



MANAGEMENT SYSTEM DOCUMENT

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DOCUMENT NAME : DORÇE'S BUSINESS ETHICS AND CODE OF BUSINESS CONDUCT

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CHAIRWOMAN

INDEX

1.	INTRODUCTION	5
1.1	Applicability.....	5
1.2	Regulatory Compliance	6
2.	WORK ENVIRONMENT	6
2.1	Equality of Opportunity and Fair Approach Awareness.....	6
2.2	Respect to differences	7
2.3	Conflict of Interest and Awareness for the Protection of Interest Balances	7
2.4	Prevention of Harassment and Humiliation.....	9
2.5	Children's Rights.....	9
2.6	Confidentiality and Information Security.....	10
3.	DORÇE BUSINESS PRACTISE PRINCIPLES	11
3.1	Use of Company Property	11
3.1.1.	Physical Resource and Technology	11
3.1.2.	Intellectual Property	11
3.1.3.	Confidential Information.....	11
3.1.4.	Use of E-mail	11
3.2	Customers , Suppliers, Shareholders and Third Party Relations	12
3.2.1.	Customers	12
3.2.2.	Suppliers, Partners and Third Parties.....	12
3.3	Gifts and Entertainment	12
3.4	Approvals	12
3.5	Media, Analyst and Investor Demands	13
3.6	Archiving	13
4.	BRIBERY	13
5.	HEALTH AND SECURITY	13
6.	SOCIAL RESPONSINBILITY.....	14
7.	HUMAN RIGHTS	15




**MANAGEMENT SYSTEM
DOCUMENT**

Document No : DG-06
Page No : 2 / 15
Revision No : 02
Issue Date : 28.03.2018
Privacy Class : PUBLIC

DOCUMENT NAME : DORÇE'S BUSINESS ETHICS AND CODE OF BUSINESS CONDUCT

FINAL NOTE 15

	MANAGEMENT SYSTEM DOCUMENT	Document No : DG-06 Page No : 3 / 15 Revision No : 02 Issue Date : 28.03.2018 Privacy Class : PUBLIC
---	---------------------------------------	--

DOCUMENT NAME : DORÇE'S BUSINESS ETHICS AND CODE OF BUSINESS CONDUCT



Süheyla ÇEBİ KARAHAN / Message of the Chairwoman

Dear Employees, Managers, Employers and Suppliers;

The objective of our corporate company activities is to ensure the sustainability of our company and increase our profitability by maintaining it with Professional Ethics and Code of Conduct principles such as, “being in Coherence with the Laws, Justice, Mutual Trust, Mutual Respect and Honesty” under the competitive process increasing at full speed in field of technology and communication changing at an unprecedented pace in our World today where globalization activities are being experienced led by large companies.

Each one of us we all are responsible of being helpful in describing and introducing our structure comprised of our company Dorçe Prefabrik Yapı ve İnşaat A.Ş. and all affiliate companies and branches that is a brand in the World in field of Steel Prefabricated structures. **Our corporate reputation is a significant and irrevocable strategic value.** Protecting and developing our reputation is all of ours part. While acting in line with the laws in every country we exercise activity, we must maintain our high standard on subject of Professional Ethics and Business Ethics and personal Code of Conduct rules (all the ethics principles basis of behaviors of the person), we must conduct our corporate activities in the light of highest ethics and professional standards.

While our company conducts its activities towards its objectives, it bears legal responsibilities against both, its internal environment and against its external environment. We must protect the environment we live in being aware of our social responsibilities and we must ensure our employees, customers, employers, goods and services suppliers and all natural and legal persons interact with DORÇE, to acquire as a learnable, developable concept our Ethics Culture that we established as specific to our enterprise.

Coherence in Professional Ethics and Code of Conduct Rules, is an important subject for DORÇE Management and on subjects regarding these rules DORÇE Management is always open to discussion. We, whose names are specified here, support these principles. We expect from all the managers, to communicate on subject of the content of the “Professional Ethics and Code of Conduct Rules” to set a good example for and to lead the values specified in the “Professional Ethics and Code of Conduct Rules”.

Furthermore, we want all our managers and employees to be loyal to the “Professional Ethics and Code of Conduct Rules” and to apply these in their daily works. Every behavior against the “Professional Ethics and Code of Conduct Rules” shall be scrutinized closely and behaviors detected as against the “Professional Ethics and Code of Conduct Rules” shall be punished by legal and/or disciplinary penalties.



