



Arma International Ship Supply & Foreign Trade Inc.  
Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet  
ve Pazarlama Dış Ticaret A.Ş.  
Trade Registry (Ticaret Sicil) : 95287

🏠 H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir  
35410, İzmir / TÜRKİYE  
☎️ +90 232 463 65 00  
☎️ +90 232 463 62 67  
✉️ arma@armashipsupply.com  
🌐 www.armashipsupply.com

SUSTAINABILITY REPORT	
Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38

## ARMA INT'L SHIP SUPPLY INC. SUSTAINABILITY REPORT

### Contents

- About Report
- Chairman's Message
- Introduction of Our Company
- Main Values and Basic Strategies
- Demographic Structure
- UN Global Principles and Practices





**Arma International Ship Supply & Foreign Trade Inc.**  
Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet  
ve Pazarlama Dış Ticaret A.Ş.  
Trade Registry (Ticaret Sicil) : 95287  
H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir  
35410, İzmir / TÜRKİYE  
+90 232 463 65 00  
+90 232 463 62 67  
arma@armashipsupply.com  
www.armashipsupply.com

## SUSTAINABILITY REPORT

Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38

## About Report

While carrying out our activities, our main goal is to maximize the interests of our employees, stakeholders with whom we interact, the environment we live in and our country.

Our company has declared that it has integrated 10 principles established in the fields of human rights, working conditions, environment and corruption into all its practices and processes. The practices of our organization, Arma Uluslararası Kumanyacılık A.Ş. (Arma International Ship Supply Inc.), within the scope of the 10 basic principles of the United Nations Global Compact, constitute the subject of the report.





**Arma International Ship Supply & Foreign Trade Inc.**  
Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet  
ve Pazarlama Dış Ticaret A.Ş.  
Trade Registry (Ticaret Sicil) : 95287  
H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir  
35410, İzmir / TÜRKİYE  
+90 232 463 65 00  
+90 232 463 62 67  
arma@armashipsupply.com  
www.armashipsupply.com

## SUSTAINABILITY REPORT

Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38

## Chairman's Message

As Arma Int'l Ship Supply Inc., we provide ship supply services in all ports, straits and shipyards of our country with our 22 years of business experience, 12 offices across the country, offices in 2 different countries where our portfolio is very active, and more than 200 employees.

We believe that good corporate governance can be successful as long as it fulfills its responsibilities towards the economy, society and environment. As long as we fulfill our responsibilities towards these important values, we can create sustainable business growth.

We aim to build a smarter future by combining the building blocks of sustainability with people, society and the environment in terms of sustainable growth and profitability. In order to create common values for all our stakeholders, we are trying to focus on the results we can achieve by conducting our activities with the principles of sustainability.

With our innovative and entrepreneurial approach, which we can define as a part of our corporate culture, we work for investments that will have long-lasting and positive effects, and in this context, we do our best to support the creativity and innovation capacities of our employees.

We can define the sector we are in as a "service" sector model. In this context, by putting people at the center of our work, we present a working system in which our world, society, environment and all living things on our planet are considered and valued. We turn to sustainable energy sources for our environment, and we implement alternative applications within the framework of this plan in the construction of our facilities and also in daily operations.

We attach importance to equality of opportunity and try to do our part for society within the framework of our ethical policy. Within the scope of the fight against corruption, we create combat measures at this point with our policy, which is also focused on by our board of directors, and inform all our units and stakeholders with the principle of zero tolerance against all kinds of corruption.

We would like to thank all of our employees and stakeholders, who consider our social and environmental responsibilities and economic approaches within the sustainability framework, and who support the implementation of our policies.





**Arma International Ship Supply & Foreign Trade Inc.**  
Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet  
ve Pazarlama Dış Ticaret A.Ş.  
Trade Registry (Ticaret Sicil) : 95287  
🏠 H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir  
35410, İzmir / TÜRKİYE  
☎️ +90 232 463 65 00  
✉️ +90 232 463 62 67  
✉️ arma@armashipssupply.com  
🌐 www.armashipssupply.com

## SUSTAINABILITY REPORT

Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38

## Introduction of Our Company

As a general ship supply company in Türkiye, we are able to assist our customers for provisions/victualling, consumables/technical stores, ships' spares in transit supplies & various marine service solutions like safety equipment services, repairing/overhauling/reconditioning jobs. By having a branch network that covers all major supply points of the country, we have the opportunity to reply with a fast response in all Ports, Straits (Bosphorus & Dardanelles) and Shipyard Areas (Tuzla & Yalova & Icdas) of Türkiye. Our qualified and experienced team is multilingual in English, Greek, German, Russian, French and Chinese which allows fluent communications with our valuable customers.

We aim to continue cooperating with our customers with the most appropriate and cost-effective solutions for marine supply by combining our skills and know-how experience with immediate response. As Arma, we are member of Shipperserv(TradeNet), Mespas, SeaProc, and Procureship procurement platforms and Impa, Issa, Turssa and Sea Sons Club organizations. Customer satisfaction is always our first priority in order to establish long-term business relationships.

By covering all service standards within the framework of the Sustainability Policy, our company is accredited with ISO9001, ISO14001, ISO22000 and ISO45001 management systems. We're at the service of our customers with the motto of "Optimized for You".



SUSTAINABILITY REPORT	
Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38



**Arma International Ship Supply & Foreign Trade Inc.**  
 Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet ve Pazarlama Dış Ticaret A.Ş.  
 Trade Registry (Ticaret Sicil) : 95287  
 H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir 35410, İzmir / TÜRKİYE  
 +90 232 463 65 00  
 +90 232 463 62 67  
 arma@armashipssupply.com  
 www.armashipssupply.com

## Main Values and Basic Strategies

### Teamwork:

Together, as a team, we can achieve what individuals cannot. Our individual strengths energize our joint efforts to improve the lives of the people we serve.

### Communication:

We are committed to the timely and transparent exchange of information and ideas and encourage respectful interaction through listening, understanding, and the assumption of positive intent.

### Embrace and Drive Change:

Part of being in a growing company is that change is constant.

### Be Humble:

While we have grown quickly in the past, we recognize that there are always challenges ahead to tackle.

### Customer Success:

When our customers succeed, we succeed. So we champion them to achieve extraordinary things. We innovate and expand our business offerings to provide all our stakeholders with new avenues to achieve ever-greater success.

### Enjoyable Work Environment:

Perfect storm. Energizing atmosphere that nourishes a balanced personal/professional soul.

### Equality:

Everyone deserves equal opportunities. We believe everyone should be seen, heard, valued, and empowered to succeed. Hearing diverse perspectives fuels innovation, deepens connections between people, and makes us a better company.

### Act sustainably:

We believe our work is not just what we do but how we do it.

We work ethically and efficiently to perfect performance while reusing the Earth's resources.

We seek new information to develop lasting solutions.

We protect our planet for all who now play, and all who will play, on our home field.





