

Corporate Governance Rating Report



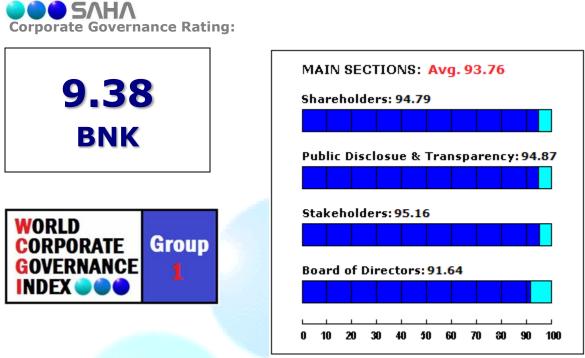
18 December 2017

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Rating and Executive Summary

### TÜRKİYE HALK BANKASI A.Ş. (HALKB)



### **EXECUTIVE SUMMARY**

The Corporate Governance Rating (9.30) that has been assigned to Türkiye Halk Bankası A.Ş. (Halkbank) on December 16, 2016 is hereby revised up to **9.38**. Our rating methodology (page 5) is based on the Capital Markets Board's (CMB) "Corporate Governance Principles".

Halkbank's corporate governance rating is revised as above in consideration with the importance given by the Bank to corporate governance principles and its willingness to carry out the compliance process continuously and dynamically.

Furthermore, 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.. Halkbank 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 July 21, 2017 can be accessed at <a href="http://www.saharating.com">http://www.saharating.com</a>.

Halkbank is rated with **9.48** 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. All procedures prior to the general shareholders' meeting as well as the conduct of the meeting comply with the legislation, rules and regulations. There are no voting privileges. The Bank has a publicly disclosed dividend policy. On the other hand, there are areas for improvement like adoption as it is, of the rate of minority rights in the Bank's articles of association as prescribed for public joint stock companies (%5), and absence of a provision in the articles of association on realization of the general shareholders' meetings open to public and media with no voting rights.

Halkbank attained **9.49** under the **Public Disclosure and Transparency** chapter. The Bank has a comprehensive web site. Public announcements are made via all communications channels and are in accordance with CMB and Borsa Istanbul (BIST) rules and regulations. The annual report complies with the legislation, comprehensive and informative. The agreement and work conducted with the external auditor also complies with the legislation. Nevertheless, non-disclosure of all the benefits provided to board members and senior executives on individual basis is an area in need of further refinement.

On the topic of **Stakeholders**, Halkbank scored **9.52**. The Bank has a written and advanced human resources policy. Code of ethics is publicly available through the corporate web site. The Bank complies with environmental laws, and Corporate Social Responsibility and Sustainability activities are at satisfactory levels. A written compensation policy for the employees is established and disclosed to the public on the corporate web site.

From the perspective of the principles regarding the **Board of Directors**, Halkbank's tally is **9.16**. The board of directors fulfills all duties regarding Bank needs. The board of directors consists of 9 members and 3 of them are independent. Corporate Governance, Audit, and Compensation Committees are established within the board of directors and their working principles are disclosed to public. Profit sharing, stock options or performance based payments are not included in the remuneration package of the independent board members. There is 1 female member on the board. However, the Bank has not prepared a policy or set a timetable to reach the Corporate Governance Principles' advisory target of 25% female board membership rate and principles of remuneration of board members are not defined in writing.



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 purpose. by the CMB for this Additionally; qualified manv 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 highlevel 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 conflicts thereof, arising from inadequate implementation of these Principles, and explanation on whether there is a plan for change in the Bank'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 330 subcriteria. During the rating process, each criterion is evaluated on the basis of information provided by the Bank officials and disclosed publicly. Some of these criteria can be evaluated by a simple YES/NO answer; others require more detailed analysis and examination.

SAHA assigns ratings between 1 (weakest) and 10 (strongest). In order to obtain a rating of 10, a bank should be in full and perfect compliance with the Principles (see Rating Definitions, p.22).

