

Oline Human Resources Policy

1. Purpose

At Oline, our Human Resources approach aims to create a fair, transparent, development-oriented, and sustainable working environment for our employees in line with our Company's strategic objectives, operating model, and corporate values. We recognize our human capital as one of our most valuable assets and shape all our Human Resources practices—from recruitment and career development to performance management and ethical principles—based on this understanding. This approach is aligned with the overarching framework defining Oline's Human Resources practices, working principles, and related systems.

2. Scope

This Policy sets out the fundamental principles of the Human Resources approach applicable to employees of Oline Solutions Teknoloji Tic. ve San. A.Ş. and its group companies. It covers the core principles governing recruitment, onboarding, working model, performance management, career planning, learning and development, employee relations, ethical principles, information confidentiality, and the working environment. Oline's relevant procedures and practices serve as supporting documents to this Policy.

3. Our Core Human Resources Principles

At Oline, we conduct our Human Resources practices in accordance with the following core principles:

- Compliance with applicable laws, regulations, and other relevant legal requirements;
- Equal opportunity and fair treatment;
- Employee experience and engagement;
- Performance and continuous development;
- Ethical conduct and accountability;
- Confidentiality, information security, and the protection of personal data;
- A flexible and sustainable working model aligned with business requirements; and
- Supporting a competent workforce that embraces the corporate culture and is committed to continuous development.

In its relationships with employees, Oline is guided by the principles of job suitability, equal opportunity, learning and development opportunities, a fair compensation policy, and objective performance management practices.

4. Recruitment and Placement

Oline's recruitment processes are designed in line with the Company's organizational needs, budget planning, role requirements, and the nature of the position. Recruitment requests are initiated for newly created, existing, or business-driven positions through the applicable approval mechanisms. Where appropriate, succession plans and internal candidates are evaluated as a priority. If staffing needs cannot be fulfilled through internal resources, external referrals, recruitment platforms, and, where necessary, specialized recruitment service providers are utilized. The recruitment process is coordinated and monitored by the Human Resources Department.

The primary criteria in our hiring decisions are the candidate's qualifications, suitability for the role, competencies, potential, and alignment with Oline's corporate culture. Depending on the requirements of the position, the recruitment process may include competency-based interviews, assessment inventories, technical or case study evaluations, interviews with managers, and, where necessary, reviews by senior management. Reference checks are conducted for candidates who have reached the offer stage, and employment offers are extended only after completion of the relevant approval processes.

Oline also recognizes its Employee Referral Program as an effective channel for attracting qualified candidates who are compatible with the Company's culture. Candidate information is treated as confidential and is processed solely for recruitment purposes. All external recruitment partners are required to comply with applicable confidentiality obligations and the Turkish Personal Data Protection Law (KVKK).

5. Onboarding and Employee Orientation

Ensuring that new employees adapt to Oline smoothly, effectively, and securely is one of our key priorities. Accordingly, our onboarding and orientation practices are systematically planned from the employee's first day of employment. The orientation program provides information on the Company's organizational structure, the employee's role, Human Resources practices, information security requirements, and the Company's business principles. Orientation activities are delivered through online and/or face-to-face training sessions and meetings and are planned within a structured onboarding period.

Newly hired employees are subject to a probationary period in accordance with the applicable legislation and the provisions of their employment agreement. The purpose of

the probationary period is to enable both the employees and the Company to assess their mutual compatibility.

6. Working Model and Working Environment

Oline embraces flexible working practices that strike a balance between business requirements and employees' needs. Depending on the nature of the role, organizational requirements, and management approval, hybrid, on-site, and fully remote working models may be implemented across the organization. Under the hybrid working model, employees work both from the office and remotely on designated days. Under the on-site working model, employees are expected to work from the office throughout the workweek. The fully remote working model is applied where appropriate, based on the requirements of the role and the employee's location.

