CRUZ. MARCOS FARIAS. MARIA GARCIA MILA. MARIO RUSSO. MARK CAUCHI GARZIA. MARQUES WILLIAMS. MARTIN BROWN. MAURIZIO IMPELLIZZERI. MAYA NOTTAGE. MEHMET DEMÍR. MEHMET ERKASAP. MERT KORKMAZ. MERT TASPOLAT. MICHAEL HARRIS. MICHAEL SCERRI. MICHELE PASTORE. MIGUEL PANTOJA. MIKE MAURA JR. MURAT YANIK. MURAT DÜLGER. MURAT KARAHAN. MUSTAFA ÇEKÎRDEKÇÎ. NADASTA HURST. NADIA COX. NAKIA FORBES. NESLIHAN YILMAZ. NIALL CRAIG. NINA STOJAK. NISA ÇAKAR. NUNO MARTINS. NUNO MATOS. ÖMER TOPLU. ORINZELL JACOBS HENRY. OZAN ARSLAN. OZAN ÇELIK. ÖZKAN YAVAŞER. PAŞ-QUALE LEONE , PEACHES SAUNDERS , PHILMORE FLOYD , PORTIA WALLACE , RACHELE SAMMARTANO , RAFAEL JIMÉNEZ , RAFFAELLA DEL PRETE , RAHMAN CETÍN RAMAZAN AKDENIZ . RAMAZAN UZUNMEŞE . RAWLE REYNOLDS . REBEKA PEVEC . RENZO PIST!S . RICARDO GIL . RICARDO LOBO . ROBERT ZAMMIT . ROMEO GREENE ROSARIO CONVERTINO . RYAN BRIDGEWATER . SADETÍN YILMAZ . SALVATORE TUCCI . SAMI DEBBICH . SANDRA QUINTANO . SAVAS KELES . SELEN ÖZGÜN . SELMA TAŞKIRAN, SERÇAN KARAHAN, SERĞIO OLAYA, SERKAN ĞÜRÜ. SERKAN BAKİ, SERKAN ŞEN, SEVIM SAĞLAM, SHAKERA PEARCE, SHEMISA HEPBURN, SIMONA RO-SARIA SEMERARO . SIZEN ELVIN AKÇAL . SONER BAŞ . SONIA GARCIA . STARRON WRIGHT . STEFANIA PUZZONI . STEPHEN XUEREB . SUSANA GUTIERREZ LOPEZ . SYL-VESTER HENRY , THAO NGUYEN , TOLGA BÜYÜKSARAÇ , TO**NIO Z**AMMIT , TURAN YAMAN , **UĞUR KUZAKÇI** , URSULA WHYTE , VALENTYN SHOTROPA , VALERIE GATT , VANESA PETIT. VEDAT ASLAN. VERE WARD. VERYSSA MA**NNIX.** VÍCTOR AMORÓS. VICTORIA PLANK. VINCENT WILLIAMS. WILLIAM TUCKER MAURA. YAVUZ OGŰN. YELED THOMPSON. YESHANTAI THOMPSON. DABANOVIĆ NATAŠA. DAŠIĆ LJILJANA. DRAGIŠIĆ NIKOLETA. ĐURIČKOVIĆ OLGA, KACILA SANIDA, KARA SEDAT. CANOVIĆ MAJDA. DELIBAŠIĆ BRANKO. DRAGIŠIĆ VESKO. EVTIMOV NIKOLETA. GOJKOVIĆ DEJAN. GVOZDENOVIĆ SANJA. KARANIKIĆ JADRANKA. LALEVIĆ BILJANA. NIKOLIĆ ALEKSANDAR. NOVIĆEVIĆ SVETISLAV. SOKCVIĆ SLOBODANKA. VOJINOVIĆ DRAGAN. VUJOVIĆ DERVIŠEVIĆ JASMINKA. VULIĆEVIĆ DRAGICA. YELTEKIN EREN. DABOVIĆ ALEKSANDAR. DEMIRHAN KE**REM.** KRUŠČIĆ MARGITA. PEKIĆ JELENA. PERAJKOVIĆ DRAGAN. PEŠIĆ ALEKSANDRA. ČEJOVIĆ VUK-OVIĆ DANIJELA, DEDIĆ BOŽIDARKA, DURAKOVIĆ NURKOVIĆ ERVINA. ĐURĐIĆ GORAN, FAZLIĆ NERMINA, KARANIKIĆ VLADO, KASALICA JELENA, LJUJIĆ VESNA . MILADINOVIĆ OLIVERA . NIKEZIĆ ESMINA . RAKOVIĆ VESN**A . SAN**ARDŽIĆ RADOICA . ZOR**ONJIĆ** RAMO . ĆATOVIĆ MUAMER . PIROVIĆ JASMINA . BAJRAMOVIĆ SAFET . BANOVIĆ BILJANA . IVANOVIĆ RANKO . MARKOVIĆ IVK**O . MUS**TAFALIĆ IHMET . PO**POVIĆ P**AMAZAN . RADOVIĆ SRETEN . OBRADOVIĆ VASILIJE . RADOMAN MIROSLAV. ŠOŠKIĆ MILOŠ, VUJOVIĆ MARKO. VUKOVIĆ SEAD. AKSU GORKEM. DEDIĆ MARKO. JOVANOVIĆ JADRANKA, KARA OZAN. LUKOVIĆ OLGA. SLABIĐORESKI ALEKSANDAR. VUKADINOVIĆ ŽELJKO. CANOVIĆ M**IRALEM. DEMIRCAN UFUK.