



SEKISO SOCIAL RESPONSIBILITY
MANAGEMENT SYSTEM MANUAL

Dok. No :SS YSEK-01

Yayın Tarihi:
07.11.2025

Rev. No:0

Rev. Tarihi : -

SA8000:2014 ve ISO 26000:2010 Entegre Sosyal Sorumluluk El Kitabı

SA8000 Social Responsibility Standard
ISO 26000 Corporate Social Responsibility Guide

[Sekiso Otomotiv Sanayi ve Ticaret A.Ş. All rights reserved.]

(No part of this Quality Manual may be reproduced or used in any form or by any means without prior written permission)

HAZIRLAYAN / PREPARED BY	ONAYLAYAN / APPROVED BY
Sosyal Politikalar Lideri / Derya Bakitkal	Genel Müdür / Özlem I. GÜNDOĞAN



SEKISO SOCIAL RESPONSIBILITY
MANAGEMENT SYSTEM MANUAL

Dok. No :SS YSEK-01
Yayın Tarihi: 07.11.2025
Rev. No:0
Rev. Tarihi :-

CONTENTS

1. Introduction
2. Company Profile and History
3. Mission / Vision
4. Purpose and Scope
5. Structure of the Social Responsibility Management System
6. Reference Standards and Legislation
7. Definitions and Abbreviations
8. Risk and Opportunity Management
9. Management Systems and Process Policies
10. Social Responsibility Policy
11. Implementation of SA8000 Requirements
 - 11.1 Child Labour
 - 11.2 Forced or Compulsory Labour
 - 11.3 Health and Safety
 - 11.4 Freedom of Association and Collective Bargaining
 - 11.5 Discrimination
 - 11.6 Disciplinary Practices
 - 11.7 Working Hours
 - 11.8 Remuneration
 - 11.9 Modern Slavery
 - 11.10 Animal Welfare
 - 11.11 Management System
12. ISO 26000 Social Responsibility Subjects
13. Stakeholder Analysis and Communication
14. Complaint and Reporting Mechanism
15. Supplier Social Responsibility Management
16. Internal Audit and Corrective Action Process
17. Performance Indicators and Monitoring
18. Management Review
19. Appendices (Forms and Templates)

HAZIRLAYAN / PREPARED BY	ONAYLAYAN / APPROVED BY
Sosyal Politikalar Lideri / Derya Bakitkal	Genel Müdür / Özlem I. GÜNDOĞAN



SEKISO SOCIAL RESPONSIBILITY
MANAGEMENT SYSTEM MANUAL

Dok. No :SS YSEK-01

Yayın Tarihi:
07.11.2025

Rev. No:0

Rev. Tarihi : -

1. INTRODUCTION

This manual has been prepared to define our company's approach to **social responsibility**, **ethical management**, and **sustainable production**, and to serve as a guide for all our employees, customers, suppliers, and business partners.

Our organization adopts the principles of **respect for people**, **environmental awareness**, and **fair business practices** in all production processes, making these values an essential part of our corporate culture.

This manual has been developed based on the requirements of two international social responsibility standards – **SA8000:2014 (Social Accountability Standard)** and **ISO 26000:2010 (Guidance on Social Responsibility)**. Both standards emphasize not only production quality but also employee well-being, ethical values, stakeholder relations, and contribution to society.

Within this scope, concrete policies have been developed and presented in this manual on the following topics:

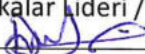
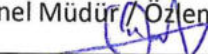
- Compliance with human rights in working conditions
- Prevention of discrimination
- Ensuring a healthy and safe working environment
- Fair remuneration
- Environmental sustainability
- Modern slavery
- Animal welfare
- Data protection

Our organization is committed to fulfilling the requirements of these standards in all its activities and to enhancing its social performance through **continuous improvement**.

(IATF 16949 / ISO 14001: 5.1 / SA8000: 9.1.1 / ISO 26000: 7.4)

In addition, our core management systems (**IATF 16949** and **ISO 14001**) are operated in line with fundamental principles that support social responsibility. These principles are as follows:

1. **Customer Orientation:** Understanding and meeting customer expectations, and continuously improving quality and reliability.
2. **Leadership:** Top management is responsible for the effectiveness of the system, setting objectives, integrating processes, and managing continuous improvement activities.
3. **Employee Involvement:** All employees actively contribute to improving quality and environmental performance.

HAZIRLAYAN / PREPARED BY	ONAYLAYAN / APPROVED BY
Sosyal Politikalar Lideri / Derya Bakitkal 	Genel Müdür / Özlem I. GÜNDOĞAN 



SEKISO SOCIAL RESPONSIBILITY
MANAGEMENT SYSTEM MANUAL

Dok. No :SS YSEK-01
Yayın Tarihi: 07.11.2025
Rev. No:0
Rev. Tarihi : -

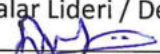

4. **Process Approach:** Production and support processes are optimized through risk-based thinking and process management.
5. **Continuous Improvement:** Process and product performance are regularly reviewed and improved.
6. **Environmental Responsibility:** Environmental impacts are minimized, and energy and natural resources are used efficiently.
7. **Legal Compliance:** All activities are carried out in accordance with national and international legal requirements and customer specifications.

