

## MESSAGE FROM MANAGEMENT

As a multinational organisation operating in many parts of the world, we are nourished by the value created by the relationship between different cultures. We believe in the structure of diversity that dynamizes societies and the energy that renders society productive. As SOCAR Türkiye, we derive our 'energy' in the true sense of the word from diversity.

Today, the business world has the potential to make significant contributions to recognising and managing diversity in the society in which we live and of which we are a part. Adoption of diversity, Equity and inclusion as part of the corporate culture matters not only for the organisation but also for society. At SOCAR Türkiye, we internalise the "Our Energy is Diversity" project, which we conceived with the goal of a fair, inclusive and diversity-accepting business life, as a fundamental guide that encompasses and dictates all our activities and work style. By means of this project, we are setting up a new business environment for our companies' fields of activity, products and services, our stakeholders and our employees.

We recognise the importance of leadership in building a fair, diverse and inclusive work environment. SOCAR Türkiye's senior management is ready to shoulder its share to achieve its targets in this area. We present the "SOCAR Türkiye Diversity, Equity and Inclusion Policy", which we formulated on the basis of this approach, for the information of all our stakeholders.

As the management team, we will set an example for all our companies by fully implementing fundamental human rights, diversity, Equity and inclusion principles, and ethical standards in all our conducts. We look forward to our company's adoption of business practices that favour human rights and their dissemination throughout the entire value chain, which will lead to the propagation of good practices in our business world.

## PURPOSE AND SCOPE

The Turkish subsidiary of State Oil Company of Azerbaijan Republic (SOCAR), one of the world's longest-established oil and natural gas companies, namely, SOCAR Turkey Enerji A.Ş. and its group companies\* (together referred to as "SOCAR Türkiye") form an integrated group of energy companies that brings value to all its stakeholders by being aware of its economic and social responsibilities. The core values that underpin our work are trust, inclusiveness, efficiency, agility, commitment and passion. We are working with all our strength with the vision of becoming an institution that adds value to society by protecting these values. In our business processes, we pay attention to diversity, Equity and inclusion, and aim to provide our employees with a work environment where they can express themselves openly, are open to development, participatory and respectful of human rights.

This SOCAR Türkiye Diversity, Equity and Inclusion Policy ("Policy") has been prepared as a document that binds SOCAR Türkiye in their business relations and has the power of internal sanctioning. It is regulatory for our contracts, corporate identity studies and trainings. This Policy should be taken into consideration by all employees and stakeholders as a reference text in the formulation of corporate policies, relations with suppliers and contracts with third parties, to the extent permitted by the applicable laws and regulations and considered to be legally appropriate and applicable by SOCAR Türkiye.

\*SOCAR TURKEY Group Companies are as follows: SOCAR TURKEY ENERJİ A.Ş., STAR RAFİNERİ A.Ş., PETLİM LİMANCILIK TİC. A.Ş., SOCAR TURKEY PETROKİMYA A.Ş., SOCAR TURKEY AKARYAKIT DEPOLAMA A.Ş., SOCAR TURKEY FİBER OPTİK A.Ş., SOCAR TURKEY PETROL TİC. A.Ş., AZOİL PETROLÇÜLÜK A.Ş., SOCAR GEMİ ACENTELİĞİ A.Ş., RAFİNERİ HOLDİNG A.Ş., SOCAR TURKEY YATIRIM A.Ş., SCR MÜŞAVİRLİK VE İNŞAAT A.Ş., SOCAR TURKEY HAVACILIK A.Ş., SOCAR TURKEY ELEKTRİK YATIRIMLARI HOLDİNG A.Ş., SOCAR POWER ELEKTRİK ÜRETİM A.Ş., SOCAR POWER ENERJİ YATIRIMLARI A.Ş., SOCAR PETROKİMYA YATIRIMLARI A.Ş., PETKİM SPECIALITIES MÜHENDİSLİK PLASTİKLERİ SANAYİ VE TİC. A.Ş., SOCAR TURKEY ORTAK YÖNETİM HİZMETLERİ A.Ş., SOCAR ALİAĞA LİMAN İŞLETMECİLİĞİ A.Ş., SOCAR TURKEY ARAŞTIRMA GELİŞTİRME VE İNOVASYON A.Ş., SOCAR SİGORTA VE REASÜRANS BROKERLİĞİ A.Ş., SOCAR TURKEY DOĞAL GAZ YATIRIM A.Ş., SOCAR ENERJİ TİC. A.Ş., ENERVIS ENERJİ SERVİS SANAYİ VE TİC. A.Ş., BURSAGAZ BURSA ŞEHİRİÇİ DOĞALGAZ DAĞITIM TİC. VE TAAHHÜT A.Ş., KAYSERİGAZ KAYSERİ DOĞALGAZ DAĞITIM PAZARLAMA VE TİC. A.Ş., PETKİM PETROKİMYA HOLDİNG A.Ş.