Arma International Ship Supply & Foreign Trade Inc.  
Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet  
ve Pazarlama Dış Ticaret A.Ş.  
Trade Registry (Ticaret Sicil) : 95287

H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir  
35410, İzmir / TÜRKİYE  
+90 232 463 65 00  
+90 232 463 62 67  
arma@armashipsupply.com  
www.armashipsupply.com

SUSTAINABILITY REPORT	
Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38

## Demographic Structure

\*According to the average of 2022

By Employee Type	
White-collar	80 %
Blue-collar	20 %
Total	100 %

By Educational Level	
Post Graduate	1 %
University Graduate (Bachelor)	54 %
Vocational School of Higher Education	17 %
High School	27 %
Primary School	1 %
Total	100 %

By Gender	
Female	22 %
Male	78 %
Total	100 %

By Age Distribution	
Between 18 - 30	39 %
Between 31 - 49	57 %
Over 50	4 %
Total	100 %



SUSTAINABILITY REPORT	
Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38



**Arma International Ship Supply & Foreign Trade Inc.**  
 Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet ve Pazarlama Dış Ticaret A.Ş.  
 Trade Registry (Ticaret Sicil) : 95287  
 H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir 35410, İzmir / TÜRKİYE  
 +90 232 463 65 00  
 +90 232 463 62 67  
 arma@armashipsupply.com  
 www.armashipsupply.com

## 10 Principles of the United Nations Global Compact

### Human rights

**Principle 1:** Businesses should support and respect proclaimed human rights.

**Principle 2:** Businesses should not be complicit in human rights abuses.

### Working Standards

**Principle 3:** Businesses should support workers' freedom of association and collective bargaining.

**Principle 4:** Forced and compulsory labor should be stopped.

**Principle 5:** All forms of child labor should be stopped.

**Principle 6:** End discrimination in recruitment and placement.

### Environment

**Principle 7:** Businesses should support precautionary approaches to environmental problems.

**Principle 8:** The business world should support all kinds of activities and formations that will increase environmental responsibility.

**Principle 9:** Businesses should support the development and diffusion of environmentally friendly technologies.

### Anti-Corruption

**Principle 10:** Businesses should fight all forms of corruption, including bribery and extortion.



SUSTAINABILITY REPORT	
Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38



**Arma International Ship Supply & Foreign Trade Inc.**  
 Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet ve Pazarlama Dış Ticaret A.Ş.  
 Trade Registry (Ticaret Sicil) : 95287  
 H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir 35410, İzmir / TÜRKİYE  
 +90 232 463 65 00  
 +90 232 463 62 67  
 arma@armashipsupply.com  
 www.armashipsupply.com

## Human Rights

**Principle 1:** Businesses should support and respect proclaimed human rights.

**Principle 2:** Businesses should not be complicit in human rights abuses.

Our organization accepts and implements human rights within the scope of Principle 1 and Principle 2 included in the United Nations Global Compact. In addition, it does not violate any of these rules and terminates any business relationship with the supplier, stakeholder or subcontractor operating in this type.

Every employee of our Company is responsible for the implementation of Principle 1 and Principle 2, and the rules determined to ensure these principles are explained in detail in the "Employee Handbook". All employees are given this book on the day they start their first job and working principles are explained in detail during the orientation period.

Our organization complies with the provisions of the Labor Law regulated in accordance with the law numbered 4857 of the Council of Ministers of the Republic of Turkey. While none of our employees are paid below the minimum wage, 95% of our employees are paid 40%-50% above the minimum wage. Overtime wages of our employees are reserved.

Our organization benefits from the incentives for young entrepreneurs and women entrepreneurs offered by the Social Security Institution.

In addition to that;

- Our organization provides supplies and food aid to all its employees during religious holidays.
- Our organization provides complementary health insurance to all its employees.
- Our organization provides free transportation assistance to all its employees.
- Our organization provides free food / cafeteria assistance to all its employees.







**Arma International Ship Supply & Foreign Trade Inc.**  
Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet  
ve Pazarlama Dış Ticaret A.Ş.  
Trade Registry (Ticaret Sicil) : 95287  
H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir  
35410, İzmir / TÜRKİYE  
+90 232 463 65 00  
+90 232 463 62 67  
arma@armashipsupply.com  
www.armashipsupply.com

## SUSTAINABILITY REPORT

Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38

## Human Resources Practices

Our organization aims to ensure that all its employees work with an understanding of fairness and equity. In this direction, studies are carried out on different subjects.

Recruitment and onboarding process; It undertakes to oppose all discrimination in the recruitment and placement process within the scope of the United Nations Global Principles. In case of any vacancies, announcements are made from many different sources. Eligible candidates are invited for an interview. Following the job interviews held in accordance with our core values, a job offer is made to the most suitable candidate for the position. After the mutually positive process, our new colleague's getting used to the job is started. This process, which includes orientation training, factory tour, training including job transfer, and integration with the working environment, aims to increase the sense of belonging of newcomers.



SUSTAINABILITY REPORT	
Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38



**Arma International Ship Supply & Foreign Trade Inc.**  
 Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet ve Pazarlama Dış Ticaret A.Ş.  
 Trade Registry (Ticaret Sicil) : 95287  
 H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir 35410, İzmir / TÜRKİYE  
 +90 232 463 65 00  
 +90 232 463 62 67  
 arma@armashipsupply.com  
 www.armashipsupply.com

## Our Employee Rights Commitments

### Wages Policy

#### 1. OBJECTIVE:

The purpose of this policy is to determine the principles of the management of wages and fringe benefits to be applied at ARMA INTERNATIONAL SHIP SUPPLY INC..

Fair, objective, high performance, competitive and motivating criteria are taken into account in the management of wages and fringe benefits. In remuneration, language, race, color, gender, political opinion, belief, religion, sect, age, physical disability and similar features are not accepted as criteria and discrimination is not made.

#### 2. SCOPE:

This policy covers the managers and employees of the company at all levels in terms of remuneration management.

#### 3. APPLICATION:

The main objectives of our wage policy are to make remuneration by highlighting the concepts of business size, performance, contribution to the job, knowledge/skills and competencies, to motivate and increase the loyalty of employees by ensuring the wage balance within and between companies and competitiveness in the market, and to employ the appropriately qualified workforce to achieve our company's goals. to our company.

- a) In our company, our employees are paid a "Net Wage" free of tax burden.
- b) Wage increases are reviewed periodically and systematically, taking into account economic indicators, market trends and the announced inflation rate. Provider wage increases are made once a year in January every year.
- c) All personnel payments in the Company are made through bank accounts, no payments are made in person.
- d) Payment of wages to the personnel is made no later than the 5th of the following month.
- e) A payroll describing the monthly earnings of the Personnel is delivered through the mobile Human Resources application program in return for a mobile signature.
- f) During the wage determination process for female employees, no verbal inquiries or requests such as tests or analyzes are made regarding whether they are pregnant or not.
- g) Remuneration Principles for White Collar Personnel;

The knowledge, skills, competence, level of experience, education level, scope of responsibility, problem-solving skills, market conditions, wages of the personnel doing similar work, and their place in the company wage scale are taken into account. The type of fee is a fixed monthly fee.



SUSTAINABILITY REPORT	
Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38



**Arma International Ship Supply & Foreign Trade Inc.**  
 Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet ve Pazarlama Dış Ticaret A.Ş.  
 Trade Registry (Ticaret Sicil) : 95287  
 H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir 35410, İzmir / TÜRKİYE  
 +90 232 463 65 00  
 +90 232 463 62 67  
 arma@armashipsupply.com  
 www.armashipsupply.com

#### h) Remuneration Principles for Blue Collar Personnel;

In the periods of minimum wage hike announced by the government, wage changes are made. No personnel is paid below the minimum wage. Employees who are above the minimum wage announced, taking into account the welfare level of the employee, are paid. The type of fee is paid as an hourly rate. In cases where it deems necessary, overtime may be worked according to the conditions stipulated in the Labor Law No. 4857 and outside the normal working hours determined by law. In this case, the hourly wage of the employee is increased by 50% on weekdays and weekends, and by 100% on official and religious holidays.

i) Individual confidentiality is essential in wage management. Within this framework, employees are expected to keep their individual wages and wage increase rates confidential.

