

	INSTRUCTIONS	Document Code
		DTY-ECO-TLM03
Subject	WHISTLEY MANAGEMENT INSTRUCTION	

1. Purpose

This directive aims to outline the appropriate responses to real or suspected situations that negatively impact information and information assets, as well as vulnerabilities in information systems. It is also created to define the measures employees should take and the instructions they should follow in the event of an incident.

2. Scope

This directive covers situations where an individual (both within and outside the company) raises concerns related to risks, misuse of duty, or corruption affecting members of the company in the following areas:

- Financial and accounting,
- Bribery and corruption,
- Antitrust practices,
- Hazards to health and safety,
- Environmental hazards,
- Discrimination and harassment.

3. Procedure

The aforementioned matters are referred to as "Misuse of Duty" in our company. This directive does not encompass concerns or complaints related to personal positions. It also includes non-members of the company such as employees, customers, and suppliers. Reports of situations such as bribery, corruption, harassment, etc., referred to as Misuse of Duty, can be submitted to our company through the Whistleblower Reporting Form DTY-ECO-F01 available on our website.

For any matter you raise under this directive, an honest and reasonable suspicion that duty is being or could be misused is sufficient; concrete evidence is not required.

Subject to the provisions of the "Personal Responsibility" section, if an employee of Detay Textile raises a concern under this directive, they will not be at risk of losing their job or facing any resulting penalties. Individuals reporting from a company outside of Detay Textile will also not face any detriment. As long as you act honestly and reasonably, it does not matter if you turn out to be mistaken about your concerns.

Detay Textile will not tolerate the victimization or harassment of individuals raising concerns under this directive, or of third parties. All claims of such treatment will be taken seriously and, if based on solid evidence, potential serious abuse will be investigated. Any person found to have treated a colleague in this manner may be terminated with or without notice.

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Personal Responsibility

Making a false claim with malicious intent under this Directive constitutes a serious abuse and may trigger disciplinary actions and/or legal proceedings.

What should you do if you have a concern?

If you have any concerns about misuse of authority, you can raise it using the Whistleblower Reporting Form DTY-ECO-F01 (Data is not accessible or modifiable by all authorities).

The data from whistleblower reports is only shared with top management (General Manager) and, when necessary, the Quality Management Representative to address the issue. Please note that those responsible for receiving and handling whistleblower alerts are bound by confidentiality commitments.

Privacy

Any concern raised under this Directive will remain confidential between the person raising the issue, Detay Textile top management, and, to the extent required, the Quality Management Representative who received the alert. Therefore, any information you provide under this Directive, including your identity, will be kept confidential.

In this regard, please note that concerns cannot be reported anonymously and that you will provide information about your identity, which will always remain confidential and will never be disclosed to the subject of the alert.

Depending on the nature of the issue you raise, the company may be required by law to disclose some or all of the information to a third party. If such disclosures are made, you will be informed.

When investigating the issue, top management may require you to provide further information. Your cooperation is essential for the proper investigation of your concerns after they have been raised.

After the investigation, a report of the findings will be presented to you. If you have raised a concern based on solid evidence, the findings of the investigation will also be communicated to the relevant person who will take necessary measures.

Individuals outside of Detay Textile making malicious claims about the company's activities will be considered a serious abuse and will be investigated within the scope of the company. Any individual found to have made malicious claims may be terminated with or without notice.

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Record Keeping

A central record of all alerts will be maintained by top management.

Alerts not covered by this Directive will be destroyed or recorded in a separate system within a short period of time. Those covered by this Directive but not resulting in disciplinary or legal action will be handled in accordance with applicable laws and regulations.

Investigations will not be retained for more than 2 months after closure. Those resulting in disciplinary or legal actions will be retained until the proceedings conclude.

Detay Textile, in compliance with its Privacy Policy and all applicable regulations, implements all appropriate security measures to ensure the protection of all information collected under this directive.

Amendments and Access Rights

In accordance with current data protection regulations, you have the right to access, object, correct, and request the deletion of data concerning you. If it is incorrect, incomplete, or outdated, you have the right to request its correction or deletion.

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