

**Türkiye Petrol Rafinerileri A.Ş.  
(TÜPRAŞ)  
Gifts and Entertainment Policy**

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## 1. PURPOSE AND SCOPE

The purpose of this Gifts and Entertainment Policy (“**the Policy**”) is to set forth standards, principles, and rules to be followed in order to make the right decisions when providing or accepting gifts and entertainment on behalf of Tüpraş.

Tüpraş employees, directors and officers shall comply with this Policy, which is an integral part of the Koç Group Code of Ethics and Tüpraş Code of Ethics. Tüpraş also expects and takes the necessary steps to ensure that all its Business Partners – where applicable - comply with and/or act in accordance with this Policy.

## 2. DEFINITIONS

*Please refer to Tüpraş Anti Bribery and Corruption Policy for the undefined terms used in this Policy.*<sup>1</sup>

“**Business Partner**” includes suppliers, customers, contractors, and other third parties with whom Tüpraş has a business relationship and all kinds of representatives, subcontractors, consultants, etc. acting on behalf of the company, as well as their employees and representatives.

“**Cash or Cash Equivalent**” includes but not limited to money in cash, gift certificates, gift cards, provided social rights, opportunities, commissions, discounts, securities, precious metals (e.g. gold, silver coins, and jewelry) or fuel coupons or similar ticket compliments with specified value.

“**Entertainment**” consists of meals, lodging and accommodation, travel and transportation, sporting and cultural or other social events.

“**Gift**” means any item or benefit, whether given or received directly or indirectly, such as discounts, gift cards, promotions, promise of employment, cash, loans, memberships, services, favors, ornaments/jewelry, presents or goods.

“**Government/Public Official**” broadly refers to a variety of individuals including but not limited to the following:

- Employees working at government bodies or government business enterprises domestically or in a foreign country,
- Employees of political parties, political candidates (domestic or in a foreign country),
- Any person who holds a legislative, administrative, or judicial position, (domestic or in a foreign country),
- Judges, jury members, or other officials who work at domestic, foreign or international courts,
- Officials or representatives working at national or international parliaments;
- Arbitrators resorted to, who have been entrusted with a task within the arbitration procedure, to resolve a legal dispute.

“**Koç Group**” means Koç Holding A.Ş., companies which are controlled directly or indirectly, jointly or individually by Koç Holding A.Ş. and the joint venture companies listed in its latest consolidated financial report.

“**Politically Exposed Persons (PEP)**” refers to individuals who are currently or in the past, either domestically or in a foreign country, elected or appointed to an important public function; board members, senior executives and deputy executives of international organizations and other persons holding equivalent positions; senior politicians; senior officials of political parties; senior judicial,

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<sup>1</sup>Tüpraş Anti Bribery and Corruption Policy  
[https://www.tupras.com.tr/uploads/Politikalar\\_en/tupras\\_anti\\_bribery\\_and\\_corruption\\_policy.pdf](https://www.tupras.com.tr/uploads/Politikalar_en/tupras_anti_bribery_and_corruption_policy.pdf)

administrative or military officials; senior executives of state-owned enterprises; and the spouses, first-degree relatives (mother, father and children) and relatives of all such persons.

“**Tüpraş**” means Türkiye Petrol Rafinerileri A.Ş. and all companies directly or indirectly, individually, or jointly controlled by this company, and joint venture companies included in Tüpraş's consolidated financial report.

### **3. GENERAL PRINCIPLES**

Gifts and Entertainment are commonly used to build and strengthen business relationships. However, they are legitimate tools only if they meet the following criteria:

- reasonable, infrequent and of a modest value,
- recorded in the books and records in an accurate and transparent manner,
- in line with accepted business practices (no intention of Bribery<sup>2</sup> or Improper Advantage<sup>4</sup>, payoffs/kickbacks),
- in accordance with applicable legislation.

Any Gift or Entertainment may only be offered or accepted in good faith, while the intention behind such act, and its potential effects of it should be carefully considered. All employees should ensure that providing or accepting any particular Gift or Entertainment:

- does not influence, or give the impression of influencing a business decision.
- will not be detrimental to Tüpraş if the public becomes aware of such act.
- does not create a conflict of interest.

All Gifts and Entertainments must comply with the above principles and Tüpraş Anti-Bribery and Anti-Corruption Policy as well as the limits and detailed procedures set out in this Policy.

Gift or Entertainment activities (including descriptions, approval processes) must be properly documented, accurately and transparently recorded in the books and records.

In case of any doubt about the appropriateness of offering or accepting any Gift or Entertainment, employees should seek guidance from Chief Legal and Compliance Office.

### **4. APPLICATION OF THE POLICY**

#### **4.1. Gifts**

Tüpraş employees may neither offer or accept Gifts in Cash or Cash Equivalent, Gifts provided in the form of a service or other non-cash benefits such as promotions, memberships, promise of employment or other forms of favors are not permissible under this Policy.