#### 4. OTHER BENEFITS:

In addition to the basic salary that ARMA INTERNATIONAL SHIP SUPPLY INC. employees deserve, it is aimed to provide the most appropriate opportunities, taking into account the ability of our company to pay, so that they can fulfill their necessary responsibilities and maintain them without any problems.

**4.1. Private Health Insurance:** All personnel are provided with Supplementary Private Health Insurance at the end of the 2-month trial period.

**4.2. Vehicle Assistance:** Vehicles are given to all personnel who need to drive due to their job. It is provided to supply fuel with the application of transportation.

#### - Beginner Orientation Training;

It includes the trainings carried out for the employees who are on the job to get used to both our Organization and the work they will do, and our Organization.

#### - Quality Management System Trainings,

#### - Environmental Management System Trainings

#### - Anti-Corruption trainings

#### - Occupational Health and Safety Trainings;

It covers the trainings designed by considering the working environment and the training subjects required by the legal legislation.

#### - Sustainability Trainings

#### - Business Development - Technical Trainings;

It includes the trainings that our expert employees transfer their departments to their colleagues in different departments and the trainings in which the newly introduced processes are explained.



SUSTAINABILITY REPORT	
Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38



**Arma International Ship Supply & Foreign Trade Inc.**  
 Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet ve Pazarlama Dış Ticaret A.Ş.  
 Trade Registry (Ticaret Sicil) : 95287  
 H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir 35410, İzmir / TÜRKİYE  
 +90 232 463 65 00  
 +90 232 463 62 67  
 arma@armashipsupply.com  
 www.armashipsupply.com

- Individual Development Trainings;

All kinds of issues (domestic violence, healthy nutrition, breast cancer awareness, first aid communication...) includes training given by experts.

In 2022, 14 man-hours of training were given.

In 2023, it is aimed to increase individual training and to move the training period to 16 man-hours.

## Women Employees

It has adopted the 'Equal Opportunity Principle' in recruitment and promotion processes, as in every field. Positive discrimination can be applied in the recruitment process, taking into account the requirements of the position. The principle of equal opportunity is applied in promotion and all kinds of fringe benefits. Professional and personal development of female employees is among the priority issues of our organization. For this reason, it organizes trainings that will improve the internal business conduct of female employees and contribute positively to their personal development. Internal rotation is frequently applied to develop different professional competencies.

In order to enable newly graduated women to participate in the business world and gain experience, new graduates are supported to participate in business life.

While the health team is trying to be a solution for all kinds of physical and psychological problems of female employees. More comfortable spaces are created for pregnant workers and mothers who have just given birth. It is important to support female employees in their maternity processes and to allow them to take the leave they deserve for as long as possible.

In addition to all these, since our employees' happiness is among our priorities, suggestion systems have been established in order to listen to the wishes of our female employees to be able to hear their voices better. . In this system, employees can anonymously convey their written suggestions and requests directly to the general manager and share their opinions.

With the awareness of the importance of activities and practices that increase the motivation of the employees, various projects are developed.



SUSTAINABILITY REPORT	
Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38



**Arma International Ship Supply & Foreign Trade Inc.**  
 Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet ve Pazarlama Dış Ticaret A.Ş.  
 Trade Registry (Ticaret Sicil) : 95287  
 H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir 35410, İzmir / TÜRKİYE  
 +90 232 463 65 00  
 +90 232 463 62 67  
 arma@armashipsupply.com  
 www.armashipsupply.com

## Our 2023 targets are

**Principle 1:** Demonstrate high-level leadership for gender equality at work;

- Increasing the ratio of female employees
- Increasing the ratio of female managers
- To give priority to groups of women in need in the social responsibility projects we will be involved in.

**Principle 2:** Treat all male and female employees in your organization fairly and equally, respect and support the principles of human rights and non-discrimination.

- Establishing a control mechanism to ensure that all our employees have equal social and fringe benefits for jobs of equal value.
- Ensuring that our non-discriminatory working standards and commitments are better understood by all employees

**Principle 3:** Ensure the health, safety and well-being of all individuals, male or female, working in your organization, regardless of gender.

- Updating risk analyzes in the field of occupational health and safety to ensure that all our employees work in safe health conditions
- Establishment of a support system where they can apply and get help against all kinds of abuse they may encounter at work or outside the workplace.

**Principle 4:** Encourage all kinds of training and professional development of women working in your organization.

- To contribute to the development of our employees with at least 3 different training programs in 2022, taking into account the demands of our employees and the changing environmental conditions.

**Principle 5:** Ensure that practices related to entrepreneurship, business development, supply chain and marketing processes are carried out in your organization in a way that will help women empowerment

- To lead our suppliers and manufacturers, with whom we cooperate, to employ more female employees.



SUSTAINABILITY REPORT	
Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38



**Arma International Ship Supply & Foreign Trade Inc.**  
 Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet ve Pazarlama Dış Ticaret A.Ş.  
 Trade Registry (Ticaret Sicil) : 95287  
 H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir 35410, İzmir / TÜRKİYE  
 +90 232 463 65 00  
 +90 232 463 62 67  
 arma@armashipsupply.com  
 www.armashipsupply.com

### Principle 6: Promote equality by promoting the rights of workers to organize and advocate

- To inform our stakeholders more about the work and practices we carry out within the framework of the 'Women's Empowerment Principles (WEP)'.
- To announce more in the press about our work with our female employees.

### Principle 7: Measure progress on gender equality in your organization and share the results with the public.

- To share in the 2023 Progress Report the work we have carried out within the scope of the 'Women's Empowerment Principles (WEP)'.

## Suggestion System

With the suggestion system application, it aims to implement and reward the successful ideas that emerge with the helpful suggestions of the employees with the win-win principle, to increase the total efficiency and effectiveness, to increase the importance it attaches to the effective use of its human value, to increase the motivation of the employees and their commitment to the work.

For this purpose, it started to implement the 2022 award-winning recommendation system. The suggestion system was introduced with the trainings given, then suggestion boxes and forms were placed in the production area. The proposal evaluation committee includes worker representatives, relevant managers, an OHS expert and human resources officer.



SUSTAINABILITY REPORT	
Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38



**Arma International Ship Supply & Foreign Trade Inc.**  
 Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet ve Pazarlama Dış Ticaret A.Ş.  
 Trade Registry (Ticaret Sicil) : 95287  
 H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir 35410, İzmir / TÜRKİYE  
 +90 232 463 65 00  
 +90 232 463 62 67  
 arma@armashipsupply.com  
 www.armashipsupply.com

## Occupational Health and Safety

- Our organization is in the less dangerous class, 15 minutes of service per personnel from the B-class specialist and 5 minutes of service from the doctor per personnel.
- In 2022, 3 work accidents with minor injuries occurred. The target for 2023 is 0 work accidents.
- All measures have been taken within the scope of risk analysis and necessary improvements are being made.
- Considering the applicable laws as the minimum requirement, it evaluates all kinds of improvement opportunities to go above it.
- Within the scope of annual periodic examinations, pulmonary function test, chest X-ray, audiometry tests are performed and evaluated, and if necessary, actions are taken and improvement activities are implemented.
- Taking necessary actions in accordance with the Board meetings
- Changing the dining hall equipment with the latest technology in order to increase the quality and hygiene standards of the food given to the employees.
- Social compliance and occupational health and safety audits were carried out and successfully completed by six different customers.
- Drills were held for different scenarios for emergencies.