Oline is committed to providing its employees with a safe, healthy, productive, and professional working environment that supports the nature of their work. Accordingly, the Company places particular importance on ergonomics, appropriate office facilities, suitable equipment, information security, and workplace discipline. Employees working remotely or under a hybrid model are expected to maintain the Company's trust, adhere to business process standards, and uphold their responsibilities of professional representation.

7. Learning and Development

At Oline, learning and development are regarded as fundamental components of both individual growth and the Company's long-term sustainability. Our training and development programs are planned in consideration of the Company's strategic objectives, functional requirements, legal obligations, performance evaluation results, career planning outcomes, and managerial feedback. These programs include technical and professional training, competency and personal development programs, mandatory training, legal and compliance training, as well as online learning opportunities. Oline employees are encouraged to benefit from both internal and external training programs, as well as digital learning platforms.

The Human Resources Department is responsible for planning and monitoring orientation training, the administration of mandatory training programs, and the tracking of training participation. Training needs are evaluated in an integrated manner with performance management and career development processes, and the necessary budgeting and approval procedures are carried out where applicable.

8. Performance Management

At Odine, the purpose of performance management is to systematically evaluate employees' contributions to business objectives, competencies, and areas for development. The performance management process is announced and administered by the Human Resources Department. Final evaluations are conducted based on established objectives and competencies, while interim evaluations and regular feedback discussions are held throughout the year to support continuous development. The primary objective of the performance management system is not only to measure performance outcomes but also to enhance employee productivity, professional development, and overall business performance.

Performance evaluation results serve as key inputs for various Human Resources processes, including the preparation of development plans, identification of training needs, and support for career development and promotion decisions. Odine is committed to maintaining an objective, effective, and performance-driven system that recognizes and rewards success.

9. Career Planning, Promotion, and Internal Mobility

At Odine, career development is regarded as a shared responsibility between the employee, the manager, and the Company. Employees are encouraged to define their career aspirations, conduct self-assessments, engage in development discussions with their managers, and prepare individual development plans. These plans are supported through structured development approaches, including the learning agility framework and the 70-20-10 learning model.

Career leveling and promotion processes at Odine are conducted through a structured and transparent framework. Career decisions take into consideration performance, potential, development objectives, role scope, and organizational needs. Evaluation, communication, announcement, and follow-up activities relating to promotions and role changes are coordinated by the Human Resources Department. The assessment of internal candidates and the promotion of internal mobility constitute an integral part of Odine's talent management approach.

10. Compensation, Benefits, and Employee Experience

Odine adopts a fair, competitive, and sustainable approach to compensation and employee benefits. Compensation and benefits practices are determined based on the employee's role, job grade, market conditions, Company practices, and the relevant country-specific considerations. Certain benefits may vary depending on the country, role, or organizational

level. In order to protect the Company's internal sensitivities and confidential business information, detailed salary structures and additional benefits are governed through internal procedures. These procedures generally define practices such as private health insurance, transportation allowances, flexible benefits programs, and long-term incentive plans.

Our employee experience practices are built upon the principles of transparency, fairness, support appropriate to the nature of the role, and employee engagement. Accordingly, Oidine aims to provide an employee experience that supports both strong business performance and long-term value creation.

11. Ethics, Discipline and Compliance

At Oidine, all employees, managers, and parties acting on behalf of the Company are expected to conduct themselves in accordance with the Company's ethical principles. The Code of Business Ethics and Implementation Principles has been established to guide employees in their decisions and conduct. Where ethical violations occur, appropriate disciplinary actions may be taken in accordance with applicable laws, regulations, and Company policies. Managers have a particular responsibility for communicating, promoting, and ensuring adherence to ethical standards within their teams.

Oidine maintains clear expectations regarding workplace discipline, compliance with occupational health and safety requirements, information security, and the protection of confidential Company information. Employees are expected to report any suspected violations or allegations through the appropriate reporting channels. All reports are handled with the highest possible level of confidentiality.

