

Corporate Governance Rating Report



21 June 2023

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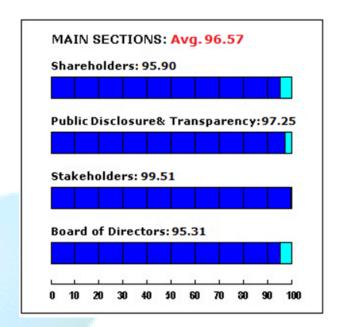
### Rating and Executive Summary

### AYGAZ A.Ş.



9.66





#### **EXECUTIVE SUMMARY**

Aygaz A.Ş.'s previous Corporate Governance Rating of 9.56 dated June 21, 2022, is hereby revised up to **9.66**. Our rating methodology (page 5) is based on the Capital Markets Board's (CMB) "Corporate Governance Principles".

Aygaz A.Ş.'s corporate governance rating is confirmed as above in consideration with the importance given by Aygaz to corporate governance principles, its willingness to carry out the compliance process continuously and dynamically and improvements which had been initiated in this direction.

SAHA publishes (annually) the World Corporate Governance Index (WCGI) which ranks countries in terms of their level of compliance with corporate governance principles as well as their germane institutions, rules, codes, and regulations together with international standards and indices which evaluate countries in a vast array of areas such as transparency, corruption, ease of doing business, etc.. Aygaz is analyzed as a Turkish company and Turkey takes place at the top classification of the WCGI which is Group 1. Details of the World Corporate Governance Index (WCGI) published by SAHA on May 10, 2022 can be accessed at <a href="http://www.saharating.com">http://www.saharating.com</a>.

Aygaz is rated with **9.59** under the **Shareholders** heading. Exercise of shareholders' rights complies with the legislation, Articles of Association and other internal rules and regulations, and measures have been taken to ensure the exercise of these rights. Aygaz carries out the investor relations obligations through Investor Relations Department. There are no voting privileges. All procedures prior to the general shareholders' meeting as well as the conduct of the meeting comply with the legislation, rules and regulations. There is a publicly disclosed dividend policy of the Company. Aygaz has established a policy on donations and grants, submitted it to the general shareholders' meeting for approval, and published it on its web site. There are no restrictions on transfer of shares. On the other hand, an area open for improvement is the adoption as it is, of the rate of minority rights in the Company's Articles of Association as prescribed for public joint stock companies (%5).

Aygaz attained **9.73** under the **Public Disclosure and Transparency** chapter. The Company has a comprehensive web site. Public announcements are made via all communications channels and are in accordance with the Capital Markets Board (CMB) and Borsa Istanbul (BIST) rules and regulations. The Corporate Governance Compliance Report (CRF) and the Corporate Governance Information Form (CGIF) have been disclosed to the public through PDP (Public Disclosure Platform) in accordance with the legislation, and included in the Annual Report. The agreement and work conducted with the external auditor also complies with the legislation. Nevertheless, non-disclosure of all benefits provided to Board members and senior executives individually is an area in need of further refinement.

On the topic of **Stakeholders**, Aygaz scored **9.95**. Aygaz guarantees the rights of stakeholders in line with the legislation and mutual agreements, and in case of violation, enables an effective and speedy compensation. A written compensation policy is established and disclosed to the public on the corporate web site. The Company has a written and advanced human resources policy. Code of ethics is publicly available through the Company's web site. During the rating period, the Company was not held liable by any public authority for any sanctions. Aygaz complies with environmental laws and Corporate Social Responsibility and Sustainability activities are found satisfactory.

From the perspective of the principles regarding the **Board of Directors**, Aygaz's tally is **9.53**. There is a well communicated Company mission and vision. The Board of Directors fulfills all duties regarding Company needs. The Board of Directors consists of 9 members and 3 of them are independent. A Corporate Governance Committee, an Audit Committee, and a Risk Management Committee are established within the Board of Directors. The working principles of the Committees are disclosed to the public. Principles of remuneration of Board members and senior executives are included on the corporate web site. There is 1 female member on the Board of Directors. With the "Board of Directors Diversity Policy" established by the resolution of the Board, Aygaz has set a target and policy for the ratio of female members in the Board of Directors to be not less than 25%. Losses that may be incurred by the Company as a result of not performing the Board members' duties duly are insured for a coverage in excess of 25% of the Company capital.

### Rating Methodology

SAHA's methodology for rating the degree of compliance with the Principles of Corporate Governance is based upon the CMB's "Corporate Governance Principles" released on January 2014.

The CMB based these principles on the leading work of The World Bank, The Organization of Economic Cooperation and Development (OECD), and the Global Corporate Governance Forum (GCGF) which has been established in cooperation with the representatives of the preceding two organizations and private sector. **Experts** and representatives from the CMB, Borsa Istanbul and the Turkish Corporate Governance Forum have participated in the committee that was established by the CMB for this purpose. Additionally; many qualified academicians, private sector representatives as well as various professional organizations and NGOs have stated their views and opinions, which were added to the Principles after taking into account country specific issues. Accordingly, these Principles have been established as a product of contributions from all high-level bodies.

Certain applications of the Principles are based on "comply or explain" approach and others are mandatory. However, the explanation concerning the implementation status of the Principles, if not detailed reasoning thereof, conflicts arising from inadequate implementation of these Principles, and explanation on whether there is a plan for change in the Company's governance practices in future should be mentioned in the Annual Report and disclosed to public.

The Principles consist of four main sections: shareholders, public disclosure and transparency, stakeholders, and the Board of Directors.