SUSTAINABILITY REPORT	
Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38



**Arma International Ship Supply & Foreign Trade Inc.**  
Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet ve Pazarlama Dış Ticaret A.Ş.  
Trade Registry (Ticaret Sicil) : 95287  
🏠 H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir 35410, İzmir / TÜRKİYE  
☎️ +90 232 463 65 00  
☎️ +90 232 463 62 67  
✉️ arma@armashipsupply.com  
🌐 www.armashipsupply.com

## Working Standards

**Principle 3:** Businesses should support workers' freedom of association and collective bargaining

**Principle 4:** Forced and compulsory labor should be stopped.

**Principle 5:** All forms of child labor should be stopped.

**Principle 6:** End discrimination in recruitment and placement

With the awareness that the driving force it has is fed by the valuable human resources it has, we undertake in writing that it acts in accordance with Principle 3, Principle 4, Principle 5 and Principle 6 within the scope of the United Nations Global Principles, and share it with both its employees and stakeholders.





SUSTAINABILITY REPORT	
Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38



**Arma International Ship Supply & Foreign Trade Inc.**  
 Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet ve Pazarlama Dış Ticaret A.Ş.  
 Trade Registry (Ticaret Sicil) : 95287  
 H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir 35410, İzmir / TÜRKİYE  
 +90 232 463 65 00  
 +90 232 463 62 67  
 arma@armashipsupply.com  
 www.armashipsupply.com

## Child-Youth Labor Policy

### 1. OBJECTIVE:

With this policy, it is aimed to clearly and unequivocally set forth the principles, commitments, demands and attitudes on preventing child and forced labor and supporting youth employment at ARMA INTERNATIONAL SHIP SUPPLY INC..

In this context, all kinds of activities aimed at the abuse of child labor are prohibited by our company. Our company is aware that the use of child labor harms the physical and mental development of children and this means that their right to education is taken away from them. Turkish Penal Code, which was prepared on the basis of Article 71 of the Labor Law No. 4857, covers the procedures and principles regarding the jobs that are prohibited for children and young workers who have not completed the age of 18, and the jobs that will be allowed to work for young workers who have completed the age of 15 but not completed the age of 18, and the working conditions. The Regulation on the Procedures and Principles of Employees is applied.

### 2. SCOPE:

The policy covers all company employees, including the Members of the Board of Directors, supplier and subcontractor companies and their employees, persons and organizations that work directly or indirectly on behalf of ARMA INTERNATIONAL SHIP SUPPLY INC., such as representatives, distributors, agents.

This policy is an integral part of the "Ethical Principles", "Personnel Regulations", and "Purchase Agreements".

### 3. APPLICATION

#### 3.1. Basic Principles

ARMA INTERNATIONAL SHIP SUPPLY INC. carries out its activities in accordance with all local laws and ILO labor standards on child labor, forced labor and youth employment in practices in Turkey and in all other countries where it does business.

ARMA INTERNATIONAL SHIP SUPPLY INC. does not allow child labor and forced labor, and includes provisions of harassment, abuse and discrimination in its current and future commercial contracts with suppliers and subcontractors.

ARMA INTERNATIONAL SHIP SUPPLY INC., within the scope of Vocational Education, provides internship opportunities to young people who come from the University, Vocational School, Vocational High School to do internship in accordance with local laws and regulations.

All suppliers employing young workers are required to comply with the standards set forth in this policy.

ARMA INTERNATIONAL SHIP SUPPLY INC. expects its suppliers to apply the principles and standards brought by this policy when selecting and working with their suppliers.





**Arma International Ship Supply & Foreign Trade Inc.**  
Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet  
ve Pazarlama Dış Ticaret A.Ş.  
Trade Registry (Ticaret Sicil) : 95287  
H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir  
35410, İzmir / TÜRKİYE  
+90 232 463 65 00  
+90 232 463 62 67  
arma@armashipsupply.com  
www.armashipsupply.com

## SUSTAINABILITY REPORT

Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38

### 3.2. Education

Due to the importance it attaches to the subject, ARMA INTERNATIONAL SHIP SUPPLY INC. provides general training to its employees in order to raise awareness and consciousness in line with the Sustainable Development Goals.

In addition, recruitment orientation trainings are given by the Human Resources department on the issues mentioned in our policies and the necessary practices are explained. The trainings given are written down and recorded by the Human Resources department.

### 4. EXECUTION AND ENFORCEMENT

The general manager of the company is responsible for the implementation of this policy.

This policy is issued by the Board of Directors on 01/01/2022 and has been put into



SUSTAINABILITY REPORT	
Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38



**Arma International Ship Supply & Foreign Trade Inc.**  
 Arma Uluslararası Kumanyaçılık, Taşımacılık, Hizmet ve Pazarlama Dış Ticaret A.Ş.  
 Trade Registry (Ticaret Sicil) : 95287  
 H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir 35410, İzmir / TÜRKİYE  
 +90 232 463 65 00  
 +90 232 463 62 67  
 arma@armashipsupply.com  
 www.armashipsupply.com

## Anti Harassment, Abuse and Discrimination Policy

### 1. PURPOSE

The purpose of this policy is to accept and declare its commitment to comply with the International Labor Organization (ILO) standards, the Constitution of the Republic of Turkey, Article 10, the Labor Law no. was created to.

With this policy, we aim to create a peaceful working environment by adhering to the labor law numbered 4857, ILO agreement, universal legal rules and human values, thus increasing production efficiency and maintaining a long-term business relationship with our customers.

### 2. SCOPE

Our policy covers all our employees and business partners, such as trainee students and so on.

### 3. RESPONSIBILITIES

The responsibility of preparing, updating and communicating this policy to the relevant units/persons is the responsibility of the company owner, human resources manager, business development manager and management systems officer.

All our stakeholders will be able to reach this policy by following the internal communication mechanisms (announcements, notice board) and our website.

### 4. APPLICATION

- Unless biological or work-related reasons make it compulsory, no direct or indirect different action is taken against an employee in the conclusion of the employment contract, in the creation, implementation and termination of the employment contract, due to gender or pregnancy.
- Lower wages are not determined for work of the same or equal value because of gender.
- Any kind of discrimination by any member, employee, volunteer, donor, consultant, guest, guest, supplier of goods and services and non-employee of the institution cannot be tolerated.
- Recruitment process by race, colour, gender, age, national origin, religion, sexual orientation, gender identity or gender expression, marital status, physical status (such as weight-height), citizenship, disability, retirement status, recruitment, training There is no discrimination on the basis of any factors such as salary and promotion.
- No discrimination can be made for female employees based on the number of children and the age of the children.
- All kinds of harassment and abuse are strictly prohibited in our company. Harassment and abuse of our personnel due to gender, race, sect, religious belief, hometown, health status, education level, physical disabilities, sexual preferences is strictly unacceptable.
- Provisions of harassment, abuse and discrimination are included in current and future commercial agreements with suppliers and subcontractors.





**Arma International Ship Supply & Foreign Trade Inc.**  
Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet  
ve Pazarlama Dış Ticaret A.Ş.  
Trade Registry (Ticaret Sicil) : 95287  
H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir  
35410, İzmir / TÜRKİYE  
+90 232 463 65 00  
+90 232 463 62 67  
arma@armashipsupply.com  
www.armashipsupply.com

SUSTAINABILITY REPORT	
Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38

- The subjects mentioned in our policies are included in the recruitment orientation trainings by the Human Resources department and the necessary practices are explained. The trainings given are written down and recorded by the Human Resources department.
- The control of the system is carried out within the framework of goodwill and respect, with the notifications and notices sent to the ethics committee and the open door policy. Employees can report any positive or negative feedback they have experienced at the workplace to the Human Resources unit, to the employer, face to face.
- In case our employees are exposed to Harassment/Abuse/Discrimination, the applicant is kept confidential, the confidentiality of the issue is guaranteed and no retaliation will be made, and the necessary investigation is carried out by the Ethics Committee and/or the Disciplinary Committee.