** ŠIŠEVIĆ ZDRAVKO. KALAMPEROVIĆ MUHEDIN. KOVAČEVIĆ MERITA . MAROVIĆ RATKA . ORLANDIĆ MILORAD . PETRANOVIĆ ALEKSANDA**R . VUKIĆ MUSTAF**A . BRNJADA ŽELJKO . CVIJETIĆ MINA . ĐUKANOVIĆ DRAGAN . KOJIĆ VALENTINA . LALIĆ NIKOLETA . STANIŠIĆ SREĆKO . VUKIĆEVIĆ DRAGOLJUB . DEVIĆ RADOMIR . DIBRA SULJO . KRGOVIĆ SAŠA . LALIĆ RADOVAN . NIKOČEVIĆ ZORAN . PEČURICA SLAVICA . USKOKOVIĆ RAJKO . ANDRIJAŠEVIĆ BORO . ARNAUTOVIĆ MIRSAD . BADNJAR ŽIVOJIN . BARAC DUŠKO . BARJAKTAREVIĆ SVETISLAV JOKANOVIĆ DANKA, PEJUŠKOVIĆ ĐOKO, STOJANOVIĆ MIHAILO, POPOVIĆ TATJANA, RAŽNATOVIĆ LJILJANA, DOBRKOVIĆ ŽELJKO, MARTINOVIĆ ZORAN. ŠUKURICA SEAD, OPRADOVIĆ MILISAV, SAVIĆ DEJAN, ŠIBALIĆ SRETO, VLAHOVIĆ MILORAD, ADŽIĆ ADEM, BEHAROVIĆ ALUA, BOŠKOVIĆ ŽELJKO, BRAJOVIĆ ALEKSANDAR . CVETIĆ MLADEN . DARMANOVIĆ PREDRAG . DUŠKIĆ SAMIR . ĐOROVIĆ ZORAN . ĐURIŠIĆ GORAN . FEMIĆ ŽELJKO . GRBOVIĆ VLADIMIR . GRUJIČIĆ SLAVKO, GRUJIĆ MILOŠ, ISAKOVIĆ ELEZ. ISAKOVIĆ AHMET, IVANOVIĆ MILAN. JANKOVIĆ PRENČA. JOVETIĆ VASKO, KEKER MILAN, KEKOVIĆ BOŽO, KUBUROVIĆ VLADIMIR. LISIČIĆ ZAIM. LUKIĆ ALEKSANDAR, MARKOVIĆ MILOŠ. MARKOVIĆ BOŽIDAR, MARSTIJEPOVIĆ ĐORĐE, MASTILOVIĆ SRĐAN, MATOVIĆ SLAVEN, ME-DOJEVIĆ GOJKO, METANOVIĆ EMPO, MITROVIĆ RAJKO, ODŽIĆ ADŽIJA, ODŽIĆ SABRIJA, PAVLOVIĆ ZLATKO, PELINKOVIĆ SAMIR, PURLIJA DRAGAN, RADOVIĆ . BADŽOVIĆ VEJSEL, BADŽOVIĆ RAMIZ, B**a**jram**ov**ić **šaban.** Bajramović **esad. B**ard**ić** b**eć**ir, be**g**zić **ramad**an, begzić veljo. Beharović muhamed . Čejović goran, duškić bećir, daban**c**vić milo, fazličić emir, gaši šefko, h**o**t hasredin, ivanović tomislav, ivanović jakov, joličić vojislav JOVANOVIĆ OLIVER , JOVIĆ MARKO , KOLĀR ISMĒT , KOLAR SENAD , KOLAR SAMIR , KOVĀČEVĪĆ BRAHIM , KOUSAL STEFAN , LAKETIĆ VUKO , LUKIĆ MIRSAD , MADŽURIĆ HALIL, MALJEVIĆ STEVO, MARINOVIĆ SEFO, MARLJUKIĆ NEBOJŠA, MARSTJEPOVIĆ BOŽO, MARSTJEPOVIĆ ALEKSANDAR, MARVUĆIĆ PREDRAG, MEDIN NIKOLA, MEHOVIĆ KASEM, METOVIĆ ZAIM, MIJANOVIĆ ZORAN, PELINKOVIĆ ISAT, PELINKOVIĆ ĆEMAL, PEPAZIĆ OSMAN, PERAZIĆ ZIJAD, PERUNIČIĆ NOVAK, PETRANOVIĆ DUŠAN, PETRANOVIĆ RANKO, RAMOVIĆ DANO, SPAHIĆ EMIR, ŠABOVIĆ HADŽIJA, ŠABOVIĆ ESAD, ŠKRIJELJ ENVER, UKOVIĆ AVDULAH. . BUJIĆ MIODRAG . DABECIĆ OSMAN . IŠMAKI KOVIĆ PANTO. ŽUĐELOVIĆ TEFIK. LEKIĆ S . ČOBIĆ DAMIR. DABOVIĆ ŽELJKO. ĐOKMA DRAGAN . LUKETA RADMILO . MARKOLOVIC MARKO . MATEZIC HASAN . MURATOVIC SABRO . NIKOLIC VESELIN . PETRANOVIĆ MILOŠ . RADONJIĆ MIODRAG . SULIČIĆ RAMO . TRCETA IGOR . VUČETIĆ LJUBO . JOVANOVIĆ DRAGOSLAV . KEZIĆ MIRKO . KOSANIĆ ŽELJKO . LAVROVIĆ SENAD . MAKSIMOVIĆ RADOVAN . PETOVIĆ DINO . POPOVIĆ ELMAZ . VUKAZIĆ PREDRAG . ČOBOVIĆ SENAD . ĆETKOVIĆ ANDRO . ĐENĐINOVIĆ MARKO . ĐURIČIĆ MIODRAG . HUKIĆ SENAD . IVOVIĆ

