

# PROCEDURE FOR COMBATING THE VIOLENCE AND VIOLATION OF SEXUAL INVIOABILITY



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Limak cares about the health and safety of its employees. It has a structure, strategy and policies that explicitly encourage gender equality with a perception that embarks on the prevention of all kinds of violence and violation of sexual inviolability in a gender-neutral manner. Limak aims to establish a corporate culture that does not tolerate any violence against employees and violation of sexual inviolability in order to ensure gender equality within the corporation. Limak considers violence and violation of sexual inviolability not only as a violation of human rights, but also as a problem that negatively affects the active participation of employees in business life and the working environment and acts with this awareness.

Limak commits to implement "Zero Tolerance Policy Against Violence and Violation of Sexual Inviolability" and this "Procedure for Combating Violence and Violation of Sexual Inviolability" effectively, in which relations with all colleagues and business associates are determined in order to ensure gender equality and to prevent all kinds of violence and violation of sexual inviolability in a gender-neutral manner.

## **1. Objective and Scope**

The objectives of this procedure are to establish a corporate culture that is equitable, healthy, safe and solidarist, which does not tolerate such acts by rejecting all forms of violence and violation of sexual inviolability. To ensure that employees don't meet with violence and violation of sexual inviolability in a gender neutral manner, strengthen the existence of women in the workplace and encourage women who are exposed to violence or whose sexual inviolability is violated to realize the situation and take the necessary steps to remove them from their lives. To ensure that employees act in line with corporate policies and rules in cases of violence or violation of sexual inviolability, support employees who are subjected to violence or whose sexual inviolability is violated, by ensuring that their position and career within the corporation is minimally affected by this situation, ensure that the combat against violence and violation of sexual inviolability becomes widespread in a manner that includes all relations within and outside the corporation (sub-employer, supplier, stakeholders, etc.).

Violence or violation of sexual inviolability can occur inside or outside the corporation, during working hours, in any place where the employee is on business or out of working hours. In this context, Limak, which adopts gender equality as a principle, aims at minimizing the impact of the issue of violence or violation of their sexual inviolability on employees and minimize the possible risks through the "Procedure for Combating Violence and Violation of Sexual Inviolability".

## **2. Responsibility**

This procedure has been established in a manner that pays regard and protects the rights and interests of both the corporation and its employees and takes their safety as the basis. Although employees are expected to behave sensitive to the subject in any case of violence or violation of sexual inviolability, they are expected to be involved in accordance with their authority, considering the instructions specified in the procedure. The opinions and support of experts within and/or outside the corporation can be taken if deemed necessary for the implementation of this procedure.

Unit managers are responsible for the adoption and implementation of this procedure by the employees; Human Resources Directorate is responsible for updating, controlling and monitoring the procedure and its annexes within Limak. In cases where it is not clear and explicit in the regulation, the decision-making authority belongs to the Chairperson of the Board/General Manager.

### 3. Definitions

It is essential that all the following concepts and definitions are known by employees in combating violence and violation of sexual inviolability.

- **Gender:** Role, behavior, activity and characteristics established in the social field that the society considers appropriate for women and men.
- **Victim:** A person who is exposed to violence or such behaviors considered as violation of sexual inviolability by the person with whom he/she has a business relationship.
- **Offender:** A person who has committed or committing violence on the person with whom he/she has a business relationship or has violated or violating his/her sexual inviolability.
- **Employee Support Group:** It is an in-house application mechanism where employees who have been exposed to violence, whose sexual inviolability are violated shall submit their complaints. Group members consist of a management team of three people working in the Human Resources Directorate, Legal Affairs Directorate and Corporate Communications Directorate.
  - **Employee Support Group Members:**
    - Human Resources and Diversity Inclusion Senior Manager
    - Legal Counsel
    - Corporate Communications Director

#### 3.1 Things to Know About the Concept of Violence

Violence includes acts, that result in or is likely to result in physical, sexual, psychological or economic harm or suffering and threats and coercion or arbitrary restriction of freedom, including any attitude and behavior causing physical, sexual, psychological, verbal or economic abuse in the social, public or private sphere.

Other concepts and definitions involving violent behavior are listed below.