#### 4.1 Research and Conclusion

- Considering the possibility of the situation gaining a legal dimension, necessary records are kept meticulously. In these records, the date of application, the date of the harassment or ill-treatment and the details of the event, if reported, the names of the victim and the alleged abusers, the date of the research and the method of the research, the findings and the decision made as a result of the examination, the date of the decision and the name of the person who made the decision. If a disciplinary sanction was given, the date and content, the date of notification to the persons, the documents stating that the complainant was informed of the result of the investigation and the decision.
- In this regard, in addition to the provisions specified in our company's disciplinary regulation, in case the subject concerns labor laws and penal laws, an application is made to the legal authorities.

#### 5. EXECUTION AND ENFORCEMENT

The general manager of the company is responsible for the implementation of this policy.

This policy is issued by the the General Manager on 01/01/2022 and has been put into effect with the decision no PLT-05.





**Arma International Ship Supply & Foreign Trade Inc.**  
Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet  
ve Pazarlama Dış Ticaret A.Ş.  
Trade Registry (Ticaret Sicil) : 95287  
🏠 H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir  
35410, İzmir / TÜRKİYE  
☎️ +90 232 463 65 00  
☎️ +90 232 463 62 67  
✉️ arma@armashipsupply.com  
🌐 www.armashipsupply.com

SUSTAINABILITY REPORT	
Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38

Article	Pledge
<b>Principle 3:</b> Business people support freedom of association and collective bargaining.	Our organization respects the right of its employees to join or form a union, which they have established in order to solve their problems related to working life, to protect and develop their common interests and rights, without fear of retaliation, discrimination, threat or harassment.
<b>Principle 4:</b> Forced and forced labor stop running should be given.	Based on the principle that working and being employed is voluntary; Employment against one's own will is called "forced labor". No employee is forced to work within our organization. It strictly prohibits all forms of forced labor, including prison work, apprenticeships, debt-for-service, military or slave labor, and any form of human trafficking. The provisions of the applicable laws and relevant international agreements on this subject are essential.
<b>Principle 5:</b> All forms of child labor should be discontinued	Child labor is the process of children working in inappropriate conditions and in a way that may harm their development. This process operates in a way that does not comply with children's rights and mortgages the future of children. It is the employment or employment of individuals who have not yet reached a sufficient level physically or mentally in jobs that will exceed their physical or mental adequacy or that will endanger their development. Considering the physical and mental dangers of child labor on children, no individual under the age of 18, which is the minimum working age according to the Labor Law and ILO standards, does not work in any position within our organization, by adhering to the minimum age provisions of the laws and regulations in force in the country. Our organization's Child Labor Prevention Policy prohibits the appointment of persons under the age of 18 to positions that require hazardous work. Under this policy, if anyone under the age of 18 has applied for a job, their application will be rejected.





**Arma International Ship Supply & Foreign Trade Inc.**  
Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet ve Pazarlama Dış Ticaret A.Ş.  
Trade Registry (Ticaret Sicil) : 95287  
🏠 H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir 35410, İzmir / TÜRKİYE  
☎️ +90 232 463 65 00  
✉️ +90 232 463 62 67  
✉️ arma@armashipsupply.com  
🌐 www.armashipsupply.com

## SUSTAINABILITY REPORT

Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38

### Principle 6: In recruitment and placement discrimination must end

As our organization, in all our recruitment processes;

- Due to the value we place on the principle of diversity and inclusion,
- With our desire to create a working environment free from all kinds of discrimination and harassment,
- To prevent potential discrimination, harassment or other inappropriate or excessive behavior,
- We take all necessary measures to prevent any retaliation or retaliation as a result of participation in any investigation or reporting of wrongdoing.

In this context, those who apply to our institution;

- Over 18 years old
- Having health conditions as required by the job
- Having the required knowledge, skills and experience
- Every individual who is successful in the written or oral exams has the right to start work.
- Within the framework of this policy, a pregnancy test is not required from a female candidate or working female employee. In case of pregnancy, the process is followed by the company doctor, and the legal rest and leave periods determined are used within the legal periods.

In addition, any kind of discrimination, harassment or ill-treatment in our company by any employee, manager, guest, guest, supplier of goods and services and persons who are not employees of the institution is unacceptable.

Accepting and implementing the above-mentioned commitments is the working style of every employee, and primarily constitutes the basic working areas of the Human Resources Department. There is a Human Resources Manager in our organization.



SUSTAINABILITY REPORT	
Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38



**Arma International Ship Supply & Foreign Trade Inc.**  
 Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet ve Pazarlama Dış Ticaret A.Ş.  
 Trade Registry (Ticaret Sicil) : 95287  
 🏠 H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir 35410, İzmir / TÜRKİYE  
 📞 +90 232 463 65 00  
 📠 +90 232 463 62 67  
 ✉️ arma@armashipsupply.com  
 🌐 www.armashipsupply.com

## Environment

**Principle 7:** Businesses should support precautionary approaches to environmental problems

Our organization is committed to protecting the environment it is in and aims to keep its effects on the environment in which it is located at the lowest level. In addition, ensuring the spread of this principle to the immediate environment, the country and the world is among its environmental objectives.

The most important environmental inputs of our organization are energy and packaging, and it is the basic environmental policy to prevent unnecessary waste by ensuring the efficient use of these resources. In addition, it is aimed to continuously reduce the amount of waste with a continuous improvement approach in waste management practices. In studies on waste management; It is aimed to prevent the formation of wastes at the source and to recycle the generated wastes.

Emphasis is placed on using natural resources and all kinds of energy resources in the most efficient and economical way, controlling wastes (solid, liquid, gas) and noise pollution, reducing the negative effects of production activities on the environment and human health, and raising awareness of all employees by providing training on environmental protection. is provided.

The lighting systems used in the office were replaced with led fixtures, reducing electrical energy consumption. In addition, in order to save energy in air conditioning processes, employees were given training on usage.

It monitors the fuel consumption of all vehicles within our organization. In 2022, there are 29 commercial vehicles (13 heavy commercial refrigerated vehicles) and 10 passenger vehicles. The average age of these vehicles is around 4. Periodic maintenance is carried out in due time. Among the targets for 2023 is the calculation of the carbon emissions of these vehicles and the tree planting project as a result of the calculation.

All faucets in the main building have been renewed as photocell batteries to minimize water consumption.

It is ensured that the damage to the environment is minimized due to the recycling of wastes for reuse through licensed recycling companies.

By using environmentally friendly products, the negative effects of environmental factors resulting from all processes on climate change, air, soil and water are reduced. Considering the negative environmental effects that the products may cause during or after their use, care is taken to use raw materials that do not pose any pollution or health risks. Our organization expects its stakeholders to have environmental awareness like itself. For this reason, it chooses its fabric suppliers among companies that are highly sensitive to the environment.

For sustainable success, our organization monitors the environment and the current status of legal regulations and regulations that affect the environment and applies them sensitively.



SUSTAINABILITY REPORT	
Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38



**Arma International Ship Supply & Foreign Trade Inc.**  
 Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet ve Pazarlama Dış Ticaret A.Ş.  
 Trade Registry (Ticaret Sicil) : 95287  
 H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir 35410, İzmir / TÜRKİYE  
 +90 232 463 65 00  
 +90 232 463 62 67  
 arma@armashipsupply.com  
 www.armashipsupply.com

Our organization has ISO 14001 Environmental Management System Certificate.

Our organization has the Zero Waste Certificate issued by the Ministry of Environment, Urbanization and climate change.

