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	PERSONNEL REGULATION (Child labor, bribery, human rights, language, religion, race discrimination, etc.)	Revision date: Rewev Date Page Number / Total Page	- 10.01.2023 1 / 7

PURPOSE: The purpose of this regulation is to regulate the rights and obligations of the company personnel and the principles of the company regarding working conditions.

SCOPE: This regulation covers all personnel working in the company with a service contract and for a fee

RELATED DOCUMENTS:

1. RESPONSIBILITY: CESUR PACKAGING INDUSTRY AND TRADE. Inc. It consists of Headquarters, Factories, branches in Free Zones and other annexes.

Personnel working with fixed-term, indefinite-term, part-time, service contract

APPLICATION STEPS:

Article 4- EMPLOYMENT CONDITIONS

The principles and procedures to be followed in the recruitment process of the personnel to be recruited are determined in the "RECHARGE PROCEDURE".

The candidate who gives false information or is understood to have hidden some information is deemed to have accepted the responsibilities arising from this in advance. For this reason, in the event of termination of the work, no right or compensation can be claimed. In addition, he is responsible for all kinds of damages that the company may suffer due to his employment with a false statement.

Cesur Ambalaj industry is sensitive to human rights; all human beings, without any discrimination, have the right to an equal, free and dignified life just because they are human beings, without discrimination such as gender, race, color, religion, language, age, nationality, opinion, national or social origin, wealth. performs. In addition, due to the nature of the work, child labor cannot be employed.


Personnel are obliged to inform the Human Resources and Personnel Departments of any changes in their marital status, residence changes and any changes in their special status that may concern their job, within 3 working days at the latest. Otherwise, the personnel is responsible for the consequences of this situation.

For the personnel to be recruited; starting date, general and special working conditions, daily or weekly working time, basic wage payment period, the duration of the contract if the duration is certain, the provisions that the parties have to comply with in case of termination and special conditions not regulated in this regulation, if any, are arranged in a written service contract and the personnel put in the registry file. In addition, a copy of this regulation and its annexes is given to him on the first day of employment in return for signature.

Article 5 STAFF NOMINATION (TRIAL PERIOD)

APPOINTMENT TO THE PRIMARY STAFF: The personnel who start to work in the company work as a candidate personnel for the first 6 months. In the first month of this candidacy, the parties have the right to

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terminate the service contract without notice and compensation. Supervisors who have the authority to evaluate the performance of the candidate within 6 months, fill out the relevant form and give a positive or negative opinion. Within the framework of this opinion, the General Manager approves the appointment of the candidate to the main staff or his dismissal from the company. Only bare wages are accrued for the first month of the staff candidacy period.

Article 6- TERM SERVICE CONTRACT

The company makes a fixed-term service contract with the personnel when necessary. In this case, at the end of the contract period, the contract automatically terminates without the need for any additional compensation.

Article 7 PARTIAL TERM SERVICE AGREEMENT:

The company may conclude a part-time service contract with the personnel when necessary. Working conditions such as weekly working days and hours and wages of the personnel are determined in the service contract to be signed with the personnel.

Article 8 FLEXIBLE WORK

Personnel are employed in flexible working models when necessary, within the framework of the conditions and procedures to be determined by the laws and regulations to be enacted.

Article 9 DUTIES AND RESPONSIBILITIES OF STAFF

The duties and responsibilities of the personnel cannot be avoided on the grounds that they are not written in the service contract, job descriptions, quality policy, and the works necessary for the full execution of the duties and responsibilities of the personnel in this regulation.

1- Principles of Behavior;

Company personnel; is obliged to act in line with the company's quality policy, regulations, corporate working principles, written procedures, unwritten institutionalized practices and the established traditions and ethical values of our society. Company personnel have to act with the awareness that they represent the company wherever they are in terms of both attire and behavior.


2- Fulfillment of the task

Personnel are obliged to perform the works and actions required by their duties within the scope of their job descriptions, with attention, care and devotion, in harmony with their colleagues and superiors, in the best and most efficient way, and to protect the company's benefits at the highest level while performing this task. Employee; obliged to comply with the working hours of the workplace. In addition, they have to meticulously use the machinery, equipment, tools and equipment they use due to their duties, and to provide solutions to the problems that arise in relation to them, within the framework of the rules. Machinery, equipment, tools and equipment belonging to the company and information facilities such as internet e-mail are not used for special purposes. The personnel is also obliged to comply with the provisions of the legislation on occupational health and safety while performing their duties.

3- Implementation of the Instructions

Personnel are obliged to comply with the instructions given by their superiors. However, if the personnel has an opinion that the instruction given is not suitable for the company's interests, he/she notifies this to his/her

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supervisor. If there is no change in the supervisor's instruction and the employee's opinion on the harm caused by the practice continues, he proposes that the subject be taken to his superior, the superior from whom he was instructed. The first supervisor is responsible for fulfilling this. Otherwise, the employee has the right to apply directly to his superior.

4-Privacy

Personnel cannot disclose confidential information obtained due to their duties. Unless the company officials have written permission, they cannot make statements and information to the press and media about company and business matters.

5- Prohibition of Outside Employment and Competition;

Personnel cannot accept any official or private, permanent or temporary, paid or unpaid work outside the company without the written consent of the employer. It cannot be personally or indirectly engaged in any commercial business, whether or not the company's field of activity is involved. As long as the staff continues to work with other companies, suppliers and customers working in the same field of activity as the company, they cannot enter into any other business relationship. Personnel cannot work in any company operating in the same field for 3 years following the expiry of the service contract, unless the company has permission.

Article 10 WORKING TIME

The provisions of the legislation are applied regarding the weekly working time. In service contracts, the starting and ending times of work and rest breaks are specified. The company management is free to change working hours and make new arrangements within the legal framework.

Article 11 OVERWORK

Each employee is responsible for fulfilling the duties assigned to him. The employer can make overtime work when it deems necessary and by giving permission beforehand. In this case, the personnel agrees in advance to work overtime within the framework of the provisions of the labor law.


Article 12 NATIONAL HOLIDAYS AND GENERAL HOLIDAYS

The provisions of the legislation are applied on national holidays and general holidays.

FEES AND ADDITIONS

Personnel wages are within the scope of the company's wage policy; It is determined by the employer, taking into account the general economic trend, company-specific conditions, the nature of the work and the merits of the personnel according to the performance evaluation results. Pay hike periods are determined by the management. Fees are paid at the end of the month and processed.

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Article 13 PAID LEAVE OF YEARS

The provisions of the labor law and relevant legislation are applied for annual paid leaves. To qualify for annual paid leave, it is necessary to have worked for the company for at least 1 year. Permits are used within the period they belong. Leave periods

14 days of seniority from 1 year to 5 years

Seniority from 5 to 15 years 20 days

Those whose seniority is more than 15 years are 26 working days.

Before the annual paid leave, the personnel duly prepares a leave paper in advance and after the approval of the superior

leaves his mark.

Article 14 DISEASE AND RESTING CONDITIONS

Personnel who cannot come to work due to illness should report their situation to their supervisor and personnel service as soon as possible. If the disability allowance accrued from the Social Security Institution is lower than the monthly wage, the difference is paid for the purpose of social assistance to the monthly paid personnel who are on rest. However, this practice continues until the notification suggestions made by the employee according to the working hours at the workplace are exceeded for 6 weeks. The Board of Directors is authorized to extend this period upon the proposal of the General Manager. Retired employees are paid within the framework of the criteria set above. The notice suggestion period, which is the basis for the addition of 6 weeks, is calculated by taking into account the seniority of the company. The rest of the pensioner is determined by the company physicians.


Article 15 PREGNANCY AND MAINTENANCE;

Legal provisions apply in case of pregnancy and maternity. In this case, the criteria specified in Article 74 shall be taken as basis in the payment period of the difference between the monthly wage and the SSK incapacity allowance.

Article 16 PERSONNEL MILITARY DUTIES;

The relevant provisions of the law shall apply to personnel who are summoned for active military service or who are recruited for any reason other than regular military service. Personnel who have completed their regular military service can be re-appointed to the workplace within 2 months following their discharge, provided that their staff and registration status are suitable.

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Article 17 PERFORMANCE EVALUATION;

A performance evaluation is made about the personnel once a year in December. Employees who are inadequate according to the results of the management performance evaluation may be terminated. Performance evaluation is detailed in a separate procedure.

Article 18 Promotion;

In order for the personnel to be promoted to a higher level position, the relevant position must be vacant, the personnel must have the qualifications required by the job, the results of the performance evaluation must be very good, and there must be a qualified staff member to fill the vacant position. Promotion comes into effect with the proposal of the General Manager and the approval of the Board of Directors for the manager and senior positions, the proposal of the superiors of merit for the positions below the manager and the approval of the General Manager.

Article 19 EDUCATION

Training programs are implemented for the company's personnel to adapt to their work, progress in their profession, and contribute to their social and personal development. Trainings are planned by the Human Resources Department. The plans, evaluation and other principles of the training are detailed in a separate procedure.


Article 20 WAYS

The travellers to be paid to the personnel according to their titles, the travel vehicles to be used and the accommodation places are detailed in the travellers procedure. The personnel who are on duty take office after the assignment paper and the approval of the top supervisor.