2. COMPANY PROFILE AND HISTORY

2.1 History of Sekiso Corporation

- **1954:** Sekiso Corporation was established and began operations in Okaya City, Nagano Prefecture.
- **1961:** Okazaki Plant was constructed and commenced production in Okazaki City, Aichi Prefecture.
- **1966:** Development and production of vibration-damping materials for automobiles began.
- **1975:** Ina Plant was completed in Ina City, Nagano Prefecture; operations of PCI started in the United States.
- **1979:** Production of plastic parts for automobiles began; Technical Center completed in Okazaki.
- **1986:** Mitsu Plant was completed and started operations in the Takarai area, Aichi Prefecture.
- **1991:** Received the TPM Excellence Award (achieved seven times in total).
- **1992:** Ina Plant was transferred to Ina Sekiso Co., Ltd.; obtained ISO 9001 certification.
- **1999:** Obtained ISO 14001 certification.
- **2003:** Sekiso Otomotiv Sanayi ve Ticaret A.Ş. was established in Turkey.
- **2021:** Tokyo Research Institute was completed.

Sekiso Otomotiv operates as a subsidiary of **Sekiso Corporation Japan**, which has been serving **Toyota and the Toyota Group** in the plastic components sector for over **70 years**.

HAZIRLAYAN / PREPARED BY	ONAYLAYAN / APPROVED BY
Sosyal Politikalar Lideri / Derya Bakitkal 	Genel Müdür / Özlem I. GÜNDOĞAN 



SEKISO SOCIAL RESPONSIBILITY
MANAGEMENT SYSTEM MANUAL

Dok. No :SS YSEK-01

Yayın Tarihi:
07.11.2025

Rev. No:0

Rev. Tarihi : -

2.2 Sekiso Otomotiv Turkey Facilities

- **Address:** TAYSAD-TOSB Organized Industrial Zone, 4th Street No:8, Çayırova, Kocaeli, Türkiye
- **Total Area:** 11,000 m²
- **Covered Area:** 3724 m²
- **Main Activities:** Production of plastic air and acoustic ducts for the automotive industry, utilizing **injection and blow molding technologies.**
- **Management Systems / Legislation:**
 - IATF 16949:2016 (Quality Management)
 - ISO 14001:2015 (Environmental Management)
 - KVKK (Personal Data Protection Law – Türkiye)

2.3 Our Customers

Toyota Turkey, Toyota UK, Toyota Russia (spare parts), Honda Turkey (spare parts), HondaTurkey (yedek parça), Ford, Ficoso, Mann+Hummel, Toyota South Africa, Honda UK (spare parts), Ecoplas, Farplas, Toyota France, Toyota Czech Republic, TOGG, HP Pelzer Pimsa Oto A.Ş

HAZIRLAYAN / PREPARED BY	ONAYLAYAN / APPROVED BY
Sosyal Politikalar Lideri / Derya Bakitkal	Genel Müdür / Özlem I. GÜNDOĞAN



