



BUSINESS
ETHICS POLICY



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DISCRIMINATION

DigitalPort is not going to tolerate in any way or support discriminatory activities in termination or retirement on the basis of national, regional, or social origin, caste, birth, religion, disability, gender, sexual orientation, family responsibilities, marital status, trade union membership, political opinions, age, or other factors that may give rise to discrimination.

Furthermore, the company will not interfere with the exercise of the personnel's rights in order to meet the needs or pursue beliefs or practices relating to national, regional, or social origin, caste, birth, religion, disability, gender, sexual orientation, family responsibilities, marital status, trade union membership, political opinions, age, or other circumstances that may give rise to discrimination.

FIGHT AGAINST CORRUPTION & BRIBERY

Abusing one's position of power in order to get an advantage, whether it be financial or otherwise, is commonly referred to as corruption.

Bribery is the act of providing oneself, the party requesting it, or someone else due to this relationship, with a benefit within the framework of an agreement reached with another person to act contrary to the requirements of his or her duty, by means such as offering, promising, or promising a benefit, directly or through intermediaries, for a person to do, not do, accelerate, or slow down a job related to the performance of his or her duty.

Corruption and bribery can happen in a variety of ways, including;

- Cash payments,
- Political or other donations,
- Commission,
- Social rights,
- Gift, entertainment,
- Other interests

countable.

The Board of Directors has the power, obligation, and responsibility of implementing and amending the Anti-Bribery and Anti-Corruption Policy. In this context, senior management assesses risks based on the guiding principles decided upon by the board of directors and sets up the required control measures,

Mechanisms for notification, evaluation, and sanctions must be developed and implemented in the event of non-compliance with policies, rules, and regulations.

Additionally, all employees of DigitalPort are required to: Comply with the Board of Directors' regulations; Effectively manage risks specific to their fields of expertise;



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Cash payments,
Political or other donations,
Commission,

In accordance with applicable legal requirements and DigitalPort applications, it is the duty of the employee to report to the Disciplinary Board any behavior, action, or practice that violates in the violation of the Policy.

The Policy principles and other pertinent legal restrictions must be complied with by businesses and business partners from whom goods and services are bought and sold. Work with people and organizations that do not comply with these requirements will be discontinued.

No payment or bribe of any kind may be given to employees or anyone else connected to the business.

Every employee has a responsibility to notify the company of any questionable activity.

Employees and associates who are found guilty of taking or providing bribes may face legal consequences as well as disciplinary action.

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HARASSMENT & ABUSE

The Harassment and Mistreatment Policy's objectives are to prevent harassment and mistreatment of employees, to protect those who have experienced it, and to help management decide what action to take following conducting an investigation against the harassing employee in accordance with the policy's guidelines.

Against employees or a member of their family,

Threatening bodily punishment,

Putting mental pressure on,

Teasing, yelling, using derogatory language, or making threats,

Encouraging or inciting illegal activity,

Acting or saying something that makes them feel less respectable,

Considering any form of personal relationship or sexual implication as a promotional tool,

Biased treatment of employees as a result of refusing any request to create a relationship, use of harassing conduct, surveillance, and physical contact.

Use of any form of harassing behavior, surveillance and physical contact,

Insensitivity to gender differences during security searches,

Depriving workers the opportunity to take care of their fundamental necessities, such as using the restroom, drinking water, seeking medical attention, etc.

It is considered harassment when a worker's freedom of movement is restricted after hours for no apparent cause.



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When someone is the target of harassment, they have two options for reporting it: they can write to the Complaint & Suggestion boxes or speak with the Personnel and Administrative Affairs Officer directly.

The application will carefully abide by privacy principles.

The responsible party starts an investigation promptly as they become aware of any harassment or mistreatment. The disciplinary board then conducts a private investigation into the circumstances surrounding the incident, gathers any necessary written or oral statements from the necessary individuals, and documents all of its work by creating minutes. Every step of the investigation involves informing the victim and getting his or her written consent. It is decided which course of action should be taken after evaluating the evidence gathered and considering the severity of the offense. Senior management of the company is informed of the decision made as a consequence of the investigation for implementation.

The employment contract of the person found guilty in the incident is terminated in accordance with Article 25 of Law No. 4857 if it has been determined that an act of harassment or other ill-treatment has taken place.

Considering the complainant's request, the matter is forwarded to the judicial authorities.

DEMAND & COMPLAINT

In our business, we have a "Open Door" policy. All employees have the freedom to communicate any issues they may have directly with the Personnel and Administrative Affairs Officer under the open door application. They can also email the appropriate units with their requests, complaints, and suggestions.

In addition to the employee representation office, "Wish Boxes" were positioned at the entrances to the changing rooms and the production area so that staff members could voice their concerns, requests, and complaints to management. The "Request Box" will allow employees to use writing to express their desires, grievances, and suggestions.

Written requests do not need to include a signature or a name. The option to learn about the course of action about their requests, however, may be available to individuals who have provided their names and signatures. Every two weeks, the Personnel and Administrative Affairs Officer, along with Employee Representatives, will unlock a wish box.

The management will be informed after the letters from the wish box have been categorized based on their subjects. The activities that have been decided to be carried out as a result of the evaluation will be communicated to the employees.

WORKING AGE

The age determination of those recruited is made according to population records. Young people under the age of 18 and child workers are not employed.



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HIRING

Using methods and technologies that will give applicants equal opportunity and enable them to be hired in the most suitable ways, to attract brilliant and capable human resources to the organization. Prior to making a hiring decision, the qualities required for a position are identified, and applications are gathered in accordance with these requirements. In the created candidate pool, subject-matter specialists do the preliminary evaluation procedure. Interviews are conducted with the department manager and the human resources specialist following the preliminary evaluation procedure. Following the approval stage, the hiring procedure starts, followed by a two months adaptation period.

TRAINING

Upon beginning the job, new employees must complete orientation training. Topics including general work and hygiene norms, corporate policies, pay, overtime, leaves, and legal rights are all addressed during orientation training. Following this training, more training is provided according to the annual training schedule.

HYGIENE

In order to prevent contamination and guarantee secure manufacturing during the stages of production, storage, packaging, transportation, and distribution of the items produced in our business, hygiene regulations have been established.

In accordance with the general hygiene regulations that all employees are required to follow, hands must be cleaned properly after using the restroom, after smoking, and both before and after eating.

The dressing rooms and the production areas do not have any storage for food or drinks.

Work attire is cleaned and changed in the designated order.

The condition of a person's nails, beard, and hair is taken into consideration.

In locations where smoking is permitted, smoking is allowed.

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