



## COMMUNICATION ON PROGRESS (COP)

2015

An-El Anahtar ve Elektrikli Ev Aletleri Sanayi A. Ş. Velibaba Mah. Ankara Cad. No: 188 Dolayoba Pendik 34896 İstanbul Türkiye Telefon: +90 216 307 74 01 pbx Faks : +90 216 307 74 04 <u>info@an-el.com.tr</u> http://www.an-el.com.tr



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## About the Report

We have considered "10 Principles" of United Nations Global Compact when preparing our fifth Communication on Progress.

Our goal is to present a basic level compatible report which is in accordance with Sustainability Reporting Principles of Global Reporting Initiative (GRI) to provide an appropriate measure of activity. Table related to the G4 indicators are given at the end of the report. In our report, we are presenting data from the period between 01.01.2015 and 31.12.2015 in comparison with the previous periods.

The annual Communication on Progress Report published by AN-EL Anahtar ve Elektrikli Ev Aletleri Sanayi A. Ş. is available on company's website, as well as on the United Nations Global Compact's page. Our previous report was published on 07.01.2015.

https://www.unglobalcompact.org/participants/search

# Message from General Manager

Dear Stakeholders,

We are pleased to share with you the fifth of our Communication on Progress. We share the joy and pride of leaving behind another successful year having reached our goals; we thank especially our employees and all our business stakeholders. We are planning the future, being aware of the service we provide and the value we produce to our industry for 43 years, with your support to growth and development; we would like to emphasize our desire to continue with your sincere participation.

With changing conditions of global impacts, it is difficult from time to time. However, when business processes that have targets and tools are planned considering these effects, operations are less affected. Our managerial know-how and being business partner of global organizations directing the sector, has avoided us to be affected by any negative regional and short term conditions. For a sustainable growth and development, in our business culture, we wish to achieve a higher level with Lean Manufacturing and Kaizen studies. In this way, we want to control the use of resources and we want to conduct our processes in a measurable pattern. We aim to provide the positive impacts of the outputs with resulting savings to our stakeholders.

Reaching of our Purchasing, Planning, Production, Maintenance, and Sales process to a more efficient level will improve and develop our relations with all stakeholders. More satisfaction provided through the improvement will motivate all of us and will become the most important energy source for a sustainable activity.

As in the past year, in the coming period, our main goal is to be preferred by our customers on design and product realization, to ensure customer satisfaction, to fulfill our social responsibility, to consume less, to produce less waste, to conduct our activities and business ethics in accordance with our rules, carry out innovative and sustainable corporate activities.

We thank all of our stakeholders for providing contributions in line with our values. A good change that we achieve together will be a corporate as well as a social gain. Our global citizenship awareness gives us the responsibility of what we do for our world. Instead of consuming the future, we know that we have to save for the future

Our wish is to accomplish them together...

İnanç Erdoğan General Manager

# An-El Code of Conduct

An-El, as a responsible employer and a good corporation strives to produce products performing the functions of electrical devices and to develop them without endangering human lives. All activities are in accordance with relevant directives for human rights, occupational health and safety as well as the directives on the environment should be carried out with the main idea of sustainability.

Ensuring the compliance with the Code of Business Ethics is the responsibility of all employees and management. In case of incompatibility, the employees are encouraged to report it to the responsible persons and it is expected from them to do so too. In addition, it should be assured that there would be no retaliation or other negative consequences.

This Code of Business Ethics at all fields of activity is particularly the mandatory rules for our employees, suppliers and other stakeholders.

### Laws and regulations

An-El and its suppliers will act in full conformity with laws and regulations related to the activity and employment. Suppliers will also agree to comply with these rules.

### Child labor

Child labor is not tolerated in any form. Young labor (age 16) can be employed appropriate works (summer work – internship etc.). For authorized minors, management is responsible for providing working conditions, hours of work and wage appropriate for his or her age and in compliance with applicable local law as a minimum.

### Forced labor

Forced or involuntary labor is not tolerated in any form. This includes prison, indentured and bonded labor, and other forms of working against one's own will or choice. Employee is obligated to perform works written in their employment contract.

### Health & Safety

All employees shall be provided with a safe and healthy working environment. The employer should take appropriate action to prevent workplace accidents or illnesses. Employee is obligated to protect their health and care about work continuity.

### Non-discrimination

An-El recognizes and respects cultural differences. Nevertheless, all employees shall be treated strictly according to his or her abilities and qualifications in any employment decisions, including but not limited to hiring, advancement, compensation, benefits, training, layoffs and termination.

### Harassment and abuse

No employee shall be subject to corporal punishment or to physical, sexual, psychological or verbal harassment or abuse.

### Working Hours

An-El regulates working hours for all employees with a time of 8 hours per day and 1 hour resting time per day. Total working time of more than 45 hours per week (excluding 270 hours overtime per year) will not be requested. Except in extraordinary



business circumstances, all workers shall be entitled to at least one day off in every seven-day period.

### Compensation

Wages, including overtime and benefits, shall be equal to or exceed the level required by applicable law.

### **Environmental compliance**

Environmental issues are very important and privileged for An-El employee. A holistic approach is applied with the objective to minimize the environmental impact from production, product use and disposal. The unit shall take appropriate actions to address all relevant environmental impacts, including emissions, waste and resource consumption. A management system shall be in place, aimed to continuously improve the units' environmental standards and performance.

