

Preventive measures due to the coronavirus

Preventive Measures Against Coronavirus (COVID-19) Information Update - 20.06.2020

As Datacore Information Systems, we have expanded our COVID-19 precautions. Based on our company's assessments, as of 15.06.2020, we have started working in the office on a rotational basis, not with the full staff. In addition, to ensure the safety of our working environment and prevent potential risks, we have created the Office Work Controlled Transition Directive.

The Office Work Controlled Transition Directive is prepared for office employees who have switched to remote work during the Coronavirus (COVID-19) pandemic. The purpose of this directive is to minimize virus and virus-related risks in our office work, ensuring the health and best possible working conditions for our employees during the pandemic.

We would like to inform you that we will continue our services uninterrupted and will update this period depending on the developments. We have taken all our precautions within the scope of business continuity, which has been our subject for 20 years. We are maintaining our communication with you and fully continuing our services. We believe that we can manage these difficult times together in the best way possible and wish you healthy days.

Respectfully,

Datacore Information Systems Industry and Trade Inc.

Preventive Measures Against Coronavirus (COVID-19) Information Update - 23.05.2020

As Datacore Information Systems, we would like to inform you that due to the Coronavirus outbreak, we will continue our services uninterrupted within the scope of remote work until 15.06.2020 and will update this period depending on the developments. We have taken all our precautions within the scope of business continuity, which has been our subject for 20 years. We are maintaining our communication with you and fully continuing our services. We believe that we can manage these difficult times together in the best way possible and wish you healthy days.

Respectfully,

Preventive Measures Against Coronavirus (COVID-19) Information Update - 28.04.2020

As Datacore Information Systems, we would like to inform you that due to the Coronavirus outbreak, we will continue our services uninterrupted within the scope of remote work until 26.05.2020 and will update this period depending on the developments. We have taken all our precautions within the scope of business continuity, which has been our subject for 20 years.

We are maintaining our communication with you and fully continuing our services. We believe that we can manage these difficult times together in the best way possible and wish you healthy days.

Respectfully,

**Preventive Measures Against Coronavirus (COVID-19) Information Update -
16.03.2020**

As Datacore Information Systems, we would like to inform you that due to the Coronavirus outbreak, we will continue our services uninterrupted within the scope of remote work from 17 March to 20 April 2020 and will update this period depending on the developments. We have taken all our precautions within the scope of business continuity, which has been our subject for 20 years. We are maintaining our communication with you and fully continuing our services. We believe that we can manage these difficult times together in the best way possible and wish you healthy days.

Respectfully,

**Preventive Measures Against Coronavirus (COVID-19) Information Update -
11.03.2020**

A special group has been established to continuously monitor the latest information about the COVID-19 outbreak. The measures taken will be renewed by urgently considering the information from the Ministry of Health to ensure the safety of Datacore employees, our customers, and our business partners.

To ensure the necessary hygiene and precautions, gloves, disinfectants, thermometers, and masks have been purchased and stocked.

General announcement to Datacore employees: Datacore employees will adhere to these notifications and warn each other. Department Managers are responsible for ensuring the necessary precautions are taken.

Precautions:

- Hands should be washed thoroughly with plenty of water and soap for 20 seconds, both inside and outside areas, upon entering the office and frequently throughout the day.
- Additionally, hand hygiene should be ensured by rubbing with alcohol-based hand antiseptics available at certain points in the office and distributed to everyone.
- A distance of at least 1 meter should be maintained between anyone coughing or sneezing around us. During this time, it is necessary to hold your breath and quickly move away.
- It has been decided that individuals who do not feel well should not come to the office. It is known that fever, cough, and difficulty breathing are urgent priority reasons. It is

mandatory for individuals who do not come to the office due to illness to go to the hospital and share the hospital results with our company.

- If possible, meals should be brought from home. If it is not possible to bring food, it should be ordered from known, trusted, and clean places.
- Food will not be kept open in the office environment.
- Food will not be taken from the package by hand.
- Everyone inside or outside the office will use their pen. If it is necessary to hold another pen, gloves must be used.
- Personal items of others should not be used.
- Special services are arranged for employees using public transportation.

General Cleaning:

In addition to the detailed cleaning and continuity of the general office cleaning, special cleaning materials containing bleach are used every morning. Furthermore, all door handles, window handles, light switches, board erasers, and accessories such as these are wiped with special bleach-containing sprays using disposable wipes every morning and at 15:00, and the trash is taken outside the office. Mice and keyboards will be cleaned by individuals.