Tüpraş sets the value limit for offering/receiving Gifts from/to a single source<sup>5</sup> at EUR 100 or equivalent annually. Regardless of the monetary limit, Gifts that may give the impression that they cause a conflict of interest, or adversely affect fair and impartial judgment or are contrary to generally accepted business practices must be avoided.

When offering or accepting a Gift, if there is any doubt, as to whether a Gift is considered customary and in line with business practices and this Policy, based on circumstances, such as the frequency of

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<sup>2</sup> Please refer to Tüpraş Anti Bribery and Corruption Policy for details.

<sup>4</sup> Please refer to Tüpraş Anti Bribery and Corruption Policy for details.

<sup>5</sup> The definition of “Single Source” covers each related parties, including but not limited to the customers, suppliers, authorized representatives, managers or staff of the same companies

events, the nature of the Gift or for any other reason, employees shall consult to the Chief Legal and Compliance Department.

It is appropriate for employees to give/accept non-valuable Gifts in the course of their business. These may include Gifts such as calendars, key rings or other promotional items, preferably bearing the company logo. Gifts that are personal or could be perceived as personal should be avoided. Examples include an engraved watch or a pen with the recipient's initials.

Employees may only accept a Gift within the limits in accordance with the General Principles set forth in this Policy. If employees are offered a gift that does not comply with this Policy, they must politely decline the Gift by returning it with a note or e-mail, referring to this Policy. Tüpraş employees, regardless of whether they accept them or not, must inform the officer or department in charge of compliance of any Gifts offered to them and/or offered to third parties.

#### **4.2. Entertainment**

Business meals and events are common practices in business life. Tüpraş and its Business Partners may pay for each other's meals, travel, and accommodation expenses when they are actively working on a business project or conducting business activities. In such cases, following criteria must be met:

- There must be a legitimate business interest related to an existing or potential business relationship with the other party.
- The event must be one-off and not repeated on a regular basis.
- The event must not be excessive (the value or nature of the event is disproportionate to the business relationship) or take place in inappropriate venues.
- Entertainment must not compromise fair and impartial judgement or create an impression as such.

Meals and other Entertainment that meet the above criteria may be appropriate. Documentation for meals and Entertainment must include full details of the attendees and the related business relationship (business purpose) as well as a description of the event and supporting documentation. The related expenses must be accurately and transparently recorded in the books and records, in the appropriate expense account associated with the business relationship.

Employees providing Entertainment are responsible for providing supporting documentation to be retained by the Financial Affairs Directorate.

#### **4.3. Interactions with Government/Public Officials/PEPs**

Interactions with Government/Public Officials and PEPs are subject to strict regulatory requirements. Both local and international regulations prohibit giving anything of value to Government/Public Officials or PEPs in order to obtain, retain or maintain a business.

Providing Gifts or Entertainment to Government/Public Officials and PEPs may raise Bribery concerns. Such Gifts and Entertainment must be modest, in accordance with relevant regulations and must not be perceived as a Bribe, payoff or kickback. In case of doubt, the Chief Legal and Compliance Office may be consulted.

### **5. AUTHORITY AND RESPONSIBILITIES**

Tüpraş employees and directors are responsible for complying with this Policy, implementing, and supporting the relevant procedures and controls in accordance with the requirements of this Policy.

Tüpraş also expects and takes necessary steps to ensure that all its Business Partners to the extent applicable comply with and/or act in accordance with this Policy.

If there is a discrepancy between the local regulations, applicable in the countries where Tüpraş operates, and this Policy, the stricter of the two shall prevail, unless such practice is in violation of the relevant local laws and regulations. If you become aware of any action that you believe is inconsistent with this Policy, the applicable law or the Koç Group Code of Ethics or the Tüpraş Code of Ethics, you may seek guidance from your line managers or report the incident to Chief Legal and Compliance Office. You may alternatively report the incident to Tüpraş Ethics Hotline with anonymous reporting option via the following link: "[koc.com.tr/hotline](http://koc.com.tr/hotline)".

Tüpraş employees may contact the Chief Legal and Compliance Directorate of Tüpraş, for their questions regarding to this Policy and its application. Violation of this Policy may result in significant disciplinary actions including dismissal, under the Employment Law and other relevant legislation and the internal policies and regulations of Tüpraş. If this Policy is violated by third parties, their contracts may be terminated.

## 6. EFFECTIVE DATE

This Policy has been approved by the Board of Directors dated 11 August 2021 and Chief Legal and Compliance Department will be responsible for its updates.

Revision	Effective Date	Notes
1	23.05.2024	The definition of Politically Exposed Person ("PEP") is updated in accordance with the applicable legislation, the process for reporting the Gifts is added and expressions that cause ambiguities are improved.