



THE EMPLOYEE POLICY

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At UBC Chemical, we believe that our employees are our most valuable resource and the key to our success. We want to ensure an attractive place to work for all our employees and create a safe, secure and stimulating workplace. We want to motivate and support our employees so that together we can develop as individuals and as a company.

UBC Chemical is committed to ensuring that our employment practices and the enforcement of corporate regulations ensure the protection of the rights of all those who work for us. In many areas we aim to operate above the minimum standards required by law to ensure our employees are safe, rewarded and valued. As we of course expand and become larger we will be able to offer more opportunities for our staff.

The Employee Policy of UBC Chemical is also supported by company's Code of Conduct, the Health and Safety Policy, Discipline and Termination policy, Dress Code Policy, Security of Information Policy, Leave Policy, Gratuity Policy and Social Media, Internet & E-mail Policy.

In order to meet the high standards, we set to ourselves we do the following to meet our objectives:

Health & Safety

- We continuously improve our methods, processes and safety awareness so that we can minimize work-related accidents and illnesses. We are working with Health and Safety Experts and get inspected at least once a month to take preventive actions in case any possible risks found.
- We strive to prevent accidents and occupational hazards in our daily operations. We analyse near misses to prevent such incidents taking place again and continuously work on reducing the number of work-related accidents.
- We take responsibility for our work tasks, actions and each other by offering health and safety training to all our employees before they set foot in the company premises to work with us. The health and safety training repeated multiple times within a year.
- We provide all relevant personal protection equipment (PPE) to our employees to ensure their safety.
- We never compromise on the safety and health of our colleagues, if any possible risks identified we start working on the corrective action plan.

Education & Trainings

- We are individually and as a company responsible for knowledge-sharing and people development, and we work together to improve our performance.
- In addition to standard must have trainings like Health & Safety Training, Onboarding Training we also provide Skills Training, Professional Training, Quality Training, Technical or Technology Training when requested by our colleagues



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Equality and discrimination

- There is no discrimination in pay, hiring, compensation, access to training, promotion and termination of employment or retirement on the grounds of race, nationality, religion, age, disability, marital status, sexual orientation, union membership or political affiliation.
- Opportunities for personal and career development are equally available to all employees.
- No harassment, threats, abuse or intimidation shall be practised. Physical, verbal and sexual threats, abuse, harassment or intimidation is expressly prohibited and grounds for summary dismissal, if proved.

Transparency

- We listen and respond to the requests and concerns of our stakeholders, in particular our customers.
- We have targets and KPI's on employee satisfaction and accident frequency. Employee Satisfaction is measured at least once a year
- We comply with applicable laws in the countries where we operate in terms of working hours and in case of any other specific issues.
- We establish recognised relationships with our employees in accordance with existing legislation in Turkey or in any Country where we are obtaining products or sub-contracting. All employees are provided with an easy to read, formal contract of employment with particular clarity in relation to wages.
- We are committed to implementing the principles of the Ethical Trading Initiative Base Code, and we're also a member of SEDEX (ZC419141319)

Confirmed by UBC Chemical:

Burak Erenođlu

CEO,

A handwritten signature in blue ink, appearing to be 'Burak Erenođlu', written over a horizontal line.