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EMPLOYEE CODE OF CONDUCT

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**General manager**

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# Employee Code of Conduct

## 1. Introduction

Welcome to Meridien Ithalat Ihracat ve Yatirim Danismanligi San. Tic. Ltd. Sti! Our Code of Conduct outlines the expectations and standards for all employees to ensure a respectful, productive, and ethical workplace.

## 2. General Conduct

Respect and Integrity: Treat everyone with respect, fairness, and dignity. Maintain honesty and integrity in all interactions.
Compliance with Laws: Adhere to all applicable laws, regulations, and company policies.
Confidentiality: Protect confidential information and do not disclose it without proper authorization.

## 3. Workplace Behavior

Harassment and Discrimination: Zero tolerance for harassment, discrimination, or any form of bullying. Report any incidents immediately.
Professionalism: Always maintain a professional demeanor. Dress appropriately and communicate respectfully.
Health and Safety: Follow all health and safety guidelines to ensure a safe working environment.

## 4. Use of Company Resources

Proper Use: Use company resources, including time, materials, and equipment, responsibly and for business purposes only.
Technology and Internet: Adhere to the company's IT policies. Avoid inappropriate use of the internet and social media during work hours.

## 5. Conflict of Interest

Disclosure: Disclose any potential conflicts of interest to your supervisor or HR department.
Avoidance: Avoid situations where personal interests could conflict with company interests.

## 6. Reporting Violations

Responsibility: Report any violations of this Code of Conduct to your supervisor, HR, or through the designated reporting channels.
Protection: Employees who report violations in good faith will be protected from retaliation.

## 7. Disciplinary Actions

Consequences: Violations of this Code of Conduct may result in disciplinary action, up to and including termination of employment.

## 8. Acknowledgment

Agreement: All office employees, including remote workers and hired contractors must acknowledge and agree to adhere to this Code of Conduct.

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