



**Our Ethical  
Principles**



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# Message from the Chairman of the Board of Directors

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## **My dear fellow workers,**

As Saya Holding and its subsidiaries, we strive to create a sensitive business environment that supports change and development, and to continue activities that add value to our country's economy, on the path we set out with a human-first approach.

We act with the awareness that the future will be shaped from today, and we invest in areas that increase the quality of life with the mission of contributing to exports and employment as we implement our goals and strategies as a group.

As the Holding, as we continue our commercial activities in sectors with different dynamics, our values of "Human-Centered Approach", "Innovation", "Diversity", "Benefit", otherwise known as, "Beyond Capital Values" determined in our organization, guide us in our communication with our stakeholders as well as in our business processes.

The Saya Holding Ethical Principles, which emerged as a core of these precious values and are a part of our written culture, forms the basis of Saya Holding and its subsidiaries' commitment to ethical principles. It is the primary responsibility of our employees at all levels to know, internalize and act in accordance with the "Saya Holding Ethical Principles", which regulates our relations with our employees, customers, shareholders, suppliers and competitors, and the society. On the other hand, we should not forget that it is the common responsibility of all of us to report decisions and behaviors that ignore these principles, which complement our work and support all kinds of goals and activities.

I know that these principles will guide us in all your relationships and behaviors; I would like to thank you for your belief in doing the right thing for yourself, Saya Holding and our stakeholders.

**Best Wishes,  
Chairman of the Board of Directors**

# Our Values

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## Human-Centered Approach

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Saya Holding always prioritizes people in its operations. It uses technology to improve lives and benefit society. This value is the fundamental principle guiding all activities of the holding.



## Innovation

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Saya Holding consistently values innovation and focuses on developing new and effective solutions. Innovation enhances the company's competitive edge while offering greater potential to add value to society and the world.



## Diversity

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Saya Holding sees diversity as a richness and encourages diversity in its operations. Additionally, it operates with a value-focused approach, producing business solutions.



## Benefit

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Saya Holding aims to make a meaningful contribution to society and the world on a global scale. It directs its activities not only towards profit but also towards providing social benefits.



# “From Today To The Future”

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## **Our Vision**

To double the size of our Holding in every 5 years.

## **Our Mission**

Invest in projects that support education and social solidarity policies. Increase the quality of life while also contributing to R&D, exports and employment, the greatest needs of our country.



# Fundamental Concept and Scope

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## What is Ethics?

Ethics refers to the set of universal norms that emerge from the common point where different moral understandings intersect. It is a concept related to morality. In other words, we can define this concept as “the moral principles that we call common sense and which everyone can easily approve of”. Ethics aims to define these universal truths and principles.

## What is the meaning of Ethical Principles?

For companies, these principles are the rules regarding the values that guide the preferences, decisions, relationships and behaviors of the employee and the company. They are the principles of behavior in relations with all stakeholders.

## What is a Stakeholder?

They are individuals, societies, groups, public/private institutions and organizations connected with Saya Holding and its subsidiaries.

## Who is the Company Ethics Representative?

Company Ethics Representative refers to the person who coordinates business ethics within Saya and/or the Holding Company, guides and advises on questions and issues raised by employees.

## What is the Ethical Committee?

Ethical Committee refers to the board that works under the Chairman of the Board of Directors of Saya Holding and decides on the actions to be taken in cases of non-compliance with the Ethical Principles.

## Who is the Ethics Committee Notification Officer?

Ethics Committee Notification Officer is the Head of the Ethics Committee on behalf of the Ethics Committee or the Internal Audit Manager, who is appointed by the decision of the Ethics Committee and who is also a member of thereof.

## What do Ethical Principles mean for Saya Holding and who does it cover?

Ethical Principles mean determining the expected behaviors and responsibilities of Saya and Holding Company managers and employees about what issues they will pay attention to while doing their jobs, how they will work with their colleagues, customers, suppliers and all other stakeholders, how they will interact and communicate with them. Its scope covers all stakeholders associated with Saya Holding.

## If You Are Undecided

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It would be helpful to ask yourself the following questions if you are undecided about whether any situation/behavior is contradicting the Ethical Principles;

1. Is this situation/behavior I've encountered legal?
2. Does this situation/behavior comply with Saya Holding Ethical Principles and Policies?
3. Does this situation/behavior set a good example?
4. Is this situation/behavior in compliance with the values of Saya Holding?
5. Can I explain this situation/behavior to my colleagues and social sphere?

If you are not sure despite your answers to these questions, you should definitely contact your manager or your company's Ethics Representative or the Ethics Committee Notification Officer via the Ethics Hotline channels.

# Section 1

# Our Ethical Principles

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# Our Ethical Principles

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Ethical Principles, nurtured by the values of Saya Holding, always guiding us and determining the way of doing business of the corporation, are given below. Saya Holding undertakes to be consciously aware of these principles and bears the responsibility for this as all employees and the corporation.

1. **Trustworthiness and Integrity,**
2. **Protecting Company Reputation,**
3. **Refraining from Conflicts of Interest,**
4. **Taking Care of Information Confidentiality,**
5. **Responsibility towards Stakeholders**

## 1- Trustworthiness and Integrity

The primary values of Saya Holding in all business relations and business processes are; trustworthiness, honesty, integrity and fair behavior. Saya Holding acts with this behavior principle in its relations with its employees and all other stakeholders; takes responsibility for the implementation of this at the highest level and exhibits a consistent cooperation.

## 2- Protecting Company Reputation

With the awareness that they represent the Holding, Saya Holding employees act honestly and consistently in all their business relations and behaviors, while keeping the Holding's reputation above all else. They avoid all kinds of interests, benefits and behaviors that may harm this reputation and establish long-term relationships based on trust.

The relations and behaviors of Saya Holding employees are always in compliance with the Saya Holding Ethical Principles, regulations, procedures and applicable laws. The activities and projects involved must comply with the Saya Holding Ethical Principles and the Holding's reputation. The stakeholders are also expected to act in accordance with the Holding's reputation.

Equal distance is maintained in relations with the media; in these relations, actions are taken within the framework of Saya Holding Corporate Communication principles. Making a statement to any broadcasting organization, attending an interview, seminar, conference, etc. as a speaker depends on the approval of the senior management. No profit can be gained from these activities. In areas where Saya Holding is represented, employees do not express their own views, but only the views of the company.

No statements are made in favor or against the Company on social media, and the principles of social media usage are followed.

# Our Ethical Principles

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## 3- Refraining from Conflicts of Interest,

Saya Holding employees stay away from the environment, relationships and behaviors that may directly or indirectly lead to conflicts of interest. Employees avoid a conflict or the possibility of conflict between their personal interests and company interests.

Saya Holding employees do not use the Saya Holding name, power, reputation, corporate identity and position to benefit themselves, their families or their relatives, do not derive personal benefit from the persons and organizations with which they have business relations.

## 4- Taking Care of Information Confidentiality

Unethical methods and practices are not allowed in Saya Holding's activities, business relations and behaviors. Information privacy and protection of private information of employees, customers and stakeholders is given importance.

Confidential information of Saya Holding activities is protected and this information is shared only with authorized persons, provided that it is used for their purposes.

Saya Holding employees are obliged to act in accordance with information security principles. Confidential and private information covers the issues that may create a competitive disadvantage for the Holding, trade secrets, patents, methods, formulas, inventions, financial and other information not disclosed to the public, personal rights of personnel, information within the framework of "confidentiality agreements" signed with third parties and all information defined within the framework of information security principles.

## 5- Responsibility towards Stakeholders

Saya Holding acts with the principle of "Human-First" in all its collaborations. While determining these, Saya works with stakeholders who comply with the law and business ethics. In its relations with stakeholders, the responsibilities listed below are fulfilled.

### a) Legal Responsibilities

Saya Holding carries out all its activities in full compliance with national and international laws and regulations, and acts in accordance with universal legal values and human rights. Follows the laws and regulations and takes the necessary measures for compliance therewith. Complies with all national and international laws and ethical rules in its clinical and laboratory studies within the scope of R&D.

# Our Ethical Principles

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Attaches importance to honest, complete and understandable communication with official institutions and organizations; presents the requested information in a timely, accurate and understandable manner.

Ensures that all kinds of commercial and financial records, financial statements or reports prepared by the Holding are kept in accordance with national and international accounting standards determined in accordance with current laws and regulations, as well as international financial reporting principles and rules.

Beside the institutions and organizations of the countries in which it is located, Saya Holding remains impartial and at an equal distance to all institutions of the society, especially political parties and non-governmental organizations; approaches the customs, traditions and values of the society with respect.

## **b) Responsibilities for Our Customers**

Saya Holding pays attention to take all kinds of measures that will ensure high customer satisfaction and loyalty regarding the products and services offered.

Saya Holding works with an understanding that responds to the needs and demands of customers in the most appropriate time and in the right way; is sensitive to customers' problems. Saya Holding aims to provide the best service by focusing on changing customer and market needs.

