



# RESPONSIBLE BUSINESS ALLIANCE (RBA) POLICY

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## 1. POLICY STATEMENT

Responsible Business Alliance (RBA), conduct rules, industry and supply in chains study of the conditions trustworthy to be to ensure for standards determines. To the employees respectful and dignified One way treated and business of operations to the environment opposite responsible that and ethical aspect being carried out declaration it does .

RBA Policy consists of five parts. The standards for Labor, Health and Safety, Environment, Business Ethics, respectively, and the last section constitute the elements of an acceptable system to manage compliance with these rules.

## 2. SCOPE AND RESPONSIBILITY

It includes Vergo management and all employees, suppliers.

## 3. RELATED DOCUMENTS AND REFERENCES

Labor Law No. 4857  
Vergo Disciplinary Regulations  
P005 Business and Ethics Policy

## 4. CODE OF CONDUCT

### 4.1. Working Standards

#### 4.1.1. Freedom

Forced, bonded or contract labor, involuntary or exploitative labor, slavery or human trafficking are not permitted. Moving, hosting, hiring, transferring a worker or service by threat, force, coercion, kidnapping or fraud is not acceptable.

In addition to unreasonable restrictions on entry and exit from company-provided facilities, including worker dormitories or living quarters, there will be no unreasonable restrictions on workers' freedom of movement at the facility.

As part of the recruitment process, all workers are provided with a written employment contract in their native language with a description of the terms and conditions of employment.

All work must be voluntary and workers will be free to quit or terminate their employment at any time without penalty, provided reasonable notice is given under the worker's contract. Employers may not retain or otherwise destroy, hide, or confiscate identity or immigration documents, such as government-issued identification, passports, or work permits.

#### 4.1.2. Child and Young worker

No child labor will be employed at any stage of production. Workers under the age of 18 (Young Workers) shall not work in jobs that could endanger their health and safety, including night shifts and overtime. Student workers will be provided with appropriate support and training.

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### **4.1.3. Working hours**

Working hours shall not exceed the maximum time set by local law. In addition, a working week, including overtime, shall not exceed 60 hours per week, except in emergencies or unusual circumstances. All overtime must be voluntary. Workers will be given at least one day off in seven days.

### **4.1.4. Fees and Benefits**

Compensation paid to workers, minimum wages, overtime hours will be in accordance with wage laws. In accordance with the law, workers will be compensated for overtime. Deductions from wages as disciplinary action should not be allowed. For each pay period, workers will be provided with a timely and understandable wage statement containing sufficient information to verify that they have been paid in full for the work performed. All use of temporary, dispatch and contract labor will be within the limits of law.

### **4.1.5. Humane Treatment**

No harsh or inhumane treatment, including gender-based violence, sexual harassment, corporal punishment, mental or physical coercion, bullying, public embarrassment or verbal abuse of employees. Will not discriminate or harass based on race, age, gender, sexual orientation, origin, disability, pregnancy, religion, political affiliation, insured veteran status, or wages, promotions, awards and education. Workers shall be provided with reasonable facilities for religious practice. In addition, workers or potential workers will not be subjected to physical examinations or medical tests that could be used in a discriminatory manner.

Disciplinary policies and procedures supporting these requirements are clearly defined and communicated to employees.

## **4.2. Occupational health and Safety**

### **4.2.1. Work safety**

Workers' health and safety hazards must be controlled through appropriate design. Engineering and administrative controls should be implemented, provide preventive maintenance and safe working procedures, and ongoing occupational health and safety training.

Where hazards cannot be adequately controlled in these ways, workers should be provided with appropriate, well-maintained, personal protective equipment and educational materials about the risks associated with these hazards. Reasonable steps should be taken to remove pregnant women and nursing mothers from high-hazard working conditions and to eliminate or reduce workplace health and safety risks to pregnant women and nursing mothers, including those associated with their job duties.

