

	EMPLOYEE WORKING CONDITIONS AND HUMAN RIGHTS PROCEDURE	Document No.	PR.HR.02
		First Publication Date	09.2024
		Revision No.	
		Page Number	1 / 3

1. PURPOSE AND SCOPE

The requirements of this instruction must be applied to all personnel working at WARWICK HOTEL ANKARA.

2. REGULATORY CONDITIONS

In this instruction;

- National laws,
- Other relevant laws,
- Other requirements that the company is obliged to comply with,
- ILO Conventions,
- To the International Convention on the Rights of the Child,
- To the Universal Declaration of Human Rights,
- The United Nations Convention on the Rights of the Child is complied with.

3. DEFINITIONS

- Child (C): Person under the age of 16. (C<16 years)
- Young Employee (GC): Employee who is over the age defined as a child and has not yet reached the age of 18 (C<GC<18)
- Child worker (CC): below the age(s) specified in the definition of child above, except in ILO Recommendation 146.
working children. (CC<C)
- Forced labor: Labor provided to a person against his/her will, under threat of punishment.
all works or services.

4. APPLICATION

4.1. CHILD LABOR

WARWICK HOTEL ANKARA

- Does not allow or support child labor.

4.2. FORCED LABOR

Our hotel does not engage in any activity that would be associated with forced labor and does not support such an activity.
Additionally, employees are not forced to deposit ID, passport or "deposit" in order to start working for the company.

4.3. HEALTH AND SAFETY

Our hotel continues its efforts to provide a safe and healthy working environment and receives support from a work safety expert authorized by the ministry in developing safety. Adequate precautions are taken to prevent accidents and injuries if they occur, and risk analyses are conducted to determine the causes of hazards specific to the work environment.

	EMPLOYEE WORKING CONDITIONS AND HUMAN RIGHTS PROCEDURE	Document No.	PR.HR.02
		First Publication Date	09.2024
		Revision No.	
		Page Number	2 / 3

- To apply occupational health and safety (OHS) requirements in a valid manner and to ensure the health and safety of all employees.
has established an OHS board to be responsible for safety.
- All employees (new or old) are regularly trained on OHS and this is ensured.
records are kept.
- The elements that threaten OHS are identified, efforts are made to eliminate them and solutions are sought.
systems are being developed.
- Drinking water and food facilities are provided for employees and the places where food is produced and served are healthy.
and clean conditions are ensured.

4.4. RIGHT TO ORGANIZE AND COLLECTIVE BARGAINING

Our hotel,

- Respect for the right of employees to form and join unions of their own choosing and the right to collective bargaining.
shows.
- To ensure that staff representatives reach their members at work and are not subject to discrimination.
provides.

4.5. DISCRIMINATION

In hiring, compensation, training, reward, firing or retirement, race, caste, national origin, religion,
on issues such as disability, gender, sexual preferences, association or union membership or political identity.

There is no discrimination. Employees are not discriminated against based on race, caste, national origin, religion, disability, gender, sexual orientation, association
or to meet their needs or requirements regarding their union membership or political identity.
there is no interference with their delivery.

4.6. DISCIPLINARY PRACTICES

WARWICK HOTEL ANKARA , corporal punishment, mental or physical pressure, or verbal abuse
does not treat or support them.

4.7. RECEIVING AND EVALUATION OF PERSONNEL SUGGESTIONS AND COMPLAINTS

- All employees in our hotel can submit their complaints and suggestions to the human resources and training department.
and personnel are informed about where to report their complaints and suggestions.
- Monthly staff satisfaction surveys by the human resources and training department
are distributed and these surveys are evaluated monthly. Staff also make suggestions or
can voice their complaints.
- In addition, within the scope of the Occupational Safety Law No. 6331, 3 employees were dismissed from our hotel through a vote of the staff.
Our staff has been elected as a representative. Our staff has been working with employee representatives on working conditions, occupational health and safety issues.

	EMPLOYEE WORKING CONDITIONS AND HUMAN RIGHTS PROCEDURE	Document No.	PR.HR.02
		First Publication Date	09.2024
		Revision No.	
		Page Number	3 / 3

Employee representatives can submit their complaints or suggestions to the Occupational Safety Board.
and these suggestions and complaints are evaluated by the board.

4.8. WORKING HOURS

- Working hours are subject to applicable laws. No more than 45 hours per week are required.
(overtime is paid in case of work) and at least one day off per week is granted.
- It is ensured that overtime hours (time exceeding 45 hours per week) do not exceed 12 hours per week, and
Overtime is always paid more or used as leave.
- According to the Labor Law, employees who have completed 1 year of service are entitled to annual leave according to the number of days specified by the law.
rights are granted.

4.9. PRICING

- Salaries are determined at a level that meets the legal minimum standard and the basic needs of employees.
- No deductions can be made from salaries due to disciplinary practices.
- Salaries are paid to the staff by depositing them into the bank account determined by the hotel.