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*EVENT MANAGEMENT &  
CONSULTANCY SERVICES*



*COMMUNICATION ON PROGRESS REPORT  
2012 PERIOD*

20<sup>year</sup>



**Etkinlik Yönetimi ve Danışmanlığı**  
Event Management & Consultancy



Global solutions in organization...

COMMUNICATION ON PROGRESS REPORT  
2012 PERIOD



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## General Information

<b>Company Name</b>	ZED Event Management & Consultancy	<b>Type of Activity</b>	Professional Congress Organizer
<b>Address</b>	Mustafa Kemal Mah. 2132. Sk. No:2 06520 Çankaya/Ankara/TURKEY	<b>Website</b>	<a href="http://www.zed.com.tr">www.zed.com.tr</a>
<b>Telephone</b>	+90 312 2195700	<b>Number of Employees</b>	55
<b>Fax</b>	+90 312 2195701		
<b>Name of the Highest Executive</b>	Mr. Cengiz YAZANEL General Director / Managing Partner	<b>Name of the Contact Person</b>	Mr. Barış KAHRIMAN <a href="mailto:baris@zed.com.tr">baris@zed.com.tr</a>

## Company Profile

Since 1992, ZED ([www.zed.com.tr](http://www.zed.com.tr)) has been operating in the congress tourism sector in the fields of conference, congress, seminar, symposium, special events, launching, awareness campaign, workshop, exhibition, fair and study tour organizations. ZED is the member of leading international institutions of the travel agencies, professional congress organizations, meetings sector, associations including;

### UN Global Compact\*

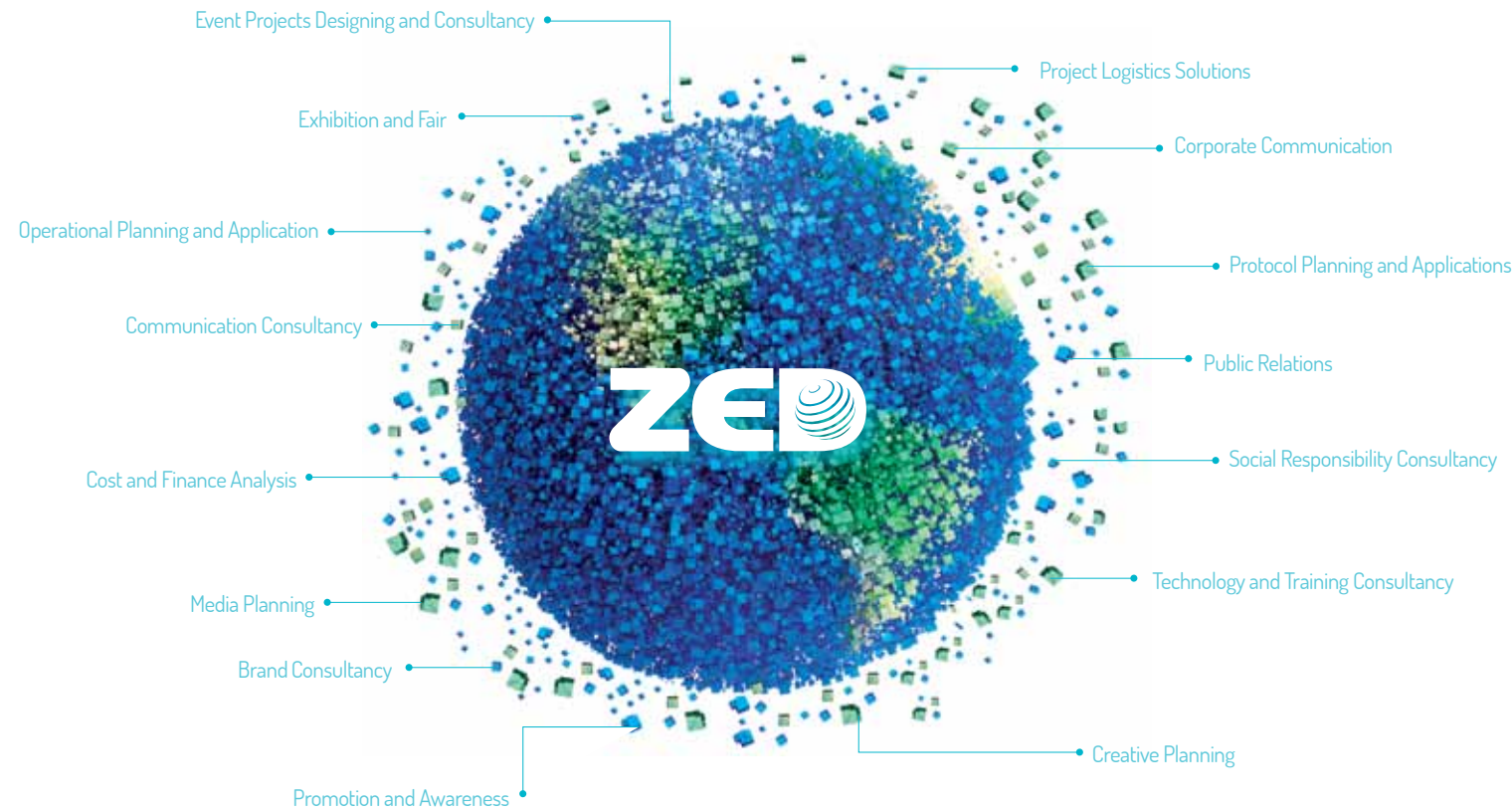
- TÜRSAB (Association of Turkish Travel Agencies)
- IAPCO (International Association of Professional Organizers)
- CSR Turkey (Corporate Social Responsibility Association Turkey)
- UFTAA (Universal Federation of Travel Agents Association)
- ICVB (Istanbul Convention & Visitors Bureau)
- ICCA (International Congress & Convention Association)
- DPID (Direct Marketing Association of Turkey)
- EFAPCO (European Federation Of Associations Of PCO)
- MPI (Meeting Professional International)
- HCEA (The Healthcare and Medical Convention & Exhibitors Association)
- SMID (Social Media Communicators Association)
- ISO 9001 Quality Management System Certificate
- European Sponsorship Association (ESA)