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

TÜRKİYE HA	LK BANKASI A.Ş.
HALKBANK	<b>Chairman of the Board</b> Recep Süleyman Özdil <b>General Manager</b> Osman Arslan
Barbaros Mah. Şebboy Sok. No:4 PK:34746 Ataşehir, Istanbul <u>www.halkbank.com.tr</u>	Investor Relations Unit Manager Yusuf Duran Ocak Tel: (0216) 503 81 01 yusufduran.ocak@halkbank.com.tr

Halkbank was founded under Statute 2284 of the Law of Halkbank and People's Fund on 1933, and carried out its lending services via People's Fund which it provided financement to between 1938 and 1950. Halkbank was authorized to directly open branches and grant loans to customers in 1950. Following the capital increase in 1964, the Bank's pace of activities increased and its deposit base and lending volume has grown steadily.

Halkbank's assets grew rapidly through the absorption of Töbank, Sümerbank, Etibank, Emlakbank and Pamukbank. Halkbank has started restructuring by the year 2000 and shaped up its activities according to the requirements of modern banking and global competition, while preparing for privatization.

As of September of 2017, Halkbank carried out its activities with 963 branches in Turkey, 6 foreign branches, 3 overseas representative offices and 3,891 ATMs. Following the IPOs of 2007 and 2012, Halkbank's free float ratio reached to 48.89%.

Public shares of the Bank are traded under "HALKB" code at BIST Stars Market and Halkbank is a constituent of BIST ALL SHARES (XUTUM), BIST FINANCIALS (XUMAL), BIST CORPORATE GOVERNANCE (XKURY), BIST SUSTAINABILITY (XUSRD), BIST 100 (XU100), BIST BANKS (XBANK), BIST STARS (XYLDZ), BIST DIVIDEND (XTMTU), BIST 30 (XU030), and BIST 50 (XU050) indices. Capital structure of the Bank is as follows:

Capital Structure of Türkiye Halk Bankası A.Ş.			
Shareholders	Share Value (TL)	Share %	
Turkey Wealth Fund	638,825,500	51.11	
Other	611,174,500	48.89	
Total	1,250,000,000	100.00	

The board of directors of the Bank is composed as follows:

Türkiye Halk Bankası A.Ş. Board of Directors				
Name	Title	Committees Served		
Recep Süleyman Özdil	Chairman			
Sadık Tıltak	Vice-chairman Independent Member	Audit Committee Chairman		
Osman Arslan	Member General Manager			
Yunus Karan	Member	Sustainability Committee Member		
Cenap Aşcı	Member	Corporate Governance Committee Member		
Maksut Serim	Member	Compensation Committee Chairman		
Meltem Taylan Aydın	Member	Compensation Committee Member		
Mehmet Nihat Ömeroğlu	Independent Member	Corporate Governance Committee Chairman		
Yahya Bayraktar	Independent Member	Audit Committee Member Corporate Governance Committee Member Sustainability Committee Chairman		

# SECTION 1: SHAREHOLDERS



#### SYNOPSIS

- + Equal treatment of shareholders
- + Active investor relations unit
- General shareholders' meetings
  are conducted in compliance with the legislation
- Preparation and disclosure prior
  to the general shareholders' meetings are satisfactory
- + Dividend policy established and disclosed to the public
- + No voting privileges
- Minority rights are not recognized
  for shareholders who possess an amount less than one-twentieth
  - of the share capital
- No provision in the articles of association on conduct of the general shareholders' meetings open to public

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

The shareholder relations function of the Bank is executed by the Financial Institutions and Investor Relations Department and the Financial Accounting and Reporting Department as a Head Office function. The Investor Relations Unit which is formed from the Financial Institutions and Investor Relations Department is responsible for establishing institutional relations with domestic and foreign investors that invest in equities. The other unit responsible for conducting relations with shareholders is the Public Disclosure and Shareholders Unit that is organized under the Financial Accounting and Reporting Department. Both departments are represented in the Corporate Governance Committee and report all information regarding their activities to this Committee.

Along with other departments of the Bank, above mentioned units play 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 Bank.
- c) To ensure the general shareholders' meeting is held in compliance with the applicable legislation, articles of association and other Bank 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.

Information and explanations that may affect use of shareholders' rights are available and up to date on the corporate web site. Halkbank's Investor Relations Unit manager, Mr. Yusuf Duran Ocak is holder of Capital Market Activities Level 3 and Corporate Governance Rating Specialist Licenses as stated in the Corporate Governance Principles Communiqué.

### **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.

All kinds of information about the Bank required by the legislation are provided in a complete, timely, honest, and diligent manner and there is no fine/warning received in this regard.

The Bank has established a disclosure policy, submitted it to the attention of the shareholders and disclosed to public on the corporate web site.

### 1.3 Minority Rights:

Maximum care is given to the exercise 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 Bank has adopted exactly the rate foreseen in the legislation for listed companies.

#### 1.4. General Shareholders' Meeting:

The general shareholders' meeting planned to be held on March 30, 2017 as per the announcement of March the 3<sup>rd</sup>, has been postponed to May 4, 2017 with the Public Disclosure Platform (PDP) disclosure of March 20, 2017. In the general shareholders' meeting held on 4<sup>th</sup> of May, it was decided to postpone the meeting to June 8, 2017.

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 June 8, 2017 is performed through all means of communication available to the Bank on May 4, 2017 in accordance with the Corporate Governance Principles.

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

Commencing from the date of announcement of invitation for the shareholders' general meeting, followina documents are made available to all shareholders for examination purposes in convenient locations including the headquarters or branches of the Bank, and the electronic media;

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

Shareholders are informed of the following issues prior to the general shareholders' meeting via the corporate web site;

a. Total number of shares and voting rights reflecting the Bank's shareholding structure as of the date of disclosure, number of shares and voting rights reflecting the privileged share group within the Bank 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 their relationship with the Bank and related parties, whether they are independent or not, 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.

We have come to the conclusion that that the chairman of the meeting has made the necessary preparations for the execution of the general shareholders' meeting in line with the Turkish Commercial Code, the Law and legislation.

General shareholders' meetings took place at headquarters of the Bank in Istanbul.

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 members of the board of directors related with those issues of a special nature on the agenda, other related persons, 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, attendance of the absolute majority of the board members to the general shareholders' meeting is deemed positive by us.

Shareholders were informed, with a separate agenda item, of all donations

and grants within the reporting period along with amounts and beneficiaries. No upper limit was set for the possible donations of 2017.

In addition, the Bank has established a policy on donations, submitted to shareholders for approval, and disclosed it to the public on the corporate web site.

On the other hand, there is no provision in the articles of association of the Bank allowing the attendance of those including stakeholders and media to the general shareholders' meeting with no voting rights.

### 1.5. Voting Rights:

At Halkbank, all shareholders, including those who reside abroad, are given the opportunity to exercise their voting rights conveniently and appropriately.

There are no voting privileges.

There has been no implementation preventing representation of publicly held shares in management.

### **1.6. Dividend Rights:**

The dividend policy of Halkbank is clearly defined, submitted to the shareholders at the general shareholders' meeting and disclosed to public on the corporate web site. The Bank'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 Bank.

There are no privileges on participation in the profit.

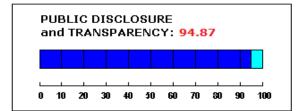
As per the resolution adopted at the general shareholders' meeting held on June 8, 2017; TL 62,500,000 (5% of the paid-in capital) to be distributed as first dividend, from the remaining TL 160,450,766 to be amount distributed among board members and bank employees (Art. 35.3.3.1 of the articles of association), and from the remaining amount, TL 193,326,475.67 to be distributed as second dividend payment (Art. 35.3.3.2 of the articles of association). Bank officials declared that the independent members of the board of directors did not receive any dividend payments.

### **1.7. Transfer of Shares:**

The articles of association of the Bank do not contain any provision that impede the transfer of shares.

No difficulties on free transfer of shares were observed.

### SECTION 2: PUBLIC DISCLOSURE AND TRANSPARENCY



#### SYNOPSIS

- Comprehensive web site, actively
  used for public disclosure, English version exists
- Annual report complies with the legislation, comprehensive and informative
- Agreement and studies conducted
  with external auditors comply with the legislation
- Benefits provided to board
  members and senior executives not listed on individual basis

### 2.1. Corporate Web Site:

The web site (<u>www.halkbank.com.tr</u>) is actively used for disclosure purposes and the information contained therein is timely updated.

Along with the information required to pursuant disclosed to be the legislation, the Bank'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 Bank's articles of association, publicly disclosed material information, periodical financial statements, annual reports. 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 Bank, 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 Bank 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.

The Bank's web site also includes: investor presentations, working principles of the Committees, the vision/mission of the Bank established by the board, information on dividend payments and capital increases, news, general shareholders' meeting internal quidelines, information on corporate social responsibility/sustainability activities, information on senior management, financial data, main ratio analysis, timetable on events and developments which are of interest to investors, corporate web site privacy policy, and the human resources policy.

The Bank did not receive any warnings/penalties due to deficiencies on its web site.

### 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 Bank and it covers information such as;

- a. Period covered by the report, the title of the Bank, trade register number, contact information.
- b. The names and surnames of the chairman, members and executive members involved in the management and supervisory boards during the reporting period, their limits of authority, tenure of office (with start and end dates).
- c. The sector in which the Bank operates and information on its position in the sector.
- d. Qualifications of the units within the Bank, general descriptions related to the amount of loans and interest rates.
- e. Progress on investments, the eligibility status on incentives.
- f. The Corporate Governance Principles Compliance Report.
- g. Information on related party transactions.
- h. Other issues not included in the financial statements, but are beneficial for users.
- i. Nature and amount of the capital market instruments issued.
- j. The Bank's organization, capital and ownership structure and any changes in the related accounting period.
- k. All benefits provided to staff and workers, information on number of personnel.
- I. The dividend distribution policy.

- m. Basic ratios on the financial position, profitability and solvency.
- n. Bank'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:

- a. External duties of board members and executives.
- b. Members of the Committees within the board and assessment of their working principles.
- c. Number of board meetings held during the year and status of participation of the members.
- d. Information on cross shareholding in excess of 5% of the capital.
- e. Benefits and vocational training of employees, and other Bank activities that give rise to social and environmental results.
- f. Rating results.

On the other hand, declaration of independence of the independent board members is not included in the annual report. Also 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.

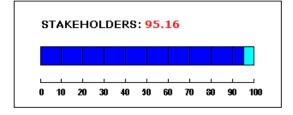
#### 2.3. External Audit:

The external audit of the bank is conducted by DRT Bağımsız Denetim

ve Serbest Muhasebeci Mali Müşavirlik A.Ş., a member of Deloitte group with a worldwide experience.

There has not been a situation within 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.

# SECTION 3: STAKEHOLDERS



#### SYNOPSIS

+	Efficient Human Resources policy
+	Quality standards are complied with in the Bank's business and operations
+	Code of ethics established and disclosed to the public
+	The Bank is in compliance with environmental laws, Corporate Social Responsibility and Sustainability studies are satisfactory
+	A written compensation policy for employees is established and disclosed to public

### 3.1. Bank Policy Regarding Stakeholders:

A significant or repetitive situation in which the rights of stakeholders established by law or any other mutual agreement are violated has not been encountered.