## OUR ENERGY AT SOCAR TÜRKİYE IS "DIVERSITY"

At SOCAR Türkiye, the formula of our energy lies in Equity, diversity and inclusion. We honour our diversity as our wealth. At SOCAR Türkiye, we are convinced that each and every employee is of value with their colours, preferences, thoughts, talents and beliefs.

We are an organisation that draws strength from diversity. We are committed to promoting a culture that respects and accepts the diversity and contribution of all employees. In this context, with the project "Our Energy is Diversity", which we launched in October 2021, we aspire to deliver better working conditions to employees with distinct identities and traits in our workplaces, to formulate policies based on diversity and inclusion, and to create a more equal, fair, transparent and engaging work environment by incorporating our employees into the process.

### Our values:

- We recognise that for our company to succeed, we need people with different ideas, different strengths and different experiences. We are after divergent perspectives and urge everyone to co-operate and contribute to the achievement of common goals.
- We treat diversity, Equity and inclusion as a whole, and we consider it one of our core values to make an inclusive and egalitarian working culture effective.
- We account ourselves to our shareholders, customers, colleagues and society, and play a leading role in creating a safe, reliable and sustainable environment wherever we operate.

- We foster a work environment where all our field and office employees feel valued, safe, respected and accepted.
- We regard the attitudes of not only our employees but also our stakeholders towards diversity, Equity and inclusion as a decisive factor in our decision-making processes.
- We envision the shifting needs of our customers, competitive market trends and opportunities.
- We are enacting new policies and practices to bolster cultural diversity and inclusivity in our work environments.
- We acknowledge the impact of our actions and decisions on the people, environment and society around us. We take ownership of our work, act responsibly and look to the fruits of our labour.
- In determining our work organization and internal procedures, we follow the approach of protecting and upholding human rights.
- We garner credibility owing to our honesty, integrity and ethical practices. Working with standards based on utmost business ethics is at the core of our business.
- We are aware that the diversity, Equity and inclusion approach contributes to the advancement of our business, and we wholeheartedly are confident that it will make SOCAR Türkiye even more successful.

## Our References:

SOCAR Türkiye takes into account the following international conventions, standards, principles and other policies of SOCAR Türkiye regarding diversity, Equity and inclusion, to the extent permitted by the laws and regulations applicable to SOCAR Türkiye:

**"United Nations Global Compact":** Refers to the convention on the basis of the universally accepted United Nations declarations on social responsibility and sustainability practices, tackling the 10 main areas of responsibility of the business world in the fields of human rights, labour standards, environment and anti-corruption.

**Universal Declaration of Human Rights:** A 30-article declaration prepared by the United Nations Commission on Human Rights in June 1948 and adopted by the United Nations General Assembly on 10 December 1948. It is a fundamental founding document of the United Nations in the field of human rights.

**Sustainable Development Goals (SDGs):** Adopted by the United Nations General Assembly in September 2015, the Sustainable Development Goals provide a roadmap to be completed by 2030 with the goal of eradicating poverty, protecting our planet, and tackling inequity and injustice. Consisting of 17 universal articles for countries at different levels of development, the document sets out targets in key areas including alleviation of poverty, democratic governance and peace, climate change and disaster risk, and economic inequity.

