



öztiryakiler

POLICY FOR EMPLOYMENT OF TRAINEE ADOLESCENT AND CHILD WORKERS

PURPOSE: To describe the procedures and principles related to employment of trainee young workers in Öztiryakiler.

SCOPE: Covers all students undergoing training at Öztiryakiler Madeni Eşya San. ve Tic. A.Ş.

APPLICATION MANAGERS: Human Resources Department - All Departments

RELATED DOCUMENTS: Labor Law No. 4857, ILO International Work Standards

<https://normlex.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12000:0::NO>

DEFINITIONS:

Child Worker: Person who is 14 years of age but under 15 years of age and graduated from primary education.

Young Worker: Person who is 15 years of age or over but under 18 years of age.

METHOD

1. Child Worker

Our company does not employ child workers as a policy in accordance with international agreements, International Labor Organization (ILO) Standards, article 71 of Labor Law no.4857 nor does it enter into agreement with any entities employing child workers.

2. Trainee Young Worker

2.1. General Applications

2.1.1. VOCATIONAL EDUCATION TRAINING AGREEMENTS are concluded for young workers and maintained in the files.

2.1.2. Work times of young workers have been set according to the law, and they are informed about work times and special conditions.

2.1.3. No work preventing training and school times of young workers is conducted.

2.1.4. All trainings provided to young workers are recorded with a training report. The contents of such trainings include work conditions, use of complaint mechanism, special conditions.

2.1.5. Risk analyses of young workers are conducted and evaluated by H&S Expert, and precautions are taken for young workers.

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2.2. Applications for Training and Approval Process

2.2.1. Students who want to improve their theoretical knowledge and occupational skills submit their applications by filling in the APPLICATION FORM FOR TRAINING.

2.2.2. The applications for training are assessed by the Human Resources department, during which qualifications of the trainee student and the requirement for trainees of the company are taken into account.

Priority is given to children and relatives of our employees during selection and placement of trainees.

2.2.3. The trainees found suitable as a result of the assessment conducted by HR department are submitted to CEO/MD for approval.

2.2.4. Students whose application for training have been approved are notified and asked to prepare and deliver the following documentation at least one week before the training start date. Documentation to deliver to the company for training:

- SSI Statement of Employment (issued by school.)
- Copy of identity card
- Training Contract
- Training Application Form
- Police Record Certificate (e-state gateway)
- Bank account details receipt
- 2 biometric photos

Trainees who have delivered their documentation in full are given information about training start date.

Trainees are caused to undersign Employee Confidentiality Agreement, Letter of Undertaking for Using Computers and Electronic Devices on the start date of training.

2.3. Trainings To Be Given To Trainees Who Will Begin To Receive Training

2.3.1. Trainings provided in relation to rules and instructions to follow throughout the training period so that students who will begin to receive training get to know the company and easily adjust to the workplace. Trainees receive training on Workers' Rights, Social Compliance, Occupational Health and Safety, Orientation and Quality, Code of Ethics, Information Security Breaches, Energy Efficiency. Trainings are recorded with a Training Report after receiving signatures of the trainees participating the training.

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2.3.2. After the training, trainees are referred to sick bay unit to undergo health checks and periodic examination. If there is no reservation in terms of health for a trainee to receive training, s/he is registered for employment.

2.3.3. The trainee who has been registered for employment is given a training ID card and trainee vest in order to monitor his/her entrance/exit and referred to the respective department

2.4. Work Conditions of Trainees

2.4.1. In our company, work hours of trainees under the age of 18 (eighteen) is 8 hours/day and 40 hours/week, while work hours of trainees over the age of 18 is 45 hours/week.

2.4.2. Trainees do not do overtime.

2.4.3. Trainees under the age of 18 do not do night shift pursuant to article 73 of labor law no. 4857.

2.4.4. Trainees are treated equally without discrimination on the basis of their religion, language, race, sex and political views, in the same way as how other employees are treated. 2.4.5. The department manager and authorized subordinates responsible for the trainees know that trainees are not part of the adult workforce and train them in auxiliary tasks that support the main job.

