

 KAYAKAPI PREMIUM CAVES CAPPADOCIA	Kayakapi Tour. Yat. Tic. A.S. HUMAN RESOURCES POLICIES	Publication Date: 29.11.2022
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Kayakapi Premium Caves Cappadocia Boutique Hotel invests in people. It considers that long-term cooperation with all its teammates (company employees, contracted personnel, subcontractors, subcontractors, etc.), preservation of the company culture, know-how and the core values of the company are the basic elements of achieving success.

PURPOSE

The purpose of this policy is to determine the basic principles to be taken as basis in recruitment, performance, training, development, orientation, talent management, labor relations, payroll, payroll and all other Human Resources and sectoral practices.

With the compliance of these principles, it is aimed to ensure sustainable success in strategies and targets, employee loyalty, low labor turnover and an organizational structure that will create a competitive advantage.

Kayakapi Premium Caves Cappadocia Boutique Hotel expects all team members (company employees, contracted personnel, subcontractors, subcontractors, etc.) to think and act as partners of the company and to continuously demonstrate the ability to create economic added value for shareholders and all other stakeholders.

SCOPE

This policy aims to be binding on all Kayakapi Premium Caves Cappadocia Boutique Hotel employees, all job applicants, contractor company employees, as well as all stakeholders and local communities who have any commercial and/or sectoral ties with Kayakapi Premium Caves Cappadocia Boutique Hotel. Within the above Purpose and Scope, the basic principles of our Human Resources Policy are as follows. Kayakapi Premium Caves Cappadocia Boutique Hotel and all stakeholders intended to be binding within the scope accept and undertake the following principles.

- Employees and job applicants are not discriminated against on the grounds of race, color, belief, ethnic and national origin, religion, gender, marital status, age, physical disability and similar reasons under any circumstances,
- It is ensured that the organization's human resources systems and processes are continuously reviewed and structured in line with the needs.
- It is ensured that the qualified workforce that will carry the company into the future is recruited into the organization, that the principles of equal opportunity and fair treatment are respected during this process, and cultural diversity is supported in this direction.
- At any stage of product production, people are not forced to work against their will, and children and young workers under the age of 18 are not recruited or employed.

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- Personal and professional development activities are organized to ensure the continuous development of employees' competencies, knowledge and skills related to their positions and the realization of their potential, Form No.

- In a way to support corporate and individual development goals, an effective performance evaluation system is implemented in which managers regularly monitor the performance of employees in an open communication environment and assume development responsibilities,

- It is aimed to create a common corporate culture by developing practices and approaches that will increase the corporate loyalty of employees in a safe, healthy, Kayakapi Premium Caves Cappadocia Boutique Hotel Business Ethics Values, participatory and open to change, in a working environment where they can exhibit their potential,

- As Kayakapi Premium Caves Cappadocia Boutique Hotel, our basic principles in the management of wage policies of all our employees; transparency, fairness, sustainable success (rewarding employees and competitive) and maintains a policy that encourages and is compatible with its long-term goals,

- The Human Resources department holds weekly meetings with white-collar employees, especially new hires, and feedback is received from them about the conditions at Kayakapi Premium Caves Cappadocia Boutique Hotel, which situations can be further improved and good practices. The relevant managers of the new employees give feedback to the employees about their career plans at least once a month. The relevant managers regularly report their opinions about the employees to the General Manager.

- In line with the legal legislation, the Working Hours of our white collar and blue collar employees as Kayakapi Premium Caves Cappadocia Boutique Hotel are as follows;

Daytime staff; They work six days a week for a maximum of 45 hours.

They have a designated day off a week.

Personnel working in shifts; They work a maximum of 45 hours per week. Those who work in this order have 1 day of week vacation after working 6 days.

Overtime work is carried out in accordance with Labor Law No. 4857. Labor Law No. 4857 stipulates that an employee can work a maximum of 11 hours a day. Therefore, an employee whose usual daily working hours are 7.5 hours works a maximum of 3.5 hours of overtime in a day.

Kayakapi Premium Caves Cappadocia Boutique Hotel complies with the International Labor Standards on working hours - ILO (International Labor Organization) Working Hours (Industry) Convention, 1919 (No:1) and (Commercial and Office) Convention, 1930 (No:30).

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•Kayakapi Premium Caves Cappadocia Boutique Hotel employees can make all applications regarding their wishes and complaints by e-mail. All applications are submitted to the Board of Directors for evaluation without opening and preliminary control together with the follow-up report issued.

RECRUITMENT POLICY

PURPOSE

The purpose of this policy is to describe the principles for the selection, placement and retention processes of the personnel to be recruited for the existing positions in the organizational structure of Kayakapi Premium Caves Cappadocia Boutique Hotel and/or for the new positions opened during the period.

SCOPE

This policy covers all personnel working within the Company and employee candidates applying for a job. Within the above Purpose and Scope, the basic principles and guidelines for Recruitment, Placement and Retention processes are as follows.

•Within the framework of Kayakapi Premium Caves Cappadocia Boutique Hotel vision, we attach importance to talent management in recruitment processes and create an environment where our candidates and employees can reveal their talents in all of our application evaluation, interview, placement and retention processes.

• Based on the interviews conducted during the recruitment processes of white-collar candidates, positive/negative feedbacks are provided and support is provided for the self-talent management processes of our candidates. In these feedbacks, the areas where candidates can improve themselves and where they are competent are explained.

•In order for the white-collar employees of Kayakapi Premium Caves Cappadocia Boutique Hotel to reveal their emotional, cognitive and technical skills, new employees are included in an orientation program lasting 2 months. In this process, employees have the opportunity to develop their technical skills by observing the processes in the businesses and at the same time, they improve their communicative skills by meeting with unit supervisors.

Employees' talent acquisition processes are supported through Personal and Professional Development trainings. In the organization of trainings, the strengths and weaknesses of each employee are determined, and within this framework, it is ensured that employees receive training in areas where they can improve themselves.

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With all these activities, it is aimed to ensure the loyalty of the employees and to work for many years within Kayakapi Premium Caves Cappadocia Boutique Hotel.