



## SUSTAINABLE PURCHASING AND SUPPLY CHAIN POLICY

As **NOVA**, we care about establishing trust-based relationships with all our stakeholders and aim to expand our responsible and sustainable supply chain approach. In order to create a sustainable value, we exhibit an approach that observes environmental, social and ethical values and attaches importance to the development of the society, while at the same time we strive for all our suppliers and stakeholders to adopt similar behaviour. Within the scope of continuous improvement, we evaluate compliance with the aforementioned principles, share the points or deficiencies open to improvement with our suppliers, aim to increase sustainability awareness in cooperation and support environmentally sensitive approaches in our activities.

### Our Basic Principles

- a) To ensure that our stakeholders in the supplier chain act in accordance with the law, human rights, business ethics, occupational health and safety, employee rights, environment and natural resources protection rules.
- b) To establish honest, respectful, fair and impartial business relations with all our suppliers and stakeholders without discrimination; ensure that all procurement activities (including supplier selection) are carried out fairly.
- c) To develop relations based on long-term cooperation, mutual trust, healthy and constructive communication with our suppliers that are establishing, implementing and continuously improving Quality Management systems and prioritizing customer needs and expectations.
- d) Seeking honesty and reliability in all our relationships with our suppliers, and working with suppliers who compete in legal and ethical fields and avoid illegal activities.
- e) To work with suppliers who have made occupational health and safety a part of the company culture, comply with all legal regulations and standards and meet the regulatory requirements. As **NOVA**, we require our suppliers to fully comply with all laws regarding air emissions, waste, waste water and chemicals. We request our suppliers to contact us or authorised institutions in cases that may pose an environmental risk.
- f) Work with self-developing suppliers that provide the right product and services at the right time with the right quantity by providing cost in a sustainable manner, closely following developments in areas such as quality, efficiency, cost and shipment.
- g) Suppliers must ensure that recruitment processes do not discriminate on the basis of race, colour, sex, age, nationality, religion, sexual orientation, marital status, disability and similar circumstances.
- h) Suppliers are expected to comply with applicable regulations and industry standards regarding minimum wage, overtime pay, working hours and breaks.
- i) Suppliers must prohibit the use of child labour at any stage of their operations. We expect our suppliers not to hire anyone under the age of 18 (even if the limit is 15 in Turkish law). This

requirement also applies to all international suppliers, regardless of the lower limit stipulated by local laws. Suppliers must not engage in forced labour in the form of human trafficking or modern slavery.

j) Our suppliers shall not accept or offer unlawful payments, donations, bribes, gifts or other improper benefits in order to secure any favours in their business transactions with **NOVA**. All suppliers must ensure that they are not involved in any action contrary to anti-bribery/anti-corruption laws and/or regulations in the regions in which they operate and must work to eliminate all forms of corruption and bribery.

k) Suppliers must consistently protect and safeguard **NOVA's** intellectual property - trade secrets and other proprietary, restrictive and sensitive data or information. The data provided by **NOVA** shall be used only for the purposes determined and agreed upon by **NOVA** and the supplier.

l) We expect our suppliers to comply with all applicable laws in the countries in which they operate. Other relevant universal laws and regulations must also be complied with. In addition, all rules regarding authorisations and registrations required to support legal compliance must be complied with.

In order to maintain the success, reputation and sustainability of our company, we know that we must apply the policies of our business ethics and our sustainable purchasing and supply chain management as a whole and we expect all our employees, suppliers and stakeholders to take care in this respect.

İskender ATAKAN  
Chairman  
08.05.2024