

1 PURPOSE

The purpose of this directive is to support and prevent harassment and abuse activities in our hotel, protect women's rights, and prevent gender inequality.

2 SCOPE

This directive covers special protected groups and vulnerable groups.

3 RESPONSIBILITIES

Human resources and all departments are responsible for the implementation of this directive.

4 DEFINITIONS

Definitions in the procedure: Special protected groups and vulnerable groups: This includes people with disabilities, children, women, pregnant women, breastfeeding women, the elderly, ethnic minority groups, people with mental illness, homeless people, refugees, and LGBT individuals.

5 IMPLEMENTATION

Our company is committed to fulfilling all legal responsibilities regarding suitable working conditions when employing disabled personnel and pregnant workers. When the legally specified number of disabled employment is reached, an application will be made to the SGK and İŞKUR. No female employee can be asked to prove whether she is pregnant or not (Pregnancy Test). No pressure can be placed on any employee suspected of being pregnant to make an explanation. Our female employees must inform the HR manager at the workplace when they learn they are pregnant. Disabled employees must submit the relevant report declaring their disability status to the company before starting work. If such information is not provided, our company declares its goodwill in the event of problems that may arise as per this procedure. Necessary examinations regarding the arrival and departure, working conditions, and use of social areas for disabled and pregnant employees will be conducted and followed by the workplace doctor and the general manager. Pregnant women cannot be made to work more than 7.5 hours a day and cannot be left for overtime. All units, if necessary, can be warned by the personnel about this matter. Pregnant women cannot be dismissed or deprived of social rights because they are pregnant. They are given the necessary care. To ensure the safety and meet the needs of pregnant and breastfeeding employees, working conditions in our company are determined in accordance with the "Regulation on Working Conditions of Pregnant or Breastfeeding Women, Nursing Rooms and Child Care Facilities" numbered 28737. Accordingly, pregnant employees are given paid leave for their periodic check-ups during pregnancy. Pregnant women are granted 8 weeks of leave before and after birth. In cases of multiple pregnancies, 2 additional weeks are given. The breastfeeding leave is 1.5 hours per day until the child reaches 1 year of age. In our company, pregnant employees are not required to work more than 7.5 hours a day, at night, or alone. Policies and procedures ensuring that all employees join voluntarily and equally and allowing them to resign if they wish are shared with the employees. Only employees with the legal right to work at the facility are hired, and documents proving this right are available. Migrant workers are provided with employment contracts in a language they can understand before leaving their country to work at the facility. Migrant worker contracts include clear and explicit conditions for repatriation (if applicable). Although we are not legally required to employ convicts, it is possible to employ them upon their request. Our company does not employ child labor, piece rate workers, part-time workers, young workers, etc. During the hiring process, the birth dates of applicants are verified with legal documents (ID card, passport, driver's license). These documents are kept in the employee file. We provide environments/opportunities where children can freely and comfortably express their thoughts, wishes, and feelings within our hotel. Employees are trained to prevent and recognize child abuse. It is emphasized and observed that children must be under adult supervision during activities. Trainings are organized to raise awareness about protecting children's rights, and related projects are supported. Employees report suspicious activities related to children to hotel management, and the management seeks support from official institutions when necessary. Compliance with Laws and Other Obligations: We continuously monitor and operate in compliance with current laws and regulations, our customers' partnership rules, and voluntary management system standards. Each unit monitors the laws and other obligations related to their work and informs other units. Prevention of Discrimination: Individuals are employed based on their ability to perform the job, rejecting any discriminatory approaches based on race, color, language, religion, ethnic origin, pregnancy, sexual orientation, citizenship, marital status, socioeconomic status, political belief, gender, etc. Wages, social benefits, and promotions are carried out accordingly. Prevention of Harassment and Maltreatment: No corporate punishment, verbal, physical, psychological harassment, or coercion is allowed. Prevention of Child Labor: We do not allow or support child labor and comply with the principles and procedures for employing child workers, ensuring that no workers under the age of 15 are employed. The ages of applicants are verified by reviewing their identity documents during the hiring process. Employment of Foreign Workers: No illegal foreign workers are employed. Prevention of Forced and Compulsory Labor: No employee is forced or required to work under pressure or debt bondage. All employees are employed in suitable positions under equal conditions and with their consent. In this context, a contract is made, and all employees voluntarily sign this contract. The participation of women in the workforce

is supported in all our departments, and equal opportunities are provided. All employees benefit equally from career opportunities. Training ensures the participation of women and raises awareness. A work environment that protects the work-life balance for women is created. Women are not subjected to exploitation, harassment, discrimination, suppression, coercion, slander, etc., under any circumstances.

5.1 RECOGNIZING HARASSMENT AND ABUSE

Speaking sexually to a child, making voyeuristic comments, using a child for pornographic materials, exposing one's genitals to a child, asking a child to show their genitals, watching a child bathe, showing sexual content to a child (making them watch pornographic films, showing photos) constitutes harassment and abuse. Behaviors of abused individuals:

- Shy and uninterested
- Scared and anxious
- Appearing helpless
- Tendency to hoard food, steal food
- Complaining about the indifference of parents or guardians
- Inappropriate actions for the situation
- Concentration difficulties
- Excessive dependency or independence
- Excessive attention-seeking
- Sudden mood changes

Children in the hotel who do not have the same surname as their family, Guests with significant age differences, Children displaying shy and fearful behavior, Redness, bruises on any part of a child, If a child is found in an inappropriate condition in a room, housekeeping should immediately inform their manager. In such cases, the staff must immediately inform their manager. Rooms should be checked by housekeeping. The guest should be monitored. Underage workers are not allowed to serve alcohol. Alcohol and cigarettes are not sold to underage workers and guests. Research is conducted on children and parents with different last names.

5.2 COMMUNICATION-REPORTING

If there is any suspicion of harassment or abuse, contact the following numbers:

- 183: Social Support Line
- 155: Police
- 156: Gendarmerie Child and Women's Section Command

Training is provided to our employees on these topics.

6 REFERENCES AND ADDITIONAL DOCUMENTS

7 REVISION HISTORY

Name	Revision Number	Reason for Revision	Date