### **4.2.2. Emergencies**

Potential emergencies and events should be identified and evaluated. Their impact should be minimized by implementing emergency plans and response procedures, including emergency reporting, employee notification and evacuation procedures, worker training, and drills. Emergency drills should be conducted at least annually or as required by law. Contingency plans should also include appropriate fire detection

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and extinguishing equipment, clear and unobstructed exit, adequate exit facilities, contact information for emergency responders, and rescue plans.

### **4.2.3. Occupational Illness - Injury**

Procedures and systems are in place to prevent, manage, monitor and report occupational injury and illness, including provisions to encourage the reporting of worker accidents, classify and record cases of injury and illness, provide necessary medical treatment, investigate incidents and take corrective action to eliminate them. will be.

### **4.2.4. Industrial Hygiene**

Exposure of the worker to chemical, biological and physical agents should be identified, evaluated and controlled in the order of control. If any potential hazard has been identified, it should seek opportunities to eliminate and/or reduce the potential hazards. If it is not possible to eliminate or reduce the hazards, potential hazards should be controlled through appropriate design, engineering and administrative controls. When hazards cannot be adequately controlled with such tools, workers should be provided with and use appropriate, well-maintained personal protective equipment free of charge.

### **4.2.5. Physical Affairs**

Exposure of workers to the hazards of physically demanding tasks, including manual material handling and heavy or repetitive lifting, prolonged standing, and highly repetitive or demanding assembly tasks should be identified, evaluated, and controlled.

### **4.2.6. Machinery Protection**

Processes and all machinery must be evaluated for safety hazards. Where machinery presents a danger of injury to workers, physical guards, interlocks and barriers must be provided and properly maintained.

### **4.2.7. Sanitation, Food and Housing**

Workers should be provided with easy access to clean toilet facilities, drinking water and eating facilities. Hot water for washing and showering, adequate lighting, heat and ventilation, and individual safe accommodation for the storage of personal and valuables must be provided by the employer.

### **4.2.8. Awareness-Education**

Provide workers with appropriate workplace health and safety information and training in the worker's language or in a worker's understandable language for all identified workplace hazards to which workers are exposed. Information regarding mechanical, electrical, chemical, fire and physical hazards, Health and safety should be clearly posted in the facility or placed where workers can identify and access it. All employees should be given regular training before and after starting work. Workers should be encouraged to raise any health and safety concerns.

## **4.3. Environment**

### **4.3.1. Environmental Permits and Reporting**

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All required environmental permits, approvals and records must be obtained, maintained and kept up to date, and their operational and reporting requirements followed.

### **4.3.2. Pollution Prevention and Resource Reduction**

Emissions and discharges of pollutants and waste will be minimized or eliminated by appropriate practices. The use of natural resources must be protected through practices such as modification of production, maintenance and facility processes, material substitution, reuse, conservation, recycling or other methods.

### **4.3.3. Dangerous materials**

Chemicals, waste, and other materials that pose a hazard to humans or the environment must be identified, labeled, and managed for safe transport, storage, use, recycling or disposal.

### **4.3.4. Wastes**

A systematic approach should be applied to identify, manage, reduce and responsibly dispose of or recycle waste (hazardous vs. non-hazardous).

### **4.3.5. Emission**

Air emissions from operations must be managed effectively in accordance with legal and relevant regulations.

### **4.3.6. Water Management**

Participants will implement a water management program that documents, characterizes and monitors water sources, use and discharge; looks for opportunities to save water ; and controls contamination channels. All wastewater must be properly characterized, monitored, controlled and treated before discharge or disposal. Participants will routinely monitor the performance of wastewater treatment and containment systems to ensure optimum performance and regulatory compliance.

### **4.3.7. Energy Consumption and Greenhouse Gas Emissions**

A company-wide greenhouse gas reduction target should be established. Energy consumption and all relevant Scope 1, 2 and 3 greenhouse gas emissions should be monitored and documented against the greenhouse gas reduction target. Methods should be sought to increase energy efficiency and minimize energy consumption and greenhouse gas emissions.

