

# CORPORATE GOVERNANCE PRINCIPLES COMPLIANCE REPORT

## Corporate Governance Principles Compliance Statement

TAV Airports (“the Company”) makes every effort to comply with the Capital Markets Board’s (“CMB”) Corporate Governance Principles and all regulations. The Company has embraced the principles of equality, transparency, accountability and responsibility of the Corporate Governance Principles published by CMB.

We continuously develop structures and principles that suit our Company in order to provide the best services for the benefit of all relevant groups such as; our Company’s shareholders, stakeholders (employees, passengers, suppliers etc.) and board of directors.

The “Corporate Governance Principles” as stipulated by the Capital Markets Board are also embraced by the Company and these universal principles are fully implemented by TAV Airports.

The “Corporate Governance Rating Periodic Revision Report” has been issued by SAHA Corporate Governance and Credit Rating Services, an international rating agency officially authorized to rate compliance with the Corporate Governance Principles as set forth by Turkey’s Capital Markets Board.

The Company’s Corporate Governance Rating score that stood at 95.38 (9.54 out of 10) on August 19, 2016 was revised upwards to 96.17 (9.62 out of 10) as of August 18, 2017 thanks to the ongoing improvements made by the Company in implementing the Corporate Governance Principles. The Company’s Corporate Governance Ratings by subcategory are presented in the table below.

Subcategories	Weight	Score
Shareholders	0.25	95.77
Public Disclosure and Transparency	0.25	97.34
Stakeholders	0.15	98.82
Board of Directors	0.35	94.48
<b>Total</b>	<b>1.00</b>	<b>96.17</b>

The Corporate Governance Rating Report can be accessed at the TAV Investor Relations website, at [ir.tav.aero](http://ir.tav.aero).

## Reasons for the Corporate Governance Principles not Implemented

TAV Airports’ Corporate Governance Committee continues to carry out initiatives to improve the Company’s corporate governance practices. The Company has not yet achieved full compliance with the principles due to various reasons. These include the difficulties encountered in the implementation of some of the principles; ongoing debate on compliance with certain principles, both in Turkey and in the international arena; and the imperfect fit of some of the principles with the Company’s existing structure. Compliance was achieved with all compulsory principles as per the CMB Corporate Governance Communiqué while non-compulsory principles that are not implemented completely are listed below. There is no conflict of interest in our Company due to not complying with these non-obligatory principles.

- Although there is no provision in the Articles of Association, General Assembly meetings are held in Istanbul at the Company Headquarters, as stipulated in the General Assembly Internal Directive, open to the public including stakeholders and media. Pursuant to the new Turkish Commercial Code, the Ordinary General Assembly Meeting of Shareholders that was held in 2013, 2014, 2015, 2016 and 2017 was accommodative of electronic voting.
- While not stipulated in the Articles of Association, the Chair of the Board of Directors has never been the same person as its Chief Executive Officer since the day the Company was founded.
- Several Members of the Board of Directors were assigned to multiple committees. This is due to compliance with various legal and regulatory obligations, such as the Company’s shareholding structure and the requirement for committee chairs to be selected from among independent board members pursuant to the Capital Markets Board’s Corporate Governance communiqué, as well as the requirement to create four committees.

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- As per Article no. 4.6.5 of the "Corporate Governance Principles," salaries paid and all other benefits provided to the members of the Board of Directors and senior executives are disclosed to the public via the annual report. However, the disclosure is not made on an individual basis; it only provides a distinction between the Board of Directors and senior executives.

#### Chair of the Corporate Governance Committee

Tayfun Bayazit

#### Corporate Governance Committee Members

Frank Mereyde  
Didar Sevdil Yildirim  
Ali Haydar Kurtdarcan  
Fernando Echegaray  
Nursel Ilgen

### SHAREHOLDERS

#### 1.1. Facilitating the Exercise of Shareholder Rights

Pursuant to its Disclosure Policy, it is the Company's principle to treat all shareholders, potential investors and analysts equally with respect to the exercise of the right to obtain and analyze information, as well as to make all disclosure to everyone simultaneously and with identical content. All information sharing is undertaken within the scope of information that has previously been disclosed to the public. As part of the information sharing effort, all information of interest to shareholders and market participants is announced via material event disclosures in both Turkish and English; the English translations of these disclosures are transmitted electronically to all people and entities who share their e-mail addresses with the Company; shared in social media, published on the investor relations application (TAV IR app) and past material event disclosures are posted on the Company's website in both Turkish and English.

1.1.1. The Investors Relations Department's main objective is presenting accurate, timely and coherent information to existing and potential investors about TAV Airports, increasing the recognition and credibility of the Company, positioning the Company among the publicly-traded airport operation companies in the world, lowering the Company's cost of capital by implementing the Corporate Governance Principles, and establishing communication between the Board of Directors and capital markets participants. In line with these objectives, the Company strives to maintain close communication with its shareholders and investors and conducts an active investor relations program. The Investor Relations Department has presented reports to the Corporate Governance Committee and the Board of Directors and Chairman of the Executive Board about the activities conducted 6 times in 2017. Moreover, Investor Relations Department prepared a monthly report about the developments regarding the sector and the company. In 2017, more than 400 face to face meetings were made with domestic and foreign, corporate and individual investors, shareholders and analysts regarding the activity results, performance of the Company and other developments during the period. TAV Airports attends conferences and other meetings organized in and outside Turkey to communicate with shareholders and investors. Within this scope, TAV Airports attended 12 conferences organized in and outside the country in 2017.

