



**2016-2017**

**GLOBAL PRINCIPLES  
CONTRACT  
PROGRESS REPORT**



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## GLOBAL PRINCIPLES CONTRACT

GÜNAK has signed United Nations Global Principles Contract (Global Compact) on 14<sup>th</sup> of December, 2016. This contract consists of 10 fundamental principles in the areas of struggling relating with human rights, working standards, environmental sensitivity, and corruption.

### Human Rights

*Principle 1- Enterprises should support and respect human rights having international validity.*

In order to support safe working of employees at the work environment, GÜNAK has established OHSAS 18001 system, too. System is being periodically reviewed and when required, improvement works are realized.

*Principle 2- Enterprises should not be part of human right crimes and they should take all required measures.*

All legal rights of employees working in our company are met. Without discriminating, just and equal acts are demonstrated to each one of them. By considering the proposals and requests of employees, actions are determined for improving satisfaction ratios.

### Working Conditions

*Principle 3- Enterprises should give utmost importance to union and collective employment contracts.*

All employees working in our company are subject to Labor Law.

*Principle 4- Employment of workers as obligatory or by force should be avoided.*

Works are realized by considering legal working periods. Overtime works are realized within the frame of volunteering principle.

*Principle 5- Child abuse should be completely eliminated.*

Within the scope of Labor Law with no 4857, young workers and children under the age of sixteen can not be employed under heavy and dangerous works. In our work place, no child workers are employed under any condition.

*Principle 6- Utmost importance should be given to eliminate discrimination regarding employment and vocational topics.*

GÜNAK gives announcement to national press for the personnel needed in various positions. Applications are evaluated by considering the requirements of positions. Personnel making applications are treated equally and justly without discriminating them with regards to their race, religion, or gender.

#### Environment

*Principle 7- Approach to prevent the environmental problems and to be cautious should be supported.*

ISO 14001 Environment Management System Certificate proves the importance attached to environment by GUNAK. In order to minimize all wastes coming out as a result of our activities, actions are determined and required measures are taken.

*Principle 8- Attempts should be taken for promoting higher responsibility for environment.*

Regarding energy savings, measures are determined within the company. In order to achieve savings, to consume just as much as we need, and to avoid unnecessary consumption, personnel is being periodically informed.

*Principle 9- Environment friendly technologies should be developed and it should be promoted for them to be widespread.*

Our enterprise prefers to use equipment that provide energy saving and which don't damage the environment. They pay attention to ensure that materials used as raw materials don't give harm to the environment. It is not permitted for materials, the safety information forms of which are not approved, to be used.

#### Struggling with Corruption

*Principle 10- Enterprises should struggle with all kinds of corruption including bribery and tributes.*

By complying with ethic rules, GÜNAK acts as being conscious of their responsibilities together with their employees. "Working Principles and Ethic Behavior Rules" is a guiding handbook prepared for their employees.

GÜNAK has undertaken to lead all their employees, suppliers, and partners signing United Nations Global Principles Contract. In order to fulfill this commitment, GÜNAK has done all required particulars on their side and they continue to realize them.

## MESSAGE OF BOARD CHAIRMAN



Our leader Nurhan GÜNEŞ has founded GÜNAK in 1976 and by taking healthy decisions taking our company further ahead, he has laid the foundation for today. He has always protected the rights of his employees and he has respected their efforts. He has adopted the idea that the underlying secret of success is related with team work to his employees. He has enlightened all his employees with his vision and he has shared his excitement with them. He has ensured that each employee protects the company mission. In 2010 Nurhan Güneş has handed over the leadership flag to young managers and while new management followed his

path, he continued to make our company achieve new successes.

Delivering the works he undertook on time, with his quality, importance he gave to people, his just management style, his credibility at financial institutions, his paying attention to ethic rules; he has gained the just admiration of both his suppliers, his personnel, finance institutions, and his competitors in the sector.

While realizing their activities, GÜNAK gives priority to protect the health and safety of their employees and they feel content while realizing their obligations by considering their social and environmental responsibilities. They adapt legal conditions and other requirements to all their activities and during their activities, they apply processes to reduce environmental pollution. By improving their capacity, they create employment area and within the frame of corporate social responsibility policy, they provide a pleasant working environment for their employees.

GUNAK, which acts in accordance to ethic rules, which protects human rights, which stands against corruption, and which imagines a green world, has voluntarily targeted to achieve United Nations Principles by being hand to hand with their employees.

Mehmet GÜNEŞ  
Deputy General Manager  
GÜNAK İnşaat Sanayi ve Ticaret A.Ş.

## ABOUT GÜNAK

### VISSION

To become a leading institution in its sector by realizing the works undertaken in a perfect way and by satisfying the relevant parties.

### MISSION

To answer to all process design requests in the sectors being operated in, to become one of the biggest process equipment suppliers in Europe, Middle Africa, and Caucasus, to realize more production, employment, and exportation by continuously increasing their capacity.

### INTRODUCTION



GÜNAK A.Ş. is a company with the identities of industrialist and contractor, which has specialized in the installation of industrial facilities on key-turn basis and in the production and assembling of process equipment used in these facilities. Production of equipment such as pressurized case, mixer, storage tank, reactor, skid, boiler, column, furnace, heat exchanger, conveyor and elevator that are used in industrial facilities and dealing with assembling works on customer sites compose the areas of specialization of Günak.

Since its being established on the date of 28-05-1976 by Nurhan GÜNEŞ, by providing products/services to their thousands of customers in the sector, Günak, has succeeded to become one of

the leading companies in its sector. In 27 countries where they provide products/services, Günak has gained the appreciation of global companies which are their customers and they have become a preferred company. Among the sectors where Günak operates, petroleum, gas and energy sector, chemical facilities, food chemicals, steel bridge construction, and metallurgy facilities can be listed.

Günak deems work safety and quality prior to all kinds of gains. With ASME certificates obtained in 2009(U,S,PP,A stamp) and National Board certificates (NB and R stamps) Günak, has crown their quality. Among the other certificates of Günak, EN 1090-2, ISO 3834, ISO 9001, ISO 14001 and OHSAS 18001 can be listed. What underlies this success of Günak is the fact that company employees target to achieve customer satisfaction by realizing production as per the quality requested by the customers.

## OUR ACTIVITY AREAS

Günak A.Ş. has specialized in the installation of industrial facilities on key-turn basis and in the production and assembling of process equipment used in these facilities.

### Sector Classifications

<b>Chemical and Glass Facilities</b>
Soap Factory Detergent Factory Shampoo Factory Bleach Factory
<b>Food Facilities</b>
Oil Factory Milk Factory Meat combination Integrated Hazelnut Processing Facility Flour Factory Feed Factory Fruit Juice Factory Canned Food Factory
<b>Petroleum, Gas and Energy</b>
<b>Steel Bridge Construction Services</b>
<b>Metal and Mine Industry</b>
Iron and Steel Facility Aluminium Facility Foundry Facility
<b>Cement and Soil Facilities</b>
<b>Other Facilities</b>
Breaking-Elimination Facility Aggregate Preparation Facility Gas Concrete Facility Automotive Industry Air Separation Facility Purification Facility Ship Construction Industry Cold Air Facility

## **Product Classification**

<b>Industrial Facilities Delivered on Key-Turn Basis</b>
<b>Process Equipment</b>
Pressurized Cases Mixers Heat Exchangers Reactors Converters Autoclaves Vacuum Tanks Furnaces Box feeders Sieves Boiler Column
<b>Storage Equipment</b>
Tank Silo Bunker
<b>Welded productions on Project Basis</b>
<b>Conveyers</b>
With band With roll With chain With pallet With screw
<b>Elevators</b>
With band With chain With Zet
<b>Establishing steel construction building</b>

Design, production, assembly, instrumentation, piping, isolation, electrical installation, automation, performance tests, and activation and within the scope of key-turn delivery commitments of Günak.



## **CORPORATE SOCIAL RESPONSIBILITY POLICY**

Our company which adopts acting with the awareness of social responsibility towards their employees, community, and environment at each stage of production and management, as their basic management approach; undertakes:

- 1- To act as complying with the rules and principles regarding employment of children and young workers and not to employ any workers under the age of 18,
- 2- To employ their workers their capacity to perform the job instead of discriminating them as per their race, color, language, ethnic root, political view, marital status, age, pregnancy situation or gender and to realize salary payments, social aids, and promotions in accordance;
- 3- To respect the personality and honor of each employer and not to permit for any oral, physical or psychological harassment to be realized,
- 4- To comply with existing law and provisions for determining working hours and to apply the principle of volunteering for overtime works,
- 5- To realize payments for normal and overtime works as per the law,
- 6- To adopt a proactive approach based on risk analysis, to ensure for all employees to participate in work health and safety, and to adopt a working system that gives priority to general health of employees,
- 7- To comply with environmental regulations in effect, to avoid environmental pollution as being based on environmental dimensions and impact assessment, and to minimize dirt at its origin,
- 8- To provide our services on time as per the conditions committed with an approach that is focused on customer satisfaction, to approach customers within the frame of respect, equality, and courtesy,
- 9- Not to accept bribery and corruption under any circumstances, to act within the frame of ethical rules,
- 10-To be sensitive towards the traditions and cultures of Turkey and countries being operated in, to act ac complying with all legal regulations,
- 11-To pay attention to ensure that our suppliers make application in parallel to our principles,

## 1- HUMAN RIGHTS

As being an institution that respects human rights, GUNAK protects the rights of their employees and provides the environment required for them to work under the best conditions. Without discriminating their employees, they provide equal opportunities to them and realizes correct and effective communication. By specifying salary scales for all positions within the company organization and within the scope of equal salary for equal work, they establish opportunities to fulfill employee satisfaction. In GÜNAK, mobbing is never applied and child workers are never employed. A peaceful working environment where everyone respects each other is established.



No workers are employed by force in any circumstances and all legal rights of employees wishing to leave their job are provided to them. Confidentiality rights and reputation of personnel regarding their personal information are respected. In recruiting new personnel, employment is realized by considering the requirements of needed position. Equal rights are provided to all applicants and it is acted in a just manner.

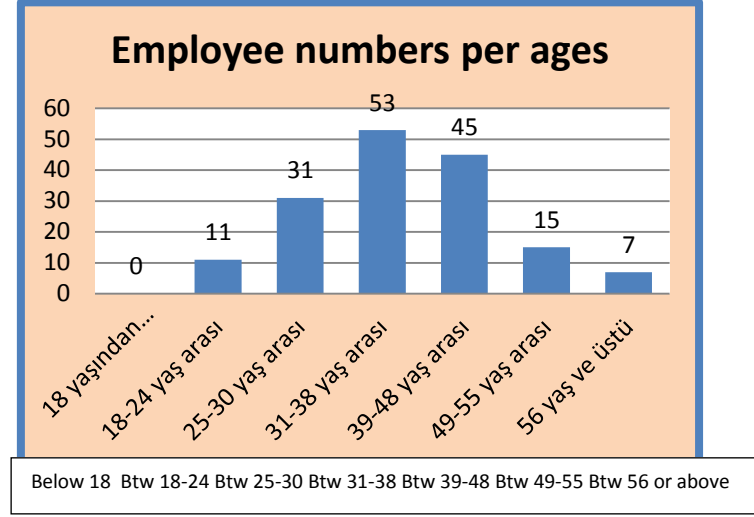
When selection evaluations are made, discrimination of race, gender, religion and language are not made. During orientation process, document of “Working principles and ethic rules” is presented to the personnel. It is expected for employees to work with team spirit by considering the ethical rules specified in the document.

Before starting to work, newly recruited personnel go through health examination and it is evaluated by workplace doctor to see if there are any obstacles for them avoiding their being employed. Employee who completes orientation process, executes his job within the job definition submitted to him. In GÜNAK, the training required for the development of employees are also planned.

