



WORKPLACE SAFETY POLICY

DCS



Workplace Safety Policy

1 Purpose

The DCS Workplace Safety Policy is designed to ensure the health, safety, and well-being of all employees within office environments. Although DCS operates in a low-physical-risk environment, the company is committed to providing a safe, comfortable, and productive workplace by minimizing risks and promoting safety awareness.

Accordingly, DCS develops procedures and practices in compliance with all applicable local laws, particularly Law No. 6331 on Occupational Health and Safety, as well as international standards and agreements set forth by the United Nations International Labour Organization (ILO).

No provision of this policy may contradict applicable laws to which the company is subject.

2 Scope

This policy applies to all employees, contractors, and visitors at DCS, including all individuals working in or visiting DCS office locations.

It encompasses all activities carried out in office environments, including remote work, and aims to manage potential risks and hazards specific to office settings.

All business processes and related procedures are to be prepared, implemented, and regularly audited in accordance with this policy.

3 Definitions

Work Accident: Any incident occurring in the workplace or due to work activities that results in death or physical or psychological impairment.

Workplace Hazards: Potential sources of harm or injury in an office environment, including but not limited to ergonomic risks, electrical hazards, fire risks, slips, trips, and falls.

Ergonomics: The practice of designing workplaces, systems, and products to fit the physical and cognitive needs of employees, reducing strain and injury.

4 Policy Statements

4.1 General Office Safety

Employees are expected to act in ways that support a safe and healthy working environment. Maintaining clean and orderly workspaces and removing obstacles that could cause tripping, slipping, or falling are part of this responsibility.

Walkways, exit doors, and emergency exits must always remain accessible and unobstructed. All employees should be familiar with emergency evacuation procedures and act accordingly when needed.

4.2 Ergonomics

DCS is committed to providing an ergonomic working environment that reduces the risk of strain and injury to support employee health and safety.

Employees are encouraged to adopt healthy work habits to minimize ergonomic risks. Recommended practices include:

- Adjusting chairs, monitors, keyboards, and workstations to meet individual needs for comfort and posture.
- Taking short stretch breaks and alternating between sitting, standing, and walking throughout the day.
- Reporting any discomfort or ergonomic concerns to their managers, the Sustainability and Compliance Directorate, or the HR and Support Services Directorate for assessment and adjustment.

4.3 Electrical Safety

- Computers, printers, chargers, and other electrical equipment must be used safely and maintained regularly.
- Employees must immediately report worn-out cables, faulty equipment, or other electrical hazards to the Administrative Affairs and Procurement team.
- Extension cords must not be used as permanent wiring solutions; overloaded outlets and power strips should be avoided.
- All unused electrical devices must be turned off or unplugged, especially at the end of the workday.

4.4 Fire Safety

- Fire exits and evacuation routes in DCS offices must be clearly marked, always accessible, and never blocked.
- Fire extinguishers and other firefighting equipment must be easily accessible and regularly inspected and maintained.
- All employees must be familiar with the office fire evacuation plan and participate in periodic fire drills.
- The use of tobacco products is strictly prohibited within DCS offices.

4.5 Prevention of Slips, Trips, and Falls

- Floors and walkways must be kept clean and dry to prevent slips and falls. Any spills must be cleaned immediately.
- Cords, cables, and wires must be secured and kept off walkways.
- Employees are advised to wear shoes with appropriate soles to reduce the risk of slipping. This is important for both personal and shared workspace safety.

4.6 Mental Health and Stress Management

DCS recognizes the importance of protecting mental health in the workplace and managing stress effectively, and is committed to supporting its employees in this regard.

Employees are encouraged to maintain a healthy work-life balance and to take breaks when needed, as this supports both individual well-being and corporate sustainability.

Various support programs and resources are available for employees experiencing stress, anxiety, or other mental health challenges.

DCS aims to provide psychological support services to employees as resources permit. To access such support, employees are expected to contact the Human Resources and Support Services Directorate.

4.7 First Aid and Incident Reporting

- First aid kits must be clearly visible and easily accessible in all DCS offices and checked regularly to ensure they are complete and up to date.
- All work accidents, injuries, and near misses (incidents that pose a potential danger but cause no harm) must be reported immediately to the Sustainability and Compliance Directorate or the HR and Support Services Directorate.
- In the event of serious injury or an emergency, employees should first contact the workplace physician or emergency services and then notify their direct manager.

