



GIFTS and  
ENTERTAINMENT  
POLICY

# TABLE of CONTENTS

<b>1. Purpose and Scope</b> .....	<b>03</b>
<b>2. Definitions</b> .....	<b>03 - 04</b>
<b>3. General Principles</b> .....	<b>05</b>
<b>4. Application of the Policy</b> .....	<b>06 - 07</b>
4.1. Gifts .....	<b>06</b>
4.2. Entertainment .....	<b>06 - 07</b>
4.3. Interactions with Government Officials/PEPs .....	<b>07</b>
<b>5. Authority and Responsibilities</b> .....	<b>08</b>
<b>6. Revision History</b> .....	<b>08</b>

# 1. Purpose and Scope

This Gifts and Entertainment Policy (“**the Policy**”) is prepared for Entek in accordance with Koç Group Gifts and Entertainment Policy<sup>1</sup>. The purpose of this 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 Entek.

All employees, directors and officers of Entek shall comply with this Policy, which is an integral part of Entek Code of Ethical Conduct and Practice Principles<sup>2</sup> (“**Ethical Rules**”). Entek also expects and takes the necessary steps to ensure that all of its Business Partners – where applicable - comply with and/or act in accordance with this Policy.

# 2. Definitions

*Please refer to Entek Anti Bribery and Corruption Policy for the undefined terms used in this Policy.*<sup>3</sup>

“**Business Partner**” means authorized service and/or solution providers with whom Entek cooperates in matters such as, including but not limited to, specific business models or project development, suppliers and other third parties with whom the company 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, cards, discounts, securities, gold coins or fuel coupons or similar ticket compliments with specified value.

“**Entek**” means companies which are controlled directly or indirectly, jointly or individually by Entek Elektrik.

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

“**Entek Elektrik**” means Entek Elektrik Üretimi A.Ş.

---

(1) <https://www.koc.com.tr/about-us/code-of-ethics-and-compliance-policies>

(2) <https://www.entekelektrik.com.tr/en/icerik/etik-ilkeler-ve-uyum-politikalari>

(3) <https://www.entekelektrik.com.tr/en/icerik/etik-ilkeler-ve-uyum-politikalari>

“**Gift**” means any item of value, whether given or received directly or indirectly, such as discounts, gift cards, promotions, promise of employment, cash, loans, memberships, services, favors, 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 domestically or in a foreign country,
- Employees of government business enterprises (domestic 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, in order 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)**”<sup>4</sup> 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 organisations and other persons holding equivalent positions; senior politicians; senior officials of political parties; senior judicial, 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.

---

(4) <https://www.fatf-gafi.org/documents/documents/peps-r12-r22.html>

### 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 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>5</sup>, payoffs or 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 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 of Entek,
- will not be detrimental Entek or Koç Group if public becomes aware of such act,
- does not create a conflict of interest.

All Gifts and Entertainment must comply with the above principles and the Entek Anti Bribery and 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 Entek Elektrik's Legal and Compliance Department.

---

(5) Please refer to Entek Anti Bribery and Corruption Policy for details.

## 4. Application of the Policy

### 4.1. Gifts

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

Entek sets the value limit for offering/receiving Gifts from/to a single source<sup>6</sup> at USD 200 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 judgement or are contrary to generally accepted business practices must be avoided.

When offering or accepting a Gift, 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 events, the nature of the Gift or for any other reason, employees shall consult to the officer or department in charge of compliance.

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 with a note or e-mail, referring to this Policy. Entek 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. Entek and 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, the following criteria must be met:

---

(6) 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.

- 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.
- The 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 accounting department.

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

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

Providing Gifts or Entertainment to Government 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, Entek Elektrik's Legal and Compliance Department may be consulted.

## 5. Authority and Responsibilities

All employees and directors of Entek are responsible for complying with this Policy, implementing and supporting Entek's procedures and controls in accordance with the requirements of this Policy. Entek 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 Entek 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<sup>7</sup> or Ethical Rules you may seek guidance or report the incident to your line managers. You may alternatively report the incident to the hotline through "[koc.com.tr/hotline](https://www.koc.com.tr/hotline)".

Entek employees may contact Entek Elektrik's Legal and Compliance Department for their questions regarding this Policy and its application. Violation of this Policy may result in significant disciplinary actions including dismissal. If this Policy is violated by third parties, their contracts may be terminated.

## 6. Revision History

This Policy takes effect on 30.09.2021 as of the date approved by Entek Elektrik's Board of Directors and for each Entek company, it will take effect on the date of Board of Directors approval of relevant company. This Policy will be maintained by Entek Elektrik's Legal and Compliance Department.

Revision	Date	Comment
V.03	05.02.2024	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.

(7) <https://www.koc.com.tr/about-us/code-of-ethics-and-compliance-policies>