	<i>Document name:</i> BUSINESS ETHICS POLICY		<i>First Issue Date:</i> 25.12.2025
			<i>Revision Date:</i> 05.03.2026
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	<i>Document No :</i> POL.05		<i>Page number:</i> 1 2

1. Purpose

The purpose of this policy is to establish a culture of ethical, honest, and transparent business practices within our company, to ensure that all activities are conducted in accordance with legal regulations and ethical principles, and to protect our corporate reputation.

2. Scope

This policy;

- All employees
- Senior management
- Temporary staff and interns
- Subcontractors and sub-contractors
- Suppliers and business partners

includes.

3. Basic Principles

3.1. Honesty and Transparency

- Accuracy and transparency are essential in all business processes.
- Records are kept complete and accurate.

3.2. Compliance with the Law

- All activities are in effect. It is carried out in accordance with the legislation.
- Compliance with national and international standards is ensured.

3.3. Preventing Conflicts of Interest

- Personal and corporate interests are avoided.
- Potential conflicts of interest are declared.

3.4. Fighting Bribery and Corruption

- Bribery and improper gain are strictly prohibited.
- Gift and hospitality rules are restricted.

3.5. Privacy and Protection of Personal Data


- Company and customer information is protected.
- Personal data of employees is protected.
- Unauthorized sharing is prohibited.

3.6. Fair Competition

- Competition rules are complied with.
- No misleading information is given about competitors.

3.7. Respect and Equality

- Discrimination, harassment, and workplace bullying are prohibited.
- All employees are provided with equal opportunities.

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			Page number:	2 2

3.8. Occupational Health and Safety

- A safe working environment is provided.
- Risks are managed proactively.

4. Applications and Responsibilities

4.1. Senior Management

- It ensures and leads the implementation of policy.
- It creates and sustains an ethical culture.

4.2. Human Resources

- They monitor processes and manage records.

4.3. Managers

- They ensure policy is implemented within their teams and set an example for their teams.

4.4. Employees

- They are obligated to comply with the policy and report violations.

5. Notification Mechanism

Employees can report ethical violations through confidential and secure channels. Retaliation against those who report is prohibited.

6. Implementation and Sanctions

- Policy violations are subject to disciplinary action.
- Legal action may be initiated if necessary.

7. Education and Awareness

- All employees receive regular ethics training.
- New employees are provided with information during the orientation process.

8. Entry into Force and Review

This policy comes into effect with the approval of senior management and is reviewed at least once a year.

9. Approval

<u>Name Surname</u>	<u>Title</u>	<u>Signature</u>	<u>History</u>
Mahsum YAMAÇ	Company Director		05/03/2026

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