

IOTECH SOFTWARE	REMOTE WORK POLICY	Doc. Number	POL.17
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Remote Work Policy

Purpose and Scope

This policy is prepared for the employees of IOTECH Software, Industry and Trade Inc. based on Article 14 of the Labor Law No. 4857: "a written employment relationship based on the principle that employees perform their work at home or outside the workplace using technological communication tools within the scope of the work organization created by the employer."

This policy applies to all employees of IOTECH Software, Industry and Trade Inc.

Fundamental Principles

- Arrangements related to the place where remote work will be conducted must be completed before starting the work. The method of covering the costs arising from these arrangements is determined jointly by the remote worker and the employer.
- It is essential that the materials and work tools necessary for the production of goods and services are provided by the employer unless otherwise agreed in the employment contract. The terms of use and the maintenance and repair conditions of these materials and work tools are clearly communicated to the remote worker. The list of work tools provided by the employer is delivered in writing to the employee. A signed copy of this document by the employee is kept in the employee's personnel file by the employer.
- In our company, the method and time interval of communication during remote work are determined by the remote worker and the employer.
- Our company informs remote workers about the business rules and relevant legislation regarding the protection and sharing of data related to the workplace and the work they perform and takes the necessary measures to protect this data. The definition and scope of the data to be protected are determined in the contract. The remote worker is obliged to comply with the business rules set by the employer for the protection of data.
- The time interval and duration of remote work in our company are specified in the employment contract. Subject to the limitations provided by the legislation, changes to working hours can be made by mutual agreement. Overtime work is performed in accordance with the provisions of the legislation, based on the employer's written request and the employee's acceptance.
- Considering the nature of the work performed by the remote worker, our company informs the employee about occupational health and safety measures, provides necessary training, ensures health surveillance, and takes necessary occupational safety measures related to the equipment provided.

This policy ensures that remote work is conducted efficiently and securely, complying with legal requirements and company standards.

IOTECH Software, Industry and Trade Inc.