PRIVACY NOTICE FOR EMPLOYEES

1. Purpose and Identity of the Data Controller

This Employee Privacy Notice has been prepared in order to fulfill the obligation to inform regarding the processing of your personal data by ÇALIK HOLDİNG ANONİM ŞİRKETİ ("**Çalık Holding**" or the "Company"), acting as the data controller identified below, in accordance with Article 10 of the Law on the Protection of Personal Data No. 6698 ("Law/KVKK") and the Communiqué on the Procedures and Principles to be Followed in Fulfilling the Obligation to Inform.

Your personal data may be processed by **Çalık Holding**, located at **Büyükdere Caddesi No:163 34394 Zincirlikuyu, Şişli-İstanbul,** acting in its capacity as the data controller, in accordance with the Law, for the purposes set out below and in a manner that is relevant, limited and proportionate to such purposes, as received by our Company, while ensuring the accuracy and currency of your personal data, within the scope described below.

2. Categories of Personal Data and Purposes of Processing

Your personal data may be processed in accordance with the fundamental principles set out in the Law and within the personal data processing conditions specified in Articles 5 and 6 of the Law, primarily for the purposes of fulfilling legal obligations arising from the Labor Law No. 4857 and other applicable legislation; maintaining employee personnel files and carrying out related processes; ensuring the payment of employee salaries; providing and recording fringe benefits such as bonuses, incentives, company vehicles, and meal benefits, as well as equipment; carrying out social security (SGK) notifications and payments; conducting human resources processes; ensuring physical premises security; carrying out the Company's internal audit, investigation, and intelligence activities; and organizing work related to employees.

The personal data processed within the scope of this Privacy Notice, along with the purposes of processing and the relevant categories of personal data, are set out in the table below.

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Personal Data Category	**Identity Information** Name, surname, Turkish ID number, marital status, date of birth, parents' names, nationality, passport information, ID serial number, signature
Purpose of Processing Personal Data	Ensuring compliance with applicable legislation, including the Labor Law No. 4857, regulations, ministerial directives, and relevant legislation; establishment and performance of the employment contract; creation and maintenance of employee personnel and registry records; assessment of the employee's professional qualifications; evaluation of the employee's general condition and conduct; determination of the employee's duties and authorities within the Company's activities; effective management of personnel; execution of the Company's business operations and activities and carrying out necessary work by the relevant business units; arrangement of access authorizations; planning and execution of corporate communication activities; provision of necessary corporate notifications to employees; organization of work related to employees; ensuring physical premises security; planning and execution of employees' financial and social benefits; carrying out social security (SGK) notifications and premium payments; fulfillment of the Company's obligations towards public institutions and organizations; making mandatory private pension (BES) notifications and payments; determination and management of fringe benefits such as bonuses, incentives, transportation, company vehicle allocation, and meal benefits; authorization for building entry and exit; implementation of occupational health and safety measures; conducting pre-employment medical examinations; sending congratulatory, condolence, or well-wishes messages in cases such as birth, death, marriage, serious illness, or surgery of employees and their family members; providing technical equipment necessary for employees to carry out the Company's business processes and recording and reporting such provision; conducting the Company's internal audit, investigation, and intelligence activities; and ensuring technical, legal, commercial, and operational security of the Company and the relevant persons with whom the Company has a business relationship.

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Personal Data Category	**Contact Information** Phone number, residential address, e-mail address
Purpose of Processing Personal Data	Ensuring compliance with applicable legislation, including the Labor Law No. 4857, regulations, ministerial directives, and relevant legislation; establishment and performance of the employment contract; creation and maintenance of employee personnel and registry records; assessment of the employee's professional qualifications; evaluation of the employee's general condition and conduct; determination of the employee's duties and authorities within the Company's activities; effective management of personnel; execution of the Company's business operations and activities and carrying out necessary work by the relevant business units; arrangement of access authorizations; planning and execution of corporate communication activities; provision of necessary corporate notifications to employees; organization of work related to employees; ensuring physical premises security; planning and execution of employees' financial and social benefits; carrying out social security (SGK) notifications and premium payments; fulfillment of the Company's obligations towards public institutions and organizations; making mandatory private pension (BES) notifications and payments; determination and management of fringe benefits such as bonuses, incentives, transportation, company vehicle allocation, and meal benefits; authorization for building entry and exit; implementation of occupational health and safety measures; conducting pre-employment medical examinations; sending congratulatory, condolence, or well-wishes messages in cases such as birth, death, marriage, serious illness, or surgery of employees and their family members; providing technical equipment necessary for employees to carry out the Company's business processes and recording and reporting such provision; conducting the Company's internal audit, investigation, and intelligence activities; and ensuring technical, legal, commercial, and operational security of the Company and the relevant persons with whom the Company has a business relationship.
Personal Data Category	**Financial Information** Salary information, bank account details, customer number, IBAN, account number, bank account transactions, asset information
Purpose of Processing Personal Data	Planning of human resources processes; fulfillment of obligations arising from the employment contract and applicable legislation; planning and execution of financial and social benefits; provision of information to authorized persons and institutions; enabling employees to benefit from campaigns and advantages offered by contracted companies; making premium payments as a result of participation in such campaigns; conducting audits and inspections in accordance with applicable legislation and internal company procedures; carrying out financial reporting and accounting controls; ensuring that activities are carried out in compliance with applicable legislation; monitoring and conducting legal affairs; implementation of the remuneration policy; and conducting audit and ethics activities.

