

# **SOCIAL RESPONSIBILITY HANDBOOK**

<b>Approved :</b>	<b>Formplast Board of Directors</b>
<b>Approval :</b>	<b>04.05.2017</b>

## **Our Social Responsibility policy**

This policy describes our corporate social responsibility principles and emphasizes the importance and priority of this subject for our management, employees and stakeholders.

As part of its core values, Formplast accepts to act with a sense of social responsibility in all of its activities, since such values are basic and fundamental aspects of its management mentality. Within this framework, we expect that Formplast manages its activities with a sense of responsibility with regard to economic, social and environmental effects, and attaches importance to the development of the society as the top priority. We determine our sense of social responsibility and our priorities in this regard by taking what is the best for the society and the environment. We do our best to ensure that Formplast is a pioneer of activities intended for the protection of human rights and environment. As Formplast, our Business Ethics book, which we prepared within the framework of Principles of Social Responsibility, guides us in the process of determining our methodologies.

The basic principles related to social responsibility activities are:

### **FORMPLAST Principles of Social Responsibility**

#### **1. Human Rights**

We respect human rights. We are against forced labour and human trafficking. We treat everyone equally and fairly. We take all of our actions with an awareness to the cultures of Turkey and in accordance with all the applicable laws.

We do not tolerate any form of discrimination due to the language, colour, race, gender, political view, belief, religion, sect, age, physical disability etc. of the employees in our organization.

As Formplast we believe that all of our employees have the right to work in a healthy and safe environment under optimal conditions for human dignity. Our employees are our most valuable assets, and our top priority business goal is to ensure and protect the safety of our personnel.

We believe that our human sources are the most important aspect of sustainable growth. We ensure that personal rights benefits of employees are implemented fully and accurately. We approach to our personnel in an honest and fair manner, and commit to provide a non-discriminative, safe and healthy working environment.

## **2. Working Conditions**

### **2.a. Prevention of Child Labour**

We do not employ children workers in any phase of production. All companies and organizations are obliged to comply with the age restrictions with regard to child labour as per the regulations of ILO. This age restriction must not be less than compulsory education age or under 15 years of age in any case.

Our organization do not employ children or young workers.

### **2.b. Human and Employee Rights**

Wages and social benefits, minimum wage, overtimes and social services which are mandatory as per the applicable laws must be determined according to fundamental principles. Actual working time is 9 hours maximum. Overtime must be requested only when the worker is willing to work overtime, and 1 day holiday entitlement must be granted to the worker after 6 consecutive working days.

Working period cannot exceed 9 hour per day, or 11 hours including overtime.

### **2.c. The Right to Work Freely**

Forced labour or involuntary servitude is prohibited. Employees must have the right to terminate their labour contract within a reasonable time frame.

### **2.d. Occupational Health and Safety:**

The company ensures the safety of its employees within the framework of applicable laws as a minimum, protects the health of its workers and makes its best efforts for improving working environment.

Personal protective equipment are provided to employees by considering the specific working conditions.

Occupational Health and Safety trainings are given to workers over the course of orientation process, and workers are subject to occupational health and safety tests.

No personnel is allowed to work unattended before they gain competence in the use of relevant equipment.

The products are stocked in the warehouses in accordance with stacking rules. All work activities are carried out in accordance with heavy objects handling rules.

All machines are subject to maintenance on a regular basis.

Periodic checks of fire extinguishers and equipment are made.

Electrical installations, lifting equipment and handling tools and devices are subject to checks and maintenance on a regular basis.

Newly recruited personnel go through medical examinations and they are assigned to their relevant positions if they are deemed suitable for working by the occupational physician.

Personnel are subject to medical checks at least once in every 3 years.

General HSE Rules Handbook is given to visitors and they are admitted to the company's working area after personal protective equipment are handed over to them.

Occupational accidents are reported to Ministry of Labour as per the legal process.

Near miss forms are filled when necessary and measures are taken for preventing occupational accidents.

MSDS Sheets of the chemicals used in the company are hanged where such chemicals are used and all employees are informed.

Emergency teams are established within the company and necessary trainings are provided to thee teams. (Fire Team, Evacuation Team etc.)

Unauthorised persons are not allowed to perform maintenance, repair activities.

No subcontractors are allowed to perform any activity for the company without their official documents, PPE equipment, risk analyses etc.

It is ensured that the space in front of fire extinguishers and emergency exit doors is always open and clear.

Internal rules of the company are explained to employees and they are instructed to comply with these rules with a signed protocol.

## **2.f.Education and Career Development**

Attaching great importance to its employees, Formplast Management forms personal and occupational trainings, which are required for developing the competence of employees according to their requests and positions, in accordance with an annual plan.

As a result of internal and external training programs on an annual basis, evaluations of the participants with regard to trainings are taken into account, and continuous development is aimed in all training and education organizations.

Mandatory vocational trainings are determined with training needs analyses, which are performed according to working standards, and organized through accredited institutions.

## **3. Business Ethics**

### **3.a. Fight Against Corruption**

Maximum level of honesty expected in all work activities and relations. All forms of corruption, bribery, blackmailing and abuse are strictly prohibited.

Formplast will not tolerate any exchange of money or gifts for influencing another person, organization, politician, government employee or authority for making commercial and personal benefits under any circumstance. Bribing will not be permitted even in countries, where bribe is tolerated.

### **3.b. Prohibition of Discrimination**

Discrimination towards employees under any form is strictly prohibited. This includes putting persons to a disadvantageous situation due to their gender, race, social community, colour, disability, their organization, political view, nationality, religion, age, pregnancy etc.

### **4. Environment**

We manage the environmental effects of all of our activities with a sense of responsibility. Our company is obliged to determine and implement all kinds of improvement and development programs to minimize the environmental effects of our activities. Our company implements ISO 14001 Environmental Management system.

Formplast allocates the necessary technical, financial and human resources for achieving its principles and objectives in each phase of raw material selection, production and service activities and aims continuous development with an effective environmental management system.

Beyond its legal obligations, our company is expected to support any initiative that will help the development of the best environmental solutions, environmentally friendly technologies and increase of environmental consciousness.

### **Responsibility and Implementation**

All of our managers and employees are responsible for the implementation of corporate social responsibility practices within the company.

Formplast employees or business partners are obliged to notify official reporting channels of any known or suspected act or behaviour that violates this regulation. Formplast prohibits any retaliation against the persons, who report any act of violation.