Based on these Principles, the SAHA Corporate Governance Rating methodology features around 339 subcriteria. During the rating process, each criterion is evaluated on the basis of information provided by the Company officials and disclosed publicly. Some of these criteria can be evaluated by a simple YES/NO answer; others require detailed more analysis and examination.

SAHA assigns ratings between 1 (weakest) and 10 (strongest). In order to obtain a rating of 10, a company should be in full and perfect compliance with the Principles (see Rating Definitions, p.25).

To determine the total rating score for each main section parallel to the CMB's Corporate Governance Principles, SAHA allocates the following weights:

Shareholders: 25%

Public Disclosure and Transparency: **25%** 

Stakeholders: 15%

Board of Directors: 35%

To determine the final overall rating, SAHA utilizes its proprietary methodology which consists of subsection weightings and weightings for the criteria there under. A separate rating is assigned to each one of the main sections as well.

### Company Overview

#### AYGAZ A.Ş.



#### **CHAIRMAN OF THE BOARD**

M. Rahmi KOC

#### **GENERAL MANAGER**

Melih Poyraz

Headquarters: Büyükdere Cad. Aygaz Han No:145/1 Zincirlikuyu/Şişli/ Istanbul www.aygaz.com.tr Manager Responsible of Investor Relations Deputy General Manager of Financial Affairs

> Gökhan Dizemen Tel: (0212) 3541515

gokhan.dizemen@aygaz.com.tr

Founded in 1961, Aygaz began operating under the name of Gazsan Likit Gaz Tic. ve San. A.Ş. which is amended as Aygaz Anonim Şirketi in 1963. Aygaz carries out all processes regarding the supply of liquefied petroleum gas (LPG) from domestic and international markets, its storage, filling, distribution as cylinder gas, bulk gas and autogas, as well as production and sale of LPG-operated devices. As the first publicly traded company operating in the LPG sector, Aygaz provides service with 1,830 autogas stations and 2,198 cylinder gas dealers in 81 provinces.

Aygaz is one of Turkey's largest industrial enterprises in the private sector with a wide distribution network. The Company has distributed dividend of TL 149.9 million in 2022 (2021: TL 149.9 million).

Public shares of the Company are traded under "AYGAZ" code at Borsa Istanbul Outright Purchases and Sales (among Qualified Investors) and BIST Stars markets and Aygaz is a constituent of BIST SUSTAINABILITY (XUSRD) / BIST CORPORATE GOVERNANCE (XKURY) / BIST STARS (XYLDZ) / BIST ISTANBUL (XSIST) / BIST ALL SHARES (XUTUM) / BIST ALL SHARES-100 (XTUMY) / BIST INDUSTRIALS (XUSIN) / and BIST CHEM. PETROL, PLASTIC (XKMYA) indices.

Annual number of employees is given below:

Number of Employees				
2019	2020	2021	2022	
1,316	1,304	1,412	1,614	

The capital structure of Aygaz is as follows:

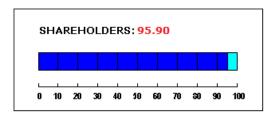
Aygaz A.Ş. Capital Structure				
Shareholder	Share Value (TL)	Share %		
Koç Holding A.Ş.	89,424,844.65	40.68		
Liquid Petroleum Gas Dev. Cy.	53,884,641.77	24.52		
Temel Ticaret ve Yatırım A.Ş.	12,692,827.96	5.77		
Koç Family	10,451,500.67	4.75		
Free Float	53,346,951.96	24.27		
Total	219,800,767.00	100.00		

The Board of Directors of Aygaz is as follows:

Aygaz A.Ş. Board of Directors					
Name	Title	Executive / Independent			
Mustafa Rahmi Koç	Chairman	Non-executive			
Mehmet Ömer Koç	Vice-chairman	Non-executive			
Alexandre François J. Picciotto	Board Member	Non-executive			
Dr. Bülent Bulgurlu	Board Member Risk Management Committee Member	Non-executive			
Levent Çakıroğlu	Board Member	Non-executive			
Yağız Eyüboğlu	Board Member Corporate Governance Committee Member	Non-executive			
Kutsan Çelebican	Board Member Chairman of Audit and Corporate Governance Committees	Independent			
Kemal Ege Cansen	Board Member	Independent			
Şadan Kaptanoğlu Dikici	Board Member Risk Management Committee Chairman Audit Committee Member	Independent			

At the Ordinary General Shareholders' Meeting held on March 20, 2023 shareholders were presented for the approval of a gross fee of TL 1,100,000 per annum to each one of the Board members, and the proposal was approved by majority vote. The term of office of the members of the Board of Directors is determined to be until the Ordinary General Shareholders' Meeting at which the year 2023 will be evaluated.

### **SECTION 1: SHAREHOLDERS**



	SYNOPSIS
+	Equal treatment of shareholders.
+	Unrestricted shareholder rights to review and receive information.
+	General shareholders' meetings are conducted in compliance with the legislation.
+	No voting privileges.
+	Preparation and disclosure prior to general shareholders' meetings are satisfactory.
+	Dividend policy established and disclosed to the public.
+	No restrictions on share transfers.
+	Donation policy established and submitted to the general shareholders' meeting.
=	Minority rights are not recognized for shareholders who possess an amount less than one-twentieth of the share capital.

In order to facilitate the exercise of shareholders' rights an "Investor Relations Department" has been established and working actively.

There is no any upper limit on the shareholders' right to vote and each share is entitled to one vote.