#### TAV Investment Relations Department

Name Surname	Title	Phone	License Document Number	E-mail
Nursel Ilgen, CFA	Director	212 463 3000 / 2122	Capital Markets Level 3 and Corporate Governance Rating License	200275/700367 nursel.ilgen@tav.aero
Ali Ozgu Caneri	Coordinator	212 463 3000 / 2124	Capital Markets Level 3	206272 ali.caneri@tav.aero
Besim Meric	Coordinator	212 463 3000 / 2123	Capital Markets Level 3, Derivative Financial Instruments and Corporate Governance Rating License	203748/301161/700341 besim.meric@tav.aero

1.1.2. All information and announcements that may impact the exercise of shareholding rights are disclosed promptly to investors via the Company's website, at [www.tavyatirimciiliskileri.com](http://www.tavyatirimciiliskileri.com).

## 1.2. The Right to Obtain and Analyze Information

Questions directed to the Investor Relations Department aside from confidential information and trade secrets, are quickly responded to, via telephone or in writing after consulting with the most relevant person in the related subject matter.

1.2.1. The Company avoids all conduct that obstructs the performance of special audits. The matter of requesting appointment of a Special Auditor is not individually mentioned in the Articles of Association but Article 20.1 of the Articles of Association entitles the shareholders to point out any items considered suspicious to the auditors and demand necessary clarifications. Company management avoids any procedures that would hinder a special audit. There were no demands to appoint a Special Auditor within this period. In addition, the activities of the Company are audited periodically by an Independent Audit Company assigned by the General Assembly.

## 1.3. General Assembly

1.3.1. Besides all notifications and announcements that are compulsory as per legislation, our Company organizes its General Assembly meetings in conformity with all principles stipulated within the scope of "General Assembly" topic of the Corporate Governance Principles. The announcement of general assembly meeting is on the Company's corporate website and Public Disclosure Platform and also the documents to be kept available for review of the shareholders pursuant to the Turkish Commercial Code dated 13.01.2011 and numbered 6102, and Article number 437, statements and declarations to be made by the partner pursuant to the legislation are announced to investors minimum three weeks before the general assembly meeting, excluding the dates of announcement and meeting, and this announcement shall highlight the matters explained on Article 1.3.1.

The General Assembly Information Document and the General Assembly meeting announcements posted on the Company website included the meeting date and time, meeting location, agenda, the fact that the invitation was being extended by the Board of Directors and the procedures for the shareholders to attend the General Assembly. Since the Company does not have any registered shares, no accommodations were made to facilitate the participation of this class of shareholders in the General Assembly meetings.

In addition, the total number of shares and voting rights reflecting the Company's ownership structure; the number of shares and voting rights representing each class of preferred shares, if there are preferred shares in the Company's capital; changes in the management or activities of the Company or its major subsidiaries or affiliates that transpired in the previous reporting period or are planned for the coming period, which may have a significant impact on the Company's operations, the justifications for these changes, and the annual reports and annual financial statements for the last two fiscal years of all entities that are a party to such changes; the justification for discharge or change as well as information on the persons who will be nominated for a seat on the Board of Directors, if the General Assembly meeting agenda includes the release, change or election of the members of the Board of Directors; the resolution of the Board of Directors related to the amendment to the Articles of Association included in the agenda as well as the former and current versions of the Articles of Association amendments; backgrounds of the persons to be nominated for a seat on the Board of Directors, positions they held during the last 10 years and the reasons for leaving those posts, nature and materiality level of their relationship with the Company and the Company's affiliated parties, whether they meet the criteria for being an independent Board member, and information on other related matters that have the potential to impact the Company's operations if these persons were to be elected as members of the Board of Directors were disclosed to the public within one week of the date of the publication of the memorandum for the General Assembly meeting. As there have been no requests from shareholders, the Capital Markets Board (CMB) and /or other public institutions related to the Company to add items to the General Assembly agenda, no additions have been made.

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Financial statements and reports and the General Assembly agenda have been made available for review both in an easily accessible location and on the investor relations web site since the announcement of the invitation to the meeting of shareholders. The Ordinary General Assembly Meeting of shareholders regarding the Company's 2016 activities was held on Monday March 20, 2017, at 14:00 pm at TAV Academy (A) Hall, located at Ataturk Airport International Terminal Gate A – Next to VIP, at TAV Airports Headquarters, in Yesilkoy-Istanbul. The memorandum for the Ordinary General Assembly, including the necessary information about the meeting date and time, meeting location, agenda items, procedures related to the attendance of shareholders at the meeting, proxy forms and arrangement procedures, was published on pages 102 and 103 of the Turkish Trade Registry Gazette, Issue no. 9271, dated February 24, 2017. The memorandum was also published in the Daily Dunya and Star Newspapers, dated February 25, 2017. Of the 363,281,250 shares representing the Company's share capital as of the date of the meeting, 282,351,500.5 shares, or approximately 78% of the total, were represented at the Ordinary General Assembly meeting. In order to maximize reach, the announcements pertaining to the General Assembly, have been made available on the Company website ([www.tavyatirimciiliskileri.com](http://www.tavyatirimciiliskileri.com)) and at Company headquarters in addition to the means required by the applicable legislation 21 days before the General Assembly.

1.3.2. While preparing the agenda of the General Assembly, each agenda item is added under a different title and expressions which are vague and open-ended are avoided wherever possible while writing the agenda items. Words such as "other" and "miscellaneous" are to be avoided in agenda items and the information to be provided prior to a General Assembly Meeting are stated by referring to the related agenda items.

1.3.3. The General Assembly Meetings are held in a manner avoiding any inequalities between the shareholders and ensuring participation of the shareholders with minimum cost in order to increase the level of participation by shareholders and thus the meeting is organized at Istanbul which is a place where head office is and majority of the shareholders reside provided that it is included in the articles of association.

1.3.4. The Meeting Chair makes the necessary preparations related to the general assembly meeting previously and duly obtains the required information pursuant to the Turkish Commercial Code, Law and related legislations.

1.3.5. In the General Assembly, issues on the agenda are communicated to the shareholders at an impartial and thorough, clear and understandable manner to allow them to express their opinions under the same conditions and are given the opportunity to ask questions. If a question asked is not related to the meeting agenda or if it is such a comprehensive question that it cannot be answered right away, the question asked is answered by the Investors Relations Department in writing within a maximum period of 15 days. All questions asked during the General Assembly Meeting and answers given are announced to be public on the website within a maximum period of 30 days following the date of General Assembly Meeting. There were no questions asked on matters not related to the General Assembly Meeting's agenda and not answered during the 2016 Meeting held for the 2015 fiscal year. The questions posed by shareholders, audience and meeting attendees during the course of the General Assembly meeting were responded to via appropriate explanations by the Chief Executive Officer, members of Board of Directors and senior executives.

1.3.6. If the shareholders controlling the management, board members, executives having administrative responsibilities and their spouses, first and second degree blood relatives and relatives by marriage execute a significant transaction which might conflict with the interests of the Company or its subsidiaries and/or personally deal with a business with similar trading activities conducted by the Company or subsidiaries or join another Company dealing with the same line of business as an unlimited partner, the transactions in question shall be included on the general assembly agenda as an individual item in order to inform the general assembly in details and the discussions shall be documented on the general assembly's meeting minutes.

1.3.7. Parties having privileged access to Company information, excluding the parties listed on article (1.3.6.), inform the board of directors so that the transactions performed in their own names under the scope of Company's line of activity can be added to the agenda as a new headline and the general assembly can be revealed.

1.3.8. Members of the board of directors, other related parties, officers responsible for preparing the financial statements and auditors attend the general assembly meeting in order to inform participants about agenda items prioritized and to answer questions.

1.3.9. The principles listed under Article no. 1.3.9 of the Corporate Governance Principles were abided by at the meeting.

1.3.10. The Company's donation and aid policy was approved by the General Assembly. Information is presented to the shareholders at the General Assembly meeting as a separate agenda item regarding the amount of all donations and charitable contributions made during the year in light of the policy approved by the General Assembly and the beneficiaries of these donations and charitable contributions, as well as policy changes. The Company made donations amounting to TL 299 thousand in 2016. The upper limit for total donations to be made in 2017 was set at TL 500 thousand.

1.3.11. While not provided for in the Articles of Association, General Assembly meetings are open to the public as per the General Assembly Internal Directive. Pursuant to the new Turkish Commercial Code, the Ordinary General Assembly Meeting of Shareholders that was held in 2013, 2014, 2015, 2016 and 2017 was accommodative of electronic voting.

#### **1.4. The Right to Vote**

1.4.1. The Company avoids practices that make it difficult to exercise voting rights. All shareholders are given the opportunity to exercise their voting rights in the easiest and most convenient manner possible.

1.4.2. Each share is entitled to one vote in the Company. According to the Company's Articles of Association, there are no privileges associated with voting rights. Therefore, there are no preferred stocks or different classes of

shares in the Company. There is no Company regulation that restricts the exercise of shareholders' voting rights for a certain time period following the acquisition date of the shares. The Company's Articles of Association do not contain any provision that prevents non-shareholders from voting in proxy as a representative of a shareholder.

1.4.3. The share capital of the Company does not involve any cross-shareholdings.

#### **1.5. Minority Rights**

1.5.1. The exercise of minority rights in the Company is governed by the Turkish Commercial Code, the Capital Markets Law, related regulations, and the communiqués and resolutions of the Capital Markets Board. TAV Airports pays utmost attention to this matter.

1.5.2. The Company's Articles of Association contain a provision which stipulates that minority rights can be exercised by shareholders holding at least 5% of the share capital.

#### **1.6. Right to Dividends**

1.6.1. The dividend policy approved by the General Assembly can be found in the annual report and on the investor relations website. There are no privileges with respect to participation in the Company's profit. The Company makes its dividend distribution decisions taking into account the Turkish Commercial Code, Capital Markets Law, Capital Markets Board Communiqués and Resolutions, the Tax Laws and the provisions of other related laws and regulations, as well as the Company's Articles of Association.

1.6.2. The dividend policy contains the information that will allow shareholders to anticipate the procedures and principles of dividend distribution the Company will employ in the years ahead.

1.6.3. In the event that the board of directors proposes to the general assembly that the profit not be distributed to shareholders, information on the reasons for such recommendation and how the retained earnings will be used are provided in the agenda item on dividends.

1.6.4. The dividend policy strikes a balance between the interests of the shareholders and the interests of the Company. As per Item 6 of the Agenda of the Company's Ordinary General Assembly Meeting held on March 20, 2017, as a result of the Company's activities executed between January 1, 2016 and December 31, 2016 and based on the Company's statutory accounts as of the end of the 2016 accounting year, the following resolution has been submitted to the General Assembly for approval, approved, included in the annual report, and posted on the Company's website:

1. The Company's profit from its operations during the period between January 1, 2016 and December 31, 2016 according to the independently-audited consolidated financial statements prepared in accordance with the provisions of the Capital Markets Board's Communiqué on the Principles of Financial Reporting in Capital Markets Series: II, No: 14.1 is TL 424,341,000, and its commercial profit calculated as stipulated by the provisions of the Turkish Commercial Code and Tax Procedure Law is TL 1,096,529,296,

2. Of the after-tax profit based on consolidated financial statements, TL 424,341,000 of profit is subject to profit distribution pursuant to the Capital Markets Board's Communiqué Series: II No: 19.1,

3. Article 519 of the Turkish Commercial Code obligates the Company to set aside primary legal reserve until 20% of the paid-in capital is reached. Accordingly, TL 0 shall be set aside as primary legal reserve for 2015,

4. TL 424,639,903 according to consolidated financial statements is determined as the first dividend basis amount,

5. TL 247,951,822 in accordance with the Capital Markets Board's Communiqué Series: II No: 19.1, shall be distributed as the first cash dividend,

- a) The entirety of the TL 247,951,822 that will be paid in cash shall be distributed from the net profit for the period,
- b) Consequently, the Company shall pay a gross dividend of TL 0.6825 (68.25%) to each share with a nominal value of TL 1 for a total gross cash

6. Pursuant to the Capital Markets Law and Turkish Commercial Code, the amount remaining after deducting the profit to be distributed to the shareholders shall be set aside as extraordinary reserve.

