

## **Aygaz A.Ş.**

### **WORKPLACE DOMESTIC VIOLENCE POLICY**

#### **PURPOSE:**

Here at Aygaz A.Ş. ("Aygaz"), we value the health and safety of our employees.

Research shows that 75% of female employees have experienced some form of violence, and demonstrates that this fact has a significant impact on job performance in the form of lost productivity, lack of concentration, job accidents, etc. The purpose of the Aygaz Workplace Domestic Violence Policy is to raise awareness with all of our employees about domestic violence, to create a workplace environment that is egalitarian, safe and tolerates no form of violence, to ensure that all employees who experience violence can recognize the fact and take the necessary steps, to provide support that ensures the position and career of employees who experience domestic violence is minimally affected in accordance with company policy and guidelines if they request such assistance, and to provide managers with guidance about how to address this impact when domestic violence does affect work.

#### **DEFINITIONS:**

**Domestic violence:** Forceful behavior aimed at gaining power and control over another person in a close relationship. Physical, sexual, emotional, psychological and economic abuse constitutes domestic violence.

**Some examples of forceful behavior are provided below:** Striking, punching, pushing, knifing, shooting with a gun, slapping, threatening behavior, name-calling, belittling, controlling someone's dress, speech or actions, controlling financial decisions, stalking, property destruction or attempted property destruction.

Domestic violence may occur among people of any race, economic or educational status, religious or sectarian belief whether they live together or not, whether they are married or not and in both short- and long-term relationships.

**Perpetrator:** The person who commits domestic violence.

**Victim:** The person who experiences violent behavior from someone they are in a close relationship with.

#### **OUR PRINCIPLES:**

##### **Supporting our employees who are victims of domestic violence**

Aygaz will work to provide information and direction regarding the issue for victims of domestic violence and other employees and to provide adequate resources. In addition to directing victims of domestic violence to the appropriate social institutions, Aygaz will provide the necessary support for these employees through the Department of Human Resources. All employees will be informed about how this support will be provided.

Aygaz will not discriminate against victims of domestic violence in practices related to hiring and firing within the framework of personnel regulations and the Labor Law.

Aygaz recognizes that victims of domestic violence may experience problems such as chronic absenteeism, tardiness and poor job performance as a result of domestic violence. If the company is aware of the difficulties that arise as a result of domestic violence it will take a comprehensive view of the situation and take a good faith approach to resolving the problem. If the performance problems cannot be resolved in spite of the support that is provided and in spite of all the good faith recommendations that are made, disciplinary action might be taken.

Aygaz will protect the rights of employees who are victims and will respect the privacy of the victims and the at-risk employees when taking any action in support of the victims.

#### **Support that will be provided to employees:**

If assistance with domestic violence is requested at Aygaz, employees shall be provided with counseling, guidance and support services. Aygaz works together with the **Federation of Turkish Women's Associations** and the **Purple Roof Women's Shelter Foundation**, both of which are civil society organizations that work in this field.

#### **Human Resources:**

Our company's Human Resources Department is open to all of our employees when it comes to domestic violence. Victims of domestic violence can call **0212 354 04 77 (from external phones)** or **4477 (internal extension)** during business hours to request support. Appropriate measures, which include the following, may be taken if requested and to the extent necessary:

- Not sharing personal information with 3rd parties
- Measures required when transporting company personnel
- Providing parking for their personal vehicles in the company parking garage
- Supporting them when they contact police departments
- Providing transportation to the accommodations offered by organizations the company works with
- Providing cash advances to the victim if requested due to the difficulties they encounter
- Minimizing the safety concerns they experience with a flexible work schedule
- Allowing the victim to take their annual leave if requested or allowing advance annual leave to be used if they do not have any leave to utilize

All of the procedures related to domestic violence, including their petition, shall be conducted confidentially. They will absolutely not be shared with 3rd parties. Information shall only be provided to Company Security and official agencies when required for the safety of the victim and the workplace.

#### **Social Agencies:**

In addition to the company's Human Resources Department, employees who are victims of domestic violence may contact the **Federation of Turkish Women's Associations (TKFD)** or the **Purple Roof Women's Shelter Foundation** for psychological support, legal support, referral to police departments, women's shelters and volunteer cooperation.

The TKFD End Domestic Violence Hotline: **0212 656 96 96** or **0549 656 96 96**

Purple Roof Women's Shelter Foundation: **0212 292 52 31** or **0212 292 52 32**

### **Temporary or Permanent Restraining Orders Related to the Victim:**

Every employee for which a temporary or permanent restraining order has been issued by a court where the Aygaz workplace address has been designated as a protected area should provide a copy of the petition and court order to Company Security and inform the Human Resources Department. In addition, the employee should provide the following information about the abuser to Company Security: A photograph or a description of their physical appearance, a description of their vehicle and license plate number, and any other information which might be required by Company Security for workplace safety.

### **Employees who perpetrate domestic violence or threaten to perpetrate domestic violence:**

Any employee who perpetrates/threatens to perpetrate domestic violence using workplace resources shall be subjected to disciplinary action including but not limited to termination of employment. If necessary, the police will be contacted to ensure arrest, criminal prosecution and/or investigation. Workplace resources include but are not limited to telephones, fax machines, e-mail, automobiles, office supplies and photocopy machines.

Some job positions provide employees with access to certain types of information and resources. If an employee utilizes this access to harm or contact the person with whom they are in a close relationship, this employee shall be subjected to disciplinary action that may result in sanctions that include but are not limited to termination of employment. If necessary, the police will be contacted to ensure arrest, criminal prosecution and/or investigation.

Aygaz understands that the perpetrator of domestic violence also needs help and resources. When necessary, if the employee who perpetrates violence grants consent, they shall be directed to therapy.

## **TRAINING**

An important factor in minimizing violence in the workplace is a workforce that is educated in identifying situations where domestic violence occurs and in coping with these situations and notifying the appropriate people. Aygaz shall develop and offer training programs aimed at informing employees about methods and guidelines for identifying and minimizing these types of situations and providing intervention.

Managers who oversee business units and concerned parties from Human Resources and Corporate Communication shall receive training on “how to respond when a woman says she is a victim of domestic violence” and “what are the signs that a woman is a victim of domestic violence.”

Aygaz will share educational videos and messages about this issue on the company’s digital communication platforms and organize communication events.

In addition to the gender equality training they receive as part of the “I Support Gender Equality for My Country” project implemented in 2015-2017, all Aygaz employees can request training on “domestic violence” if they desire .

### **Legal Sanctions and Regulations**

Aygaz will cooperate as much as legally possible with the police and other government organizations. This internal company policy was developed by the company's policy team in consultation with its legal advisors.