In terms of minority rights, Company has adopted as it is the rate foreseen in the legislation for public companies (5%). General shareholders' meetings are held in accordance with the legislation and conducted in a manner where shareholders' rights are not violated.

Disclosures prior to the general shareholders' meetings are satisfactory. In addition, Articles of Association of the Company contain a provision on conduct of the general shareholders' meetings open to public including stakeholders and the media without right to vote. Company has a clearly defined and consistent dividend policy disclosed to the public in the Annual Report and on the corporate web site.

There are no restrictions on free transfer of shares. In addition, the Company has established a policy on donations and grants and submitted to the attention of the general shareholders' meeting.

## 1.1. Facilitating the Exercise of Shareholders' Statutory Rights:

The Company carries out the investor relations obligations through Investor Relations Department. Employees of this department are active and willing on exercise of corporate governance principles at the Company.

Along with other units of the Company, the "Investor Relations Department" plays an active role in protecting and facilitating shareholders' rights and in particular the right to obtain and review information, and its duties are as follows;

 a) To ensure that the records relating to the written correspondence with the investors and other information are kept in a healthy, safe and updated manner.

- b) To respond to the queries of the shareholders requesting written information on the Company.
- c) To ensure the general shareholders' meeting is held in compliance with the applicable legislation, Articles of Association and other Company by-laws.
- d) To prepare the documents that might be used by shareholders in the general shareholders' meeting.
- e) To supervise the fulfillment of the obligations arising from capital markets legislation including all corporate governance and public disclosure matters.

The Investor Relations Department submits a report to the Board of Directors at least once a year on its conducted activities.

Information and explanations that may affect use of shareholders' rights is available up to date on the corporate web site.

Company's Corporate Finance and Strategy Director, Mr. Ali Sencer Turung holds the Capital Markets Activities Level 3 License and the Corporate Governance Rating Specialist License as stated in the Corporate Governance Principles Communiqué.

Free float ratio of the Company is 24.27%.

### 1.2. Shareholders' Right to Obtain and Evaluate Information:

There is no evidence of any hindering process or application regarding the appointment of a special auditor at the request of shareholders.

All kinds of information about the Company are provided in a complete, timely, honest, and diligent manner and there is no fine/warning received in this direction.

The Company has constituted a disclosure policy and submitted to shareholders at the general shareholders' meeting held on April 3, 2013 and disclosed it to the public. The disclosure policy was last updated on August 4, 2021.

#### **1.3 Minority Rights:**

Maximum care is given to the usage of minority rights. However, minority rights are not recognized for shareholders who hold an amount less than one-twentieth of the share capital and the Company has adopted as it is the rate foreseen in the legislation for publicly traded companies.

No evidence is found on any conflict of interest between block shareholders and that of the Company.

### 1.4. General Shareholders' Meeting:

In addition to the methods of invitation in the legislation and in order to ensure attendance of maximum number of shareholders, the invitation to the general shareholders' meeting held on March 20, 2023 is performed through all means of communication available to the Company on February 17, 2023 in accordance with the Corporate Governance Principles.

All announcements prior to the general shareholders' meeting included information such as the date and time of the meeting; without any ambiguity exact location of the meeting; agenda items of the meeting; the body inviting to the general shareholders' meeting; and the exact location where Annual Report, financial statements and other meeting documents can be examined.

Besides, the Company has prepared a descriptive disclosure document on agenda items.

Commencing from the date of announcement of invitation for the general shareholders' meeting, following documents are made available shareholders to all

examination purposes in convenient locations including the headquarters or branches of the Company, and the electronic media;

- the Annual Report
- financial statements and reports
- all other related documents pertaining to the agenda items
- dividend distribution proposal

Following issues were informed to the shareholders via the corporate web site:

- a. Total number of shares and voting rights reflecting the Company's shareholding structure as of the date of disclosure, number of shares and voting rights reflecting the privileged share group within the Company capital, and the nature of the privileges,
- b. Grounds for dismissal and replacement of Board members, candidates' backgrounds and tasks carried out in the last decade, the nature and significance level of the relationship of the Company and related parties, whether it has the quality of independence and information on similar issues.

Agenda items were put under a separate heading and expressed clearly in a manner not to result in any misinterpretations. Expressions like "other" and "various" were not used. Information submitted to the shareholders prior to the conduct of the general shareholders' meeting was related to the agenda items.

Chairman of the meeting made preparations for the execution of the general shareholders' meeting and obtained necessary information in line with the Turkish Commercial Code, the Law and legislation.

General shareholders' meetings take place at the Company headquarters. Items on the agenda were conveyed in detail and in a clear and understandable way by the chairman of the meeting and shareholders were given equal opportunity to voice their opinions and ask questions. The chairman made sure that each question is answered directly at the meeting provided that they do not constitute a trade secret.

Agenda of the general shareholders' meeting included the proposal for the be permission to granted shareholders who have control of the management, members of the Board of Directors, managers administrative responsibility, their spouses and up to second degree blood relatives to execute transactions and compete with the Company and/or its affiliates, to make a commercial business transaction for himself or on behalf of others or to join to another company dealing with the same type of commercial business as a partner with unlimited responsibility. Shareholders are informed that there has been no such process in this direction.

The members of the Board of Directors related with the issues of a special nature on the agenda, other related personality, authorized persons who are responsible for preparing the financial statements and auditors were present to give necessary information and to answer questions at the general shareholders' meeting.

In addition, shareholders are informed, with a separate agenda item, on all donations took place during the period along with the total of benefits and number of beneficiaries.