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

The Company's Articles of Association do not contain any provisions that make it difficult for the shareholders to freely transfer their shares. Despite the fact that there is a Share Repurchase Program approved by our Company's General Assembly, no transactions were made within the scope of the program in 2016. The share purchase program of our company is available in our company's website.

## **2. PUBLIC DISCLOSURE AND TRANSPARENCY**

### **2.1. Corporate Website**

All publicly disclosed information by the Company is also available on the Company website. The Company letterhead clearly indicates the address of its website and this information can be accessed at the web address <http://www.tavyatirimciiliskileri.com>.

Of the information stipulated in the Capital Markets Board Corporate Governance Principles, all items applicable to the Company are posted and updated on the website.

Thanks to the new features implemented on the Company's website, investors can submit all types of questions to the TAV Investor Relations Department and establish active communication with the Company's management by sending messages to the Company's Board of Directors. By joining the Company's e-mail distribution list, users can have regular access to the reports and information related to the Company; institutional investors can send meeting requests through the related section of the website. In addition, analysts issuing reports on the Company can also access the website and post their reports, major financial and operational forecasts regarding the Company, and their expectations of the macroeconomic outlook for the coming years by using the personal user IDs and passwords provided to them.

2.1.1. All information stipulated in Article no. 2.1.1. of the Corporate Governance Principles is available on the Company's website.

2.1.2. TAV Airports Holding's ownership structure, updated at least every 6 months, is disclosed so as to reveal the names, ownership amounts and ratios in the Company's capital of real persons who own more than 5% of the Company's share capital as well as the privileges such shareholders possess, after deducting indirect and cross shareholding relationships.

2.1.3. Except for material event disclosures and footnotes, financial statement disclosures that the Company is required to announce publicly as stipulated by capital markets regulations are published on the Public Disclosure Platform in English and Turkish. The disclosures in English are drafted as summary documents that are consistent with the original disclosure in Turkish and are sufficiently accurate, complete, direct, comprehensible and adequate for the decision-making purposes of the parties who will benefit from the announcement.

2.1.4. Information on the Company's website is also presented in English, with the exact same content as the information provided in Turkish, for the benefit of international investors.

## **2.2. Annual Report**

2.2.1. The Company's Board of Directors prepares the Annual Report in order for the public at large to have Access to complete and accurate information on the Company's activities.

2.2.2. In addition to the matters specified by relevant legislation and in other sections of Corporate Governance Principles, in the annual reports;

- a) Information on the positions held by the members of the Board of Directors and managers outside of the company and the statement of independence by the members of the Board of Directors,
- b) Operating principles of the committees formed within the Board of Directors including committee members, meeting frequency and the activities they carry out as well as the board of directors' assessment on the effectiveness of the committees,

- c) The number of meetings the Board of Directors held during the year and attendance of the members of the Board of Directors at these meetings,
- d) Information on legislative and regulatory changes that may have a material impact on the Company's activities,
- e) Information on major lawsuits filed against the Company and potential outcomes,
- f) Information on the conflicts of interest that arise between the Company and the companies it procures services from such as investment advisory or rating, and the measures taken by the Company to prevent such conflicts of interest,
- g) Information on cross-shareholdings that exceed 5% of direct ownership of the Company's share capital,
- h) Information on fringe benefits and Professional development of employees as well as other corporate social responsibility activities related to the Company's operations that have social and environmental impacts.

## **3. STAKEHOLDERS**

### **3.1. Company Policy regarding the Stakeholders**

3.1.1. The Company's corporate governance practices and code of ethics safeguard the rights of stakeholders as stipulated in laws and regulations as well as in mutual agreements. Stakeholders are continually kept informed within the framework of the Company's Information Disclosure Policy, established with respect to governing legislation and the Company's code of ethics. In addition, the Company strives to provide information to all stakeholders via press releases, annual reports, the Company website and other practices within the framework of the Company's transparency-oriented Disclosure Policy. Information sharing in the company is undertaken through the company intranet and "TAV FACE," the social company intranet since 2016, designed fully in house by TAV Technologies. The Company's employees are expected to fulfill their responsibilities and hold the Company's interests above their own interests and the interests of their families or acquaintances while performing their jobs. Employees shall avoid any conduct that may be construed as pursuing their own or acquaintances' interests. Foreseeable conflict of interest situations as well as situations defined by the Company management in such manner are shared with the employees and Company management takes necessary measures when required.

3.1.2. The Company offers an effective and timely damage compensation opportunity in case of breach of stakeholders' rights that are protected by applicable law and regulations, as well as by mutual agreements. The Company acts meticulously in ensuring the presence of clear provisions regarding damages in all of its contracts and takes into consideration every request and feedback provided by stakeholders. A "Severance Pay Policy" that was published internally by the Company is also made available on our website. Some exceptional situations that need to be addressed explicitly due to the scope or nature of the job are stipulated as an additional damages clause in employment contracts executed with personnel and are shared with employees.

3.1.3. The Company discloses information to shareholders and investors in accordance with, and via the methods stipulated in, the Capital Markets Law and the Regulations and Resolutions of the Capital Markets Board. Company management is encouraged to participate in the various non-governmental organizations (NGOs) established by our stakeholders and the rights of stakeholders are safeguarded meticulously.

3.1.4. Stakeholders have the opportunity to directly contact via e-mail, the members of the Corporate Governance Committee or the Audit Committee as well as individuals authorized to disseminate information as prescribed by the Company's Disclosure Policy with regard to the Company's conduct or transactions in breach of applicable law and regulations or ethical norms.

3.1.5. In the event that conflict of interest situations arise between stakeholders or a stakeholder belongs to multiple interest groups, the Company pursues as balanced a policy as possible in order to safeguard every right of all parties and strives to protect each and every right independently from each other.

### **3.2. Encouraging Stakeholder Participation in Management**

3.2.1. In order to encourage and support the Stakeholders to participate in the management, our Company issued a directive. This Directive was prepared in order to specify the guidelines of the activities carried out and the support given by the Company to the practices that encourage

stakeholders' participation in the Company management, and entrepreneurship and creativity in TAV Airports Holding and its associate companies in line with the Company targets and strategies.

The independent members of the Board of Directors allow for the representation of all stakeholders, as well as the Company and the shareholders, in management. In addition, the Collaborative Decision Making mechanism formed with Turkish Airlines and Turkey's General Directorate of State Airports Authority is one of the key initiatives to increase the effectiveness of our operations.

3.2.2. The Company heeds the opinions and suggestions of its employees, suppliers, various non-governmental organizations and all other stakeholders as well as customer satisfaction surveys. A single phone number was put into service to field customer requests/ suggestions/complaints and to solicit feedback and suggestions from employees and stakeholders. The number is intended for all terminals operated by TAV as well as at company offices, and for the call centers of airports the Company operates in Turkey in order to effectively address passenger complaints and demands. TAV Call Center, which provides service on a 24/7 basis, can be reached by dialing 444 9 TAV (828).

### **3.3 Human Resources Policy**

3.3.1. TAV Airports embraces the principle of providing equal opportunity to people in equal positions when formulating its recruiting policies and undertaking its career planning. The Company makes succession planning in determining the managers to be appointed in situations where changes in managerial positions may have a foreseeable effect in the Company's operations.

- The criteria for hiring employees are documented in writing and the Company complies with these criteria.
- The Company treats all of its employees with fairness and equality in terms of the benefits provided to them; provides training programs to enhance employee knowledge, skills and conduct; and formulates training policies.
- Informational meetings are organized for employees about the Company's financial position as well as compensation, career, training and health related issues where opinions are exchanged.

▪ Since the employees of the TAV Group companies are generally not unionized, the matter of resorting to the opinion of the trade unions in decisions about the employees and collective bargaining agreements stipulated in the human resources policy is not applicable. However, the constitutional provisions regarding the right of association stipulated in the Constitution of the Republic of Turkey remain; in addition, as a member of the International Labor Organization (ILO), pursuant to the Freedom of Association and Protection of the Right to Organize Convention (convention 87) and Right to Organize and Collective Bargaining Convention (convention 98), the Company shall abide by its related commitments regarding associations that may transpire in the future and the Company respects the free will of its employees on every platform.

▪ Job descriptions and distribution of the Company's employees, as well as performance and rewarding criteria are announced to employees. Productivity is a major criterion in determining the salary and other benefits provided to employees. The Company may create stock acquisition plans for its employees.

▪ The Company takes measures to prevent discrimination between employees on the basis of race, religion, language and gender and to protect its personnel against physical, mental and emotional abuse within the Company. As of December 31, 2017, TAV Airports, including all of its consolidated subsidiaries, has a total of 16.836 employees. No complaints related to discrimination were received from employees.

3.3.2. Criteria for hiring personnel are documented in writing and the Company complies with the criteria listed in articles 3.3.3., 3.3.4., 3.3.5., 3.3.6., 3.3.7., 3.3.8. and 3.3.9. of the Capital Markets Board's Corporate Governance Principles Communiqué.

#### **3.4. Relations with Customers and Suppliers**

3.4.1. The Company takes all necessary measures to ensure customer satisfaction in the marketing and sales of its products and services.

3.4.2. Customer requests related to the products and services they purchased are addressed expeditiously while delays are communicated to customers before the expiration of the response deadline.

3.4.3. The Company complies with global quality standards of products and services and strives to maintain these standards. To this end, the Company provides a certain level of quality guarantee.

3.4.4. Information on customers and suppliers is kept confidential as part of the Company's treatment of trade secrets.

#### **3.5. Code of Ethics and Social Responsibility**

3.5.1. The Company's social responsibility activities are conducted in accordance with its code of ethics, which is made available to the public on its website. The Company expends maximum effort to be sensitive to its social responsibilities in its operations. It complies with all regulations regarding the environment, consumers and public health, as well as ethical rules, and directs and supports its subsidiaries to behave in the same manner. The Company's terminal operating subsidiaries conduct their operations in compliance with environmental regulations and the directives and guidelines of international aviation organizations such as the ICAO, ECAC, EUROCONTROL and IATA, as well as the Equator Principles of the World Bank.

3.5.2. Due to the nature of their operations, the Company and its subsidiaries are not legally required, within the scope of Environment Law and its related regulations, to produce environmental impact assessment reports. Nevertheless, the Company's related subsidiaries have prepared environmental reports and environmental management plans during both the construction and operation phases of terminals and they comply with updated environmental management plans.

As part of the new organization created in 2017, the head of the Internal Audit Department serves as the Officer responsible for the Company's Regulatory Compliance.

