



## HUMAN RESOURCES POLICY

SASA invests in people. SASA is in the opinion that long-term cooperation with all of its team members (company employees, contracted employees, sub-employers, subcontractors, etc.) is the basic elements of success for the protection of the company culture, knowledge and the main values of the company.

### **PURPOSE**

The purpose of this policy is to determine the fundamental principles to be taken as basis in our recruitment, performance, training, development, orientation, talent management, labor relations, payroll, payroll input and all other Human Resources and Industrial Relations practices.

It is aimed to achieve a sustainable success in strategy and targets, an organizational structure that will create employee loyalty, low workforce turnover rate and competitive advantage with the implementation of these principles.

SASA expects all team members (company employees, contracted employees, sub-employers, subcontractors, etc.) to think and act like the company's shareholder, and to constantly demonstrate their ability to create economic added value for shareholders and all other stakeholders.

### **SCOPE**

This policy applies to all SASA Polyester Sanayi A.Ş. employees, all job applicants, contractor company employees, as well as SASA Polyester Sanayi A.Ş. aiming to be binding on behalf of all stakeholders and local people who have any commercial and/or industrial ties with the company.

Within the above Purpose and Scope, the basic principles of our Human Resources Policy are as follows. SASA Polyester Sanayi A.Ş. and all stakeholders, which are intended to be binding in scope, accept and undertake the following principles.

- Employees and job applicants are not discriminated against under any circumstances based on race, color, belief, ethnic and national origin, religion, gender, marital status, age, physical disability and similar reasons.
- Human resources systems and processes of the organization are ensured to be constantly reviewed and structured in line with the needs.
- It is ensured that the qualified workforce that will carry the company to the future is brought to the organization, that the principles of equal opportunity and fair treatment are followed while this process is taking place, and cultural diversity is supported in this direction.
- People are not forced to work against their own will, children and young workers who are under the age of 18 are not employed or employed in any stage of manufacturing of products.
- Personal and professional development activities are organized in order to ensure the continuous development of the competencies, knowledge and skills of the employees regarding their positions and to realize their potential.



- An effective performance evaluation system is carried out in a way that supports corporate and individual development goals in which managers regularly monitor the performance of employees in an open communication environment and undertake development responsibilities.
- It is aimed to create a common company culture by developing practices and approaches that will increase corporate loyalty in a safe, healthy working environment where SASA Business Ethics Values are kept alive, participatory and open to change, where employees can demonstrate their potential.
- As SASA, our basic principles in the management of remuneration policies of all our employees; maintains a policy that encourages transparency, being fair, sustainable success (rewarding the employee and being competitive) and in line with its long-term goals.
- Working conditions and terms of duties, personnel rights, titles and responsibilities for our Blue Collar employees are determined by collective labor agreements signed between SASA and Petrol-İş\* Union (\*the Oil, Chemical, and Rubber Workers' Union). The relations between the employees and the employer are carried out through the managers and representatives of the aforementioned union.
- The Human Resources department holds weekly meetings with White-Collar employees, especially new recruits, and receives feedback on the circumstances regarding SASA, which situations can be improved further, and good practices. On the other hand, the relevant managers of the employees who are on the job give feedback to the employees about their career plans at least once a month. Relevant managers regularly report their opinions about these employees to the General Manager.
- In line with the legal regulations, the Working Hours of our white-collar and blue-collar employees as SASA are as follows;

Daytime staff; They work a maximum of 45 hours, five days a week. They have a week break on Saturdays and Sundays.

Staff working in shifts; They work a maximum of 45 hours per week. Employees in this system have 2 days off after working for 6 days.

Overtime work is carried out in accordance with Labor Law No. 4857. Labor Law No. 4857 stipulates that an employee can work for a maximum of 11 hours a day. Therefore, an employee with a regular working time of 7.5 per day works overtime for a maximum of 3.5 hours a day.

AS SASA, we fulfill the International Labour Standards on working time ILO (International National Organization) Hours of Work (Industry) Convention, 1919 (No:1) and (Commerce and Offices) Convention, 1930 (No. 30).



- All applications regarding requests and complaints of SASA employees can be made via e-mail and to the request, complaint and suggestion boxes located within the factory area. All applications made are submitted to the Executive Board for evaluation, together with the follow-up report, to be evaluated without opening and pre-checking.
- SASA fully implements all legal rights related to family responsibilities, especially maternity and paternity leaves, in order to support its employees in maintaining a healthy balance between their family and work lives, and encourages its employees to make effective use of these rights. During maternity and paternity leave processes, employees' rights are protected and their career development is supported upon their return to work.

## **RECRUITMENT POLICY**

### **PURPOSE**

This policy aims to define the principles in the selection, placement, and retention processes to which the employee to be recruited for the existing and/or newly opened positions in the organizational structure of SASA Polyester Sanayi A.Ş.

### **SCOPE**

This policy covers all employees working within the Company and employee candidates who apply for a job.

Within the scope of the above Purpose and Scope, the basic procedures and principles in our Recruitment, Placement, and Retention processes are as follows.

- In line with our vision of being one of the leading polyester manufacturers on a global scale, we attach importance to talent management in recruitment processes and create an environment where candidates and employees can reveal their talents in all of our application evaluations, interviews, placement, and retention processes.
- We provide positive and negative feedback regarding the interviews conducted during the recruitment processes of white-collar candidates and support the self-talent management processes of our candidates. In this feedback, we explain to our candidates the areas where they can improve themselves and where they are competent.
- In order for SASA white-collar employees to reveal their emotional, cognitive, and technical abilities, we include new employees in an orientation program that lasts for 6 months. In this process, employees find the opportunity to improve their technical skills by observing the production processes in the facilities, and also they improve their communicative skills by conducting interviews with the unit supervisors.
- In addition, we support the talent acquisition processes of our employees with SASA Academy and Personal and Professional Development training. In the organization of the training, we determine the strengths and weaknesses of each employee, and within this framework, we ensure that our employees receive training in areas where they can improve themselves.



With all these activities, we aim to ensure the loyalty of our employees and to work within our company for many years.