

Remote / Home Office Working Principles

Subject : Remote / Home Office Working

Definition : The definition of the “Remote/Home Office Working” practice that has been implemented as an additional precaution to help curb the spread of the Corona virus.

1. Objective

This procedure has been issued in order to set out all the principles and practices regarding remote working.

The main purpose of this additional precaution that has been taken to help curb the spread of the Corona virus is to ensure that our employees are able to complete all or some of their shifts by remote working and are able to carry on fulfilling their duties.

2. Scope

2.1. Who is it valid for?

This procedure is valid for all employees of Arkas Holding and its Subsidiaries whose professions/job descriptions are suitable for remote working.

2.2. Validity Period

This period is valid until the Employer notifies the employee via any means of communication including cell phone, e-mail, Teams, Whatsapp, Skype etc. that the remote working period is finalized and the employee must return working full time at the address where his/her registered office is located. After this notification, without requiring any further notifications, the employee must be present at his/her registered office address to start his/her shift on the date specified by the Employer.

3. Rules of Remote Working

During the remote working period, the regular office/shift work hours will remain the same.

Remote working is not a leave of any kind.

During the remote working period, the employees must undertake to be ready and be reached at any moment (via cell phone, e-mail, etc.), just like they do when working within the office, during the work hours determined according to their office locations.

On the days when an employee works remotely, the conditions and rights such as the lunch break entitlement stated in the labour contracts and their appendixes continue to be applied in the same manner.

The intra-company and routine meetings will continue to be held via Teams or teleconferences.

Employees might be left out of this remote working practice by their managers in some periods due to their work routine requirements.

The managers are to keep track of their employees' work start and end hours and whether they work more or less hours than before (if the job requires more or less time). During the remote working period the employee must organize and manage the work/time schedule effectively.

4. Prerequisites

If the related company and the manager approves the employee's remote working, if the said employee does not require a physical office environment for his/her work or any other technical requirements, the remote working period can start following the approval of the processes stated below.

The employee needs

- The related company's and the department manager's approval
- To have a job description that allows completing all duties outside of the physical office environment

4.1. The Personal Requirements of the Employee

The employee shall only work at the residency address he/she has provided to the Employer.

The employee's working at an address other than his/her stated residency address is only possible if he/she receives a written approval via an e-mail from the manager after informing the manager regarding his/her needs and reasons to do so.

4.2. The Manager's Responsibilities

The manager is responsible for the remote working employee's work performance, performance tracking and the overall work's progress and continuity.

When considering requests from employee's asking to work from an address other than their address of residencies, the managers must consider if the related request is based on a solid necessity, if the other address is also in the same city with the employee's office location and if there is a healthy working environment with related technical equipment and infrastructure such as internet connection.

4.3. The Workspace Requirements

The employee must have remote workspace environment that allows the employee to work effectively and confidentially.

4.4. Technical Requirements

The employee must be available to be reached via telephone (private or company cell phone) or via e-mail when working remotely. The remote working employee must direct his/her company phone to his/her private phone to receive the calls.

If the employee has an IT problem, he/she needs to create a request to IT Service Desk via sending an e-mail at servicedesk@arkas.com
In emergencies, the employee can contact the IT Service Desk by calling **+90 232 493 55 55**

5. Approval and Process Requirements

The approval process depends on the time, scope and the variability of the work. In necessary situations, the Employer can end the remote working period.

The remote working employee is subject to the labour law in effect and the company's intra laws and regulations.

6. Information Security

The remote working employee undertakes to abide by the rules and regulations stated in **Information Security Standards** and the **Personal Data Protection Law**. The employee is responsible to protect the company data from an unauthorized third person, either in an electronic environment or any other means and is responsible to protect the company's rights by abiding the company's confidentiality rules and protecting the documents by all means. The employee, at the same time, is responsible for the protection of the documents keeping them unharmed and intact.

In any case of unauthorized access and theft situation, the employee is responsible for immediately informing the IT responsible, the related department and his/her manager.

The employee is responsible for the protection of all fixed assets of the company and other tools that are used while working remotely. The employee is responsible for all the damage that might occur due to unauthorized or wrong usage of these items.

7. Occupational Health and Safety

It is the employee's responsibility to abide by the Occupational Health and Safety procedures and instructions of the company whilst working remotely.

The employee must immediately inform his/her manager, occupational health and safety responsible and the HR about work related accidents, events or dangers.

The employee is personally responsible for avoiding any acts that might risk his/her own health while working remotely. The employee must act in accordance with all the trainings/announcements, especially the ones that inform about protection against the Coronavirus (COVID-19) outbreak prepared by the Employer and must take the necessary precautions.

In order for the additional precautions that have been taken to work effectively, we highly advise you to stay at home as much as possible and if you feel any discomfort please inform our work doctors and inform your manager in case of any illnesses.

P.S: *In the remote working work model, our employees will not require high internet quotas. Once the employee connects to the company system via VPN connection, all the activities will take place through the company's internet.*