



# SUSTAINABILITY REPORT 2024

GÜN + PARTNERS  
AVUKATLIK BÜROSU

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# Corporate Conduct

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# Corporate Conduct

Our law firm was established in 1986. We are one of the oldest and established top-tier law firms in Türkiye.

Our firm comprised of more than 60 lawyers and we have over 130 staff members overall. The majority of our legal and professional management teams are internationally recognised and leading experts in their respective areas of work. We are committed to meeting the changing business needs of our clients' by adapting and providing quality and innovative high standard solutions.

Our vision is to be the leading establishment in the services we provide, and to be an innovative and sustainable organisation which remains aware of the needs of the wider society, the environment, and our employees. It is our fundamental mission is to continually develop and improve our organization, our profession and the sectors in which we operate in accordance with international standards in aspects of the law, practices and the judiciary.

We act with a sense of responsibility towards the environment, society, our

colleagues, business partners, suppliers and the institutions and organisations within our network. While providing our services, we comply with ethical values, integrity and honesty, sustainability and responsibility to improve the environment in which we work. We make efforts to reflect these values in our services and endeavour to create added value for our clients through our services.

We offer a working environment which aims to support the welfare and development of our staff and pays attention to their work-life balance, and which places importance on merit and ensures diversity and inclusion, respecting human rights to the highest degree. Efforts are made to minimise the environmental impact of our activities; we make it a principle to adopt sustainability practices and encourage efficient use of resources and reduction of waste.



# 2024 Awards

## MANAGING IP

We were selected as the “Firm of the Year” at the 2024 Managing IP EMEA Awards

We are the proud recipient of the “Firm of the Year” in the category of “Trademark Disputes” awarded by the Managing Intellectual Property EMEA Awards in 2024.

These awards are a recognition of law firms, individuals and companies that have conducted the most innovative and challenging intellectual property work over the past year and have been influential in shaping the international intellectual property market.



## THE LEGAL 500

Our attorneys were included in The Legal 500 EMEA 2024 rankings.

The Legal 500 EMEA 2024 research conducted in 9 working areas resulted in our Firm being selected as one of the leading law firms in Türkiye; furthermore, we were selected as a “Top Tier” firm in 3 separate working areas. We take pride in announcing that one of our attorneys were admitted to the “Hall of Fame”, 3 of our attorneys were selected as “Leading Individuals”, 3 of our attorneys were deemed “Next generation partners” and 2 of our attorneys were listed as “Rising Stars”.



## IAM STRATEGY 300

Mehmet Gün included in the IAM Strategy 300: The World's Leading IP Strategists 2024 ranking.

Our Firm's founder and Senior Partner Mehmet Gün was included in the ranks of the 2024 IAM Strategy 300: The World's Leading IP Strategists.

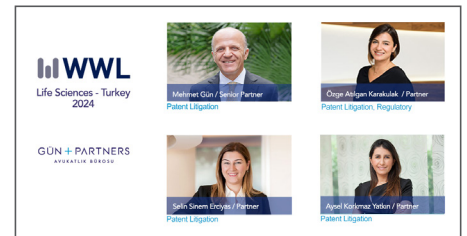
The IAM Strategy 300 is an annual research project that identifies top practitioners who are taking IP portfolio management to the next level. These individuals are leading the way in developing and implementing strategies that maximize the value of IP portfolios.



## WWL

Our attorneys were listed in the 2024 Who's Who Legal in Life Sciences

We are proud to announce that Mehmet Gün, Özge Atılğan Karakulak, Selin Sinem Erciyas and Aysel Korkmaz Yatkin were named among the world's leading attorneys by Who's Who Legal.



# 2024 Awards

## GLOBAL IP

Our Firm was selected as “The Patent Litigation Firm of the Year” in the 2024 Global IP Awards

It's a great honour to have been awarded the Turkish Patent Litigation Firm of the Year at the 2024 Global IP Awards, which is recognition of outstanding achievements of law and representation firms in litigation, monitoring and execution during 2023/2024.



## MONDAQ

Our attorneys were recognised as Thought Leadership Authors by Mondaq

It was a pleasure to see that our attorneys were among the awarded Thought Leadership Authors by Mondaq's Autumn Awards.

The Mondaq Autumn 2024 Thought Leadership Awards showcase the most-read authors between April-September 2024 by publishing the general awards among 17 countries and other awards in a variety of subject areas.



## LEXOLOGY

Dicle Doğan was selected a leading author in scope of the Lexology Q3 2024 Life Sciences Legal Influencers – Europe awards.

Congratulations to Dicle Doğan, who was selected as a leading author in her area of expertise by Lexology Q3 2024 Life Sciences Legal Influencers – Europe.

Each quarter, the Legal Influencers of Lexology selects thought leaders with the legal sector.





# 2024 Awards

## IAM PATENT 1000

IAM Patent 1000 announced the leading patent professionals for 2024.

The 2024 "IAM Patent 1000: World's Leading Patent Professionals" was published online.

We take pride in announcing that eight of our attorneys were named as leading professionals in the 2024 IAM Patent 1000: World's Leading Professionals" list.



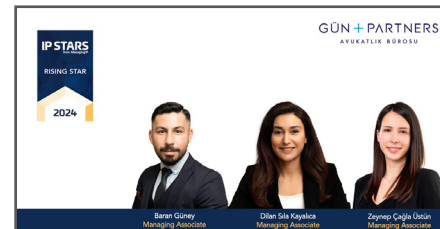
## MANAGING IP STARS 2024

Gün + Partners was recognised as a Top Tier Firm by IP STARS 2024.

