**1. PURPOSE AND SCOPE**

These instructions require Levor It should be applied to all personnel working in the hotel .

# 2. REGULATORY CONDITIONS

In this instruction;

* National laws,
* Other relevant laws,
* Other requirements that the company is obliged to comply with,
* ILO Conventions,
* To the International Convention on the Rights of the Child,
* Human Rights,
* The United Nations Convention on the Rights of the Child is complied with.

# 3. DEFINITIONS

* **Child (C):** Person under the age of 16. (C<16 years old )
* **Young Worker (GC):** A worker who is over the age defined as a child and who is under the age of 18 (C<GC<18) • **Child Worker (CC): A worker who is under** the age( s ) defined as a child, except in accordance with ILO Recommendation 146. (CC<C)
* **Forced labor:** Any work or service performed by a person against his or her will, under threat of punishment.

# 4. APPLICATION

## 4.1. CHILD LABOR

Our Kervansaray Bursa City Hotel Facility;

* It does not permit or support child labor.

## 4.2. FORCED LABOR

Our hotel does not engage in any activity that would be associated with forced labor and does not support such an activity.

Additionally, employees are not forced to deposit ID, passport or "deposit" in order to start working for the company.

## 4.3. HEALTH AND SAFETY

Our hotel continues its efforts to provide a safe and healthy working environment and receives support from a ministry-authorized occupational safety expert in the development of occupational health and safety. Adequate precautions are taken to prevent accidents and injuries if they occur, and risk analyses have been conducted to determine the causes of hazards specific to the work environment.

* It has established an OHS board to implement occupational health and safety (OHS) requirements in a valid manner and to be responsible for the health and occupational safety of all employees.
* All employees (new or old) are regularly trained on OHS and records are kept.
* The elements that threaten OHS are identified, efforts are made to eliminate them, and systems are developed to provide solutions.
* Clean showers, drinking water, food and transportation facilities are provided for employees, and places where food is produced and served are kept in healthy and clean conditions.
* Housing is provided to our employees; the cleanliness and safety of the housing is routinely monitored.

## 4.4. RIGHT TO ORGANIZE AND COLLECTIVE BARGAINING

Our hotel,

• Respects the right of employees to form and join unions of their own choosing and the right to collective bargaining.

• It ensures that staff representatives reach their members in the workplace and are not subject to discrimination.

## 4.5. DISCRIMINATION

There is absolutely no discrimination in hiring, compensation, training, rewarding, terminating or retiring based on race, caste, national origin, religion, disability, gender, sexual preferences, association or union membership or political identity. No interference is made in the ability of employees to meet their needs or fulfill requirements related to race, caste, national origin, religion, disability, gender, sexual preferences, association or union membership or political identity.

## 4.6. DISCIPLINARY PRACTICES

Our hotel does not practice or support corporal punishment, mental or physical coercion or verbal abuse.

## 4.7 . RECEIVING AND EVALUATION OF PERSONNEL SUGGESTIONS AND COMPLAINTS

* All employees in our hotel can submit their complaints and suggestions to the human resources and training department, and personnel are informed about where to report their complaints and suggestions.
* Monthly employee satisfaction surveys are distributed by the human resources and training departments and these surveys are evaluated monthly. Employees can also express their suggestions or complaints in these surveys.
* In addition, within the scope of the Occupational Safety Law No. 6331, 3 employee representatives were elected by the voting of the personnel in our hotel. Our personnel can submit their complaints or suggestions to the employee representatives regarding working conditions, occupational health and safety. The employee representatives are obliged to report the complaints and suggestions received to the Occupational Safety Board, and these suggestions and complaints are evaluated by the Board.

## 4.8. WORKING HOURS

* Working hours are subject to applicable laws. No more than 45 hours are worked per week (overtime is paid if employed) and at least one day off per week is provided.
* Overtime hours ( time exceeding 45 hours per week) are ensured to be no more than 12 hours per week and overtime wages are always paid at a higher rate.
* According to the Labor Law, employees who have completed 1 year of service are granted annual leave according to the number of days specified by law.

## 4.9. PRICING

* Salaries are determined at a level that meets the legal minimum standard and the basic needs of employees.
* No deductions can be made from salaries due to disciplinary measures.
* Salaries are paid to the staff by depositing them into the bank account designated by the hotel.