



## **SÜTAŞ INC. DISCLOSURE POLICY**

The main purpose of Sütaş Milk Products Inc. ("Sütaş" or "Company") Disclosure Policy is to provide timely, accurate, complete and understandable information to shareholders and stakeholders, to define the principles of oral and written communication. This disclosure policy is established based on Turkish Commercial Code, ("TCC") other legal regulations and the Corporate Governance Principles.

The Corporate Governance Committee assigned by the Board of Directors is responsible for the establishment and development of the Disclosure Policy, and for monitoring its processes.

Our Company uses the following methods and tools while implementing its public information and disclosure policy:

### ***i) Disclosure to Shareholders:***

- Our regular General Assembly meetings are convened in legal periods annually. The information relevant to Shareholders' participation in the General Assembly and announcements related to capital increase and dividend payments are made through the Turkish Trade Registry Gazette, mail and e-mail.
- The Company's financial statements and footnotes, prepared according to Turkish Accounting Standards ("TAS") and Turkish Financial Reporting Standards ("TFRS") along with a suitability opinion from the Audit and Risk Committee- and the independent audit reports are announced to shareholders in line with TCC regulations.
- Our activity reports and any information and documentation required by the legal regulations are available to shareholders. The annual report approved by the Board of Directors is published in English and in Turkish on the web site.
- All requests for opinion, information and meetings from the shareholders are evaluated by the "Investor Relations Division".

### ***ii) Disclosures through the Corporate Web Site***

*The web site [www.sutas.com.tr](http://www.sutas.com.tr) includes details about the Company, current and historical data according to Corporate Governance Principles. Major titles on the web site include:*

- Overview
- Integrated Facilities



- Corporate Governance
  - Shareholder Structure
  - Committees
  - Policies
  - Code of Ethics
  - Corporate Governance Principles Compliance Report
  - Corporate Governance Rating Report
  - Information Society Services
- Reports
- Academic Studies
- News
- Visual Gallery

**iii) *Disclosure through press and monitoring news stories***

- Press releases containing operating results of our Company, including year-end operating results, its performance, developments during the accounting period and future plans and/or press conferences are held. The aforementioned works carried out through the press, and replies to information requests from the press are conducted by the Corporate Communications Office. The announced press releases are published on the web site, and are kept up to date.
- A Company Spokesperson who will represent our company in all information channels including the press is assigned by the Chief Executive Officer.
- All kinds of news stories relevant to the Company published on all local, national or international media outlets including TV, printed press, internet and radio are monitored by the Corporate Communications Office. This information is also made available for use by the upper management.
- If an untrue news story relevant to the Company is encountered, the issue is evaluated with the Chief Executive Officer.

**iv) *Disclosures to other stakeholders:***

- When previously undisclosed information needs to be disclosed in reply to questions posed to our Company by shareholders and stakeholders, the issue is handled by a Group consisting of the Chief Executive Officer, Investor Relations Division Manager and the Corporate Communications Coordinator under the coordination of the Corporate Governance Committee and evaluated according to the Disclosure Policy.
- Requests and questions reaching the Sütaş Consumer Hotline through communication tools such as phone, e-mail, fax etc. from the customers, suppliers and consumers are addressed in at most 24 hours and the applicant is informed. In case resolving the issue requires more time, the applicant is informed in all the steps of the process. Resolving duration is considered a performance evaluation criterion for the relevant manager.