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Personal Data Category	**Legal Process** Contracts; information security and confidentiality undertakings; non-compete obligation information; legal document information received from authorized institutions; enforcement file information; litigation file information; information contained in correspondence with judicial authorities; information security undertakings; wage garnishment and alimony information under enforcement proceedings; court records and minutes
Purpose of Processing Personal Data	Carrying out human resources processes; ensuring salary and career management; creation and maintenance of personnel files; fulfillment of legal obligations arising from applicable legislation; ensuring that activities are conducted in compliance with applicable legislation; monitoring and handling lawsuits to which the Company is a party; reviewing and executing contracts; responding to requests from judicial and administrative authorities; sending notices and formal warnings; issuing powers of attorney on behalf of the employee where necessary; providing information to authorized persons, institutions, and organizations; and conducting audits and inspections in accordance with applicable legislation and internal company procedures.
Personal Data Category	**Information Security** Internet access log records (for individuals accessing the internet via the Company network), IP address information, website login and logout records, system and application user account information, cookie data (such as usernames, e-mail accounts, last login dates, IP information, etc.)
Purpose of Processing Personal Data	Establishing and maintaining the information security infrastructure and managing related processes; planning access authorizations; maintaining entry and exit logs for authorized access points; providing IT support; ensuring that activities are conducted and audited in compliance with applicable legislation; ensuring the security of the data controller's operations; and providing information to authorized persons, institutions, and organizations.
Special Categories of Personal Data	**Health Data** Medical reports, blood type card, vaccination card
Purpose of Processing Personal Data	Taking necessary measures within the scope of occupational health and safety obligations; carrying out private health insurance processes; conducting pre-employment medical examinations; conducting medical examinations in case of illness; ensuring that activities are conducted in compliance with applicable legislation; protecting public health; and taking measures against infectious and epidemic diseases.
Special Categories of Personla Data	**Criminal Convictions and Security Measures Data** Criminal record certificate
Purpose of Processing Personal Data	Determining employees' duties and authorities within the Company; conducting audits and inspections in accordance with applicable legislation and internal company procedures; and providing information to authorized institutions and organizations.

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Personal Data Category	**Professional Experience** Diploma information, courses attended, professional training information, certificates, educational background, transcript information, education and skills, curriculum vitae (CV)
Purpose of Processing Personal Data	Ensuring the organization of work related to the employee; determining the employee's duties and authorities within the Company's activities; effective management of personnel; maintaining the employee's personnel file and carrying out related processes; determining and managing fringe benefits such as bonuses, incentives, transportation, company vehicle allocation, and meal benefits; fulfilling obligations arising from employment contracts and applicable legislation; conducting training activities; carrying out human resources activities and planning related processes; and ensuring that activities are conducted in compliance with applicable legislation.
Personal Data Category	**Visual and Audio Data** Photographs, closed-circuit television (CCTV) recordings, audio and visual recordings obtained during events organized within the Company
Purpose of Processing Personal Data	Carrying out human resources activities and planning related processes; ensuring that activities are conducted in compliance with applicable legislation; providing information to authorized institutions and organizations; maintaining employee entry and exit records; ensuring audit and security; announcing the Company's activities to the public through media and press channels; publishing news content on the Company's website or through the press; and planning and recording Company events.

