

This "LEAD AUDITOR / AUDITOR / TECHNICAL EXPERT SERVICE AGREEMENT" has been made between the employer, whose name-title and addresses are written below (will be referred to as SZUTEST) and LEAD AUDITOR / AUDITOR / TECHNICAL EXPERT (will be referred to as a Team member) with their own request and free will, and with the conditions stated below.

1. PARTIES**THE EMPLOYER'S**

Title : SZUTEST Uygunluk Değerlendirme Anonim Şirketi
Address : Tatlısu Mah. Akif İnan Sk. No: 1/1 34774,
Ümraniye – İstanbul

LEAD AUDITOR / AUDITOR / TECHNICAL EXPERT

Name Surname :
Birth Place and Year :
Residence Address :
Telephone Number :
Turkish Republic ID Number :

2. TYPE OF THE AGREEMENT: ☐ Full-Time ☐ External**3. TERM OF THE AGREEMENT:**

This agreement between SZUTEST and the external Team member has been signed with the mutual consent of the parties on / / 20....., and valid for 1 (one) year from the date of signing. The agreement is terminated with the written request of any of the parties. The dates of the assignment are determined by mutual agreement of the parties.

The term of this contract between SZUTEST and the Full-Time Team member is determined according to the relevant conditions in the "FR.IK.08 (Fixed) Term Employment Contract/FR.IK.08 (Indefinite) Term Employment Contract".

4. SUBJECT OF THE AGREEMENT: The subject of this agreement is to work on issues related to the titles of

☐Lead Auditor ☐Auditor ☐Technical Expert* (See: Article 5)

*Additional conditions for Technical personnel who will take part in the activities of the Notified Body and Technical Service within the scope of Turkish Republic Ministry of Industry and Technology are defined in Article 5.

5. RESPONSIBILITIES OF THE TEAM MEMBER (LEAD AUDITOR / AUDITOR / TECHNICAL EXPERT)

- While the team member performs his/her duties, he/she keeps all kinds of written and verbal information received from SZUTEST, assigned company/companies, and related parties confidential and does not share it with third parties.
- The conformity assessment activities that constitute the subject of this agreement shall be carried out by the team member in accordance with the relevant legal legislation, standards, regulations and SZUTEST procedures; complete and accurate information will be entered into the documents used.
- The team member will not harm SZUTEST or the employees and their property in the company that requests to be certified and will undertake the legal, financial, and penal consequences of the damages caused.
- The team member cannot delegate the work to third persons or companies either as a whole or in parts.
- In case that the team member fails to finish or it appears that he/she will not be able to complete the work within due time or fails to perform the work as desired and it is understood that he/she will not be able to carry out despite the warning, the team member will undertake other legal and financial liabilities along with the termination of this agreement.
- The team member undertakes to avoid any non-objective comments and evaluations, to be impartial and independent and to act ethically during the relevant activity.
- The team member will not ask for money, gifts, or any beneficial help or request from the audited company or personnel. If these are offered or given, the team member will definitely refuse and inform SZUTEST.
- The team member undertakes to inform any change about the qualification and training status to SZUTEST during the agreement period.

- i) The team member undertakes to attend the training courses invited by SZUTEST during the agreement period.
- j) Cannot under any circumstances provide consultancy (on issues such as management systems, halal certification, HACCP, design, purchasing, human resources, etc.) to the companies assigned by SZUTEST. If such work is detected, the employment contract will be terminated immediately.
- k) In case the team member causes a situation that would damage the confidentiality, security, or impartiality; he/she is obliged to cover the expenses that may occur due to the damage given to both SZUTEST and the companies for which he/she carries out conformity assessment activities.
- l) The team member should ensure that occupational health and safety measures are taken at the location. If the team member detects the existence of environments or situations that will endanger safety in terms of occupational health and safety, the team member should request this situation to be remedied. If a safe environment cannot be provided, the team member should stop or interrupt the relevant activity and inform the authorities of the assigned institution with the justification of stopping/interrupting the activity.
- m) The team member signs the FR.10 (HALAL) Confidentiality and Impartiality Commitment for Halal Certification for Halal Certification activities and the FR.10 Confidentiality and Impartiality Commitment in other fields of activity, and complies with the principles set out in these commitments.
- n) Additional conditions for Technical Personnel (Technical Regulation Officer/Technical Expert) appointed in Notified Body and Technical Service activities within the scope of Turkish Republic Ministry of Industry and Technology:
If technical personnel are full-time, they cannot provide services for a different employer during the contract period.
If technical personnel are external, they provide services by signing contracts with a maximum of two organizations.
Technical personnel must carry an identification document during their activities throughout the contract period.
Technical personnel must participate in trainings organized by the Ministry during the contract period.
Technical personnel cannot serve as board members, general managers, deputy general managers, commercial representatives or commercial agents within SZUTEST during the term of the contract.

6. RESPONSIBILITIES OF SZUTEST

After the team member fully performs the assigned activity (audit/inspection/delivery of test report, performing monitoring activities for nonconformities, if any, etc.), SZUTEST will pay ** per day spent at the customer's facility. The payment will be made after the services have been completed. No payment is done for activities in which the team member participates for the purpose of training and monitoring/observing/learning the activity for which the team member is authorized/will be authorized.

**SZUTEST will pay the service fee to the External Team member based on the days worked for the conformity assessment activities performed each month.

SZUTEST will pay the salary to the Full-Time Team member in accordance with the employment contract.

Fee payment by SZUTEST is not dependent on the number and results of conformity assessment activities performed by the Team member.

Damages to equipment and third parties that may be caused by the team member assigned by SZUTEST while performing the relevant activity during the duty are covered by the professional liability insurance made by SZUTEST.

The risks and damages that the team member may encounter during the departure and return to the place of duty will be covered by the social security of the team member in accordance with the rules of the country of citizenship and/or the countries where the team member is located or resides and is subject to social security.

The team member, who does not have any social security in accordance with the conditions of the country the team member is in, must notify SZUTEST in writing. In accordance with the laws and regulations of the country where the team member is located, the social security and/or optional benefits valid for the days of the assignment will be covered by SZUTEST.

SZUTEST is obliged to give the documents of SZUTEST related to the work to be done and/or the necessary authorizations in the software modules on time.

SZUTEST is obliged to protect the confidentiality of all documents and information related to the team member. However, if this information is requested by the organization(s) that accredited/authorized SZUTEST (Turkish Accreditation Agency, Halal Accreditation Agency, etc.) or authorized bodies of relevant ministries (Turkish Republic Ministry of Commerce, Turkish Republic Ministry of Industry and Technology, Turkish Republic Ministry of Environment, Urbanization and Climate Change, Turkish Republic Ministry of Health, Turkish Republic Ministry of Labour and Social Security, competent authorities for medical devices in the Member States, etc.), SZUTEST may have to provide information to third parties for legal reasons. In this case, SZUTEST informs the relevant party of this agreement unless prohibited by law.

SZUTEST has the right to compensate for all damages if it is determined that the team member has shared all kinds of written and verbal information and documents received from the company/companies and related parties with third parties without justification.

THE AUTHORIZED COURT AND EXECUTION OFFICE

For any dispute arising from this contract, Istanbul Courts and Execution Offices are authorized, and Turkish law applies in disputes.

SZUTEST
UYGUNLUK DEĞERLENDİRME A.Ş.

Team Member

Name Surname:

Name Surname:

Signature:

Signature: