capital Market Activities, etc.) required by the job description.
- ✓ Ensures that employees work in a cost-conscious manner in accordance with the principles of efficiency and profitability.
- ✓ Implements a fair remuneration system based on duties, responsibilities and performance.
- ✓ Implements career planning based on performance criteria in order to increase the ratio of female managers in the Company.
- ✓ Provides a work environment that encourages employees to think creatively and generate new ideas that will improve operations, and keeps communication channels open for them to express their opinions and suggestions.
- ✓ It aims to ensure loyalty to the organisation by creating a transparent and reliable communication environment where teamwork is supported, participation and corporate awareness are ensured.

- ✓ Necessary information is provided to employees in all decisions that may affect employees, such as the financial situation of the company, remuneration, career planning, education and health.
- ✓ Ensures that necessary measures are taken to protect personal data in accordance with the Law on the Protection of Personal Data.
- ✓ It takes care to fulfil the requirements of international conventions to which our country is a party, especially the United Nations Universal Declaration of Human Rights and the basic principles of the International Labour Organization such as labour rights, human rights and social justice.
- ✓ Rejects all forms of discrimination in all processes and practices involving its employees. It makes all decisions regarding its employees without discrimination based on race, religion, language, sect or any belief, gender, age, cultural or social class.
- ✓ It takes necessary measures to respect human rights and protect employees against physical, mental and emotional abuse within the organisation. It takes necessary actions in case such situations occur despite taking precautions.
- ✓ Ensures that the work / social life balance of employees is maintained.
- ✓ Provides legal trainings to employees on a regular basis, including Occupational Health and Safety training and all legal compliance trainings, and ensures that awareness on this issue is raised and a safe working environment is established.
- ✓ Provides an environment where each employee can submit their wishes, complaints and suggestions through the Human Resources Directorate to be communicated through various communication channels.