SEKISO SOCIAL RESPONSIBILITY
MANAGEMENT SYSTEM MANUAL

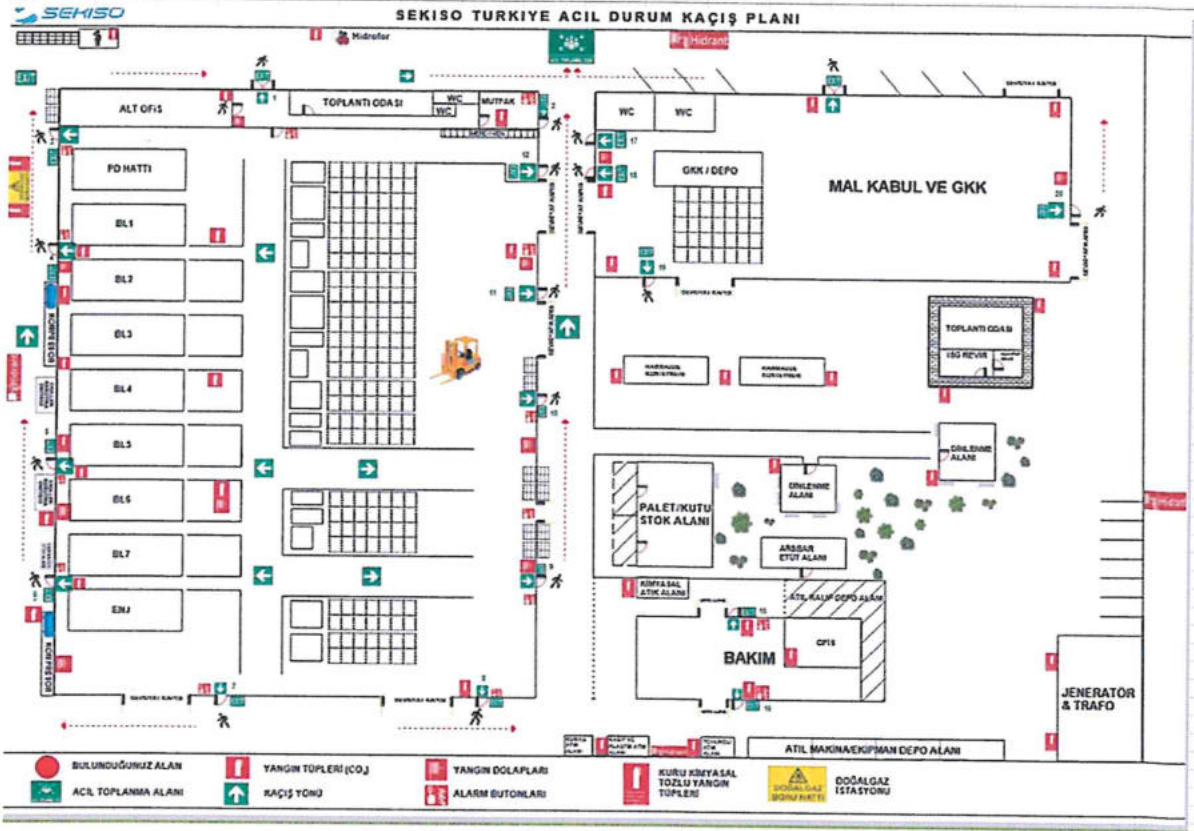
Dok. No :SS YSEK-01

Yayın Tarihi:
07.11.2025

Rev. No:0

Rev. Tarihi :-

2.4 Factory Layout



HAZIRLAYAN / PREPARED BY

Sosyal Politikalar Lideri / Derya Bakitkal

ONAYLAYAN / APPROVED BY

Genel Müdür / Özlem I. GÜNDOĞAN



SEKISO SOCIAL RESPONSIBILITY MANAGEMENT SYSTEM MANUAL

Dok. No :SS YSEK-01

Yayın Tarihi:
07.11.2025

Rev. No:0

Rev. Tarihi : -

2.5 2.5 Sekiso Turkey Sustainability and Social Policies Organization Chart



3. MISSION / VISION

3.1 Mission

By making quality a way of life and acting with integrity, our mission is to respond precisely to customer needs and expectations, to grow healthily within our industry as a continuously learning and developing organization, and to become a **leading company preferred in global markets** by integrating **advanced technology, innovation, and excellence-oriented approaches** with the principles of **sustainability**.

3.2 Vision

At Sekiso, we manufacture with **high quality and efficiency**, continuously strengthening our processes through **innovative practices**.

With our **customer-oriented approach**, we aim to be a **reliable production partner** by offering **innovative and value-added solutions** to meet the evolving needs of the industry.

In all our activities, we prioritize **sustainability, environmental awareness, and ethical values**, striving to create **lasting value** for society and future generations.

HAZIRLAYAN / PREPARED BY	ONAYLAYAN / APPROVED BY
Sosyal Politikalar Lideri / Derya Bakitkal	Genel Müdür / Özlem I. GÜNDOĞAN



SEKISO SOCIAL RESPONSIBILITY
MANAGEMENT SYSTEM MANUAL

Dok. No :SS YSEK-01
Yayın Tarihi : 07.11.2025
Rev. No:0
Rev. Tarihi : -

4. PURPOSE AND SCOPE

This manual has been prepared to establish, implement, and maintain a management system within **SEKISO** that is based on **human rights, ethical values, working conditions, and environmental responsibility**.

In addition, our management systems and legal frameworks established to meet and support the requirements of **IATF 16949, ISO 14001, and KVKK (Personal Data Protection Law)** also incorporate the obligations and requirements derived from the **SA8000 Social Accountability Standard** and the **ISO 26000 Guidance on Social Responsibility**, maintaining related procedures and practices in these areas.

Under **IATF 16949 clause 5.1.1.1 (Corporate Responsibility)**, the **Sekiso Code of Business Ethics** and **PR.10 Human Resources Procedure** have been developed in alignment with the SA8000 and ISO 26000 guidelines.

From the perspective of **social responsibility and corporate ethics**, Sekiso Otomotiv's policies are consistent with **Sekiso Japan directives** and the guidance of **SA8000 / ISO 26000** standards.

Scope

Sekiso Otomotiv's management systems cover the following products and production processes:


- Plastic Blow&Injection Products and Acoustic, Porous Materials for Automotive Industry
- Plastik Blow&Injection Parts For Automotive Industry

All of these products are manufactured at the **Çayırova facilities**, and every stage of the production process is managed in compliance with applicable **quality and environmental standards**.

Exclusions

Within our company, the following main topics under **IATF 16949 clause 8.3** are excluded as they relate to **product design activities**, which are **not applicable** to Sekiso Otomotiv:

- 8.3.2 – 8.3.2.2 Product Design Skills
- 8.3.3 – 8.3.3.1 Product Design Input
- 8.3.4 – 8.3.4.2 Design and Development Validation
- 8.3.4 – 8.3.4.3 Prototype Programme

HAZIRLAYAN / PREPARED BY	ONAYLAYAN / APPROVED BY
Sosyal Politikalar Lideri / Derya Bakıtkal 	Genel Müdür / Özlem I. GÜNDOĞAN 



SEKISO SOCIAL RESPONSIBILITY
MANAGEMENT SYSTEM MANUAL

Dok. No :SS YSEK-01
Yayın Tarihi: 07.11.2025
Rev. No:0
Rev. Tarihi : -

- 8.3.5 – 8.3.5.1 Design and Development Outputs
- 8.3.6 – 8.3.6.1 Design and Development Changes

There are **no activities related to the development of integrated/embedded software (8.3.2.3)** within our organization.

Relevant support processes (logistics, maintenance, quality control, human resources, supplier management) are included within the scope of the management system.

Through the **FR.303 SWOT and Context Analysis**, internal and external issues have been identified, and relevant interested parties and their key expectations have been evaluated. Based on these evaluations, process risk analyses, strategic management plans, and scope definitions have been established.

(SA8000: 9.1 – Management System / ISO 26000: 5.2)

In the **IATF 16949 Quality Management System (clauses 4.1–4.4)**, internal/external issues and the needs and expectations of interested parties are analyzed within the relevant forms. Similarly, in the **ISO 14001 Environmental Management System (clauses 4.1–4.4)**, these analyses are documented in the **ÇEK-01 Environmental Management System Manual**.