\* First signature in Congress Tourism Sector in Turkey and member of Executive Board of UNGC Local Network since 2009.

ZED fulfils its operations through Istanbul and Ankara Offices, which spreads out on totally 4033 square meters. All of the offices are fully furnished and equipped with the latest technology. ZED employs 55 permanent staff and employs 50 to 2000 short-term support staff depending on the scale of the organization.



## SERVICES



Date of Establishment: 1992

Average Financial Turnover: 16.640.569 € (2009-2011)

Employee: 55

Membership: 13



## REFERENCES

### 2020

- 34<sup>th</sup> International Geographical Congress, Istanbul, 3.500 pax (expected)

### 2018

- 24<sup>th</sup> Congress of the International Association of Disability and Oral Health, Istanbul, 1000 pax (expected)
- 36<sup>th</sup> Congress of the International Board on Books for Young People, Istanbul

### 2017

- 21<sup>th</sup> World Congress of Aesthetic Medicine, Istanbul, 2.000 pax (expected)

### 2016

- 5<sup>th</sup> EUROSOL Congress Istanbul, 2.000 pax (expected)
- 7<sup>th</sup> European Down Syndrome Conference, Istanbul, 750 pax (expected)

### 2015

- 32<sup>nd</sup> World Veterinary Congress, Istanbul, 5.000 pax (expected)
- 17<sup>th</sup> World Congress of the World Federation of the Deaf, Istanbul, 5.000 pax (expected)
- 12<sup>th</sup> European Federation of Audiolgy Societies Congress, Istanbul, 1.000 pax (expected)
- 20<sup>th</sup> Soroptimist International Convention, Istanbul, 2.000 pax (expected)
- 33<sup>rd</sup> International NO-DIG World Congress and Exhibition, Istanbul, 2.000 pax (expected)

### 2014

- 2<sup>nd</sup> European Conference of the Earthquake Engineering and Seismology, Istanbul, 2.000 pax (expected)
- 18<sup>th</sup> IFOAM World Organic Congress, Istanbul, 2.000 pax (expected)

- 1<sup>st</sup> International Conference on Carbon Management and Carbon Trade, Istanbul, 750 pax (expected)

### 2013

- 32<sup>nd</sup> Congress of the International Union of Leather Technologists and Chemists Societies, Istanbul, 1.000 pax (expected)
- 19<sup>th</sup> International Symposium of Adapted Physical Activity (ISAPA 2013), Istanbul, 850 pax (expected)
- 1<sup>st</sup> International Uroanatomy Congress Izmir, 500 pax (expected)
- 3<sup>rd</sup> ENSACT Biennial Joint European Conference, Istanbul, 1.000 pax

