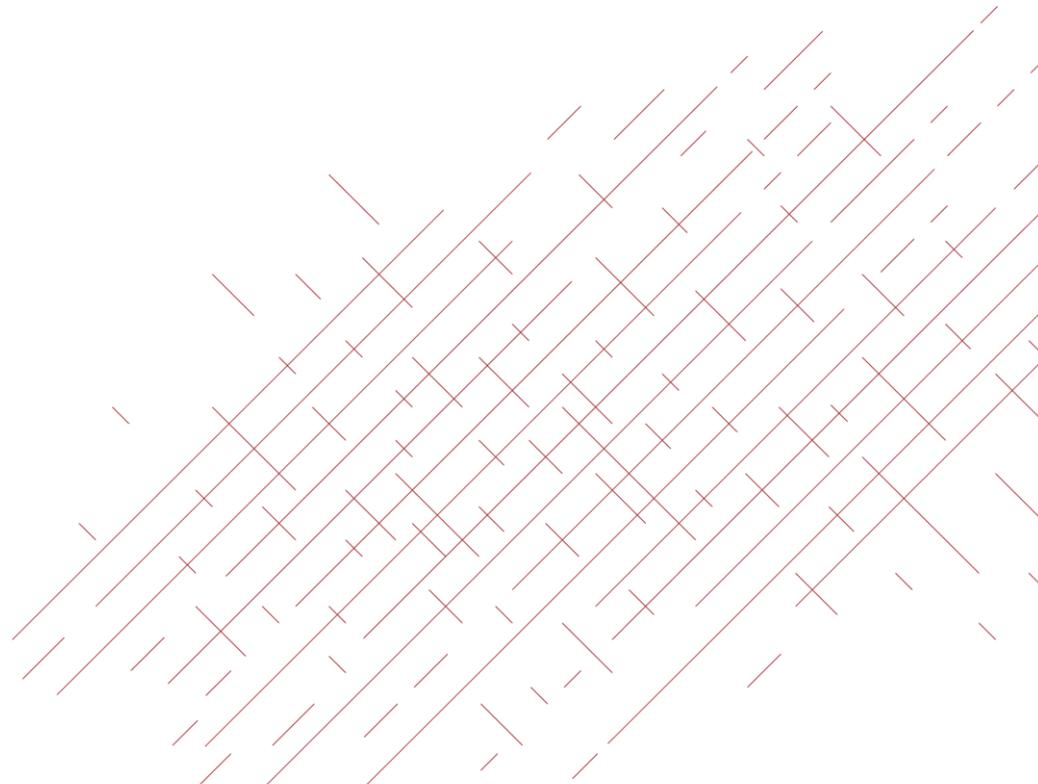




# Human Resources Policy

06.03.2025

Your team.

A decorative graphic in the bottom right corner consisting of a grid of thin, intersecting lines in a light red color, creating a pattern of small squares and rectangles.

## **Human Resources Policy**

### **1. PURPOSE**

Hitit is a pioneer company that exports technology from Türkiye to the world, with its vision of being the world's leading technology company in the Travel and Transportation Sector and its mission to provide the best technological solutions in its sector. Hitit prioritizes the importance and value of human resources in sustainable and successful business processes and has structured its HR Policy accordingly

### **2. RESPONSIBILITY AND SCOPE**

The Human Resources Department, Relevant Department Managers, Assistant General Managers and the General Manager are responsible for the structuring, operation and implementation of our Human Resources Policy. Our Board members, Employees, consultants and business partners are expected to act in compliance with our Hitit Human Resources Policy.

### **3. GENERAL RULES**

Drawing attention with its structure having senior workforce in Aviation Solutions processes which are considered as a niche business, Hitit's Human Resources Policy is based on ensuring the continuity of human resources who are happy with their job, proud of the company they work for, open to learning and development, innovative, with high performance and motivation within Hitit and being preferable by potential human resources.

Hitit respects and protects human rights, recognizing that its most important asset is human resources. It provides the necessary support to human resources in training, development and awareness-raising activities regarding knowledge, skills and information security. It is in constant communication with its human resources and acts with the principle of providing an environment where business processes are carried out with high motivation and good performance. A participatory management policy has been established with different perspectives.

Based on employee experience, it is ensured that organizational needs are reviewed and HR practices are continuously improved.

Hitit has reliable relations with all the institutions and organizations it cooperates with. Ethical stance and respect are indispensable Hitit values at all points of communication, both internally and externally.