**MANAGEMENT SYSTEM
DOCUMENT**

Document No : DG-06
Page No : 4 / 15
Revision No : 02
Issue Date : 28.03.2018
Privacy Class : PUBLIC

DOCUMENT NAME : DORÇE'S BUSINESS ETHICS AND CODE OF BUSINESS CONDUCT

Hereby, we are glad by this occasion to share with our all employees, customers, employers, goods and services suppliers and all natural and legal persons interact with DORÇE; our Professional Ethics and Code of Conduct Rules which we have considered them as a level of dignity.

	MANAGEMENT SYSTEM DOCUMENT	Document No : DG-06 Page No : 5 / 15 Revision No : 02 Issue Date : 28.03.2018 Privacy Class : PUBLIC
---	---------------------------------------	--

DOCUMENT NAME : DORÇE'S BUSINESS ETHICS AND CODE OF BUSINESS CONDUCT

1. INTRODUCTION

DORÇE's Business Ethics and Code of Business Conduct aims to enable all DORÇE's employees, suppliers, employers and all real and legal persons whom are interacted with to comply with its institutional ethical values and to protect these values , to enable the application of these principles which are believed to be sound and fair, and to provide opportunity for the accomplishment of universal principles referred below;

- To increase the productivity,
- To be fair and equitable,
- To be a responsible person and to show loyalty to work,
- To establish open and fair communication,
- To behave equally and to be impartial,
- To be humanistic and tolerant,
- To think positive and to be constructive,
- To respect personal rights and individual freedom,
- To respect differences,
- To apply quality standard criteria,
- To protect the environment,
- To be a model with his behaviors.


These common values define DORÇE's identity, provides competitive advantage and let us to leave our mark wherever we work.

"There are many degrees in excellence ."

Cicero

1.1 Applicability

As creating an appropriate business environment for ethical values and becoming a model accordingly, it is first our Board of Directors' duty and responsibility to apply these principles and DORÇE' employees thereafter.

	MANAGEMENT SYSTEM DOCUMENT	Document No : DG-06 Page No : 6 / 15 Revision No : 02 Issue Date : 28.03.2018 Privacy Class : PUBLIC
---	---------------------------------------	--

DOCUMENT NAME : DORÇE'S BUSINESS ETHICS AND CODE OF BUSINESS CONDUCT

As a requirement of our institutional culture which is based on "Us" awareness, company management and the employees transmit these rules to all our subcontractor companies, agencies, goods and services suppliers, all representatives working on behalf of DORÇE and all customers working with DORÇE and enable these principles to be applied by them .

Thus, we hereby aim to increase the team work and efficiency , to decrease the stress in business environment, and to increase motivation and performance by imposing to the employees the team work approach and to make them feel the efficiency, moral support and development and the their loyalty among each other and towards DORÇE .

Employees at all levels of the company's hierarchy are liable to comprehend these rules and to sign the form which reveals that they have read and comprehended them .

Each person should comply with business ethics and our code of business conduct and all applicable company policies, laws and regulations and to keep the Human Resources Department and the Management informed in case of any violation thereof .

Violation of these rules in any way shall cause the violating person to be penalized by his supervisor or manager. If any supervisor or manager who is aware of such violation does not notify it shall be imposed to same penalties as well.

DORÇE is fair and honest.

1.2 Regulatory Compliance

DORÇE follows up and applies the laws and regulations. DORÇE provides the immediate application of the court decisions. Besides, it acts in due diligence so that the work places all around the world, which DORÇE works with, to comply with international standards. Thus it follows up the legal statute in these countries as well.

Any illegal action or behavior, even not defined specifically in these ethical rules, is forbidden.

In case of any discrepancy between this Business Ethics and Code of Business Conduct and the laws applicable in these countries; the issue shall be notified to the attention of the International Law Department.

DORÇE attempts to work better.

2. WORK ENVIRONMENT

2.1 Equality of Opportunity and Fair Approach Awareness

DORÇE acts equal and fair to its all employees. DORÇE grounds on human rights and works for developing the human rights.

