	<b>[PR-İK] SUSTAINABILITY AND OCCUPATIONAL SAFETY PROCEDURE</b>	<b>Document Number</b>	<b>PR-İK-064</b>
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	<b>SUSTAINABILITY PROCEDURE</b>	<b>Date</b>	<b>August 7, 2023</b>
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## 1. PURPOSE AND SCOPE

The Sustainability Business Processes Procedure (Procedure) has been established with the aim of providing reference information, documentation, and implementation principles to ensure Teknosa İç ve Dış Ticaret A.Ş. (the Company) achieves its sustainability goals.

## 2. ROLES AND RESPONSIBILITIES

### 2.1. Responsibility of the Sustainability Committee

The Sustainability Committee (Committee) is responsible for defining the sustainability strategy in the environmental, social, and governance (ESG) areas of the Company, as well as for developing, executing, monitoring, auditing, reviewing, and improving sustainability policies, objectives, and implementation plans. Additionally, the Committee is obligated to report to the Board of Directors and support them with reports, research, and other relevant activities, as necessary.

All other principles and procedural details related to this Committee are explained in the Sustainability Committee Procedure document.

### 2.2. Responsibility of Sustainability and Occupational Safety Department

The Sustainability and Occupational Safety Department (the Department) is responsible for coordinating the activities mentioned in this Procedure within the Company.

Additionally, the Department is responsible for acting as the rapporteur for the Sustainability Committee and Sustainability Working Groups while also overseeing the execution of the following processes.

- Ensuring the determination of the Company's sustainability policy and commitments, and facilitating the preparation and approval of sustainability strategies,
- Facilitating the establishment of control methods and procedures related to sustainability, and supporting or conducting internal and external communication efforts as well as educational activities related to sustainability programs,
- Monitoring the implementation of corporate, social, and environmental sustainability programs, conducting necessary improvement efforts, and ensuring the measurement and reporting of compliance performance with sustainability programs,
- Ensuring that necessary actions are taken in accordance with the guidance of Hacı Ömer Sabancı Holding A.Ş. (Holding) Sustainability Directorate,
- Under the coordination of the Sustainability Directorate, participating in ESG-themed task force meetings conducted throughout the Sabancı Group and ensure the implementation of necessary actions,
- Identifying ESG working groups within the company and coordinating relevant meetings.

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### 2.3. Responsibility of the Sustainability Working Groups

The working groups, consisting of people working in different functions within the company, perform their activities using an agile working approach. These groups develop programs and projects for the implementation of initiatives in the Company's ESG areas.

Each working group convenes at least four times a year, with meetings scheduled every three months.

These groups report their significant outcomes to the Committee through the Sustainability and Occupational Safety Department.

The units forming the working groups have been established, and if deemed necessary, pertinent additional departments may be incorporated into the groups.

#### 2.3.1. Responsibility of the Climate Crisis Mitigation Working Group

Climate crisis and related environmental matters are discussed with the participation of senior representatives from relevant functions and departments. Subject matters may include local and global developments in environmental issues, climate change risks, environmental performance, and goals.

This working group consists of the following departments:

Responsible Departments:	
Category	Retail
Construction and Design	Administrative Affairs
Logistics Operations	Training and Development
İklimsa Sales and Marketing	Corporate Communications
Warehouse	Marketing Communications
Private Label Products and Services	Customer Experience, CRM, and Data Analytics
Internal Procurement	

#### 2.3.2. Responsibility of the Sustainable Strategic Business Models Working Group

The subject matters addressed include sustainable products and services, as well as sustainability risk management, with the participation of senior representatives from the Sustainability and Occupational Health and Safety Department and other relevant functions. Examples for these subject matters include EU Green Taxonomy, Responsible Investment Policy, and innovation initiatives related to sustainability, among others.

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This working group consists of the following departments:

Responsible Departments:	
Strategy, Innovation and Entrepreneurship	Category
Finance, Investor Relations, and Financial Planning	Private Label Products and Services
Iklimsa Sales and Marketing	Infrastructure and Operations
Iklimsa Solar Energy Systems Process	Information Security
Management	

### 2.3.3. Responsibility of the Social Value Creation Working Group

Topics related to human resources, as well as social and governance matters, are discussed with the participation of senior level representatives from the Department and other relevant functions. The group reviews social investment implementation strategies and impact measurement; ethical considerations such as diversity, inclusion, and harassment prevention, as well as policies related to compensation and similar matters; gender distribution in STEM (Science, Technology, Engineering, and Mathematics) and income-generating roles; and national and international standards and ratings concerning human rights and diversity.

This working group consists of the following departments:

Responsible Departments:	
Human Resources Business Partner and Career Management	Customer Experience, CRM, and Data Analytics
Training and Development	Marketing Communications
Internal Audit	Corporate Communications


## 3. IMPLEMENTATION

### 3.1. Consultant/Auditor Selection Process

The management solicits proposals from relevant firms to select consultants and/or auditors for the processes it deems necessary (such as report preparation, index participation, response to initiatives, preparation of quantitative data, independent assurance audits, project development, etc.) Meetings with consultants or auditing firms may be held as needed for a detailed analysis of proposals. At the end of the process, the firm whose proposal is deemed eligible is appointed as a consultant or auditor.

In cases deemed necessary, the Sustainability Directorate of the Holding may be consulted for opinions on the selection of firms and technical details related to the processes.

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In the event that a group-wide audit or consulting engagement is to be conducted by the Sustainability Directorate of the Holding, the relevant auditor or consulting firm will be engaged to do so.

### 3.2. Policy and Procedure Development Process

The Department may prepare policies and procedures on ESG issues based on sustainability indices and standards, stakeholder expectations, and the guidance of the Holding's Sustainability Directorate. The policies and procedures prepared by the Department are submitted to other relevant departments of the Company for their opinion if necessary. The process is finalized following the approval of the policies and procedures, depending on their nature, and the sharing with the relevant departments, if necessary.

### 3.3. Review

This Procedure is reviewed by the Department every year and updated as required. The Human Resources and Sustainability Assistant General Manager is responsible for approving and implementing changes to the Procedure.

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