

# **BİM BİRLEŞİK MAĞAZALAR A.Ş**

## **HUMAN RESOURCES POLICY**

### **PURPOSE AND SCOPE**

The purpose of the policy is to define BİM's (BİM Birleşik Mağazalar A.Ş) core values and principles of quality people in accordance with BİM's vision, strategy, culture and values. This Policy applies not only to employees within BİM, but also to all employees of its domestic and foreign subsidiaries, as well as to prospective talents who may pursue a career within these entities in the future. The Policy text has been prepared and delivered in a clear and understandable manner for the employees in the relevant countries and if seemed necessary it is translated into relevant countries' official languages and is made accessible.

### **TARGET**

BİM employees and executives have strategic importance in achieving company's targets.

In order to provide safe service to healthy generations, BİM attaches importance to keeping its employees' goals at the highest level, with an approach that puts the development of its employees and humans at the center, and shares these goals with its employees.

"BİM, with the vision of being the most preferred employer in its sector, continues its target of human resources processes and practices that are owned and touched by people."

### **OUR CULTURE**

Our main qualities that have been adopted by BİM employees over the years and have become company culture are as follows:

- We are honest, reliable, understanding and fair.
- We avoid excessive behaviors that will disturb our customers.
- We work in peace with cooperation, trust and respect.
- We learn from mistakes.
- We have the courage to make decisions.
- We are open to good service and learning.
- We make suggestions to reach the targets.
- We establish correct communication with people and we love people.
- We share duties, authorities and responsibilities.
- We appreciate and support achievements.
- We do not make personal and hurtful criticism.
- We encourage open communication culture and receive regular feedbacks from the employees.
- Our most important task is to make our employees successful.

## **RECRUITMENT MANAGEMENT**

BİM, within the framework of its organizational goals; evaluates the staff and workforce needs in an objective way based on knowledge, skills and experience criteria.

In order to attract talented individuals to the organization, the principle of diversity is applied in recruitment, and collaborations with universities and internship programs are organized.

Candidates who wish to work at BİM can send in their applications to the stores and via [www.bim.com.tr](http://www.bim.com.tr) or they can also use online employment platforms to apply as well. Recruitment practices are carried out in accordance with the necessities of the domestic regulations and the BİM Personnel Regulation.

Recruitment processes to meet staffing needs are carried out by the relevant department managers in the Regions and by the Human Resources Department at Headquarters. BİM Personnel Regulation arranges employees' working conditions, rights duties and responsibilities, employee policies and principles, as well as the disciplinary provisions to be applied in cases of non-compliance with these principles. All employees are provided with written and verbal information on this matter.

## **TRAINING AND DEVELOPMENT MANAGEMENT**

BİM offers its employees a business environment and career opportunities that will continue their development and gives importance to training programs. In this context, orientation training and programs are provided to newly recruited or promoted employees to support their preparation for their new duties. In addition, personal and professional development programs are implemented to align and improve the existing human resources in line with BİM's vision, strategy and objectives, in this way employees are continuously supported. The topics to be covered during the training are standardized by in-house regulations.

## **PLANNING AND CAREER MANAGEMENT**

Planning at BİM includes the processes of regularly reviewing the organizational structure, making the necessary designs and planning in line with company strategies, goals and needs. One of the most important priorities of the company in terms of career management is to appoint through promotion from in-house candidates who are qualified for the new or open positions within the company while taking into account equality of men and women. By prioritizing internal promotions and rewarding employees who demonstrate strong performance, talent retention is supported; at the same time, career development and internal communication practices strengthen employees' sense of belonging to the Company.

## **WAGING SYSTEM**

BİM develops its waging policy in a competitive way by considering the sector, labor market and local legislation. It sets the lowest wage level above the legal minimum wage. BİM takes care to ensure that annual wage increases do not fall below the inflation rate. Equal wages are applied for male and female employees.

BİM carries out its practices regarding daily and weekly working hours, overtime,

breaks, weekends and annual paid leave in accordance with laws and regulations.

## **EMPLOYEE HEALTH AND COMPLIANCE WITH OCCUPATIONAL HEALTH AND WORK LEGISLATION**

Labor relations are carried out in accordance with the legislation in force.

Ensuring that all the employees work in a safe and healthy work environment is among BİM's top priorities. The company, which manages occupational health and safety (OHS) issues with the OHS Board within the framework of legal regulations, constantly monitors its performance in this regard and reports accident statistics.

## **PROTECTION OF EMPLOYEES' RIGHTS**

In human resources policies, discrimination on any subject such as religion, language, race, gender and age is not tolerated. Human values are observed throughout the value chain and efforts are made to improve the quality of life.

## **PREVENTION OF DISCRIMINATION AND ILL-TREATMENT**

BİM does not tolerate the exposure of its employees to ill-treatment, intimidation and verbal or physical abuse. In line with the relevant domestic legal regulations and international standards, preventing all forms of discrimination and mistreatment, particularly gender-based discrimination, and ensuring the creation and maintenance of a fair, equitable and respectful working environment are among BİM's top priorities.

## **PRINCIPLES OF IMPLEMENTATION**

Claims and notifications regarding violations of basic principles within the scope of this policy are evaluated within the scope of ethical violations and are reviewed and finalized in accordance with the procedures and principles included in the BİM's Whistle Blowing Policy.

## **ENFORCEMENT AND REVIEW**

This Policy became effective on 12 October 2021 with the approval of the Board of Directors of BİM and has been revised and republished on 19 September 2025. The Board of Directors of the Company has overall responsibility on the operation and enforcement of this policy. This Policy is reviewed annually by the Human Resources Directorate. Any kind of important revision to the Policy after the date it became effective should be approved by the Board of Directors.