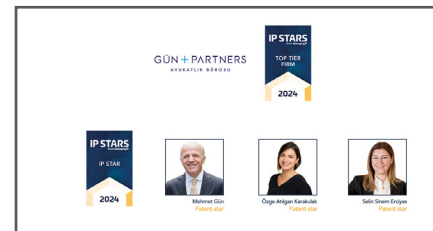
Our team was listed as leading attorneys in trademark disputes, trademark monitoring, and copyright and related IP rights. Four of our colleagues were listed among the Trademark Stars by IP STARS 2024.

Our patent team was recognised as top tier in regard to patent disputes.

Three of our colleagues were listed among Patent IP STARS 2024



In addition, it was with great pride to see that Managing Associates Baran Güney, Dilan Sila Kayalica and Zeynep Çağla Üstün were included among the Rising Stars in the 2024 IP STARS listing.



## MANAGING IP

Hande Hançar was included in the Top 250 Women list in IP 2024.

Congratulations to Hande Hançar, who was included in the Top 250 Women in IP list in the IP 2024 issue of Managing IP.







# Sustainable Development Goals

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# Sustainable Development Goals

The United Nations Sustainable Development Goals aim to end poverty, protect the environment, take action against the climate crisis, distribute wealth fairly, promote peace and support the realisation of global initiatives by 2030 within the framework of common goals set.

- At Gün + Partners, we believe that these goals aimed at contributing to sustainable economic growth should be supported and efforts are made by our office to act in accordance with the development goals and also encourage and ensure that our supply and value chain also act accordingly. Our activities to ensure sustainability are approved by our senior management team and shared transparently with the public.



# Our Commitments

While providing our services, we respect ethical values, integrity and honesty, sustainability and responsibility to improve the environment in which we work.





# Environmental Sustainability

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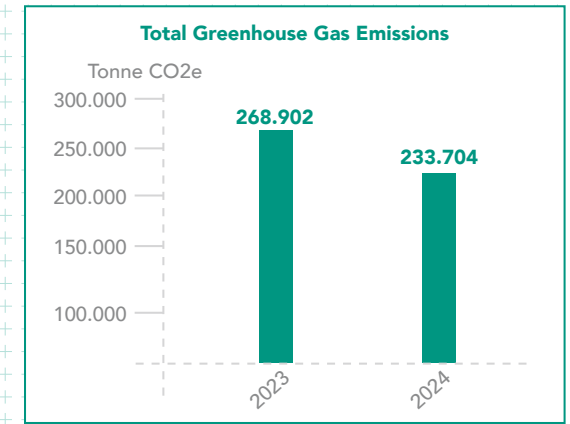
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# Environmental Sustainability

We set targets for improving our performance regarding environmental issues, plan our actions, monitor the results and focus on continued improvement.



+ We implement activities that will contribute to combating the climate crisis and transition to a reduced carbon economy. We focus on the efficient use of natural resources by using the most appropriate techniques and clean production technologies in energy consumption, water consumption and consumption of resources. Priority is given to prevention and reduction of waste, and recycling. We comply with national legal regulations and other obligations regarding the environment.

## 2024 Greenhouse Gas Emission

Scope	Greenhouse Gas Emission (CO2e per tonne)	Total Rate of Emission (%)
Scope 1	50.105	%21.44
Scope 2	62.994	%26.95
Scope 3	120.605	%51.61
Total	233.704	%100

Table 1: Scope-based Greenhouse Gas Emissions and Rate of Emission According to Total Emissions



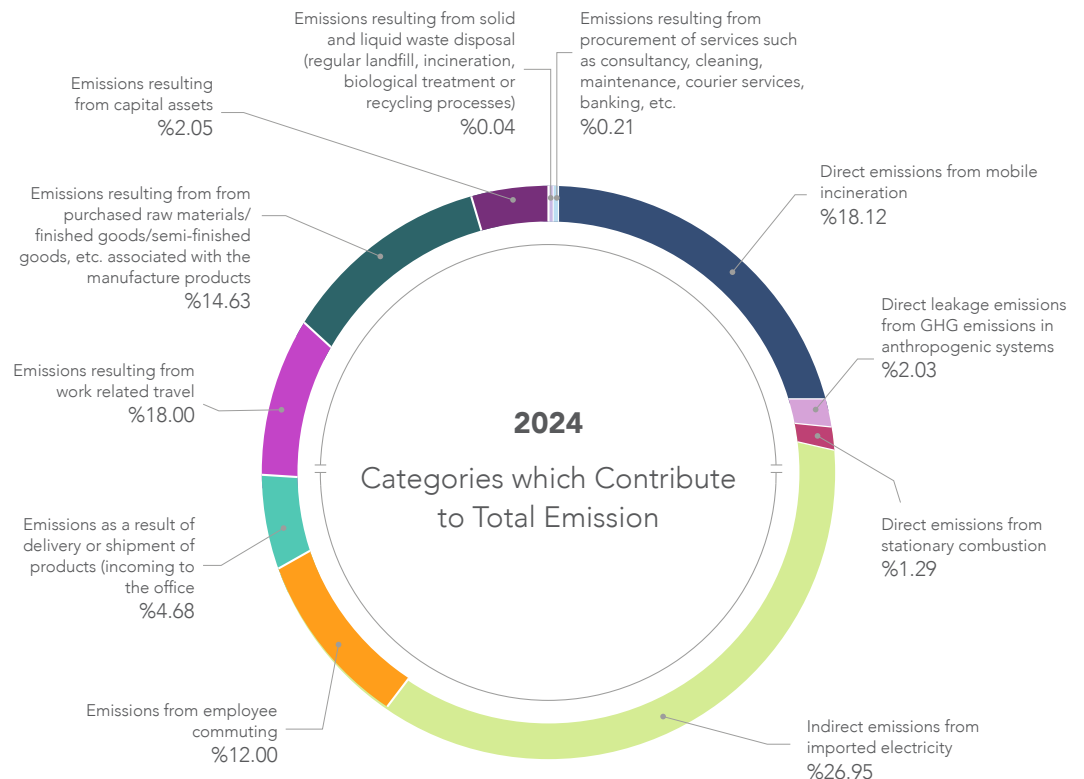
# Climate Change



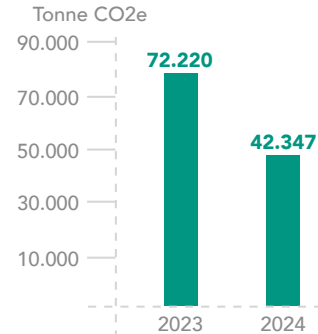
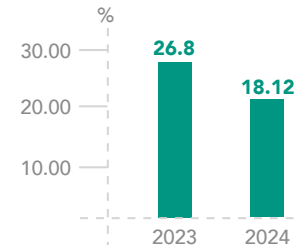
To monitor our impact on climate change, we regularly measure and monitor our greenhouse gas emissions and strive to reduce our carbon footprint. In this context, we collaborated with an external audit company to calculate and certify the greenhouse gas emissions of our headquarter office and 3 other service departments in accordance with ISO 14064-1:2019 requirements.

In addition to the consumption of energy and resources in our offices, we also have an external audit company to calculate the emissions of the vehicles used for the transportation of our colleagues, and also included the flights and accommodation that is necessary in the implementation of our work and have added these results to our overall emission data. To comply with the UN Sustainable Development Goals and transition to a low carbon economy, we publicly share our office's environmental performance reports that we present annually to UN Global Compact, of which we have been party to since 2014.

We are well aware of our own responsibilities in the fight against climate change. Therefore, we aim to reach our aim of zero-carbon by reducing and neutralising the carbon footprint of our office.



Emission due to use of vehicles

Total percentage of emissions due  
to use of vehicles

Within the scope of our sustainability goals and commitment to carbon reduction, we will gradually convert to electric vehicles in our fleet.



In order to reduce our Scope 1 emissions, we replaced three fossil-fueled (petrol/diesel) vehicles in our fleet (which had accumulated a certain amount of kilometres and were in need of replacement) with 100% electric vehicles.

As of June 2024, we started to source the electricity we consume in our main office building from renewable energy sources.

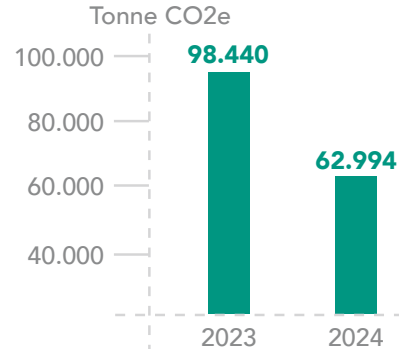
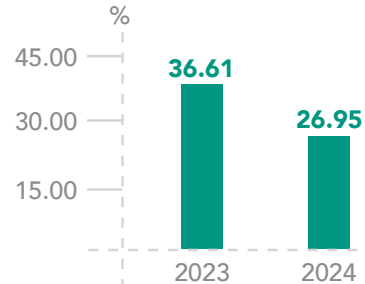
Prioritising sustainable environmental policies in our operations is part of our action plan to adapt to climate change.



# 18.12%

In 2024, 18.12% of our total greenhouse gas emissions were the exhaust emissions of our vehicles.



Greenhouse gas emission due to  
purchased electricityTotal percentage of emissions due  
to purchased electricity

26.95%

Our office's greenhouse gas emissions from electricity emissions for 2024 are 62.994 tons of CO2e which is 26.95% of the whole GHG emissions.

**The carbon footprint is a status snapshot that reveals the contribution of companies in the fight against climate change. We will monitor our situation on an annual basis, continue to make investments that will bring our office closer to the zero-carbon target and aim to implement new projects to this end.**

To reduce the greenhouse gas emissions of our office, we switched from the electricity we use in our headquarters in Istanbul to "YEK-G" electricity consumption with the renewable energy identity card issued by Energy Exchange Istanbul (EPIAŞ).

EPIAŞ is a public-private partnership established to compete with the energy exchanges of developed countries and to create an efficient, transparent and reliable energy market that serves international

standards.

The YEK-G certificate proves that the electricity purchased by companies is generated from renewable energy sources.

As part of our corporate culture of transparency and accountability, our sustainability reports submitted to the UN Global Compact and our Greenhouse Gas Inventory Report are publicly available.



## Water and Resource Management



Our water consumption is limited to the quantity and quality required by human needs. Our professional activities have no impact on a specific water resource. Nevertheless, we monitor our water consumption in order to implement practices of efficient usage that may further reduce our water consumption.

We share our water consumption amounts, reduction targets and preventative measures in our annual sustainability report. A task force has been established to work on the usage, protection and efficient planning of our resources. We take into consideration the short- and long-term improvements suggested by this task force and take the necessary decisions to implement them.

## Waste Management



The first principle of our waste management policy is waste prevention and the second principle is to reduce or minimize the amount of waste. Waste that cannot be reduced at the source, cannot be reused or which are not suited for recycling are disposed of in accordance with relevant legislation in a manner that is not harmful to the environmental or to human health.

By utilising all possible digital and technological means on offer, we use tools that enable us to carry out our administrative work (other than legal obligations of our lawyers) in a digital environment. We were able to significantly reduce the impact of our activities on the environment by transferring our work flow processes to the digital environment with GÜNCE law firm tool and process management software since 20028. GÜNCE is our firm's prime product; it has been developed in-house and strengthened with artificial intelligence. With GÜNCE, we are able to reduce our paper consumption and carbon emissions and encourage our stakeholders to also use the tool. In doing so, we aim to transfer and disseminate awareness of environmental conservation awareness within our sector and other colleagues.



## Supply Chain Management



As is the case in all our procedures and operations, we also act responsibly in our procurement processes. We aim to disseminate the principle of creating sustainable value throughout our supply chain. We ensure that our purchasing preferences and processes are in line with our sustainability principles and give priority to supporting the local economy.

Scope 3 emissions specific to our office consist of the delivery of products purchased for office use, commuting to work, business related travel, raw materials associated with the manufacture of products, our capital assets, disposal of solid and

liquid waste and procurement of services such as consultancy, cleaning, maintenance, courier services, banking, etc.

Our plan is to reduce scope 3 emissions by reducing solid and liquid waste disposal. For this reason, we will gradually switch to using Turmepa cleaning products that do not contain phosphate, formaldehyde, paraben and chlorine.

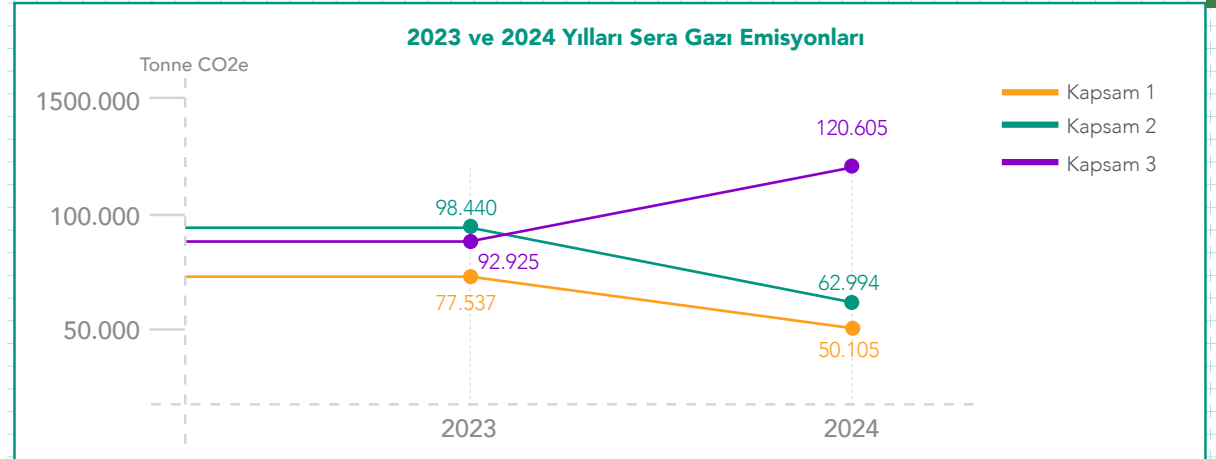
Eventually, we will have replaced the cleaning products used in our office with Turmepa products.

All Turmepa products and packaging are biodegradable and do not accumulate in nature.

The products are not harmful to sea water. The pH values of the products do not harm the skin and are produced using raw materials with herbal ingredients. The products have Vegan certificates and no products are tested on animals.

# 51.61%

Our office's Scope 3 emissions in 2024 was 120.605 tons of CO<sub>2</sub>e. This was 51.61% of all total emissions.



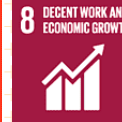




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# Investing in Society

We believe that legal professions, particularly that of attorneyship, should become institutionalised and strengthened. To this end, we conduct activities to initiate reform and improvement, in addition to supporting, participating in and taking a leading role in such efforts, and make considerable effort to raise the awareness and knowledge in the public and other stakeholders.

✚ In regards to social responsibility, we are one of the first organisations in Türkiye to be party to the UN Global Compact and have been a member of the Global Compact Signatories Association since 2023. We organise our organisational policies and processes in line with these goals.

“Sustainable Development Goals” refers to the 17 goals adopted by UN Member States to achieve targets that address global challenges related to poverty, inequality, climate, environmental degradation, welfare, peace and justice.

We conduct our corporate activities responsibly and in compliance with ten principles related to human rights, labour force, environment and anti-corruption.





