

	<b>KEY MANAGEMENT PERSONNEL PLANNING PROCEDURE</b>	Document No	PRS.039
		Date of Release	27.07.2023
		Revision Date	-
		Revision No	00

## 1. PURPOSE

The purpose of this procedure is to determine the succession (key management personnel) plan within the scope of ensuring Kafein Teknoloji's sustainable workforce.

## 2. SCOPE

These rules cover managers and employees of Kafein Teknoloji at all levels.

## 3. DEFINITIONS

**Key Managerial Personnel:** They are persons who directly or indirectly have the authority and responsibility to plan, direct and control the activities of the business, including any manager (administrative or other) of the business.

## 4. RELATED DOCUMENTS

Job Descriptions

Current Document List

## 5. RESPONSIBLE PERSONS

The Human Resources Directorate is responsible for the identification of key management personnel, the development and follow-up of candidates, and the removal of unsuitable personnel from the plan and reviewing them periodically. The Human Resources Directorate ensures that the list is kept up-to-date for personnel titles and key management positions.

## 6. IMPLEMENTATION

Key management personnel planning stages consist of the following basic steps:

- **Identification of key positions:** This includes identifying leadership positions and key officials who can influence the operational course.
- **Talent assessment and building a succession pool:** After identifying key positions, assessing candidates based on their skills, knowledge and abilities to see if they are ready to be leaders and creating lists of potential candidates.
- **Knowledge transfer, development and training:** Once potential successors are found, they are given the development and training they need to develop their skills and prepare for future leadership roles. This can include formal training programs, job rotations, coaching and having a mentor.

For positions that will have a negative impact when there is a vacancy in an important position to achieve the Company's goals, the Human Resources Directorate determines the personnel who will deputize when the office holder temporarily leaves the office or who can be appointed to replace the office holder in case of permanent departures.

Personnel positions/titles and job descriptions are prepared separately as required by the quality management system and are monitored through the "Current Document List" related to job descriptions. Information on the person to be appointed or deputized in place of the key personnel is specified in the "Job Descriptions" of the title in question.

### Key Managerial Personnel / Positions:

- General Manager
- Department Manager
- Human Resources and Administrative Affairs Director
- Group Manager
- Quality and Administrative Affairs Manager
- Financial Affairs Manager
- Sales Director

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QUALITY MANAGEMENT OFFICER	QUALITY MANAGER

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Planning future personnel for these positions secures the future of the company. It also allows us to identify personnel with the ability and high potential to advance to these important positions, enabling us to plan and initiate the necessary actions to support their development.

As part of succession (key management personnel) planning, it may be necessary to recruit new staff for vacant positions that cannot be filled internally. For outsourced staff, a recruitment and development strategy can be applied before a certain period of time.

The training and development of the personnel included in the succession (key management personnel) plan should be provided and their performance should be monitored. At the same time, in line with the succession plan, a talent pool of high potential employees will be created. Employees selected for the succession (key management personnel) plan are included in leadership training programs. In addition to training programs, individual development plans are followed.

## 7. REVISION

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00	-	First release

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