**Principle 8:** Supporting all kinds of activities and formations that will increase environmental responsibility in the business world

### Social Responsibility Studies;

Our organization aims to grow together with its stakeholders in different parts of the society. Together with its employees, it plans and implements social responsibility projects that will benefit different segments of the society.

In 2023, participation in the IMPA SAVE project of IMPA (International Marine Purchasing Association), the world's largest ship suppliers association, will be provided. Within the scope of the project, it is aimed to reduce the use of plastic bottles by 25% every year until 2025.

**Principle 9:** Businesses should support the development and diffusion of environmentally friendly technologies

Our organization aims to apply the awareness it has about the environment in every field and plans the information technologies and production processes it uses in this direction with environmental awareness. With the 'portal software' used in the head offices, it is aimed to minimize the use of paper. Document sharing between departments is done through the portal instead of printed documents.

To be an environmentally conscious business with solar energy panels and tree planting in our new facility and to develop this cooperation with our stakeholders.

Not to consume ground water resources by creating a cistern and using rain water as consumption water.

By increasing the number and capacity of virtual servers, a significant reduction in energy consumption has been achieved.







**Arma International Ship Supply & Foreign Trade Inc.**  
Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet ve Pazarlama Dış Ticaret A.Ş.  
Trade Registry (Ticaret Sicil) : 95287  
H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir 35410, İzmir / TÜRKİYE  
+90 232 463 65 00  
+90 232 463 62 67  
arma@armashipsupply.com  
www.armashipsupply.com

## SUSTAINABILITY REPORT

Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38

## Anti-Corruption

**Principle 10:** Businesses should fight all forms of corruption, including bribery and extortion

Our organization aims to be beneficial to the society and the world in which it lives, with its employees, suppliers and stakeholders, customers. With this perspective, it aims to realize its reason for existence by ensuring sustainable growth. It continues to work on the fight against corruption on the way to reaching its raison d'etre.

Our organization undertakes to carry out all activities carried out in the light of social responsibility and fairness values in a transparent, reliable, accountable and honest manner.

In today's globalizing and shrinking world, it is no longer sufficient for institutions to produce and sell what they produce for their existence. In addition, the responsibilities of institutions to be sensitive to business and social environments arose. Undoubtedly, these responsibilities must be fulfilled within the framework of ethical approaches. Our organization also takes care to work in accordance with both local and international laws and rules in every step we take while doing our job, and to act within our own ethical rules. One of the issues that is carefully emphasized is that our ethical approach does not only cover the work done, but also serves more than that. Our Ethical Principles are guiding in terms of serving the sector, society and country we are in. Our Company's Ethical Policy has been prepared to convey to employees how they should behave during their daily lives and work. The information contained in this policy is shared with the employees both in writing and verbally during the orientation training. It is aimed to enrich the existing knowledge of the employees with various trainings on ethics. In addition, it is followed and encouraged to behave in accordance with these ethical rules and legal obligations that we have with suppliers and other organizations with which we have business relations.



SUSTAINABILITY REPORT	
Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38



**Arma International Ship Supply & Foreign Trade Inc.**  
 Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet ve Pazarlama Dış Ticaret A.Ş.  
 Trade Registry (Ticaret Sicil) : 95287  
 H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir 35410, İzmir / TÜRKİYE  
 +90 232 463 65 00  
 +90 232 463 62 67  
 arma@armashipsupply.com  
 www.armashipsupply.com

## PROCEDURE OF ETHICAL PRINCIPLES

### 1. PURPOSE :

The purpose of this procedure is to secure the process by defining the practices related to Ethical Principles, Ethics Committee duties and Notification and resolution of Complaints in ARMA INTERNATIONAL SHIP SUPPLY INC.

### 2. SCOPE :

It covers the procedures and principles regarding the principles and activities of establishing an ethics committee of at least three people authorized from within the organization in order to establish and develop the ethical culture in our enterprise, to provide advice and guidance regarding the problems faced by the personnel regarding the ethical behavior principles, and to evaluate the ethical practices. . The Ethics Committee was appointed with the appointment letter dated 28/02/2022.

### 3. RESPONSIBILITY :

The main duties of the Ethics Committee can be listed as follows:

- To determine the principles of ethical behavior and to observe the implementation,
- Reporting the result to the relevant authorities by conducting the necessary examination and research, ex officio or upon application, for the alleged violation of ethical behavior principles,
- To carry out studies to establish the ethical culture and to support the studies to be carried out on this subject.

### 4. DUTIES OF THE COMMITTEE

The Committee shall determine the principles of ethical behavior to be complied with while carrying out the activities, the policies and procedures to be prepared, ex officio or on the applications to be made with the claim of violation of the ethical behavior principles, and notifying the relevant authorities of the result by conducting the necessary examination and research, carrying out studies or having them made to establish the ethical culture and in this regard. is responsible and authorized to support the work to be done.

### 5. APPLICATION

#### 5.1. Application to the Ethics Committee or the Disciplinary Committee

Accordingly, all members and interested parties can apply to the committee with the allegation that there are practices contrary to the principles of ethical behavior in the organization. This application can be made with a written petition or it can be forwarded to the "ethic@armashipsupply.com" e-mail address. Notifications will always be handled confidentially, and it may be preferable not to give a name when making a notification. Concerns raised in good faith are never left unanswered, all cases are handled professionally.

Applications are evaluated in terms of whether there is a violation of the ethical behavior principles determined in the procedures and instructions published by the ethics committee. The decision taken as a result of the evaluation is notified to the interested parties and the applicant.





**Arma International Ship Supply & Foreign Trade Inc.**  
Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet  
ve Pazarlama Dış Ticaret A.Ş.  
Trade Registry (Ticaret Sicil) : 95287  
H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir  
35410, İzmir / TÜRKİYE  
+90 232 463 65 00  
+90 232 463 62 67  
arma@armashipsupply.com  
www.armashipsupply.com

## SUSTAINABILITY REPORT

Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38

### 5.2. Review and Research

The Committee conducts its examination and research on applications within the framework of whether ethical behavior principles are violated. The Committee is obliged to immediately conclude the examination and research it will carry out on the applications received through complaints or denunciations. The Committee notifies the applicant and related parties of the results of the examination and research in writing. If the Committee determines that the person who performed the transaction or act subject to the application has a transaction or acts contrary to the principles of ethical behavior and this decision becomes final, it notifies the senior management of this situation.

### 5.3 Requesting Information and Documentation

Relevant units are obliged to provide the information and documents requested by the committee regarding the subject of the application. The Committee has the authority to call the relevant persons and obtain information. ARMA INTERNATIONAL SHIP SUPPLY INC. The policies we have created as; appropriate to the purpose, context, objectives and strategic direction of the establishment. Our policies have been documented and announced to all our stakeholders.





**Arma International Ship Supply & Foreign Trade Inc.**  
Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet  
ve Pazarlama Dış Ticaret A.Ş.  
Trade Registry (Ticaret Sicil) : 95287  
H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir  
35410, İzmir / TÜRKİYE  
+90 232 463 65 00  
+90 232 463 62 67  
arma@armashipsupply.com  
www.armashipsupply.com

SUSTAINABILITY REPORT	
Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38

ARMA INTERNATIONAL SHIP SUPPLY INC. draws on the 10 Principles of the Global Compact: Human Rights

**Principle 1:** Businesses should support and respect proclaimed human rights

**Principle 2:** Businesses should not be complicit in human rights abuses

Working Standards

**Principle 3:** Businesses should support workers' freedom of association and collective bargaining

**Principle 4:** End forced and compulsory labor

**Principle 5:** All forms of child labor should be stopped.

**Principle 6:** End discrimination in recruitment and placement

Environment

**Principle 7:** Businesses should support precautionary approaches to environmental problems

**Principle 8:** The business world should support all kinds of activities and formations that will increase environmental responsibility.