**Women's Empowerment Principles (WEPs):** A set of principles that guide business on how to promote gender Equity and women's empowerment in the workplace, marketplace and society.

Established by the United Nations Global Compact and the United Nations Entity for Gender Equity and the Empowerment of Women, these principles are based on the recognition that businesses have a stake in and responsibility for gender Equity and women's empowerment in accordance with international labour and human rights standards.

UN Global Compact 10 Principles: The 10 Principles of the UN Global Compact address the fundamental responsibilities of business in the areas of human rights, labour standards, environment and anti-corruption. The UN Global Compact aims to incorporate these 10 principles into the strategies, policies and procedures of companies.

SOCAR Türkiye Human Rights Policy Document: A policy text developed within SOCAR Türkiye in parallel with the United Nations Sustainable Development Goals, aiming to ensure that an inclusive and fair approach that protects and develops human rights becomes widespread within the organisation.

## DEFINITIONS

**Diversity:** Every difference that makes us unique and inimitable is part of the definition of diversity. The concept of diversity, which denotes all differences such as race, colour, religion or belief, education, socio-economic background, national or ethnic origin, lifestyle, physical appearance, health status, disability, gender characteristics, gender identity, etc., has a favourable impact on social peace and a culture of coexistence.

**Equity:** It means that people should not be subjected to discrimination for any reason, should have equal opportunities in terms of rights and services, and in cases where there is discrimination, the necessary measures and practices should be implemented to ensure a fair level of living. In the context of human rights work, the concept of Equity does not mean that "the same" service is provided to everyone, but that everyone's needs are judiciously met.

**Inclusion:** It is the process of addressing different needs of all individuals across all issues relating to society, such as education, employment, urban areas, cultural life, etc., by enabling them to be the subjects of these issues (increasing their participation) and mitigating discrimination. Inclusion in business means creating an environment of participation and respect where the breadth of ideas, experiences and perspectives are harnessed to generate business value.

**Diversity, Equity, and Inclusion Approach:** It means recognising that all people with different characteristics are equal in terms of rights and not excluding or leaving behind a single person in all areas of life because of their identities/characteristics/statuses.

**Stereotype:** It refers to a set of definite, generalised, pervasively shared images and attributions about the members of a particular social group. This set of images and attributions is appropriated without any contact or experience with members of the social group concerned.

**Discrimination:** It refers to impeding or making it difficult for a person or group of persons to enjoy human rights and freedoms equally on the basis of one of the grounds on which discrimination is prohibited (race, colour, national or ethnic origin, religion or belief, disability, gender, etc.).

**Glass Ceiling:** It refers to the "invisible" barriers that prevent women from reaching top positions due to social assumptions. It is a form of expression depicting the fact that opportunities for promotion in a job, educational opportunities and various promotions are favoured primarily and mostly to men. In the field of employment, we observe that the number of women declines as we ascend towards more senior positions, even in jobs that are predominantly occupied by and attributed to women. Although there is mention of equal opportunities in terms of promotion and other opportunities at work, there is no true Equity and there are invisible impediments to women's advancement. These impediments are referred to as glass ceilings.

**Human Rights:** It refers to the inherent rights of all people worldwide, irrespective of race, colour, religion or belief, education, socio-economic background, national or ethnic origin, lifestyle, physical appearance, health status, disability, gender characteristics, identity, sexual orientation or other statuses. Human rights emphasise that all human beings are equal in freedom, dignity and rights. Rights are universal, inalienable, interconnected and indivisible.

**SOCAR Türkiye Ethics and Corporate Social Responsibility Committee:** It is the committee within SOCAR Türkiye that presents suggestions and recommendations with a view of creating a transparent and systematic process for appropriate ethical standards based on SOCAR Türkiye's corporate governance principles, mission, vision and values, and supporting the SOCAR Türkiye Executive Board by working towards this end.