- **Violence Against Women:** All kinds of physical, sexual, psychological or economic harm or painful action against women, threats to do an act, coercion or arbitrary restriction of freedom. It is a form of human rights violation and discrimination against women.
- **Gender-Based Violence Against Women:** It is a form of violence that is directed against women due to their gender or that disproportionately affects women.
- **Domestic or Close Relationship Violence:** Refers to domestic violence including acts of physical, sexual, psychological, economic or cyber violence between current or past spouses or cohabiting persons which is not limited to marital status, regardless of whether the offender shares the same domicile with the victim or whether they have shared it before. If the violence becomes more extensive such as living in the same house, that shall be referred to as violence in close relationships. Limak considers the concepts of domestic or close relationship violence as a whole.<sup>1</sup>
- **Physical Violence:** The efforts of the offender with the purpose of controlling the victim through physical aggressive behaviors (pushing, hitting, raising hand to hit, slapping or punching, threatening and injuring with sharp and stabbing tools or burning materials, throwing an object, etc.) It should be noted that physical violence may not always leave scars and may not be noticed from the outside.
- **Sexual Harassment:** It is the forced sexual intercourse and the exposure of a person to sexual harassment, threat, insult or attack. It includes physical harassment or rape, as well as being

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<sup>1</sup> The case of domestic or close relationship violence is detailed in "Policy of Combating Domestic Violence" and "Procedure on Combating Domestic Violence" documents of Limak.

forced to consent to the sexual relationship through psychological coercion or threats, although it is unwanted. Sexual harassment can occur through verbal, written and virtual environment.

- **Psychological Violence:** It is the systematic emotional or psychological oppression (threats, verbal abuse, humiliation in front of others, belittling, controlling and limiting the victim's clothing, movements and relationships, threatening over relatives and/or children, etc.) on the victim by the offender.
- **Economic Violence:** It is the systematic oppression of the offender on the economic decisions of the victim and the limitation of the person's economic range of motion. (Controlling the person's income, taking away, damaging her/his property, seizing her assets, etc.)
- **Cyber Violence:** It is the act and behavior of a person such as threats, harassment, and humiliation to intimidate, annoy or embarrass the targeted people through digital technologies such as the internet or mobile phone.
- **Persistent Pursuit:** It is the situation of a person pursuing another person illegally and with regular/repetitive behavior, harassing them verbally and through behaviors or committing violence to the person. In the case of persistent pursuit, the person exhibiting the behavior scares the victim by making her/him feel that she/he is in danger.
- **Dating Violence:** It is the exposure of a person to physical, sexual and psychological violent behaviors by the person with whom he or she is in close relationship.
- **Mobbing:** They are systematic behaviors that are against the moral, ethical and institutional values that one or more people exhibit to another person and aim to discourage or intimidate a person.
- **Retaliation:** These are all kinds of pressure and threats directed at the victims or witnesses against the accusations made by the accused/complained person.
- **Violence Cycle:** Systematic occurrence of violence may lead to a violence-apology cycle. Violent behaviors of the offender may occur in the form of processes such as apologizing from the other party, making them feel guilty, ending the communication, promising to change their behavior and then repeating violent behavior.
- **Indication of Violence:** Violence; is not easy to understand because it is a behavior that can occur in private, social or business life. However, some of the underlying behaviors of the person may be an indicator of being exposed to violence. The most common indicators of violence are listed below:
  - **Physical Indicators:** Significant scars in areas such as wrist and throat, ecchymosis and bruises, prominently visible pits in the hair, excessive make up to cover physical wounds, unnecessary and out of season accessories, muscle weakness, limping, slow and anxious movement to prevent pain, etc.
  - **Behavioral Indicators:** Depression, feeling of inadequacy and lack of self-confidence, irritability, constant sadness and anxiety, fear, guilt, aggression, anxiety, communication disorder, hopelessness, exhaustion, staying longer in the workplace other than the situations required by the job, etc.
  - **Indicators Regarding Job Performance:** Coming to work late, leaving work early, taking casual leave often, making frequent mistakes and forgetfulness, concentration problems, not answering or hesitating to answer the phone, perception problems, fear of leaving the office alone or walking alone to the car park, spending too much time on non-work related issues, etc.

### 3.2 Things to Know about the Concept of Violation of Sexual Inviolability

Violence is violation of sexual inviolability and acts against sexual inviolability of individuals that are qualified as undesirable behaviors. The person exposed to such behaviors feel bad or humiliated and/or feel frightened.

Violation of sexual inviolability is regulated as a crime under Article 105 of the Turkish Penal Code (TPC) and the complaint/appeal of the person who has been subjected to this behavior is sought. The right to complain/appeal starts from the day the victim is exposed to the incident and knows or becomes aware who the offender is and ends at the end of the sixth month following this period. It is also accepted in the decisions of the Supreme Court and in the justification of the law that no complaints shall be sought in terms of major offense and that investigation and prosecution can be carried out ex officio. In the event that the crimes of sexual assault, sexual violence and violation of sexual inviolability are committed by taking advantage of the convenience provided by the supplier/service relationship or working in the same workplace or by undue influence, these shall be considered as aggravating circumstances.

Sexual assault is regulated as a crime in Article 102 of the Turkish Penal Code under the heading Offenses Against Persons. The penalty for the crime starts from 2 years and in various cases up to aggravated life imprisonment.