	MANAGEMENT SYSTEM DOCUMENT	Document No : DG-06 Page No : 7 / 15 Revision No : 02 Issue Date : 28.03.2018 Privacy Class : PUBLIC
---	---------------------------------------	--

DOCUMENT NAME : DORÇE'S BUSINESS ETHICS AND CODE OF BUSINESS CONDUCT

DORÇE prohibits discrimination among its employees at every where it is active primarily its head office, production plants, foreign branch offices and affiliates and applies equality policy.

DORÇE certainly reacts against privileged, favored, partial and unequal applications and behaviors towards real and legal persons as well as actions which are aiming to benefit or damage to a political party, a person or a community.

DORÇE prohibits illegal child employment and forced labor.

Our management policy has been established in the basis of equal wage policy and a satisfactory wage application is adopted and applied by the company.

2.2 Respect to differences

DORÇE aims to provide equal work conditions without making any discrimination among age, gender, sexual preference, health condition, race, religion, philosophical belief, nationality, marital status, family conditions, political thought, political opinion etc. DORÇE respects these differences, right and preferences and expects its employees to respect likewise and to use its authorities by respecting such differences.

Related Quotation from The Turkish Constitution:

Equality before the law

ARTICLE 10- Everyone is equal before the law without distinction as to language, race, color, sex, political opinion, philosophical belief, religion and sect, or any such grounds.

Men and women have equal rights. The State has the obligation to ensure that this equality exists in practice. Measures taken for this purpose shall not be interpreted as contrary to the principle of equality.

Measures to be taken for children, the elderly, disabled people, widows and orphans of martyrs as well as for the invalid and veterans shall not be considered as violation of the principle of equality.

No privilege shall be granted to any individual, family, group or class.

State organs and administrative authorities are obliged to act in compliance with the principle of equality before the law in all their proceedings.

DORÇE dignifies the differences.

2.3 Conflict of Interest and Awareness for the Protection of Interest Balances

It is unacceptable for DORÇE the violation of ethical principles and rules for personal benefits or DORÇE's own benefits. DORÇE's commercial decisions and actions are never affected by the personal reason and relations.



MANAGEMENT SYSTEM DOCUMENT

Document No : DG-06
Page No : 8 / 15
Revision No : 02
Issue Date : 28.03.2018
Privacy Class : PUBLIC

DOCUMENT NAME : DORÇE'S BUSINESS ETHICS AND CODE OF BUSINESS CONDUCT

DORÇE's employees are not allowed to obtain personal gain by using DORÇE's capabilities, company information and properties or positions. Employees, at the same time, are not allowed to act in any manner against DORÇE's or its customers' benefits.

Company employees' or third parties' own values, priorities, experiences, position and seniority to not entitle them to deteriorate or alter the balance of DORÇE's institutional ethical values.


In case of any situation which leads to or causes conflict of interest sourced by the actions of a company employee, manager or any customer, supplier, legal or real person, such as ;

- Personal interests are valued above everything,
- Material and nonmaterial gains are aimed to be obtained by damaging third parties' rights ,
- Falsifying, lying, using people, unfair competition,
- Ignoring employees or customers' rights for sale purpose ,
- Looking for own benefits through various actions ,

such situation/situations should be informed to department directors primarily and to superior managers later on, until two level above.

Actions listed below are against DORÇE's impartiality policy and express that DORÇE employees are trying to obtain interests and benefits which are provided to themselves, relatives, friends, or persons or institutions which they are working with. Each person who acted in this manner or who joined in such an action shall be imposed to necessary sanction and punishment. If considered necessary, necessary notifications shall be made to judicial and administrative authorities in this respect.

- To utilize its title and authority and to obtain unearned gain or interests for himself, relatives or third parties ,
- To come late to work / to leave earlier ,
- To malpractice and to waste company resources, to work carelessly , to act regardless,
- To use the company's resources for its personal benefits ,
- To behave the customer badly ,
- To give wrong information to the customer,
- Not to comply with security precautions ,
- To hide the faults ,
- To lay the blame on ,
- To attack physically to employees, to assault , to pick a fight, to make verbal harassment ,
- To steal , to damage the goods , to sabotage,
- To gossip, to be bad-tempered ,

	MANAGEMENT SYSTEM DOCUMENT	Document No : DG-06 Page No : 9 / 15 Revision No : 02 Issue Date : 28.03.2018 Privacy Class : PUBLIC
---	---------------------------------------	--

DOCUMENT NAME : DORÇE'S BUSINESS ETHICS AND CODE OF BUSINESS CONDUCT

2.4 Prevention of Harassment and Humiliation

DORÇE's employees have zero tolerance against psychological violence, humiliation, pressure, harassment, disturbance, annoyance, physical or sexual harassment towards their colleagues, visitors or any person or living creature.

