



HUMAN RESOURCES POLICY

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Aim

The aim of this policy is to employ specialized, qualified, and competent personnel who will enable Arslan Aluminum Inc. to gain a competitive advantage at the national and international level; and to contribute to sustainable corporate success by supporting employee development.

Scope

This policy applies to all managers and employees of Arslan Aluminum Inc.

It encompasses all human resources processes, including recruitment, training, development, performance, rewards, working conditions, and organizational culture.

Responsibilities

The Human Resources Department is responsible for the implementation and maintenance of the Human Resources Policy. All managers are obliged to ensure that the principles stated in the policy are applied in their units; and all employees are obliged to comply with the requirements of this policy in line with corporate values and ethical principles.

Principles and Commitments

As Arslan Aluminum Inc.;

- Objective candidate selection, examination, and orientation to ensure the recruitment of competent personnel suitable for the nature of the job.
We develop and implement systems.
- We prepare and implement training and development programs to improve the professional knowledge and skills of our employees.
- By ensuring that each employee is assigned to positions that match their skills, they can maximize their potential.
We make sure to utilize it efficiently.
- We develop performance and reward systems that increase employee productivity and encourage success and creativity.
- Safe, healthy, motivating work environments and work that increase employee satisfaction
We will meet the conditions.
- We adopt a participatory management approach that encourages diverse perspectives.
- Continuous efforts to develop a sense of corporate identity and to promote the adoption of corporate culture and values.
We conduct communication and awareness campaigns.
- We create a work culture that is ethical, fair, respectful, and inclusive.
- A safe workplace environment where employees and their families feel a sense of belonging and pride.
We create.

PREPARER

APPROVAL

HUMAN RESOURCES MANAGER

DEPUTY GENERAL MANAGER

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APPLICATION

Human Resources Policy is applied in recruitment, training, performance evaluation, career planning, and reward processes. The Human Resources department ensures the effectiveness of the policy through relevant procedures, instructions, and annual targets.

Monitoring and Review

The effectiveness of the policy is regularly monitored through employee satisfaction surveys, performance appraisal results, training activities, and internal audits. It is reviewed, updated, and improved by senior management as needed.

Effective Date and Revision Date

Effective Date: 12.02.2026

Revision Date: 12.02.2026

PREPARER	APPROVAL
HUMAN RESOURCES MANAGER	DEPUTY GENERAL MANAGER