## **4.4. Ethic**

### **4.4.1. Business Integrity**

The highest standards of integrity must be maintained in all business interactions. A zero tolerance policy should be in place to prohibit all forms of bribery, corruption, extortion and embezzlement.

### **4.4.2. Inappropriate Advantage**

Bribery, improper or improper advantage may not be promised, offered, authorized or accepted. This prohibition includes promising, offering, authorizing or accepting anything of value, directly or

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indirectly, through a third party, to obtain or retain business, direct business to any person, or otherwise obtain an improper advantage.

#### **4.4.3. Disclosure of Information**

All business dealings must be made transparently and accurately recorded in the records. Information regarding its workforce, health and safety, environmental practices, business operations, structure, financial condition and performance should be disclosed in accordance with applicable regulations and applicable industry practices. Falsification of records in the supply chain or misrepresentation of terms or practices is unacceptable.

#### **4.4.4. Intellectual property**

Intellectual property rights should be respected, technology and technical knowledge transfer should be done in a way to protect intellectual property rights, customer and supplier information should be protected.

#### **4.4.5. Fair Trade, Advertising and Competition**

Fair business, advertising and competition standards must be maintained.

#### **4.4.6. Privacy**

We are committed to maintaining reasonable expectations of confidentiality regarding the personal information of everyone with whom we do business, including suppliers, customers, consumers and employees. Privacy and information security laws and regulatory requirements are complied with when collecting, storing, processing, transmitting and sharing personal information.

### **4.5. management systems**

The management system should include the following elements:

#### **4.5.1. Company Commitment**

Commitment to compliance and continuous improvement should be confirmed, corporate social and environmental responsibility policies should be approved and accessible by senior management.

#### **4.5.2. Management Responsibility**

The senior executive and company representative(s) responsible for the implementation of management systems and related programs should be clearly identified. Top management should regularly review the status of management systems.

#### **4.5.3. Legal and Customer Requirements**

Applicable laws, regulations and customer requirements must be understood, determined and followed.

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### **4.5.4. Risk Assessment and Risk Management**

It is the process of identifying the legal compliance, environment, health and safety, workforce practices and ethical risks associated with operations. Appropriate procedural and physical controls should be applied to determine the relative importance of each risk and to control identified risks and ensure regulatory compliance.

### **4.5.5. Improvement Goals**

There should be written performance targets and implementation plans to improve social, environmental and health and safety performance, including periodic evaluation of performance to meet set targets.

### **4.5.6. Education**

There should be programs to train managers and employees to implement policies, procedures and improvement goals and to meet applicable legal and regulatory requirements.

### **4.5.7. Communication**

Clear and accurate information should be communicated to employees, suppliers and customers about policies, practices, expectations and performance .

### **4.5.8. Employee Feedback, Engagement and Complaint**

It encompasses ongoing processes, including an effective grievance mechanism , to evaluate employees' understanding of practices and conditions covered by this Code and to receive feedback or violations thereof, and to encourage continuous improvement . Employees should be provided with a safe environment where they can raise complaints and feedback without fear of retaliation or retaliation.

### **4.5.9. Audits and Evaluations**

Periodic self-assessments should be made to ensure compliance with legal and regulatory requirements, the content of the rules, and customer contractual requirements regarding social and environmental responsibility.

### **4.5.10. Corrective Action**

Processes should be completed to correct the deficiencies identified as a result of evaluations, audits and reviews in a timely manner.

### **4.5.11. Documentation and Records**

Creating and maintaining documents and records is necessary to maintain compliance with regulatory and company requirements, and to ensure confidentiality.

### **4.5.12. Supplier Responsibility**

Rule requirements should be communicated to suppliers and supplier compliance monitored.

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