

42 years



GLOBAL PRINCIPLES COMPACT PROGRESS REPORT

(31.11.2017 - 31.11.2018)

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GLOBAL PRINCIPLES COMPACT

HUMAN RIGHTS

PRINCIPLE 1

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

PRINCIPLE 2

Businesses make sure that they are not complicit in human rights abuses and take all the necessary measures.

GÜNAK provides job opportunity without seeking any difference like race, color, language, ethnicity, political opinion, marital status, age, pregnancy or gender etc., and does not allow discrimination among their employees.

It ensures full and proper use of personal rights of its employees. It treats its stakeholders honestly and fairly, and undertakes a non-discriminatory, safe and healthy working environment.

WORKING CONDITIONS

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 labour.

Within the framework of the voluntary basis, an employment contract is signed with all of our employees meeting legal requirements and mutual expectations. Overtime work is carried out with the consent of the personnel. In this context, the suitability of our subcontractors is also checked.

PRINCIPLE 5

The effective abolition of child labour.

Within the framework of the healthy development of children and respect for their right to education, employees under the age of 18 shall not be employed and shall comply with the principles and procedures of employment of young workers.

PRINCIPLE 6

The elimination of discrimination in respect of employment and occupation.

In the formation of the cadres with required qualification, first of all, the suitable in-house employees, if any, are taken into consideration. In the absence of employees with appropriate qualification, an appropriate candidate is sought from the Administrative Affairs Databank. If the candidate desired cannot be found within the candidate pool, such candidate shall be sought by means of press. Equal and fair approach is applied to the applicant personnel regardless of race, language, religion or gender. In the selection and the recruitment of personnel, the technical and professional knowledge as well as the compliance with the company's core values is a necessary and important criterion.

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.

The negative impacts of our activities on the environment are eliminated and targets are set for the improvement of our environmental performance. Environmental risks covering all our activities have been determined and the actions taken have been implemented.

ANTI-CORRUPTION

PRINCIPLE 10

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

All of the corporations, with which our company has a relationship, rely on our company thanks to our professional competence and honesty. GÜNAK tries to keep its reputation at the highest level. It provides its services within the framework of professional standards, commitments and ethical rules, and shows the necessary dedication to fulfill its obligation.

MESSAGE FROM VICE CHAIRMAN



The incorporators manage their companies with their own life views and the values they adopt. The decision of the incorporator within the framework of the values that are appropriate to the life view, and the implementation of these decisions constitute the company's building blocks and the basic values within time. No matter which values are chosen; the main principal is to make these values adopted by the employees and make them to determine the method of conduct in accordance with these values. Employees who adopt company values very well can make the most accurate and effective decision for the organization when they encounter a problem. The ability of employees to make effective decisions enables organizations to gain an invaluable advantage and do what is right for the company, even in an environment where they are not under control. When the values of the company do not stay on the frame, but really start to lead all in-house decisions, a great competitive advantage is achieved. These are the values of the company that make the companies different from each other and give them the greatest power. The companies that remain loyal to their core

values progress steadily and achieve success.

Our team captain Mr. Nurhan GÜNEŞ, who founded GÜNAK on 28.05.1976, has adopted his values to his employees and entrusted this flag to us after 10.11.2012, when he passed away. These values, which were learned and adopted from our founder, were gathered in 2017 in the "Handbook of Working Principles and Ethical Conducts" and continued to guide our new employees.

We are thankful to all our stakeholders, who support our achievements and interest in our company, in these days when we have completed our 42nd year of establishment with the power we take from our core values and we would like to underline that Gunak makes a commitment to base on UN principals while improving on it's career path.

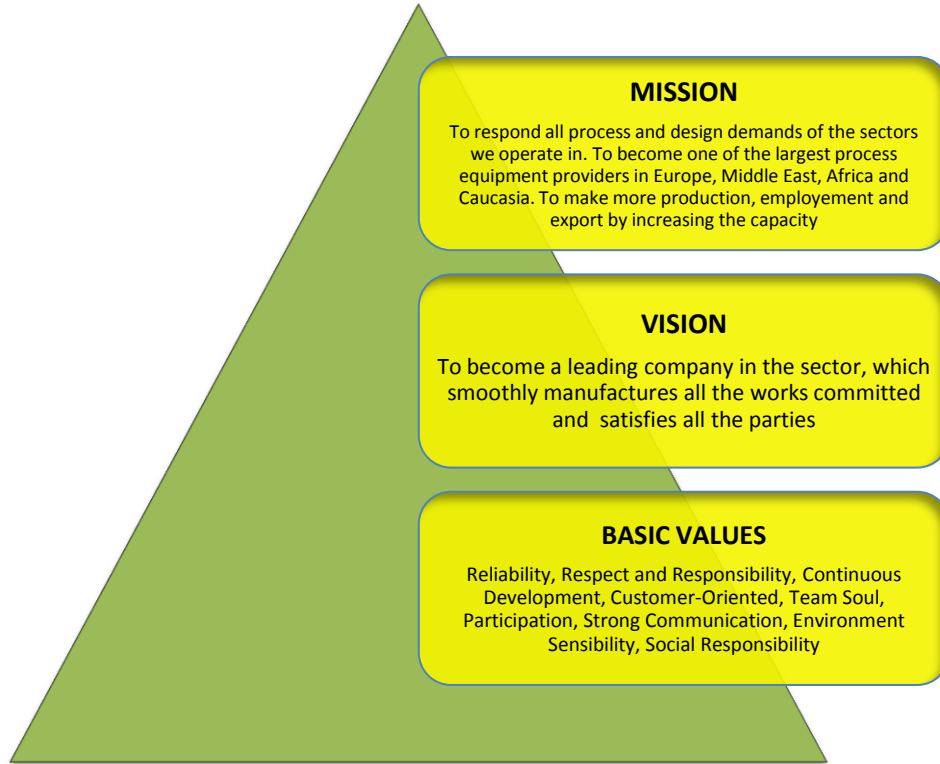
Mehmet GÜNEŞ

Vice Chairman of the Board

GÜNAK Construction Industry and Trade Inc.

GÜNAK A.Ş. INTRODUCTION

Our company has designated the mission, vision and basic values which comply with the objective and the requirement of stakeholders.



OUR PHYSICAL STRUCTURES

GÜNAK Gebze factory has a production area of 5500 m² and an office area of 600 m². Production area consists of 4 Halls. Our painting and sandblasting areas are located with separate units within the production area in line with the legal and quality requirements. Furthermore, we have an outdoor sheet stock area.

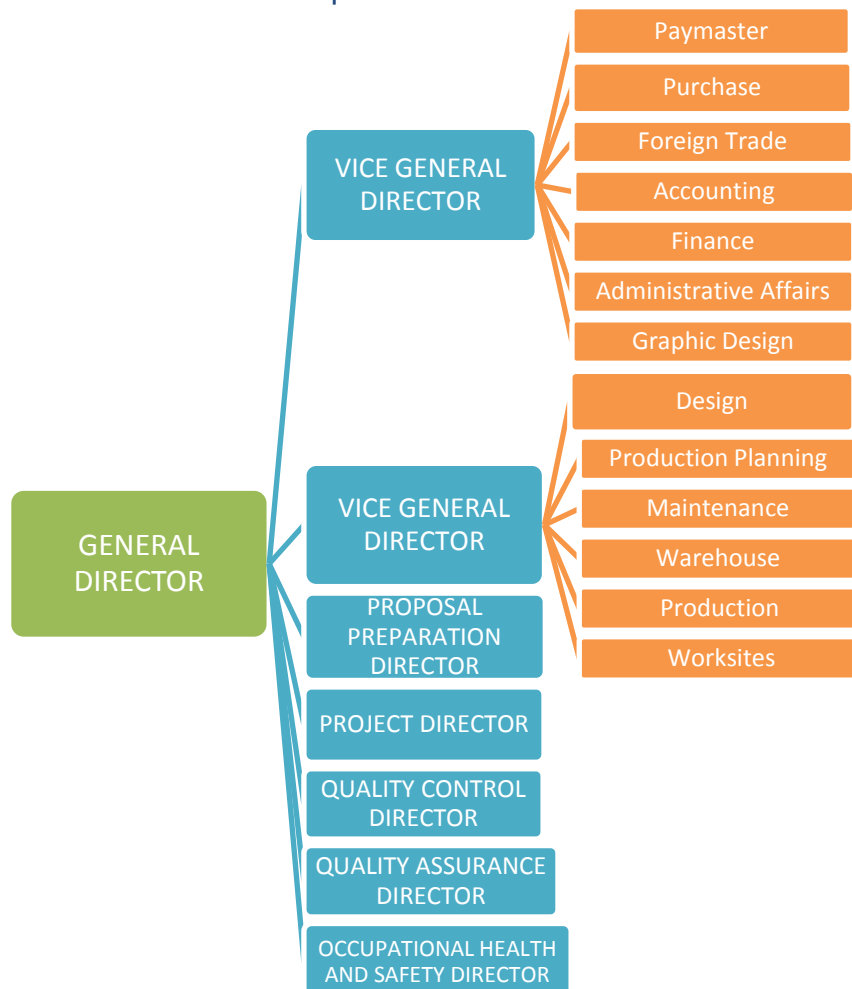
Our factory in Gebze Güzeller Organized Industrial Zone has indoor and outdoor areas of 2760 m² and 2970 m², respectively.