Employeehandbook



26 ports in 14 countries

BODRUM KALUNBORG **CAGLIARI** ZADAR. · KUŞADASI BAR **VALENCIA CROTONE HA LONG PRINCE RUPERT** VENICE CATANIA SINGAPORE BARCELONA . TARRAGONA VALLETTA. LISBON • NASSAU • SAN JUAN MALAGA LA GOULETTE LANZAROTE **ANTIGUA** LAS PALMAS **FUERTEVENTURA TARANTO**

Message from CEO Melcome to GPH!

As we continue to grow each day, we welcome new employees from around We are a team of over 700 people from 20 different nationalities that learn from workplace and culture.

the world. GPH is a company like no other, so we recruit according to our needs each other and share best practices while we differentiate through our local ranging from specific regional business development expertise to commercial focus and expertise. We believe in team-play, collaboration, and hard work. We port operations to cruise port commercialization. New team members come aim to provide a sense of fairness in the workplace, and we believe that happy from a variety of backgrounds which helps create our own unique diverse people perform better. As a result, our employee's commitment and sense of well-being is not a nice-to-have but a goal for us.

In the past two years, despite the effects of pandemic, we have shown our endurance and resilience via patience, collaboration, and diligent work. We have kept on developing our cruise ports around the world. In the Caribbean alone, we have invested more than \$200M in the improvement of cruise ports. Whereas on the landside, our aim was to improve the experience in our destinations, enabling local businesses for win-win-win's once business restarts.

In the recent phase of our journey, we have expanded our operations to 26 (Puerto Rico) will be another inflection point and milestone. On the commercial ports in 14 countries. Among our latest additions, Tarragona (Spain), Las Palmas ports side, Port of Adria is striving for high growth and regional competitiveness (Canaries) and Crotone (Italy) help strengthen the company's position in the at the same time. This success of the commercial team is providing the growth Mediterranean. Following our strong foothold in the Caribbean with Antiqua platform for the whole company. (Antigua & Barbuda) and Nassau (the Bahamas), the addition of San Juan

In an industry with a bright future, our business continues to consolidate its position as the world's largest cruise port operator.

Global Ports Holding is focused not only on expansion, but also on continuous improvement. In every port that we have the privilege of operating, we learn and add knowledge to our standard operating procedures and know how. This benefits every other port in our network. We are and will continue to be the world's largest cruise port operator, while striving to provide the best service to guest and customers while at the same time innovating services in our ports and destinations with a focus on sustainability.

The employee handbook is a playbook on how things are done in GPH. This is a living document that will be amended and improved continuously.

We've put together our common knowledge and experiences into GPH. This is why we have to continuously improve them. If something does not work guidelines, standards and operating procedures and called it the GPH Codes for you, just make sure that your situation or solution becomes part of the codes and Policies. This was done by our own people, not by consultants. We pride and policies. ourselves in learning from others but first and most of all learning from each other.

Two principles are very important to the GPH way of doing business:

- 1. Implement what you know. We must make sure our policies are not left on paper but become real-life applications. It is important to us to now and implement the GPH way in each port we operate.
- 2. Update and continuously improve what you know: It is inevitable that some of those guidelines or policies do not fit a specific situation or that they become Once again, welcome to the family. obsolete in time.

In fact, continuous improvement, or Kai-Zen if you will, is another principle we believe in. The people who run things on a daily basis are the best people to improve them.

This handbook is also a part of our collective know-how put together by our people. If you see things that might help other newcomers, please do not hesitate to take action and just improve it.



Mehmet Kutman Chairman & CEO Global Ports Holding Plc

Meet the Global Ports Holding **Team**



Mehmet Kutman



Jan Fomferra



Stephen Xuereb



Dr. Ece Gürsoy



Aziz Güngör Regional Director, East Med



Javier RodriguezRegional Director, West
Med & Asia



Mike Maura Jr.Regional Director, Americas



Colin Murphy
Head of Business
Development - Americas



Çınar MızrakGroup Reporting Director



Burak Gülay Ancillary Services Director



Ceylan ErziMarketing Director



Alba ColetTarragona Cruise Port CD



Dona Regis Prosper Antigua Cruise Port GM



Duarte CabralLisbon Cruise Port GM



Federico GonzalezSan Juan Cruise Port GM



Martin Brown
Invester Relations Director



Kübra Savasci HR Manager



David CorbellaSenior Projects Manager



Lionel Wong Singapore Cruise Port GM



Raffaella Del Prete Cagliari , Catania, Crotone & Taranto GM



Rebeka V. PevecZadar Cruise Port GM



Sami Debbich La Goulette Cruise Port GM



Şizen E. AkçalMarketing & Communications
Manager



Jordi GuillemPort Services Manager



Mert Taspolat Internal Audit Manager



Sedat KaraPort of Adria GM



Susana Gutierrez Lopez Malaga Cruise Port GM



Thao Nguyen Ha Long Cruise Port GM

About Us

Employee Handbook

Global Ports Holding is the world's largest cruise port operator with an established presence in the Caribbean, Mediterranean, Asia-Pacific regions, including commercial port operations in Montenegro.



an international port operator with a diversified portfolio of cruise and commercial ports. As an independent in container, bulk and general cargo handling. cruise port operator, the group holds a unique position in the cruise port landscape, positioning itself as the A portfolio of award-winning ports and terminals allows world's leading cruise port brand, with an integrated platform of cruise ports serving cruise liners, ferries, a strong focus on operational excellence, enhanced yachts and mega-yachts. GPH operates 26 ports in 14 security practices and customer-oriented services, GPH countries and continues to grow steadily. GPH provides aims to contribute to the development of the cruise services over 15 million passengers reaching a market industry.

