

Norm Holding Sustainability Committee Operating Principles

1. Objective and Scope

- 1.1 This regulation determines the duties, authorities, responsibilities, working procedures and principles of the Sustainability Committee (Committee) established within Norm Holding in order to fulfill the duties and responsibilities of the Norm Holding Board of Directors in a healthy manner.
- 1.2 The Committee monitors the compliance of Norm Holding and its companies with the Corporate Governance Principles of the Capital Markets Board, the Turkish Commercial Code and other legislation, and the United Nations Development Goals, and offers suggestions to the Board of Directors regarding remedial activities when necessary.
- 1.3 It takes into consideration that the strategies of Norm Holding and its companies and their goals in reaching the future can be realized through sustainable development, by using company equity and country resources more efficiently.
- 1.4 Norm Holding and its companies see that its future is related to economic, environmental, social and cultural dimensions as much as its assets and human resources, and it is necessary to plan for it correctly.

2. Structure of the Committee

- 2.1 Committee consists of at least three members selected from among Norm Holding Board of Directors members and board advisors, and Norm Holding senior executives to be determined.
- 2.2 Committee members are determined annually.
- 2.3 Norm Holding and its companies' Chairman of the Board cannot be a member.

- 2.4 When necessary, Norm Holding executives, who are not members of the Board of Directors, and professionals from the relevant departments of Norm Holding and its companies can take part in the Committee.
- 2.5 Experts who are not within the body of Norm Holding may also take part temporarily.
- 2.6 Committee may invite the management and employees of Norm Holding companies, representatives of companies and organizations and those who are experts in their fields to receive their knowledge and opinions.
- 2.7 Committee may obtain external professional consultancy and benefit from the opinions of independent experts on the issues it deems necessary regarding its activities. The cost of the consultancy services provided is covered by the company.
- 2.8 If deemed necessary, the Committee may conduct special inspections on sustainability issues and appoint experts as consultants to assist it in these inspections.
- 2.9 All resources and support required for Committee to fulfill its duties are provided by the Norm Holding Board of Directors.
- 2.10 The decisions of the Committee are advisory to the Norm Holding Board of Directors, and the final decision maker on related matters is the Norm Holding Board of Directors.
- 2.11 Secretarial operations of the committee are carried out by a manager with management and reporting competence.

3. Duties and Responsibilities

- 3.1 Norm Holding is not subject to Capital Market legislation, as it is not a publicly traded company. It only implements good management practices on subjects that are in line with the Sustainability goals of Norm Holding and its companies and whose boundaries have been approved by the Norm Holding Board of Directors.
- 3.2 It carries out studies on Norm Holding and its companies' United Nations Sustainable Development Goals of "Transition to Environment and Low Carbon Economy and Efficiency", "Protection of the Environment, Waste and Recycling", "Sustainable Industry and Circular Economy", "Sustainable Agriculture and Access to Food", "Social Inclusion and Inclusiveness", "Sustainable Finance and Risk Management".

- 3.3 Committee determines which of the seventeen (17) items in the United Nations Sustainable Development Goals Norm Holding and its companies will comply with and follow and subsequently submits it to the Norm Holding's Board of Directors for approval.
- 3.4 It prepares and updates the control procedures regarding processes and activities on the issues determined according to Article 3.3, determines the communication channels regarding sustainability and submits it to the Norm Holding Board of Directors for approval.
- 3.5 It conducts research for Norm Holding and its companies to become members of local and international Non-Governmental Organizations working on sustainability issues in our country and submits their suggestions to the Board of Directors.
- 3.6 It determines the performance criteria in the sustainability goals and practices of Norm Holding and its companies, contributes to the development of standards, monitors the performance in line with the targets and ensures the participation of all relevant units in the process.
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- 3.8 It coordinates communication and participation so that the sustainability policy of Norm Holding is adopted by all stakeholders of Norm Holding.
- 3.9 In order to ensure the effectiveness of its work, the Committee submits the United Nations Sustainable Development Goals to be followed in Norm Holding and its companies to the Board of Directors to take action, establishes sub-working groups/groups within Norm Holding and ensures its authorization and coordination.
 - 3.9.1 The subjects and purposes of the working groups are determined by the Committee, and in terms of human resources, the names and duties are determined according to the company and departments and subsequently conveyed to the Norm Holding Executive Board to receive their opinions and suggestions.

- 3.9.2 In accordance with the decisions taken by the Committee, working groups set targets, implement and monitor sustainability efforts, make revisions and fulfill all other duties given by the Committee as a part of sustainability efforts.
- 3.9.3 Working groups submit their work and reports to the Committee.
- 3.9.4 Members of working groups may also participate and contribute to the work of the Committee when necessary.
- 3.10 Committee actively participates in the activities of sustainability-related local and international Non-Governmental Organizations that Norm Holding is a member of. It monitors all developments in the ones that it is not a member of, and presents to the Board of Directors what may be beneficial to Norm Holding and its companies.
- 3.11 Committee makes regular evaluations for the Norm Holding Board of Directors about what has been done in the field of Sustainability in Norm Holding and its companies, and makes remedial suggestions.
- 3.12 It ensures that its efforts are in line with Norm Holding's sustainability policies and Norm Holding expectations.
- 3.13 Committee meets at least once a month. This can be increased according to the Committee's decision, depending on the effectiveness of its efforts and the intensity of the required agenda.
- 3.14 The meeting agenda is created by the Chairman of the Committee and distributed to the members by the Committee secretary.
- 3.15 Committee members can convey the issues they want to be included in the meeting agenda to the Chairman of the committee.
- 3.16 The work of the Committee is written down and recorded. It submits reports containing meeting results to the board of directors.
- 3.17 Once a year, Committee prepares a report on its work, reviews the committee's duties and working principles document, and submits what needs to be updated to the Norm Holding Board of Directors.
- 3.18 Committee acts under its own authority and responsibility and makes recommendations to decision-making mechanisms where it deems necessary; however, the responsibility for the final decision always rests with the Norm Holding Board of Directors, and the work and responsibilities of the Committee do not abolish the duties and responsibilities of the Norm Holding Board of Directors that

comes from the Turkish Commercial Code.

4. Enforcement and Implementation

- 4.1 This regulation regarding the duties and working principles of the Committee and the related amendments come into effect with the decision of the Norm Holding Board of Directors.
- 4.2 The Norm Holding Board of Directors is responsible for the enforcement of this regulation.