



Alüminyum Döküm ve Metal İşleme San. A.Ş.

## Code of Conduct

- To take all actions within ethical principles and with a sense of responsibility
- To act respectful to all workers rights
- To be environmentally conscious

### To protect natural surroundings

To raise awareness amongst our workers and outside suppliers for avoiding pollution and protecting natural surroundings in the context of a sustainable environmental policy.

### Child labour

To not employ underage workers according to the law and act according to procedure and principle when employing young workers.

### To ensure occupational health and safety

- To ensure occupational health and safety for workers, visitors and workers in adjacent activities, a safe workplace and sustainability in health and safety.
- To develop and maintain a system to prevent accidents and injuries.
- To get checks done at least at legally required interval
- To Purchase all necessary equipment for occupational health and safety
- To ensure that occupational health and safety rules and regulations are followed appropriately while also considering ŞİRVANLI standards
- To develop a communication medium for all workers appropriately for OHSAS policy and keeping workers informed about actions taken
- To identify OHSAS risks which can arise from ŞİRVANLI actions, take actions to lower that risk to acceptable levels and keep it under control

### Code of ethics and equality of opportunity

To ensure a honest, fair, non-segregationist, safe and healthy work environment for our workers

- To adopt a honest, fair, non-segregationist (on language, religion, colour, sex, political view, beliefs, sect, age, disability or any other reason) understanding inside the workplace that does not allow for discrimination
- To ensure all workers stay focused on ŞİRVANLI's shared values and their sustainability, away from self interest and benefit, and disallow opposite behaviour

### Competence, Awareness and Personal Growth

- To ensure worker consciousness on personal rights, work hours, corporate rules with regular briefings with the belief during hiring phase that all workers possess the basic social compliance.
- To make an effort for personal growth of our workers and plan regular trainings to increase competence and awareness.
- To assist all our workers with their career planning based on their competence and awareness gains.

### Disciplinary implementation

To ensure that the work environment is comfortable, our workers and working happily, that there is no harassment or violence, either orally, physically, psychologically. To evaluate contrary situations according to company discipline rules,

To ensure healthy communication between workers and management and take actions to ensure the sustainability of this

### Wages and Working Hours

- To ensure wages and social rights for all workers according to local law
- To follow laws regarding work hours and overtime

### Confidentiality

To act in the knowledge that information which could decrease competitiveness, information regarding worker rights and data and agreement with business partners fall under the umbrella of confidential information. To ensure the confidentiality and protection of these datas.

### Conformity to laws and other obligations

We hereby commit to sustain our quality management system willingly in accordance to existing law, rules of our customers and business partners,

16.05.2018

Uğur KAŞIKIRIK  
General Manager