



öztiryakiler

HUMAN RIGHTS AND EMPLOYMENT POLICY

OBJECTIVE: This policy has been created to protect the rights of all employees employed at Oztiryakiler, to ensure compliance with ILO International Labor Organization standards, and to promote sustainable human resources practices.

The policy is applicable in all departments and locations of Oztiryakiler and aims to provide all our employees with a supportive working environment and safe, fair, and equal opportunities.

METHOD:

1. Equality and Discrimination

- **Non-Discrimination:** At Oztiryakiler, no discrimination based on factors such as race, gender, age, disability, religion, ethnicity, or sexual orientation is in place.
- **Equal Employment Opportunities:** All recruitment, promotion, and training opportunities are offered irrespective of gender or other discrimination criteria.
- **Feedback and Complaint Mechanisms:** An Ethics Committee has been established where employees can freely give feedback when discrimination or inequality is in question.

2. Working Conditions

- **Health and Safety:** Training is provided and field inspections are conducted to ensure full compliance with occupational health and safety rules. All necessary precautions for employees to work in a safe environment are taken.
- **Working Times:** National and international legal regulations regarding working hours are complied with. By informing employees about excessive working hours and overtime, their approval is obtained.
- **Rest and Holiday Rights:** Employees are granted rest periods and annual leaves within the framework of the law.

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3. Wages and Benefits

- **Fair Wage:** Employees are paid wages that are fair and in line with market conditions, and the wage policy is managed transparently.
- **Benefits:** By arranging benefits such as transportation and food according to the needs of the employees, it is ensured that our employees benefit from such rights fairly.

4. Training and Development

- **Training Opportunities:** By providing professional development and training opportunities to all employees, a variety of trainings is planned annually without discrimination based on gender, religion, language, race, or other factors and implemented in accordance with the plan.
- **Career Planning:** To support the career development of employees, promotion opportunities are provided equally by making individual career planning.

5. Discipline and Performance Management

- **Fair Discipline:** Disciplinary procedures are executed fairly by the Disciplinary Board in line with the determined rules, and are put into practice equally, fairly, and reliably for all our employees.
- **Performance Evaluation:** The performances of our employees are evaluated annually based on determined criteria and implemented by providing feedback to employees.

6. Violence and Harassment

- **Violence and Harassment Policy:** At Oztiryakiler, a zero-tolerance policy is applied to behaviors such as violence and sexual harassment. An Ethics Committee has been established to ensure that our employees can safely report such behaviors. Such notifications are evaluated by the Ethics Committee and executed fairly.

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- **Support and Training:** Trainings on violence and harassment are planned and it is ensured that they are provided to each employee regularly.

7. Freedom of Representation

- **Freedom of Representation:** Our employees have freedom of representation and their freedom of representation is supported. This process is carried out fairly and transparently by ensuring regular communication with them during the representation.

8. Review and Update of the Policy

- This policy is periodically reviewed and updated according to legal regulations, ILO International Labor Organization standards, and the needs of our company. The current version of the policy is published in a way that is accessible to all employees.
- The Human Rights policy aims to provide a fair, safe, and supportive working environment in our company. All our employees are part of these policies and are expected to act accordingly.

9. Application and Communication

- **Policy Dissemination:** The Human Rights and Employment Policy is clearly communicated to all employees and made accessible to them through notice boards, the intranet, and our website.
- **Employee Participation:** Employees are given regular training and information about their compliance with the Human Rights and Employment Policy and are expected to act in accordance with this policy.

We undertake to take all necessary precautions to prevent violations such as discrimination, forced labor, and child labor by respecting universal human rights in all our activities.

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