Article 21 disciplinary penalties

Supervisors at all levels are responsible for notifying the personnel who harm the company assets, business ethics, discipline, hierarchical relations, quality of the working environment, human structure and company culture as a result of negligence, willful and faulty behavior. If this situation falls within the scope of the situations that do not comply with the moral and goodwill rules in Article 25 of the labor law, the investigation to be carried out in the factory in cooperation with the Human Resources Department at the General Directorate, with the statements of the employee and witnesses, the matter is immediately referred to the General Directorate. For acts not covered by the aforementioned article, if the superior officer finds himself responsible by taking the written statement of the employee, he or she gives a written warning. A copy of the warning is sent to the Personnel Service to be placed in its file, and a copy to the General Directorate. The General Directorate decides to terminate the employee's employment contract for valid reason or to issue a new warning.

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Article 22 Termination of service contract;

Resignation: The resigning employee has to comply with the notice proposals determined in the labor law. With the permission of the superior, leave of absence from duty can be given before the notice period ends.

TERMINATION OF SERVICE CONTRACT: In this context, due to the inadequacy and behavior of the personnel, the special conditions of the workplace, economic conjuncture and indiscipline, the personnel are dismissed within the framework of legal provisions.

TERMINATION OF EMPLOYMENT DUE TO PENSION AND AGE LIMIT: Employer's employment contract of employees; Even if they do not request retirement from SSK as of the date of obtaining the pension right from SSK, they can terminate it. However, in any case, from the personnel; Employment contracts are terminated at the end of the year in which those (Manager and Assistant General Manager) who are not employed in the senior management staff turn 50 years old. In the event that the continuation of the service of these personnel is beneficial, the termination of the service contract is postponed for a period of 1 year at the beginning of each year, with the approval of the General Manager, at the most until the age of 55. The service contract of the chief staff ends at the age of 55. However, with the approval of the General Manager, the termination of the service contract can be postponed for a period of 1 year at the beginning of each year until the end of the year in which he turns 60.

As of the end of the year, when the employees in the senior management staff turn 60, their service contracts expire. However, the General Manager may propose to the Board of Directors to postpone the termination for a period of 1 year until the end of the year and at the beginning of each year, at the most, if he/she is over 65 years old, if he/she considers it beneficial for their continuation of duty. The decision on the termination of the General Manager's service contract belongs to the Board of Directors.

In this context, among the personnel whose service contract has been terminated; Those who are deemed appropriate to benefit from their services instead of staff training or for other reasons can be employed as a consultant with a fixed-term service contract for a maximum of 2 years and part-time.

Article 23 RE-EMPLOYMENT OF RETIRED PERSONNEL;

A new service contract with new conditions is made with the re-employed personnel who retired from SSK while working in the company.


Article 24 NOTICE COMPENSATION ON TERMINATION OF SERVICE;

Legal notice payments are paid in advance in the termination of service contracts with an indefinite duration.

Article 25 SENIORITY BENEFITS;

Severance Pay is paid to the personnel whose indefinite-term service contract has been terminated, in accordance with the legal provisions.

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Article 26 REASONS FOR TERMINATION;

The performance and characteristics required by the job, acting contrary to the matters stated in our "Corporate Behavior Principles" in our personnel regulations, service contracts, quality policy, job descriptions, as well as occupational health and safety rules, written instructions, unwritten institutionalized practices, and the traditions and ethical values established in our society. The service contract of the personnel who cannot fulfill the written instructions and conditions, unwritten institutionalized practices, violate the traditions and ethical values established in our society, harassment and bigotry of the worker, and cannot fulfill the performance, characteristics and conditions required by the job, is terminated for a valid reason due to the worker's incompetence or absenteeism. In addition, if an agreement has been reached between the bribe taker and the briber, even if the bribe cannot be given, the parties are punished for the bribery crime as if the crime has been completed, and the employment contract is terminated with valid reason. (TCK art. 252/3).

When there is a reason for immediate termination specified in Article 25 of the Labor Law, the service contract of the personnel is terminated for justified reasons.

Article 27 RELEASE;

The personnel who leave the company and all rights are paid give a release showing that they have no relation with the company. The release is kept in the personnel's registry file.

Article 28 DELIVERY;

Before leaving the job, the personnel must deliver the machinery, equipment, notebooks, files, all kinds of company information, valuable papers, etc. documents and fixtures in the computer environment to the manager or personnel department. The personnel is responsible for the loss and damage that the company will incur due to non-fulfillment of this obligation.

Article 29 SUGGESTION SYSTEM;

The SUGGESTION SYSTEM is applied so that the employees in the company make suggestions to the management about making their current activities more rational and more efficient. The procedures and principles regarding this system are detailed in our Suggestion System Procedure.

Article 30 ATTORNEY; The procedures and principles regarding who will deputize for senior staff managers who are not on duty for any reason are detailed in the Proxy procedure.

Article 31 COMPLEMENTARY OF THE REGULATION;

Our quality policy, which is included in the annex of this regulation, is an integral part of our "Corporate Behavior Principles" regulation.

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