

ADA TRIKO CODE OF CONDUCTS

1) PROHIBITION ON USE OF CHILD LABOR

- *Workers under the age of 15 cannot be employed. Ada Triko doesn't work with subcontractors which employ child labor.*
- *Young employees will not work in the night jobs after 22:00. Also young workers should work for 40 hours a week at most and not overtime.*

2) EMPLOYMENT IS OPTIONAL.

- *Employment is freely chosen; forced and involuntary employment should not be done.*
- *Subcontractors must not take any Money, keep workers IDs or ask security deposit from employees.*

3) FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING ARE RESPECTED.

- *The subcontractors recognizes and respects freedom of association and collective bargaining. The subcontractors honors prohibitions on interference with workers. The subcontractors recognizes and respects freedom of association and collective bargaining. The subcontractors honors prohibitions on interference with workers seeking to organize or carry out union activities, as well as prohibitions on any sort of activity which seeks to intimidate, harass, or retaliate against workers for participation in a union or other representative organization.*
- *For participation in a union or other representative organization. Where the right to freedom of association and collective bargaining is restricted under local law, the subcontractors allows the development of parallel means for independent and free association and bargaining.*

4) THE WORK ENVIRONMENT MUST BE SAFE AND HEALTHY.

- *The subcontractors provides a safe workplace setting and takes necessary steps to prevent accidents and injury arising out of, linked with, or occurring in, the course of work or as a result of the operation of the sub-contractors's facilities.*
- *The Subcontractors has systems to detect, avoid, and respond to potential risks to the safety of all workers.*
- *Clean toilet and healthy drinking water and, if necessary, appropriate equipment for storing food should be provided.*

5) SHOULD NOT BE PAID UNDER THE MINIMUM WAGE.

- *Payment and working hours of employees shall comply with local labour law within this scope, employers shall pay at least the minimum wage to all workers. Wages should be paid regularly and on time.*
- *Regular and over time working hours should be compliant according to local labour law.*
- *Personnel files should be kept for each worker with the required detailed documentation and Annual and other leaves to be compliant according to local regulations and records.*

6) WORKING HOURS SHOULD NOT BE EXCESSIVE.

- *They should not be asked to work more than 45 hours a week and 225 hours a month and they should be given a day off every 7 days.*
- *Overtime work should be arranged voluntarily, not exceeding 12 hours a week, 60 hours a month, 270 hours a year, not being demanded continuously, its compensation should be calculated in accordance with the law and paid on time.*

7) NO DISCRIMINATION.

- *Subcontractors shall not discriminate against their employees on the basis of their marital status, disability, age, religious belief, sexual orientation, political view, etc. All employees must be treated equally. No employee can be threatened, sent to a disciplinary committee or dismissed from work for any reason which may be deemed discriminatory.*

8) REGULAR EMPLOYMENT IS PROVIDED

- *Work is performed on the basis of a recognized employment relationship established through local law and practice.*
- *Foreign employees should not be employed without permission or against the law.*

9) ENVIRONMENT

- *Ada Triko expects all Subcontractors should manage all activities within the scope of sustainability in accordance with local environment regulation. Within this scope, subcontractors should have waste disposal and other environmental permits from authorised institutions. Subcontractors should have waste management system which must comply with applicable environmental laws.*

10) COMPLIANCE MANAGEMENT SYSTEM

- *Ada Triko expects all Subcontractors to have authorised, named and qualified persons responsible for the compliance management*
- *A working environment must be created with Current law, legislation and regulations and necessary documents (forex: working licenses) must be provided.*