### 2012

- 23<sup>rd</sup> International FoodMicro Congress, Istanbul, 900 pax
- 23<sup>rd</sup> European Corrosion Congress, Istanbul, 850 pax
- 15<sup>th</sup> European Congress on Biotechnology, Istanbul, 850 pax

### 2011

- 4<sup>th</sup> United Nations Conference on the Least Developed Countries, 15.000 pax
- 22<sup>nd</sup> World Mining Congress and Expo, Istanbul, 1.500 pax
- 8<sup>th</sup> European Clay Congress, Antalya, 800 pax
- Turkish Air Force 100<sup>th</sup> Year Activities, Izmir

### 2010

- Expo 2010 Shangai, Consultancy Services for Planning, Management and Public Relations of Pavilion of Turkish Republic, Shangai, 15.000 pax
- Southeast European Countries Istanbul Summits, 550 pax
- Conference on Interaction and Confidence Building Measures in Asia, Istanbul, 445 pax

## General Director's Message



Since 1992, ZED has been operating in the congress tourism sector in the fields of conference, congress, seminar, symposium, event management and consultancy, exhibition and fairs, promotion and public relations. ZED, as a "Professional Congress Organizer", creates interaction platforms that enable knowledge and experience sharing in different areas during each successfully organized national or international conferences and summits and in this way it contributes to global dynamics.

ZED, who works in national and international arena with success in view of consciousness of the source of the ongoing success, is the all inclusive and sustainable world economic growth, signed in Global Compact Agreement in 31 May 2006 to give support and promote "ten universally accepted principles" for a better world for all. As acting through the requirements of Global Compact Principles, we reflect our corporate responsibilities in our business strategies and operations and we see the corporate social

responsibility as a part of our corporate culture. We are committed and act appropriate to the ten principles of Global Compact on human rights, labor, environment and anti-corruption and we continuously inform, educate and encourage all our stakeholders in the implementation of principles.

ZED proved its commitment to the Global Compact as being one of the 7 representatives company of the Global Compact Turkey Local Network Steering Committee, which is formed by the representatives of the institutions (Akso Acrylic, ARGE Consulting, Koç Holding, Sabancı Holding, TİSK, TÜSİAD, ZED Tanıtım) that have carried out effective work and paid close attention to Global Compact since 2005, The Steering Committee held first meeting on March 4, 2009. The Steering Committee aims to represent the

network internationally and to strengthen the Local Network across Turkey, with improved effectiveness of its signatories.

Besides strictly following the Global Compact 10 principles, we are happy to declare our commitment to advance the implementation of Global Compact Principles as taking active role in the Steering Committee of Global Compact National Network in Turkey. We express our continuous support to promote and improve the implementation of Global Compact 10 principles and share our knowledge and experiences with our stakeholders. We are glad to be sharing our Communication Progress Report regarding our corporate social responsibility activities for the year of 2011.

including;



Cengiz YAZANEL

General Director /Managing Partner  
ZED Event Management & Consultancy

## ZED Corporate Social Responsibility

ZED has been operating for 20 years in the field of Congress Tourism and has found a place as the leader in the sector with its professional services, values, ethics principles and socially responsible activities. As being titled "Professional Congress Organizer", ZED has the honor of reaching a high point in the sector by bearing in mind the responsibilities that this title brings along. ZED accepts corporate social responsibility as a part of its corporate culture since its inception and it reflects its corporate responsibilities in all business strategies and operations.

ZED signed in Global Compact Agreement in 31 May 2006 to give support and promote "ten universally accepted principles" and is committed to the ten principles of Global Compact on human rights, labor, environment and anti-corruption. UN Global Compact Principles are accepted as a minimum standard in all operations at ZED and it acts in accordance with these principles while trying to improve the implementation of them day by day. ZED is also committed to disseminate information and create awareness about the corporate social responsibility within its stakeholders specially and in the Turkish society in general.

Since ZED believes that corporate social responsibility implementations could be improved through the solidarity and cooperation with civil society

organizations, it supports many NGOs' in their activities. In this regard, ZED is the main supporter of "Corporate Social Responsibility Association of Turkey". Besides, ZED continues to give support and to 50 different NGOs who represent different sectors in Turkey.

