

KARDEM TEKSTİL SANAYİ VE TİCARET ANONİM ŞİRKETİ DISCLOSURE TEXT FOR EMPLOYEES or EMPLOYEE CANDIDATES and INTERNS

1. Objective

To process personal data of employees, employee/intern candidates in accordance with the provisions of the Personal Data Protection Law No. 6698 ("PDPL") and other legislation by Kardem Tekstil Sanayi ve Ticaret Anonim Şirketi ("**Kardem**" or "**Company**").

Being a Kardem employee, employee/intern candidate, we inform you that Kardem in its capacity as "Data Controller", will process the personal data you have notified or given to our company will be processed under the conditions stipulated in the Personal Data Protection Law, preserving its accuracy and the most up-to-date version,

- within the framework of the purpose necessitating their processing and in strict connection with this purpose, in a limited and measured manner, applicable to all data which you have declared/notified
- to our Company and/or obtained by our Company
- through any external means.

With the Disclosure Text, it has been aimed that the activities carried out by Kardem are continued and developed in accordance with the principles of the Personal Data Protection Law.

2. Collection of Your Personal Data / How We Collect your Data

Kardem will process your personal data for the purposes specified in this Disclosure Text. In case of any change to the purpose of processing your personal data, this Disclosure Text will be updated and published separately by Kardem.

Personal data of employees collected and used by Kardem are as follows:

- name-surname, birth, death, promotion, birthday, resignation, work anniversary, employment, title, department name, contact information, place in the organization, year of experience, success stories, training and certificates, work experience, foreign language skills, professional and behavioral skills, documents transmitted, career goals, performance information, development goals and marriage information cited in personnel announcements and company software, the name-surname of the employee's relative and the birth and death information in the personnel announcements, photo and camera images for social activities, organization date.

Our company collects all types of information, documents and records that you have sent to us by e-mail through electronic media. It collects photographs and camera images in electronic media by means of a camera.

Personal data of employee/intern candidates collected and used by Kardem are as follows:

- name-surname, address, association information, date of birth, education status, e-mail address, disability information, mobile phone number, signature, information about work experience, blood type, interview comments, information on the CV, travel disability status, phone number, title, foreign language knowledge, information about employee/intern candidate references and their relatives (name-

surname, title, signature, mobile phone number) in order to carry out the processes for employees/intern candidates applying;

Your personal data is collected through all types of information, documents and records that you have submitted to our company electronically, through the information you have provided on our website, telephone and career pages.

3. Purposes for Processing Personal Data and Legal Reasons

Your personal data is processed using automated or non-automated methods in accordance with applicable laws and the Personal Data Protection Act, subject to explicit consent.

The purposes of the processing of personal data for the employee are as follows and may be updated in accordance with our obligations arising from company policies and laws:

- name-surname, birth, death, promotion, birthday, resignation, work anniversary, employment, title, department name, contact information, place in the organization, year of experience, success stories, training and certificates, work experience, foreign language skills, professional and behavioral skills, documents transmitted, career goals, performance information, development goals and marriage information cited in personnel announcements and company software, the name-surname of the employee's relative and the birth and death information in the personnel announcements, photo shooting of social events

Your personal data will be retained for the appropriate period specified in the relevant employee legislation or until the purpose of the processing no longer applies, and possibly for the statutory limitation period.

The purposes of the processing of personal data for the employee/intern candidate are as follows and may be updated in accordance with our obligations arising from company policies and laws:

- Personal data is processed for the purpose of evaluating job applications
- and conducting

communication processes.

Your personal data will be retained for the appropriate period specified in the relevant legislation or until the purpose of the processing no longer applies, and possibly for the statutory limitation period.

4. Transfer of Personal Data to Third Parties

The procedures and principles to be applied when transferring personal data are governed by Articles 8 and 9 of the Personal Data Protection Law, and the personal data and sensitive personal data of the data subject may be transferred to third parties in the employee's country and to third parties for the employee/intern candidate.

Due to receiving e-mail and server services, personal data of employees is transferred to servers abroad. Our public social media accounts are shared on our website to share social activity recordings with the public, and are transferred to the home server system due to the receipt of a server service.

Personal data of the employee/intern candidate are transmitted to the respective testing company for the purpose of testing the employee/intern candidate within the framework of the recruitment evaluation, to the Kardem office abroad for the purpose of the recruitment evaluation, and on the basis of this to the servers located abroad the e-mail service.

5. Your Rights

Pursuant to Article 11 of the Personal Data Protection Law, you may contact Kardem to make inquiries about your personal data concerning the following subjects:

- a.** find out whether your personal data is processed,
- b.** request information about it if your personal data has been processed,
- c.** find out why your personal data is being processed, and whether it is used in accordance with the purpose of processing,
- d.** learn about the third parties to whom your personal data is transferred at home or abroad,
- e.** Requesting correction of your personal data in case of incomplete or incorrect processing and requesting notification of the transaction made within this scope to the third parties to whom the personal data has been transferred,
- f.** Requesting their deletion, destruction or anonymization in the event that the reasons requiring the processing of your personal data disappear, and requesting the notification of the transaction made within this scope to the third parties to whom the personal data has been transferred,
- g.** object to results that are against you by analyzing your personal data exclusively through automated systems,
- h.** request compensation for the damage suffered due to the unlawful processing of personal data.

Kardem will fulfill your requests arising from the Personal Data Protection Law through the "Employee Application Form". Pursuant to section 13 of the Personal Data Protection Law, Kardem will process your application requests no later than within 30 (thirty) days free of charge, depending on the nature of the request. If the application is rejected, you will be notified of the reasons for the rejection in writing or electronically.

This Disclosure Text may be revised by our Company when deemed necessary. In cases where a revision comes into question, you will be informed. Use the link www.kardem.com to access the most recent version of the Disclosure Text.

Employee Name Surname:

Date:

Signature:

Employee/Intern Candidates will fulfill their requests arising from the Personal Data Protection Law through the "Employee Application Form". Pursuant to section 13 of the Personal Data Protection Law, Kardem will process application requests no later than within 30 (thirty) days free of charge, depending on the nature of the request. If the application is rejected, the reason/s for the rejection are notified in writing or electronically.

Employee/Intern Candidate undertakes that the personal data subject to this Disclosure Text is complete, accurate and up-to-date. In the event of a change in his/her personal data, he/she may inform Kardem and request that his/her personal data be updated. Kardem assumes no responsibility if the employee/intern has not provided accurate and current information.

This Disclosure Text may be revised by Kardem when deemed necessary. In cases where a revision comes into question, you will be informed. Use the link www.kardem.com to access the most recent version of the Disclosure Text.

Employee Intern Candidate Name Surname:

Date:

Signature: