



FORM SÜNGER VE YATAK SAN. TİC. A.Ş.

## HUMAN RIGHTS POLICY

**Parent Process:** Ethics

**Child Process:** Human Rights

**Policy:** Human Rights Policy

**Policy No:**

**First Released:**

**Approved by:**

**Revision No:**

**Latest Revised:**

**Approved by:**

### SECTION 1. OBJECTIVE

**1.1.** Human Rights Policy (hereinafter, "Policy") aims to define the human rights rules and principles that Form Sünger ve Yatak Sanayi Ticaret A.Ş. (hereinafter, "Company") adopts and applies while carrying out its activities and to create a guide for its employees, business partners, suppliers and the entire value chain in this regard.

**1.2.** This Policy applies to Company and its activities and defines the human rights rules and principles that all employees, business partners and suppliers are expected to comply with.

### SECTION 2. DEFINITIONS

**2.1.** Terms used in this policy that have a specific meaning are briefly defined below:

**Company:** Form Sünger ve Yatak Sanayi Ticaret A.Ş.

**Policy:** Human Rights Policy

**Employees:** Company managers and workers.



### **SECTION 3. SCOPE**

**3.1.** This policy applies to

- a) General Manager,
- b) Employees
- c) Service or good vendors, and their employees,
- d) Other persons including all individuals and organizations working for Company including consultants, lawyers, advisors and external auditors, as well as customers with a business relation with Company ("**Business Partners**").

### **SECTION 4. PRINCIPLES**

**4.1.** As a company, we work with respect for human rights and the values of different communities, and we take care not to contradict the generally accepted lifestyles, worldviews and traditions of the society in our activities both in Türkiye and in other countries.

#### **4.2. Respect for Human Rights**

**4.2.1.** Company acts in accordance with universal human rights in its relations with its employees, business partners, customers, competitors and the communities in which it operates and exercise utmost care to act with the same understanding mutually. .

#### **4.3. Child Labor and Forced Labor**

**4.3.1.** Company does not tolerate conducts and practices contrary to human rights and legal regulations, such as child labor, illegal and/or forced labor, mistreatment of employees, unregistered employment.

#### **4.4. Violence and Mistreatment**

**4.4.1.** Company is committed to providing all employees with a safe, respectful environment where human dignity will not be harmed. Our employees are also obliged not to inflict physical and psychological violence and ill-treatment on anyone, regardless of the reason, and not to condone such behavior by others. Threats of violence and ill-treatment or attempts to intimidate or instill fear, even if they do not lead to action, are also considered in the same context.



No form of physical, verbal, sexual or psychological harassment, abuse or threats will be tolerated.

#### **4.5. Diversity, Equality and Inclusion**

**4.5.1.** Company is committed to providing its employees with a working environment where they feel fully included, regardless of their differences, and where they will observe each other's rights and dignity in all their behaviors. Decisions on recruitment, placement, career development, training, remuneration and promotion are based solely on the employee's qualifications, performance, skills and experience.

**4.5.2.** Company exercise outmost care to the principles of diversity, equality and inclusiveness in its internal and external communications; anything that are contrary to the fundamental values of society shall be excluded.

#### **4.6. Discrimination**

**4.6.1.** Company does not discriminate on the basis of age, gender, race, color, language, religion, philosophical and political opinion, ethnic origin, economic status, sexual orientation, health status, disability, appearance, clothing and lifestyle; and does not tolerate discriminatory behavior, action or retaliation of any kind.

#### **4.7. Right to Collective Bargaining and Freedom of Association**

**4.7.1.** The right of employees to freedom of association and collective bargaining in accordance with the legislation shall be respected and employees exercising these rights shall not be subjected to any form of oppression or discrimination.

#### **4.8. Occupational Health and Safety**

**4.8.1.** Occupational health and safety is one of Company's main priorities. Company takes measures to minimize health and safety risks in its facilities and fields of activity and carries out remedial, corrective and preventive activities for continuous improvement. Company complies with relevant legal regulations and meets requirements. All employees are expected to follow occupational health and safety plans and procedures.

#### **4.9. Freedom of Expression**

**4.9.1.** Company is committed to preventing any situation that may hinder employees from exercising their right to freedom of expression in the work environment and provides the necessary environment for employees to express themselves freely.



#### **4.10. Working Hours, Remuneration and Personal Rights**

**4.10.1** Company establishes remuneration and benefits competitively in accordance with industry dynamics, the local labor market and the terms of applicable collective bargaining agreements. Company conducts its operations in compliance with applicable laws on remuneration, working hours, overtime and benefits. It aims to prevent overtime work by carrying out activities to increase the productivity of employees during working hours, and supports the protection of work and private life balance.

**4.10.2** Company encourages creation of a productive and motivating working environment that continuously supports development in the workplace and personal development opportunities.

### **SECTION 5. ROLES AND RESPONSIBILITIES**

#### **5.1. General Manager**

**5.1.1.** General Manager is responsible for development, implementation and revision of the Policy. In addition, General Manager is responsible for overseeing the effective operation of Ethics Board and Internal Audit Department, being the reporting, investigation and sanction mechanisms in cases of material breach or suspected breaches of principles set out in this Policy.

#### **5.2. Ethics Board**

**5.2.1.** Ethics Board is responsible for administering the communication channels required for reporting of the material breach or suspected breaches of principles set out in this Policy and takes actions to maintain secrecy and safety of the reporting persons.

#### **5.3. Internal Audit Department**

**5.3.1.** Internal Audit Department objectively evaluates the cases where breach and suspected breach of the principles set out in this Policy in accordance with the provisions of relevant legislation. Human resources department provides recommendations on the initiation of relevant disciplinary processes. When necessary, Internal Audit Department takes preventive and corrective measures or provides recommendations to business units and Human Resources Department.

### **SECTION 6. COMMUNICATION**



**6.1.** Actual or suspected violations of the principles set out in Company Policy are reported to Ethics Board via Ethics Hotline. Necessary measures are taken to prevent any oppression and retaliation against the reporting person, provided that they do not act with malicious intent and violation reports are investigated in accordance with confidentiality principles. Should investigations confirm that a violation of principles set out in this Policy has actually occurred, sanctions may be imposed on the perpetrator in accordance with the provisions of the disciplinary regulations, by the disciplinary board, taking into account the principle of equality.

**Ethics Hotline:**

**E-mail:** [etik@formsunger.com.tr](mailto:etik@formsunger.com.tr)

**Address:** 1. Organize Sanayi Bölgesi 8. Cad. No: 60 38070 KAYSERİ

**SECTION 7. EFFECTIVENESS**

**7.1.** This Policy is made effective with a Resolution of General Manager. This Policy will remain in full force and effect until a revised version is put into effect.

**SECTION 8. REVIEW**

**8.1.** This Policy is subject to regular review annually on the basis of changes to the processes or technical infrastructure. Reviewed and updated policy will be signed off by General Manager.

**SECTION 9. RELATED POLICIES AND PROCEDURES**

Code of Conduct Policy

Sustainability Policy

Human Resources Policy

Environmental and OHS Action Plans (PL-09)

OHS Risk Assessment Plan (PL-10)

OHS Risk Assessment Procedure (PR-5.1.2-2)