Therefore, ZED priorities relating to socially responsible business practices are:

- Organizing learning and experience sharing events
- Mobilizing collective action with NGOs on different priority issues
- Motivating participating companies and NGOs to develop partnership projects to contribute to the UN and Millennium Development Goals
- Contributing to the sustainable development
- Improving the "Green Meetings" conditions for all organizations

ZED expressed its gravity and commitment to corporate social responsibility and Global Compact Principles as taking active role in the Steering Committee of Global Compact National Network in Turkey. ZED continues to support to promote and improve the implementation of "ten principles of Global Compact" and share its knowledge and experiences with its stakeholders and the Turkish society.

## ZED CSR Activities

### Global Compact National Network - Turkey (2010 - )

Global Compact Local Network Steering Committee in Turkey is formed by the representatives of the institutions that have carried out effective work and paid close attention to Global Compact since 2005 and ZED Event Management & Consultancy has taken active role in the Steering Committee since 2006. As a part of the Steering Committee ZED, aims to support to representation of the network internationally and to strengthen the Local Network across Turkey, with improved effectiveness of its signatories. The Steering Committee comes together few times a year and work on the planning future activities for the establishment of facilities and mechanisms to support the implementation of the Global Compact principles.

As a member of Steering Committee in Turkey, ZED trying to reach more sector and companies in the UN Global Compact Networking system in Turkey after the Steering Committee Meeting that held on 21<sup>st</sup> March 2011.

### Human Rights

Since ZED General Director, Mr. Cengiz YAZANEL added his name to the CEO Statement declared on

the occasion of the 60th Anniversary of the Universal Declaration of the Human Rights at November 2008. ZED expressed its commitment and respect and support Human Rights.

ZED was gave special importance to Human Rights and all the events that was done after 2008 were directly gave support for this purpose. All new events will be done under the respect of this issue.

### Partnership with NGO's

- ZED gave financial support to Down Turkey Association of Turkey for taking "7<sup>th</sup> European Down Syndrome Conference" to İstanbul.
- ZED gave financial support to Deaf Federation of Turkey for organizing "17<sup>th</sup> World Congress of the World Federation of the Deaf" in İstanbul in 2015.
- ZED will organize "EUROSOIL" meeting in İstanbul with Turkish Soil Science Association in 2016.
- ZED has partnership agreements with nearly ten associations and foundations to bring international and/or European Congresses to Turkey. The few examples of the successful results of the ZED and civil society organizations cooperation are as follows:



Cooperation with Turkish Soil Science Association brought the "Eurosoil 2016" to Istanbul.



Cooperation with Deaf Federation of Turkey brought the "17th World Congress of the World Federation of the Deaf" to Istanbul.



"Geography: bridging the continents"

Cooperation with Turkish Geographical Society brought the "34th International Geographical Congress" to Istanbul.



Cooperation with Down Turkey Association brought the "7th European Down Syndrome Conference" to Istanbul.

#### Supports to Students

- ZED regularly accepts students from TOBB University to complete their internships. The 3 students worked in ZED and completed their internship period successfully.
- ZED gives scholarships to the students registered to the "Rain-drop Solidarity Association". The 8 students were supported financially and completed their education in the year 2012.
- ZED as a company tradition founds scholarships to 25 secondary school and university students each year.

#### Lectures

- Mr. Cengiz Yazanel, April 2012, "The Practices on Entrepreneurship & Leadership", TOBB University
- Mr. Cengiz Yazanel, July 2012, "Making Business in Congress Tourism", Başkent University
- Mr. Safa UNAL, May 2012, "Making Business in Congress Tourism", in TOBB University

#### Environment Sensitive Organizations

ZED concerns its environment and follows recent developments especially in the sector in which it operates. ZED has accelerated its research and development studies to conduct "Green Meetings" concept in the forthcoming organizations. The goal of organizing "green meetings" is to develop and implement green standards that will improve the environmental performance of meetings on a global basis and events and to create a better more sustainable world.

ZED will encourage sub contractors using green tools in their works. Recycled equipments become very important in ZED events.

ZED will give more importance to carbon food print of the attendees.

**HUMAN RIGHTS**

Principle 1 - Businesses should support and respect the protection of internationally proclaimed human rights.

Principle 2 - Businesses should make sure they are not complicit in human rights abuses.

**ZED Policy**

ZED Event Management and Consultancy endorses the UN Universal Declaration on Human Rights and regards the declaration as one of the core values and as an essential part of the ethical foundation of the company. ZED accepts and ensures that every individual has the right to work, right to choose his/ her job, right to work on equal conditions, right to freedom of expression, right to liberty and security, right to health care and right to equality. ZED maintains that all stakeholders also support the human rights principles.

