

HUMAN RESOURCES POLICY

PO.İK.07-Rev.00-15.08.2024



OUR HUMAN RESOURCES POLICY

As one of the leading companies in Turkey's small household appliances sector, Arzum aims to be one of the key players in its sector globally.

In line with its corporate vision and mission, Arzum offers innovative and reliable products to make life easier for both local and global consumers.

The objective of Arzum Human Resources is to determine Human Resources Strategies in alignment with the company's goals and to ensure the implementation of policies and strategies as a Strategic Business Partner to management. As Arzum Human Resources, people and sincerity are prioritized at the core of all our processes.

OUR HUMAN RESOURCES STRATEGY

1. Attracting and retaining talented people who will add value to our company
2. Discovering and implementing the human resources practices that best suit our business model
3. Building an agile, flexible, and fast-moving organization
4. Supporting and rewarding innovative ideas
5. Building a high-performance culture that supports efficient working
6. Becoming an employer of choice in the industry
7. Creating a work environment and practices that maintain the work-life balance.
8. making internal succession/backup planning for sustainability.

In parallel with our strategy of becoming a globally recognized brand, and within the framework of the principles of equality and inclusion, we aim to recruit talented individuals who align with our values and can contribute to Arzum's development.

Having received an award from Great Place to Work in 2021, Arzum was named among Turkey's best employers. As Arzum Human Resources, we design our processes with the vision of becoming the best employer in our sector in the coming years.

All Arzum employees are subject to the individual performance evaluation process. All employees are included in the incentive system based on their target achievement via SMART KPIs.

Through the Talent Management Program, high-potential employees within the company and their successors are identified. The outputs of the Talent Management Program ensure the effective management of succession, training, career, recruitment, and compensation management processes.

By participating in annual salary surveys, competitive compensation and reward management is conducted based on grades and market conditions.

At Arzum, a job evaluation study has been conducted for all positions, establishing a grade and title structure. The respective grades are shared transparently with all employees.

As Arzum, following the official disclosure made to the Public Disclosure Platform (KAP) every quarter, the company's financial status is shared with all our employees at "Agenda Arzum" meetings.

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At Arzum, our business processes are audited annually by both our internal auditors and expert audit teams, and necessary improvements are made on identified matters.

This Procedure was approved by the Board of Directors' resolution dated 15/08/2024 and numbered 2024/18, entering into force on the same date, and all amendments to this policy shall be subject to the approval of the Board of Directors.

REVISION HISTORY

REVISION NO	REVISION DATE	DESCRIPTION OF THE AMENDMENT	REVISED BY
00 (1st launch)	15.08.2024	First launch	Seçkin AYYAR, Aylin ÖZTÜRK