

ETHICAL BUSINESS RULES POLICY

05.09.2023

This policy outlines the principles and regulations that employees of Akten Cosmetics must adhere to while performing their duties. The purpose of these principles is to prevent any potential conflicts or disputes that may arise between employees, customers, and institutions.

Any behavior or attitudes that violate the rules will be assessed according to the company's internal disciplinary regulations. In situations and conditions not explicitly covered by these rules, it is essential to act based on principles of prudence and good faith. Akten Cosmetics expects all its employees, as well as stakeholders, suppliers, auditors, consultants, and other entities collaborating with Akten Cosmetics (partners), to adhere to these policy principles.



Respect for Human Rights: At Akten Cosmetics, we embrace the United Nations Universal Declaration of Human Rights and Social Compliance Standards. We aim for our Ethical Principles and related policies to be aligned with these principles. (For more detailed information, please refer to the Human Rights Policy.)

Compliance with the Law Under All Circumstances: In the countries where we operate, we ensure adherence to the law. When faced with unclear legislation, we follow our Ethical Principles and, if needed, consult with the appropriate authorities.

Honesty and Transparency: Integrity and transparency are fundamental to all our activities. Employees and stakeholders of Akten Cosmetics conduct themselves with accuracy and honesty in their interactions. We provide accurate information regarding the contents of our products, production processes, and marketing strategies.

Anti-Bribery and Anti-Corruption: There is zero tolerance for bribery and corruption. Accepting, giving, or offering bribes and/or commissions is strictly prohibited under any circumstances. (For more detailed information, please refer to the Anti-Bribery and Anti-Corruption Policy.)

Acceptance and Giving of Gifts: Employees of Akten Cosmetics are prohibited from requesting gifts from individuals or organizations with whom the company has commercial relationships.

Company employees are not allowed to accept money, travel expenses, event costs, or similar payments from business partners, subcontractors, suppliers, consultants, or customers, whether gratuitously or as a loan.

Gifts and promotional materials given to customers and other third parties with whom the company has business relationships must be approved by the company's senior management. Employees may, with management approval, provide company promotional materials and gift products to business partners in quantities intended for personal use, without any expectation of benefit.

Prevention of Conflicts of Interest: Our employees are not permitted to make investments or lend money in a way that conflicts with the interests of the institution, whether to suppliers or customers. Similarly, we do not allow our employees, their family members, or close associates to benefit personally from special advantages or conditions provided to the company by suppliers or customers.

Secondary Employment: Full-time employees are not allowed to engage in direct or indirect employment outside of Akten Cosmetics. Employees who wish to participate in social responsibility projects or serve on the boards of associations, foundations, or similar organizations must obtain approval from the Management and the Executive Committee.

Confidentiality: Respect for the confidentiality of customer and company information is upheld. The protection of personal information pertaining to our customers, business partners, employees, and other relevant individuals and organizations we work with is ensured under data protection regulations.

Donations, Sponsorships, and Social Investments: We make donations and sponsor events that support social development and align with our principles. When entering into sponsorship agreements on behalf of the company, we ensure that sponsorships are made with reputable and credible organizations, and that no unfair advantage is gained through these sponsorships.

We do not make donations or sponsor events that violate human and animal rights, promote tobacco, alcohol, or drugs, or harm the environment. We also refrain from donating to or sponsoring organizations that discriminate based on gender, language, religion, race, color, age, nationality, or ideology.

We prioritize aligning our social investments with business priorities and implementing them through collaborations with specialized institutions or experts. We invest in environmental and social issues by developing long-term partnerships tailored to specific needs.

We do not make donations to political parties, politicians, or political candidates. However, we respect our employees' voluntary participation in legal political activities and do not impose restrictions. Company resources (such as vehicles, computers, email, etc.) cannot be used for political activities or personal donations for such purposes. Political demonstrations, propaganda, and similar activities are not permitted within the company's operational areas.

Animal Testing: At Akten Cosmetics, we are committed to using ethical testing methods that do not harm animals. We avoid animal testing in the development and testing of our products and support the use of alternative testing methods.

Healthy and Safe Work Environment: We conduct our activities in a healthy and safe manner, ensuring that our employees, contractors, vendors, and the community are not put at risk. To achieve this, we use facilities with safe designs, work with skilled professionals, and prioritize safety in our processes. (For detailed information, please refer to the Occupational Health and Safety Policy.)

Use Of Social Media Accounts: When sharing on social media, we avoid posting content that could cause disputes or ambiguities regarding corporate matters, as well as sharing information or photos that might violate the company's confidentiality rules. Providing statements to media outlets, participating in interviews, or speaking at seminars, conferences, and similar events is subject to approval from the senior management.

Legal Compliance: Akten Cosmetics is committed to adhering to the local and national laws, regulations, and standards of all the countries in which it operates. This commitment includes compliance with regulations concerning the safety of cosmetic products, ethical production processes, environmental and social standards, as well as occupational health and safety.

Compliance With Ethical Principles: At Akten Cosmetics, we place a strong emphasis on integrity and accountability in all our operations and partnerships. We encourage and support individuals who witness or suspect any abuse or unethical behavior to voice their concerns. Managers are also required to report any observed misconduct to the designated reporting address. The identity of the person making the report does not need to be disclosed.

Reportable issues include, but are not limited to, violations of ethical principles. All instances of unethical behavior or misconduct can be reported through our Ethics Reporting channels.

- * Crimes such as theft and fraud
- * Any form of discrimination (race, religion, language, color, gender, age, etc.)
- * Violation of ethical principles, laws, moral values and legal regulations
- * Harassment
- * Mobbing
- * Behaviors that do not comply with business ethics (insults, swearing, threats, gossip, etc.)
- * Threatening the safety or health of the workplace and society
- * Violation endangering the safety of life and property
- * Improper use of company equipment
- * Irregularities in accounting records
- * Giving or receiving bribes, exchanging loans
- * Revealing company secrets
- * Laundering the proceeds of crime
- * Brand and reputational infringement
- * Use of company resources for personal interests
- * Environmental damage