Saya Holding approaches its customers with honest, respectful, fair and courtesy rules, and creates a long-term trust environment for them.

## **c) Responsibilities for Our Employees**

Believing that success is possible and meaningful together with people, Saya Holding considers the creation and maintenance of a working environment where its employees can develop themselves and where they feel peaceful, safe, valuable and happy as one of its most important priorities.

Saya Holding sees “diversity” as wealth, respects it and rejects all forms of discrimination. Saya Holding approaches its employees in an honest and fair manner, commits to a safe and healthy working environment, and ensures that their personal rights are fully and correctly implemented. Does not employ child labor and workers under the age of 18. Full-time employees of Saya Holding are not paid less than the minimum wage. Regulates working hours, overtime, etc. within the framework of legal compliance.

# Our Ethical Principles

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In all human resources practices, including hiring, career, education, wages and dismissal, discrimination based on language, religion, race, sect, ethnic origin, gender, political opinion and similar reasons is not made and equal opportunities are provided to individuals. Saya Holding makes the necessary effort for the individual development of its employees and takes care to offer them development opportunities in the areas they need. Enables its employees to participate in the decision-making processes of Saya Holding

Supports its employees to voluntarily participate in appropriate social and social activities in which they will take part with a sense of social responsibility.

Keeps the information of the employees confidential and does not share this information with anyone other than authorized persons and institutions.

In addition to all kinds of immunities of the employees, it also pays regard to their physical, sexual and emotional immunity.

It is against the law and ethical rules to violate the immunity of individuals in any way through physical, sexual and/or emotional harassment in the workplace or any place where they are due to work; this crime will not be tolerated by the Holding/Company in any way. In this context, Saya Holding takes all kinds of measures to ensure that its employees work in a business environment where their physical, sexual and emotional immunity is protected.

Violation of one's bodily immunity and/or sexual harassment of a person without physical contact is defined as sexual assault/harassment. Accordingly, it is unacceptable to exhibit any behavior that can be considered within this definition.

On the other hand, "Psychological Harassment in the Workplace" (Mobbing), which is a set of malicious, intentional, negative attitudes and behaviors perpetrated by one or more persons in the workplace against another person or persons, continuing systematically for a certain period of time, aiming to intimidate, pacify or remove from work, harming the personality values, professional status, social relations or health of the victim or victims, is also seen as one of the above-mentioned forms of harassment.

## **d) Responsibilities for Our Business Partners and Suppliers**

Saya and its Holding Companies conduct their relations with business partners and suppliers in an honest and fair manner; acts transparently and impartially during the selection process of business partners, and takes the necessary care to fulfill its obligations on time.

# Our Ethical Principles

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Carefully protects the confidential information, corporate and personal integrity of business partners and suppliers; does not work with business partners and suppliers who do not comply with the Saya Holding values and Ethical Principles, fulfill the working conditions, wages and other rights of their employees in accordance with the law, and comply with the law.

Saya and its Holding Companies, in all business processes and relations, cooperates with suppliers that comply with rules and principles, act in accordance with commercial and financial regulations in financial integrity, provide a safe and healthy work environment where there is no discrimination and harassment for their employees, pay attention to information confidentiality, and avoid unfair competition.

## **e) Responsibilities for Our Shareholders**

Acts within the framework of financial discipline and accountability; and, manages resources and assets with efficiency and savings awareness.

In the activities of Saya Holding, it is aimed to increase the value of the company. In this, care is taken to establish an optimum balance between profitability and risk management. By giving importance to the continuity of the group, Saya Holding avoids taking unnecessary or unmanageable risks in line with its goal of creating value. Sustainable profitability is aimed.

Shareholders are informed about; the financial statements, strategies, investments and risk profile in a timely, accurate, complete, understandable and within the scope of the legislation.

## **f) Responsibilities for Our Competitors**

Saya Holding undertakes to comply with the rules of fair competition and the laws and regulations that support these rules. On the other hand, also keeps its employees obliged to comply with laws and regulations; and avoids unfair competition.

Saya Holding complies with the competition regulations of the Competition Board and the professional organizations it is a member of, in its initiatives and activities aimed at increasing the competitive advantage and the value of the company, such as mergers, acquisitions, cooperation and joint ventures.

Does not engage in negotiations and information exchanges with competitors to determine the market and/or competitive conditions together. Does not support attempts to restrict or limit competition under any circumstances; and, expects its competitors and business partners to do the same.



# Our Ethical Principles

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## **g) Responsibilities for Society and Environment**

Saya Holding believes that the essence of real competition is respect for society and the environment, and adopts the understanding of "Human-First" in all its processes. Does not work with institutions and individuals who harm the morality of the society and harm the environment and public health.

As an environment-friendly company, it pays utmost attention to protecting human and public health, as well as protecting the environment, both in its own activities and with suppliers and all institutions it cooperates with. Saya Holding complies with all occupational safety and health laws and standards in its work.

Saya Holding takes part in projects that will contribute to the development of the society with its social responsibility awareness and provides support to them.

In investment decisions, environmental pollution and the consequences of using natural resources are taken into consideration. Saya Holding raises awareness of its employees on issues such as environment, protection of resources, energy saving and recycling.

Section 2  
**Our Policies Supporting  
Our Ethical Principles**

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# Our Policies Supporting Our Ethical Principles

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1. **Maintaining the Balance of Interest Policy**
2. **Policy Protection of Confidential Information Policy**
3. **Environmental Policy**
4. **Occupational Health and Safety Policy**
5. **Quality Policy**
6. **Social Responsibility Policy**

## 1- Maintaining the Balance of Interest Policy

It is essential that employees avoid situations that may create conflict of interest. Not using company resources, name, identity and power for personal benefit and avoiding situations that may adversely affect the name and image of the organization are of the most important responsibilities of all employees.

Employees are required to avoid the situations listed below as activities and relationships that may create conflict of interest, and to fully comply with the specified principles.

### **Activities that May Create Conflict of Interest and Maintaining Balance**

Saya Holding employees avoid activities and relationships that will result in a conflict of interest; take care to protect the interests of the company in all their duties; avoid all kinds of activities and behaviors that may mean gaining benefits for themselves or their relatives.

#### **a. Care in Behavior and Relationships**

Saya Holding employees are obliged to be in harmony with their colleagues and managers; work in accordance with the essence of teamwork; perform their work honestly and quickly, in good relations with private or official persons, organizations and customers who have a relationship with the company and in accordance with business requirements.

#### **b. Misconduct**

If there are family members, close relatives and friends working in supplier companies and customers, these relationships are not allowed to create a conflict of interest.

If there are family members, close relatives and close friends working within the Saya Holding, these relations are not allowed to affect the decisions to be taken within the company.

Employees vested with authority to make purchasing decisions cannot make a purchase decision in the offers made by companies in which their family members, close relatives and friends are directly or indirectly partners. In such cases, a purchasing decision may be made, provided that the General Manager is informed about this issue and approval is obtained.

# Our Policies Supporting Our Ethical Principles

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## **c. Giving/Receiving Gifts and Entertainment**

Gifts and entertainment that may affect the preferences and decisions of the company and employees or that aim to influence them are not accepted and cannot be demanded. Likewise, gifts that may affect the other party's decisions are not given.

Invitations for meals, business meetings and social activities from customers and suppliers are acceptable; provided that they do not conflict with company policies and interests and are reasonable. Within a calendar year, gifts amounting to a maximum of one quarter of the gross minimum wage, as well as gifts with the employee's name on it (excluding agenda, calendar, pen) can be accepted with the knowledge of this employee's manager. Gifts above this amount are delivered to the Human Resources Department. Gifts kept by the Human Resources Department are used as gifts to employees in organizations and activities organized therefor.

All promotional activities and promotions for customers are planned according to the relevant laws, regulations, directives and rules of both official authorities and industry organizations, and employees are also expected to act accordingly. Employees shall not receive bribes and/or commissions from any person or institution while performing their duties. In case of violation of this rule, the employee's employment contract is terminated.

## **d. Protection of Company Assets**

Saya Holding employees are responsible for the protection and correct use of company assets and resources. Equipment and other goods of the company (vehicles, tools, company credit cards, spare parts, office supplies, documents, computers, electronic devices, etc.) can only be used for the purposes determined by the company.

## **e. Side Job Ban**

Saya Holding employees, in principle, cannot work in a side job outside the company. Employees can take part in public or private educational institutions, associations related to cultural, vocational and social aids; provided that the written consent of the Chairman of the Board of Directors, General Manager and Human Resources Manager is obtained.

# Our Policies Supporting Our Ethical Principles

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## **f. Political Activities and Donations**

Saya Holding employees, in the capacity of Saya Holding representatives, cannot take part in any political party or association with political purposes and assume management duties. No donations (in cash or otherwise) can be made on behalf of Saya Holding, directly or indirectly, to political parties, political organizations, politicians, representatives of such groups and candidates.

