

BUSINESS ETHICS MISCONDUCT NOTIFICATION POLICY

05.09.2023

As Akten Cosmetics, we place great importance on ensuring that our ethical standards are applied and embraced in a sustainable manner, and on maintaining our culture of ethical behavior. We encourage our employees to report any legal or ethical violations they identify or suspect, without facing any unfair repercussions, and we do so with a commitment to confidentiality.

Confidentiality is essential in the process of reporting ethical violations. Individuals who report such violations are assured of protection from any retaliation. Any adverse actions taken against these individuals will be considered a separate ethical violation.

To that end;

- ❖ To provide an effective and reliable mechanism for reporting violations, so that our employees and all other stakeholders can comfortably, confidently, and without hesitation report any instances of legal or ethical breaches.
- ❖ To review and assess all violation reports made by our employees and other stakeholders, whether identified or anonymous, in a fair, impartial, and unbiased manner.
- ❖ To keep the identity of the reporting individual confidential, unless required by law or with the individual's consent
- ❖ To ensure that all necessary measures are taken to protect the individual who reports a violation from retaliation and any forms of threats, harassment, intimidation, or bullying.
- ❖ To educate our employees about ethical violations and the importance of ethical business practices through training programs.
- ❖ To maintain zero tolerance towards any actions by employees or stakeholders that could cause harm to the person reporting a violation or anyone involved in the investigation, and to enforce the necessary disciplinary actions or legal penalties.
- ❖ To ensure that violation reports are submitted confidentially and securely through designated communication channels, including the email address ethics@aktenkozmetik.com and the reporting form available at <https://www.aktenkozmetik.com/Iletiřim/Etik-Ihlali-Bildirimi>.
- ❖ To evaluate reported violations in accordance with laws and company policies, through the Ethical Committee, with equal and fair assessment, and to take the necessary measures based on this evaluation.
- ❖ We are committed to applying the appropriate company policies to any employee or stakeholder who makes a false report if, as a result of investigations and evaluations, it is determined that the reported violation was unfounded.

GENERAL MANAGER