This system integrates the **certifiable requirements of SA8000:2014** and the **guiding principles of ISO 26000:2010**, ensuring an aligned and sustainable approach to social accountability and corporate responsibility

5. SOCIAL RESPONSIBILITY MANAGEMENT SYSTEM STRUCTURE

(IATF 16949 / ISO 14001: 5.3 – SA8000: 9.1.2 – ISO 26000: 7.4.3)

Within our organization, the Social Responsibility Management System is implemented and maintained through the following structure and processes:

- **Top Management:** Approves policies and objectives, allocates necessary resources, and oversees the effectiveness of the system.
- **Social Compliance Representative:** Responsible for the implementation and monitoring of SA8000 and ISO 26000 requirements.
- **Human Resources Department:** Ensures compliance with social responsibility principles in employee relations, remuneration, recruitment, and training processes.
- **Quality Manager:** Responsible for operating the Quality Management System in accordance with IATF 16949 and ISO 14001 standards, managing audit and improvement activities.

HAZIRLAYAN / PREPARED BY	ONAYLAYAN / APPROVED BY
Sosyal Politikalar Lideri / Derya Bakitkal 	Genel Müdür / Özlem I. GÜNDOĞAN 



SEKISO SOCIAL RESPONSIBILITY
MANAGEMENT SYSTEM MANUAL

Dok. No :SS YSEK-01

Yayın Tarihi :
07.11.2025

Rev. No:0

Rev. Tarihi : -

- **Department Managers and Process Owners:** Ensure achievement of quality, environmental, occupational health and safety, and social responsibility objectives within their respective areas; identify and implement improvement opportunities.
- **Social Responsibility Representative (SRR):** Ensures system implementation and plans internal audits.
- **Social Responsibility Committee (SRC):** Consists of management, employee representatives, and the occupational safety specialist. Reviews complaints and monitors corrective actions.
- **Occupational Health and Safety (OHS) Committee:** Responsible for workplace safety, risk assessments, and preventive activities.
- **Environment and Sustainability Unit:** Manages waste control, energy efficiency, and environmental protection practices.
- **Employee Representatives:** Communicate employees' opinions and suggestions to management and ensure the effective operation of the dialogue mechanism.
- **Employees:** Comply with the policy requirements and freely exercise their right to file complaints. Complaints submitted via the employee complaint box are regularly evaluated, and necessary actions are taken accordingly.

The system is regularly monitored through **internal audits, corrective and preventive actions, training activities, and performance indicators**, and it is continually updated in line with the **principle of continuous improvement**.

6. REFERENCE STANDARDS AND LEGISLATION

- SA8000:2014 – Social Accountability Standard
- ISO 26000:2010 – Guidance on Social Responsibility
- ISO 9001:2015 – Quality Management System
- IATF 16949:2016 – Automotive Quality Management System
- ISO 14001:2015 – Environmental Management System
- Turkish Labor Law (No. 4857)
- Occupational Health and Safety Law (No. 6331)
- Personal Data Protection Law (KVKK – No. 6698)
- ILO Core Conventions
- United Nations Universal Declaration of Human Rights
- United Nations Global Compact

HAZIRLAYAN / PREPARED BY	ONAYLAYAN / APPROVED BY
Sosyal Politikalar Lideri / Derya Bakitkal	Genel Müdür / Özlem I. GÜNDOĞAN



7. DEFINITIONS AND ABBREVIATIONS

- **SA8000:2014:** Social Accountability Management Standard
- **ISO 26000:2010:** Guidance on Social Responsibility
- **IATF 16949:2016:** Automotive Quality Management System
- **OHS(6331):** Occupational Health and Safety
- **QMS:** Quality Management System
- **ISO 14001:2015 / EMS:** Environmental Management System
- **MPR:** Management Review (Yönetimin Gözden Geçirmesi)
- **SRC:** Social Responsibility Committee

8. RISK AND OPPORTUNITY MANAGEMENT

(IATF 16949 / ISO 14001: 6.3 / SA8000: 9.3 / ISO 26000: 6.3, 7.5.3)

Our organization identifies, evaluates, and manages risks related to **human rights, working conditions, environmental impact, occupational health and safety, ethical behavior, and stakeholder relations** in accordance with the requirements of **SA8000** and **ISO 26000** standards. Preventive measures are implemented to minimize potential negative impacts, while opportunities to enhance sustainable social performance are systematically assessed. These evaluations are carried out in alignment with the risk management frameworks defined under the **IATF 16949** and **ISO 14001 Environmental Management Systems**.

Implementation Principles

Risk Identification:

In all processes, potential adverse impacts related to social responsibility (e.g., child labor risk, discrimination, inappropriate working conditions, occupational accidents, supplier-related ethical violations, and environmental impacts) are regularly analyzed.

Risk identification is supported by data obtained from **internal audits, employee feedback, grievance mechanisms, and supplier evaluations**.

Risk Assessment:

Identified risks are assessed based on **probability, impact level, and controllability** criteria. Social and environmental dimensions are evaluated together to ensure comprehensive risk analysis.

Opportunity Identification:

The organization also identifies and prioritizes opportunities to enhance ethical performance and social responsibility awareness — such as **volunteering projects, supplier development programs, energy efficiency initiatives, and employee engagement activities**.

HAZIRLAYAN / PREPARED BY	ONAYLAYAN / APPROVED BY
Sosyal Politikalar Lideri / Derya Bakitkal	Genel Müdür / Özlem I. GÜNDOĞAN



SEKISO SOCIAL RESPONSIBILITY
MANAGEMENT SYSTEM MANUAL

Dok. No :SS YSEK-01

Yayın Tarihi:
07.11.2025

Rev. No:0

Rev. Tarihi : -

Action Plans:

Action plans are developed for all defined risks and opportunities. Responsible persons are assigned, and implementation results are monitored periodically. Management reviews the outcomes of risk and opportunity assessments during **IATF 16949** and **ISO 14001 Management Review Meetings**.

- **FR304 Risk and Opportunity Table:** Used under the leadership of the Quality Manager to assess risks and opportunities arising from SA8000 and ISO 26000 processes.
- **FR341 Environmental Management System Risk Analysis Form:** Used under the leadership of the Environmental Management Representative for SA8000 and ISO 26000 related risks and opportunities.
- **FR303 SWOT Analysis:** Conducted under the leadership of the Quality Manager to identify opportunities derived from SA8000 and ISO 26000 processes.

9. MANAGEMENT SYSTEMS AND PROCESS POLICIES

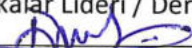

These policies have been communicated to all employees, shared with suppliers, and published on our official website:

<https://sekiso.com.tr/tr/hakkimizda/>

9.1 Quality Policy (IATF 16949: 5.2)

Sekiso Automotive Aims and Commitments:

- **To create and maintain a quality discipline** that is effectively implemented and continuously improved throughout the organization.
- **To ensure continuous customer satisfaction** by producing high-quality products with the participation of all employees.
- **To fulfill the quality management system requirements** of the global automotive industry.
- **To promote teamwork** by enhancing the competencies of our employees and suppliers.
- **To be a qualified and reliable company** in polymer-based production and acoustic technology.

HAZIRLAYAN / PREPARED BY	ONAYLAYAN / APPROVED BY
Sosyal Politikalar Lideri / Derya Bakitkal 	Genel Müdür / Özlem I. GÜNDOĞAN 



SEKISO SOCIAL RESPONSIBILITY
MANAGEMENT SYSTEM MANUAL

Dok. No :SS YSEK-01
Yayın Tarihi: 07.11.2025
Rev. No:0
Rev. Tarihi : -

9.2 Environmental Policy (ISO 14001: 5.2)

SEKISO TURKEY, which reflects its environmental awareness to its employees, suppliers, and all stakeholders, has established, documented, implemented, and maintained the ISO 14001 Environmental Management System in order to effectively support the main automotive industry through the production of plastic components.

In accordance with the **SEKISO Philosophy**, we hereby commit to:

- Implement **continuous improvement (Kaizen)** activities to eliminate all forms of loss (MUDA) and take preventive measures to minimize **air, soil, water, and noise pollution** in all processes.
- **Reduce the consumption of natural resources** and ensure efficient utilization at every stage of production.
- **Use raw materials responsibly** and develop methods to minimize their consumption.
- **Prevent waste generation** at its source wherever possible, and increase opportunities for **reuse and recycling** by considering the importance of limited natural resources.
- **Reduce our carbon footprint** through energy efficiency and responsible operational practices.
- **Raise environmental awareness** among our suppliers and stakeholders to foster collective environmental responsibility.
- **Comply with all applicable national and local environmental regulations**, as well as the directives of **Sekiso Japan**.
- **Continuously improve our environmental performance** by setting new measurable objectives and targets.

SEKISO TURKEY commits to implementing the above principles throughout all activities and processes as part of its corporate environmental responsibility.

9.2 Human Resources Policy

Sekiso Otomotiv Sanayi ve Ticaret A.Ş. positions Human Resources Management at the core of its business strategies in order to enhance competitiveness, maintain its leadership in the sector with a focus on quality products and services, and carry its companies into the future with the vision of *"Limitless Shaping."*

In this direction, by keeping our Human Resources processes aligned with our business priorities and objectives, we aim to:

HAZIRLAYAN / PREPARED BY	ONAYLAYAN / APPROVED BY
Sosyal Politikalar Lideri / Derya Bakitkal	Genel Müdür // Özlem I. GÜNDOĞAN



SEKISO SOCIAL RESPONSIBILITY
MANAGEMENT SYSTEM MANUAL

Dok. No :SS YSEK-01
Yayın Tarihi: 07.11.2025
Rev. No:0
Rev. Tarihi : -

- Shape all work processes within the principles and responsibilities of **Occupational Health and Safety**,
- Offer **qualified and measurable training and development opportunities** to employees for continuous improvement and growth,
- Create an environment that enables employees to **recognize, develop, and utilize their potential**, focusing on internal talent,
- Embrace **multiculturalism and diversity** as opportunities that enrich our corporate culture,
- Promote **teamwork and collaboration**,
- Integrate new developments into the corporate culture through a **continuous learning mindset**,
- Support employees in maintaining a **healthy work–life balance**,
- Encourage individuals with a high sense of **social, environmental, and ethical responsibility** to contribute to the welfare of society.

Sekiso Otomotiv is committed to continuously improving its Human Resources practices in line with these principles and objectives.

10. Social Responsibility Policy

(IATF 16949: 5.1.1.1 / SA8000: 9.1 / ISO 26000: 6.2–7.4.2)

This policy emphasizes our corporate social responsibility principles and highlights the importance and priority of the topic for management, employees, and all stakeholders.



As a part of its core values and principles, **SEKISO** regards acting with social responsibility awareness in all its activities as one of the fundamental and unchanging elements of its management approach. Within this framework, SEKISO expects all business operations to be conducted by managing their **economic, social, and environmental impacts responsibly** while prioritizing **the development of society**.

Our understanding of social responsibility and our priorities in this area are determined by considering what is best for **society and the environment**. We strive to take a leading role in activities that support **democracy, human rights, and environmental protection**.

Our **Code of Business Ethics**, prepared and implemented within the framework of Corporate Social Responsibility Principles, serves as a guide for the way we conduct our business.

The fundamental principles that form the basis of our social responsibility practices are defined in **POL-01 SEKISO Social Responsibility Policy**.