### Responsibilities to the suppliers and stakeholders

As expected from a good customer, we act respectfully, fairly and ensure the necessary care to fulfill obligations on time. We carefully protect confidential information about people, our business partners and organizations that we do business with.

### Giving or taking gifts

Employees do not accept any gifts or benefits which affect their neutrality, decisions or behavior, do not attempt to offer gifts and benefits to the third person or institution which can cause such effects. The top management defines which kind of gifts and promotions can be given to third persons. Advertisement and promotional gifts should not be for personal use.

### Confidentiality

It is a common responsibility of our companies and employees to share and in this process to keep all information confidential which can create a competitive disadvantage, trade secrets, financial and other information which are not yet disclosed to the public, the use of staff privacy information and information within this framework signed "confidentiality agreements" with third parties. We share this information only with relevant persons within the authorizations.

### **Conflict Minerals**

We are committed not to purchase materials which we know contain conflict minerals that may contribute to human rights abuses in the Democratic Republic of Congo or an adjoining country. An-El expects all of its suppliers to provide the origin of tungsten, tantalum, tin and gold (3TGs) and implement controls in their supply chain as well.

### Monitoring and compliance

Management is responsible to inform employees about these rules, rights, duties and responsibilities and responsible to implement them. Management self and suppliers are responsible for ensuring adequate documentation to demonstrate compliance with these rules. Those who violate the Code of Ethics or the Company's policies and procedures need to be subject to discipline, including termination of employment.

Disciplinary sanctions will be applied also to the persons who confirm, direct the inappropriate behaviors and actions cause violation of the rules or who are aware of the situation without doing the necessary notification accordingly.

# Company Profile

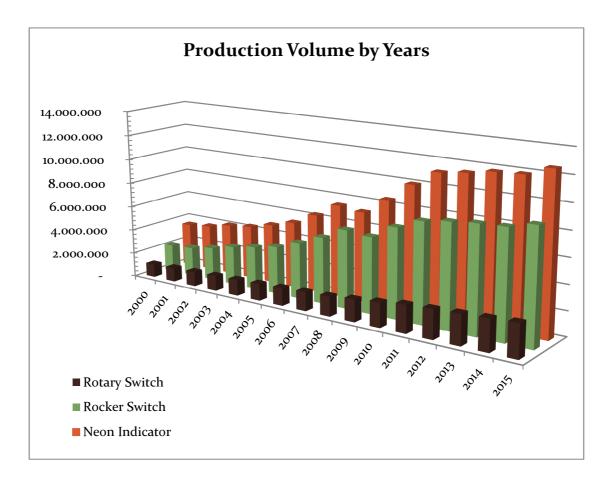
### ABOUT US

AN-EL Co. was established in 1972 in order to meet house appliance producer's demands for electrical components. AN-EL is producing Rotary Switches, Rocker Switches, Slide Switches and Neon Indicators. Furthermore demands for small plastic and metal parts can be fulfilled by the production technique and experience.

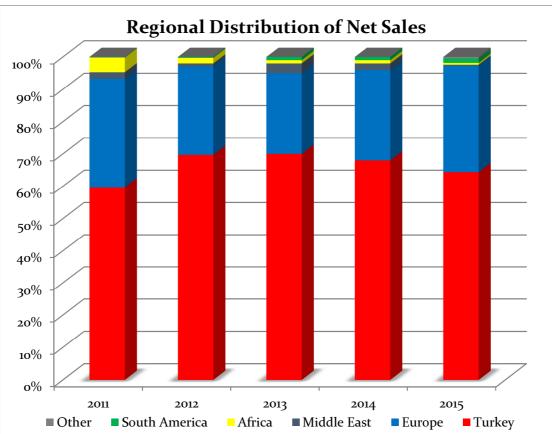
Our products are being presented to meet our customer's expectations at the highest level of quality and service under the brand of "AN-EL".

Our references and products show that, being a supplier which can adapt to the developing sector has brought us to the current status and we are proud of this.

We have established long term cooperation with the industry's leading companies. 75% of our products are exported directly or indirectly. 36% of this is being realized through the direct sales to the white goods producers.







More than 40 years of activity we have provided service to the national and international manufacturers of household appliances. Today we produce more than 20 million pieces of components per year. We provide our clients with a wide range of alternatives with growing diversity of products.

Our products are VDE, KEMA, ENEC, CSA certified and our system is certified to EN-ISO 9001:2008. Our environmental activities are in accordance with EN ISO 14001, occupational health and safety activities are in accordance with OHSAS 18001 standards and these are certificated by DEKRA. Also we are a participant of United Nations Global Compact initiative.

Our production plant has a covered area of 2,100 m<sup>2</sup>. High quality production activities are carried out in our environment-friendly facility with high level of safety and health conditions with approximately 140 employees.



### LOCATION OF OUR PLANT

Our Plant is located in Pendik – Istanbul. It is 70 km away from Atatürk Airport and also 3 km away from Sabiha Gökçen Airport.











First activity has been started with rotary switch production.

### 1976

At own building in Istanbul-Cevizli District activities continued to grow. Bakelite, porcelain and melamine rocker switch production started.

### 1978

Indicator lamp production started with Bakelite body.

### 1980

Beside of Bakelite raw materials first indicator lamp with plastic body has been produced by using the plastic materials in production.

### 1984

Silk screen printing technique started to be implemented.

### 1985

Start of production for plastic parts with plastic injection machines at own plant.

### 1991

Silver contact production started with know-how support of Japanese Chugai Company. AKS Ltd. Co has been founded after joining a partnership with Mr. Konas.

### 1994

Purchase of Arburg branded machinery.



1995

AKS Ltd. has moved to its plant in Pendik District.

1996 BEYSAD (White Goods Appliances Association) membership.

1997

First participation to International Fair Domotechnica in Cologne-Germany. First export realized, VDE certification process started.

1998

Cooperation and Turkey Representation of BAR Electrowerke GmbH.

1999 Export grew after VDE certifications.

2000 Moved from Cevizli Facility to Pendik Facility.

2003

After a partnership with Mr. C. Arslan ANC Mold Machine Ind. Ltd. has been founded.

### 2004

Audit performed by VDE Testing and Certification Institute and awarded certification to ISO 9001: 2000.

2005 Our export rate has exceeded one third of our total sales.

2008

AKS has moved to the new facility in Pendik District. The whole 2100 m<sup>2</sup> facility has been started to use by AN-EL.

### 2010

As a result of the audit performed by VDE Testing and Certification Institute, upgraded to ISO9001:2008 version. Participation to United Nations Global Compact Initiative. Share transfers to Mr. C. Durmaz at the joint venture of AKS Switch and Contact Industry. UYUMSOFT ERP Software has started to be implemented.

## () an el

### 2011

New products have been introduced. Website has been updated. Especially tool and mass production studies about new special projects have been completed. Effectiveness of the ERP software has been achieved. Commissioning of automation projects started. Investment in machinery was started to increase production capacity. Occupational Health and Safety as well as our environment activities are continuing to develop.

### 2012

With the purchase of component production of DEKA Company which is a major producer of our industry we have expanded our product range with new products such as hotplate switches, switches for multi-function oven, refrigerator door switches, dishwasher - washing machine on-off switches. This year the number of employees came up to 140 people. After adding machines and plastic production area to the production facility, our capacity has been doubled. Through the automation support in indication lamp production, product quality and capacity are increased. ISO 14001 and OHSAS 18001 projects started which is supported by KOSGEB (Small and Medium Enterprises Development Organization in Turkey) for establishing the Management System and certification.

### 2013

We have made an effort to meet customer demand with increasing our product quality and product capacity. Also we have accelerated investments in product automation. We have continued to take place in research and design studies of the customer oriented projects. Our company became the member of the TURKHAS TEAM created in scope of "URGE" project which is supported by Ministry of Economy. Our Environmental, Health and Safety activities are certificated by DEKRA with EN-ISO 14001 and OHSAS 18001 certificates.

### 2014

Many new product studies have been done in accordance with the customer requests. Our new products in Rotary Switch, Rocker Switch and Signal Lamp are shown in our webside. With the participation of new members, our export department became more effective and dynamic for supporting the foreign relations. Working areas are arranged and our offices are renewed. We maintained our studies regarding quality and productivity with ongoing production automation projects.

### 2015

With support of "solution focused R&D studies" for our customer requirements we have realized a lot of new project. We have updated our website, we have shared our updated news with announcements at Facebook, Twitter, Linkedin and Instagram within social media. We have participated to IFA 2015 held in Berlin Germany on 4<sup>th</sup>-9<sup>th</sup> of September and represented our company and our country. 20 personnel Recruitment was carried out within the frame of a Job Training Program leaded by Employment institute. Starting from the month of January 2016 through a lean transformation preparatory work to establish the infrastructure of continuous improvement system has been started. We completed the installation of a new automation system in our production process.



### SUPPLY CHAIN

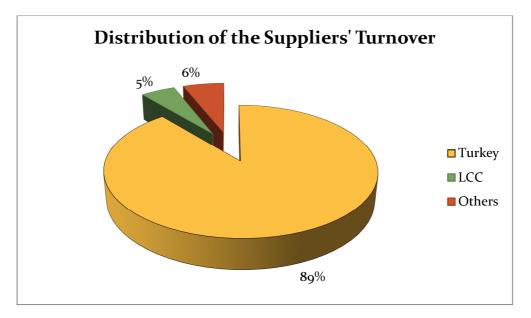
In An-El suppliers are chosen and guided so that An-El can meet the expectations of customers, with the awareness of customers being part of the supply chain.



An-El prefers to supply Labor/Service and Material/Raw Material from the local suppliers. In addition, we also supply qualified product and service from the abroad because of the necessities arising from quality and availability. During the reporting period, from 302 suppliers, 11 of them are abroad and 291 are located in Turkey.

SUPPLY TYPE	LOCATION OF SUPPLIER	SECTOR OF SUPPLIER
Labor / Service	Turkey, Germany, Switzerland, China	Security, Catering, Maintenance, Machine, IT, Certification
Material /	Turkey, Germany, Japan,	Precious Metal, Metal, Plastic,
Raw Material	Malaysia, China	Electronics, Stationery

Our priority is that all of our local and foreign suppliers must have a high quality consideration and the value that they give to human and environment be certificated. We are ready to collaborate in this field with our suppliers.