The Company's subsidiaries have international quality control plans for their operation areas and quality control audits are conducted in compliance with international standards. The Company's "Sustainability Report," can be accessed at <http://www.tavyatirimciiskileri.com>.

#### **4. BOARD OF DIRECTORS**

##### **4.1. Function of the Board of Directors**

4.1.1. TAV Airports Board of Directors governs and represents the Company by taking strategic decisions, maintaining an optimal balance between risk, growth and return, pursuing a rational and prudent risk management approach, and giving priority to the Company's long-term plans.

4.1.2. Our Board of Directors defines the strategic objectives of the company, determines the workforce and financial resources to be required by the company and controls the management performance.

4.1.2. The Board of Directors defines the strategic targets, identifies the financial and human resources and evaluates the performance of the management of the company.

##### **4.2. Operating Principles of the Board of Directors**

4.2.1. The Board of Directors conducts its activities in a transparent, accountable, fair and responsible manner.

4.2.2. Delegation of duties among the members of the company's board of directors as well as the duties and authorities of the Board members are stipulated in the annual report.

4.2.3. The Board of Directors creates the Company's internal control systems, including information systems and processes as well as risk management systems that will minimize the impact of risks that have the potential to affect the Company's stakeholders, particularly its shareholders, and by also seeking the opinion of the relevant Board of Directors committees.

4.2.4. The Board of Directors reviews the effectiveness of the risk management and internal control systems at least once per year and presents information on the functioning and effectiveness of the internal auditing system in the annual report.

4.2.5. The Company embraces the principle of clearly separating the powers of the Chair of the Board of Directors from those of the Chief Executive Officer and

stipulating this distinction in writing in the Articles of Association. No one in the Company is endowed with unilateral, unlimited decision-making authority.

4.2.6. While not stipulated in the Articles of Association, the Chair of the Board of Directors has never been the same person as its Chief Executive Officer since the day the Company was established.

4.2.7. The Board of Directors has a pioneering role in maintaining effective communications between the Company and its shareholders, and eliminating and resolving potential conflicts. To this end, the Board of Directors works in close cooperation with the Corporate Governance Committee and the Investor Relations Department.

4.2.8. The Company has US\$ 30 million of insurance coverage against losses the Company may incur due to negligence of the members of the Board of Directors. The coverage level exceeds 25% of the Company's capital.

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

4.3.1. The number of Board of Directors members is determined in a manner enabling board of directors' members to work efficiently and positively, make rational decisions fast and organize formation and works of committees effectively but the number of members shall not be less than five under any circumstances.

4.3.2. Majority of the Board of Directors' members do not have executive duties.

4.3.3. There are independent members who do not have executive duties, capable of functioning without any outside influence on Board matters among the members of the Board of Directors.

4.3.4. The composition and election of the Board of Directors are conducted in compliance with the Corporate Governance Principles and the principles governing this process are stipulated in the Company's Articles of Association. As set forth in the Company's Articles of Association, one-third of the Board of Directors is made up of independent members as prescribed in the Corporate Governance Principles.

The names and surnames of the members of the Board of Directors are presented below as stipulated by the Company's Articles of Association. In compliance with the Corporate Governance Principles, the majority of the members of the Board of Directors are non-executive members.

<b>Board of Directors*</b>	<b>Duty</b>	<b>Duty Term</b>
Edward Arkwright	Chair	Between 2015-2017
Antonin Beurrier	Deputy Chair	Between 2015-2017
Tepe Insaat Sanayi A.S. (Representative: Ali Haydar Kurtdarcan)	Deputy Chair	Between 2015-2017
Sera Yapi Endustrisi ve Ticaret A.S. (Representative: Mustafa Sani Sener)	Member of Board of Directors	Between 2015-2017
Franck Mereyde	Member of Board of Directors	Between 2015-2017
Philippe Pascal	Member of Board of Directors	Between 2015-2017
Fernando Echegaray	Member of Board of Directors	Between 2015-2017
Tayfun Bayazit	Independent Member of Board of Directors	Between 2015-2017
Necmi Bozanti	Independent Member of Board of Directors	Between 2015-2017
Jerome Calvet	Independent Member of Board of Directors	Between 2015-2017
Sevdil Yildirim	Independent Member of Board of Directors	Between 2015-2017

*\* It was announced that the share transfer of Akfen Holding's entire 8.119% stake in TAV Airports Holding to Tank ÖWA Alpha GmbH, which is wholly-owned by Groupe ADP (formerly Aéroports de Paris), a shareholder of TAV Airports, was completed on July 7, 2017.*

Pursuant to this share transfer, the Board of Directors resolved to appoint Mr. Philippe Eric Pascal to fill the seat vacated by the resignation of Akfen Holding, Mr. Fernando Echegaray del Pozo to fill the seat vacated by the resignation of Bilkent Holding, and Mr. Franck Mereyde to fill the seat vacated by the resignation of Mr. Augustin Pascal Pierre Louis Marie de Romanet de Beaune. All appointments will be presented to the shareholders for approval at the earliest General Assembly meeting.

The Nomination Committee evaluates the proposed candidates, including the management and shareholders, for independent Board members based on whether the candidates meet the criteria for independence and present its assessment in a report to the Board of Directors for approval.

4.3.5. The term of office of the independent members of the Board of Directors is three years, as stipulated by the Capital Markets Board's Corporate Governance Principles.

4.3.6. Our independent members of the Board of Directors meet the independency criteria stipulated on Article 4.3.6.

4.3.7. Within the framework of the Nomination Committee's report, the Board of Directors is responsible for preparing the independent member nominees list and sending it prior to the General Assembly meeting within the time period specified by the CMB.

4.3.8. Independent members of the Board of Directors are required to submit a written statement of independence to the Board of Directors and immediately inform the Board of Directors when their independent status ceases.