OUR CERTIFICATES

ASME S
ASME U
ASME U2
National Board NB Stamp
National Board R Stamp
EN 1090-2
ISO 3834
AD 2000 HP 0
ISO 9001
ISO 14001
OHSAS 18001

OUR ORGANIZATION

Depending on the project size, Günak cadre may rise to 500 persons with additional staff. This additional staff is composed by our veteran employees, who have leader qualification and adopt Günak's ethic values and quality standards. During such expansions, Günak's core cadre supervise the subcontractors.



Our Permanent Staff	164
White Collar Staff	55
Manager	3
Quality Control and Assurance	8
Occupational Health and Safety	4
Design	6
Production	10
Finance and Administrative Affairs	5
Planning and Purchasing	5
Proposal Preparation and Business Development	4
Other	10
Blue Collar Staff	109
Welder	30
Mounter	20
Assistant	19
Sandblaster	12
Other	28

2017-2018 PERFORMANCE

1- HUMAN RIGHTS

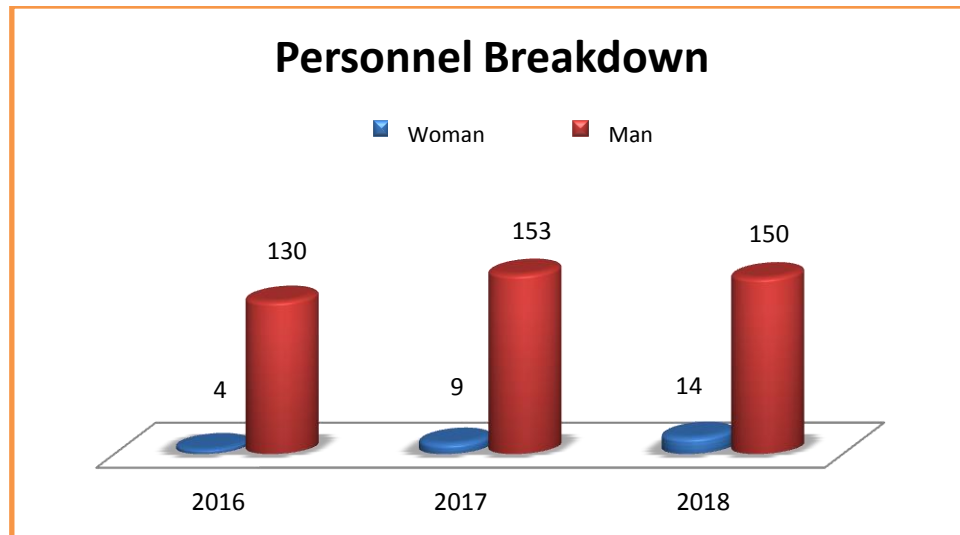
GÜNAK, which is aware of its ethical values and responsibilities, has created its own Corporate Social Responsibility Policy and aims to make improvements within this frame.

CORPORATE SOCIAL RESPONSIBILITY POLICY

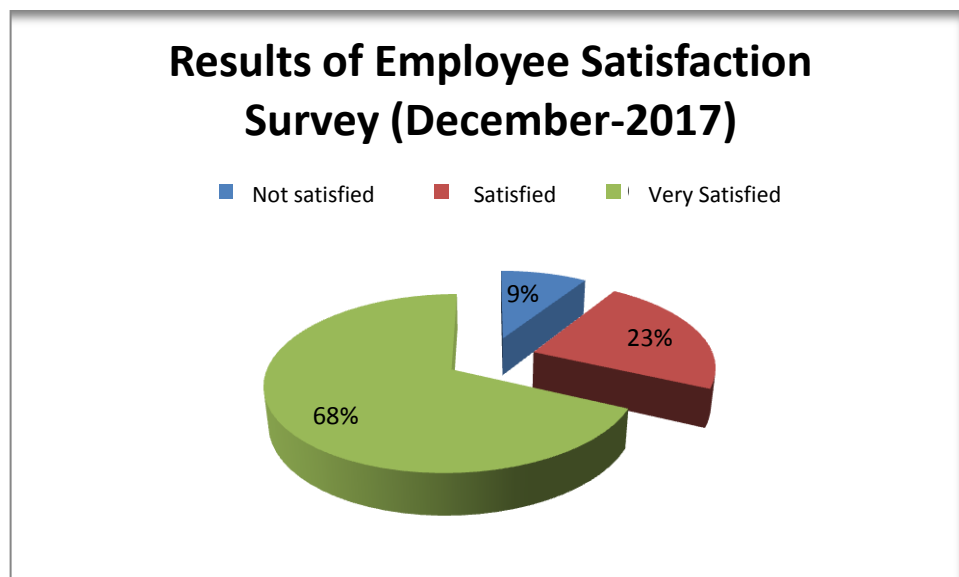
Our company, which adopts acting with the awareness of social responsibility for our employees, society and environment at every stage of production and management as a basic management approach, commits followings;

- Acting in accordance with the principles and procedures of child and youth workers, and not employing workers under the age of 18;
- Employing the employees on the basis of their ability to do the job, not on the basis of race, color, language, ethnic origin, political opinion, marital status, age, pregnancy or gender, and also carrying out remuneration, social benefits and promotion issues in this direction;
- Respecting each employee's personality and dignity, not allowing verbal, physical or psychological harassment or coercion,
- Abiding with the applicable laws and obligations and adopting a voluntary basis in the overtime working in the determination of working hours
- Making normal and overtime working payments as decided by the laws,
- Adopting a proactive approach based on risk analysis, ensuring the participation of all employees in occupational health and safety practices and adopting a working system that prioritizes the general health of employees,
- Complying with applicable environmental legislation, preventing environmental pollution based on environmental impact assessment and reducing the pollution at its source,
- Delivering our services on time and in the conditions promised with a customer satisfaction-oriented approach, and approaching our customers in the framework of respect, equality and courtesy,
- Not accepting bribery and corruption under any circumstances, and acting under ethical rules,
- Acting sensitive to the traditions and cultures of Turkey and the countries in which we operate, and complying with all legal regulations,
- Ensuring that our suppliers are in parallel practices with our principles.

Due to our activities which are in the classification of hazardous business, the positions for the women are limited and thus the female employment rate remains low. GÜNAK supports women's participation in the working life by employing female employees as long as the working conditions favor.



Our company aims to increase the employees' commitment by determining the employees' satisfaction rate and expectations through Employee Satisfaction Survey. According to the results of the survey conducted in December 2017, the satisfaction rate was determined as 91%.



In 2018, one of colleague who has worked for 21 years retired and was presented with a plate for his contributions in the presence of all employees of the company.



2- WORKING CONDITIONS

There lies the fact that GÜNAK keeps the Occupational Health and Safety in forefront regardless of the cost under the fact that GÜNAK has completed the numerous projects since 1976 with minimum occupational accident. GÜNAK has been constantly training its staff in its own and external training centers, and this proves GÜNAK's value to human life.

TRAININGS

GÜNAK conducts planned trainings to increase the competencies of its employees within the scope of an integrated management system, and these trainings are planned at the beginning of each year according to the needs of the units.

Occupational health and safety trainings given to our personnel by our qualified occupational health and safety team are as follows:

- General Occupational Health and Safety Rules
- Working at Height
- Hot Process Operations
- Emergency Evacuation Trainings
- Fire Intervention Training
- Determination of First Aid Teams, and Education and Certification of Them by the Authorized Institutions
- Training on the Use of Personal Protective Equipment



GÜNAK allocates at least 1 occupational health and safety coordinator to accompany the installation team in each project. This occupational health and safety coordinator prepares the Risk Analysis before starting the work and takes necessary measures against the occupational accidents that may arise.

OUR ACTIVITIES

In our company, employees are encouraged to increase their sense of belonging and motivation, and to reduce the work stress.

Birthday Celebrations



Dinner Organization



International Women Day Celebrations



Painting Competition with the theme of “MY FATHER WORKS SAFELY”

The children between the ages of 8-13 participated in the competition, and our children were asked to imagine their fathers while working in the workplace, learn and picture the protective equipment they should use when they work. The winner was awarded with a bicycle and other children were awarded with gift vouchers.



PROJECT ON DEVELOPING SAVING SUGGESTIONS

In order to increase the efficiency of our company and keep the capacity utilization rates at the best level, the suggestions given by GÜNAK employees were taken into consideration, and 3 personnel making the best suggestion were awarded with gold.



OCCUPATIONAL HEALTH AND SAFETY PRACTICES

The performance measurement and monitoring methods necessary for the development and continuity of the Occupational Health and Safety Management System have been determined. The risk analyses covering all our activities are carried out and the works are safely performed in line with such analyses. All employees are examined for health in order to prevent occupational diseases and the risk of communicable diseases in accordance with occupational safety policies and objectives.

The measurements to control the occupational health and safety risks determined by GÜNAK are carried out at the intervals determined according to the "Occupational Health and Safety Annual Plan". "Occupational Health and Safety Annual Plan" is prepared by the Occupational Health and Safety Specialist and Workplace Physician and put into effect after being signed and approved by the General Director. "Occupational Health and Safety Risks" have been determined and periodically reviewed regarding the activities carried out in GÜNAK.

Occupational Health and Safety Specialist monitors the compliance of GÜNAK activities with legal and other requirements. Legal conditions are reviewed periodically, and updates are made according to the published amendments. Any noncompliance detected is recorded with corrective action form, actions are determined, and the noncompliance is eliminated.

Annual Working Plan	
Business Name: Günak İnşaat Sanayi ve Ticaret AŞ	
SGK Register No: 2 4399 2 2 1106535 41 2 68 0	
Address: Pelitli Mah. 4417 Sk. No: 27 Gebze Kocaeli	
Telephone and Fax No: 0 262 593 08 11 / 0 262 593 03 97 Email: gunak@gunak.com	
Subject of activity: 439901- Works of building structural steel components (prefabricated structural steel components for the buildings, bridges, mobile cranes or electricity transmission towers, etc.)	
Number of employees: Man: 117 Woman: 8 Young: 0 Children: 0 Total: 125	
Lighting rod grounding	X
Control of pressurized vessels (hydrophore, air tank, diesel tank, etc.)	X X X
Performance measurement of fire pumps	X
Flowrate measurement of ventilation fans	X
Work start examinations	X X X X X X X X X X X X X X X X
Periodical health examinations	X X X
Radiological analyzes	X X X
Physiological Tests	X
Toxicological analyzes	X
Tetanus vaccine	X X
OHS meeting	X X X X X X X X X X X X X X X X

3- ENVIRONMENT

In 2017, the emission measurements of our chimneys were carried out within scope of studies for the environmental permits. Environment Permit Certificate to be valid through 12.12.2022 was granted following the audit performed by the Ministry of Environment and Urbanization on 12.12.2017.