## OUR COMMITMENTS

### Equal Participation in Business Life

With respect to diversity, Equity and inclusion, SOCAR Türkiye strives to identify barriers to the equal participation of individuals in business life. With the in-house needs analysis conducted with independent specialists on diversity, Equity and inclusion, concrete data are obtained on how to ensure a more equal and inclusive work environment, and new practices and policies are devised in the light of this data.

Through these analyses, which are conducted to take into account different needs of persons employed by SOCAR Türkiye companies and to utilise their knowledge and opinions, prejudices and stereotypes in our working life are identified and action plans are drawn up to respond to these areas.

SOCAR Türkiye fully commits to treating inclusion and Equity as a fundamental value in human resources and recruitment processes. SOCAR Türkiye encourages its employees to exist and be active in the work environment with their diverse characteristics such as age, language, religion, marital status, gender identity and orientation, language, physical condition, socio-economic status.

SOCAR Türkiye is under the responsibility of enforcing measures to combat discrimination against employees on the grounds of their gender, sexual orientation, marital status or lifestyle.

### Prevention of Discrimination, Harassment and Violence

People who work at SOCAR Türkiye, as well as internal and external stakeholders, must be aware of their rights and freedoms secured by law and must act in a manner that prioritises human dignity. Employees of SOCAR Türkiye do not discriminate against anyone on the basis of the individual's origin from different cultures or countries, education and socio-economic background, gender, ethnic or racial origin, beliefs, political opinions, language, religion, attire, sexual orientation, gender identity, disability status, age, pregnancy, marital status or seniority, and do not exploit any rights of the other party. This applies in all areas of work, such as recruitment of employees, internal promotions, disciplinary procedures and dismissal, training programmes and activities.

SOCAR Türkiye is committed to periodically reviewing all working conditions, in particular recruitment, resignation, promotion of employees with different seniority and levels, in-house training opportunities, wages and fringe benefits, from the perspective of human rights and to eliminating any discriminatory practices in these areas. SOCAR Türkiye pledges to brief relevant employees on the indicators of violence against women, corporate policies and legal regulations on sexual abuse, wherever it deems critical in its work areas. SOCAR Türkiye undertakes to maintain an accessible complaint and application mechanism in order to provide its employees with a working environment free from gender-based violence and harassment in business life.

## **Responsible Engagement with Society and Stakeholders**

Acting with the awareness that it is a part of the society in which it exists, SOCAR Türkiye concentrates on generating economic and social value in society. In its relations with its stakeholders, it promises to establish an inclusive communication that respects diversity and is based on Equity. Language is an important instrument of communication and also the foundation for combating discrimination. It is therefore necessary to have a language that prioritises respect for universal human dignity in which all internal and external actors participate. The wording of messages should be sensitive to the concerns of those groups in society that tend to be marginalised. Expressions should take into account the self-identification of these individuals and the way they address themselves.

It is important to stress and embrace diversity, Equity and inclusiveness in the messages, statements, leader communications, internal and external corporate communication given by senior management, in order to depict how the culture is becoming widespread within SOCAR Türkiye.

## **Diversity and Equal Opportunity**

SOCAR Türkiye regards the distinctive characteristics, life experiences, consciousness, ingenuity, creativity, self-expression, capacities and talents of its employees, fosters their progress and facilitates an egalitarian and libertarian environment conducive to their development.

From this point of view, SOCAR Türkiye is committed to being an organisation that addresses the different needs of employee profiles in its recruitment, health and safety policies, and makes special arrangements for them when necessary. It aims to facilitate the creation of an open and tolerant experience space where everyone can participate by overcoming the factors that prevent participation in the activities organised.

## **Supporting Women's Development in Business Life**

SOCAR Türkiye seeks to ascertain the obstacles and disadvantages experienced by women employees in the sector, to spot the obstacles that stand in the way of women employees' ability to use their talents, and to introduce some adjustments to them. Once the obstacles faced by women in business life are identified, action plans are prepared to eliminate these obstacles.