All employees who are exposed to harassment or mobbing should inform the situation to their superiors, to the management or to Human Resources Department.

2.5 Children's Rights

The most fundamental regulations concerning the protection of children's rights are contained in the Constitution of the Republic of Turkey where the relevant Articles with this issue is quoted below.

The "Convention on the Rights of the Child" which was adopted by the United Nations on 20.11.1989 with the decision of 44/25 and entered into force on 02.10.1990; also signed by the Republic of Turkey on 14.10.1990 and enacted by Law No. 4058 dated 09.02.1994 became a mandatory part of the implementation of the Turkish law.

Apart from the Convention on the Rights of the Child, the Republic of Turkey also adopted the "Child Protection Law" with the Law No. 5395 dated 03.07.2005, independently of the Convention, in order to determine the procedures and principles for the children in need of protection and for the measures to be taken about the children who has committed a crime with the security measures.

With respect to the Constitution of the Republic of Turkey and UN Children's Rights and Business Principles; DORÇE does not employ child laborers and adopted the Constitution of the Republic of Turkey and UN Children's rights and Business Principles.

Related Articles of the Constitution of the Republic of Turkey:

Protection of the Family and Children's Rights


ARTICLE 41- Family is the foundation of the Turkish society and based on the equality between the spouses.

The State shall take the necessary measures and establish the necessary organization to protect peace and welfare of the family, especially mother and children, and to ensure the instruction of family planning and its practice.

Every child has the right to protection and care and the right to have and maintain a personal and direct relation with his/her mother and father unless it is contrary to his/her high interests.

The State shall take measures for the protection of the children against all kinds of abuse and violence.

Persons Requiring Special Protection in the Field of Social Security:

	MANAGEMENT SYSTEM DOCUMENT	Document No : DG-06 Page No : 10 / 15 Revision No : 02 Issue Date : 28.03.2018 Privacy Class : PUBLIC
---	---------------------------------------	---

DOCUMENT NAME : DORÇE'S BUSINESS ETHICS AND CODE OF BUSINESS CONDUCT

ARTICLE 61- The State shall protect the widows and orphans of martyrs of war and duty, together with invalid and war veterans, and ensure that they enjoy a decent standard of living.

The State shall take measures to protect the disabled and secure their integration into community life.

The aged shall be protected by the State. State assistance to, and other rights and benefits of the aged shall be regulated by law.

The State shall take all kinds of measures for social resettlement of children in need of protection.

To achieve these aims the State shall establish the necessary organizations or facilities, or arrange for their establishment.

2.6 Confidentiality and Information Security


DORÇE; without any prejudice, as protecting its own confidential information within the scope of ISO 27001 standards; protects and respects the commercial and confidential information of its partners, suppliers, subcontractors, competitors and customers as well.

Any information, document and other data related to bargains, administrative procedures and financial operations are not allowed to be disclosed to third parties.

Based on its Information Security Management System which was established and is being applied according to the requirements of ISO 27001:2013 standard, DORÇE aims provide the confidentiality, entirety and accessibility of all information assets which are available in its departments, related to import, export, transit trade, customs clearance, foreign trade operations.

For this purpose, DORÇE;

- is attuned to all legal and work requirements related to information security and information security liability based on contracts,
- establishes effective and satisfactory information security risk management approach in order to eliminate defined risks over information assets or lower them to acceptable level and provides the permanency ,
- develops and continues appropriate work permanency plans so that the work could be maintained with minimum interruption,
- arranges regular training activities in order to raise the awareness of information security,
- by determining information security control objectives and based on regular inspections and revisions, provides a continuous improvement in BGYS /Information Security Management System
- takes relevant measures and executes necessary sanctions in order to manage the information security violations and to prevent its repetition.