There is a provision in the Articles of Association on conduct of the general shareholders' meetings open to public including stakeholders and media without right to vote.

General shareholders' meeting is attended by the representative of the external auditor.

#### 1.5. Voting Rights:

At Aygaz, all shareholders, including those who reside abroad, are given the opportunity to exercise their voting rights conveniently and appropriately and the Company avoids applications that make it difficult to exercise voting rights. There are no voting privileges.

#### 1.6. Dividend Rights:

The dividend policy of Aygaz is clearly defined. It is submitted to the shareholders' approval at the general shareholders' meeting and disclosed to the public on the Company's web site. The Company's dividend distribution policy contains minimum information clear enough for investors to predict any future dividend distribution procedures and principles.

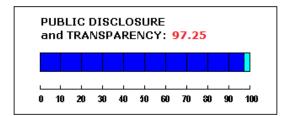
A balanced policy is followed between the interests of the shareholders and those of the Company. In addition, Articles of Association of the Company contain a provision on advance dividend.

#### 1.7. Transfer of Shares:

No difficulties on free transfer of shares are observed.

There are no provisions in the Articles of Association that impede free transfer of shares.

#### SECTION 2: PUBLIC DISCLOSURE AND TRANSPARENCY



#### **SYNOPSIS**

- + Comprehensive web site, actively used for public disclosure.
- Annual Report complies with the legislation, comprehensive and informative.
- Important events and developments disclosed in accordance with the legislation.
  - Corporate Governance
    Compliance Report (CRF) and
    Corporate Governance
- + Information Form (CGIF) have been prepared and disclosed to the public in accordance with the relevant legislation provisions.
- Remuneration policy established

  and disclosed to public on the web
  site.
- + Dividend distribution policy disclosed to public via web site.
- Benefits provided to Board members and senior executives are not mentioned on individual basis in the Annual Report.

Company's web site is comprehensive and user friendly. The site is also prepared in English for the benefit of international investors.

Public announcements are made in accordance with the CMB and BIST rules and regulations. The Annual Report is comprehensive and complies with the legislation.

There has been no legal conflict between the Company and the external audit firm. There has not been a situation during the latest reporting period where the external auditor avoided to express its opinion and not signed the audit report, nor has reported a qualified opinion.

The Corporate Governance Compliance Report (CRF) and the Corporate Governance Information Form (CGIF) have been prepared and disclosed through the PDP at least three weeks prior to the general shareholders' meeting.

Although the share ratios of the real person shareholders are not disclosed individually, that of the Koç family is disclosed.

Whereas non-disclosure of all benefits provided to Board members and senior management individually in the Annual Report stands out as an issue to be developed.

#### 2.1. Corporate Web Site:

Company's web site (www.aygaz.com.tr) is actively used for disclosure purposes and the information contained herein is continuously updated.

Along with the information required to be disclosed pursuant to the legislation, the Company's web site includes; trade register information, information about latest shareholder and management structure, the date and the number of the trade registry gazette on which the changes are published along with the final version of the Company's Articles Association, publicly disclosed material information, Annual Reports, periodical financial statements, prospectuses and circulars and other public disclosure documents, agendas of the general shareholders' meetings and list of participants and minutes of the general shareholders' meeting, form for proxy voting at the general shareholders' meeting, disclosure policy, dividend distribution policy, ethical rules of the Company, frequently asked questions including requests for information, questions and notices, and responses thereof.

In this context, information on at least the last 5 years can be reached on the web site.

With the exception of material disclosures and footnotes, in accordance with the Capital Markets legislation, the Company also discloses financial statements on PDP and simultaneously in English.

The information contained on the web site exists also in English for the benefit of international investors and is similar to the Turkish content.

The Company's web site also includes; presentations, investor working principles of the Committees, material disclosures, the vision/mission of the Company established by the Board, information on capital increases and dividend payments, news, general shareholders' meeting internal auidelines, sustainability reports, information on senior management, financial data, main ratio analysis, events/developments timetable on which considers investments, web site privacy/security policy and the human resources policy.

On the other hand, the Company's shareholding structure; the names, amount and number of shares held by the Company's ultimate controlling individual shareholders over 5% as identified after being released from indirect or cross shareholding relationships between co-owners is not disclosed to the public along with the privileges they hold.

#### 2.2. Annual Report:

Annual Report is prepared in detail by the Board of Directors to provide public access to complete and accurate information on the Company and it covers information such as;

- a. period covered by the Report, the title of the Company, trade register number, contact information,
- the names and surnames of the chairman, members and executive members involved in the management and supervisory Boards during the covered period, their limits of authority, tenure of office (with start and end dates),
- c. the sector in which the Company operates and information on its position in the sector,
- d. qualifications of the production units, general explanations related to sales volume and price, sales conditions and yearly developments, productivity rates and causes of significant changes compared to previous years,
- e. progress on investments,
- f. Corporate Governance Principles Compliance Report (CGIF and CRF template content),
- g. information on related party transactions,
- h. other issues not included in the financial statements, but are beneficial for users,
- Company's organization, capital and ownership structure and any changes in the related accounting period,
- j. all benefits provided to staff and workers, information on number of personnel, Collective Bargaining Agreement implementations,
- k. research and development activities,

- I. dividend distribution policy,
- m. basic ratios on the financial position, profitability and solvency,
- n. Company's financing resources and risk management policies,
- information on major events occurred between the closing of the accounting period and the date of the general shareholders' meeting where financial statements are evaluated.