**Principle 9:** Businesses should support the development and diffusion of environmentally friendly technologies

Anti-Corruption

**Principle 10:** Combating all forms of corruption, including business bribery and extortion



SUSTAINABILITY REPORT	
Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38



**Arma International Ship Supply & Foreign Trade Inc.**  
 Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet ve Pazarlama Dış Ticaret A.Ş.  
 Trade Registry (Ticaret Sicil) : 95287  
 H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir 35410, İzmir / TÜRKİYE  
 +90 232 463 65 00  
 +90 232 463 62 67  
 arma@armashipsupply.com  
 www.armashipsupply.com

As ARMA INTERNATIONAL SHIP SUPPLY, our ethical values are:

### Transparency and Accountability:

To display a transparent and accountable attitude to the company's senior management, ethics committee and the public in all matters with our works and activities.

### Impartiality:

To be impartial and at an equal distance to all persons, institutions and organizations, regardless of religion, language, race, political opinion, gender and similar discriminations.

### Social Responsibility:

To carry out activities sensitive to the social needs of the society within the framework of social responsibilities.

**Environmental Awareness:** To know the value of the scarce resources of our world, to carry out its activities with an approach that aims to reduce the use of natural resources.

### Establishing an ethical culture and raising awareness:

The Committee does all kinds of work on the establishment and development of an ethical culture, has it done, and allocates the necessary resources. It organizes training programs for its employees and cooperates with universities, local administrations and specialized non-governmental organizations.

### Whistleblowing

It is the reporting of unethical and illegal practices that occur under the supervision of people who have been or are currently working at ARMA, to competent persons/units that may affect these issues. Whistleblowing can be defined as the behavior of revealing some unethical behaviors within the organization by the members of the organization.

In order to ensure continuous improvement within ARMA INTERNATIONAL SHIP SUPPLY INC. and to protect ethical values, whistleblowing is encouraged in the following ways:

- 1- By creating the policy, procedure and documented information regarding the Anti-Corruption Management System,
- 2- By providing training to the employees on the ethical values of ARMA INTERNATIONAL SHIP SUPPLY INC.,
- 3- Ensuring the security of personal data in line with the requests of whistleblowers and taking the necessary information security measures,
- 4- By appointing an Independent Ethics Committee and giving the necessary powers for review,
- 5- By creating an e-mail address "ethic@armashipsupply.com" and encouraging the receipt and research of anonymous e-mails here,
- 6- By taking measures to prevent employees from being exposed to mobbing, accusations and other psychological violence as a result of whistleblowing.



SUSTAINABILITY REPORT	
Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38



**Arma International Ship Supply & Foreign Trade Inc.**  
 Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet ve Pazarlama Dış Ticaret A.Ş.  
 Trade Registry (Ticaret Sicil) : 95287  
 H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir 35410, İzmir / TÜRKİYE  
 +90 232 463 65 00  
 +90 232 463 62 67  
 arma@armashipsupply.com  
 www.armashipsupply.com

## ANTI-BRIBERY AND ANTI CORRUPTION POLICY

### 1. PURPOSE AND SCOPE

The purpose of this policy is to outline the principles and practices regarding the fight against bribery and corruption at ARMA INTERNATIONAL SHIP SUPPLY INC. and to ensure that these practices are communicated clearly and unequivocally. With this policy, it is aimed to identify, reduce and manage the risks of bribery and corruption in compliance with legal regulations, ethical and professional principles and universal rules.

Anti-bribery and anti-corruption policy;

- It includes all ARMA INTERNATIONAL SHIP SUPPLY INC. employees, including ARMA INTERNATIONAL SHIP SUPPLY INC., the companies from which we purchase goods and services, suppliers and all relevant parties and organizations (business partners) representing ARMA INTERNATIONAL SHIP SUPPLY INC..

This Policy;

- Prepared to include the requirements of the Anti- Corruption Management system, approved by ARMA INTERNATIONAL SHIP SUPPLY INC. and disclosed to all our stakeholders via the company website.

### 2. DEFINITIONS

Corruption is the abuse of power, directly or indirectly, for any kind of gain.

Bribery is providing, offering or promising, demanding or accepting benefits, either directly or through intermediaries, for the purpose of making, doing, not doing, speeding up or slowing down a job related to the performance of a person's duty, and mediating these. In this way, it is the benefit of himself or the party requesting it, or someone else due to this relationship, within the framework of an agreement with another person in order to act contrary to the requirements of his/her duty.

With this policy, ARMA INTERNATIONAL SHIP SUPPLY INC. undertakes the following in the activities of the organization;

- Prohibiting bribery,
- Reviewing its anti-bribery system, preparing plans and evaluating those plans to achieve it,
- Encouraging the raising of concerns in good faith or on the basis of a reasonable belief in trust, without fear of retaliation,
- Undertaking that the anti-bribery compliance function will be authoritative and independent.

### 3. COMPANIES AND BUSINESS PARTNERS FROM WHICH GOODS AND SERVICES ARE PURCHASED AND SOLD

Firms and Business Partners from which Goods and Services are Purchased and Sold are expected to comply with policy principles and other relevant legal regulations.



SUSTAINABILITY REPORT	
Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38



**Arma International Ship Supply & Foreign Trade Inc.**  
 Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet ve Pazarlama Dış Ticaret A.Ş.  
 Trade Registry (Ticaret Sicil) : 95287  
 H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir 35410, İzmir / TÜRKİYE  
 +90 232 463 65 00  
 +90 232 463 62 67  
 arma@armashipssupply.com  
 www.armashipssupply.com

#### 4. BRIBERY AND CORRUPTION

ARMA INTERNATIONAL SHIP SUPPLY INC. is against all kinds of bribery and corruption. It is absolutely unacceptable to take or give a bribe, regardless of its purpose.

The relationship with third parties who want to maintain a relationship with ARMA INTERNATIONAL SHIP SUPPLY INC. through bribery or corruption should not be continued. Requirements are defined in the Procedure of Ethical Principles.

#### 5. GIFT

A gift is a product that does not require a monetary payment and is generally given as a thank you or commercial courtesy by people or customers in business relations.

Conditions regarding gifts are defined in the Offer and Accepted Gifts, Expenditures and Hospitality Procedure.

#### 6. FACILITATION PAYMENTS

Facilitation payments are not offered to individuals or entities covered by this Policy to secure or expedite a routine transaction or process with government agencies.

In line with our Sustainable Development goals, our donations and aids are planned and realized within the framework of the cooperation we have established with Non-Governmental Organizations.

#### 7. DONATIONS

In line with our Sustainable Development goals, our donations and aids are planned and realized within the framework of the cooperation we have established with Non-Governmental Organizations.

#### 8. ACCURATE RECORD KEEPING

ARMA INTERNATIONAL SHIP SUPPLY INC.'s accounting and recording system is kept in accordance with legal regulations and reported in accordance with international reporting standards. Compliance is audited by independent financial audit institutions.

According to this;

- Recording and keeping all kinds of accounts, invoices and documents regarding relations with third parties (customers, suppliers, etc.) in a complete, precise and accurate manner,
- Accounting or similar commercial records of any transaction should not be tampered with and the facts should not be distorted.