If the crime of sexual assault, sexual violence and violation of sexual inviolability is committed by making use of the convenience of the supplier/service relationship or working in the same workplace or by abuse of influence, it is among the cases that increase the penalty.

### **3.2.1 Violation of Sexual Inviolability**

In general, violation of sexual inviolability includes sexual speech, attitude or other forms of behavior that are also made without body contact with the exposed person, that do not have to be continuous and are not based on consent and that does not have to be sexual assault. It includes situations such as demanding sexual intercourse in return for direct employment, as well as creating a hostile, fearful or humiliating environment for the person.

Violation of sexual inviolability may involve one or more actual circumstances or actions. Behavior types that can be considered as a violation of sexual inviolability are stated below, however cannot be limited in number.

- **Examples of Verbal Abuse**

- Making comments on situations such as the person's appearance, age, private life, etc.,
- Exposing the person to sexual funny stories, compliments, comments, stories and jokes,
- Making job-related threats or promises in return for sexual benefits,
- Making repeated and undesirable offers of social dates and physical intimacy,
- Using insults and condescending and patriarchal expressions that target gender,
- Sending sexually explicit messages or asking questions,
- Soliciting sexual intimacy in exchange for a promised job or promotion,
- Calling the person with undesired names,
- Asking repeated questions about the marital status, sexual identity and sexual orientation of the person and making all kinds of verbal abuse targeting these situations or the way the person expresses them,
- Sharing images, sounds, etc. related to the person's sexual life against the consent of the person or gossiping in relation with these,
- Using discriminatory statements against a person's gender, sexual orientation or identity.

- **Physical Attitude or Examples of Other Non-Verbal Behavior**

- Sexual assault, rape, rude exposure, persistent stalking or obscene communication,

- Using materials or exhibiting behaviors/gestures which are sexually explicit or have sexual implications,
- Whistling, disturbing with unwanted gestures (blinking, etc.),
- Staring at someone in a disturbing manner,
- To stalk or harass the person persistently (regularly, repeatedly, etc.),
- To exhibit any kind of non-verbal behavior or attitude related to the marital status, sexual identity and sexual orientation of the person or addressing the person's style of expression.

Entire actions which are not among these examples, but of a similar nature are included within the scope of violation of sexual inviolability.

### **3.2.2 Sexual Violence and Sexual Assault**

Although the severity of sexual violence and sexual assault may vary, they are generally considered as the violation of a person's body inviolability with non-consensual physical sexual behaviors which are not necessarily be continuous. It includes situations such as demanding sexual intercourse in return for direct employment, as well as creating a hostile, fearful or humiliating environment for the person.

As explained in detail in the Article 3.1 of this procedure, violence refers to acts, that result in or is likely to result in physical, sexual, psychological or economic harm or pain and threats and coercion, or arbitrary restriction of freedom in relation with them, including any attitude and behavior causing physical, sexual, psychological, verbal or economic abuse in the social, public or private sphere. Since sexual assault is an extremely serious behavior, it is essential to evaluate it quickly, to take protective measures and to punish it with corresponding sanctions.

Sexual assault includes one or more experiences or actions, as well as acts aimed at violating sexual inviolability without consent. Including physical violence, physical contact forms such as undesirable pinching, pushing, nipping, kissing, hugging, etc. are examples of acts that can qualify as sexual assault although they are not limited to such actions.

Apart from the examples given above regarding the violation of sexual inviolability, sexual violence and sexual assault, entire behaviors that have a similar nature are within the scope of violation of sexual inviolability.

### **3.3 Common Regulations on Violence and Violation of Sexual of Inviolability**

Crimes related to violence and violation of sexual inviolability are independent of the gender of the offender and the victim and their sexual orientation and/or identity. Violence and violations of sexual inviolability can occur between people of different genders or between people of the same gender. The important thing is that the violence and/or sexually explicit behavior is unwanted and undesirable for the person to whom the behavior is directed.

Limak is aware that acts of violence and violations of sexual inviolability are an expression of power relations and often arise based on possible/undesirable inequalities in the workplace such as between the manager and employee. Within the framework of the company policy, it is stipulated that sanctions shall be imposed on all parties involved in acts of violation of violence and sexual inviolability, including employees, customers, business partners, self-employed persons working for the company, temporary employees, subcontracted employees, parties with which there is a business relationship and visitors.

Violence or violation of sexual inviolability is a prohibition of conduct at any time, place and context

associated with the company and brings people together, including fieldwork, social events, business travel, training and conferences, regardless of whether it takes place on or outside of the workplace, during or outside business hours.