Demonstrations, propaganda and similar activities are not allowed within the boundaries of workplaces. Company resources (building, vehicle, computer, e-mail, etc.) cannot be allocated to political activities.

Employees cannot request donations from company customers and/or other colleagues on behalf of political associations or various organizations and cannot make similar requests.

## **g. Relations with the Media**

Making statements to the written and visual media, such as magazines, bulletins, newspapers, television, radio, etc., regarding the company's activities, participating in conferences as a speaker, making interviews, and taking the approval of the General Manager and/or the Chairman of the Board of Directors within the framework of the rules determined in the internal regulations of the company.

In case the employees take part as a competitor and/or active participant in the programs in the media other than their job identity, written permission of the Chairman of the Board of Directors and the General Manager must be obtained.

## **2. PROTECTION OF PERSONAL DATA POLICY**

Saya Holding attaches importance to the confidentiality of information and protection of private information of employees, customers and stakeholders in its activities and business relations.

Employees are obliged to keep confidential and proprietary information about production, business, customers and other professional matters that they learn about the company and its activity, whether or not it is related to their work. Employees may not disclose or give the secrets, information and related documents they have learned to the public or to other persons or competitor organizations. This obligation continues even if the employee's relationship with the company is terminated.

# Our Policies Supporting Our Ethical Principles

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## 3. ENVIRONMENTAL POLICY

Saya Holding defines environmental dimensions, identifies risks and takes proactive actions to eliminate the negative effects of its activities on the environment at its source.

Saya Holding aims to ensure the continuity of the environmental management system and is committed to continuous improvement through revisions.

Supports projects that will reduce natural resource consumption and encourage recycling. Fulfills the legal obligations concerning the Holding and gives importance to the suggestions of its stakeholders on environmental issues within the framework of national legislation.

Provides sufficient resources to provide training for employees and stakeholders on environmental issues and supports efforts to raise awareness.

## 4. OCCUPATIONAL HEALTH AND SAFETY POLICY

Saya Holding aimed to create a healthy and safe working environment to protect the health of all employees and prevent them from being harmed. Employees act in accordance with the rules and instructions set therefor and take the necessary precautions.

Saya Holding aims to ensure the continuity of the Occupational Health and Safety management system and is committed to continuous improvement through reviews.

Saya Holding ensures that employees receive first aid, preventive health and safety services by taking measures to prevent employees from catching occupational diseases.

Provides sufficient resources to provide training for employees and stakeholders on Occupational Health and Safety and supports efforts to raise awareness.

Provides sufficient resources to provide training for employees and stakeholders on Occupational Health and Safety issues and supports efforts to raise awareness.

Employees may not keep any item or substance that poses a danger to the workplace and/or workers or that is illegal.

# Our Policies Supporting Our Ethical Principles

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## 5. QUALITY POLICY

- The quality policy of Saya Holding, in line with the purpose of its establishment and includes the expectations of all its employees and customers from the company, is stated below.
- To establish the Quality Management System in accordance with national and international standards, To provide safe, effective and appropriate quality products and services,
- To carry out production activities by using natural resources and energy resources efficiently, with an environmental protection conscious approach,
- To provide appropriate working conditions by meeting Employee Health and Occupational Safety standards,
- To blend this with innovative approaches with adopting sustainable development as a way of life,
- To constantly review the quality level with the participation of all employees, based on customer requirements and satisfaction,

## 6. SOCIAL RESPONSIBILITY POLICY

According to Saya Holding, like individuals, companies are also responsible to the society in which they are involved and from which they make gains.

Saya Holding, which set out with the principle of “The Most Auspicious of You is the Most Beneficial One”, supports social responsibility projects in different fields in order to increase the quality of social life.

# Section 3

## Our Responsibilities

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# Our Responsibilities

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## RESPONSIBILITIES OF OUR EMPLOYEES

- To act in accordance with laws and regulations in all circumstances,
- To read our Ethical Principles and to know, understand, internalize and act in accordance with the rules, principles and values,
- To learn the policies, procedures and instructions applicable to the Company and related to the Company's general and business, To act with common sense and avoid wrong behaviors from the start,
- To express concerns, determinations and opinions without hesitation in possible violations of the Code of Ethics, company policies or the law, and other matters,
- To cooperate with the Company Ethics Representative and the Ethics Committee in ethical investigations, keep information about the investigation confidential.

