

SOCAR TURKEY WORKING MODELS

BASIC PRINCIPLES

1. Introduction

This policy outlines the basic principles and practices regarding working models at SOCAR Türkiye. It covers all white-collar employees and may be subject to changes within the scope of SOCAR Türkiye management decisions.

2. Working Models

2.1. Determination of Working Models

In SOCAR Türkiye, the working models of employees are determined based on various factors, including job requirements, employee preferences, and managerial input. Managers provide valuable input based on their understanding of the job requirements, team dynamics, and individual employee performance. The following three working models are employed:

2.1.1. Traditional Working Model

Under the Traditional working model, employees require the physical office environment provided by the company to fulfill their duties and responsibilities. Employees following this model are expected to report to the office five days a week.

2.1.2. Hybrid Working Model

The Hybrid working model allows employees to perform a necessary portion of their duties and responsibilities from the office, while the remaining tasks can be conducted remotely without the need for physical office usage. Employees following this model are expected to report to the office a maximum of three days a week.

2.1.3. Remote Working Model

The Remote working model grants employees the flexibility to perform their duties and responsibilities remotely without needing physical office usage. If necessary, employees following this model are expected to come to the office a maximum of one day a week.

2.2. Office Usage and Desk Allocation

For employees in the Traditional working model, a designated desk will be assigned to them. The desk will be solely for their use during their working hours.

Employees in the Hybrid and Remote working models do not have a designated desk, they are required to reserve a desk using the corporate desk reservation program when they need to work from the office.

More details regarding office usage and desk allocation are specified in the **Office Usage Guide**.

The following table provides a summary of office and desk usage rights based on the working model:

Working Model	Office Usage (Weekly)	Desk Usage
Traditional	5 Days	Designated Desk
Hybrid	Up to 3 Days	Shared Desk
Remote	Up to 1 Day	Shared Desk

2.3 Periodic Review

Working model assignments are subject to periodic review to ensure their continued suitability. Reviews are conducted when significant changes occur in job roles, organizational structure, or operational requirements. Any necessary adjustments to the working model may be made based on the outcome of the review.

3. Flexible Working

Employees can perform their duties and responsibilities during flexible hours as long as business continuity is maintained and there are no disruptions in processes. Employees should obtain approval from their direct manager for the implementation of flexible working hours and at least 8 hours per day, at least 40 hours per week work requirements should be fulfilled. All employees should be reachable and present at work between 09:30 and 16:30. For the Refinery Petrochemical Business Unit in the Aliğa location, all employees should be reachable and present at work between 08:00 and 17:00. Meetings should be scheduled between 09:30 and 16:30. One-hour lunch break should be planned between 12:00 and 14:00 hours.

Further implementation details of the working models, remote work support items, occupational health and safety measures are included in the **SOCAR Türkiye Working Models Procedure**.