1) Corporate Commitments, policies and procedures to deal with all aspects of human rights relevant to operations, including monitoring mechanism and results	
Indicators	ZED Approach & Practices & 2013 targets
<p><b>Indicator 1:</b></p> <ul style="list-style-type: none"> <li>Fulfillment of Human Rights Policies</li> <li>Organizational structure where the human right policy is implemented and risk management map to evaluate the company human rights impacts</li> </ul>	<ul style="list-style-type: none"> <li>ZED has a human rights policy to endorse the UN Universal Declaration of Human Rights and ZED ensures that every individual has the right to work, right to choose his/her job, right to work on equal conditions, right to freedom of expression, right to liberty and security, right to health care and right to equality. ZED maintains that all its stakeholders also support the human rights principles.</li> <li>Human Resources Department developed a risk management map and auditing standards to evaluate the company human rights impacts for the year 2013.</li> </ul>

	<ul style="list-style-type: none"> <li>ZED maintains a policy of strong commitment on health and safety issues and provides healthy working conditions and health insurance policy for all employees.</li> <li>ZED ensures non-discrimination in its business practices.</li> <li>ZED provides highest standards in physical working environment conditions such as lighting, heating, ventilation and air-conditioning and in safest work practices.</li> <li>ZED ensures that every individual has the right of education. The employees are encouraged to develop themselves and the way of business through various trainings. After our 9 employee in 2012, 2 employees acquired the International Project Management Certificate after a long training period given by IPMA Türkiye.</li> </ul>
<p><b>Indicator 2:</b> Company takes into consideration the human rights impacts as part of investment procedures.</p>	<ul style="list-style-type: none"> <li>ZED as a growing company makes investments in its sector and different fields. ZED always takes into consideration the human rights while realizing new investments.</li> <li>ZED doesn't prefer to establish partnerships and work with the companies or institutions which are complicit in human rights abuses. ZED especially takes into consideration the supporters of Global Compact.</li> </ul>



2) Company communication to the employees its ethical values and principles	
	<ul style="list-style-type: none"> <li>ZED has a standard orientation program implemented to all new recruited personnel. It consists of general company information, corporate culture, ethical values, organizational structure, employee rights, working environment and opportunities provided equally to all employees.</li> </ul>
<p><b>Indicator 1:</b> The number of communications sent by company to the employees on corporate ethical values and principles</p>	<ul style="list-style-type: none"> <li>First information about ethical values of the company is provided during orientation process. Besides, all employees are reminded of the basic ethical principles and informed about new accepted developments at regular meeting held in once a year.</li> </ul>
<p><b>Indicator 2:</b> Company's formal mechanisms to hear, evaluate, and follow up positions, concerns, suggestions and criticisms of employees on human rights to improve the internal process</p>	<ul style="list-style-type: none"> <li>ZED conducts annual questioner to hear, evaluate and to take suggestions and criticisms of employees. There is an open-door policy in ZED and managing partners encourage employees to express their views on human rights directly to themselves.</li> </ul>
3) Company policy to evaluate and address human rights performance within the supply chain and contractors	
<p><b>Indicator 1:</b> The number of suppliers that are in accordance with international standards of total suppliers</p>	<ul style="list-style-type: none"> <li>ZED concerns the standards and international certificates of its subcontractors. 14 of the total suppliers have international standards and certificates. ZED aims to increase this number as 16 in the year 2013.</li> </ul>

4) Company involvement in promoting human rights in the local community	
<p><b>Indicator 1:</b> The monetary value of the company's philanthropic contributions / voluntary social investments (cash contributions and/or in-kind giving)</p>	<ul style="list-style-type: none"> <li>The philanthropy is one of the core values of the ZED corporate culture from inception. ZED's total philanthropy budget devoted and realized for the year <b>2012</b> was <b>38.500 Euro</b>. ZED plans to increase this contribution as <b>10% in the year 2013</b>.</li> <li>ZED gives support and provides scholarships to <b>25 students</b> (secondary schools and universities) each year.</li> </ul>
<p><b>Indicator 2:</b> The company analysis the local needs before designing its projects for the community and it carries out educational and/or other campaigns of public interest in the community together with local organizations.</p>	<ul style="list-style-type: none"> <li>ZED as a sensitive company which observes and knows very well the needs of the community in which it operates and it regularly (twice a year) comes together with the opinion leaders (school directors, mukhtar, religious man, representative of associations etc.) In the region to analyze the real needs of the community.</li> </ul>

**LABOUR**

Principle 3 – Business should uphold the freedom of association and the effective recognition of the rights to collective bargaining;

Principle 4 – the elimination of all forms of forced and compulsory labour;

Principle 5 – the effective abolition of child labour;

Principle 6 – the elimination of discrimination in respect of employment and occupation.

**ZED Policy**

ZED ensures and acts according to the article numbered 23 of Universal Declaration of Human Rights expresses that every individual has the rights to establish trade union to protect his/her interests and the right to participate to the unions. Every employee has the right to make collective bargaining. ZED supports and ensures the freedom of association and the effective recognition of the right to collective bargaining. ZED acts in accordance with ILO articles and Turkish law, which states the legal age of employment is 15. ZED is against forced labour and child labour and never works or makes partnership agreements with the companies or institutions which do not obey these rules. ZED labour policy guarantees that all employees are able to enjoy a work environment free from harassment and free from discrimination including that of race, colour, national origin, ancestry, religion, marital status, age or gender. Any harassment or discrimination of employees is unacceptable and will not be tolerated. ZED expects its stakeholders and clients to support these guidelines.

5) Company has a freedom of association policy and the effective recognition of collective bargaining.	
<p><b>Indicator: 1</b> Company has policy and procedures involving information, consultation and negotiation with employees over changes in the reporting organization's operations</p>	<ul style="list-style-type: none"> <li>ZED supports and ensures the freedom of association and the effective recognition of the right to collective bargaining. The Human Resources department has procedures to follow up the new information and deals with the negotiation process.</li> </ul>

6) Company's specific policy against forced labour	
<p><b>Indicator 1:</b> Forced labour is considered as a potential risk in the sector.</p>	<ul style="list-style-type: none"> <li>ZED is strictly against forced labour considered as a potential risk also in service sector including the event management and organization. ZED also informs its stakeholders and will continue to create awareness for being against forced labour <b>during 2013.</b></li> </ul>
<p><b>Indicator 2:</b> Company has clear guidelines regarding the forced labour.</p>	<ul style="list-style-type: none"> <li>ZED has a net and standard guidelines followed and audited by Human Resources' Department.</li> </ul>
<p><b>Indicator 3:</b> Company has clear guidelines on working hours, health and safety at work and wages.</p>	<ul style="list-style-type: none"> <li>ZED has a standard guideline regarding the working hours, health and safety issues at work and at wages.</li> <li>During the orientation process conducted prior to recruitment, ZED clearly identifies its policy and informs the employee about the working terms and conditions. ZED's employee policies are specified within employment contracts. These contracts clearly state the actual working conditions, health and safety issues and their rights. So, all employees are aware of them and agree upon it before signing.</li> </ul>
7) Company has specific policies against forced labour within its supply chain.	
<p><b>Indicator 1:</b> Company verifies that its supplier's workforce fulfill with a reasonable amount of working hours.</p>	<ul style="list-style-type: none"> <li>ZED concerns and checks the acts of the companies within its supply chain to understand its policies regarding the labour. Almost all of the companies in supply chain of ZED have reasonable working conditions, such as working hours.</li> </ul>

<p><b>Indicator 2:</b> Company has formal mechanisms to enable transfer its values and principles to the supply chain such as good working conditions, lack of child and slave labour, etc.</p>	<ul style="list-style-type: none"> <li>ZED has not yet a formal mechanism to transfer its values and principles to the supply chain. However, ZED transfers its values and principles to the companies in supply chain informally through the meetings, company newsletter and web site stressing that it acts strictly in compliance with the Global Compacts Principles. ZED will continue to work on setting a formal mechanism during 2012.</li> </ul>
<p><b>8) Company has a policy prohibiting child labour is defined by the ILO Convention 138.</b></p>	
<p><b>Indicator 1:</b> Company has clear guidelines as to child labour prohibition.</p>	<ul style="list-style-type: none"> <li>ZED has a clear guidelines and acts in accordance with ILO Convention 138 and Turkish law, which states the legal age of employment, is 15. ZED is against juvenile employment and never works or makes partnership agreements with the companies or institutions which do not obey these rules.</li> </ul>
<p><b>9) Company states its equal opportunity policies or programmes as well as monitoring systems to ensure compliance and results of monitoring during its recruiting, promotion, training and dismissal procedures.</b></p>	
<p>All ZED employees are accorded equal opportunities during the recruiting, promotion, training and dismissal procedures. Each employee has equal opportunities to develop the knowledge, skills and competence that are relevant to their job. ZED conducts training needs analysis each year regularly to analyze the needs for specific roles within the organization. For instance;</p> <ul style="list-style-type: none"> <li>Human resources department conducts an orientation programme for each new recruited employee in their first day in the company and they are informed about the rules, organizational structure, promotion and career system and procedures that provide equal opportunities for each employee.</li> </ul>	

<ul style="list-style-type: none"> <li>The standard dismissal procedure is also implemented to each employee during the dismissal process.</li> <li>In 2010, total 6 employees acquired the International Project Management Certificate after a long training period given by IPMA Türkiye.</li> <li>The employees who would get the training program were decided according to their needs and job specification requirements.</li> </ul>
<p><b>10) Company has procedures in place to respond accusations of workplace harassment or bullying.</b></p>
<p>ZED seeks to eliminate workplace violence and harassment. ZED ensures that all employees are able to enjoy a work environment that is free from harassment and free from discrimination including that of race, colour, national origin, ancestry, religion, marital status, age or gender. Any harassment or discrimination of employees or others at ZED is unacceptable and will not be tolerated. ZED expects also from its stakeholders and clients to support these guidelines. ZED will continue to disseminate information to its stakeholders on workplace violence and harassment <b>during 2013.</b></p>

**ENVIRONMENT**

Principle 7 – Businesses are asked to support a precautionary approach to environmental challenges;  
Principle 8 – undertake initiatives to promote greater environmental responsibility; and  
Principle 9 – encourage the development and diffusion of environmentally friendly technologies.

**ZED Policy**

ZED is an environmentally-conscious company and has a strong sense of responsibility for the environment. ZED is committed to the environment principles declared in the Global Compact Principles and it supports The Rio Declaration on Environment and Development and Agenda 21. ZED continues its efforts to handle the key environmental challenges; in particular, tries to develop its activities in the areas such as research, co-operation, training, and self-regulation that can positively affect the significant environmental degradation and damage to the planet’s life support systems, brought by human activity. ZED applies the precautionary principles and seeks to minimize the environmental impact of its activities. Social and environmental impact assessments and reviews are performed regularly throughout the project cycles in accordance with the international standards and requirements. ZED will promote environmental responsibility continuously in every platform in which they operate.

**11) Company has a corporate environmental policy & has a precautionary environmental approach or principle.**

<p><b>Indicator 1:</b> Company has a department/person responsible for environmental issues</p>	<ul style="list-style-type: none"> <li>ZED has two staff responsible for corporate social responsibility issues auditing the implementation of environmental principles and defining new strategies to minimize the environmental impact of ZED.</li> </ul>
<p><b>Indicator 2:</b> Company has quantified environmental targets that have been defined for the whole company.</p>	<ul style="list-style-type: none"> <li>ZED’s responsible staff defines and sets the environmental targets in January of each new year.</li> </ul>

<p><b>Indicator 3:</b> Company conducts training programmes to increase awareness and responsibility level and to give information on environmental threats to its employees.</p>	<ul style="list-style-type: none"> <li>ZED organizes training and awareness programmes (once a year) for its staff in order to achieve continual progress in environmental protection performance.</li> <li>ZED regularly gives update information and reminds the responsibilities to reduce impact on environment through the memos and newsletters distributed in house.</li> </ul>
<p><b>Indicator 4:</b> Company has policies and initiatives aimed to reduce greenhouse gas emissions, solid wastes, emissions and discharges, energy consume, water or increase water reuse or aimed to improve biodiversity.</p>	<ul style="list-style-type: none"> <li>ZED takes precautionary measures to minimize the environmental impact of its activities. Social and environmental impact assessments and reviews are performed regularly throughout project cycles in accordance with international standards and requirements.</li> <li>ZED uses environmental friendly clean technologies, and tries to develop voluntary environmental management systems and environmental standards and to collaborate and exchange information with local, national and international organizations to that end.</li> <li>ZED started to implement “Green Meetings” approach in the organizations. The aim of greener meetings is to reduce the paper, electricity consumption etc. and to hold meetings that don’t cost the earth.</li> <li>ZED collects the used paper in special containers owned by the Municipality. ZED collected and sent <b>2.250 kg</b> used paper for recycling in <b>2012</b>.</li> </ul>

	<ul style="list-style-type: none"> <li>• ZED also encourages employees to reduce paper consumption and to correspond and communicate through the electronic system.</li> <li>• ZED continuously reminds its staff to reduce water consumption through in house memos.</li> <li>• The oil consumption of the company vehicles are regularly checked by the internal audit system. ZED has a standard system which sets all necessary precautions to reduce the petrol consumption of the vehicles. <b>ZED used more economic in fuel and carbon less cars in 2012.</b></li> </ul>
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<p><b>Indicator 5:</b> Incidents of and fines for non-compliance with all applicable international declarations/conventions/treaties and national, sub-national, regional and local regulations associated with environmental issues.</p>	<ul style="list-style-type: none"> <li>• ZED has never received any penalty associated with environmental issues.</li> </ul>
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**12) Company has initiatives to use renewable energy sources and to increase energy efficiency.**

ZED has an **electricity compensation system** which collects and turns the waste energy into the reusable energy. The 20% of total electricity consumption of ZED is the recycled electricity provided by the electric compensation system. ZED also has a latest technology, smart air conditioning system which regulates the energy consumption according to the air temperature outside.

**13) Company has criteria for the selection of suppliers that includes environmental policies or management systems.**

<p><b>Indicator 1:</b> Number of suppliers with environmental policies or management systems.</p>	<ul style="list-style-type: none"> <li>• <b>9</b> of ZED suppliers have environmental policies and they use environment friendly technologies. ZED always tries to create awareness on environmental issues and implementation of environment friendly principles between its suppliers.</li> </ul>
<p><b>Indicator 2:</b> The effect of the environment policies of suppliers on the cost of the goods and services</p>	<ul style="list-style-type: none"> <li>• The goods and the services of the suppliers who concerns environment and act through, are always costs more. For instance; the cost of a brochure which is printed on a recycled paper with biological ink is two-three times expensive than a brochure printed on normal paper with chemical ink.</li> </ul>

**ANTI-CORRUPTION**

Principle 10 – Businesses should work against corruption in all its forms, including extortion and bribery.

**ZED Policy**

ZED Event Management and Consultancy is against any kind of corruption in all its forms, including extortion and bribery. ZED has its own informally declared code of conduct as a core value of its corporate culture. ZED works on developing a formal mechanism for increased transparency in its operations. ZED takes consider into its suppliers and all stakeholders approach in anti-corruption.

14) Company has a policy, procedures/management systems, and compliance mechanisms for organizations and employees addressing bribery and corruption.	
<p><b>Indicator 1:</b> Company has a policy, procedures /management systems controls bribery and corruption acts and disseminate information on anti-corruption.</p>	<ul style="list-style-type: none"> <li>ZED is against any kind of corruption in all its forms, including extortion and bribery. ZED has its own informally declared code of conduct as a core value of its corporate culture. ZED regularly disseminates information and promotes employee awareness of and compliance with company policy against bribery and corruption.</li> </ul>
<p><b>Indicator 2:</b> Company has a department / staff responsible for controlling bribery and corruption actions.</p>	<ul style="list-style-type: none"> <li>ZED's Financial and Administrative Affairs Department has an auditing system which controls the bribery and corruption related acts. The department implements disciplinary procedures defined by informal code of conduct. ZED has prepared a draft formal code of conduct and will continue to work on it in the year 2013.</li> </ul>

**15) Are all political contributions transparent and made in accordance with applicable laws?**

Yes, ZED ensures that the all political contributions provided are transparent and they are always in accordance with applicable Turkish laws.

**16) Are all charitable contributions and sponsorships transparent and made in accordance with applicable laws?**

Yes, ZED is a social responsible company and provides charitable contributions and scholarships each year. All of them are registered and in accordance with applicable Turkish laws.

Performance Indicator Analysis		
	2012	2013(targets)-decrease%
<b>Direct Energy Use</b>		
	Total	
electricity - KWh	65.027,5 1.182,3 (per person)	3%
diesel oil(L)	15.508,75 327 (per person)	3%
gas (m <sup>3</sup> )	15.510 282 (per person)	3%
water use (m <sup>3</sup> )	473.85 8.6 (per person)	3%
other material use (paper-pack / kg) 1 pack= 4~ kg paper	261 pack/ 1 ~ ton	3%
<b>Indirect Energy Use</b>		
indirect energy use (such as organizational travel) - number of flights of the ZED staff	805 flights 696 domestic flights 109 international flights	20%
<b>Recycling</b>		
recycling and reuse of energy -KWh	16.756 (25% of total consumption)	2% increase
recycling and reuse of paper - kg	1.785	2% increase

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