

COVID-19 BUSINESS CONTINUITY PLAN

We would like to inform you about our business continuity precautions. When the first cases of COVID-19 were reported in Turkey, Esin Attorney Partnership began taking the necessary precautions to continue to deliver uninterrupted service to our clients.

We are experiencing an extremely difficult time in the world, our country and our institutions. We take the health and well-being of our people, clients, service providers and community seriously. While we are hopeful that the effects of the COVID-19 outbreak will progressively recede, we know that you may have questions about the precautions we are taking.

Our People: Our primary focus is to protect the health and well-being of our people and their families. We are protecting our people by regularly providing them with precaution information; limiting their domestic and international travels, particularly to affected regions; fully implementing the advice of our security advisors; and strictly following the advice of the relevant authorities. We provide logistical support if any of our people must travel due to urgent and necessary client works, and ensure that our people observe social distancing to protect both themselves and public health. In this respect, we are in constant contact with our people to provide them with updates on our business continuity protocols and the available resources to assist them and their families during this challenging period.

Business Continuity Protocols: We implemented remote working for our entire office as of March 13, 2020. Our primary focus was to ensure that our communication with clients continues uninterrupted. We have not faced any difficulties in switching to remote working; in 2015, we implemented a remote working policy requiring that our people work remotely at least twice a month. We continue to provide our clients with continuous service by virtue of our emergency protocols and our IT system, which allows us to remotely access client files and our legal library. Our information technology solutions allow for our people to securely access client files and data while working remotely. While the abovementioned technology provides remote access to data, it also assures the privacy of our client information to the fullest extent. We assure you that there is no need to be concerned about our technologic infrastructure.

Tracking Current Developments: We are conscious that you are likely receiving a high volume of communications about COVID-19. We make the utmost effort to provide you with the necessary information without causing information pollution.

Our News & Insight webpage includes legal alerts regarding the legal measures and developments the Turkish government has taken in response to the COVID-19 outbreak, as well as webinars addressing important client issues regarding COVID-19. You can access the News & Insights at <https://www.esin.av.tr/news-insights/>.

Suppliers /Outsource Service Providers: Our business continuity plans extend to our service providers and suppliers. We have been liaising closely with our service providers and suppliers to prevent them from incurring profit losses and to continue to deliver uninterrupted service to our clients.

Emergency Contact Information: Please reach out to your regular Esin Attorney Partnership point of contact by phone or e-mail whenever you need. We are pleased to be able to continue assisting you and in lightening some of your burdens during these difficult days.