

Employee and Human Rights Policy

1. GENERAL INFORMATION

1.1. Purpose

The purpose of this Policy is to explicitly declare that Albaraka Türk Participation Bank Inc. (the “Bank”) is firmly committed to and in compliance with legal regulations, ethical and professional standards, and universal principles concerning employee and human rights.

1.2. Scope

This Policy covers the Board of Directors of Albaraka Türk Participation Bank Inc., its shareholders, employees, executives, clients, as well as individuals and entities acting on behalf of or providing services to the Bank, including external service providers, suppliers, consultants, independent auditors, and representatives. This Policy is an integral part of the internal regulations adopted by the Board of Directors and all employees, including Albaraka Türk’s Conflict of Interest Policy, Code of Ethics, and Personnel Regulations, along with other Bank regulations and legal requirements.

2. IMPLEMENTATION

2.1. Procedures and Principles

As Turkey’s first participation bank, Albaraka Türk aims to create a work environment that respects human rights within the framework of sustainable banking and to raise awareness and consciousness among its employees, clients, and stakeholders by disseminating this understanding.

In addition to the Labor Law, Albaraka Türk makes its best effort to fulfill the requirements of the Universal Declaration of Human Rights, which Turkey is a signatory to, as well as the fundamental principles of the International Labour Organization and other international conventions that Turkey has ratified.

Albaraka Türk employees are required to conduct their relationships with one another and with clients based on the principles of honesty, trust, impartiality, and transparency, in accordance with their respect for human rights and the Albaraka Türk Code of Ethics, without any discrimination based on language, religion, race, gender, philosophical belief, or sect, among others. They are obliged to avoid behaviors that may be perceived as mistreatment and to maintain a workplace environment free of such conduct.

Albaraka Türk provides open, transparent, and sincere communication channels to all its employees, making their opinions, suggestions, and evaluations an integral part of its management approach that encourages participation and creativity. Various communication channels are available at Albaraka Türk to allow employees to convey their complaints and requests, including a Whistleblower Hotline, the Employee Committee, and the Change Assembly composed of employees. Employees actively evaluate one another and their managers throughout the year via a three-dimensional evaluation system.

Albaraka Türk clearly defines key human resources processes—such as recruitment, career management, compensation, performance management, and termination—through relevant procedures and regulations, and transparently shares these with its employees.

Bank managers are responsible for taking necessary measures to prevent all kinds of mistreatment and discrimination and must report any suspicious cases to the Human Capital Department. If employees have complaints in this regard, they may report them either to their managers or directly to the Human Capital Department. Such complaints are not used against the complainant; they are thoroughly investigated and resolved. If the Bank confirms the existence of mistreatment or discrimination, necessary administrative sanctions are applied to those responsible.

Albaraka Türk refrains from any employment practices that could lead to unfair competition. In line with its Human Rights Policy, Albaraka Türk pays special attention to complying with national legislation and international agreements ratified by Turkey, especially those prohibiting and restricting certain activities, including child labor.

Albaraka Türk takes care to provide equal opportunities without discrimination during both recruitment and career development. The Bank ensures that female employees who become mothers can resume their career paths from where they left off, thereby helping them benefit equally from career opportunities and maintaining a work environment that supports a work-life balance.

Albaraka Türk employees are employed under private law provisions and in accordance with the provisions of the Labor Law No. 4857. The Bank takes utmost care to provide a healthy working environment for its employees. It supports the healthcare needs of its employees beyond legal requirements through private health insurance and life insurance. In addition to taking necessary precautions under the legal framework for Occupational Health and Safety (OHS), the Training and Career Department provides in-class and/or remote training on OHS to all employees every three years.

Employee requests and complaints related to working conditions, personnel rights, duties, and responsibilities are conveyed to the employer via the Change Assembly and are duly followed up. Albaraka Türk applies no discrimination beyond competence criteria in the provision of services or in the promotion and assignment processes of its staff.

Albaraka Türk is against forced or compulsory labor. By developing inclusive practices, Albaraka Türk respects the requirements for removing barriers to better include stakeholders with disabilities in life.

Employees are responsible for internalizing and implementing the above principles in their interactions with the Bank, colleagues, and third parties within a framework of trust and integrity.

2.2. Review

This Policy is evaluated annually for alignment with current conditions due to organizational changes, work requirements, legal and technical regulations, etc., and is updated when deemed necessary.

Any amendments to the Policy come into force upon approval by the General Manager. The General Manager informs the Board of Directors of the changes. This Policy and any amendments are published on the Bank's website.

2.3. Enforcement

This Policy enters into force following the approval of the Board of Directors.