

## **INFORMATION POLICY**

### **Objective:**

**Information Policy of Ege Seramik Sanayi ve Ticaret A.Ş.** is to equally share its performance and future expectations, strategies, goals other than its information of trade secret nature and vision with the people, competent authorized organizations, stakeholders and shareholders comprised of the existing and potential investors and to disclose any operations and financial information in a correct, fair, timely and detailed manner under the legal regulations and provisions of the Capital Market Act, thus providing investors and shareholders with a continuous, effective and transparent publicity platform.

Our Company adopts behaviour under the principles of equality, accuracy, impartiality, consistency and timing in providing all shareholders and stakeholders with information. It is essential that any of our notices and disclosures handled within such policy is given in an easily accessible, timely, accurate, complete, comprehensible, analyzable manner at lower costs.

**General Framework of the Information Policy** is established in accordance with the Capital Market Board (CMB) legislation, Borsa Istanbul A.S. (BIST) regulations and the Corporate Governance Principles.

### **Power and Responsibility:**

As contained in Ege Seramik's Corporate Governance Compliance Report, our Company carries out its relations with shareholders through the Financial Affairs Department. This Department replies to information requests from stakeholders and provides them with information of such issues as general meetings of shareholders, stocks, profit distribution proposals, etc. Through financial statements, footnotes, activity reports, semi-annual and annual independent audit reports prepared in detail on periodic basis and material disclosures made for those cases which must be legally disclosed, rights of shareholders are protected and shareholders are provided with information.

### **Public Disclosure of Financial Statements:**

Our Company's financial statements are prepared under the provisions complying with the Turkish Accounting Standards (TAS) published by the Public Oversight Accounting and Auditing Standards Authority (POA) and independently audited in accordance with the independent auditing standards published by the Capital Market Board (CMB) and made public in semi-annual and annual terms. Before the financial statements and footnotes thereof and activity reports are made public, they are submitted to the Board of Directors for approval under the assent received from the Audit Committee under the Capital Market Legislation. Once the attestation has been signed, the financial statements, footnotes thereof and activity report and independent audit report are transmitted to the Public Disclosure Platform (PDP) in accordance with the regulations of the Capital Market Act (CMA) and Borsa Istanbul (BIST) regulations.

### **Public Disclosure Methods and Instruments:**

Web site of the Company has been designed to contain all the necessary information so that shareholders may get information, and such information is updated on periodical basis. Once the financial statements transmitted through the Public Disclosure Platform (PDP) have been made public within the times prescribed by the provisions of the relevant legislation, they are announced on the web site of the Company and the e-Company portal of the Central Registration Agency (CRA).

- Presentations and reports disclosed at investor information meetings may be accessed at [www.egeseramik.com](http://www.egeseramik.com).
- Pursuant to the “Regulation on Web Sites to Be Opened by Equity Companies” published in the Official Journal No. 28663 dated 31.05.2013, the guidance for the allocation of a certain part of the web site to the notices which must be legally given by the company and to the information society services has been given under the heading “Information Society Services” on our web site.
- General headings of the information available in the “Investor Relations” section of the web site of the Company are given below:
  - ARTICLES OF INCORPORATION
  - CHRONOLOGY OF THE ARTICLES OF INCORPORATION
  - SHAREHOLDING STRUCTURE
  - BOARD OF DIRECTORS
  - FINANCIAL INFORMATION
  - FINANCIAL REPORTS
  - ANNUAL ACTIVITY REPORTS
  - GENERAL MEETINGS OF SHAREHOLDERS
  - MATERIAL DISCLOSURES
  - CORPORATE GOVERNANCE
  - INFORMATION POLICY
  - WAGING POLICY
  - PROFIT DISTRIBUTION POLICY
  - COMMITTEES
- Shareholders and stakeholders of Ege Seramik A.S. contact with our Company via telephone and facsimile or e-mail and communicate their requests for information and their questions. In the event that the replies to the questions from investors have not yet been made public pursuant to the legislation of the Capital Market Board, such questions are not replied, but if it is such information which has already been made public, then shareholders are allowed to make use of such information. No discrimination is made between shareholders in the exercise of the right to obtain and review information.

**Disclosures about News and Rumours:**

- In case of the existence of such news and rumours which are so important as to affect the investment decisions of investors and the value of the capital market instruments, which are published in media, which are not originated from the people who are authorized to represent the Company and which are of such content which is different from the information which has been made public earlier, then material disclosure is made in cases where it is deemed necessary as to whether or not such information is accurate and sufficient pursuant to the relevant communiqués of CMB.

**Precautions Taken to Ensure Confidentiality of Internal Information:**

- Those people with administrative responsibilities who have access to internal information are identified by the scope of the information to which they may access. Accordingly, those employees who have part of the Company-related information in detail but have restricted information about the whole are not considered to be people who have access to internal information.

However, the Members of the Board of Directors, General Manager, those people authorized to represent the Company basing upon the Company's circular letter of signatories who have all of the information and future strategies related to the Company, Function Managers authorized to make administrative decisions affecting the future development and business goals of the Company and those function employees having regular access to internal information are considered to be people who have access to internal information.

- Those people who are authorized to represent and be binding upon the Company, all employees including especially the administrative staff members know their responsibilities arising from the "publicity and governing legislation". List of accessibility to internal information is reported to the Central Registration Agency (CRA) system in an up-to-date manner in accordance with the legislations.

Our Company has both informed its employees having internal information on electronic media due to the importance of the issue and adopted it as a policy to obtain written statements from the employees stating that they have internal information and keep the same in the relevant function.

**Disclosure of Prospective Considerations:**

- Any prospective information and considerations may be disclosed to the people not more than four times Provided that assumptions and data on which such assumptions are based shall be disclosed and on condition that it is made under a resolution of the Board of Directors or under the written approval of the person who has been authorized –if such authorization has been granted. Assumptions must be consistent with the financial condition and activity results of the Company.

In the event that any forecasts and grounds have not materialized or are found out not to materialize, updated information is made public together with respective reasons.