This policy has been **communicated to all employees and suppliers** and is **published on our**

HAZIRLAYAN / PREPARED BY	ONAYLAYAN / APPROVED BY
Sosyal Politikalar Lideri / Derya Bakitkal 	Genel Müdür / Özlem I. GÜNDOĞAN 



website: |

<https://sekiso.com.tr/sosyal-sorumluluk-politikasi/>

11. Implementation of SA8000 Requirements

11.1 Child Labour



(SA8000: 1-2 / ISO 26000: 6.3.5-6.3.10)

- Persons under the age of **15** are not employed.
- **Age verification** is mandatory during the recruitment process. The **HR Specialist** is responsible for verification.
- No child labour is allowed at any stage of production.
- The minimum working age complies with **ILO standards** and national compulsory education requirements.
- **Interns under 18** may only work for educational purposes and within legal working hours.
- No child or young workers are employed across our operations.

11.2 Forced or Compulsory Labour

(SA8000: 2 / ISO 26000: 6.3.5-6.3.10)

- No deposits or identity documents are withheld from employees.
- Employees may **resign freely** without interference.
- Forced or compulsory labour is **strictly prohibited**.
- Employees have the right to terminate their employment contract within a reasonable period.
- SEKISO guarantees that no employee is forced to work under **threat, coercion, debt bondage, or penalty**.
- Personal documents such as ID cards, passports, or bank cards are never retained except temporarily and with the **employee's consent**.
- Wage deductions or disciplinary measures may not be used as a means of coercion.
- The same principles apply to **suppliers and subcontractors**.



HAZIRLAYAN / PREPARED BY	ONAYLAYAN / APPROVED BY
Sosyal Politikalar Lideri / Derya Bakıtkal 	Genel Müdür / Özlem I. GÜNDOĞAN 



11.3 Health and Safety

(IATF 16949: 7.1.4–8.1.5.2 / ISO 14001: 6.1.2–8.1 / SA8000: 3 / ISO 26000: 6.4.6)

- Compliance with **Law No. 6331 on Occupational Health and Safety** is ensured.
- **Risk assessments** are updated annually.
- **Emergency teams** are formed and trained.
- The company ensures and continuously improves the **safety and health of all employees**.
- Appropriate **Personal Protective Equipment (PPE)** is provided.
- Employees receive **OHS training** and are tested before beginning independent work.
- Equipment and machinery may only be operated by **qualified personnel**.
- Warehousing and material stacking comply with safety standards.
- **Periodic maintenance and inspections** are conducted for machines, fire extinguishers, lifting tools, and electrical systems.
- **Health examinations** are conducted before employment and at least every **three years** thereafter.
- **Visitors** are provided with OHS guidelines and PPE before entering the premises.
- **Work accidents** are reported to the **Social Security Institution (SGK)** within three working days; fatalities are reported immediately.
- **Near-miss forms** are completed as needed, and preventive actions are taken.
- **MSDS sheets** are posted where chemicals are used.
- **Emergency response teams** (e.g., Fire, Evacuation) are established and trained.
- **Employee representatives** are elected democratically and act as spokespersons for all employees.
- Unauthorized personnel are not allowed to perform maintenance or repair work.
- **Subcontractors** must provide all official documentation (health reports, risk analysis, PPE, etc.) before working onsite.
- Fire exits and extinguishers must remain **accessible at all times**.
- Company rules are communicated to all employees and acknowledged by **signed documentation**.
- SEKISO designs all jobs and workstations to be **ergonomic and suitable for employees**, minimizing physical stress and preventing occupational injuries or illnesses.
- The shared target of all departments is **zero accidents and zero occupational diseases**.
- No fatal accidents have occurred to date.
- **Employee Consultation and Participation:**
Sekiso has established and implemented a system for employee consultation and participation as described below. An active employee representative system is used to ensure participation and to collect employee feedback.
- **Similarly**, when new equipment or processes are introduced, or significant changes to methods/systems are made in existing equipment or processes, the opinions of employees operating the equipment or involved in the process are also taken into account. Employee assessments based on criteria such as safe work practices and ergonomics are collected as

HAZIRLAYAN / PREPARED BY	ONAYLAYAN / APPROVED BY
Sosyal Politikalar Lideri / Derya Bakitkal 	Genel Müdür / Özlem I. GÜNDOĞAN 



SEKISO SOCIAL RESPONSIBILITY
MANAGEMENT SYSTEM MANUAL

Dok. No :SS YSEK-01
Yayın Tarihi: 07.11.2025
Rev. No:0
Rev. Tarihi : -

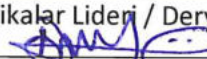
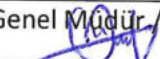
input, and the most suitable solution is determined under the leadership of the Production Engineering department.

- **Suggestion System:**

This system collects employees' opinions on risks and preventive measures and their contributions to continuous improvement. Employees at all levels can submit improvement suggestions related to environmental or occupational health and safety (OHS) through this system. Suggestions are collected as defined in the system, evaluated by the suggestion committee, and implemented if deemed appropriate. Suggestions are reviewed in a monthly meeting led by the Production Manager using the FR.046 Creative Suggestion Form.

11.4 Organization and Collective Consultation (IATF 16949: 7.3-8.2 / SA8000:4 / ISO 26000: 6.3.9)

- Employees have the right to form or join a trade union.
- Management does not interfere with the exercise of this right.
- At Sekiso Automotive, we fully support our employees in exercising their rights to freedom of association and collective bargaining, and in improving working conditions. We continuously improve our conditions because the protection and implementation of these rights require ongoing effort.
- There is no trade union within our company. However, during blue-collar and white-collar communication meetings, employee representatives convey their requests to the Human Resources department.
- Employees are granted the right to conduct collective consultations with management through their representatives, and no discrimination or pressure is applied to employees or their representatives during this process.
- Employee representatives have access to the necessary information, employees, and meeting areas to fulfill their duties.
- Our organization promotes open, honest, and constructive communication between employees and management, and has established mechanisms that allow employees to safely express their opinions and suggestions.