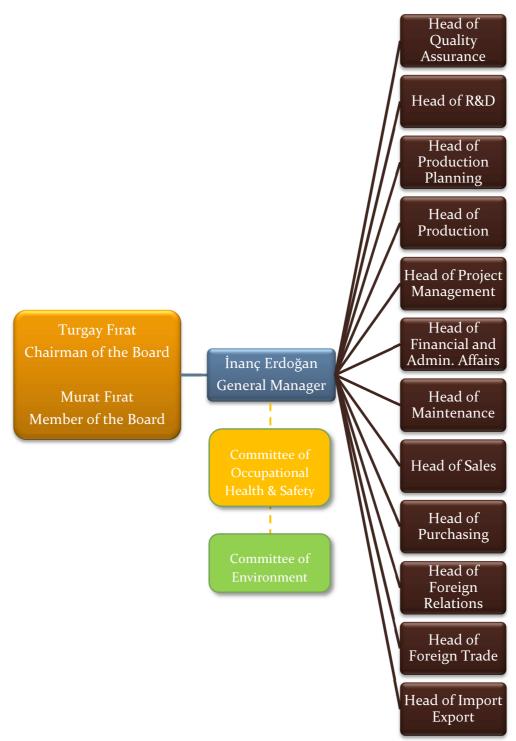


\*LCC - Low Cost Countries









## Dialog with Stakeholders

Our stakeholders are organization/individuals who are seriously impressed by our activities and products or through their actions effecting successfully implement of our strategy and our ability to achieve our goals.

We are trying to be in communication with our stakeholders. Mutually we do detection and measurements with questionnaires and interviews about the expectations. We run a proposal and award system which facilitates the participation and motivation.

We are making disclosures on various topics through the corporate web site, newsletters, print ads, articles and news stories. We are in a full accordance with the requirements for laws, regulations and directives as regard our contacts with local and central governments.

We are following the activities of Global Compact Turkey.

We strive to contribute to the country's promotion and to the sectorial development by considering the national values in relationships with our stakeholders abroad too.

### Stakeholders:

### Employees

• The duties, powers and responsibilities are defined as they take active part in our activities. Meetings, training, various motivational activities are our communication tools. Sustainability of communication is provided with job application interviews, performance evaluation and a proposal system.

### Shareholders

• Board of directors of the company come together in monthly / yearly meetings. At these meetings necessary information exchange is made, strategic decisions are taken on the future of the institution. Regular communication is established through these meetings with our shareholders.

### Customers

• Objectives are defined with continuous communication to meet up the expectations and so efforts are being made to maintain a high level of satisfaction. We would like our stakeholders to take part in activities that allow us to move in corporate sense. We respect the design and the property rights of private information.



### Dealers

•They are in the same position as our customers, however due to their relations with our customers they are also in a similar position as our employees. Therefore they are informed about representing ourcompany in accordance with our policy and targets. They represent our company in the best way owing to up to date technical and corporate information.

### Suppliers

• They are our stakeholders with whom we try to ensure long-term cooperation due to their contribution to the online delivery, quality product, service and our activities. We share necessary information in all progressable areas.

### Neighbors and Local Community

• They are our stakeholders that we strive to make them aware of in particular our sensitivity to environmental issues and the economic value we create in our region.

## Official Institutions and Organizations

- Official institutions and organizations that we are a member of or we are in contact with- Istanbul Chamber of Industry (Registration No: 13831)
  Istanbul Chamber of Commerce (Registration No:182359)
  Istanbul Association of Minerals and Metal Exporters (Registration No:8833)
- •KOSGEB (Small and Medium Enterprises Development Organization)
- United Nations Global Compact Office
- Municipality of Pendik
- Pendik Industrial Vocational High School
- •Yakacik Industrial Vocational High School
- Labor Office

### Memberships in Associations / Foundations

- •White Good Suppliers Association (BEYSAD)
- Ermenek and Surroundings Culture and Social Solidarity Foundation (ERÇEV)
- •TURKHAS TEAM created in scope of URGE project which is supported by Ministry of Economy.

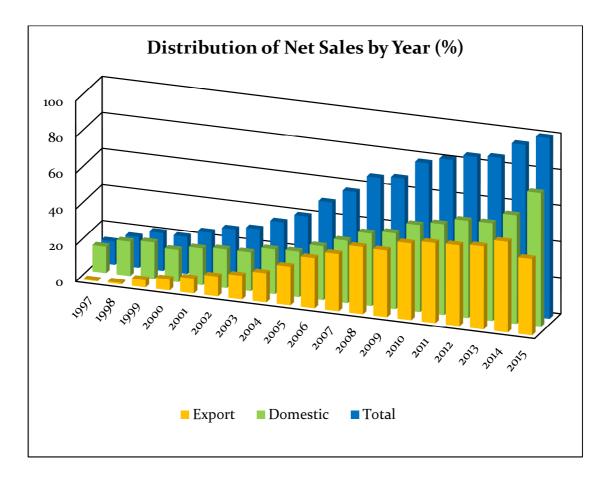


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# Financial Performance

The capital of our enterprise is 750.000 TL and the structure is an incorporated company.

After starting the activity in 1972, direct export sales started in 1997 and grew rapidly. The percentage of total export sales realized in 2015 is 36%.



Due to the export of products manufactured by our customers we can state that 75% of our total production represents our brand outside of Turkey. Our target is to be a global supplier performing export in a higher rate in the future.