	MANAGEMENT SYSTEM DOCUMENT	Document No : DG-06 Page No : 11 / 15 Revision No : 02 Issue Date : 28.03.2018 Privacy Class : PUBLIC
---	---------------------------------------	---

DOCUMENT NAME : DORÇE'S BUSINESS ETHICS AND CODE OF BUSINESS CONDUCT

3. DORÇE BUSINESS PRACTISE PRINCIPLES

3.1 Use of Company Property

3.1.1. Physical Resource and Technology

Computers, laptops ,fixed and mobile phones, fax machines, printer and similar hardware and licensed programs, all kinds of printed, fixed resources, motor and non- motor vehicles , electric and electronic sources , all kinds of equipment and device available at production plant may be only used within the scope of Dorçe and for business purpose only . Such instruments are not allowed to be taken out of company without filling the relevant form. Each employee should use company materials without wasting them and appropriately. Any company goods and services are not allowed to be shared with third parties or used out of its purpose without management's consent thereof.

3.1.2. Intellectual Property

Employees should protect company's trade name, area name, patents, work information and data, design, engineering, production and application information and knowledge, accumulation and archive, invention, commercial and financial information .


3.1.3. Confidential Information

Without Company management's and relevant department's approval ; employees are not allowed to disclose company policy, procedures, plans, strategies, technical- financial – accounting information , price and cost tables, architectural, electric, mechanic projects , introduction and advertisement materials , draft and approved contract format, supplier and customer database ,awards, certificates, project databases , shortly all company document or device to any workmate, affiliate, shareholders, customers, suppliers and third parties, whether these documents and instruments are confidential or not .

3.1.4. Use of E-mail

E-mails are not allowed to be used for any personal information, advertisement, social and political content or inappropriate contents.

In case of any violation of company software, equipment or account, e-mail or internet; legal proceedings shall be applied for anybody who is involved with this situation .

	MANAGEMENT SYSTEM DOCUMENT	Document No : DG-06 Page No : 12 / 15 Revision No : 02 Issue Date : 28.03.2018 Privacy Class : PUBLIC
---	---------------------------------------	---

DOCUMENT NAME : DORÇE'S BUSINESS ETHICS AND CODE OF BUSINESS CONDUCT

3.2 Customers , Suppliers, Shareholders and Third Party Relations

3.2.1. Customers

Our policy is based on to create optimum production with our updated technological means, innovations, demand oriented solutions, design and engineering services in order to meet our customers' price/ quality expectations and to render top quality and services thus to increase our customers' satisfaction .

All employees are encouraged to act fair, polite, equal to the actual and potential customers, to communicate with them, without making any discrimination, without acting emotional.

Customers' demand and complaints are being certified and are delivered to the relevant department.

3.2.2. Suppliers, Partners and Third Parties

Employees should behave fair, polite and equal to the suppliers, partners and third parties and should not make any discrimination.

Suppliers, Partners and Third Parties read and verify that they have comprehended DORÇE's Business Ethics and Code of Business Conduct .

3.3 Gifts and Entertainment

DORÇE considers inappropriate and unacceptable to receive or give gifts which aim to affect or have a potential to affect the business relations, work performance, decisions and impartiality, whether have a material value or not.


Gifts and entertainment may be only offered as an appreciation for a good business relation under a transparent and modest environment, without causing to any misunderstanding.

Employees should keep the management informed about the gifts and entertainment they have received and should made them recorded .

Giving gift to state officers and public servants either directly or indirectly or offering an entertainment is certainly prohibited.

3.4 Approvals

Without Management's or Corporate Communication and Brand Department's approval, company catalogues, CDs,USBs, presentations, posters, advertising documents , etc. introduction materials and commercials are not able to be published as a commercial strategy, are not allowed to be used without prior permission, and employees are prohibited to apply and get a job by using the company name.

	MANAGEMENT SYSTEM DOCUMENT	Document No : DG-06 Page No : 13 / 15 Revision No : 02 Issue Date : 28.03.2018 Privacy Class : PUBLIC
---	---------------------------------------	---

DOCUMENT NAME : DORÇE'S BUSINESS ETHICS AND CODE OF BUSINESS CONDUCT

3.5 Media, Analyst and Investor Demands

Only the personnel who are authorized by the Management and Corporate Communication and Brand Department Director are entitled to manage and publish company 's advertising contents in various internet pages, private company indexes and social media networks, such as ; Facebook, Twitter, Instagram, Youtube, Google, etc. Personnel who does not have this authority is not allowed to make advertising activities for the company.

DORÇE personnel should inform the requests for company information and documents to the management and/ or Marketing, Proposal and Sales Department Director and Corporate Communication and Brand Department Director. DORÇE personnel is not allowed to reply and meet these requests without management's approval on behalf of the company.