The corporate governance implementation of the Bank ensures that its stakeholders, including its employees and representatives, report their concerns regarding any illegal or unethical transactions to the management. Bank officials declared that all concerns regarding any illegal or unethical transactions contrary to the legislation are transmitted through alternative distribution channels (Call Center/Satisfied Customer Center) managed by the Channel Management Board and also by way of Quality

Recommendation System and e-mail. All issues concernina Corporate referred Governance are to Shareholder and Investor Relations Units through intra-bank channels of communication SO they can be evaluated at the Corporate Committee. Governance Issues concerning the Audit Committee are conveyed through the Risk Management Board.

A written employee compensation policy is established and disclosed to public on the corporate web site.

Purchases are conducted through bidding or negotiation process, except for construction works.

### **3.2. Stakeholders' Participation in the Bank Management:**

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

Within this concept; problems, requests, opinions, suggestions and complaints about products and services delivered to customers are communicated to the Bank via phone, fax, mailing, branch, and e-mail channels as well as through the head office units and official bodies. It is disclosed in the Corporate Compliance Report that, demands and requests communicated to the Bank through certain channels is processed, evaluated, hence feedback is provided as soon as possible.

According to the same Compliance Report; the Bank has developed a Quality Recommendation System for the purpose of improving the business processes and delivering more efficient and higher quality services. Employees are also encouraged to participate in management within the scope of this system. Employees submit their suggestions through this system and those which conform to the evaluation criteria are implemented. Quality Recommendation System process is set forth in writing.

### 3.3. Bank Policy on Human Resources:

The Bank has a written human resources policy. In line with this policy, the following principles have been adopted;

- Valuing and respecting the personality of the employees, ensuring the safeguarding of their material and moral rights.
- Providing a safe working environment appropriate for the nature of the work being performed.
- Providing a working environment and opportunities to establish social relations that will increase employee desire and capacity to work.
- Providing employees with fair and equal work, training and development opportunities commensurate with their talents.
- Informing employees promptly on the issues that are of interest to them and being open to communication in order to permit personnel to convey their opinions and ideas to the management easily.
- Ensuring that employees work with a commitment to the principles of productivity and profitability and in a cost-conscious manner.
- Encouraging employees to think creatively and to produce original

ideas that will improve the Bank's services.

- In an effort to maintain and further develop the Bank's corporate culture and identity, embracing the principle of filling job assignments internally whenever possible, giving priority to assigning employees from within the Bank to vacant positions, and promoting the employees based on their skills, accomplishments, education and tenure.
- Evaluating employees fairly in accordance with objective criteria.

Job descriptions, assignments, performance and reward criteria are announced to employees. Also there is a portal for staff to reach such information.

The Bank and the trade union Öz-Finans İş had reached a Collective Bargaining Agreement for the period January 1<sup>st</sup>, 2017 - December 31, 2018. The Agreement was signed in December of 2016. Trade unions have workplace representatives charged to manage relations with the personnel.

It is declared in the Corporate Governance Compliance Report that no complaints were received from personnel regarding discrimination.

## 3.4. Relations with Credit Customers and Creditors:

Within the framework of protection of trade secrets, care is taken on the confidentiality of information about customers and suppliers.

Quality standards in banking services are adhered to and attention is paid to the protection of these standards.

### 3.5. Ethical Rules & Social Responsibility:

The ethical rules of Halkbank is established and publicly disclosed through the corporate web site.

The Bank's "Code of Ethics" is an integral part of the Human Resources Directive. This code lays out the main principles that cover the issues of conflict of interest, rules about the flow of information, relations with clients and human resources.

Halkbank have also established an "Anti-Bribery and Anti-Corruption Policy" and disclosed it on the corporate web site.

The Bank keeps good relations with non-governmental organizations and public social institutions. In addition, work carried out in accordance with awareness of environmental laws and environmental responsibility in general has been found satisfactory by us.

with Along various activities to generate solutions to meet the financial and non-financial needs of SMEs, the Bank also supports various responsibility initiatives social in education, culture and other such areas.