In addition to the matters specified in the legislation following issues also took place in the Annual Report;

- external duties of Board members and executives, their declarations of independence,
- b. members of the Committees established within the Board, assessment of their working principles,
- c. number of Board meetings held during the year,
- d. major court cases against the Company and possible consequences,
- e. information on conflict of interest between the Company and investment counseling and rating agencies, measures taken to prevent such conflicts,
- f. information on cross shareholding in excess of 5% of the capital,
- g. benefits and vocational training of employees, and other Company activities that give rise to social and environmental results,
- h. rating results,
- i. CMB Sustainability Principles Compliance Framework.

All benefits provided to Board members and senior executives are mentioned collectively, but best application of Corporate Governance Principles dictate that this information is given on an individual basis.

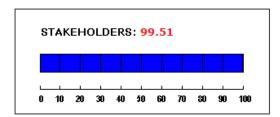
#### 2.3. External Audit:

The external audit of the Company is conducted by PwC Bağımsız Denetim ve Serbest Muhasebeci Mali Müşavirlik A.S. (PwC).

There has not been a situation where the external auditor avoided to express its opinion and not signed the audit report, nor has reported a qualified opinion. It has been declared by the Company officials that there has been no legal conflict between the Company and the external audit firm.

Independent audit firm and their audit staff did not provide consulting services for a price or free of charge during the audit period. Neither a consulting company in which the external audit firm is in a dominant position either directly or indirectly in management or capital provided any consulting services during the same period.

### **SECTION 3: STAKEHOLDERS**



#### **SYNOPSIS**

- + Stakeholders are compensated in case of a violation of their rights protected by legislation and mutual agreements.
- + Efficient Human Resources policy.
- + Strict quality standards for goods and services.
- + Code of ethics disclosed to the public.
- An employee compensation
   policy established and disclosed to the public on the web site.
- Company complies with environmental laws. Corporate

  + Social Responsibility and Sustainability efforts are at superior levels.

The Company has high level corporate governance implementations and recognizes the rights of stakeholders established by law or through any other mutual agreement.

Aygaz has developed models for stakeholders, particularly employees to participate in management without impeding the operations of the Company.

The Company has a documented and advanced human resources policy.

Ethical rules are disclosed to the public through the Company's web site.

The Company did not encounter any enforcement by the public authorities during the course of last one year.

## 3.1. Company Policy Regarding Stakeholders:

We have not witnessed a significant or repetitive situation in which the rights of stakeholders established by law or any other mutual agreement are violated. The Company's corporate governance practices are in top level and Aygaz recognizes the rights of stakeholders established by law or through any other mutual agreement.

A compensation policy for the employees is established and disclosed to the public on the corporate web site.

The web site of the Company (www.aygaz.com.tr) is actively used to provide adequate information on policies and procedures towards the protection of stakeholders' rights.

In addition, Aygaz holds annual general meetings either with regional or all dealers where briefings about Company activities are performed and dealers' requests and suggestions are evaluated. Mutual exchange of information is realized during one-to-one and group meetings with suppliers.

On the other hand, a wide range of informative activities are carried out via the corporate web site, e-newsletters, technical publications, and the Company periodical, "World of Aygaz". A Dealer Portal is continued to be used to improve communication with the dealers

The corporate governance structure of Company ensures that stakeholders, including its employees representatives, and report concerns to the management concerning any illegal or unethical transactions. It is declared in the that compliance report notice/complaint lines are available over the corporate web site and intranet, and these channels can be used to notify the internal audit department.

Company officials declared that Aygaz's purchasing policy is carried out by tender procedures.

## 3.2. Stakeholders' Participation in the Company Management:

In meetings with stakeholders, participants have the opportunity to requests voice their and recommendations, which are then evaluated by managers. Additionally, it is declared in the Annual Report that the individual suggestion system and email pools within the Company provide an opportunity for new ideas to be presented, and rewards are given for ideas that are implemented.

According to the HR practices included on its web site, the Company implements recognition and reward systems in order to encourage its employees ensurina continuous improvement in line with corporate goals, and to motivate them for their achievements and efforts. In addition, successful employees are awarded with Outstanding Achievement Award. Service Award, Most Successful Koç Members Award, Innovation Award, Stars of Aygaz Award, Invention Award, and situational awards.

Within the scope of these appreciation and reward systems, conduct and projects that create difference and added value related to the Company's strategy and priorities are rewarded.

### 3.3. Company Policy on Human Resources:

Aygaz has a detailed human resources policy.

The Company's human resources management is based on transparency, participation and business processes for the benefits of all stakeholders;

- Equal opportunity for all,
- Right person for the right job,

- Equal pay for equal work,
- Achievement based competence,
- Prompt recognition,
- Increasing productivity by providing continuity of peace at work,
- Timely and accurate briefing, presentation of projects and organizations.

In cases which management reshuffle could cause disruptions, succession planning for determination of new manager appointments is in place.

All rights provided to employees are exercised fairly, training programs and policies are put in place to enhance employees' knowledge, skills and manners.

Informative meetings are conducted with employees to exchange views on subjects such as the Company's financial status, remuneration, career opportunities, education, and health. Employees' satisfaction and loyalty is measured by the "Employee Engagement Assessment Survey". Required areas are identified and remedial measures are taken.

Decisions developments and concerning employees are reported them or their either to to representatives and their views evaluated. With the exception of trade union representatives determined in accordance with the Collective Agreement, HR Bargaining members of all regions are responsible for providing communication between employees and HR Management. No other representative has been appointed from within the Company.

It has been declared in the Annual Report that there have been no complaints from employees about discrimination.

