



## ABUSE AND HARASSMENT POLICY

Doküman Kodu	:	200-PT.21
Yayın Tarihi	:	16.08.2025
Revizyon Tarihi	:	00
Revizyon No	:	00
Sayfa No	:	1 / 2

### 1. PURPOSE

The purpose of this policy is to ensure the protection of all employees, guests, suppliers, and third parties from any form of physical, sexual, psychological, or economic abuse and harassment, to prevent child labor, and to guarantee the safety of specially protected groups.

### 2. SCOPE

This policy applies to all employees, guests, suppliers, and all individuals and organizations associated with the establishment.

### 3. DEFINITIONS

- Abuse: Exercising physical, psychological, sexual, or economic pressure over another person.
- Harassment: Unwanted, disturbing, humiliating, or threatening behavior that endangers a person's safety.
- Child Labor: Employment of individuals under 18 years of age according to ILO standards.
- Specially Protected Groups: Children, women, people with disabilities, elderly individuals, and socially disadvantaged persons.

### 4. IMPLEMENTATION / PROCEDURE

- Employees receive at least one "Abuse and Harassment Prevention Training" per year.
- Age records of all employees are maintained; child labor is strictly prohibited.
- In case of suspected abuse or harassment, the incident is immediately reported to Human Resources and Management.
- The victim is protected, and if necessary, security units and official authorities are contacted.
- The policy is reviewed and updated at regular intervals.

### 5. RESPONSIBILITIES

- Management: Provides the necessary resources for policy implementation.
- Human Resources: Manages training, record keeping, and complaint mechanisms.
- Department Managers: Ensure employees are informed about the policy.
- All Employees: Comply with the policy requirements and report any violations.

Hazırlayan	Kontrol Eden	Onaylayan
Bu doküman, Meltem Lojistik ve Otelcilik A.Ş.'ne aittir ve açık yazılı izin olmaksızın çoğaltılamaz, dağıtılamaz, dışarıya ifşa edilemez; üretim veya satış için kullanılamaz. Basıldığında kontrolsüz kopyadır.		



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### 6. RECORDS

- Training Attendance Lists
- Employee Age and Personnel Records
- Complaint and Incident Report Forms
- Audit Reports

### 7. DISTRIBUTION

This policy is distributed to:

- All department managers
- Human Resources
- Employee handbook
- Guest information boards

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