## Equal Opportunity in Education

With the aim of contributing to the equal opportunity in education, we provide support to successful and talented law students experiencing financial difficulty by awarding them scholarships and offering mentorship opportunities. In 2024, our Firm awarded approximately 865K TRY in scholarships to law school students.

In scope of our policy on social responsibility, we offer official internships to assistant lawyers and also short-term and observational internships to local and international students.

Our founding partner, Mehmet Gün, continues to provide long-term scholarship and encouragement programs to disadvantaged female students from his hometown Dere Village in the district of Bozkır to allow them the opportunity to access higher education and be able to join the labour force so they may be economically empowered.

Our Firm also implements special and additional procedures which go beyond legal obligations for those considered to be in disadvantaged or vulnerable groups.



## Student Events and Supporting International Competitions



Our office carries out many comprehensive activities in order to disseminate its knowledge and institutionalisation experience of more than 35 years to the students who currently work with us and those who may join us in the future.

We cooperate and collaborate with bar associations, professional organisations and student clubs across the country and generously transfer and disseminate our professional experience. We regularly broadcast events both live and recorded, and

make them available to the entire public through our social media accounts.

We support the events organised by the student clubs, societies and initiatives taken by faculties of law as trainers, speakers and mentors. We lecture at universities in our fields of specialisation.

We provide mentorship and moot and arbitration guidance to student teams who participate in moot courts and represent Türkiye in international competitions. Financial support is also among the means of support we provide.



## Civil Society

We support civil society in a wide range of areas. In addition to the free, symbolic or low fee support we provide to non-governmental organisations (NGOs), we also provide support to NGOs and civil society organisations by becoming founders or executive members of organisations, and actively participate with the aim of development and capacity building in a variety of areas. We establish, take the lead in the establishment of, participate in and support the management of NGOs in the fields in our own areas of activity and expertise.

In this context, we are the founders of

associations such as the Better Judiciary Association, Istanbul Arbitration Association (ISTA), Türkiye section of the International Federation of Intellectual Property Attorneys (FICPI), Patent and Trademark Attorneyship Association (PEM), International Association for the Protection of Intellectual Property

(AIPPI) Türkiye Branch, Licencing Executives Society (LES) Türkiye Branch, Sustainable Mobility Initiative (SMI), Kore Şehitleri Street Beautification Association and we serve on the boards of these associations.

We are a member of the Business Council for Sustainable Development Türkiye (BCSD Türkiye),







which is the local network of the World Business Council for Sustainable Development (WBCSD) in Türkiye, and in addition to providing legal services, we also contribute to the “Transition to Low Carbon Economy and Efficiency” and “Sustainable Industry and Circular Economy” as a

member of working groups.

In addition, we participate in and provide financial contribution to social impact projects of the Transparency Association of Türkiye, Ethics and Reputation Society of Türkiye (TEİD), the Turkish Business CONFederation (TÜRKONFED), Federation of Sectoral Associations (SEDEFED), the Habitat

Association and Tohum Autism Foundation. In addition, since 2019, we have been assisting Turkish Industry and Business Association (TÜSİAD) and the Digital Transformation Platform in Industry supported by the Ministry of Industry.

Our Firm is a founding member of the Integrated Reporting Network Türkiye (ERTA), which aims to enable businesses to report non-financial information as well as financial information and to promote integrated thinking. ERTA has become an official partner of the International Integrated Reporting Council (IIRC) in Türkiye following the signing of a protocol in London on 19 September 2018.



## Rule of Law and Better Justice for the Development of Türkiye

We believe that the most significant way in which Türkiye can achieve a high social welfare standard and take its place among developed countries is if it adopts the rule of law and becomes an advanced democracy by ensuring the judiciary fully independent and upholds the separation of powers. To this end, we attach special importance to reform efforts in the field of judicial independence and the rule of law.

We believe that legal professionals and among them, foremostly lawyers, will play the most important role in the transformation of Türkiye into an advanced democracy with a high welfare standard, where the rule of law is upheld; and for this purpose, we develop innovative solutions to make all legal professions, and as a result the Turkish judiciary, work efficiently, produce quality services which are transparent, accountable and fully independent. We support all work carried out on these issues.





To this end, we apply our local and international legal knowledge and experience, as well as our organisational experience, and share and disseminate this experience generously with our colleagues.

We believe that the rule of law and efficient protection of fundamental rights and freedoms are prerequisites for growth of the economy and development, as well as for safeguarding nationwide peace and stability.

We support the work of the Better Judiciary Association, which is a politically neutral think tank that has been working voluntarily for over a decade to develop universal solutions to challenges facing Türkiye's judiciary. Our support for the association lies in both financial contributions and taking an active role in its activities.

We continue to make financial and in-kind contributions we make to the Better Justice Association and are proud to share with a wider public audience the articles, reports and books published by the Better Justice Association including the proposal for Full and Accurate Disclosure for the Realisation of the Principle of Good Faith in Dispute Resolution, the Proposal for a Supreme Authority of Justice, the opinion on the Draft Law on Expertise, the Judicial Reform Strategy Paper, the "Turkey's Middle Democracy Issues and How to Solve Them: Judiciary, Accountability and Fair Representation" authored by Mehmet Gün with the contributions of the Association and "Turkish Judicial Reform from A to Z" prepared by a young and open minded team of nine of our colleagues who came together for this work under the Covid-19 lockdown conditions.