The statements of independence issued by the independent members of the Board of Directors are included in our 2017 Activity Report.

As a matter of principle, the Member of Board of Directors who loses his or her independent status resigns. In order to re-establish the minimum number of Independent Members of the Board of Directors, the Nomination Committee performs an evaluation to elect independent members to the vacated seats on the Board of Directors to serve until the earliest General Assembly meeting and presents the result of its evaluation in writing to the Board of Directors.

4.3.9. Upon the recommendation of Corporate Governance Committee, "Women Board Members Policy" was created in order to ensure that at least 25% of the Board Members are women. In light of the aforementioned policy, women will be prioritized when selecting Board of Directors Members from among candidates that possess equal knowledge, experience and competency. The aim is to increase the number of women Directors, which is currently one, gradually to three to the end of 2022.

4.3.10. The members of our audit committee have at least 5-year experience in auditing/accounting and finance. The resumes of our Board of Directors' members are available on 2017 Activity Report and our company's website.

#### **4.4. Structure of Board of Directors Meetings**

4.4.1. The Board of directors convenes at least once every 2 months. In 2017, the board of directors had a total of six meetings. The average attendance of members of the board of directors to the meetings is 84%. The chair of the board of directors sets the agenda of the board meetings in consultation with other board members and the chief executive officer. Members make every effort to attend every meeting and voice their opinions at the meetings. The Company accommodates board of directors meetings to be held in an electronic environment.

4.4.2. The chair of the Board of Directors is responsible for ensuring that the information and documents related to the items on the Board of Directors meeting agenda are made available to the members of the board of directors for their examination sufficiently before the meeting, while abiding by the principle of equal information dissemination.

4.4.3. The opinions of members who cannot attend the meeting, but who present their opinions to the board of directors in writing are provided to the other board members.

4.4.4. Each member is entitled to one vote on the Board of Directors.

4.4.5. The structure of Board of Directors meetings was set down in writing as internal regulation of the Company.

4.4.6. Agenda items are deliberated openly and from many perspectives at the Board of Directors meetings. The Chair of the Board of Directors expends maximum effort to ensure active participation of non-executive members in the Board of Directors meetings. The Board of Directors passes resolutions with the approval of a simple majority of its entire membership. Provisions of Articles 17.3 and 19 of the Company's Articles of Association prevail. Alternative opinions expressed and opposing votes cast by members of the Board of Directors at the Board meetings are also recorded in the resolution book with their reasonable and detailed justifications.

4.4.7. The members of the Board of Directors spend a sufficient amount of time on their tasks at the Company. The members of the Board of Directors who hold positions in other companies do not create a conflict of interest and do not impede their jobs at the Company. Therefore, the Board members' assumption of duties in other companies is not subjected to certain prescribed rules or otherwise restricted. Shareholders are informed about the positions a member of the board of directors holds outside of the Company and the justification for them, with a distinction drawn between duties within the Group and externally. At the general assembly meeting the election of members is discussed as part of the related agenda item.

#### 4.5. Committees Formed under the Board of Directors

In accordance with the provisions of the Capital Markets Board's Communiqué on the Determination and Implementation of Corporate Governance Principles, the Company's Board of Directors reviewed the structure and activities of the existing committees and resolved to constitute them as follows:

##### **Audit Committee**

###### **Chair**

Necmi Riza Bozanti

###### **Member**

Tayfun Bayazit

##### **Corporate Governance Committee**

###### **Chair**

Tayfun Bayazit

###### **Members**

D. Sevdil Yildirim

Frank Mereyde

Fernando Echegaray

Ali Haydar Kurtdarcan

Nursel Ilgen

##### **Nomination Committee**

###### **Chair**

Didar Sevdil Yildirim

###### **Members**

Tayfun Bayazit

Edward Arkwright

Antonin Beurrier

##### **Risk Committee**

###### **Chair**

Jerome Paul Jacques Marie Calvet

###### **Members**

Necmi Riza Bozanti

Antonin Beurrier

Ali Haydar Kurtdarcan

Philippe Pascal

It was resolved unanimously that:

*\*1. The resignations of the Company's Nomination Committee members Mr. Hamdi Akin, Mr. Ali Haydar Kurtdarcan, and Mr. Augustin Pascal Pierre Louis Marie de Romanet de Beaune from the Nomination Committee be accepted and Mr. Edward Rodolphe Paul Arkwright be appointed as member of the Nomination Committee;*

*2. The resignations of the Company's Corporate Governance Committee members Mr. Augustin Pascal Pierre Louis Marie de Romanet de Beaune, Ms. Pelin Akin Ozalp, and Mr. Julien Pierre Coiffinier from the Corporate Governance Committee be accepted, and Mr. Fernando Echegaray del Pozo and Mr. Franck Mereyde be appointed to the Corporate Governance Committee;*

*3. The resignations of the Company's Early Identification of Risk Committee members Mr. Julien Pierre Coiffinier and Mr. Selim Akin from the Early Identification of Risk Committee be accepted, and Mr. Philippe Eric Pascal be appointed to the Early Identification of Risk Committee;*

*4. All committee compositions of the Company remain unchanged aside from the resignations and new member appointments in the Nomination Committee, Corporate Governance Committee, and Early Identification of Risk Committee outlined above.*

4.5.2. The areas of activity and operating principles of the committees were determined by the Board of Directors and disclosed publicly.

4.5.3. Committee chairs were elected from among independent members of the Board of Directors. All members of the Audit Committee are independent members of the Board of Directors.

4.5.4. The Chief Executive Officer is not a member of any committee.

4.5.5. A number of the members of the Board of Directors serve on multiple committees due to the Company's ownership structure and constituted 4 different committees.