12. Equality, Respect, and Non-Discrimination

Oidine is committed to providing equal opportunity in all aspects of its relationship with employees. Across recruitment, development, performance evaluation, career advancement, and all other Human Resources processes, decisions are based solely on the requirements of the role, competencies, performance, and potential. Ensuring fair and impartial practices without discrimination is one of the fundamental principles of the Company. As also stated in the Company's Code of Business Ethics, suitability for the role is the sole criterion in recruitment and employment decisions, and equal opportunity is maintained throughout all employment practices.

We are committed to fostering an inclusive, trust-based working environment founded on respect for employee rights. The principles of respect, professionalism, and corporate

responsibility guide both our internal relationships and our representation of the Company to external stakeholders.

In line with our corporate sustainability and diversity vision, Oline recognizes increasing female employment as a strategic objective. Accordingly, equal opportunity and gender balance are actively promoted throughout all Human Resources processes, particularly in recruitment, promotion, and talent management.

As part of its commitment to corporate governance principles, the Company has established a target of achieving at least 25% female representation on its Board of Directors and diligently implements inclusive and supportive policies to achieve this objective.

13. Employee Participation in Management (OBMM) Approach

Oline believes that employees' opinions and feedback are valuable resources that contribute to organizational development. Accordingly, the Company promotes open communication mechanisms through which employees can share feedback, express their development needs, and discuss their career aspirations with their managers. The performance management process, one-on-one development meetings, career planning discussions, and employee engagement surveys constitute the primary tools supporting this approach.

In line with the Corporate Governance Principles of the Capital Markets Board of Türkiye, Oline systematically supports employee participation in management (OBMM) and encourages employees to contribute to the Company's decision-making processes. To this end, employees' suggestions, requests, and feedback are regularly collected through digital platforms, surveys, periodic focus group sessions, and open-door meetings, and are integrated into Human Resources and relevant management processes. Oline is committed to continuously strengthening its employee participation mechanisms and further developing innovative practices that enhance the quality of its corporate governance framework.

14. Confidentiality, Information Security, and Personal Data Protection

Oline recognizes the confidentiality of information relating to its employees, candidates, and business activities as a fundamental principle. Candidate information is treated as confidential throughout the recruitment process. Career planning information is shared only with authorized individuals. Employees are expected not to disclose the Company's confidential, proprietary, strategic, financial, or undisclosed information through social media or any other communication channels.

Ensuring compliance with all obligations relating to the protection of personal data and processing the personal data of employees, candidates, and third parties in accordance with applicable legislation are among Odine's key priorities. The Company also expects due care to be exercised in the use of social media to prevent the unauthorized disclosure of third parties' personal data.

15. Responsibilities and Governance

The implementation of this Human Resources Policy is a shared responsibility of the Human Resources Department, managers, and employees. The Human Resources Department is responsible for designing, implementing, monitoring, and continuously improving Human Resources systems and practices. Managers are responsible for the development, performance, and ethical compliance of their teams, while employees are responsible for their own performance, professional development, and conduct. These roles and responsibilities are clearly defined in the Company's procedures relating to learning and development, career management, and ethics.

16. Entry Into Force

This Human Resources Policy provides the framework of Odine's Human Resources approach for external disclosure. Its implementation shall be interpreted in conjunction with the relevant procedures, applicable local legislation, and the Company's internal regulations. The Policy is subject to periodic review and may be updated whenever necessary. Odine's Human Resources, Learning and Development, Career Planning, Recruitment, and Code of Business Ethics procedures are maintained as living documents that may be updated with management approval. This Policy has been established in accordance with the same governance approach.

This Human Resources Policy has been prepared in both Turkish and English. In case of any discrepancy or inconsistency between the Turkish and English versions, the Turkish version shall prevail. The English translation has been provided solely for the convenience of international stakeholders and shall not be legally binding.