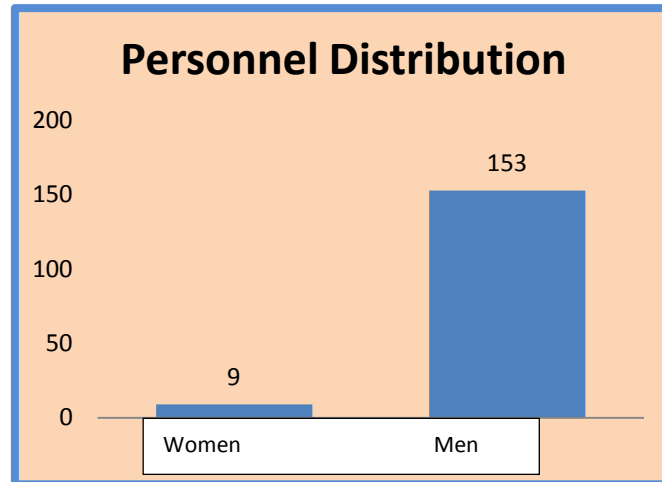


Furthermore, work health and safety training programs are also prepared for employees regarding vocational risks they can be confronted with relating with their legal rights and responsibilities and the measures required to be taken in that respect and it is ensured that all employees attend this program. GÜNAK supports their personnel to declare their opinions and promotes them to make contribution to the system. By considering the incoming notifications, they aim to improve level of employee satisfaction. They work to provide the environment and opportunities which their employees deserve and which make them feel themselves as part of GÜNAK.

Each year, GÜNAK is increasing their number of personnel being employed. While average number of employees was 130 in 2016 this number became 162 in 2017. Distribution of employees as per their ages is given below. As it can be observed from below table, our company does not employ personnel who are 18 years old or younger.



As GÜNAK operates in a business branch that is highly dangerous, positions where women can be employed within the organization are limited. For this reason, number of women being employed remains low. However, number of female employees that was 4 in year 2016 has risen to 9 in year 2017. As far as the business branch permits, GÜNAK supports participation of women in business life by employing them.



## 2- WORKING CONDITIONS

GÜNAK gives 12 salaries in total to their employees being paid in the first week of each month. Salaries are determined by considering basic salary structure, competencies of our employees, their tasks and responsibilities, their education and work experience, work performances, and market conditions. In addition premium system is applied as per the performance results of employees. Salary increases are realized once in a year.

### **Our working hours**

Working periods of our white collared and blue collared personnel working within the body of our companies are as stated below.

- Working Hours within work days (Monday-Friday): 07.30-17.30
- Lunch break and resting hour: Between 12.00- 12.30.
- Tea break hours are for 30 minutes each at the hours of 10.00 and 15.00.

### **Service (Transportation)**

With the aim to facilitate transportation of our personnel to the company, we have morning and evening services.

### **Leave rights**

GÜNAK provides leave opportunities for their employees as per labor law, as being stated below:

- For those having service period between 1 year and 5 years: 14 working days
- For those having service period between 6 years and 15 years: 20 working days
- For those having service period more than 16 years: 26 workings days.

Besides there are leave rights for situations like sickness, marriage, death, birth, milk provision making up social/excuse leave rights.



With the activities they plan, GÜNAK supports personnel relations and contributes to providing a harmonious working environment. In our workplace, celebrations are made on birthdays of our personnel and dinners, trips and picnics are organized to which all our personnel are invited. Spending time with all employees outside the company improves motivation and feeling that they are valued makes the employees feel happy.

### **Picnic Organization**

On the establishment anniversary of GÜNAK, picnics are organized. All personnel are invited to these organizations together with their families. This organization enables for personnel and their families to get closer and provides motivation for employees.



### **Birthday Celebrations**

Birthdays of personnel are celebrated with surprising organizations in the company.



### Iftar Dinner

Each year Iftar dinner is organized in the month of Ramadan.



### Trip

To reduce the stress and tiredness occurring due to heavy working tempo, daily trips are organized on weekends.



## **World Women's Day**

GÜNAK celebrates 8<sup>th</sup> of March World Women's Day of women employees being recruited and they crown the celebrations with flowers.



## **Work Safety Applications**

During site inspection realized by Work Safety Division in GÜNAK, evaluations are made by considering how personnel comply with work safety rules. As per our procedure, a small gold is given as a gift to our colleagues who have received most admiration and who have not received any warnings, as per the approval of Work Safety Council Members.



### **Apprenticeship Opportunity**

GÜNAK accepts apprenticeship application of students studying in engineering faculties of universities and preferably in machine division of vocational high schools. They make these students subject to work safety training first of all. After notifying them about safe behaviors and work safety rules, they are introduced to the divisions where they will be apprentices. Relevant division provides orientation training to the apprentice. As per the plan being established during the training, apprenticeship program is continued.



