

Health, Safety and Wellbeing Policy

Soysal International İç ve Dış Ticaret Limited Şirketi

Version	1.0 (October 2026)
Approved by	Emrullah Soysal, CEO (employer)
Effective date	5 October 2026
Review	Annually, and after any accident, near miss or change in activities
Applies to	Directors and partners working in the business, any future employees, visitors, and anyone working for us at our premises or at sites we visit (supplier factories, ports, warehouses, customer sites)

1. Commitment

Everyone who works for or with Soysal International should go home safe and healthy. We comply with **Occupational Health and Safety Law No. 6331** and its regulations. Our office is classified as a **low-hazard workplace**. We also manage the higher risks our people face outside the office: factory and warehouse visits, port inspections, loading supervision and international travel.

2. Organisation and responsibilities

- **CEO (employer):** overall responsibility; provides resources; approves the risk assessment and emergency plan.
- **Occupational safety expert and workplace physician:** at present the Company is run by its partners and has no employees on payroll. From the **first employee**, an occupational safety expert and a workplace physician will be appointed through an authorised **OSGB** (joint health and safety unit) contract, as required by Law No. 6331 for our hazard class. Until then, the CEO carries out the duties below, with an external OHS consultant where needed.
- **Everyone working for the Company:** follows this policy, uses the PPE provided, and reports hazards, near misses and accidents immediately.

3. Risk assessment (all workplace operations)

A written **risk assessment** covers all our operations. It is prepared by the CEO and, from the first employee, with the OSGB safety expert. It is reviewed **every year**, and renewed at least every **six years** as the law requires for the low-hazard class, or sooner if activities or conditions change. It covers:

- **Office:** ergonomics and display screen work, electrical safety, fire, slips and trips, emergency evacuation.
- **Field visits** (factories, quarries, warehouses, ports, construction sites): moving vehicles and forklifts, working near cranes and loads, falling objects, dust and noise, chemical exposure. **Minimum PPE for field visits:** safety footwear, hi-vis vest, hard hat and safety glasses, plus whatever extra the host site requires.
- **Travel:** road safety, country security risk (checked before travel), health precautions and travel insurance.

- **Lone working and stress:** check-in when on field visits; manageable workloads.

4. Emergency preparedness

- An **emergency action plan** for the office covers fire, earthquake, first aid and evacuation. It is prepared with the building management, and drills are held at least once a year.
- Fire extinguishers and a first-aid kit are kept in the office. At least one person is trained in first aid.
- Emergency contacts for everyone working for the Company are kept on file.

5. Training

- Employees receive the **basic OHS training** required by law when they join, and refresher training every **three years** (low-hazard class), delivered through the OSGB.
- Everyone who visits factories, ports, warehouses or sites receives a field-visit safety briefing before their first visit, and the briefing is recorded.

6. Health and wellbeing

- For employees: pre-employment and periodic health checks are carried out by the workplace physician, as required by law.
- Ergonomic workstations, regular breaks, and respect for working-time limits and annual leave.
- A confidential route, through the CEO or the Speak-Up Procedure (09), to raise concerns about workload, stress, harassment or health, without negative consequences.
- Flexible or remote working where the role allows.

7. Monitoring performance

We record and review the following:

Indicator	Frequency
Accidents, near misses and occupational illnesses (reported to SGK within the legal deadline, when applicable)	As they happen; reviewed quarterly
Training completion (basic OHS, first aid, field briefing)	Quarterly
Open actions from the risk assessment and OSGB inspection reports	Quarterly
Drill held	Annually

The CEO reviews these indicators every quarter and checks this policy's effectiveness in the annual review.

8. Contractors and suppliers

Subcontractors working on our behalf must have their own legally required health and safety arrangements. They are briefed on site rules before work starts. Supplier safety is assessed under the Sustainable Procurement Procedure (06).

Approved by Emrullah Soysal, Chief Executive Officer, on 5 October 2026. A signed copy is held by the Company.