#### **4. Acts Not Considered as Violence and Violations of Sexual Inviolability in Work Life**

- Determining reasonable performance targets and deadlines,
- Allocating and scheduling workload,
- Making changes in work-related tasks,
- Deciding not to promote a person with a fair and documented process and committee decision,
- Informing the person about unsatisfactory work performance and applying disciplinary actions,
- Informing the person about his/her inappropriate behavior and
- Implementing organizational changes or restructuring

such actions are objective, reasonable and not considered as violence and a violation of sexual inviolability. Conduct that is appropriate in the workplace and acceptable and tolerable to both parties, acts that are kind, respectful, consensual, and non-coercive are not within the scope of violence and violation of sexual inviolability.

#### **5. Confidentiality Principle**

The person who has been subjected to violence and whose sexual inviolability is violated is expected to apply to the company. In entire situations as such, it is essential to pay attention to privacy and to comply with the rules of confidentiality. In this context;

- Without the consent of the employee who is the victim of violence or whose sexual inviolability is violated, the information regarding personal data, communication, address etc. are not shared with any person, unit and/or institution, except for the cases specified by the relevant laws and regulations. Safeguards regarding the identity sharing of the victim are ensured within the framework of the relevant laws and regulations.
- Apart from verbal statement, in the event that hard data such as communication data, audio or video recording are shared with the company by the person making the complaint/application, the content and degree of confidentiality of the data are decided together with the Legal Affairs Directorate. Only data that do not violate the privacy of personal data are used in the investigation.
- Entire issue and details related to the incident are processed in accordance with the Law on the Protection of Personal Data (LPPD) and are subjected to the principle of confidentiality within the scope of the processes described in this procedure.
- The details of the incident are shared with third persons or institutions only in accordance with the consent of the victim of violence or whose sexual inviolability is violated, excluding legal obligations. Within the scope of the right to defense, people such as offenders, witnesses and unit managers are shared within the framework of exceptional cases.
- The way to be followed regarding the incident is determined together with the victim.
- Individuals are allowed to make anonymous complaints/applications by sending their applications to the "Employee Support Group" via e-mail or in a sealed envelope.

## 6. Determination of Violence or Violation of Sexual Inviolability

Offenses against sexual inviolability are difficult to prove because of their nature (usually between two people). Therefore, it is important for people who think they have been exposed to this type of crime to be sensitive about collecting and storing different kinds of materials (such as visual and audio recordings, sperm and tissue samples, doctor reports or witness statements) that can be used as evidence in the trial. If an employee is a victim of violence or is exposed to violation of sexual inviolability, he/she may be unable to share the incident with the company due to insufficient level of awareness or many psychological reasons such as the fear, anxiety, worry, etc. Employees who observe that their colleagues are subjected to violence or violation of sexual inviolability or that they exhibit such behaviors can figure out this situation by becoming aware of the following indications.

- The victim may not attend work for a long time.
- The victim may be trying to cover the wounds or bruises.
- The victim may exhibit behaviors that indicate sadness, loneliness and fear.
- The victim may have angry, uncontrolled, aggressive attitude.
- The victim may have difficulty concentrating on the work.
- The victim may exhibit tense behaviors while talking to colleagues.
- The victim can make last minute or continuous excuses or cancellations for certain plans or programs.
- There may be an increase in drug and alcohol consumption.
- The victim may neglect the duties or take longer than usual at work.
- The victim may receive phone calls more than usual or may receive repetitive phone calls during the day.
- The victim may request leave more than usual by giving more and various excuses.

If it is thought by colleagues that the person has been subjected to violence or that his/her sexual inviolability is violated due to work relationship, the colleagues are recommended to ask the following questions.

- Is someone hurting or has someone hurt you?
- Is there anything that scares you at work?
- Every move of a friend of mine is controlled by the person with whom he/she has a business relationship, does this happen to you too?
- Do you experience or have you experienced anything that makes you feel insecure?
- Is there anyone stalking or bothering you?
- Has anyone force you to do anything you do not want to do?
- Is anyone threatening you using your children/family?

Colleagues should not be critical of the victim, should understand their reactions, and should not use expressions that would negatively question the cause of the problem as well as the emotional outbursts they experienced. The victim should be allowed to describe the incident in the way and time she/he wants, eye contact should be made while talking, suggestions should not be made about what to do; she/he should only be referred to the person, unit and/or experts to whom she/he can resort and receive support. The information given by the victim to the colleagues should not be shared with third parties, units and/or institutions without permission.

In case of witnessing violence or violation of sexual inviolability, it is recommended to act as follows:

Sexual crimes disrupt the psychological balance of the victim and create a psychological crisis. Therefore, the crisis intervention process should include the determination of how the event is



perceived by the victim, coping behaviours and social support systems. The witness should firstly try to direct the victim to consult the Employee Support Group. Precedence should be placed on empowering the victim through the initiatives of the Employee Support Group. However, in continuous, severe and sexual assault incidents, the victim should be encouraged to apply through external application channels as soon as possible if the victim still does not apply to the Employee Support Group after trying these reinforcement steps. Witnesses should try to direct the victim to the consultancy services of Ministry of Family Labor and Social Services Violence Prevention and Monitoring Center (ŞÖNİM), Provincial Directorate of the Ministry of Family and Social Services, Law Enforcement, health institutions and/or Non-Governmental Organizations that are experts in their fields and work with the principle of confidentiality.

The Employee Support Group should be informed without seeking the person's consent in exceptional cases that threaten the victim's life, physical or mental condition seriously and continuously, or if the victim is observed to harm him/herself due to affective disorders.

## **7. External Application Channels in Combating Violence and Violation of Sexual Inviolability**

Employees who have been subjected to violence or whose sexual inviolability is violated and their managers (in line with the demands of these employees) and those who have the obligation to implement "Zero Tolerance Policy Against Violence and Violation of Sexual Inviolability" and this procedure can apply through the channels specified below .

- Federation of Women's Associations of Turkey Emergency Helpline: 0212 656 96 96/0549 656 96 96
- 155 Hotline: Police Emergency Line
- 156 Hotline: Military Police Emergency Line
- Women's Support Application under the Ministry of Interior (KADES)
- Vodafone Red Light Application
- Forensic Institutions (Public Prosecutor's Office/Chief Public Prosecutor's Office)
- Health Institutions (Primary Health-care Institutions, Sanitarium, Emergency Service, 112 Hotline, Emergency Ambulance Service)
- Non-governmental Organizations (Purple Roof Women's Shelter Foundation, KAMER, KAHDEM – Corporate Website of Association of Legal Support to Women Central Association)
- Municipalities (Municipal Directorates Women's Counseling Centers)
- Bar Associations (Legal Assistance Request, Legal Assistance Office, Legal Advice and Attorneyship Services)

## **8. Incident Management: Establishment of Complaint Mechanisms**

It is recommended that every victim should inform the offender or offenders, if possible, that their behavior involving violence or violation of sexual inviolability is included within the scope of Article 3 of this procedure and is qualified as undesirable. Limak acknowledges that acts of violence and violation of sexual inviolability may also occur in hierarchical relationships such as employee-manager, that it will not always be possible for the victim to notify the person who exhibit this behavior and may have difficulty in making a complaint/application or in 6 (six) months accepts that he/she apply within the legal limits. Based on this perception, Limak acts with the understanding that the victim needs support in order to file a complaint/application.

Limak has established the "Employee Support Group" as a complaint mechanism group that enables employees apply and submit their complaints who have been subjected to violence or violation of sexual inviolability.

It is ensured that the Employee Support Group receives regular trainings and their development is supported in order for the employees to have a command on current practices, sanctions and legislation.

It is essential that the members of the group comply with the principles stated below within the applications.

- The flow, location and time information of the incident or incidents should be recorded completely.
- It has to be assured that the employee making the application has a clear understanding of the company's practices in the process.
- Entire records regarding the evaluation and decision process must be kept confidential and the decisions and opinions of the applicant employee must be respected.
- It should be ensured that the applicant employee can seek legal rights outside the company within the framework of the legal regulations of the country and that he/she knows the "External Application Channels in Combating Violence and Violation of Sexual Inviolability" specified in Article 6 of this procedure.

### **8.1 Internal Complaint Application Mechanism**

The employee who wants to file a complaint regarding violence or violation of sexual inviolability can make a complaint to the Employee Support Group with the **Annex1 "Notification Form of Violence and Violation of Sexual Inviolability"** via [calisandestek@limak.com.tr](mailto:calisandestek@limak.com.tr). If the employee wants to keep his/her identity confidential, he/she can make a written complaint anonymously.

Based on the complaint, the Employee Support Group carries out the process as follows:

- The application is processed within 24 hours following the notification and is terminated as soon as possible, provided that it does not exceed 6 (six) months.
- "Notification Form for Violence and Violation of Sexual Inviolability" is examined.
- The victim, the alleged offender and (if any) witnesses are heard.
- Employee Support Group acts as a communication channel between the victim, offender and witnesses when necessary.
- Managers of the alleged offender, victim and witnesses are informed.
- The way to be followed regarding the incident is determined together with the victim. In cases where it is not possible to determine the way it is submitted for the opinion of the Human Resources Director.
- The parties are informed about the progress of the process and it is ensured that the issue is understood.
- Considering the investigation findings and solution suggestions regarding the incident, an evaluation report regarding the complaint is created and submitted to the Human Resources Director.
- The most appropriate penal sanction for the offender and the recovery and support method to be followed for the victim are decided with the approval of the Human Resources Director within the scope of the sections explicitly stated in Articles 9, 9.3/a and 9.3/b of this procedure referred to as "Policies on Prevention and Protection, Code of Practice in Combating Violence and Violation of Sexual Inviolability", "Person Perpetrating or Threatening to Commit Violence and Violation of Sexual Inviolability and Aggrieved Person Working in the Same Corporation" and "The Employee, Supplier of Business Associates Perpetrating or Threatening to Commit Violence and Violation of Sexual Inviolability".

- The notification regarding the decision is communicated in writing to the parties and their managers.
- Necessary official procedures and/or criminal sanctions are applied.
- It is ensured that the process is over and the victim is satisfied with the decision taken.
- The process is followed for 6 (six) months to understand whether the behavior subjected to the complaint has disappeared.
- Entire records and reports in the process are processed in accordance with the Law on the Protection of Personal Data and Limak's policies on protection, processing and destruction of personal data and are kept by the Employee Support Group, Human Resources Director and the Legal Affairs Director when necessary.
- Due to the nature of the process, victims, offenders, witnesses, managers of individuals, Employee Support Group, Human Resources Director and Legal Affairs Director are not within the scope of the confidentiality principles with respect to the incident.
- How and to what extent the data, other than verbal statements, such as communication data, audio or video recording that are submitted by the parties shall be taken into consideration are determined with Legal Affairs Director.

## **9. Policies on Prevention and Protection, Code of Practice in Combating the Violence and Violation of Sexual Inviolability**

### **9.1 Prevention Policies**

Limak, as regards to the combating the violence and violation of sexual inviolability, aims for the effective execution of prevention mechanisms by ensuring that this procedure and affiliated “Zero Tolerance Against Violence and Violation of Sexual Inviolability” documentation are announced and released within the corporation through the means (e-mail, portal, etc.) and included in the Limak Employee Regulation and recruitment, placement/orientation presentations.

Limak emphasizes the involvement of the employees trained in the working life for identification of situations that may result in violence or violation of sexual inviolability, coping with and reporting such situations. Limak provides training programs for informative purposes to the entire colleagues from the administrative staff to the management level related to the methods to be applied to identify, minimize and combating such situations as well as raising awareness on violence and violation of sexual inviolability in working life including the combating violence and sexual inviolability based on societal gender equality.

Within the early warning system, Limak takes into account the application/complaint mechanism stipulated in Article 8 of this procedure for the resolution of cases of violence and violation of sexual inviolability prior to becoming intensified/accelerated.

It is ensured that managers and Employee Support Group, especially the employees of the Human Resources Directorate, Legal Affairs Directorate and Internal Audit Directorate, receive regular specialist training and these employees are responsible for the implementation of this procedure.

### **9.2 Protection Policies**

In the context of effective execution of the protection mechanisms, certain corporate support mechanisms have been developed for the purpose of prevention of the employee exposed to violence or violation of sexual inviolability or witnesses to these kind of situations to suffer further damages and further exposure. In addition to the above-cited practices, for the purpose of combating any violence or violation of sexual inviolability, one or more of the code of practice stipulated in Article 8.3

of this procedure shall adopted acting in collaboration of the employee exposed to the said act or behavior.

In the event that the employees are at risk and/or exposed to violence and/or violation of sexual inviolability, the right to refuse performing a certain job may be granted, the right to avoid/not to work may be granted and the workload, place of work and/or work performed may be re-determined according to the employee's situation and/or request after the evaluation of the company.

It is ensured that those who complain or assist in the investigation are protected against retaliation and are not subject to any discriminatory treatment; retaliatory behavior is considered to form the basis for disciplinary action and investigation.

### **9.3 Code of Practice**

It is highly required to intervene and act as early as possible before the aggrieved employee believes that the only way to resolve the issue is to leave the job and before the tensions reach to an extent beyond intervention. In this case, the person exposed to violence, sexual assault or sexual harassment is required to be encouraged to state the current condition with satisfactory evidences in terms of both in-house and legal processes upon receiving any report indicating the battery or medical report.

No discrimination shall be exercised in Limak towards the aggrieved persons exposed to violence or sexual inviolability in the processes of recruitment and dismissal or under other provisions and conditions and employee privileges. Care is taken to provide the aggrieved employee and all other employees with the necessary information, guidance and resources. In case of any violence or violation of sexual inviolability, employees are encouraged to file application through the "External Application Channels in Combating Violence and Violation of Sexual Inviolability" stated in Article 7 of this procedure for the purpose of provision of resources and suggestions to the employees.

Limak shall, in case of any employee is exposed to any act of violence or violation of sexual inviolability and the aggrieved employee reports this situation to the Employee Support Group, shall evaluate this matter in conjunction with the relevant authorities defined in the processes within this procedure (Human Resources Directorate, Legal Affairs Directorate, Internal Audit Directorate, etc.) and ensures that the employee shall be informed regarding the support mechanisms to be applied (flexible working hours, financial support, etc.)

#### **a) Person Perpetrating or Threatening to Commit Violence and Violation of Sexual Inviolability and Aggrieved Person Working in the Same Corporation**

In the event that an employee, regardless of gender, is exposed to violence by his/her colleague or his/her sexual inviolability is violated, these behaviors must be reported to the Employee Support Group in accordance with the processes defined in this procedure.

In case the aggrieved employee acts reluctantly to address the issue, where necessary for the purpose of oversight as the employer and the protection of all employees it is essential that the management handle the situation accordingly. In this case, in consideration of the physical and psychological health condition of the aggrieved employee, it is required to engage the in-house and/or non-corporate mechanisms and the incident is required to be resolved.

In this context, it is ensured that the employee perpetrating or in violation of sexual inviolability is not getting close to the aggrieved employee. The workplace or work location of the offending employee can be changed (relocating to a different branch or operation, etc. upon the approval of the employee) in observation of the requirements of the aggrieved employee. In case of not changing the workplace

or work location, the offending employee shall then be guided to receive therapy upon the approval of the employee.

In case of failing to achieve solutions by the above-cited steps and the situation accelerates towards severe extent, the required disciplinary practices shall be applied including the process for the termination of the employment agreement of the offending employee. The extent of the sanction shall be determined based on the severity and impact of the case. It shall be made clear and explicit that violence and violation of sexual inviolability cannot be considered as an ordinary and insubstantial act by applying the most appropriate and deterrent sanctions.

**b) The Employee, Supplier of Business Associates Perpetrating or Threatening to Commit Violence and Violation of Sexual Inviolability**

Any employee perpetrating or threatening to commit violence or violation of sexual inviolability by using the corporate resources (telephone, e-mail, photocopy and fax devices, office supplies, company vehicles, etc.) shall subject to the entire disciplinary practices, including dismissal. In cases where statutory obliged, an application shall be filed through the "External Application Channels in Combating Violence and Violation of Sexual Inviolability" stated in Article 7 of this procedure in order to apply criminal proceedings against the perpetrating employee.

By acting with the awareness of the fact that the offending employee also requires assistance and resources, such employee shall be guided to receive therapy upon the approval sought.

In case of failing to achieve solutions by the above-cited steps and the situation accelerates towards severe extent, the processes leading up to the termination of the employee's employment contract are applied.

The application shall be filed through the "External Application Channels in Combating Violence and Violation of Sexual Inviolability" stated in Article 7 of this procedure for the supplier or business associates committing or threatening to commit the violence or violation of sexual inviolability by using the corporate resources or business relationship with the corporation. In case the situation accelerates towards severe extent, it is recommended to terminate the business relationship, if possible, by examining the contractual and legal details.

**9.3.1 Security Measures**

The security measures shall be applied including but not limited to the following upon the approval of the relevant employee for the purpose of providing assistance to the employee exposed to violence or violation of sexual inviolability.

- Measures are taken for the phone calls and e-mails of this person within the scope of the security plans for the prevention of following by the offender, committing sexual abuse or in violation or sexual inviolability.
- A corporate security plan shall be established.
- A private parking lot shall be assigned.
- The employee shall be accompanied during the access to the vehicle or other mass transportation locations.
- The employee shall be ensured to be located at a safer place to continue working.
- Third-party access to confidential personal information such as temporary or new addresses, bank or health information is prevented.

The aggrieved employee shall delivery a copy of the temporary or permanent protection order (petition and court order, etc.) given by the court indicating that the location of the corporation is

designated as the protection area to the corporation for the purpose of taking the required security measures. The corporation shall take and apply all sorts of security measures in case of prolonging the litigation process.

The aggrieved employee shall be requested to share information such as photograph or the description of the appearance of the perpetrator, vehicle license plate and brand as well as the make of the vehicle and other security information reasonably to be required by the corporation.

### **9.3.2 Physical and Psychological Health Support**

The employee exposed to violence or violation of sexual inviolability shall be guided to consult with the occupational physician or to the relevant support authorities by the contracted healthcare organizations in the absence of the occupational physician. In case the employee requests a meeting with a specialist psychologist in the interview of the occupational physician conducted with the employee, the employee shall then be informed that no data shall be processed by the corporation and the employee shall be ensured to have therapy support. In case of determination of providing psychological support, the aggrieved employee shall then be guided to consult with specialist non-governmental organizations or other competent organizations. It is ensured to provide guidance and/or emergency support to the employee in collaboration with the specialist non-governmental organizations.

### **9.3.3 Financial Support**

Another solution to be applied preferably for the aggrieved employee is to provide protection against dismissal throughout a certain period of time to preserve the source of income while receding from the unfortunate condition. The employee, in certain cases, may be required to act swiftly for the safety of both himself/herself and/or his/her children; accordingly, the employee may need to change home, initiate legal proceedings and benefit from psychological support services. In such case, the employee can be ensured to have financial aid, advance payment or any other financial support or resources and support shall be provided to ensure that the employee spends some time to deal with the process. During this entire process, the employee may be allowed to practice upon the paid or unpaid leave, flexible or part-time work or remote work.

### **9.3.4 Employee Support Hotline**

Limak employees can benefit from consultancy/support services by calling the "**Limak Holding Employee Support Line**" (0212 800 34 74) regarding their needs for violence and violation of sexual inviolability, as well as the issues and problems they need in their business and private lives.

The practices regarding the Employee Support Line are given below.

- **Psychological Counseling and Guidance by Phone:** In situations such as stress management of employees in work and private life, anger management in professional life, work and private life balance, anxiety and emotional states, communication conflicts at work, bilateral relationship difficulties, marital problems, difficult life events, trauma and post-traumatic stress management, anger and mourning periods, issues related to children and adolescents, parenting issues, 24/7 telephone counseling consisting of 6 sessions per year is provided through expert clinical psychologists throughout Turkey<sup>2</sup>
- **Face-to-face Psychological Counseling and Guidance:** In special cases that require in-depth evaluation, face-to-face counseling is carried out by referring the client to a contracted specialist

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<sup>2</sup> It is not a substitute for a medical or psychiatric diagnosis and treatment and is not a psychiatric hotline. Support is provided to people under the age of 18 (children and adolescents) by interviewing their parents or adult relatives who are covered by the service.

psychologist for 6 sessions per year. The client is offered options for face-to-face interviews through the support line and the option that is most suitable for him/her is decided together.<sup>3</sup>

- **Admin Support Tools:** It is a tool that managers can get support and benefit from in problems that may be experienced with employees and many other different issues. In cases where employees do not want to share various problems they encounter with their managers and/or managers have difficulty in finding solutions to shared problems, managers can talk about their personal concerns through the support line with the principle of confidentiality and expert support and get support for the solution. In this manner, managers can communicate with their employees in line with the recommendations they receive from experts and suggest that they use the support line to help them cope with problems more comfortably.
- **Medical Consultancy and Information Services:** These are medical consultancy, information and advice services provided by health consultants consisting of doctors and nurses who are all experts in the fields of second opinion from a medical point of view, information about centers and doctors that can be consulted in special cases requiring expertise, general health information, first aid information etc.
- **Legal Information Services:** It is a consultancy service where employees and family members can find instant answers to their legal questions other than labor law, that may be a source of stress and occupy their minds. This service is provided in accordance with the Legal Profession Act No. 1136.

### **9.3.5 Practices of Performance Assessment and Vested Benefits**

It is ensured in Limak that an employee who is aggrieved by the violence or violation of sexual inviolability continues to be involved within the performance assessment processes. Due to the fact that the circumstance of violence or violation of sexual inviolability has the potential to affect the performance of the employee to various extent based on the qualification of the job, the performance goals and criteria to be applied to the employee shall be redetermined based on the experienced condition. The affiliated director of the employee shall deal with the performance improvement plan. The employment relationship of the aggrieving employee is maintained in the same way and by considering the principle of equality and the entire employees continue to benefit from performance-based rewards and vested benefits accordingly. Limak exercises due diligence and ultimate attention to the privacy of the employee during this entire process.

## **10. Risk Assessment Endeavors**

To carry out risk analysis and due diligence for violence and violation of sexual inviolability; safety reports, incident reports, health and safety examination reports, survey measurement techniques and risk assessment work is carried out periodically (once a year). With this application, risky situations are determined according to demographic characteristics, the awareness level of the people is measured, and their annual training/development needs are determined.

## **11. Awareness Endeavors**

As Limak, to raise the awareness of employees about violence and violation of sexual inviolability and to make this sustainable, the following steps are ensured.

- Including materials such as policies, information notes, images, videos created for awareness purposes on the digital platforms belonging to the company (website, e-mail, portal, physical digital screens in the office, etc.),

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When medical treatment is needed in<sup>3</sup> face-to-face counseling, the client can be referred to a psychiatrist by investigating insurance opportunities.

- Including the relevant policy and procedure in Limak Employee Regulation and the recruitment/orientation file,
- Ensuring that all employees from administrative staff to management level are trained on violence and violations of sexual immunity for policy and procedural endeavors.

## **12. Monitoring and Review Endeavors**

Every two years or whenever deemed necessary by the parties, this procedure and the Zero Tolerance Policy Against Violence and Violation of Sexual Inviolability to which it is bound shall be reviewed and examined. The actuality of existing regulations and areas open to improvement are evaluated.

## **13. Appendices**

- Appendix-1 Notification Form for Violence and Violation of Sexual Inviolability