



COMPENSATION AND OVERTIME POLICY

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Purpose

The purpose of this policy is to ensure that employees of Arslan Alüminyum A.Ş. are compensated in a fair, transparent, and legally compliant manner, that working hours and overtime are systematically regulated, and that these hours are accurately remunerated. This policy aims to enhance employee motivation and satisfaction, as well as to attract and retain a highly qualified workforce.

Scope

This policy encompasses all employees working at Arslan Alüminyum A.Ş. All corporate practices regarding compensation, overtime, bonuses, fringe benefits, and other remuneration components fall within the scope of this policy.

Responsibilities

Top Management: Responsible for providing the general approval of the policy and ensuring its overall budgetary compliance.

Human Resources Unit: Responsible for the field implementation, updates, and communication of the policy to all employees.

Department Managers: Responsible for ensuring the accurate and compliant execution of overtime and compensation processes within their respective units.

Employees: Obligated to act in accordance with scheduled working hours, overtime practices, and related operational regulations.

Principles and Commitments

- Compensation Principles
- Starting Wage: All employees are provided with a starting salary that is structured above the prevailing statutory minimum wage.
- Wage Scale System: Compensation is structured based on predefined pay scales (brackets) determined by experience, capability, and performance. Employees are provided with opportunities to progress to higher scales in alignment with their professional development plans.
- Annual Salary Review: A comprehensive salary evaluation is conducted once a year, taking into consideration macroeconomic conditions, industry averages, and company performance indicators.
- Bonuses: A bonus equivalent to a half-month's salary is paid in January and July, calculated based on a 6-month operational employment period.
- Heating Allowance: This allowance is granted to employees who are not tardy more than three times a month and do not exceed 15 hours of total absenteeism or medical leave.
- Seniority-Based Pay: Personnel who complete one full year of service at the company are entitled to seniority-based pay increments starting from the subsequent calendar year.
- Overtime Policy

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- Regular Working Hours: The standard weekly working duration is 45 hours. Working shifts and hours are scheduled in strict compliance with the relevant labor legislation.
- Overtime: Overtime may be performed due to operational intensity, emergencies, or project-specific requirements.
- Overtime Remuneration:
- Standard Overtime: Remuneration is calculated and paid at a premium rate of an additional 50% of the hourly wage.
- Official Holiday Overtime: Remuneration for work conducted on official public holidays is calculated and paid at a premium rate of an additional 100% of the hourly wage.
- Upon the explicit request of the employee, compensatory time off (time-in-lieu) may be granted instead of monetary overtime payment.
- Legal Compliance
- This policy has been prepared in full compliance with the prevailing Labor Law, sectoral regulations, and international standards. Arslan Alüminyum commits to keeping the policy continuously updated in accordance with statutory and legal amendments.

Implementation

The policy is systematically administered by the Human Resources Unit and formally communicated to all personnel.

Any requests, grievances, or inquiries regarding compensation, overtime, and fringe benefits are evaluated exclusively by the Human Resources Unit.

Consistency, strict confidentiality, and the principles of equality are the core foundations underlying the execution of this policy.

Monitoring and Review

The effectiveness of this policy is reviewed at least once a year.

Necessary revisions are executed promptly in alignment with updates to statutory regulations or corporate strategies.

The review process is managed by the Human Resources Manager and becomes effective upon the formal approval of top management.

Effective and Review Dates

Effective Date: 12.02.2026

Review Date: 12.02.2027

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