The corporate social responsibility projects the Bank undertook during the year include;

- Main Sponsorship of 27th Ankara International Film Festival.
- Sponsorship of Global Education Summit.
- Sponsorship of Museum of Hilya ash-Sharif and Rosary.
- Sponsorship of Erzurum Cycling Youth and Sports Club.

- Sponsorship of 29th Ahilik Week Celebrations.
- Sponsorship of Solidarity Campaign for the Martyrs of July the 15<sup>th</sup>.
- Sponsorship of 6th International Balkans Conference.
- Sponsorship of the Turkish Festival.

Furthermore, as part of the "You Are Not Alone – Turkey's Largest Family Project" sponsored by Halkbank, laptop computers were delivered to the children of martyred soldiers, in order to support their education with advanced technologies. A total of 750 laptops were distributed during the project.

As part of its activities to promote entrepreneurism, Halkbank sponsored the "From Idea to Action – Business Idea Competition" organized jointly by Halkbank and Gazi University for the first time in 2013. The competition serves to encourage technological innovation and entrepreneurship among faculty members and students, and to solidify the university's commitment to entrepreneurism.

Halkbank have introduced its SME website (www.halkbankkobi.com.tr) in order to provide premium service, comprehensive informational resources and other support to SMEs, and bring them together on a single platform.

This platform is providing assistance to all SMEs, whether a bank customer or not, offering complimentary advisory services to small and medium enterprises on a wide variety of subjects, from foreign trade and financial management to tax and legal issues.

In addition, Halkbank undertook and continued the Accessible Bank24 project to allow customers with

disabilities to carry out their banking transactions conveniently on their own. People with physical disabilities can conduct all ATM transactions using Bank24s. Visually-impaired individuals perform cash withdrawal can or balance inquiry transactions via headphones utilizing the text-tospeech technology. Optionally, the customer may select to mask the account information on the ATM screen. The Bank serves visually or physically impaired with a total of 345 Accessible Bank24 ATMs throughout the country whether they are Halkbank customers or not (128 locations for visually-impaired customers, 156 service points for customers with physical disabilities, and 61 locations for both visually or physically impaired customers).

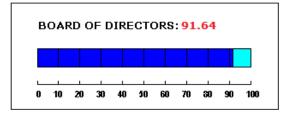
### 3.6. Sustainability:

The Bank has a policy, internal regulation, objectives, initiatives and campaigns in the fields of environment, nature, energy saving, recycling and education.

Halkbank publicly discloses its sustainability reports, including sustainability activities, through the corporate web site.

Halkbank has been calculating its carbon footprint since the year 2013 and devising mitigation strategies. Aiming to minimize the environmental impact of its operations and with a view toward reducing its energy consumption and establishing а standard structure, the Bank integrated the ISO 14001:2015 Environment Management System and ISO 50001:2011 Energy Management System into its structure and working in 2016. The processes Bank established environment and energy procedures for internal audit, target and practices, completed the audit process, and fulfilled the necessary conditions for certification.

### SECTION 4: BOARD OF DIRECTORS



#### SYNOPSIS

+	The board works efficiently and staffed with qualified members
+	Board of directors meeting and decision quorum is defined in the articles of association
+	Each member has a right to a single vote
+	Stock options, dividend or performance based payments are not included in the remuneration package of the independent board members
+	3 independent members on the board
+	Corporate Governance, Audit, and Compensation Committees established
=	1 female board member
2	No policy established for a minimum 25% female board

# 4.1. Functions of the Board of Directors:

membership rate

Strategic decisions of the board of directors aim to manage the Bank'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 Bank. The board administers and represents the Bank within these parameters.

The board of directors has defined the Bank'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:**

The division of tasks among the members of the board of directors is explained in the annual report.

The board of directors established 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 general manager's executive powers are clearly separated and this separation is documented in the articles of association.

The board of directors plays a leading role in maintaining effective communication between the Bank and the shareholders and settling any disputes which may arise.

Defects and damages that may be caused by the board members during the execution of their duties have been insured, but not with an amount exceeding 25% of the capital of the Bank as stipulated in the Corporate Governance Principles Communiqué.