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Personal Data Category	**Personnel Records** Payroll information, disciplinary investigation records, employment entry and exit records, CV information, performance evaluation reports, social security (SGK) records
Purpose of Processing Personal Data	Ensuring compliance with applicable legislation, including the Labor Law No. 4857 and relevant secondary regulations; establishment and performance of the employment contract; creation and maintenance of employee personnel and registry records; assessment of the employee's professional qualifications; conducting the Company's internal audit, investigation, and intelligence activities; and carrying out human resources processes.
Personal Data Category	**Physical Premises Security** Entry and exit log records, camera recordings
Purpose of Processing Personal Data	Ensuring physical premises security; providing information to authorized persons, institutions, and organizations; and creating and monitoring visitor records.
Personal Data Category	**Other** Information regarding family status; information on spouse and children; family income information; emergency contact information
Purpose of Processing Personal Data	Carrying out and planning human resources processes; providing fringe benefits and additional benefits to employees and their families; sending congratulatory, condolence, or well-wishes messages in cases such as birth, death, marriage, serious illness, or surgery of employees and their family members; establishing communication and providing notifications in case of emergencies; and providing information to authorized institutions and organizations.

3. Parties to Whom Personal Data is Transferred and Purposes of Transfer

Your personal data, and your special categories of personal data if you choose to share them, may be transferred by the Company in accordance with the fundamental principles set out in the Law and within the conditions specified in Articles 8 and 9 of the Law, for the purposes set out in Article 2 of this Privacy Notice. Such data may be transferred domestically and, based on your explicit consent, internationally due to the fact that the infrastructure servers of the electronic systems used and the cloud service provider are located abroad, as well as for the purposes of communicating with overseas affiliates within the scope of activities and planning international business travel.

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Personal Data Category	**Identity Information** Name, surname, Turkish ID number, marital status, date of birth, parents' names, nationality, passport information, ID serial number, signature
Domestic Transfer	Natural persons or private law legal entities, shareholders, business partners, authorized public institutions and organizations
International Transfer	Personal data is transferred abroad.

Personal Data Category	**Contact Information** Phone number, residential address, e-mail address
Domestic Transfer	Natural persons or private law legal entities, shareholders, business partners, authorized public institutions and organizations
International Transfer	Personal data is transferred abroad.

Personal Data Category	**Financial Information** Salary information, bank account details, customer number, IBAN, account number, bank account transactions, asset information
Domestic Transfer	Natural persons or private law legal entities, shareholders, business partners, authorized public institutions and organizations
International Transfer	Personal data is not transferred abroad.

Personal Data Category	**Legal Process Data** Contracts; information security and confidentiality undertakings; non-compete obligation information; legal document information received from authorized institutions; enforcement file information; litigation file information; information contained in correspondence with judicial authorities; information security undertakings; wage garnishment and alimony information under enforcement proceedings; court records and minutes
Domestic Transfer	Natural persons or private law legal entities, shareholders, business partners, authorized public institutions and organizations
International Transfer	Personal data is not transferred abroad.

Personal Data Category	**Information Security** Internet access log records (for individuals accessing the internet via the Company network), IP address information, website login and logout records, system and application user account information, cookie data (such as usernames, e-mail accounts, last login dates, IP information, etc.)
Domestic Transfer	Authorized public institutions and organizations
International Transfer	Personal data is transferred abroad.

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Special Categories of Personal Data	**Health Data** Medical reports, blood type card, vaccination card
Domestic Transfer	Authorized public institutions and organizations; workplace physician
International Transfer	Personal data is not transferred abroad.

Special Categories of Personal Data	**Criminal Convictions and Security Measures Data** Criminal record certificate
Domestic Transfer	Authorized public institutions and organizations
International Transfer	Personal data is not transferred abroad.

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Personal Data Category	**Professional Experience** Diploma information, courses attended, professional training information, certificates, educational background, transcript information, education and skills, curriculum vitae (CV)
Domestic Transfer	Natural persons or private law legal entities, shareholders, business partners, authorized public institutions and organizations
International Transfer	Personal data is transferred abroad.
Personal Data Category	**Visual and Audio Data** Photographs, closed-circuit television (CCTV) recordings, audio and visual recordings obtained during events organized within the Company
Domestic Transfer	Natural persons or private law legal entities, shareholders, business partners, authorized public institutions and organizations
International Transfer	Personal data is transferred abroad.
Personal Data Category	**Personnel Records** Payroll information, disciplinary investigation records, employment entry and exit records, CV information, performance evaluation reports, service records
Domestic Transfer	Natural persons or private law legal entities, shareholders, business partners, authorized public institutions and organizations
International Transfer	Personal data is transferred abroad.
Personal Data Category	**Physical Premises Security** Entry and exit log records, camera recordings
Domestic Transfer	Authorized public institutions and organizations; natural persons or private law legal entities
International Transfer	Personal data is not transferred abroad.
Personal Data Category	**Other** Information regarding family status; information on spouse and children; family income information; emergency contact information
Domestic Transfer	Natural persons or private law legal entities, shareholders, business partners, authorized public institutions and organizations
International Transfer	Personal data is transferred abroad.