Global Ports Holding (GPH) was established in 2004 as share of 29% in the Mediterranean annually. The group also offers commercial port operations which specialize

GPH to transfer best practices to its subsidiaries. With

OPERATING MODEL

Global Ports Holding has a welldefined operating model that relies on four distinct pillars: organization, governance, functions and technology. The proprietary GPH operating model centralizesmanagement for every major structure's operations within its enterprise, and are based on operational and commercial synergies to promote maximum efficiency.

globalportsholding.com



Antigua - Bar - Barcelona - Bodrum - Cagliari - Catania - Crotone Fuerteventura - Ha Long - Kalundborg - Kusadasi - La Goulette - Lanzarote Las Palmas - Lisbon - Malaga - Nassau - Prince Rupert - San Juan - Singapore Taranto - Tarragona - Valencia - Valletta - Venice - Vigo - Zadar



Global Ports Holding in Numbers

Cruise Ports



Commercial Ports





14 Countries



Continents



720

Employees



15m

Passengers



29%

Marketshare in the Med





Global Ports Holding Milestones



2004

- > Establishment of GPH
- Commenced operations in Kusadası Cruise Port



2010

- Acquired the remaining 59.8% stake in Port Akdeniz-Antalya
- > Acquired 60% stake in Bodrum Cruise Port





2013

- Acquired a minority stake in Creuers (Barcelona, Malaga and Singapore Cruise Ports)
- > Acquired 62% stake in Port of Adria-Bar



2015

- Acquired remaining stake in Creuers (GPH stake 62%)
- > Signed a concession agreement for Lisbon Cruise Terminals (GPH's effective stake: 46%)
- Acquired a 55.6% stake in Valletta Cruise Port
- > EBRD acquired 10.84% stake in GPH



2016

- Acquired a minority stake in Venice Cruise Port through a consortium
- > Acquired 70.9% indirect stakes in Cagliari Cruise Port
- > Acquired 62.2% indirect stakes in Catania Cruise Port
- Acquired 53.7% indirect stakes in Ravenna Cruise Port



2017

- > Global Ports Holding Plc is listed on the London Stock Exchange
- > Acquired concession rights for Zadar Cruise Port



agreement for

2019

> Signed a concession

> Signed a management service agreement for Ha Long International Cruise Port, Vietnam



2020

Signed a concession agreement for La Goulette Cruise Port



2021

- > Signed a lease agreement for Kalundborg Cruise
- Signed a concession agreement for Taranto Cruise Port



2022

- Signed a concession agreement for Tarragona Cruise Port
- Signed a concession agreement for Crotone Cruise Port
- Signed a concession agreement for San Juan Cruise Port
- Signed a concession agreement for Prince Rupert Cruise Port
- Signed a concession for Las Palmas. Fuerteventura and Lanzarote Cruise Ports

Strategy

Building a Truly
Global Network
of Branded
Cruise Ports

Vision

Truly Global Expert
Network of Ports
Global Brand



Continued Transformation

Continued transformation of the traditional cruise terminal and customer experience to deliver growth higher yield



Improved Experience

Ancillary service opportunities that also improve passenger experience at GPH's cruise ports



Continued Expansion

Continued cruise expansion through targeted, disciplined acquisitions in Europe, Caribbean and asia



Maintaining Profitability, Delivering Cash

Delivering growth and cash from prepaid concessions, low CAPEX requirements and diversification of revenue streams



Continued Deliversification

Continued diversification of the business via organic growth new geographies and business lines

Employee Handbook



Best Operating Model

Create the best operating model for ports and continuously improve this by learning from each other

Best Partner/Service Provider

Be the best partner to cruise lines, firms, B2B partners, etc.

Best Customer Experience

Provide the best customer experience, both in port and on land

Best Expansion Capabilities

Achieve the best M&A and induction capability in the sector, and the best value creation program for the public

Employee Handbook — 22



Leadership and professionalism

We chart a clear direction, give inspiration and motivation through inclusive leadership. We focus on professionalism and cultivate a high performance environment.





Getting it done

We take initiative and execute with resourcefulness. We practice corporate entrepreneurship and believe in having ownership.



Team play and Collaboration

We challenge each other for the better, focus on the real prize for common goals, promote a learning culture.



