

	<b>Kayakapi Tour. Yat. Tic. A.S.</b> <b>SOCIAL RESPONSIBILITY POLICY</b>	Publication Date: 29.11.2022
		Form No: SY-FRM012
		Revision Date: -
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**Child labor:** For the healthy development of children and within the framework of respect for the right to education, not to have employees under the age of 18, to act in accordance with the procedures and principles of employing young workers,

**Recruitment** In order to ensure the continuity of the company's ethical criteria, the selection of personnel in recruitment will be considered as a necessary and important criterion for compliance with the company rules and the company's social compliance conditions as well as technical and professional knowledge, and the following policies for the prevention of discrimination and harassment-abusive treatment are valid starting from the recruitment stage,

**Raising Employee Awareness:** Believing that the basis of social compliance is conscious employees, raising the level of awareness of employees by informing them about their personal rights, company rules and working conditions during the recruitment phase and at certain periods during their employment,

**Working Hours:** Compliance with applicable laws and regulations on working hours and overtime due to efficient work and respect for human rights,

**Wages and Payments:** Based on the minimum wage as the minimum wage that employees can meet their living expenses; there should be no wages below the minimum wage, overtime wages should be paid with additions as stipulated by law,

**Compliance with Laws and Other Obligations:** Adhering to applicable laws and regulations and following the rules of our customers' business partnerships as well as the rules of international social responsibility organizations (ILO),

**Discrimination: On the** basis that all employees have equal rights, there can be no discrimination in hiring, compensation, access to training, promotion, or termination or retirement based on race, social class, religion, national origin, gender or political affiliation,

**Freedom of Association and Collective Bargaining:** Respect the right of workers to union membership and collective bargaining and the right to free and democratic representation through employee representatives,

**Communication** With the belief that success depends on healthy communication, to keep the connections between employees and managers alive, to establish good relations between employees and managers and to carry out practices to ensure the continuity of these relations,

**Communication of Wishes and Complaints:** To create alternative methods for each employee to communicate their wishes and complaints, to establish an appropriate working

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environment by making timely and effective evaluation and feedback, and not to retaliate against the employee's wishes and complaints,

**Prevention of Harassment and Maltreatment:** To ensure that there is no verbal, physical, psychological harassment or coercion in order to ensure the peace of the working environment and to ensure that employees work happily,

**Bribery and Corruption:** Bribery, Corruption and / or giving, receiving or offering kickbacks will not be accepted under any circumstances and will act within the framework of the established and published Kayakapi Premium Caves Cappadocia Boutique Hotel Code of Business Ethics Regulation,

**Forced and Compulsory Labor:** That there can be no work that is obliged by contract or in return for debt and that work is voluntary,

**Supplier Management:** With the belief that all suppliers are equally responsible; to evaluate the social compliance activities of supplier companies, to follow up the results with action plans, to control social compliance activities with management systems,

**Occupational Health and Safety:** Accepting human beings as the most valuable asset in all its activities, adopting the primary goal of minimizing any loss that may occur by creating a safer and healthier working environment, organizing trainings to ensure that all employees are aware of their individual responsibilities on the subject, providing the necessary equipment in terms of Occupational Health and Safety, local laws on Occupational Health and Safety, To comply with the regulations and procedures of Kayakapi Premium Caves Cappadocia Boutique Hotel, to create a communication environment where all employees can work in accordance with the procedures and regulations and to raise awareness of the work carried out in this regard, to identify the risks related to occupational health and safety hazards that may arise from the activities of our organization and to keep these risks under control by reducing them to acceptable levels,

**Education** The education level of employees determines the general level of the company. With this logic, to increase the occupational health and safety awareness of employees, to organize internal or external trainings to support their professional and personal development, to ensure the continuous development of the company due to the development of employees through organized trainings,

We are committed.