**Arma International Ship Supply & Foreign Trade Inc.**  
Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet  
ve Pazarlama Dış Ticaret A.Ş.  
Trade Registry (Ticaret Sicil) : 95287  
H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir  
35410, İzmir / TÜRKİYE  
+90 232 463 65 00  
+90 232 463 62 67  
arma@armashipsupply.com  
www.armashipsupply.com

## SUSTAINABILITY REPORT

Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38

### 9. NOTICE OF POLICY VIOLATIONS

If there is an opinion or suspicion that an employee or a person acting on behalf of ARMA INTERNATIONAL SHIP SUPPLY INC. is acting against this policy, it should be reported to the Ethics Committee.

ARMA INTERNATIONAL SHIP SUPPLY INC. encourages an honest and transparent approach, supports any employee or person acting on behalf of ARMA INTERNATIONAL SHIP SUPPLY INC. who raises sincere concerns in good faith, and keeps communications confidential.

### 10. POLICY VIOLATIONS

In cases that are or may be against the policy, the issue is examined by the Ethics Committee and necessary sanctions are applied in case of inappropriate behavior.

### 11. EDUCATION

Due to the importance ARMA gives to the subject, general trainings are given to its employees in order to raise awareness and awareness in line with the Sustainable Development Goals.

With this; Recruitment orientation trainings are included in the subjects mentioned in our policies by the Human Resources department and the necessary practices are conveyed, the trainings given are written down and recorded by the Human Resources department.

### 12. EXECUTION AND ENFORCEMENT

The general manager of the company is responsible for the implementation of this policy.

This policy is issued by the Board of Directors on 01/01/2022 and has been put into effect with the decision no PLT-04





SUSTAINABILITY REPORT	
Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38



**Arma International Ship Supply & Foreign Trade Inc.**  
 Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet ve Pazarlama Dış Ticaret A.Ş.  
 Trade Registry (Ticaret Sicil) : 95287  
 H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir 35410, İzmir / TÜRKİYE  
 +90 232 463 65 00  
 +90 232 463 62 67  
 arma@armashipsupply.com  
 www.armashipsupply.com

## OFFERED AND ACCEPTED GIFTS, EXPENDITURES, ENTERTAINMENT AND DONATION PROCEDURE

### 1. AIM

One of the main factors of ARMA INTERNATIONAL SHIP SUPPLY INC.'s reputation is its ability to carry out its activities in accordance with the principles of loyalty, fairness, transparency, integrity and honesty, and in accordance with the laws, regulations, similar mandatory requirements, international standards, local and international rules to which ARMA INTERNATIONAL SHIP SUPPLY INC.'s business is subject.

### 2. SCOPE

This procedure covers all activities within ARMA INTERNATIONAL SHIP SUPPLY INC..

### 3. PROCEDURE

#### 3.1 Offers and Accepted Gifts, Expenditures and Entertainment

Giving and receiving gifts is normal business practice, a sign of respect and business courtesy in most countries. Great gifts can be perceived as an attempt to gain an unfair advantage or influence a decision. Employees act prudently, use their judgment, and do not give gifts to gain competitive advantage when giving and receiving gifts or entertainment. All gifts and entertainment must comply with ethical principles, procedures and policies in order to ensure transparency and not leave ARMA INTERNATIONAL SHIP SUPPLY INC. employees under suspicion of bribery.

According to this; it is possible to give or accept gifts, payments or other financial benefits, including the entertainment of the other party, provided that it does not prejudice the honesty and/or reputation of both parties.

When such situations are evaluated by the ethics committee from an independent point of view, it should not be interpreted as one of the parties becoming indebted or an improper advantage. When such a situation is detected, the Ethics Committee will make all the examinations and present its opinion.

Therefore, gifts and other financial advantages or benefits (including hospitality) received or given must in all cases be made reasonably and in good faith (in accordance with the rules of honesty). Its distribution is tracked and recorded.

In any event, any gifts/promotions or benefits (including hospitality) received or given must comply with ARMA INTERNATIONAL SHIP SUPPLY INC.'s internal rules.





**Arma International Ship Supply & Foreign Trade Inc.**  
Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet  
ve Pazarlama Dış Ticaret A.Ş.  
Trade Registry (Ticaret Sicil) : 95287  
🏠 H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir  
35410, İzmir / TÜRKİYE  
☎️ +90 232 463 65 00  
✉️ +90 232 463 62 67  
✉️ arma@armashipsupply.com  
🌐 www.armashipsupply.com

SUSTAINABILITY REPORT	
Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38

The organization of gifts, financial advantages or other benefits (including entertainment of the other party) must be carried out in accordance with all the conditions written below:

- a. Gifts cannot be received or made in cash.
- b. All gifts must be for bona fide and legitimate business purposes. The monetary value of the gifts cannot exceed the figures defined in article 3.2.
- c. It is unacceptable that gifts are made with the intent to create an inappropriate effect or with the expectation of return.
- d. It should be at a reasonable level (See Article 3.3) in the current circumstances.
- e. It must conform to professional courtesy and conform to generally accepted standards.
- f. It must comply with the relevant local laws and regulations binding public officials and private individuals, as well as the business ethics rules of the institution or institution to which the relevant person is affiliated (if any). All gifts received and given must be recorded in the registry by the Purchasing department. In case of detection of unexplained and unrecorded gifts given or received, a decision will be made as a result of the evaluation of the Ethics Committee.

### 3.2 Gift, financial advantage or other benefit (including hospitality activities) offered to ARMA INTERNATIONAL SHIP SUPPLY INC. management or eligible to be accepted by management

The known or estimated value of gifts or other benefits (including hospitality activities) offered to ARMA INTERNATIONAL SHIP SUPPLY INC. management or eligible to be accepted by management is defined as follows;

1. An “individual threshold” or equivalent of a maximum of \$100,00 or equivalent per item or at a time.
2. “Collective threshold” of \$100,00 or equivalent in total in a calendar year if accepted or offered from the same person or organization.
3. If the “collective threshold value” is exceeded (or likely to exceed), this should be reported to the company management and the reasons for exceeding it should be communicated.

### 3.3 Gifts or other benefits (including hospitality activities) given/provided to third parties (including public officials)

A gift or other benefit (including hospitality activities) given by ARMA INTERNATIONAL SHIP SUPPLY INC. management to a public official or a private person must be reasonable and in good faith from the outside, even if it comes from company facilities or the personal resources of the giver.





**Arma International Ship Supply & Foreign Trade Inc.**  
Arma Uluslararası Kumanyacılık, Taşımacılık, Hizmet  
ve Pazarlama Dış Ticaret A.Ş.  
Trade Registry (Ticaret Sicil) : 95287  
H/Q: Fatih Mah. 1203 Sok. No:24, Sarnic-Gaziemir  
35410, İzmir / TÜRKİYE  
+90 232 463 65 00  
+90 232 463 62 67  
arma@armashipsupply.com  
www.armashipsupply.com

## SUSTAINABILITY REPORT

Document No.	RP-02
Release Date	14.11.2022
Revision No.	00
Revision Date	-
Page No.	1/38

A gift or other benefit (including hospitality activities) may be accepted if:

- Promotion, introduction or description of products or services in general (non-personalized, given to many people at the same time on the same terms).

Reasonable and bona fide expenditures must be approved by management and recorded in the Record Book. These expenditures should be recorded in the financial books of the company in sufficient detail, accurately and transparently, always traceable, supported by documents showing the name and title of the person given, the names and titles of the beneficiaries, the purpose of the payment or benefit provided.

#### 4. DISTRIBUTION AND FILLING

This procedure should be distributed to all departments. All documents and records created within the scope of this procedure should be kept under the control of the Ethics Committee for a period defined by the Purchasing Unit.

#### 5. EXECUTION AND ENFORCEMENT

The general manager of the company is responsible for the implementation of this policy.

This policy is issued by the the General Manager on 01/01/2022 and has been put into effect with the decision no PLT-07