There is no individual in the Bank who has unlimited authority to take decisions on his/her own, which is a positive aspect.

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

The Bank's board of directors is composed of 9 members and 1 of them is executive. In line with the related Communiqué, among the nonexecutive members there are 3 independent members who have the ability to execute their duties without being influenced under any circumstances. There is 1 female member on the board.

The Corporate Governance Committee has prepared a report on the candidates for independent board membership prior to the board elections held in 2017, by taking into consideration 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 in determining independent with candidates. Independent candidates for the board of directors have signed a declaration of independence within the framework of the legislation, articles of association, and the CMB criteria.

On the other hand, the Bank has not yet prepared a policy nor set a timetable to reach the Corporate Governance Principles' advisory target of minimum 25% female board membership rate.

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

Board of directors convened 38 times since our latest report. Bank officials declared that the participation rate to these meetings is around 99%, a quite sufficient rate.

Chairman of the board of directors sets the agenda for board meetings in consultation with other members and 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 is entitled to a single vote.

The meeting and decision quorums have been included in the articles of association of the Bank. In addition, board meetings can also be held in a remote access system.

The conduct of the board of directors meetings is documented in the articles of association of the Bank.

There are no certain rules or limitations for board members taking on additional duties as executives and/or board members outside the Bank. However, actually no member has any duties other than the ones naturally incumbent upon them in Halkbank Group.

Shareholders were informed of external duties of the board members at the general shareholders meeting in which the 2016 results were discussed.

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

Corporate Governance, Audit, and Compensation 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 members are designated by the board of directors and disclosed to the public on the corporate web site.

With the exception of the Compensation Committee, chairmen of the other Committees are elected among the independent board executive members. The chief officer/general manager and the

chairman of the board of directors are not on the Committees. With the exception of independent members, in general care is taken to avoid appointment of a board member on multiple Committees.

Mr. Yusuf Duran Ocak, the Investor Relations Department manager, is also serving on the Corporate Governance Committee as per the Corporate Governance Principles.

All necessary resources and support needed to fulfill the tasks of the Committees are provided by the board of directors.

As of the date of our last report, Corporate Governance Committee held 4 meetings, Compensation Committee met once and the Audit Committee met regularly each month.

The Corporate Governance Committee is established in order to determine whether or not the corporate governance principles are being fully by implemented the Bank, if implementation of some of the principles are not possible, the reason thereof, and assess any conflict of interests arising as a result of lack of implementation of these principles, and present remedial advices to the board of directors. In addition, it oversees the work of the shareholder relations unit.

The annual report contains information on working principles of the Audit Committee and number of written notices given to the board of directors in the reporting period however, the meeting results are excluded.

The external audit of the Bank is conducted by DRT Bağımsız Denetim ve Serbest Muhasebeci Mali Müşavirlik A.Ş., a member of Deloitte group with a worldwide experience. 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.

Corporate Governance Committee carries out the duties of the Nomination Committee.

The activities of the Remuneration Committee have been found sufficient.

In general, the duties and responsibilities of the Committees are defined correctly.

## 4.6. Remuneration of the Board of Directors and Senior Management:

The principles of remuneration for the posts of assistant general manager and lower have been documented in writing and submitted to the shareholders' attention as a separate item at the general shareholders' meeting, but it did not include members of the board of directors.

Bank officials declared that stock options or performance based payments are not included in the remuneration package of the independent board members.

We have come to a 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.

The existence of an insurance policy for losses incurred by the Bank, and third parties, as a result of not performing the executives' duties duly is disclosed to public via the annual report. Rating Definitions

No and

Rating	Definition
9 - 10	The bank 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 bank'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 bank 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 bank 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 bank performs <b>weakly</b> as a result of poor corporate governance policies and practices. The bank 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 bank performs <b>very weakly</b> and its corporate governance policies and practices are overall very poor. The bank 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.

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