

# SOCIAL COMPLIANCE POLICY

04.09.2023

Our company is committed to carry out its Social Compliance activities under a management framework that adheres to applicable laws and regulations, customers' Social Compliance standards and workplace codes of conduct. We are committed to continuous improvement in this area and to provide the necessary resources for all these activities and to comply with the following Social Compliance principles.



**CHILD AND YOUNG WORKER EMPLOYMENT:** Our company adheres to the regulations and principles governing the employment of child and young workers and does not employ individuals below the legal minimum age.

**PREVENTION OF UNSAFE WORKING CONDITIONS:** We ensure compliance with both national legislation and international labor standards. We do not engage in or support any form of slavery, forced labor, debt bondage, or involuntary employment, whether directly or through our business partners.

**EQUAL OPPORTUNITY/DISCRIMINATION AND HARASSMENT:** Our employees have the freedom to express their opinions and beliefs, and equal opportunities are provided to everyone. We adhere to the principle of equal opportunity in recruitment processes. Discrimination based on age, language, race, color, religion, gender, ethnic origin, political affiliation or views, freedom of belief, marital status, birth, pregnancy, social background, military status, disability, or illness is not permitted. We also apply the principle of equality in

employment decisions, including recruitment, termination of employment, dismissal, promotions, salaries, seniority, leave, compensation, and training.

**FAIR WAGES AND PAYMENTS:** We take necessary measures to ensure that our employees receive fair compensation for their work. Our wage management is designed to be fair and transparent, incorporating performance-based criteria and evaluating industry and local conditions. We do not make payments below the minimum wage.

**WORKING HOURS:** Working hours are regulated in accordance with applicable laws and regulations. Employees work five days a week and are given two days off. Overtime is compensated according to the rates specified by the law.

GENERAL MANAGER

**INCLUSION AND PROTECTION OF WORKERS:** Our company informs and protects all employees regarding their rights and responsibilities. No employee is disciplined through physical or material disciplinary measures; instead, their development is ensured through training and instructions.

**PREVENTION OF FORCES AND COMPULSORY LABOR:** Employees of the company are not required to work under any form of coercion or involuntary pressure. They are employed in appropriate positions based on their voluntary consent. Requests from employees to leave within the legally specified notice periods are respected.

**PREVENTION OF MALTREATMENT:** To ensure a positive work environment and the well-being of employees, the company does not tolerate any form of verbal, physical, or psychological harassment, intimidation, threats, or coercive behavior. All communications are conducted in a manner that is free from unethical, threatening, aggressive, or demeaning conduct.

**FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING RIGHTS:** Employees are free to express their thoughts and beliefs, join civil society organizations, participate in collective bargaining, and form unions without facing discrimination or obstacles.

**REQUESTS AND COMPLAINTS :** Our company provides platforms for all employees to submit their requests and complaints and places a high priority on employee satisfaction. The request and complaint notification system is designed to foster continuous development and improvement. Complaints are reviewed by the Occupational Health and Safety Committee and analyzed by management to determine appropriate solutions.

**OCCUPATIONAL HEALTH AND SAFETY :** Using a proactive approach based on risk analysis, we implement all necessary preventive measures to safeguard the occupational health and safety of our employees. The work environment is well-equipped, and we ensure that employees have access to resources that meet their basic needs in hygienic conditions.

**ENVIRONMENTAL PROTECTION:** Our company evaluates the significant environmental impacts through risk analysis and develops policies and procedures that reflect our environmental responsibilities.

**RETALIATION:** Individuals who report retaliation are protected, and their confidentiality is ensured.

**ETHICAL BUSINESS:** Akten Kozmetik is committed to adhering to laws and standards designed to prevent bribery and corruption in its interactions with customers, suppliers, employees, and official authorities. The company upholds transparency, performs necessary risk analyses, and is dedicated to raising awareness among all employees about ethical behavior.

**Personal Data Protection** The company adheres to privacy and information security laws and regulations concerning the collection, use, and processing of personal data. Additionally, it ensures the protection of the intellectual property rights of its business partners.

**GENERAL MANAGER**