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# Diversity and Inclusion

Our Firm is committed to transparent, accountable and democratic governance that embraces diversity and inclusion. Our staff have the right and opportunity to formulate the vision of the organisation, to suggest ideas and put forth opinions on daily administrative issues and to communicate them to the senior management team and to participate in management decisions.

+ All the differences and varying perspectives of our colleagues contribute significantly to the sustainable success of our organisation, further contribute to developing our creativity, and make a valuable contribution when it comes to recognising problems at an early stage and solving them.

We foster a working environment that allows creative thinking and developing innovative solutions. We have a safe, transparent, inclusive, diverse, ethical, sincere and respectful organisational culture in our office. Our policy of fairness, equality, diversity and inclusion are the fundamental principles that guide our decisions in all our areas of activity and determine the manner in which we work.

We are committed to acting in accordance with this policy in our organisational decisions and work processes. It is due to this approach of our Firm that we have been recognised with awards such as "Best Managed Companies" and "Great Place to Work".



## Anti-Discrimination

Our policy on discrimination is zero tolerance. In accordance with the fundamental principle of our Constitution, we do not discriminate against anyone on the basis of ethnic origin, religion, sect, belief, language, race, age, gender, nationality, colour, sexual orientation, marital status, political opinion, disability or the like. We do not tolerance discrimination in any manner, including recruitment, promotion, appointment and training processes

## Equal Opportunity in Recruitment

At Gün + Partners Law Firm, we believe that a strong society is only possible with equality and justice. We assess the performance of our staff is conducted objectively and fairly by taking basing our HR praxis on equal opportunity in matters concerning recruitment, training, remuneration and promotion.

We offer fair and equal opportunities to candidates. Our remuneration and bonus system, which is based on the principle that everyone receives

a fair share in proportion to their contribution, is fully transparent. The strictly abide by the principle of equal pay for equal work.

Considering the ever-changing needs of our clients and our organisation, we seek to work with colleagues who meet these needs in terms of talent, skills, competence and qualifications. In recruitment processes and practices, competence and merit are objectively measured by a large, experienced expert team.



## Gender Equality

We continue to contribute to the UN Sustainable Development Goals by embracing gender equality, one of the most fundamental social problems not only in Türkiye, but also throughout the world.

We are among the Turkish signatories of the Women's Empowerment Principles (WEPs), which were established in partnership with the UN Global Compact and the UN Entity for Gender Equality and the Empowerment of Women (UN Women).

Gender equality is our core principle; it is the crosscutting thread in all areas of our work, from our human resources policy to our way of doing business and how we communicate within our office.

We consider gender equality as a fundamental human rights issue that affects us all, socially and financially, and determines the economic and social power of countries. We adopt a sustainable equality approach in recruitment, training and development processes, working conditions, performance, remuneration and career advancement.

Under no circumstance are staff offered lower wages compared to their peers due to their gender. We do not treat our employees differently based on gender or pregnancy during the recruitment process, or the conditions, implementation or termination of their contracts.

Our communication is deliberate when it comes to contributing to strengthening gender equality and we act with a sense of responsibility in this regard.

Gender inequality continues to be one of the structural and systematic inequities in Türkiye, as it is throughout the world.

According to the Turkish Statistics Institute, labour force data as of December 2023 shows that 33 million 175 thousand (50.5%) of the total population of 65 million 683 thousand working age persons are women. Despite this, only 11 million 894 thousand of women of working age participate in the labour force. The labour force participation rate for males is 71.9%, compared to 35.9% for

females. Türkiye ranks last among OECD countries in women’s participation in the labour force. In the Global Gender Gap Report for 2023 prepared by the World Economic Forum, Türkiye ranks 129th among 146 countries, and is ranked 130 among 146 countries in the labour force participation rate, which is one of the main indicators of the report. We aim to make the best effort to support improvement in this regard, as far as possible.

As in almost all sectors, gender inequality in the legal profession is evident throughout the world. Many statistics reveal that female lawyers compete at a disadvantage against their male counterparts in terms of recruitment, promotion,

partnership and positions of management. Research shows that the proportion of female partner lawyers in the largest law firms in the UK is 37% (The Solicitors Regulation Authority, 2023) and 28% in the US (American Bar Association, 2023).

In this regard, our Firm is a success story; we are a fine example that shows women can succeed without the need for additional affirmative action when they are provided equal opportunity and conditions.

We are forerunners in our sector regarding gender equality and, being well aware of the responsibility of this important role, we take pride in being among the organisations with the highest ratio of female employees in Türkiye, and in the world.

%72

66% of our colleagues,

69% of our partners and

70% of our management team are women.

In 2024, 2 staff members

took maternity leave; one

returned to work in 2024

and the other returned to

work in 2025 at the end of

her leave.



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# Human Rights

We uphold and comply with the rule of law in all our activities. We endeavour to ensure that the judicial system - which has the crucial obligation of ensuring the rule of law - is just, transparent, accountable, efficient and effective, and operates independently. We believe that the protection of the rule of law and the supervision of the judicial system is a safeguard for preserving human rights and for the protection of the rights of individuals.



Human rights are inherent in the rule of law, which is necessary to ensure just and equitable order in society. We work to promote and defend these values, maintaining respect for human rights and adherence to the rule of law while providing services and representing our clients.

Our law firm promotes the advancement of justice and human rights by defending the rights of our clients and also communities. We work towards achieving social benefit and justice by collaborating with our colleagues and networks to achieve these goals.

