



ANNUAL REPORTING POLICY

PL.21 | Issue Date: 1.08.2023 | R.00 | Revision Date: - | Review Date: 07.07.2025

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Scope: Modeling And Design Of Jewelry With Gold, Silver Precious Metals And Precious Stones (Diamonds), Production, Sale And Export

1. PURPOSE

This policy defines how Sözer Kuyumculuk ensures transparency, accountability, and sustainability by conducting annual reporting in compliance with RJC COP and all relevant regulations.

2. SCOPE

This policy covers all RJC-related activities, sustainability performance, legal and ethical compliance, human rights, environment, occupational health and safety, and supply chain processes.

It applies to all employees, managers, relevant departments, and reporting officers.

3. RESPONSIBILITIES

- **Top Management:** Ultimately responsible for the preparation and approval of the annual report.
- **Quality-Compliance Manager:** Collects, verifies, analyzes data, and compiles the report.
- **Department Managers:** Provide annual data, developments, and improvements for their own units in a timely manner.
- **All Employees:** Must provide requested information, documents, and records fully and on time.

4. POLICY STATEMENTS AND OPERATION

4.1 Scope and Content of the Report

- The annual report covers RJC COP compliance, sustainability performance, human rights, environment, OHS, ethics and legal compliance, supply chain, social contributions, and other key developments.
- The report contains both qualitative (narratives, policies, commitments, case studies) and quantitative (data, statistics, KPIs, targets) information.

4.2 Data Collection and Verification

- All departments submit their annual results, data, and supporting documents to the Quality-Compliance Manager in the specified format.
- Data are analyzed and checked for consistency and accuracy via internal audits.

4.3 Preparation, Approval, and Publication

- The annual report is prepared at the end of each calendar year and published after top management approval.
- The report is made available on the company website and shared openly with employees and any stakeholders upon request.
- The publication date and version are recorded.

4.4 Transparency and Improvement

- The report demonstrates the company's commitment to transparency and accountability.
- Identified weaknesses and improvement areas are transferred to the action plan for the new year.

4.5 Confidentiality and Legal Compliance

- All data and content are prepared in accordance with applicable regulations and data protection principles; confidential information is clearly marked.

4.6 Monitoring and Review

- The quality, content, and impact of the annual report are reviewed at least once a year by management and updated for new requirements and stakeholder expectations.

5. PUBLICATION OF THE POLICY

- The policy and the annual report are published on company noticeboards, the intranet, and the website, and shared with employees and stakeholders.



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APPROVED BY THE CEO AND THE BOARD OF DIRECTORS

Sözer Kuyumculuk Sanayi ve Ticaret Anonim Şirketi

PREPARED AND APPROVED BY SÖZER KUYUMCULUK BOARD OF DIRECTORS