

## ETI Base Code

The ETI Base Code is founded on the conventions of the International Labour Organization (ILO) and serves as a globally recognized code of labour practices under the Ethical Trading Initiative (ETI). As Akten Kozmetik, we are committed to upholding the Fundamental Labour Standards established by the Ethical Trading Initiative (ETI) in all areas of our operations.

### 1. Employment is freely chosen

1.1 Workers are employed of their own free will. Forced, bonded, or involuntary prison labor must not be used under any circumstances.

1.2 Employers must not retain workers' wages or hold any part of their earnings as a "deposit," nor may they require workers to surrender their identity documents. Workers are free to terminate their employment relationship with the employer at their own discretion, provided they give reasonable notice.

### 2. Freedom of association and the right to collective bargaining are respected

2.1. All workers, without discrimination, have the right to join or form trade unions of their own choosing and to engage in collective bargaining.

2.2 The employer adopts an open attitude towards the activities of trade unions and their organizational activities.

2.3 Worker representatives shall not be discriminated against and shall have access to carry out their representative functions in the workplace.

2.4 In situations where the right to freedom of association and collective bargaining is restricted by law, the employer shall encourage – and not hinder – the development of parallel means for independent and free association and bargaining.

### 3. Working conditions are safe and hygienic

3.1 A safe and hygienic working environment shall be provided, taking into account prevailing industry knowledge and any specific hazards. Adequate steps shall be taken to prevent accidents and health issues arising from, associated with, or occurring during the course of work, by minimizing the causes of hazards inherent in the working environment, as far as is reasonably practicable.

3.2 Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.

3.3 Access to clean toilet facilities and potable drinking water shall be provided, and sanitary facilities for food storage shall be provided where appropriate.

3.4 Where accommodation is provided, it shall be clean, safe, and meet the basic needs of the workers.

3.5 A company that complies with these conditions shall assign responsibility for health and safety to a senior management representative.

### 4. Child labour shall not be used

4.1 There shall be no new recruitment of child labour.

4.2 Companies shall develop or participate in policies and programs that ensure the access to and continuation of quality education for any child found to be engaged in child labour, as defined in the annexes, until they are no longer considered a "child" or engaged in "child labour."

4.3 Children and young persons under the age of 18 shall not be employed at night or in hazardous conditions.

4.4 These policies and procedures shall conform to the provisions of the relevant ILO standards.

## 5. Living wages are paid

**5.1** Wages and benefits paid for a standard working week shall meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event, wages should always be sufficient to meet basic needs and to provide some discretionary income.

**5.2** All workers shall be provided with written and understandable information about their employment conditions, including wage details, before they start work and for each pay period during their employment.

**5.3** Deductions from wages as a disciplinary measure shall not be permitted. Any wage deductions not provided for by national law shall only be permitted with the express and informed consent of the worker concerned. All disciplinary actions must be recorded.

## 6. Working hours are not excessive

**6.1** Working hours must comply with national laws, collective agreements, and the provisions set out in sections 6.2 to 6.6 below, whichever affords greater protection to workers. Subsections 6.2 to 6.6 are based on international labor standards.

**6.2** Working hours, excluding overtime, shall be defined by contract and shall not exceed 48 hours per week.\*

**6.3** Overtime shall be voluntary. It shall be undertaken responsibly, taking into account the scope, frequency, and hours worked by individual workers and the workforce as a whole. It shall not be used to replace regular employment. Overtime shall always be compensated at a premium rate of no less than 125% of the regular rate of pay.

**6.4** Total working hours in any seven-day period shall not exceed 60 hours, except as covered under clause 6.5 below.

**6.5** Working hours may exceed 60 hours in any seven-day period only in exceptional circumstances where all of the following conditions are met:

- Permitted by national law;
- Permitted by a freely negotiated collective agreement with a workers' organization representing a significant portion of the workforce;
- Appropriate safeguards are taken to protect the workers' health and safety; and
- The employer can demonstrate that exceptional circumstances exist, such as unexpected production peaks, accidents, or emergencies.

**6.6** Workers shall be provided with at least one day off in every seven-day period or, where allowed by national law, two days off in every 14-day period.

\* International standards recommend the progressive reduction of normal working hours, when appropriate, to 40 hours per week without any reduction in workers' wages as hours decrease.

## 7. No discrimination is prohibited

**7.1** No one shall be discriminated against in hiring processes, payments, participation in training services provided, promotion practices, termination, or retirement procedures based on race, nationality, social class, religion, age, disability status, gender, marital status, sexual orientation, union membership, or political affiliations.

## 8. Regular employment is provided

**8.1** Work performed shall, as far as possible, be based on a valid employment relationship established in accordance with national laws and customary practice.

**8.2** The employer has an obligation to fulfill their responsibilities towards employees under labor and social security laws and regulations arising from regular employment relationships. The employer cannot evade these obligations by relying solely on the use of contracted labor, labor supplied by subcontractors, work-from-home arrangements, apprenticeship schemes without a genuine intention to develop skills or provide regular employment, or by excessively using fixed-term employment contracts.

## 9. No hars or inhumane treatment is allowed

**9.1** The use of physical violence or disciplinary punishment, threats of physical violence, sexual abuse or other harassing behaviors, verbal abuse, or any form of intimidation or bullying is strictly prohibited.

These conditions set the minimum standards, and employers are encouraged to exceed them. If both national legislation and ETI standards exist on the same subject, the provision that offers greater protection to workers shall prevail.