## RESPONSIBILITIES OF OUR MANAGERS

- Managers are expected to encourage and set an example for their colleagues on the Ethical Principles by exhibiting the following behaviors.
- To ensure the creation and maintenance of a corporate culture that supports the Ethical Principles, To set an example for the implementation of the Ethical Principles with his/her behaviors,
- To train his/her employees on Ethical Principles,
- To support the employees in raising questions, complaints and notifications regarding the Ethical Principles, to create an environment where employees can easily voice their problems,
- To provide guidance on what should be done when consulted, to take into account all notifications and, when deemed necessary, to convey them to the Ethics Committee as soon as possible,
- To structure the business processes under his/her responsibility in such a way that there is no dilemma in terms of ethical principles,
- To intervene without delay in violations of the Holding's values, the Ethical Principles and the law, and to report these to the Ethics Committee.

Section 4

**Notification of Violation of  
Ethical Principles and  
Case Studies**

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# Notification of Violation of Ethical Principles and Case Studies

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## Notification of Violation of Ethical Principles

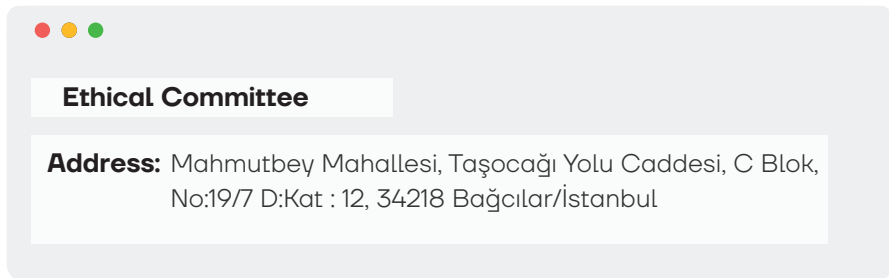
Employees are obliged to report the violations of the Ethical Principles primarily to their direct managers, and if the situation is related to the directly affiliated manager, to the Company Ethics Representative, Ethics Hotline and/or Company General Manager, and if no action is taken regarding the incident and no results can be obtained, to the Ethics Committee directly.

Ethics Hotline is the set of communication channels where actions that are considered to be against the Ethical Principles and the law can be reported in Saya and Holding Companies.

### **The notification channels allocated for employees to reach the Ethics Committee Notification Officer are;**

- E-form accessed from the Ethics Hotline Notification Platform link on the web site of Saya Holding and Holding Companies,
- etik@sayaholding.com e-mail address
- 0531 101 15 55 hotline
- Written or verbal notification to the Company Ethics Representative

Furthermore, the employees can also apply directly to the Ethics Committee by mail. Applications directly to the Ethics Committee should be sent to the address below by writing "Attention; Ethics Committee".



Violators of the Code of Ethics, relevant policies and procedures will be subject to a variety of disciplinary sanctions, up to and including, if necessary, their dismissal. Disciplinary sanctions will also be applied to those who approve, direct or have knowledge of inappropriate behavior and acts that cause violation of the rules, but do not make the necessary notification properly.

# Notification of Violation of Ethical Principles and Case Studies

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## Case Studies

**Question:** A colleague at our workplace asked about my salary. Should I share this information?

**Answer:** You should not share this information with anyone other than your manager and the Human Resources Department.

**Question:** I want to work in another job to earn more money. Would it be right if I did this?

**Answer:** Saya and Holding Companies employees, in principle, cannot work in a side job outside the company. Employees can take part in public or private educational institutions, associations related to cultural, vocational and social aids; provided that the written consent of the General Manager and Human Resources is obtained.

**Question:** I came across a false/negative news about our Company somewhere on the Internet. I would like to respond to this news by writing a comment. Is this contrary to the Ethical Principles?

**Answer:** Yes. You should convey the matter to the department responsible for communication activities on behalf of your Company and inform your manager.

**Question:** My manager requests help with personal affairs from me during business hours; e.g; shopping for his/her spouse, dropping off his/her child at school, doing banking transactions, etc. I have to deal with such tasks. This causes me to hinder my main task. What should I do?

**Answer:** The time you spend during working hours is one of the company assets. Improper use of company assets is against the Ethical Principles. Refer this issue to your Company Ethics Representative.

**Question:** A friend of mine asked for company employees' e-mail addresses for a job-related survey. What should I do?

**Answer:** The confidentiality of the information of Saya Holding employees is under the responsibility of the company. Share the issue with the Human Resources Department and ask support.

**S**  **A** **Y** **A**  
H O L D I N G