2.5. Rules To Follow For Trainees

- All trainees are obliged to follow work and break times set by the company.
- They are obliged to receive all trainings organized by HR Department before starting to work.
- The trainee himself/herself is the one primarily responsible for taking all safety precautions.
- They are obliged to apply all matters described during trainings in work area.
- They are obliged to immediately report any work accident and near miss incidents taking place during the training to Department Manager/Department Head/Section Chief/OHS expert.
- They mustn't enter any dangerous areas or areas into which they are not authorized to enter in the areas where they undergo training.
- They are obliged to follow all occupational health and safety rules and warning plates inside the company and perform the task given to them in the manner described to them.
- Trainees must always wear the trainee vest given to them by HR while doing their job, except for circumstances causing risk.
- Department Manager/Department Head/Section Chief should check whether trainees follow attire, workplace rules, work times, etc., and in case of a breach of such rules, such matter should be notified to HR Department and the process should be followed up.

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- The trainee must refrain from acting without knowledge of the worker/master instructor responsible for him/her in the work environment and leave the training site without permission.
- The trainee must refrain from using his/her mobile phone in such a way as to jeopardize the safety of himself/herself or those around within the borders of the workplace.
- The trainees are liable to use personal protective equipment designated for the departments where they undergo training in accordance with their rules.
- Clothing of the trainees during the training must be such that they do not enter used parts of the used accessories/devices and get caught by devices/equipment or any item in the work area.
- They are not allowed to touch any material, chemical or device they are not authorized to use.
- They must avoid using load and personnel elevators for any purpose other than their intended use or acting in such a way as to cause any damage or occupational accident.
- They mustn't smoke in work areas and at times other than break times. It's forbidden for trainees under 18 years of age to smoke within the company borders and around the company.
- They must comply with workplace hygiene rules.
- They mustn't use any official documents, tools and equipment and materials given to them outside their authorization.
- If any trainee has a work accident, s/he should first consult the Department Manager and then the sick bay unit and receive medical care. Human Resources Department should be notified of such incident in writing.
- Throughout the training period in the company, trainees must refrain from posting anything that would jeopardize information security and privacy in their social media accounts.
- They are subject to all other rules that company employees are subject to, other than work and break times.
- In case of breach of any of the rules mentioned above, the employer will be entitled to terminate the contract of the trainee.

2.6. Wage To Be Paid To Trainees

2.6.1. As stipulated in vocational training law number 3308, trainees in our company are paid wages.

- High school trainees undergoing training in Vocational Training Center 4 days a week are paid a wage equal to 60% of the minimum wage.

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- High school trainees undergoing mandatory training 3 days a week are paid a wage equal to 30% of the minimum wage.

2.7. Performance Evaluation of Trainees

2.7.1. A "TRAINEE PERFORMANCE EVALUATION" form is sent to Department Manager and Department Head in May and October for them to evaluate performances of MESEM trainees. If a trainee's evaluation is reported as unsatisfactory, feedback is given to the trainee, who will be then supported with training where necessary. His/her progress is monitored until the next evaluation period. If the trainee's evaluation is reported as unsatisfactory again in the next evaluation period, his/her continuation to the training will be reviewed before taking any action.

2.7.2. A "TRAINEE PERFORMANCE EVALUATION" form is sent to Department Manager and Department Head in May for them to evaluate performances of Vocational High School trainees.

2.7.3. A "TRAINEE PERFORMANCE EVALUATION" form is sent to Department Manager at the end of the training for him/her to evaluate performances of University trainees.

2.7.4. "TRAINEE PERFORMANCE EVALUATION FORMS" of all trainees are classified.

2.8. Employment of Trainees

2.8.1. Graduates may be assigned to vacant positions in the company if their trainee performance evaluation is satisfactory at the end of the training.

2.8.2. Evaluation and recruitment process are conducted in accordance with HUMAN RESOURCES PROCEDURE.

ANNEXES:

APPLICATION FORM FOR TRAINING.....FORM NO:D20.FR.029

TRAINEE PERFORMANCE EVALUATION FORM.....FORM NO:D20.FR.055

EMPLOYEE CONFIDENTIALITY AGREEMENT.....FORM NO:D20.FR.041

LETTER OF UNDERTAKING FOR USING COMPUTERS AND ELECTRONIC DEVICES.....FORM NO:D21.FR.011

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