

# EXTRACT ETHICAL CODE

*Approved by Administrator Mesut Tok on 2019.07.31*

The Administrator Umit Tanıtım Tekstil Promosyon Ürünleri San. Tic. Ltd. Şti.



# ***INDEX***

1. **Premise**
  - 1.1 The value of the Code of Ethics
  - 1.2 Application and dissemination of the Code of Ethics
  - 1.3 Activities carried out by Ümit Tanıtım Tekstil Promosyon Ürünleri San. Tic. Ltd. ti.
  - 1.4 Sustainability and Corporate Social Responsibility
2. **Vision, Mission and Values**
3. **General principles**
  - 3.1 Recipients and purposes
  - 3.2 Commitments
  - 3.3 Commitments of all employees and collaborators

## **1. Premise**

### **1.1 The value of the Code of Ethics**

This Code of Ethics is the tool prepared by Ümit Tanıtım Tekstil Promosyon Ürünleri San. Tic. Ltd. Şti henceforth called UMIT to define the principles and values of business ethics that UMIT recognizes, accepts, shares and applies, and the set of responsibilities that they, as well as their respective collaborators, assume in internal and external relations

### **1.2 Application and dissemination of the Code of Ethics**

The observance of the contents of the Code of Ethics by all those who work for UMIT L is of fundamental importance for the proper functioning, reliability and reputation of UMIT itself, indispensable factors for the success of the company.

UMIT undertakes to disseminate and promote the knowledge of the Code of Ethics by employees and all those who work for UMIT, including by publishing them on the company website, monitoring compliance and preparing appropriate information and control tools.

With regards to external subjects to whom this Code is addressed (in particular Customers and Suppliers of products and services), UMIT introduces contractual clauses and undertakes to obtain signed declarations formalizing the acknowledgment, acceptance and compliance with the principles set forth in this Code Ethical. UMIT promotes the control of compliance with the provisions of the Code of Ethics as a virtuous practice to guarantee the work of individuals and the company's operations.

### **1.3 Performed activities**

UMIT operates in the sector of production of workwear. The respect of high quality levels to which it tends, the protection of the environment and the promotion of the economic and social development of the territory in which it operates, are constantly pursued objectives that integrate the mission of UMIT.

### **1.4 Sustainability and corporate social responsibility**

It is UMIT's commitment to actively contribute to the promotion of sustainable development of the communities and the environment in which it operates and is present. All the activities are planned and carried out in the awareness of the Social Responsibility that UMIT has with all its stakeholders: employees, customers, suppliers, communities, commercial and financial partners, institutions, trade associations and any trade union representatives.

## 2. Vision, Mission and Values

The values on which UMIT bases its strategy and requires the commitment of all personnel are:

- customer satisfaction,
- Sustainability, responsibility,
- growth and enhancement of employees,
- transparency,
- change and flexibility,
- team up.

## 3. General Principles

### 3.1 Recipients and purposes

This Code of Ethics identifies the general principles and behavioral rules that guide the management and relations within and outside the company. This document is a tool with which UMIT, in fulfilling its mission, undertakes to contribute to the socio-economic development of the territory and of the communities.

The rules of the Code of Ethics apply without exception to the directors and employees and to all those who work to achieve the company objectives. The management is required to observe the contents of the Code of Ethics in proposing and implementing the projects, actions and investments necessary to increase the assets, management and technological values of the company, the economic and social well-being for employees and the community. First and foremost it is the task of administrators and managers to concretize the values and principles contained in the Code of Ethics, assuming responsibility internally and externally. Employees must adapt their actions and behavior to the principles and criteria of conduct set forth in the Code of Ethics.

All employee behavior in the course of work must be inspired:

- to the maximum correctness from the management point of view,
- completeness and transparency of information,
- formal and substantive legitimacy,
- the clarity and truth of the accounting records.

All company activities must be carried out with commitment and professional rigor. Each employee must provide professional contributions appropriate to the responsibilities and functions assigned, acting in such a way as to protect the prestige of UMIT.

Relationships between employees, at all levels, must be based on criteria and behaviors of correctness, collaboration, loyalty and mutual respect.

### 3.2 Commitments

UMIT ensures:

- maximum dissemination and knowledge of the Code of Ethics;
- constant updating of the contents of the Code;
- the interpretation and implementation of the provisions of the Code of Ethics;
- verification of any breach of the Code of Ethics;

### 3.3 Commitments of all employees and collaborators

All employees undertake to:

- know and adopt behavior consistent with the rules contained in the Code of Ethics and the reference standards that regulate the activity carried out in the context of their function;
- refrain from behavior contrary to these rules;
- contact their superiors to ask for clarifications, if necessary, for the application of the rules of the Code of Ethics or any request for violation against them. These reports may also be made anonymously;
- collaborate with the Direction to verify the possible violations of the rules of the Code of Ethics.

The Executives and Managers of the structure or of the company function in the performance undertake to:

- carefully select, within the scope of its competence, employees and external collaborators to entrust tasks exclusively to people who fully rely on their commitment to comply with the rules of the Code of Ethics;
- disseminating knowledge and sharing of the rules of the Code of Ethics among employees as an essential part of the quality of work performance;
- make employees observe the rules of the Code of Ethics, as well as encourage and protect reports of possible violations of the Code of Ethics by employees;
- promptly report to the Management any reports from its employees;
- adopt the immediate and indispensable corrective measures required by the situation; prevent any kind of retaliation.

With regard to third parties, all employees must:

- adequately inform them about the obligations imposed by the Code of Ethics;
- require compliance with the obligations that directly affect their activity;
- take appropriate action in the event of non-compliance by third parties obligation to comply with the rules of the Code of Ethics