The Company officials declared that process of determining employee

remuneration and other benefits is focused on productivity.

It has been declared that measures are taken against race, religion, language and gender discrimination among employees and protection against any physical, spiritual and emotional ill-treatment within the Company, and a finding in the opposite direction is not encountered.

The Collective Bargaining Agreement for the period between September 1st 2021 and August 31, 2023 was signed on January 12, 2022 with the Turkish Metal Workers Union, covering Aygaz Gebze facilities. The Collective Bargaining Agreement covering shipmen for the period between January 1st 2023 and December 31, 2024 was signed on May 18, 2023 with the Seafarers' Union of Turkey.

## 3.4. Relations with Customers and Suppliers:

We have come to conclusion that the Company has taken measure to ensure customer satisfaction on sales and marketing of its goods and services.

Care is taken on the confidentiality of all trade secret data and information on customers and suppliers.

We have witnessed no evidence on nonmarket pricing of goods and services that the company offers.

In addition, the Aygaz Hotline, 444 4 999, offers 24/7 call center service.

## 3.5. Ethical Rules & Social Responsibility:

The Company has prepared a set of code of ethics and disclosed it to the public on its web site.

The Company has not been subject to any significant sanctions during the course of last year by the public administrations.

Aygaz keeps good relations with nongovernmental organizations and public social institutions. İznik Tile Kilns Excavation, which Aygaz has supported since 2021, is one of the oldest excavation sites dating to the 1960s, focused on uncovering Turkish art. The Ottoman tile workshop area, located within the infrastructure of the Early Byzantine Period, was again the main focus of the activities this year. Among the excavated artifacts, five pieces were selected by the experts from the İznik Museum and taken into the inventory to be exhibited in the museum while work on 359 artifacts was completed. Meanwhile, the regular conservation work continued in the 2022 season as well.

Aygaz has supported the art of theater since 2004. In 2022, Aygaz continued its support as the co-sponsor of the İstanbul Theatre Festival. The 26<sup>th</sup> edition of the festival featured 23 plays, 9 international and 14 local productions, attracting nearly 25,000 viewers.

History of Ottoman Diplomacy is among the many cultural activities of Aygaz. With this project, documents and information curated from the Ottoman archives are published into a book. With 7 more books added in 2022, the total number of published works now stands at 100.

Sports is another social field that Aygaz supports. Since 2013, Aygaz with its Mogaz brand has sponsored the Beşiktaş Handball Team.

This sponsorship by a private sector company as a first in the handball discipline has continued with the Aygaz brand since the 2019 season through 2022. Beşiktaş Aygaz Handball Team successfully represents Turkey in the European Handball Federation (EHF) Champions League. With the support extended to other sports disciplines, Aygaz became a sponsor of the Fenerbahçe Sports Club Professional Football A Team. In addition to handball and football, Aygaz has sponsored Tofaş Basketball Team since the 2019-2020 season.

Aygaz has supported the education of children and young people in partnership Education with the Foundation of Volunteers Turkey (TEGV) since 2001. In the 2021-2022 period, the Firefly Education Unit Program reached 18,392 students at 67 locations in 31 cities across Turkey remotely via the TEGV Digital Education Platform.

Following the campaign for gender equality in technology and innovation as part of the Women's Generation Equality Forum, Aygaz announced its five-year targets in this field last March. Accordingly, Aygaz has committed to reach 100,000 girls and women from different age groups through education, mentoring and scholarship projects, and within the organization, to increase the rate of women in technology and innovation to 35% and female managers to 21% by building new networks and setting criteria to transform the ecosystem. At Aygaz, the ratio of female employees in technology and innovation increased from 13.5% to 15%, and female managers from 13% to 15% in 2022. Furthermore, in 2022, 40% of the employees involved in the intrapreneurship projects were women. In the 2021-2022 academic year, 75% of the TEV scholarships were granted to female students in STEM. The goal is to keep the ratio of female students at a minimum of 50% in the internship programs in technology and innovation. Meanwhile, 55% of the interns participating in 2022 Summer Internship Program were female. The Company came together with nearly 2,500 university students in 2022 to attract female students to Aygaz. As a brand serving all, Aygaz adopts the Equality for Generations approach and develops social projects, including individual projects designed for girls aged 8-11, young women including high school and university students and recent graduates, as well as a target audience of women over middle age.

#### 3.6. Sustainability:

The Company has a policy, internal regulations, objectives, initiatives and campaigns on environment, nature, energy saving, recycling and education issues.

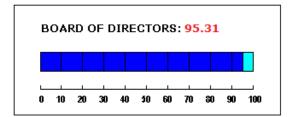
Aygaz has prepared a sustainability report for the year 2021 and disclosed to the public through the corporate web site.

Aygaz shares have been traded in the BIST Sustainability Index since 2018.

Aygaz R&D Center was established as a first among LPG distribution companies in Turkey. The GreenOdor Project, developed by Aygaz R&D Center, aims to prevent the emission of 40 tons of sulfur every year with its sulfur-free, patented LPG odorant, which is a first in the world.

The Company holds national/ international quality/health standard certificates and also a member of domestic/international organizations which carry studies in this area.

### SECTION 4: BOARD OF DIRECTORS



#### **SYNOPSIS**

- + The Board is staffed with effective and highly qualified members.
- Board of Directors meeting and
   decision quorum is defined in the Articles of Association.
- + Each Board member is entitled to a single vote.
- + 3 independent members on the Board.
- Audit, Corporate Governance and
   Risk Management Committees established.
- + Principles of remuneration of Board members and senior executives are established and disclosed to the public.
- A target and policy have been established for 25% female Board membership rate.
- + Losses incurred by the Company as a result of not performing the Board members' and executives' duties duly is insured for a coverage exceeding 25% of the share capital.
- = 1 female member on the Board.