Hitit's HR Policy is structured to ensure that human resources feel valued, with the elements of equal opportunity and inclusion. All HR Functions are structured in accordance with equal opportunity, with clear and explainable transparency and open to innovation. The aim is to make Hitit's sustainable success possible with Hitit Human Resources. Our Human Resources strategies are addressed in the detail of Human Resources functions. Our working rules on recruitment, personnel affairs, remuneration and benefits management, training and development, talent management, career management, succession plan, social activities, occupational health and safety are supported by separate procedures and our Personnel Regulations. Our Personnel Regulations also clearly describe practices related to discipline.

The processes that are included in these procedures and may also be an integral part of the Human Resources policy;

**a. During the Selection, Placement and Recruitment processes,** utmost care is taken to ensure equal opportunities, and the company's needs and the competencies required by the position are meticulously assessed. Individual differences are assessed with a fair approach and employees have equal rights.

**b. Salary and Performance Management:** The salary is structured specifically for each position. Hitit acts according to the grading structure within the company, the principle of equal pay for equal work, Technology Sector Wage Survey data and inflation indicators. Performance management is assessed by focusing on the employee's competence in business processes and individual efforts within the team, specific to the project and function. Constructive feedback is provided for performance below expectations. Discussions are held to align company and employee goals.

**c. Training & Development and Career & Talent Management:** In terms of sustainable development, it is ensured that an appropriate training and development environment is created to enable the personal and professional development of employees; personal development, technical and management skills development solutions as well as Hitit-specific solutions are available. Opportunities for assignment, transfer and rotation within the Company are created and assessed for the development of employees and the organization. A flexible organizational structure that allows horizontal and vertical career movements is aimed. It is ensured that Hitit employees with high potential can be included in the Succession and Career Management processes within the framework of Talent Management plans. Training and coaching activities are planned according to the results of the Assessment Center studies.

**d. Employee Engagement** and motivation and approaches to increase their engagement are part of Hitit Culture. There is always an effort to promote and disseminate human resources practices that prioritize ethics, honesty, reliability, sharing and teamwork.

**e. Employee Rights, Ethics Committee and Working Environment:** The Personnel Regulations set out all employees' service and employment conditions, qualifications, appointment, duties, rights and obligations, salaries and other employee personal rights, and disciplinary actions.

Hitit's responsibilities to its Employees and the Employees' responsibilities to Hitit are defined. The responsibility for ensuring that company employees work in accordance with the Personnel Regulations lies on both the Employee and the Management.

The implementation of ethical standards in all processes from a corporate perspective is an effective and indispensable element for all Hitit processes. Business ethics and ethical behavior have also been internalized by our employees, the architects of our processes. The sustainability of Hitit's corporate reputation and the sense of trust it gives to its Employees and stakeholders is related to the corporate adoption of business ethics and ethical behavior. With this corporate memory, Hitit absolutely rejects bribery and corruption. Giving or accepting a bribe is an offense defined and penalized by laws. If such a situation occurs, the matter must immediately be referred to the Senior Management. Pursuant to the Code of Ethics established with the

philosophy of clarity and transparency in Hitit communication, Hitit Employees, stakeholders are prohibited from providing any benefit and gaining any advantage against laws and regulations, giving gifts, offering payments, making payments to influence the decisions of individuals or entities, or receiving gifts in their relations with government agencies. Making contributions, giving gifts or making commitments to a political party, a member of a political party or relevant institutions and organizations in these matters is incompatible with the Hitit Code of Ethics. The Ethics Committee is composed of the General Manager, Assistant General Managers and Legal Counsel. The Ethics Committee is responsible for the progress of business processes in accordance with the Code of Ethics. In this context, it is also in a position to fight against Bribery and Corruption.

Periodic studies on Occupational Health and Safety are structured in coordination with the Occupational Safety Specialist and Workplace Physician, and the most suitable working environment is provided.

#### **4. RECORDS AND PERSONAL DATA**

Personal data of our employees are kept in accordance with the Personal Data Protection Law No. 6698, the Labor Law and Labor and Social Security legislation. Records resulting from the implementation of this Policy are kept by Human Resources. Where necessary, they can be obtained upon appropriate request.

This Human Resources Policy came into force with the resolution of the Board of Directors dated 06.03.2025 and numbered 2025/09 and shall also be publicly disclosed on the Company's corporate website. Any amendments to be made to the Human Resources Policy are also subject to the same procedure.