4.8 Home/Remote Work Safety

DCS supports remote and home-based work as part of its working model and considers adherence to occupational health and safety (OHS) rules during remote work a fundamental responsibility.

Remote employees must comply with OHS Guidelines, report their working address to the HR and Support Services Directorate, and organize their workspaces in line with the principles outlined in the “Basic Occupational Health and Safety” training.

Employees working remotely are encouraged to:

- Create an ergonomically appropriate workspace
- Eliminate physical hazards like loose cords or cluttered walkways
- Take necessary precautions against disasters such as fire or earthquakes
- Use personal protective equipment (PPE) when necessary
- Follow work schedules, rest periods, and break times

4.9 Occupational Health and Safety Service

To ensure compliance with OHS legislation, DCS collaborates with authorized Joint Health and Safety Units (OSGB) approved by the Ministry of Labor and Social Security.

- Occupational safety specialists and workplace physicians are appointed by the relevant OSGB providers.
- These service providers are fully responsible for fulfilling their legal duties in delivering OHS services.

4.10 Occupational Health and Safety Committee

An Occupational Health and Safety Committee (OHS) has been established within the company. Committee members are appointed by the employer or their representative. Regular meetings are held with the participation of the Occupational Safety Specialist and Workplace Physician in accordance with legal intervals.

Meeting decisions are documented, signed, and communicated to all employees.

5 Employee Rules

General;

- Avoid reading documents or using your phone while walking; these tasks should be done while stationary in a safe area.
- Keep walkways and the floor of your workspace free of objects that could cause tripping or falling.
- When lifting heavy objects from the ground, bend your knees and use your leg muscles instead of your back to protect spinal health.
- Do not attempt to fix any malfunctioning electrical device, tool, or workstation. Report such issues immediately to authorized personnel to avoid electric shock or fire risks.
- Ensure all cables, plugs, and sockets of electrical devices in your workspace are safe and in good condition. Prevent loose or exposed wires.
- Do not use unauthorized electrical devices (e.g., heaters, kettles) in the workplace.
- Learn the locations of fire extinguishers and emergency exits and keep them in mind for quick access when necessary.
- Follow all safety instructions displayed on warning signs and comply with them.
- Perform assigned tasks within the responsibilities and authority outlined in your job description.
- Do not leave the workplace without permission. Obtain approval from authorized personnel for any exit.
- Read, understand, and fully comply with the workplace safety documents available in the SEC CRM Software Program.

If working in the office:

- Keep office areas clean and organized at all times.
- Do not enter the office area with dirty, muddy, or greasy footwear.
- Wipe wet floors immediately during cleaning to prevent slipping.
- Take care not to spill hot drinks like tea or coffee when carrying them.
- Report and arrange for repair of any uneven floor surfaces that may cause slipping or tripping.
- Do not run inside the office unless in an emergency; walk carefully and attentively.
- Always close cabinet doors and desk drawers after use.
- Do not pile files or folders on top of cabinets; place them neatly inside.

- Regularly check chairs and seating; arrange for repairs if needed.
- Never use chairs, desks, or drawers as makeshift ladders.
- Use a portable ladder when retrieving items from high shelves.
- Always use a staple remover to extract staples from documents to prevent hand injuries.
- Use scissors, box cutters, and sharp office tools carefully and keep them secure from others.
- Ensure your keyboard is at a comfortable distance for ergonomic use.
- Avoid direct glare or screen reflections from light sources.
- Ensure adequate and balanced lighting around your computer screen.
- Before leaving your workstation at the end of the day, turn off lights and unplug electrical devices (e.g., air conditioners, chargers, adapters).
- Do not smoke or use tobacco products inside the office.

If working on-site or offsite:

- Use all required safety equipment as specified by the Occupational Safety Unit or Civil Administration Authority, and follow all designated safety rules.
- Do not leave the designated work area.
- Do not enter restricted or unauthorized zones.
- Report any incidents such as fire, workplace accidents, or similar to the Emergency Call Center (112), site supervisors, the Sustainability and Compliance Directorate, or the HR and Support Services Directorate immediately.
- Any offsite work must be registered as a “Duty Assignment” in the HR Portal.