Suspension of Social Activities and Important Notices to Datacore Employees:

- Domestic and international travel for meetings or training purposes is prohibited until a second date is determined.
- If an employee has a serious reason to travel abroad, they will be prohibited from coming to the company for 14 days after their return. During this period, they must provide a report defined by the Ministry of Health. After 14 days, they must again provide a document defined by the Ministry of Health stating that they are well.
- All meetings planned or to be planned with Datacore customers or business partners have been directed to remote communication for mutual protection. Meetings continue with the same speed and competence using Webex or similar remote communication tools established within the company.
- Public transportation should definitely not be used.
- It is necessary to avoid shopping centers, hotels, or places that may have tourist interest.
- Social distancing should be maintained. Handshaking and kissing greetings should be suspended.
- Persons bringing cargo, food, and documents to the company floor where Datacore is located are prohibited from entering. The designated individuals will receive the delivery with gloves, and after receiving it, the process below will be followed.
- Personal cargos should be directed to home addresses, not company addresses.

Hygiene Related to the Subject:

- Meal Receipt (Two People) – The person going to receive it from Security
 - After receiving it, they will go up to the floor, take the food bag out with gloves, the other person will take the box from inside, the gloves will be thrown into the trash at the door entrance, and the trash will be taken out again with gloves after lunch.
- Cargo and Document Receipt (One Person) – The person going to receive it from Security

- Will receive with gloves, leave it in the designated cargo room. After taking out the contents of the box, the outer box will be left in the cargo room. The boxes will be taken out of the office in the evening.
- The same process will be applied to send cargo by going to security.

Departments Reporting to the Administrative Department:

- Relevant employees on duty in accounting and logistics will follow the general rules and take maximum care to protect both themselves and their surroundings.
- The kitchen is being cleaned strictly with bleach. This cleaning will continue to be done frequently.
- The ban on washing by hand in the kitchen has been reiterated. All items such as glasses, plates, and cutlery will be washed in the dishwasher on an intensive program. Refreshments to be served at company meetings will be served with gloves. Food will not be kept open in the kitchen environment.

Maintenance Support Department:

- Relevant employees on duty in maintenance and support will follow the general rules and take maximum care to protect both themselves and their surroundings.
- Work outside installation and part replacements will be done via remote connection.
- It is mandatory to use masks and gloves during work in the datacenter, and disinfectant spray should be used during or after work.
- Only company vehicles will be used for transportation to the office or customer location, not public transportation.
- Remote connection will be used for periodic maintenance services coinciding with this period due to the outbreak.
- Domestic and international travel for meetings or training purposes is prohibited until a second date is determined for those working in the technical department. If a technical employee has a serious reason to travel abroad, they will be prohibited from coming to the company for 14 days after their return. During this period, they must provide a report defined by the Ministry of Health. After 14 days, they must again provide a document defined by the Ministry of Health stating that they are well.
- All meetings planned or to be planned with customers or business partners for mutual protection have been directed to remote communication. Meetings continue with the same speed and competence using Webex or similar remote communication tools established within the company.
- The measure of postponing customer training will be taken. A new date will be determined by discussing it with customers, and the situation will be re-evaluated according to the environment at that time.
- Regular spare parts stock controls will be rechecked, and the number of parts will be increased as a precaution.
- The measure of signing installation and service forms with the technician's own pen has been taken.
- The measure of keeping the products in the spare parts stock under ultraviolet light has been taken.

Sales (Istanbul and Ankara) Department:

- Relevant employees on duty in sales will follow the general rules and take maximum care to protect both themselves and their surroundings.
- Domestic and international travel for meetings or training purposes is prohibited until a second date is determined.
- If a sales employee has a serious reason to travel abroad, they will be prohibited from coming to the company for 14 days after their return. During this period, they must provide a report defined by the Ministry of Health. After 14 days, they must again provide a document defined by the Ministry of Health stating that they are well.
- All meetings planned or to be planned with Datacore customers or business partners have been directed to remote communication for mutual protection. Meetings continue with the same speed and competence using Webex or similar remote communication tools established within the company.

Marketing Department:

- To ensure the safety of Datacore employees, our customers, and our business partners, all marketing-related meetings planned or to be planned with Datacore customers or business partners have been directed to remote communication for mutual protection.
- Due to the evolving nature of the outbreak and examples seen worldwide, planned events will be postponed. While this period is currently uncertain, relevant organizations will be re-planned as soon as possible with the most up-to-date information.

A special group has been established to continuously monitor the latest information about the COVID-19 outbreak. Again, the measures taken will be renewed by urgently considering the information from the Ministry of Health.

Datacore Information Systems Industry and Trade Inc.

This document has been prepared by Datacore.