Integrity

We operate with honesty, transparency and communicate openly.



24 25

Our values are coded into our **DNA.** We bring them to life via our behaviors!

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Employee Handbook



Leadership and Professionalism



- We are committed to lead
- We energize ourselves to be a role model
- We are responsive and responsible
- We set clear direction for the future
- We are assertive to assure high performance

DON'TS

- We don't always try to impose our own ideas
- We hesitate to embrace new ideas and to change
- We strive hard not to be unfair
- We try to break mould and stay away from the passive mind set.
- We do not compromise our values



Teamplay and Collaboration

DO'S

- We share knowledge and experience
- We respect others boundaries
- We encourage ourselves to give constructive feedback
- We co-create and set common goals
- We recognize and celebrate success
- We disagree but commit

DON'TS

- We don't hide information
- We don't sit back and watch the team fail.
- We don't act selfishly
- We avoid comments which are not adding value

27

We don't allow fixed mindset



Getting it done



DO'S

- We are S.M.A.R.T to focus on what's needed
- We create a motivation for getting it done
- We have a «can do & will do» attitude
- We are accountable for our results
- Ours is a «start up» culture
- We understand that there is no tomorrow without today!

DON'TS

- We try hard not to be «no sayers, complainers»
- We don't get drawn into details
- We don't give up easily
- We are not afraid to fail
- We don't loose focus

DO'S

- We show empathy with open dialogue
- We act with an ethical stance
- We respect different cultures
- We deliver relaibly and trust each other
- We speak up to any inappropriate action

DON'TS

- We don't manipulate facts
- We don't hide the truth
- We don't judge the book by it's cover
- We don't discriminate between people
- We don't hide our voice

5 Senses of working at GPH



Sense of belonging

Employee satisfaction survey participation



Sense of justice and fairness

Performance based salary adjustments, global mobility framework



Sense of achieving common goals

Target lead management with smart target setting reward system



Sense of team work

Global meetings, global network with multicultural team members and sharing best practices



Sense of worthiness

Leadership, high caliber leaders & individuals, personal development, feeling valuable Employee Handbook

The "GPH way" of doing Business

The GPH Codes and Policies is an initiative to set standards on guideline level for five major pillars defining enterprise landscape in Global Ports.



Finance, G&A and Procurement

- Strategy, Business and Financial Planning
- Financial and Operational Reporting Guidelines
- Internal Control Systems, Accounting
- Personnel and Payroll, Travel and Entertainment
- Insurance and Security,
 Document Management



Operations and Security

- Standard Operating Procedures
- Port Facility Security
 Plan
- ISPS PROCEDURES
- Contingency Plan (Freeport)
- Waste Management Plan, Response Plan



HR and Performance Evaluations

- Career Management Policy & Procedures
- Transfer & Promotion Policy & Procedure
- End of Employment Process, Working Conditions and Standards
- Compensation Policy
 Procedures, Talent
 Management Process
- Environment, Health & Safety Standards & Policy



GPH

ice

 Positioning strategy/ identification of brand attributes, Promotional activities

Marketing

- Communication Plan, Commercial action plan, Stakeholders relationship
- Information provision schedule
- Customer Relationship Management



32

Commercial Ports

- Standard Operating Procedures
- Port Facility Security Plan
- ISPS PROCEDURES & GPH security code
- Commercial Port H&S Procedure
- Legal and Regulatory Compliance

Codes & Policies are now live. For easy access, just scan the barcode with your camera in your phone.

Codes and Policies

for more information









Global Run

As the world's leading cruise port, we take our responsibility very seriously.

We believe our business and our work benefits society, and we view everything we do through this lens. From top to bottom, GPH's corporate structure looks at how our actions can benefit society at large.

This begins with a commitment to each of our employees. We encourage all of our staff to take part in volunteer projects and community service projects. We also create long-term relationships with our employees and their families, bringing them together with the local community and other stakeholders.

Global Run is held in a different GPH Cruise port every year to promote people travelling to different countires and getting to know new cultures, surrondings and a variety of local flavors.

Thus far, the flobal run has been held in Bodrum, Turkey; Valletta, Malta; Bar-Kotor Montenegro; Ravenna, Italy; Havana, Cuba and Barcelona, Spain. GPH's intention is to host a global run in all locations of its growing portfolio.





34















































































