



## KAPTAN DEMİR ÇELİK SUPPLIER BUSINESS ETHICS RULES

Doküman No	EYS-FR-760
Yayın Tarihi	18.08.2023
Rev. Tarihi	-
Rev. No	-
Sayfa No	1 / 2
Baskı No	01
Güncelleme Tarihi	

Kaptan Demir Çelik commits to maintaining high ethical standards as a reliable iron and steel company. Therefore, suppliers must operate in full compliance with all legal regulations and standards and must accept the "Kaptan Demir Çelik Supplier Business Ethics Rules".

### CHILD LABOR

- Kaptan Demir Çelik strictly prohibits child labor. Age limits set by legal regulations must be adhered to.
- Suppliers must take necessary measures to prevent the employment of individuals below the legal age limits.

### FORCED LABOR

- Kaptan Demir Çelik does not allow forced or compulsory labor under any circumstances. Workers cannot be subjected to violence or pressure in any form.
- Suppliers are responsible for ensuring that every employee is willingly employed.

### MODERN SLAVERY AND HUMAN TRAFFICKING

- Kaptan Demir Çelik is committed to respecting human rights and rejecting modern slavery and human trafficking.
- Suppliers must comply with the requirements of the Modern Slavery Act and approach human rights with respect and zero tolerance for modern slavery.

### HEALTH AND SAFETY

- Suppliers must provide a safe and healthy working environment for employees. They must adhere to the health and safety rules set by Kaptan Demir Çelik.
- The use of hazardous production methods is prohibited. Any practices that could jeopardize worker health are unacceptable.
- Suppliers must provide training to employees regarding health and safety.

### ENVIRONMENTAL PROTECTION

- Suppliers must embrace a sustainable production approach and adhere to environmental protection principles.
- Compliance with all environmental regulations is essential, and environmentally friendly methods must be employed during production stages.

### BIODIVERSITY AND ECOTOXICITY

- Kaptan Demir Çelik analyzes and shares the effects of biodiversity and ecotoxicity in order to ensure the sustainability of living spaces.
- Suppliers are recommended to conduct ecotoxicity and biodiversity assessments for project areas.



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### DISCRIMINATION

- The principle of equality must be adopted, and all forms of discrimination are strictly prohibited in hiring and employment processes.
- Discrimination based on race, gender, age, religion, sexual orientation, and other characteristics is not allowed.

### DISCIPLINARY PRACTICES

- Suppliers must treat employees with respect and refrain from applying physical punishment.
- Worker exploitation or harassment will not be tolerated.

### WORKING HOURS

- Suppliers must determine working hours and holidays in compliance with legal regulations and industry standards.
- The rights of employees with special needs must be respected.

### WAGES AND PAYMENTS

- Suppliers must regularly pay the legal minimum wage.
- Overtime payments must be made in accordance with the law.

### PRODUCTION TRACEABILITY

- Transparency and honesty must be maintained in production and supply processes.
- Confidentiality of business information must be upheld and not shared with third parties.

### BRIBERY AND CORRUPTION

- Bribery or corruption is strictly prohibited. Suppliers must be vigilant against all forms of corruption.

### ETHICS RULES FOLLOW-UP

- Suppliers must allow inspections and compliance programs when necessary.

### COMPLAINT PROCEDURE

- Suppliers can report violations of ethical behavior rules and complaints to Kaptan Demir Çelik ([info@kaptandemir.com.tr](mailto:info@kaptandemir.com.tr)) or website [Stakeholder Request, Complaint and Suggestion Notification - Kaptan Group \(kaptangrupturkiye.com\)](#).
- No retaliation or punishment will be applied to complainants.

Accepted by,

Company Name:

Date:

Stamp and Signature: