

ETI – BASIC TERMS AND CONDITIONS POLICY

1. Employees are chosen based on their free will

1.1 Forced labor, compulsory labor, or prison labor provided by prisons against the worker's free will shall not be used.

1.2 The employer cannot confiscate any worker's belongings as a "deposit" or security and cannot request workers to surrender their identity documents. Workers are free to terminate their employment relationship with the employer in accordance with their free will after giving reasonable notice.

2. The right to form unions and collective bargaining is recognized

2.1 All workers, without discrimination, have the right to join or form a trade union of their choice and to bargain collectively.

2.2 The employer adopts an open and positive approach towards the activities, organization, and events of workers' trade unions.

2.3 Workers' representatives shall not be discriminated against and shall have access to the workplace in order to carry out their representative functions and duties.

2.4 In situations where the right to freedom of association and collective bargaining is restricted by law, the employer shall facilitate and not hinder the development of parallel means for independent and free association and collective bargaining.

3. Working conditions must be safe and healthy

3.1 Considering general industry knowledge and any specific workplace hazards, a safe and healthy working environment shall be provided. Adequate steps shall be taken to prevent accidents and injuries and to minimize, as far as reasonably practicable, the health risks associated with the working environment.

3.2 Workers shall receive regular health and safety training, and such training shall be repeated for new employees or employees assigned to new tasks.

3.3 Clean and accessible toilet facilities and drinking water shall be provided. Where applicable, sanitary facilities for food storage shall also be provided.

3.4 If accommodation is provided, it shall be clean, safe, and meet the basic needs of the workers.

3.5 The company implementing these basic terms and conditions shall appoint a senior management representative responsible for health and safety.

4. Child labor shall not be used

4.1 No new child workers shall be recruited.

4.2 If any boy or girl is found to be working as a child laborer, as defined in the annexes of this document, the company shall develop or support policies and programs to enable such children to attend quality education institutions until the end of their childhood and to graduate from these institutions.

4.3 Workers under the age of 18 shall not be employed in night work or under hazardous conditions.

4.4 These principles and procedures shall comply with the relevant standards of the International Labour Organization (ILO).

5. Wages sufficient to meet basic needs shall be paid

5.1 Wages and benefits paid for a standard working week shall meet at least the legal national standards or industry benchmark standards, whichever is higher. In any case, wages should always be sufficient to meet workers' basic needs and provide some discretionary income.

5.2 All workers shall be provided with written and understandable information about their employment conditions and wages before starting work, and with clear details of their wages for each pay period.

5.3 Wage deductions as a disciplinary measure shall not be permitted. No deductions from wages shall be made without the explicit consent of the worker unless required by national laws. All disciplinary measures shall be recorded.

6. Working hours must not be excessive

6.1 Working hours shall comply with national laws, collective agreements, and the provisions stated in clause 6.6 below, whichever provides greater protection for workers.

6.2 Working hours, excluding overtime, shall be defined by contract and shall not exceed 48 hours per week.*

6.3 All overtime shall be voluntary. Overtime shall be used responsibly, considering the total hours worked by each individual worker, the frequency of overtime, and the number of overtime hours worked. Overtime shall not be used as a substitute for regular employment. Overtime shall always be compensated at a premium rate not less than 125% of the regular rate of pay.

6.4 Except in the exceptional circumstances described in clause 6.5, the total working hours in any seven-day period shall not exceed 60 hours.

6.5 In exceptional circumstances, the total working hours in any seven-day period may exceed 60 hours provided that:

- It is permitted by national law,
- It is allowed under a freely negotiated collective agreement with a workers' organization representing a significant portion of the workforce,
- Appropriate measures are taken to safeguard workers' health and safety, and
- The employer can demonstrate that such overtime is required due to unexpected production increases, accidents, or emergencies.

6.6 Workers shall be provided with at least one day off in every seven-day period, or where permitted by national law, two days off in every fourteen-day period.

International standards recommend the progressive reduction of normal weekly working hours to 40 hours without reducing workers' wages.

7. No discrimination is practiced

7.1 There shall be no discrimination in hiring, compensation, access to training, promotion, termination, or retirement based on race, nationality, social class, religion, age, disability, gender, marital status, sexual orientation, union membership, or political affiliation.

8. Regular employment shall be provided

8.1 Work performed shall be based on a recognized employment relationship established through national laws and practices.

8.2 Employers must comply with their obligations toward employees under labor and social security laws. These obligations cannot be avoided through excessive use of contract labor, subcontracting, home-working arrangements, apprenticeship programs that do not genuinely provide skill development or employment opportunities, or excessive use of fixed-term contracts.

9. No harsh or inhumane treatment is permitted

9.1 Physical abuse or disciplinary punishment, threats of physical abuse, sexual harassment, verbal abuse, intimidation, or any other form of inhumane treatment is strictly prohibited.

The provisions stated under these terms and conditions represent **minimum requirements, not maximum standards**, and shall not prevent companies from exceeding these standards. Companies implementing these requirements are expected to comply with national laws and applicable regulations. In cases where both legal provisions and these basic terms apply, the provision that offers **greater protection for workers' rights** shall prevail.