HAZIRLAYAN / PREPARED BY	ONAYLAYAN / APPROVED BY
Sosyal Politikalar Lideri / Derya Bakitkal 	Genel Müdür / Özlem I. GÜNDOĞAN 



11.5 Discrimination

(IATF 16949: 7.2–8.5.1 / SA8000: 5 / ISO 26000: 6.3.7–6.3.8)

- No discrimination is allowed in **recruitment, training, promotion, or compensation**.
- Discrimination based on **gender, age, race, color, ethnicity, religion, disability, political opinion, union membership, or pregnancy** is strictly prohibited.

11.6 Disciplinary Practices

(SA8000: 6 / ISO 26000: 6.3.10)

- **Physical or psychological punishment** is prohibited.
- Disciplinary actions follow **written procedures**.
- Disciplinary processes are detailed in the **SEKISO Company Regulations and Disciplinary Policy** in compliance with **KVKK (Personal Data Protection Law)**.

11.7 Working Hours

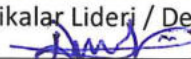
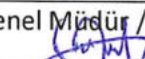
(IATF 16949: 7.1.2 / SA8000: 7–8 / ISO 26000: 6.4.3–6.4.4)

- Weekly working hours do not exceed **45 hours**.
- **Overtime is voluntary** and paid according to legal rates.
- Actual working hours: **7.5 hours/day for production** and **9 hours/day for office employees**.
- Including overtime, production employees' total working hours do not exceed **9 hours/day**.
- Employees must have **at least one day off** after six consecutive workdays.

11.8 Compensation

(IATF 16949: 7.1.2 / SA8000: 7–8 / ISO 26000: 6.4.3–6.4.4)

- Wages are never below the **legal minimum wage**.
- **Payslips** are distributed transparently and signed by employees upon receipt.

HAZIRLAYAN / PREPARED BY	ONAYLAYAN / APPROVED BY
Sosyal Politikalar Lideri / Derya Bakitkal 	Genel Müdür / Özlem I. GÜNDOĞAN 



SEKISO SOCIAL RESPONSIBILITY
MANAGEMENT SYSTEM MANUAL

Dok. No :SS YSEK-01

Yayın Tarihi:
07.11.2025

Rev. No:0

Rev. Tarihi : -

11.9 Modern Slavery

SEKISO takes proactive measures to prevent **modern slavery, servitude, forced or compulsory labour, and human trafficking** within the automotive supply chain.

Our key approaches include:

- **Supplier Monitoring and Evaluation:** Regular audits of supplier activities.
- **Supplier Training and Awareness:** Training on human rights and ethical practices.
- **Promotion of Fair Labour Practices:** Encouraging suppliers to uphold fair working conditions and proper compensation.
- **Risk Assessment and Preventive Measures:** Identifying potential risks within the supply chain and taking preventive actions.
- **Collaboration and Stakeholder Engagement:** Working with NGOs, government bodies, and partners to strengthen human rights protections.
- **Transparency and Reputation Management:** Ensuring transparency in supply chain practices and maintaining ethical communication standards.

11.10 Animal Welfare

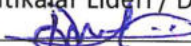

SEKISO believes all animals deserve humane treatment throughout their lives and that their basic needs must be met. The company supports the **development and use of non-animal alternative materials** that can deliver the same level of quality whenever possible.

11.11 Management System

- **Internal audits** for IATF 16949 and ISO 14001 systems are conducted at least once per year, covering social responsibility aspects.
- **Management Review Meetings** are held annually to evaluate social responsibility topics.
- An effective **complaint mechanism** is maintained and regularly reviewed

12. ISO 26000 SOCIAL RESPONSIBILITY TOPICS

1. **Corporate Governance:** Ethical decision-making, transparency, accountability.
2. **Human Rights:** Respect for employee and community rights.
3. **Labor Practices:** Fair employment, safe working conditions.

HAZIRLAYAN / PREPARED BY	ONAYLAYAN / APPROVED BY
Sosyal Politikalar Lideri / Derya Bakitkal 	Genel Müdür / Özlem I. GÜNDOĞAN 



SEKISO SOCIAL RESPONSIBILITY
MANAGEMENT SYSTEM MANUAL

Dok. No :SS YSEK-01

Yayın Tarihi:

07.11.2025

Rev. No:0

Rev. Tarihi :-

4. **Environment:** Waste, energy, and water management; environmental objectives.
5. **Fair Operating Practices:** Anti-bribery, ethical supply chain management.
6. **Consumer Issues:** Customer safety, product feedback.
7. **Community Involvement:** Educational support, local employment, social projects.

13. STAKEHOLDER ANALYSIS AND COMMUNICATION (ISO 14001: 4.2 – SA8000: 9.8 – ISO 26000: 6.8)

Stakeholders: employees, customers, suppliers, local community, government institutions, and the industrial zone where we operate.

A General Communication Matrix is available for each stakeholder group.

For suppliers, contact information is available via the FR069 Approved Supplier List.

14. GRIEVANCE AND REPORTING MECHANISM (IATF 16949 / ISO 14001: 10.2 – SA8000: 9.10 / ISO 26000: 7.6.3)

- Every employee can submit a report anonymously.
- Reports can be submitted via drop boxes, email, or through a representative.
- The committee evaluates all complaints confidentially.