4.5.6. The board of directors provides all resources and support to the committees in execution of their functions; committees can invite the persons they deem necessary to their meetings to elicit their opinions.

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4.5.7. The committees seek independent expert opinions as they see fit to pursue their respective activities. While no such support service has been procured by the Company to date, advisory services the committees require shall be paid for by the Company. Information about the person/ firm providing the services and whether such person/firm is affiliated with the Company will be provided in the annual report.

4.5.8. Committees document all of their work in writing and keep a record of it. The committees convene as frequently as required for the effectiveness of their activities as stipulated in the committee operating principles. They present the reports about their activities and meeting results to the board of directors.

4.5.9. The Audit Committee formed within the Company carries out the responsibilities stipulated in Article no. 4.5.9 of the Capital Markets Board's Corporate Governance Principles Communiqué. The Audit Committee convenes once every three months for a total of four meetings a year and presents the results of its meetings as an official report to the Board of Directors. The annual report presents information on the activities of the Audit Committee and the results of its meetings, as well as how many times it submitted a written report to the Board of Directors during the fiscal year.

#### **4.5.10. Corporate Governance Committee**

The Corporate Governance Committee determines whether the corporate governance principles are implemented at the Company; assesses the rationale for incompliance, if any, and the conflicts of interest caused by such incompliance; makes suggestions to the Board of Directors in order to improve the implementation of corporate governance; and oversees the activities of the Investor Relations Department. The Corporate Governance Committee convened 6 times during 2017.

#### **4.5.11. Nomination Committee**

The Nomination Committee is responsible for:

- a) Undertaking efforts to create a transparent system to identify, assess and train the qualified candidates for Board of Directors and executive management positions and to formulate policies and strategies related to this subject,
- b) Conducting regular assessments on the structure and efficiency of the Board of Directors and reporting its recommendations on the changes that can be made in these areas to the Board of Directors. Nomination Committee, held meetings 2 times in 2017.

#### **4.5.12. Risk Assessment Committee**

The Risk Assessment Committee established by the Company is responsible for undertaking efforts for early detection of the risks that threaten the existence, development and continuity of the Company, implementation of measures against the risks identified, and management of risk. The Risk Assessment Committee reviews the risk management systems at least once a year. The Risk Assessment Committee convened to enable reporting to the Board of Directors every two months.

#### **4.5.13. Compensation Committee**

The Company has not established a Compensation Committee. The duties listed below are executed by the Corporate Governance Committee:

- a) Setting forth the remuneration principles, criteria and practices for members of the Board of Directors and executives in light of the Company's long-term objectives and overseeing the resulting compensation policy and practices,
- b) Making recommendations to the board of directors relating to the pay packages to be offered to the members of the Board of Directors and executives, taking into consideration the level of achievement with respect to the criteria used in remuneration.

#### **Company's Strategic Objectives**

The vision and strategic objectives of the Company are regularly discussed and determined by the members during the Board of Directors Meeting held on minimum of every 2 months and, if necessary, they are revised and restated. If necessary, the Board of Directors might agree to assign a senior executive and/or department with the task of determining and monitoring strategic objectives.

#### 4.6. Financial Benefits Provided to Members of the Board of Directors and Senior Executives

4.6.1. The Board of Directors is responsible for achieving the Company's predetermined and publicly announced operational and financial performance targets. Assessment of whether the Company achieved its publicly announced operational and financial performance targets, and the reasons for failing to meet them in the event that the targets are missed, are presented in the annual report. The Board of Directors performs a critical self-assessment and performance evaluation for the Board of Directors as a whole, for individual Board members, and for senior executives. Members of the Board of Directors and senior executives are rewarded or dismissed based on these assessments.

Assessment of the performances of the Board of Directors and the committees is carried out by the Nomination Committee at our company through self-assessment method since 2014. Performance Assessment covers the following topics: Strategy, Company's Commercial Activities and Relations with Top Management, Risk Management and Control, and finally Performance of the Board of Directors.

As a result of the assessment made in 2017, performance was higher compared to 2016 while performance increase in each category mentioned above was noticed. Detailed information about the Performance Assessment was shared with the Members of the Board of Directors at the last Board of Directors meeting of the year, and Nomination Committee's suggestions to improve performance regarding 2017 were evaluated and discussed.

In 2017, the Nomination Committee conducted a survey to identify the structure of the Board of Directors and qualifications of the Independent Members for the new fiscal year. Pursuant to the survey findings, interviews were conducted with new Independent Board Member candidates and an Independent Member Candidate List was presented to the Board of Directors.

4.6.2. Remuneration principles for members of the Board of Directors and senior executives have been set down in writing; this matter is presented for the information of shareholders as a separate agenda item at the General Assembly meetings and shareholders are given the opportunity to voice their opinions. The remuneration policy developed for this purpose is made available on the Company's corporate website.

4.6.3. Profit sharing, share options or payment plans based on the Company's performance are not used in remunerating the independent members of the Board of Directors. Pursuant to the Capital Markets Board's Corporate Governance Principles, the Company pays a salary of US\$ 65,000 per year to each independent member of the Board of Directors commensurate with the time investment and efforts necessary for executing the duties of serving on the Board.

4.6.4. The Company did not lend money or extend credit to any member of the Board of Directors or senior executives.

4.6.5. Salaries paid and all other benefits provided to the members of the Board of Directors and senior executives are disclosed to the public via the annual report. The disclosure is not made on an individual basis; it encompasses the Board of Directors and senior executives.

<b>Financial Benefits Provided to Members of the Board of Directors and Senior Executives (TL thousand)</b>	<b>2016</b>	<b>2017</b>
Short-term benefits (salaries and bonuses)	XX.XXX	XX.XXX