We comply with legislation and universal ethical principles in matters such as recruitment, promotion, career advancement, remuneration, benefits and diversity, and respect the right of employees to organise and participate in civil society organisations of their choice.

Forced labour, child labour, any form of discrimination or harassment is not tolerated by any means in our organisation. We uphold and comply with international standards and principles regarding human rights. We closely monitor the board decisions of the Human Rights and Equality Institution of Türkiye (TİHEK).





## Zero Tolerance for Child Labour and Forced Labour

Gün + Partners law firm applies a zero-tolerance policy against child labour, slavery and human trafficking in compliance with the Labour Law No. 4857, the conventions and recommendations of the International Labour Organisation, the UN Universal Declaration of Human Rights and the UN Global Compact and expects its stakeholders to also act in accordance.

## Freedom to Unionise and Collective Bargaining

Our firm respects the Constitutional right of its employees to join a trade union and to participate in collective bargaining without fear of reprisal. We do not dismiss or otherwise discriminate against employees due to trade union membership or unionisation.

## Remuneration and Working Hours

We comply with regulations concerning weekly working hours and leave rights. Matters or situations that require working overtime are carefully assessed and an approval process is put in place in order to improve our work flow procedures.

We respect the employees' Constitutional right to take leave. We monitor and encourage employees to make regular use of their annual leave, allowing the establishment of a good work-life balance.

All remuneration, including social benefits, are paid in accordance with relevant laws and regulations. We pay wages, bonuses and other earned benefits in full, in a timely fashion and through means of banking in accordance with the law.

## Freedom of Thought and Expression

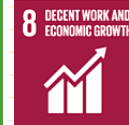
Freedom of thought and expression is a fundamental principle of our organisational culture.

We foster an open environment that allows our staff and clients to freely express their views and opinions.

By promoting freedom of thought and expression, we encourage social development and the strengthening of democratic values. In doing so, our goal is to contribute to the development of a just and free society.

## Training

We consider human capital as an invaluable resource. We support the professional development of our staff through the provision of inhouse and externally sourced training, encouraging them to further develop their talents and realise their potential. We implement an internal mentoring system and provide executive mentoring training for our lawyers of managing associate seniority and higher cadres.



## Occupational Health and Safety

The protection of the health and safety of our staff is an important priority of our office. We provide a safe and healthy working environment, comply with the relevant legislation and undertake the necessary safety measures in all work spaces.

All measures are taken to prevent occupational risks, including the provision of training and sharing of information; the relevant precautions are taken to ensure the relevant health and safety measures are in place to meet changing conditions and to improve the current situation.

In addition to public health services already available, we offer continuous private health insurance with the best coverage and update the policy conditions annually, with the aim of ensuring our staff have access to good health care services.

Our staff are provided with regular training, such as Fire Safety Training, Earthquake Awareness and Disaster Preparedness Training. We utilise the services of a workplace physician and occupational safety specialist in our office. We monitor and inspect whether the occupational health and safety measures taken at the workplace are complied with and ensure that any issues requiring attention are dealt with promptly. When assigning tasks to staff, we take into account the suitability of the employee in terms of health and safety aspects and delegate work accordingly.

We try to avoid assigning tasks to our colleagues that require working beyond the normal working hours unless it is absolutely necessary, and we take care to ensure that they establish a a health work-

life balance.

In line with the Regulations related to Remote Working, we inform those who work remotely about occupational health and safety measures, provide the necessary training, encourage they take an interest in their health and take the necessary occupational safety measures when providing work related equipment.

Taking into account the risks arising from the use of devices with screens, especially those related to vision, physical ailments and mental stress, and the further problems that may give rise to adverse effects due to the combination of such risks, we take all health and safety measures to prevent and eliminate the effects of these risks.



# Ethics and Compliance





# Ethics and Compliance

The legal profession is a discipline that upholds high standards in ethical principles and compliance with the law. In professional practice, lawyers adhere to fundamental ethical values such as integrity, impartiality and confidentiality. These values enable them to build client-attorney relationships based on trust and contribute to the appropriate administration of justice.

✚ The ethical rules of the legal profession provide guidance to lawyers to act in the best interests of society and the legal system when fulfilling their responsibilities. By upholding the law and professional ethics, lawyers act within legal and ethical boundaries while defending the interests of their clients. In this way, the legal profession instils confidence and trust in the public and promotes the rule of law.

Our law firm acts in compliance with the Attorneyship Code and all ethical principles set by the Union of Turkish Bar Associations for the legal profession and ensures that all stakeholders become aware that we adopted these values at the highest level, and fulfill all obligations to ensure that the legal system is based on these values. In addition, we provide legal support to the Ethics and Reputation Society (TEİD).



# Anti-Corruption and Combatting Bribery





# Anti-Corruption and Combating Bribery

Our firm holds a zero tolerance policy to bribery and corruption and makes active effort for its prevention. In addition, our organisation takes a pro-active approach to combatting bribery and corruption, and participates in conferences as a speaker, writes articles on the topic and actively generates ideas to build an effective international coalition.

Our founder, Mehmet Gün, makes great effort to combat corruption and bribery in politics. We are proud to be the leading ethics and anti-corruption law firm in Türkiye.

