

## **EMPLOYEE AND HUMAN RIGHTS PRINCIPLES**

At ANKASAN MAKİNE A.Ş., we are committed to conducting business in a manner that protects the safety, health, and well-being of our employees and others affected by our operations. We strive to respect and promote labor and human rights in accordance with Labor Law No. 4857 and the UN Guiding Principles on Business and Human Rights. In this context, our principles are:

### **Employee Rights;**

- Ankasan's Occupational Health and Safety Policy has been established under the leadership of senior management to ensure the health and safety of our employees and all parties we interact with.
- The right of employees to join unions, establish unions, organize and bargain collectively is recognized and respected.
- Ankasan's Human Resources Policy has been established under the leadership of senior management, encompassing training, communication opportunities, equal opportunity, and career planning to enable employees to develop their skills and achieve greater job satisfaction.
- Working hours, holidays, and leave periods are implemented in accordance with Labor Law and employee contracts.
- Working hours are 8:00 AM to 6:00 PM. A one-hour break is allowed during this time.
- All work outside these hours is considered overtime and is subject to additional pay.
- To provide all our employees with fair, equal and competitive wages and benefits that support the quality of life.
- To carry out all our recruitment processes in accordance with ethical principles, in a fair, transparent and non-discriminatory manner.
- Forced labor, child labor, and all forms of human trafficking are unacceptable, regardless of the reason.

### **Child labour and young workers;**

- Ankasan does not employ individuals under the age of 18 as workers. Young workers who have completed 16 years of age may only participate in apprenticeship roles as part of their vocational training.
- Our company's policy is to not employ child labor, in accordance with ILO, international agreements, the United Nations Global Compact, and Article 71 of Labor Law No. 4857. We understand that the use of child labor harms children's physical and mental health and deprives

**ANKASAN MAKİNE A.Ş.**

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them of their right to education. Children under the age of 18 are not employed under any circumstances.

- When applying for a job, it is mandatory to see the candidate's official ID and verify their age. If a child applies for a job themselves or on behalf of a parent, the other party is informed that Ankasan has a strict policy prohibiting child labor.
- We do not enter into agreements with businesses that employ child labor.

**Principles of Human Rights and Equality at Work;**

- Unconditionally respect the human rights.
- Ensure all of our employees under our organization to bear the 'Respect' principle described and stated in their Job Definitions.
- To treat all our employees in accordance with the fundamental principle of equality and not to discriminate regardless of race, color, gender, sexual orientation, age, religious belief, political view, nationality or social status.
- We are committed to protecting the rights of minorities and indigenous peoples, strengthening cultural diversity and ensuring equal participation and representation.
- Slavery, servitude, forced and compulsory labor, and human trafficking are not accepted directly or indirectly.
- Direct or indirect harassment in the workplace is not permitted. When harassment is detected, legal action is taken unconditionally.
- To ensure diversity, equality and inclusivity by enabling employees to have access to equal opportunities and equal participation in decision-making processes throughout the work environment.
- Show 'zero tolerance' to all kinds of discrimination based on race, color, gender, sexual orientation, age, religious belief, political view, nationality or social status.
- Ensure an environment where all of our employees are able to share their opinions and suggestions without discriminating any job and position in our business processes.
- Be fair in work load distribution.
- To support women's participation in the workforce and to respect women's rights. To fully recognize and support rights such as pregnancy, maternity and maternity leave.
- To carry out remedial activities to ensure health, safety and welfare among employees without discrimination.
- Ensuring the sustainable use and protection of land, forest, and water resources. Protecting the rights of local people and minority groups to access these resources.

- Treating all stakeholders fairly and equally during forced evictions. Providing appropriate compensation and resettlement opportunities to evicted individuals.
- To use security forces in accordance with all relevant local and international laws; security personnel shall act within legal boundaries in the performance of their duties.
- To treat all individuals fairly and equally in security operations. To avoid discrimination and to respect the rights of all individuals.
- Emphasize the principle of equal opportunity among our employees also in our Human Resources Policy.
- Create and ensure the continuity of a working environment and conditions maintaining the balance between work, family and personal life balance.

By the end of each year, we will monitor our progress toward achieving the following goals:

- Zero workplace accidents,
- Increasing the total training hours by 5% compared to the previous period.
- Organizing at least one social event for employees.

The Human Resources Department is responsible for developing the labor and human rights policy and presenting annual target proposals to senior management. The Human Resources Department also determines best practices and tools the company can use to achieve its commitments and goals.

The policy is regularly updated by management, and all changes are shared with relevant parties through bulletin boards, the <https://www.ankasan.com/> website, and the server system.

It is important that you take the time to understand the latest version of this policy and, if you have questions or feedback, please contact the Human Resources Department.

**Ahmet Yasar**

**General Manager**