

	CORPORATE SOCIAL RESPONSIBILITY POLICY	DOCUMENT NO.	Kss-PK-1
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We, as ADEL KALEMCİLİK Tic. ve San. A.Ş., are aware that producing quality products that ensure customer satisfaction at affordable prices will not be sufficient in globalizing trade. We consider protecting the rights of our employees, respecting the environment and complying with business ethics rules, as important components of business continuity.

As a requirement of corporate social responsibility, we undertake to comply with National legal regulations, and to comply with the relevant International standards and International Labor Organization's (ILO) Conventions and Recommendations, to the maximum extent.

With an awareness of corporate social responsibility, we, as Adel Kalemçilik, undertake;

- To respect human rights,
- Not to employ any personnel by force or involuntarily,
- To respect the freedom of association and right to collective bargaining of employees,
- To provide employees with healthy and safe working environments, to assess the occupational health and safety risks and to take all the measures necessary to eliminate hazards or to mitigate the risk,
- Not to employ child labor, and to employ young employees, including interns, in such jobs that are legal and safe and that will not affect their development,
- To comply with legal working hours and overtime work limitations, and to base overtime work on a voluntary basis,
- To provide a fair remuneration in accordance with legal regulations and collective labor agreements,
- To provide all employees with equal opportunities, and not to discriminate,
- To provide regular employment, and not to employ unregistered labor,
- To respect the personality and dignity of each employee, to treat them in a humane manner, and not to tolerate verbal, physical, sexual or psychological harassment, intimidation, threat or coercion,
- Not to make any forfeiture of pay or not to impose any disciplinary penalty in breach of the provisions specified in the labor law and employment contracts,
- To act in accordance with the Environmental Law, to manage the environmental aspects and impacts that may arise from all activities and to take measures,
- To comply with ethical business rules, and not to tolerate any acts of corruption, extortion, embezzlement or bribery.

We will develop and ensure the implementation of approaches to ensure that all our business partners, particularly our suppliers, will act in line with Adel Kalemçilik's social responsibility policy.

We will also strive for the development of society within the framework of corporate social responsibility. We will support our employees to volunteer for appropriate social and public activities in which they will take part with an awareness of social responsibility.

By ensuring the participation of employees and creating such communication channels through which they can communicate all their ideas, suggestions and complaints regarding the workplace, we will ensure that the issues reported are addressed and resolved in a way not to give rise to any breach of confidentiality or retaliation.

Adel – Faber Castell, CEO
Oğuz UÇANLAR