Contact Details for Submissions:

Legal Entity: Sekiso Automotive Industry and Trade Co., Ltd.

Address: TOSB Automotive (OSB) Mah. 4th Street No: 8/1 Çayırova / KOCAELİ

Phone: +90 262 658 05 39 (Extension: 0)

Email: etik@sekiso.com.tr

HAZIRLAYAN / PREPARED BY	ONAYLAYAN / APPROVED BY
Sosyal Politikalar Lideri / Derya Bakıtkal 	Genel Müdür / Özlem I. GÜNDOĞAN 



SEKISO SOCIAL RESPONSIBILITY
MANAGEMENT SYSTEM MANUAL

Dok. No :SS YSEK-01

Yayın Tarihi:
07.11.2025

Rev. No:0

Rev. Tarihi : -

15. SUPPLIER SOCIAL RESPONSIBILITY MANAGEMENT

(IATF 16949: 8.4 – ISO 14001: 8.1 / SA8000: 9.7 – ISO 26000: 6.6.6)

- A social compliance commitment is obtained from all suppliers.
- Evaluations are conducted at least once a year.
- On-site audits are performed for high-risk suppliers.
- **Supplier Management:**
 - Sekiso recommends that all suppliers—especially those providing raw materials and subcomponents used in final products—adopt corporate social responsibility and sustainability policies and practices aligned with those of Sekiso.
 - Fundamental rules such as the prohibition of child labor are made mandatory through the **General Purchasing Agreement Protocol**. Violation of these rules may constitute grounds for contract termination.
 - In line with Sekiso’s “**Responsible Sourcing**” policy, the company monitors and evaluates the use of restricted or prohibited minerals and metals due to ethical, environmental, or regulatory concerns.
 - This includes compliance with global standards related to conflict minerals and chemical substance management.
 - Sekiso expects its suppliers to declare that their procurement and production processes do not involve such materials and that they comply with applicable legal and environmental frameworks.

16. INTERNAL AUDIT AND CORRECTIVE ACTION PROCESS

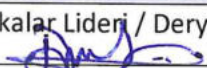
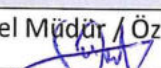
(IATF 16949 / ISO 14001: 9.2 – SA8000: 9.11 / ISO 26000: 7.6.3)

- The audit plan is prepared once a year.
- The **FR141 System Internal Audit Plan** is used for IATF 16949 and ISO 14001 systems.
- Findings are recorded, and root cause analysis is conducted.
- Corrective actions are tracked.
- The **FR109 Corrective and Preventive Action Form** is used.

17. PERFORMANCE INDICATORS AND MONITORING

(IATF 16949: 6.2 / ISO 14001: 6.2 / SA8000: 9.4 / ISO 26000: 6.7.1)

Indicators:

HAZIRLAYAN / PREPARED BY	ONAYLAYAN / APPROVED BY
Sosyal Politikalar Lideri / Derya Bakitkal 	Genel Müdür / Özlem I. GÜNDOĞAN 



SEKISO SOCIAL RESPONSIBILITY
MANAGEMENT SYSTEM MANUAL

Dok. No :SS YSEK-01

Yayın Tarihi:

07.11.2025

Rev. No:0

Rev. Tarihi :-

Performance is monitored by the Quality, Environmental, and OHS Management Representatives based on:

- **FR004 Company Strategic (Hoshin) Plan**
- **FR095 Environmental Performance Indicators and Annual Targets Plan**

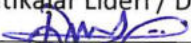

18. MANAGEMENT REVIEW

(IATF 16949: 9.3 / ISO 14001: 9.3 / SA8000: 9.12 / ISO 26000: 7.7)

- Top management reviews the system once a year.
- The report includes objectives, performance, audit results, and improvement proposals.
- In IATF 16949 and ISO 14001 Management Systems, **FR026 Management Review Report** is used.
- Social responsibility and ethical issues are discussed in these Management Review Meetings.

19. FORMS AND TEMPLATES

- **POL-01** SEKISO Social Responsibility Policy
- **FR.370** SEKISO Code of Business Ethics
- **FR.371** SEKISO Company Regulation
- **FR.372** Disciplinary Regulation and Personal Data Protection (KVKK) Provisions
- **PR.10** Human Resources Procedure
- **KEK-01** Quality Management System Manual
- **ÇEK-01** Environmental Management System Manual
- **FR.303** SEKISO SWOT Analysis
- **SEKISO Internal and External Issues Analysis**
- **SEKISO Interested Party Needs and Expectations Analysis**
- **FR.304** Risk and Opportunity Table
- **FR.341** Environmental Management System Risk Analysis Form
- **FR.004** Company Strategic (Hoshin) Plan
- **FR.095** Environmental Performance Indicators and Annual Targets Plan
- **FR.118** Training Plan
- **FR.021** Training Record Form

HAZIRLAYAN / PREPARED BY	ONAYLAYAN / APPROVED BY
Sosyal Politikalar Lideri / Derya Bakitkal 	Genel Müdür / Özlem I. GÜNDOĞAN 



SEKISO SOCIAL RESPONSIBILITY
MANAGEMENT SYSTEM MANUAL

Dok. No :SS YSEK-01

Yayın Tarihi:

07.11.2025

Rev. No:0

Rev. Tarihi : -

- **FR.109** Corrective and Preventive Action Form
- **General Communication Matrix**
- **FR.069** Approved Supplier List
- **FR.141** System Internal Audit Plan
- **FR.046** Creative Suggestion Form

HAZIRLAYAN / PREPARED BY

Sosyal Politikalar Lideri / Derya Bakitkal

ONAYLAYAN / APPROVED BY

Genel Müdür / Özlem I. GÜNDOĞAN