Only the managers who have been authorized by the company management may contact and communicate with analysis and investors in line with the company's policy.

3.6 Archiving

All company documents involving important and sensitive information such as company's legal, financial, cost and technical data and information should be archived in compliance with the applicable Document Archiving Procedure.

Employees are responsible to prepare, keep and protect the files according to company' procedures. Employees should keep the original documents, should not change, alter, falsify and destroy them.


Protect the company information!

4. BRIBERY

To receive, give and offer bribe/ commission are not acceptable in no case. This rule involves all company managers, employees, public officers and servants , foreign and local customers and suppliers, goods and service suppliers, consultants, lawyers ,auditors, affiliate and branch employees , shortly everybody who has any communication capability. Anti- Corruption Laws should be followed.

5. HEALTH AND SECURITY

DORÇE executes top quality production and assembly actions. It is DORÇE's priority and primary responsibility to protect and maintain the health and security of its employees .

	MANAGEMENT SYSTEM DOCUMENT	Document No : DG-06 Page No : 14 / 15 Revision No : 02 Issue Date : 28.03.2018 Privacy Class : PUBLIC
---	---------------------------------------	---

DOCUMENT NAME : DORÇE'S BUSINESS ETHICS AND CODE OF BUSINESS CONDUCT

Within this context, protection of natural environment, occupational health and safety, continuous improvement of the work environment are among the major objectives of the company. For this reason, DORÇE hereby commits to provide and maintain the permanency of the issues listed below:


- To provide and maintain continuous improvement of Environment and Occupational Health and Safety performance ;
- To comply with legal and other conditions for environment and Occupational Health and Safety (customer, DORÇE, country, etc.) ;
- To take precautions to minimize environmental impacts and Occupational Health and Safety risks;
- To provide the effective use of natural resources,
- To apply technologic options and to minimize or dispose the wastes , to provide the avoidance of pollution,
- With a sustainable development objective and within the scope of engineering principles; to apply technologies which improve our environmental and Occupational Health and safety performance in our investments;
- To provide trainings to raise the awareness of our employees on individual Occupational Health and Safety responsibilities as well as to impose environmental consciousness ;
- At project application stages; to provide implementations which would minimize the environmental impacts, health and safety risks ;
- To provide the employees' participation into issues regarding occupational health and safety and environment,
- In order to maintain the compliance with the applicable terms and conditions, to revise Environment and Occupational Health and safety Policy periodically,

Employees should be loyal to occupational health and safety, working time for the safety of their workmates.

During working hours, while using any company equipment, using, distributing or purchasing and selling alcohol and drugs are certainly prohibited ; which may lead to the termination of the labor contract. An employee under the affect of drugs shall not be allowed to enter into the company, shall not be allowed to use any company equipment. Company; if necessary, may make searches or tests for alcohol.

6. SOCIAL RESPONSINBILITY

DORÇE contributes to a better society and a cleaner environment with its corporate social responsibility projects and organizations. Within the scope of these projects; "ethic" and "moral" concepts of the employees, suppliers, competitors, state and society and the importance of the type of behavior are reminded and the awareness is being strengthened thereof.

	MANAGEMENT SYSTEM DOCUMENT	Document No : DG-06 Page No : 15 / 15 Revision No : 02 Issue Date : 28.03.2018 Privacy Class : PUBLIC
---	---------------------------------------	---

DOCUMENT NAME : DORÇE'S BUSINESS ETHICS AND CODE OF BUSINESS CONDUCT

7. HUMAN RIGHTS

DORÇE is based on universal human rights and condemns human right violations.

DORÇE acts respectful and dignified to its employees and encourages the differences at the work place. Besides its own employees; DORÇE encourages its subcontractors, suppliers, representatives, consultants and all segments of the society- which they are in contact with- to act and work with respect to human rights.

FINAL NOTE

DORÇE's type and manner of trading, its own legal and ethical loyalties are beyond the articles specified in this Business Ethics and Code of Business Conduct.

DORÇE tries its best to obtain a harmonized and compatible business place and has taken as principle to work in compliance with universally accepted standards , to follow up a moral and legal approach both today and in the future and to impose these ethical rules to the parties which the company is already in contact and will contact in the future .

DORÇE provides in-company trainings, infuses these concepts into its employees and assists for the prevention of unethical behaviors.