 **T.C.**
KOCAELİ VALİLİĞİ
Çevre ve Şehircilik İl Müdürlüğü



ÇEVRE İZİN BELGESİ

Belge No	: 52233
Çevre İzininin Başlangıç Tarihi	: 12/12/2017
Çevre İzininin Bitiş Tarihi	: 12/12/2022
İşletmenin/Faaliyetin Adı	: GÜNAK İNŞAAT SANAYİ VE TİCARET ANONİM ŞİRKETİ - GEBZE 1 ŞUBESİ
İşletmenin/Faaliyetin Adresi	: Pelili Mah. Harlak Bayırı Sok. No:27 Gebze/KOCAELİ GEBZE / KOCAELİ
İşletmenin/Faaliyetin Vergi Dairesi ve No'su	: ANADOLU KURUMLAR/4260542941
Çevre İzininin Konusu	: Hava Emisyon

Yukarıda adı ve açık adresi belirtilen işletme/faaliyete bu belgenin ekinde yer alan izin koşulları çerçevesinde çalışması için 2872 sayılı Çevre Kanunu gereğince hazırlanmış Çevre İzin ve Lisans Yönetmeliği kapsamında **ÇEVRE İZİNİ** verimmiştir.

Bu belge 12/12/2017 tarih ve 52233 sayılı yazı ile birlikte geçerlidir. Ayrı kullanılamaz.

MEHMET ERSAN AYTAÇ
İl Müdürü

In order to minimize the waste and prevent the harm to the environment, our Environmental Consultant provides the personnel trainings on a regular basis.



4- ANTI-CORRUPTION

In terms of the company's continuous success, we need to maintain our reputation for integrity and honesty before our stakeholders. In this direction, the company management has determined bribery and anti-corruption policies. These policies and rules help us to recognize and solve unethical and unlawful issues that we may encounter while doing our works, besides are the minimum requirements always to be followed.

Ethical rules are informed to the employees of our company and a written declaration is obtained from the employees about compliance with such rules. This practice ensures that employees are aware of their obligations to obey the rules.

In case of recognition or suspicion of the abuse of laws or company rules by the employees, the management is required to be informed immediately. GÜNAK employees aware that they do such informing to protect the reputation of the company without fear of retaliation.

Business gifts and entertainment are the traditional gifts that are intended to create goodwill among stakeholders and given by courtesy. The limits of the courtesy on giving and receiving gifts were determined by the administration. These gifts may pose a problem when they compromise our ability to make objective and fair business decisions. It is strictly forbidden to offer, request or receive any gift, donation, or treaty that is considered to unfairly affect a business relationship.

GÜNAK never and never bribes, makes promises, and engages in any other intangible interest. Bribery does not only violate GÜNAK's ethical rules but is also considered to be a crime in our country.

In order to minimize the risks related to corruption, our company has established a "Handbook of Working Principles and Ethical Conducts". Furthermore, it aims to increase awareness on this subject with in-house communications and trainings. With the Verisis-Efficiency Monitoring System that we have established within our company, the process stages are controlled, and the business processes are periodically controlled by the management by means of this system. The necessary infrastructure is established for the correctness of our company's financial and commercial records and the related records are kept in a safe manner.

Since the day it was established, GÜNAK has taken care to carry out its activities in accordance with the ethical rules and laws. It neither has made concessions on this issue nor interfered with bribery and corruption, and it has never been sued.

COMPANY NAME**GÜNAK İNŞAAT SANAYİ VE TİCARET A.Ş.****ADDRESS****Headquarter:** Aydınlı Birlik Organize Sanayi Bölgesi
1 No'lu Cad. No: 1/6 34953 Tuzla/İSTANBUL**Factory:** Pelitli Mah. 4417 Sok. No:27 Gebze/KOCAELİ**AUTHORIZED PERSON**

Cemil GÜNEŞ / General Director

TELEPHONE NUMBER

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