

# **BİZİM TOPTAN MAĞAZALARI A.Ş.**

## **SUSTAINABILITY COMMITTEE DUTIES AND WORKING PRINCIPLES**

### **1. Aim and Scope**

This document aims to determine the duties, authority and working principles of Sustainability Committee of Bizim Toptan Mağazaları A.Ş. (Bizim Toptan).

In line with the vision that Bizim Toptan commits, it is aimed to develop a sustainability strategy, to reduce Bizim Toptan's environmental impact, to increase the social impact and to strengthen the corporate management and economic value. It is also intended to set goals in line with the sustainability strategy, to create a roadmap and to get all the departments within the company involved in the process.

### **2. Committee Structure**

The committee is created and assigned with the approval of Board of Directors.

Under the sponsorship of Vice President of the Board of Directors, the General Manager is the Chairman of the committee. The secretariat is managed by Investor Relations Manager.

Along with the General Manager and Senior Director of Investor Relations, the committee is composed of the following 11 other members; Marketing and Customer Relations Director, Human Resources Director, Supply Chain Senior Manager, Channel Development and Occupational Safety Senior Manager, Marketing and Customer Relations Manager, Brand Director, Environmental Management Representative, Quality Expert, and Project Manager. The Sub-commission (working group) works to implement the Sustainability Committee decisions and supports the Committee in this context. The Sub-commission consists of 10 members including the Special Channels Sales Specialist, Maintenance-Repair Manager, Demand Planning and Supply Chain Manager, Human Resources Manager, Quality Specialist, Assistant Quality Specialist, Software Specialist, Sales Operations Manager, Project Manager, and a representative from the Finance Directorate.

### **3. The Working Principles of the Sustainability Committee**

The committee convenes at least twice a year and whenever on the call of the Chairman of the Committee. It takes decisions with the majority votes of its members.

Committee issues meeting records and prepares a written documentation of the work that they carry out. The committee reports the decisions made via the Committee President to the Board of Directors.

The committee benefits from the views of independent expert regarding the activities and may invite these experts to the meetings, when deemed necessary.

#### **4. The Duties and Responsibilities of the Sustainability Committee**

It shall;

- carry out studies to integrate sustainability to the Company's structure and developing projects in alignment with this goal,
- follow the current affairs on sustainability on a national and international scale,
- manage the risks in the areas of social, environmental and corporate management pro-actively and navigating the Company's sustainability strategy and policy,
- follow the news on the company's sustainability roadmap and applications, setting goals, determining performance indicators, controlling the performance according to the goals set and enabling active engagement of all relevant units,
- create new subgroups within the Company, authorizing and coordinating them,
- rearrange, manage and control the sustainability policy, goals, practices, working principles, management systems, and when necessary presenting to the Board of Directors for their approval,
- inform all of the employees within the Company and work towards helping the employee internalizing these policies in line with the Company's sustainability policy and goals,
- inform all stakeholders, executing a stakeholder engagement regarding the Company sustainability strategy, policy and applications. It is among the duties and responsibilities of the Committee to align the outputs with Company sustainability policies and Company expectations.

#### **5. Enforcement**

These Duty and Working Principles of Sustainability Committee is entered into force following the approval of the Board of Directors and on the approval date.