



## PROCEDURE FOR PREVENTION AGAINST SEXUAL HARASSMENT

The aim of our sexual harassment prevention procedure is to ensure that employees and guests work in a safe, respectful, and harassment-free environment. This procedure is designed to prevent potential harassment situations before they occur and to facilitate a swift and fair response process in the event of incidents. It also aims to guide employees in protecting their rights and seeking support.

### Policy and Commitment

- **Definition of Sexual Harassment:** Sexual harassment is engaging in sexually suggestive behavior, verbally or physically disturbing someone without their consent.
- **Policy Statement:** Our hotel declares that it has zero tolerance for sexual harassment and all forms of discrimination against all guests and employees. All guests and staff deserve to stay in a comfortable and safe environment.
- **The Role of Communication and Training:** All employees receive training on protecting their own rights and the rights of guests. This training includes information on how to recognize, prevent, and report sexual harassment.

### Sexual Harassment Reporting and Complaint System

- **Privacy and Anonymity:** Individuals who have been harassed can file a complaint through a secure and anonymous channel designated by the hotel. This channel may be by phone, email, or online form.
- **Rapid Reporting:** Reports of sexual harassment are investigated as quickly as possible and immediately reported to the relevant managers.
- **Written Reporting:** The notification is received and documented in writing. This ensures that each step is traceable. It makes it easier to do and track.

### Rapid Response and Support

- **Assessment of the Incident:** Allegations of sexual harassment are investigated immediately. During this process, the severity and impact of the incident are assessed. Actions are taken with this in mind.
- **Support Line:** A support line is provided to the abused individual to offer psychological support. If necessary, external professional counseling services are also available.
- **Monitoring the Incident:** Developments related to the incident are regularly monitored, and the parties involved are informed.

### Training Programs for Staff

- **Training Content:** All staff receive training on recognizing and preventing sexual harassment, empathizing with guests, and exhibiting professional behavior. This training is renewed at least once a year.
- **Training Outcomes:** Personnel who successfully complete the training will receive feedback on recommended behaviors and issues related to sexual harassment. Information about the policy is provided. Role-playing and case studies are conducted during the trainings.

### Procedural Implementation and Advanced Precautions

PREPARER	APPROVED
Sustainability Manager	General manager
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- **Internal Audit:** The effectiveness of measures and procedures taken against sexual harassment is independently evaluated at least once a year. It is evaluated by an auditor.
- **In Case of Violation of Rules:** If complaints of sexual harassment are substantiated, disciplinary procedures will be initiated against the individuals involved. This may include steps such as dismissal, temporary suspension, or legal action.
- **Guest Safety:** To prevent guest harassment, staff are carefully trained and measures are taken to ensure guest safety (e.g., preventing staff from entering guest rooms without authorization, and discouraging disruptive behavior).

### Communication and Announcements

- **Policy Dissemination:** All employees at our hotel are aware of our policies regarding sexual harassment, and these policies are publicized in the hotel's entrance area, in the rooms, and on the hotel's website.
- **Guest Communication:** Guests are informed about the hotel's procedures for combating sexual harassment. This information may be available on the hotel's website, in booking confirmations, or on information boards within the hotel.

### Progress and Improvement

- **Feedback System:** Our hotel continuously receives feedback to evaluate the effectiveness of the implemented procedures. It receives feedback. Improvements are made based on this feedback.
- **Continuous Training:** Trainings and procedures are continuously updated to reflect newly developing situations, and It is expanded.

This procedure details the measures our hotel will take against sexual harassment and provides a strong foundation for ensuring the safety of both guests and staff.

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