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Responsibilities

6.1 Employees

- Comply with all safety procedures and instructions outlined in this policy.
- In accordance with Article 19 of Law No. 6331, properly use, maintain, and store personal protective equipment (PPE) provided by the employer based on training and instructions.
- Report unsafe conditions or defective PPE immediately to their manager, the HR and Support Services Directorate, the Sustainability and Compliance Directorate, or the OHS Specialist.
- Report all near misses and work accidents immediately to the above-listed parties.
- Attend training sessions and fire drills organized under occupational health and safety.
- Ensure office equipment is ergonomically appropriate and functional; report any concerns or nonconformities immediately.

6.2 Managers

- Ensure all employees are aware of and comply with the DCS Workplace Safety Policy
- Promptly assess and address all reported safety threats or incidents.
- Support employees in creating a safe and ergonomic working environment.

6.3 Sustainability and Compliance Directorate

- Organize the resources and training required to ensure workplace safety
- Conduct regular inspections of office environments to identify and mitigate potential hazards
- Ensure compliance with legal and regulatory health and safety requirements
- Organize and conduct fire drills, safety training, and ergonomic assessments
- Address employee health and safety concerns in coordination with relevant departments

6.4 OHS Specialist

Fulfill responsibilities outlined in Article 9 of the Regulation on the Duties, Authorities, Responsibilities, and Training of Occupational Safety Specialists, including guidance, risk assessment, supervision, training, record-keeping, and collaboration with relevant units.

6.4 Workplace Physician

Fulfill responsibilities outlined in Article 9 of the Regulation on the Duties, Authorities, Responsibilities, and Training of Workplace Physicians and Other Health Personnel, including guidance, participation in risk assessments, health surveillance, training, record-keeping, and collaboration with relevant units.

7 | Training and Awareness

Basic Occupational Health and Safety (OHS) training sessions are organized by the Sustainability and Compliance Directorate as part of the onboarding process and include evacuation procedures, first aid stations, and ergonomic practices.

Employees who pass the post-training evaluation exam receive a certificate. Those who do not pass will retake the training. Training content is designed to meet all requirements outlined in applicable legislation. Additional training sessions may be scheduled in cases of emerging risks, office layout changes, or changes in equipment used.

Current training content and coverage can be tracked via the Occupational Health and Safety Procedure.

8 | Monitoring and Compliance

Regular workplace safety audits will be conducted to ensure compliance with this policy. Any employee found to be in violation may face disciplinary action, including possible termination of employment depending on the severity of the violation.

Evaluation of policy compliance is part of regular compliance reporting.

9 | Breach of Policy

Failure to comply with workplace safety rules may result in corrective actions, disciplinary measures, or other administrative penalties.

Safety violations that endanger individuals or company assets may also lead to legal and/or financial liability.

10 | Reporting and Whistleblower Protection

DCS provides mechanisms for employees, suppliers, and stakeholders to report violations of this policy confidentially and without fear of retaliation. Employees must report misconduct or suspicious activities involving anyone, including managers or superiors.

Reports can be submitted to the Ethics and Compliance Function via the email address: etik@dcscustoms.com.tr.

DCS allows anonymous reporting and treats such reports with equal seriousness. All reports are handled confidentially in accordance with the **Whistleblowing, Consultation, and Anti-Retaliation Policy**, ensuring protection for whistleblowers.

DCS is committed to promptly and fairly investigating all reported violations of this policy. If a violation is confirmed, the company will take appropriate corrective actions and strive to remedy any resulting harm.

11 | Review and Revision

This policy will be reviewed at least once a year from the date of enactment to ensure its effectiveness and compliance with safety regulations, office environments, workplace practices, and legislation. The review process is coordinated by the Sustainability and Compliance Directorate.

Any updates to OHS legislation will be communicated to relevant parties during OHS Committee meetings, departmental meetings, or via email to ensure continued legal compliance of company operations.

All other revisions and updates will be proposed by the Sustainability and Compliance Directorate based on risk assessments and submitted to the Board of Directors for approval. Once approved, the revised policy will be documented and implemented via the document management system.

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**Compliance
Program**