# Employees

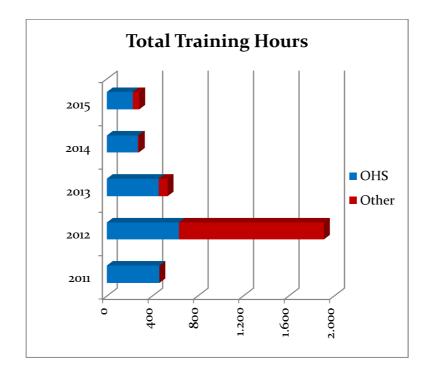
### HUMAN RESOURCES MANAGEMENT

Our approach to the recruitment process

Applications are evaluated in terms of education, experience, knowledge and skills by considering first the ethical principles during the recruitment and assignment process. Each candidate is provided an equal opportunity. Information is given about our company's culture, structure and activities. Being our obligation, the number of employees with disabilities is always taken into consideration. Occupational safety and ability of the employees is considered in order to employ more. Applicants to the fixed-term employment are being informed. Besides the expectations from the candidates, we inform them about improvement opportunities to be provided and about changes in the horizontal or vertical position. 20 personnel have been employed in scope of the on-the-job training program of the Labor Office. Our cooperation with educational institutions which train skilled technicians, by providing internship opportunities, is contributing to the vocational education and work discipline of students and teachers.

### Performance Evaluation

The attendance, relationships with other employees, development status, presentation of creative ideas and suggestions, awareness on duties and responsibilities, adaptation to the general discipline rules and occupational health and safety rules by employees are being monitored by the top management and co-workers by survey and appraisal interviews. Successful staff are being honored and if necessary rewarded.

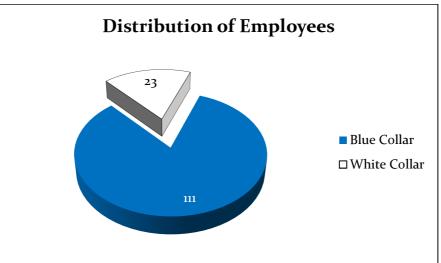


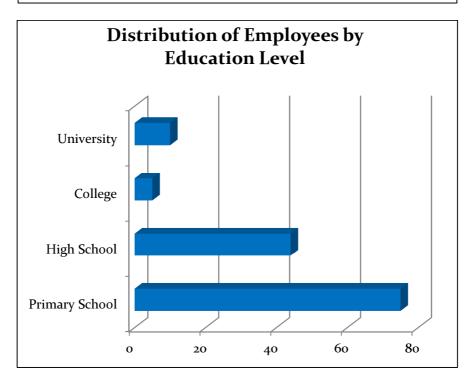


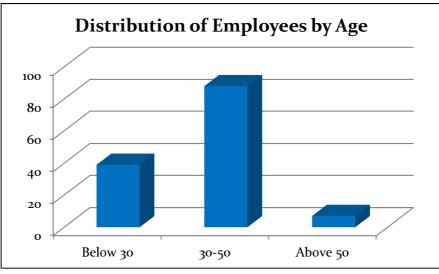
### Training Topics and Durations in Year 2015

Training Topic	Hours	Participant	Total Hours
R & D ORIENTED PROJECT ENGINNER TRAINING PROGRAM	20	2	40
DEPARTMENT WORKING HOURS	1	1	1
PERIOD END ANALYSIS	1	1	1
PERIODICAL EXPENSE ANALYSIS	1	1	1
ELECTRICITY HAZARDS, RISKS AND PRECAUTIONS	0,5	81	40,5
ERGONOMIC RISK FACTORS	0,5	49	24,5
GENERAL SAFETY RULES	0,5	51	25,5
EXPORT PACKING LIST	0,75	7	5,25
HEALTH AND SAFETY LABELS AND SIGNS	0,5	48	24
PERSONAL PROTECTIVE EQUIPMENT	0,5	47	23,5
OHS LAWS, RIGHTS AND RESPONSIBILITIES	0,5	45	22,5
WORK ACCIDENTS AND OCCUPATIONAL ILLNESSES	0,5	54	27
COST REPORTS	1	1	1
PERIODICAL MAINTENANCE	1,25	3	3,75
PRODUCTION TIME	0,75	4	3
FIRE, FIRE PROTECTION AND FIRST AID	0,5	47	23,5
FIRE FIGHTING TEAM	3	6	18
		448	285

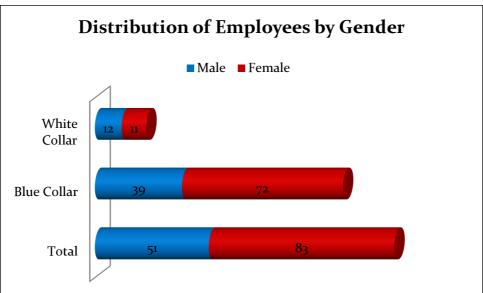


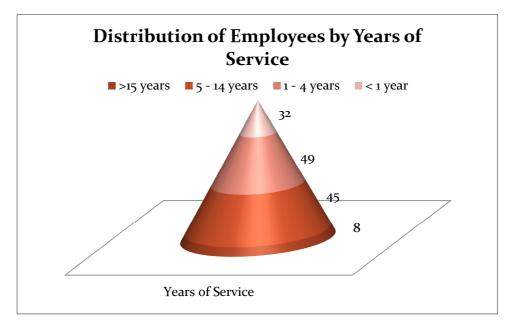












Employees with Indefinite Contract		Temporary Emplo Fixed Term Co	-
Female	Male	Female	Bay
76	47	7	4

Full-tim	e Employees	Part-time Em	ployees
Female	Male	Female	Male
82	51	1	0

# Management Systems

Management System certification studies have started in 2004 with ISO9001 Quality Management System. In the course of time, within the management vision and industry needs, Occupational Safety and Environment Management System studies have been realized starting from 2010. In 2013, ISO14001 Environment Management System and OHSAS 18001 Occupational Health and Safety Management System have been certified. All our activities are implemented based on quality, environmental and occupational safety management systems.