4. Methods od Collecting Personal Data and Legal Basis

Your personal data may be collected by the Company based on the legal grounds set out in Article 5 of the Law, namely “explicitly provided for by law,” “being necessary for the processing of personal data of the parties to a contract, provided that it is directly related to the establishment or performance of a contract,” “being necessary for the data controller to fulfill its legal obligations,” and “being necessary for the purposes of the legitimate interests of the data controller, provided that it does not harm the fundamental rights and freedoms of the data subject,” and, where applicable, based on your explicit consent for certain processes.
Such data may be collected through employment contracts, application forms, CVs, career platforms, e-mail,

websites, publicly available internet sources, social media, telephone, and call center channels, in electronic and/or physical environments, through automated or non-automated means.

In line with the purposes set out above, and in order to ensure the proper conduct of the Company's activities and the employee–employer relationship at the highest level, your health data and criminal record information, which fall under special categories of personal data, may be collected and processed by our Company based on the legal grounds set out in Article 6 of the Law, namely "being explicitly provided for by law," "being necessary for the establishment, exercise, or protection of a right," and "being necessary for the fulfillment of legal obligations in the fields of employment, occupational health and safety, social security, social services, and social assistance." Such data may be collected during the job application process if included in your CV, during interviews, during the submission of onboarding documents, and after employment commences, through the personnel file to be created.

In order to ensure the highest level of security for your special categories of personal data, you are required to submit such data to the Human Resources Department in a sealed envelope. Following your employment, your special categories of personal data shared with us will be retained in electronic and/or physical environments in compliance with the conditions set out in the Personal Data Protection Board's Decision dated 31/01/2018 and numbered 2018/10 on the Adequate Measures to be Taken by Data Controllers in the Processing of Special Categories of Personal Data.

In addition, subject to your explicit consent, during your employment period, your personal data such as your photograph, name and surname, information regarding a newborn child, and information regarding a deceased relative may be shared with Company personnel and group companies via Company e-mail or internal applications for use in internal practices such as birthdays, condolences, births, and celebrations. Furthermore, where relevant, your personal data and special categories of personal data may be shared with service providers and transferred abroad for the organization of international travel and accommodation. In the event that you appear in group photographs taken at conferences, summits, and Company events, such photographs may be publicly shared on the Company's website and social media platforms.

Your personal data will be deleted, destroyed, or anonymized once the purposes requiring their processing cease to exist in accordance with Article 7/1 of the Law and/or upon the expiration of the statutory limitation periods or retention periods that require us to process your data under applicable legislation.

5. Your Rights as a Data Subject and the Exercise od These Rights

Pursuant to Article 11 of the Law, and without prejudice to the exceptions set out in Article 28, we inform you that, as data subjects, you have the following rights:

- To learn whether your personal data is being processed,
- To request information regarding your personal data if it has been processed,
- To learn the purpose of the processing of your personal data and whether it is used in accordance with its purpose,
- To know the third parties to whom your personal data is transferred, whether domestically or abroad,
- To request the correction of your personal data if it is processed incompletely or inaccurately, and to request that the transactions carried out in this context be notified to third parties to whom your personal data has been transferred,
- To request the deletion or destruction of your personal data in the event that the reasons requiring its

processing cease to exist, even though it has been processed in accordance with the Law and other relevant legal provisions, and to request that the transactions carried out in this context be notified to third parties to whom your personal data has been transferred,

- To object to the occurrence of a result against you by means of the analysis of processed data exclusively through automated systems,
- To request compensation for damages in case you suffer damage due to the unlawful processing of your personal data.

With respect to your requests regarding the rights listed above, you may submit your request petition, provided that it complies with the procedure set out in Article 5 of the Communiqué on the Principles and Procedures for Application to the Data Controller, by delivering it in writing with a wet-ink signature by hand to our Company's headquarters located at Büyükdere Caddesi No:163 34394 Zincirlikuyu, Şişli-İstanbul, by sending it through a notary public, by sending it electronically with a secure electronic signature via our registered electronic mail (KEP) address at calikholding@calikholding.hs03.kep.tr, or by sending it to our Company via kisiselveri@calik.com, provided that your e-mail address is registered in our systems.