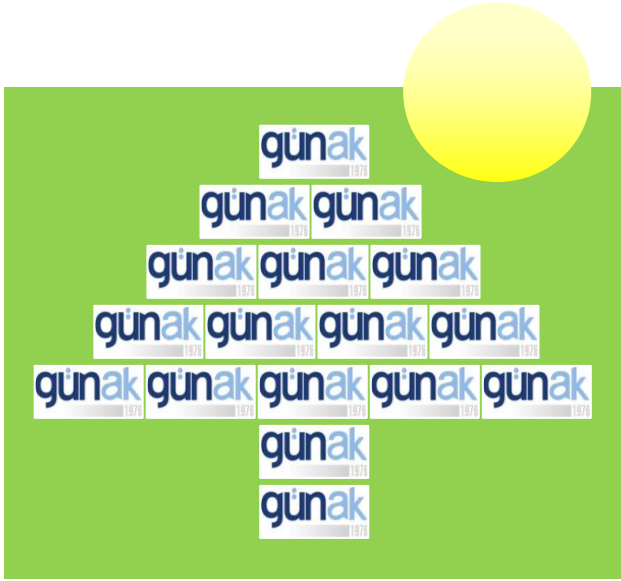
### **Scholarship**

Our company provides scholarship to students who gain the right to attend universities but who can not meet their requirements due to lack of financial means of their families. If the division where these students study are in accordance with the activities of our company, they are also provided to have their apprenticeship in our company.





### 3- ENVIRONMENT



GÜNAK A.Ş. establishes “Environment Management Plan” with the Environment specialist and relevant divisions, to minimized the impact of their activities on the environment. Activities that are determined within the frame of tasks and responsibilities that are specified in this plan are put into practice. Environment Management Plan is reviewed annually by Environment Specialist and if there are

any changes, it is revised. Wastes coming out during our activities are delivered to disposing companies within the frame of legal regulations. Codes of wastes, their being collected and stored temporarily are specified in detail in “Waste Management Plan”. In all site applications, it is acted by considering relevant local regulations, environment management system standard, and customer expectations. Our employees are informed about Environment Management Plan and Waste Management Plan. In case of any negative incidents, “Emergency Case Procedure” is applied.

In order to avoid unnecessary consumption of natural sources, GÜNAK has defined targets in the company. In order to realize these targets, support of all employees is needed. In order to attract attention to savings, banners are hang at specific areas in the company. In our workplace, training are planned for efficient usage of natural sources and for notification about savings.

#### **4- STRUGGLING WITH CORRUPTION**

Our company does not support, offer, promise to give any bribery, tribute, or other other moneys either directly or indirectly to real and legal people and entities and they don't establish any other relations for obtaining other intangible interests. It can not be accepted for any bribery, gifts, tributes to be requested or obtained from customers or legal and real people and entities with which business relations have been established.

Our company aims to keep away from situations that can create conflict of interests regarding activities relating with the work. In case of potential conflict of interests, they use applications to protect the interests of relevant parties by means of legal and ethic methods.

Our company pays attention to the confidentiality of our customers, employees, and other relevant people and institutions and for protecting their private information. They protect confidential information of our company relating with their activities and uses them only in line with activity purposes and shares them with relevant people within the authorizations.

Günak has prepared a booklet about Ethics and Behaviour Rules. This booklet is presented to newly recruited personnel during orientation process and after making sure that personnel has read and understood it, their signature is taken for committing that they will act in accordance with these rules and the signed copy is kept in personnel files.

Our company carries out all their activities and operations within and outside the country within the frame of T.R. Laws and international legal rules. The stand at an equal distance to all public institutions and associations without having any expectation of interests and fulfills their liabilities with this awareness of responsibility.

Our company operates with a proactive approach that is focused on customer satisfaction and which answers to their needs and expectations in the shortest time and in a correct way. They provide their services on time as per the conditions promised. They approach all their customers within the frame of respect, honor, justice, equality, and courtesy rules.

All the institutions having business relations with our company, rely on our company due to their professional sufficiency and honesty. GÜNAK A.Ş. works to keep this reputation at utmost level. They provide their services within the frame of professional standards, undertakings, and ethic rules and they work with devotion to fulfill their liabilities.

Our company works to ensure that the financial and commercial records are always correct and they keep the records in a safe manner.

Since the day it was founded, GÜNAK has not been involved with any bribery or corruption incidents and no cases relating with corruption has been opened against them.

<b>COMPANY NAME</b>	<b>GÜNAK İNŞAAT SANAYİ VE TİCARET A.Ş.</b>
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<b>AUTHORIZED PERSON</b>	Cemil GÜNEŞ / General Manager
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