We are strictly against all forms of bribery, extortion, corruption, nepotism, racketeering and all other forms of corruption. We closely abide by the Attorneyship Code and other Turkish legislation and are highly sensitive concerning compliance with these principles. Furthermore, we would never hesitate to undersign any statement where we undertake to act in

accordance with the U.S.A. Foreign Corrupt Practices Act and the UK Bribery Act. All of our employees are aware of the legal requirements on these important matters, and how full compliance can be achieved, as well as possible risks and sanctions. Our firm voluntarily provides support to various NGOs to reduce any risks of corruption. Transparency and accountability are the core principles that guide the activities of our office and work.

All our employees are fully aware of the risks and sanctions and that

**Our firm offers expert advice in regards to bribery and anti-corruption, anti-money laundering, white collar crime, investigations, sanctions and compliance and handles both internal and external investigations. As a result of our success in the field of anti-corruption, Gün + Partners is ranked among leading law firms in "Compliance" according to the Legal 500.**

we are subject to the relevant legislation regarding attorneyship in scope of the work we do while we act to represent our clients in Türkiye. Our long-term goal is to minimise the risk of corruption, bribery and extortion in all areas.

We maintain a transparent reporting process for the time and expenses accrued in scope of our work for clients and fees payable for our services are calculated and invoiced accordingly.

This transparent and accountable invoicing system also generates the data used to determine the variable remuneration of our employees. Similarly, we regularly review our workflow processes and take proactive measures to eliminate inefficiencies and take counter measures to eliminate any negative impact on our business partners, the judicial system and our clients. We strictly adhere to these principles in all aspects of our work, from handling of our clients' work to internship applications.

# Information Security & Protection of Personal Data





# Information Security & Protection of Personal Data

Our office employs the necessary security policies, procedures and checks to protect confidentiality, maintain integrity and ensure the accessibility of all information stored, processed and transferred by means of information systems.



✚ We attach importance to protecting the privacy and confidentiality of our colleagues; efforts are made to ensure the protection of employee data within scope of information security. In addition, we are subject to the obligation of confidentiality regarding the legal services we provide.

Our information security policies serve as a guideline to ensure that our information systems comply with laws and regulations, recognised best practice and international standards such as ISO 27001.

We have established rules for acceptable levels of use for all of our office's data and information. We ensure

that colleagues, suppliers and service providers comply with the guidelines for acceptable levels of use of all such data and information. Formal procedures and standards exist for the handling and storage of information/data depending on their classification, in order to protect and prevent against leaks to the public or misuse.

We provide information security training and awareness sessions to our colleagues (including long-term interns) and short-term interns to raise awareness about information security policies and procedures. Procedures for the protection

of intellectual property rights are applied to all licences and software used by our organisation.

Important records related to information security are protected against loss, damage and destruction in accordance with laws, contracts and business requirements. Data protection and confidentiality are under guarantee of regulations and, where possible, included in the terms and conditions of contracts.

Our compliance with information security policies and procedures are evaluated by an independent audit team.

# Disaster Prevention, Security and Back-Up Management

The following measures are taken to ensure the critical servers do not encounter any problems:

- Regular physical maintenance is carried out on the hardware of the servers. (6-monthly)
- Regular checks are conducted on RAM, processor, temperature of the physical servers. (Monthly)
- Regular maintenance is carried out on the physical servers where the virtual servers are located. (Monthly)
- The critical servers are regularly updated. (When a Microsoft update becomes available)
- Critical servers are protected by anti-virus and malware protection software.

- Back-ups of all servers are taken on a daily basis. In the event of any problem, email alerts are received, troubleshooting is initiated and back-up is immediately launched.
- Regular restore and recovery tests are conducted with the back-ups of the critical servers and tests are run to ensure recovery is possible in case of a disaster. (Weekly)
- Back-ups of the critical servers are stored in back-up devices on-site and also on the Maya ICT cloud as a disaster back-up.
- In an event where there is a physical server failure, the remaining physical servers can be moved elsewhere for sustained service provision.

There are allocated resources which are always available in readiness to relocate the critical servers in case a problem arises in the physical servers.

- The physical servers are protected against fire, smoke, dust and flooding at all times with the FM 200 gaseous fire extinguishing system and dust, smoke, fire and water sensors.
- The maintenance of the above mentioned fire extinguishing system is carried out regularly. (6 monthly)



# Disaster Recovery Management

In case of any disaster concerning the critical servers\*, estimated restoration time from the existing back-ups are as follows:

- Restoration times vary depending on the size of the server; the approximate restoration time of the 1 TB data, which is backed-up in the office environment, is 4-6 hours. Existing data, stored in TB, can be calculated as 4-6 hours per 1 TB, depending on the size of the server.
- In the event where back-ups at our office are damaged in any way, the restoration time of the disaster recovery back-up data stored on the Maya ICT Cloud servers will depend on the internet

connection speed at the given moment.

\*Servers referred to as the critical servers are:

- Domain Server
- Mail Server
- “Günce” Servers
- Accounting Netsis Server
- Public File Storage Server

All servers have a back-up system. Particular importance is placed on these servers, which are significant for the functioning and sustainability of the access required for the office.

## VERSION HISTORY

This Policy Document came into effect on 6 September 2024 upon the decision of the Partners. The responsibility of updating the Policy Document lies with the Gün + Partners Department of Corporate Communication.

Revision	Date	Info
Beyza Berber	28 July 2025	The Greenhouse Gas Inventory for 2024 has been added.

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