

Our procurement vision as Türkiye İş Bankası A.Ş. (Bank) is to be an innovative, transparent, fair, leading and exemplary procurement center. Our long-term strategic partnerships with our suppliers play an important role in achieving the targets we set in line with this vision. From this perspective, in addition to supporting the competitive structure of the Bank through ensuring cost-effectiveness and making purchases in accordance with the need, we adopt a procurement strategy that aims to contribute to the sustainability of our suppliers and the entire ecosystem in which we are involved, with our social and environmental policies based on growth with our stakeholders. We also care that our suppliers have some basic values that we think are important for healthy and sustainable purchasing processes.

This document, prepared within the framework of the vision and strategy mentioned above, aims to establish the basic principles and basis to be followed in the relations between the Bank and the suppliers. These principles, established in accordance with the Bank's Purchasing Policy, cover all suppliers that has a purchasing relationship with the Bank. In the situation of using a subcontractor by a supplier, the supplier is expected to observe that the subcontractor acts in accordance with these principles. The right to terminate contracts with suppliers that do not comply with these principles is reserved.

1. The Bank's suppliers are required to adhere to the laws, rules and policies and regulations communicated to them.
2. Our suppliers are expected to work in compliance with the Bank's Human Rights and Human Resources Policy and the following human rights policies and principles.
 - Policies that respect to human rights, no discrimination in no wise and pay attention to providing equal opportunities to employees are followed.
 - Working areas and conditions that will not jeopardize the health and safety of employees are created.
 - Working hours and overtime, especially in accordance with the applicable legislation and legal regulations.
 - A remuneration policy, which ensures that no worker receives less than the minimum wage, is adopted.
 - No discrimination is made according to race, gender, nationality, age, physical disability, membership of association, pregnancy or marital status.
 - Gender balance in management is observed, gender equality and empowerment of women practices are supported.
 - No worker is allowed to work below the age limit defined in the legal legislation.
 - No one shall be subjected to forced or compulsory labor under Article 4 of the European Convention on Human Rights.
 - Activities are carried out in accordance with the fundamental principles of the United Nations Global Compact.
 - Required disciplinary sanctions are imposed in case it is detected that the workers violate the legal regulations.
3. The spouses and blood relatives up to third degree and their relatives up to second degree, adopters and their legal entities of the employees working in the purchasing departments or approval bodies of the Bank, cannot participate directly or indirectly in the purchases and sales to be made by the Bank and cannot submit offers. Such unauthorized participation shall not be taken into account by the executive body to make the purchase.

No gift, bonus, donation, job offer, sponsorship or any transaction provides similar benefit or privilege that may be directly or indirectly contrary to the provisions of the Bank's Anti-Bribery, Anti-Corruption, Gift and Treatment Policies is unacceptable for the employees working in the purchasing departments.

In these areas, our suppliers are also expected to be careful to act in compliance with the Bank's Anti-Bribery and Anti-Bribery Policy and ethical principles, and to avoid conduct that may violate these principles

4. During the procurement of products and services, any act that prevents the conduct of the process in a fair, impartial, transparent and accountable manner is prohibited. If it is determined that the said actions are performed by the candidate company/ies, they are excluded from the purchasing process.
5. For the products and services that the Bank continuously purchases, it is investigated whether there are new companies that produce/market the product or service in certain intervals. Efforts are made to obtain information about the morality of the companies during some investigations in possible extent. Companies that are not loyal to their commitments, which had been found to be involved in bribery or corruption and which have problems in providing quality products and services are not included in the approved companies.
6. In the purchasing process, in addition to price and payment terms, items other than price are also considered. The following points are taken into consideration when selecting suppliers:
 - Firm's intelligence information, technical and financial competence, commercial reputation in the market and the place, experience, references and relations with the Bank,
 - Whether the product and/or service to be purchased contains the company's core business and is directly supplied

- by the company,
- Compliance with the quality and standards of the product/service to be purchased, technology level and guarantees (TSE, ISO, etc.),
 - To meet the needs of the product/service to be purchased,
 - Environmental effects of the product/service to be purchased,
 - Short delivery times and maintenance times, providing technical support and spare parts, keeping the quoted price and price fixed for a certain period and etc.
7. Our suppliers are obliged to convey the information and documents requested from them in a timely and complete manner. This information and documents should be arranged and stored to reflect the correct data.
 8. It is essential that our suppliers avoid all unfair competition practices, especially those listed below.
 - Negotiate, sign contracts or perform any other anti-competitive transactions with competitors such as price, product, production level, customer distribution, market share, boycott of any customer or supplier.
 - To take actions that may damage the reputation of competitors.
 9. Our Bank takes the necessary actions for prevention of laundering of crime revenues and financing of terrorism and implements meticulously the necessary measures in order not to enter into business relations with persons and organizations deemed prohibited according to local and international legislation. The same sensitivity is expected from our suppliers.
 10. Our suppliers are expected to pay maximum attention to the confidentiality, integrity, accessibility and protection of personal data of any information they obtain from any business relationship.
 11. Our suppliers are expected to act in accordance with the Bank's risk management, security and customer privacy policies.
 12. In cases where it is necessary to share the Bank's data with the supplier, the supplier is obliged to take comprehensive precautions in accordance with the Bank's data security policies.
 13. In accordance with its Sustainability Policy, the Bank strives to minimize the negative environmental and social impacts arising from our suppliers and to maximize positive impacts. In this context, our suppliers are expected to;
 - have a written environmental / sustainability policy in line with the size and nature of their activities to prevent, reduce and control adverse environmental impacts arising from their activities,
 - have competent and trained staff responsible for managing environmental performance and reporting internal and external data on key environmental indicators and an effective internal environment management system established in line with international standards,
 - comply with all laws and regulations concerning the protection of the environment and the transportation of dangerous goods,
 - take care to use recycled materials as much as possible in production,
 - keep hazardous substances to a minimum and record all hazardous substances that must be used,
 - ensure that all production facilities for waste disposal, air emissions, discharges, toxic substances and hazardous waste disposal comply with environmental laws,
 - verify that materials and components used in the manufacturing process are derived from non-prohibited chemicals consistent with international treaties and protocols, in addition to local laws and regulations.
 14. The Bank can audit the suppliers when considers it is necessary.
 15. These principles goes into effect on the date of its approval by the Board of Directors.