Certificate					
Standard	BS OHSAS 18001:2007				
Certificate Registr. N	lo. 01 90 000641				
Certificate Holder:	AN-EL ANAHTAR VE ELEKTRIKLİ EV ALETLERİ SANA.Ş. Velbaba Mah. Ankara Cad. No: 188 34896 Dolayoba - Pendik - İstanbul - TURKEY				
Scope:	Design, production, sales and logistic of electric switches and indicators				
	Proof has been furnished by means of an audit that the requirements of BS OHSAS 180012007 are met. The due date for all future audits is 19-06 (df.mm).				
Validity:	The certificate is valid from 2014-11-06 until 2016-07-23 First certification 2013				
	2014-11-06 TOV IS & IN ANY TURKEY				
www.tuv.com					



### 2016 TARGETS

With the proud of achieving the objectives we have set for 2015, when determining targets for a new work period, actually we are revealing the continuous growth and also the keys to a sustainable activity. Innovative, environment and human valuing, economical and reliable products seller brand, the goal of our efforts will lead us to be as following:

- To improve the reporting of near miss incidents
- To reduce the amount of hazardous wastes by 3%
- To reduce electricity consumption by 2%
- To reduce daily water consumption by 1% / person
- To increase by 3% the total duration of the OHS and environmental training
- To launch a campaign on the 5th of June, the World Environment Day
- To establish a continuous improvement system through Lean transformation



### QUALITY MANAGEMENT

ISO 9001:2008 Quality management system standard has been implemented as reference. It is provided that all departments and employees at all levels participate to the policy and practices.

Our commitment for the efficiency of the quality system, decrease in customer complaints, and increase in product reliability, technological development and productivity will continue; quality targets will be determined and will be recorded.

Important topics of our Quality Policy;

- Certification of design work by patents
- Increasing the customer satisfaction and reducing the customer complaints
- Compliance to relevant laws, regulations, legislation and standards
- Reducing the non-conforming products / semi products and waste
- Increasing the market share
- Reducing the circulation of human resources and increase the staff training
- Continue to expand the product range

Our Quality Policy and targets will be continuously reviewed for providing communication within the company, being understood and being in line with the corporate goals. Our quality system will be developed continuously; its effectiveness will be continuously improved and reviewed. Thus it will be kept constantly dynamic with the participation of all employees.

We respect our brand and the values we produce. We respect the Industrial Property Rights and we fulfill our right for the production, use, sell or export with the patents we have.





Name of the Certificate	Certificate Received From	Received Date	Number
ISO 9001:2008 QMS	VDE PRÜF-UND	22.09.2004	2162900/QM/
CERTIFICATE	ZERTIFIZIERUNGSINSTITUT		09.04
ISO 14001:2004 EMS CERTIFICATE	TÜV RHEINLAND	23.07.2013	170713078
BS OHSAS 18001:2007 OH&S CERTIFICATE	TÜV RHEINLAND	23.07.2013	270713048
SIGNAL LAMPS WITH	VDE PRÜF-UND	08.06.1999	117154
TERMINAL PRODUCT CERTIFICATE	ZERTIFIZIERUNGSINSTITUT		
SIGNAL LAMPS WITH CABLE	VDE PRÜF-UND	18.03.1998	106645
PRODUCT CERTIFICATE	ZERTIFIZIERUNGSINSTITUT		-
ROTARY SWITCH PRODUCT	VDE PRÜF-UND	06.06.2008	40024413
CERTIFICATE	ZERTIFIZIERUNGSINSTITUT		
ROCKER SWITCH PRODUCT	VDE PRÜF-UND	07.03.2002	40000515
CERTIFICATE	ZERTIFIZIERUNGSINSTITUT		
MOMENTRY SWITCH	VDE PRÜF-UND	10.06.2008	40024438
PRODUCT CERTIFICATE	ZERTIFIZIERUNGSINSTITUT		
RK14 SWITCH PRODUCT CERTIFICATE	VDE PRÜF-UND ZERTIFIZIERUNGSINSTITUT	31.01.2005	40012900
RK20 SWITCH PRODUCT	VDE PRÜF-UND	07.01.2011	40031689
CERTIFICATE	ZERTIFIZIERUNGSINSTITUT		
RK21 SWITCH PRODUCT	VDE PRÜF-UND	12.01.2011	40031716
CERTIFICATE	ZERTIFIZIERUNGSINSTITUT		1 37
RK26 SWITCH PRODUCT	VDE PRÜF-UND	24.08.2011	40033199
CERTIFICATE	ZERTIFIZIERUNGSINSTITUT	·	1 33 77
WIRE CONNECTOR (CE2)	VDE PRÜF-UND	18.01.2011	143335
PRODUCT CERTIFICATE	ZERTIFIZIERUNGSINSTITUT		
A20 SWITCH PRODUCT	VDE PRÜF-UND	15.02.2012	40034394
CERTIFICATE	ZERTIFIZIERUNGSINSTITUT	-	
SIGNAL LAMPS WITH CABLE	VDE PRÜF-UND	16.12.2013	40039070
PRODUCT CERTIFICATE	ZERTIFIZIERUNGSINSTITUT	-	
RK36 SWITCH PRODUCT	VDE PRÜF-UND	20.03.2014	40039608
CERTIFICATE	ZERTIFIZIERUNGSINSTITUT		
B20 & B30 SWITCH PRODUCT	VDE PRÜF-UND	08.02.2012	40034350
CERTIFICATE	ZERTIFIZIERUNGSINSTITUT		
ROTARY SWITCH PRODUCT CERTIFICATE	DEKRA CERTIFICATION BV.	26.07.2013	2163741.01
B <sub>35</sub> SWITCH PRODUCT CERTIFICATE	DEKRA CERTIFICATION BV.	12.05.2014	2168976.01
B40 SWITCH PRODUCT CERTIFICATE	DEKRA CERTIFICATION BV.	10.02.2012	2151398.01
I10 SWITCH PRODUCT CERTIFICATE	DEKRA CERTIFICATION BV.	10.02.2012	2151398.03
I20 SWITCH PRODUCT CERTIFICATE	DEKRA CERTIFICATION BV.	10.02.2012	2151398.02
RK36 SWITCH PRODUCT CERTIFICATE	DEKRA CERTIFICATION BV.	23.10.2014	2174713.01
RK37 SWITCH PRODUCT CERTIFICATE	DEKRA CERTIFICATION BV.	19.10.2015	2187433.01
			DACE 22



### OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT

We conduct an activity that is in compliance with laws and legislation related to Health and Safety in our organization. Occupational Health and Safety Committee meeting is continued to be held bi-monthly according to the regulation. Risk assessments are up to date. Emergency response manual have been reviewed according to the regulation. Health of our employees and business continuity has been secured by meeting the health and safety requirements in our facility and work equipment. Supply and usage of personal protective equipment are audited. Periodical checks of equipment are done by authorized and accredited organizations. Conditions that contribute to efficiency, such as thermal comfort and ergonomics, are continuously observed. Periodical health checks of all our employees are tracked by a contracted institution. Employees receive necessary Health and Safety training.

In 2014, environment, health and safety trainings constituted 97% of total training hours; this ratio has been realized as 80% in 2015.

Occupational Health and Safety Activities;

- In the reporting period high risk chemicals based on the effect of the health has not been used as in the previous periods.
- Industrial hygiene measurements have been realized in 2013, all results are under the limit values in the regulations.
- The grounding system has been improved.
- Fire Fighting team members completed training.
- Evacuation plans were updated.

### Occupational Health and Safety Indicators

	Training Hours (Health and Safety)	Accident Frequency Rate <sup>(1)</sup>	Accident Severity Rate <sup>(2)</sup>	Lost Days due to Injuries	Number of First Aids
2011	462,5 hours	0,00	0,000	0	40
2012	634,5 hours	10,60	0,004	1	68
2013	456,5 hours	2,81	0,169	60	23
2014	273,0 hours	5,90	0,068	23	28
2015	229,0 hours	0,00	0,000	0	14

(1) Accident Frequency Rate = Total Number of Accidents / Total Hours Worked x 1000000

(2) Accident Severity Rate = Number of Days Lost due to Injuries / Total Hours Worked x 1000



### ENVIRONMENTAL MANAGEMENT

Our approach to environmental issues is focused on reducing and taking control of the environmental effects of our activities and products. Raw materials and wastes are stored properly, chemicals are kept under control.

The use of less material, creating less waste, water and energy consumption reduction, prevention of chemicals and wastes from polluting the nature are among our environmental improvement activities and goals.

Waste management is carried out in accordance with the legislation.

- Hazardous wastes are collected separately according to their codes, hazardous wastes are stored in designated temporary storage area and are disposed of through a licensed company.
- Waste batteries are collected separately and waste batteries employees bring from their homes are also accepted.
- Packaging wastes have been sent for recycling in the scope of Pendik Municipality system.
- The amount of packaging put into circulation has been declared.
- Industrial Waste Management Plan has been approved by Provincial Directorate of Environment and Urbanization.

Gating's from injection machines are grinded to be reused in production process. These materials are used without disturbing the product properties and in acceptable proportions as specified by the raw material manufacturers.

Safety Data Sheets of all chemicals in use are examined and the necessary information about chemicals is given to employees. Any new chemical which will be supplied is started to be used after it is approved in terms of environmental and occupational safety. Chemicals are kept in containers which carry a label including the name and the hazard sign. Secondary containers have been provided for the chemicals.

In the result of the investigation made by Provincial Directorate of Environment and Urbanization, our facility has been evaluated as the out of scope of Environmental Impact Assessment (EIA) Regulation, also it has been determined that our facility is not subject to environmental permit.

In scope of directive "Point Source Regulation on Soil Pollution Control and Contaminated Sites" an "Activity Prior Information Form" has filled and submitted to the Provincial Environment and Urban Planning directorate.

We do not have an industrial wastewater discharge. Municipal (tap) water is purified by reverse osmosis system for obtaining drinking water.



"Spill Response Kits" that are necessary to respond to environmental emergencies were obtained.