With the actions taken to raise the proportion of female managers in business life, SOCAR Türkiye endeavours to surmount the glass ceiling barrier. It pledges to ensure that adequate leave and fringe benefits are made available to female and male employees to help them achieve a work-family balance. It aims to establish policies that take into account the needs of employees such as childcare, elderly care, care for sick relatives.

## **Open and Transparent Communication**

SOCAR Türkiye is dedicated to the realisation of encouraging and supportive mechanisms that will enable employees to articulate their specific needs and ensure their active and equal involvement in decision-making processes.

Their involvement in the process should be fostered in every work that concerns employees and in every decision to be made. Every decision and action to be taken and implemented should not be undertaken "for the employees" but "with the employees". Building an environment of "trust" in which open and transparent communication prevails in the work environment is critical for creating a more inclusive and participatory culture. In line with this purpose, the company pledges to ensure the proliferation of open and transparent communication within SOCAR Türkiye.

## AUTHORISATIONS AND RESPONSIBILITIES

SOCAR Türkiye is obliged to communicate this Policy to all its employees and external stakeholders, to the extent permitted by the applicable laws and regulations and considered to be legally appropriate and considered to be legally appropriate and applicable by SOCAR Türkiye. All managers of SOCAR Türkiye are responsible for ensuring that the relevant procedures compliant with this Policy are realised in line with the requirements in this Policy. Each company within SOCAR Türkiye group expects all its stakeholders to act in compliance with this Policy and to take the necessary steps to achieve this, to the extent permitted by the applicable laws and regulations and considered to be legally appropriate and applicable by SOCAR Türkiye.

All employees of SOCAR Türkiye are responsible for the fulfilment of the provisions of this SOCAR Türkiye Diversity, Equity and Inclusion Policy. This Policy may be updated at any time within the framework of the principle of continuous development, and arrangements are made on the articles deemed necessary. In the event that SOCAR Türkiye employees face any conduct in violation of this Policy, which has been approved by the Executive Board, they are expected to voice this behaviour loudly and apply to grievance mechanisms.

In this context, those who wish to share should notify the SOCAR Türkiye Ethics Hotline.

Although notifications may be made anonymously if desired, in any case, SOCAR Türkiye will not tolerate any retaliation or discrimination against anyone who makes a notification in good faith, and those who attempt to do so will be subject to disciplinary action.

A Diversity, Equity and Inclusion project team was established within SOCAR Türkiye in order to carry out the processes within the scope of

this Policy. The project team in question prepares the necessary action plans for the reflection of the commitments in this Policy on the corporate culture and employee behaviours and shares these suggestions with the senior management. The relevant Group President, who undertakes the project sponsorship in SOCAR Türkiye, leads the execution of business processes and activities in accordance with the commitments set out in this Policy. Moreover, the working principles, activities and duties of the project team are regulated in the "Guidelines for the Working Principles of the Diversity, Equity and Inclusion Project Team" document.

It is the responsibility of the Corporate Human Resources Function to coordinate the work and processes within the scope of this Policy and to form the Diversity, Equity and Inclusion project team. SOCAR Türkiye employees may consult the Corporate Human Resources Function with their questions about this Policy and its enforcement. In the event that any third party expected to act in compliance with this Policy violates this Policy, the relevant contracts may be terminated, and other processes may be carried out in accordance with the relevant contract and Institution documents.

The Corporate Human Resources Function is responsible for updating, publishing and interpreting this Policy. Suggestions with respect to the updating of this Policy are notified to the Corporate Human Resources Function. The Corporate Human Resources Function reviews this Policy every 2 (two) years in accordance with the suggestions received from employees and stakeholders and the needs for update that may result from its own evaluations and makes adjustments on the articles that are deemed necessary to be harmonised.

## ETHICS LINE COMMUNICATION CHANNELS

E-mail: etik@socar.com.tr

Phone: +90 (212) 305 0250

Address: Levent Postanesi PK: 96 Posta Kutusu & anonymous reporting and complaint boxes in our facilities.

### FORCE

This Policy shall enter into force upon approval by the Executive Board of SOCAR Turkey Enerji A.Ş.