



# İSTOR KUYUMCULUK SAN. VE TİC. A.Ş.

## HUMAN RIGHTS POLICY

PL.05 | Yayın Tarihi: 25.08.2023 | R.00 | Revizyon Tarihi: -

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This Human Rights Policy ("the Policy") serves as a reflection of İstor Kuyumculuk's commitment to human rights, illustrating the high regard İstor Kuyumculuk places on respecting these rights. This Policy applies to all employees, directors, and officers of İstor Kuyumculuk, and it's expected that all Business Partners will, to the extent applicable, comply with and/or act in accordance with this Policy.

- Commitment to eliminating discrimination in employment and occupation.
- Adherence to "The Women's Empowerment Principles" (WEPs), which are designed to guide businesses on promoting gender equality and empowering women in the workplace, marketplace, and community, developed by UN Global Compact and UN Women based on international labor and human rights standards.

### General Principles

As a global entity, İstor Kuyumculuk uses the Universal Declaration of Human Rights (UDHR) as a guide, fostering respect for Human Rights in every country it operates. The company is devoted to creating a positive and professional work environment for its employees, acting in accordance with global ethical standards in areas such as recruitment, promotion, career development, remuneration, benefits, and diversity. İstor Kuyumculuk strictly prohibits forced labor, child labor, and all forms of discrimination and harassment. The following international standards inform İstor Kuyumculuk's approach to Human Rights:

- The ILO Declaration on Fundamental Principles and Rights at Work (1998).
- The OECD Guidelines for Multinational Enterprises (2011).
- The UN Global Compact (2000).
- The UN Guiding Principles on Business and Human Rights (2011).
- The Women's Empowerment Principles (2011).
- Worst Forms of Child Labour Convention (Convention No. 182), (1999).

### Commitments

İstor Kuyumculuk is dedicated to respecting the rights of all its stakeholders by adhering to the principles of the UDHR and the ILO Declaration on Fundamental Principles and Rights at Work. The company pledges to treat its employees fairly and honestly, provide a safe and healthy work environment free from discrimination, and pay particular attention to vulnerable and disadvantaged groups. İstor Kuyumculuk also considers the rights of groups identified by United Nations instruments requiring special attention.

### Diversity and Equal Recruitment Opportunities

İstor Kuyumculuk is committed to recruiting individuals from diverse cultures, experiences, and backgrounds, basing recruitment decisions solely on job requirements and personal qualifications without regard to race, religion, gender, or other discriminatory factors.

### Non-Discrimination

A zero-tolerance approach to discrimination is crucial throughout the employment process, ensuring equality in promotion, assignment, and training opportunities. Discrimination based on race, gender, color, or any other basis is strictly unacceptable.

### Zero Tolerance to Child / Forced Labor

İstor Kuyumculuk stands firmly against child labor and all forms of forced labor, adhering to conventions and recommendations by the ILO, the UDHR, and the UN Global Compact. The company expects all Business Partners to share this commitment.

### Freedom of Organization and Collective Agreement

The right of employees to join trade unions and engage in collective bargaining is respected, with İstor Kuyumculuk committed to maintaining an open dialogue with employee representatives.

### Health and Safety

Ensuring the health and safety of employees and visitors is paramount, with İstor Kuyumculuk providing a secure working environment and adhering to all relevant safety regulations.

### No Harassment and Violence

İstor Kuyumculuk is dedicated to a workplace free of violence and harassment, not tolerating any form of inappropriate behavior.



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## **Working Hours and Compensation**

İstor Kuyumculuk adheres to legal working hours, supports a healthy work-life balance, and ensures compensation and benefits comply with local laws and collective bargaining agreements where applicable.

## **Personal Development**

The company offers opportunities for personal growth and skill development, valuing human capital as a key resource.

## **Data Privacy**

İstor Kuyumculuk upholds strict data privacy standards to protect employees' personal information in compliance with applicable laws.

## **Political Activities**

Employees' legal political activities are respected, with strict guidelines regarding the use of company resources for political purposes.

## **Authority and Responsibilities**

All İstor Kuyumculuk employees and directors are responsible for adhering to this Policy, with the company taking necessary steps to ensure compliance among all Business Partners. This Policy supersedes local regulations where stricter and is subject to periodic review to ensure relevance and compliance.

This Policy was approved by the Board of Directors on 25.08.2023 and is maintained by the Human Resources Department, reflecting İstor Kuyumculuk's enduring commitment to human rights principles.

Last updated on: 25.08.2023

**APPROVED BY THE CEO AND THE BOARD OF DIRECTORS**

**İstor Kuyumculuk San. ve Tic. A.Ş.**



*PREPARED AND APPROVED BY İSTOR KUYUMCULUK BOARD OF DIRECTORS*