Environmental impacts of our processes are evaluated in scope of ISO 14001 Environmental Management System studies.

### Compliance with the relevant EU and Turkish Legislation related to our sector

### RoHS

In 2000, in line with customer demand, our activities about restriction of using lead, cadmium, mercury and bromine-containing flame retardants has begun. In 2004, informing all suppliers about this subject has been completed. With the tests carried out, the use of raw materials that do not contain these substances has been achieved. As a result of RoHS (Restriction of Hazardous Substances) Directive and the Directive on the harmonization efforts for Turkey, the production is made in accordance with published "Electrical and Electronic Equipment directive on the Restriction of the Use of Certain Hazardous Substances"

The new ROHS 2 Directive (2011/65/EU) has taken place to the RoHS Directive (2002/95/EC) which is related with the Restriction of Hazardous Substances in the Electric and Electronic Equipment (EEE). Restriction of the lead, mercury, cadmium, hexavalent chromium compounds, polybrominated biphenyls (PBB) which is flame retarder and polybrominated diphenyl ethers (PBDE) is continuing with ROHS 2 Directive.

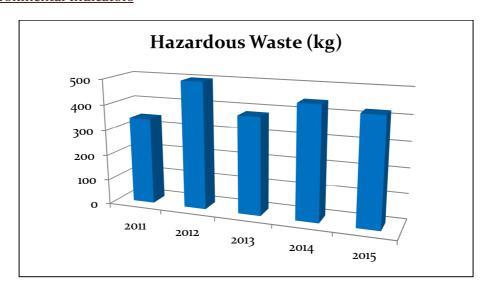
### REACH – Substances of Very High Concern (SVHC)

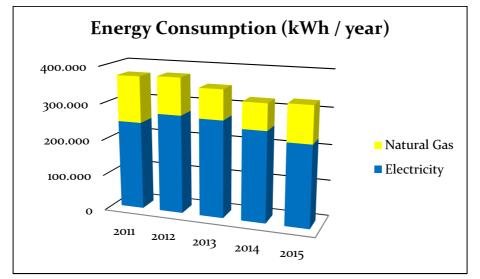
Substances of very high concern are the substances that are candidates to REACH Regulation's "Authorization List". These substances are cancer-causing (carcinogenic), mutagenic, toxic to reproduction, persistent organic pollutant and bio accumulative substances. This category also includes chemicals that have equivalent risk like "endocrine system disruptors". There are already **168** substances in the list of SVHC. SVHC List is updated on 17 December 2015 and 5 new substances are added

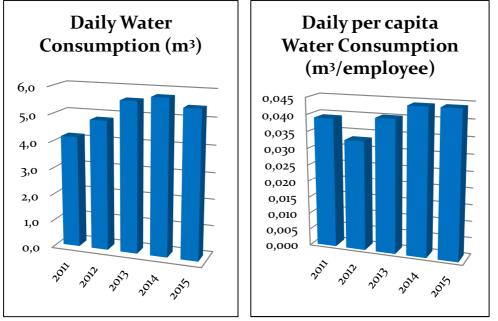
Our products do not contain these substances. We are able to follow this by the declarations of conformity we receive from our suppliers.

In scope of the study for the harmonization of REACH Regulation, the Ministry of Environment and Urbanization is expected to issue Regulation on Registration, Evaluation, Authorization and Restriction of Chemicals.









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### Human Rights

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

Principle 2- Make sure that they are not complicit in human rights abuses.

### Labor

Principle 3- Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4- The elimination of all forms of forced and compulsory labor;

Principle 5- The effective abolition of child labor; and

Principle 6- The elimination of discrimination in respect of employment and occupation.

### Environment

Principle 7- Businesses should 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.

### Anti-Corruption

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

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## 🔿 an el 2016 Calender

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### **OFFICIAL HOLIDAYS IN 2016**

HOLIDAY	DURATION	DATE(S)
NEW YEAR'S DAY	1 DAY	JANUARY 1
NATIONAL SOVEREIGNTY AND CHILDREN'S DAY	1 DAY	APRIL 23
LABOR AND SOLIDARITY DAY	1 DAY	MAY 1
COMMEMORATION OF ATATURK, YOUTH AND SPORTS DAY	1 DAY	MAY 19
RAMADAN FEAST	3,5 DAYS	JULY 4-7
VICTORY DAY	1 DAY	AUGUST 30
FEAST OF SACRIFICE	4,5 DAYS	SEPTEMBER 11-15
REPUBLIC DAY	1,5 DAYS	OCTOBER 28-29





# Contact Information

Please forward any questions, views or suggestions to us about 2015 Communication on Progress.



İnanç Erdoğan General Manager Phone +90 (216) 307 74 01 Fax +90 (216) 307 74 04 inancerdogan@an-el.com.tr

This report has been prepared with support of UZD Çevre ve İş Güvenliği Danışmanlık Ltd. Şti. and participation of all our units. UZD Çevre ve İş Güvenliği Danışmanlık Ltd. Şti. is an organizational stakeholder of GRI. <u>www.uzd.com.tr</u>







An-El Anahtar ve Elektrikli Ev Aletleri Sanayi A. Ş. Velibaba Mah. Ankara Cad. No: 188 Dolayoba Pendik 34896 İstanbul Türkiye Phone: +90 216 307 74 01 pbx Fax : +90 216 307 74 04 <u>info@an-el.com.tr</u> http://www.an-el.com.tr