The Board of Directors has defined the vision and mission of the Company and is overseeing that Company activities are managed in compliance with the legislation, Articles of Association, internal procedures and established policies.

Distribution of tasks between the members of the Board of Directors is

described in the Annual Report and PDP.

The Company's Board of Directors is composed of 9 members, which 3 are independent. All members are non-executive. CMB criteria are complied with in determining independent candidates. Independent candidates for the Board of Directors have each signed a declaration of independence within the framework of the legislation, Articles of Association, and the CMB criteria.

There is 1 female member on the Board of Directors.

A Corporate Governance Committee, an Audit Committee, and a Risk Management Committees are established from within the Board of Directors. The working procedures of the Committees are disclosed to the public.

The Chairman of the Board of Directors is not on the Corporate Governance, Audit, and Risk Management Committees.

The Board of Directors has taken a decision regarding the acceptance of the financial statement and the Annual Report, and the Corporate Governance Compliance Report (CRF) and the Corporate Governance Information Form (CGIF) are included in the content of this statement.

Principles of remuneration of Board members and senior executives are included on the corporate web site.

A target is set and a policy is established for a 25% female Board membership rate.

Losses incurred by the Company as a result of not performing the Board members' and executives' duties duly is

insured for a coverage exceeding 25% of the share capital.

### 4.1. Functions of the Board of Directors:

Strategic decisions of the Board of Directors aim to manage Aygaz's risk, growth, and return balance at an appropriate level and conduct a rational and cautious risk management approach with a view to the long-term interests of the Company. The Board administers and represents the Company within these parameters.

The Board of Directors has defined the Company's strategic goals and identified the needs in human and financial resources, and controls management's performance.

### 4.2. Principles of Activity of the Board of Directors:

We have come to a conviction that the Board of Directors performs its activities in a transparent, accountable, fair and responsible manner.

Distribution of tasks between the members of the Board of Directors is explained in the Annual Report.

The Board of Directors established various internal control systems which are inclusive of risk management, information systems, and processes by also taking into consideration the views of the Committees.

The presence, functioning, and effectiveness of internal controls and internal audit are explained in the Annual Report.

Chairman of the Board and chief executive officer/general manager's executive powers are clearly separated.

The Board of Directors plays a leading role in maintaining effective communication between the Company and the shareholders and settling any disputes which may arise.

There is a "manager liability insurance" for the members of the Board of

Directors and senior executives for defects and damages that may be caused during the execution of their duties. This matter has been disclosed in the PDP via the Annual Report.

Analyzing the Company's organization, it is seen that there is no person at Aygaz who has unlimited authority to make decisions alone and this is considered as positive by us.

### 4.3. Structure of the Board of Directors:

The Company's Board of Directors is composed of 9 members and all of them are non-executive. Among the non-executive Board members there are 3 independent members who have the ability to execute their duties without being influenced under any circumstances.

The Corporate Governance Committee has prepared a report on the candidates proposed bν the Board shareholders, by taking into consideration of whether or not the candidate meets the independency criteria, and submitted this assessment as a report to the Board for its approval. CMB criteria are complied with in determining independent candidates. Independent candidates for the Board of Directors have each signed a declaration of independence within the framework of the legislation, Articles of Association, and the CMB criteria.

There is 1 female member on the Board. In addition, Aygaz has defined an internal policy and set a timetable to reach the Corporate Governance Principles' advisory target of minimum 25% female membership rate on the Board of Directors.

### 4.4. Conduct of the Meetings of the Board of Directors:

The Board of Directors held 10 physical meetings in the 2022 operating period. The majority of the Board Members attended most of the meetings with an average attendance rate of 96%.

Chairman of the Board of Directors sets the agenda for Board meetings in consultation with other members and the chief executive officer/general manager.

Information on the agenda items of the Board of Directors is made available to the members in sufficient time prior to the meeting date by a coordinated flow of information. Each member of the Board has a right to one vote.

The meeting and decision quorums have been included in the Articles of Association of the Company. In addition, Board meetings can also be held in a remote access system.

There are no limitations introduced for the members taking on additional duties outside the Company. However, only the independent members carry on such duties. The external duties held and grounds of the Board members are presented to the general shareholders' meeting where their nomination is discussed, with a distinction between in-group and ex-group activities.

Although the conduct of Board meetings is not determined in writing with internal regulations, there are processes that have been maintained consistently for many years.

## 4.5. Committees Established Within the Board of Directors:

Corporate Governance, Audit and Risk Management Committees are established from within the Board of Directors in order to fulfill its duties and responsibilities.

Functions of the Committees, their working principles, and its members are designated by the Board of Directors and disclosed to the public on the Company's web site.

All members of the Audit Committee and the chairmen of the Corporate Governance and Risk Management Committees are elected among the independent Board members. The Chairman of the Board of Directors are not on the Committees. Care has been taken that a non-independent Board member cannot be on more than one Committee. There are no members with executive duties on the Committees.

All necessary resource and support needed to fulfill the tasks of the Committees are provided by the Board of Directors.

Committee meeting frequency has been found sufficient by us. Since our previous rating report (June 21, 2022); Corporate Governance Committee held 6 meetings, while the Audit Committee convened 10 times, and the Risk Management Committee held 8 meetings.

The Corporate Governance Committee is established in order to determine whether or not corporate governance principles are being fully implemented by the Company, if implementation of some of the principles are not possible, the reason thereof, and assess any conflict of interests arising as a result of imperfect implementation of these principles, and present remedial advices to the Board of Directors, In addition, it oversees the work of the investor relations unit. The Investor Relations Department manager is also on the Corporate Governance Committee.

Committee supervises the Audit operation and efficiency the Company's accounting system, public disclosure, external audit and internal audit systems, reviews complaints that are received by the Company regarding Company accounting, internal and external independent audit systems, within the framework of the principle of confidentiality and finalizes them, immediately notifies the Board in writing on findings related to their duties and responsibilities and the related assessment and recommendations, following taking the opinion of responsible managers of the Company and the external auditor notifies the Board in writing on whether the annual and interim statements disclosed to the public is in accordance with the Company's accounting principles, true and accurate.

In addition, Audit Committee members possess the qualifications mentioned in the Communiqué.

The Annual Report contains information on working principles of the Audit Committee and number of written notices given to the Board of Directors during the fiscal year.

As of 2022, the external audit of the Company is conducted by PwC Bağımsız Denetim ve Serbest Muhasebeci Mali Müşavirlik A.Ş.

The nomination and election process of the external audit firm, taking into account its competence and independence, starts with a proposal from the Audit Committee to the Board and ends with the Board's choice being presented and approved at the general shareholders' meeting.

The Risk Management Committee carries out its tasks towards early detection of risks which may jeopardize the Company's assets, its development and progression, and measures taken to mitigate and manage those risks.

The tasks of Nomination and Remuneration Committees are performed by the Corporate Governance Committee. In this context the Corporate Governance Committee works on determination of independent candidates and the remuneration policy.

# 4.6. Remuneration of the Board of Directors and Managers with Administrative Responsibility:

The principles of remuneration of Board members and senior executives has been documented in writing and submitted to the shareholders as a separate item in the general shareholders' meeting.

A remuneration policy prepared for this purpose can be found on Company's web site. Stock options or performance-based payments are not included in the remuneration package of the independent Board members.

The Company does not lend any funds or extend any credits to a member of the Board or to senior executives, or grant any personal loans through a third party, or extend any guarantees.

We have come to conclusion that the executives have the required professional qualifications in order to perform the assigned duties.

The executives comply with the legislation, Articles of Association, and in-house regulations and policies in fulfilling their duties.

There have been no cases where the executives used confidential and non-public Company information in favor of themselves or others. There are no executives who accepted a gift or favor directly or indirectly related to the Company's affairs, and provided unfair advantage.

Remuneration of the executives is based on market conditions and determined according to their qualifications, and proportional to their contributions to the performance of the Company.

Company officials declared that any potential losses incurred by the Company and third parties as a result of misconduct by executives is insured.

In addition, orientation process for newly appointed managers is determined in writing in the Company's staff regulations.

## Rating Definitions

Rating	Definition
9 - 10	The company performs <b>very good</b> in terms of Capital Markets Board's corporate governance principles. It has, to varying degrees, identified and actively managed all significant corporate governance risks through comprehensive internal controls and management systems. The company's performance is considered to represent best practice, and it had almost no deficiencies in any of the areas rated. Deserved to be included in the BIST Corporate Governance Index on the highest level.
7 - 8	The company performs <b>good</b> in terms of Capital Markets Board's corporate governance principles. It has, to varying degrees, identified all its material corporate governance risks and is actively managing the majority of them through internal controls and management systems. During the rating process, minor deficiencies were found in one or two of the areas rated. Deserved to be included in the BIST Corporate Governance Index.
6	The company performs <b>fair</b> in terms of Capital Markets Board's corporate governance principles. It has, to varying degrees, identified the majority of its material corporate governance risks and is beginning to actively manage them. Deserved to be included in the BIST Corporate Governance Index and management accountability is considered in accordance with national standards but may be lagging behind international best practice. During the ratings process, minor deficiencies were identified in more than two of the areas rated.
4 - 5	The company performs <b>weakly</b> as a result of poor corporate governance policies and practices. The company has, to varying degrees, identified its minimum obligations but does not demonstrate an effective, integrated system of controls for managing related risks. Assurance mechanisms are weak. The rating has identified significant deficiencies in a number (but not the majority) of areas rated.
<4	The company performs <b>very weakly</b> and its corporate governance policies and practices are overall very poor. The company shows limited awareness of corporate governance risks, and internal controls are almost non-existent. Significant deficiencies are apparent in the majority of areas rated and have led to significant material loss and investor concern.

#### **DISCLAIMER**

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This report, conducted by SAHA A.Ş. analysts and based on their best intentions, knowledge base and experience, is the product of an in depth study of the available information which is believed to be correct as of this date. It is a final opinion about the degree of sensitivity of a bank to its shareholders' and stakeholders' rights, its commitment to public disclosure and transparency, and conduct and credibility of its board of directors.

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#### **Contacts:**

S. Suhan Seçkin suhan@saharating.com

Ali Persembe

apersembe@saharating.com

Serhat Karakuş

skarakus@saharating.com

#### Saha Corporate Governance and Credit Rating Services, Inc.

Valikonağı Cad., Hacı Mansur Sok., Konak Apt. 3/1, Nişantaşı, İstanbul

Tel: (0212) 291 97 91, Fax: (0212) 291 97 92 • <u>info@saharating.com</u> • <u>www.saharating.com</u>