



We are aware of our responsibilities regarding sustainable tourism. That is why we attach equal importance to raising awareness not only of our guests but also of our employees.

We constantly raise awareness of social responsibility and consistently implement environmentally friendly management practices.

The basis of our management style is based on "sustainable tourism". In order to leave a more livable environment for the next generation, we use our natural resources in a sustainable way while keeping our products and services at the highest quality.

# **ABOUT THE REPORT**

As a business, informing our stakeholders about our activities and their impacts in a transparent and effective manner is one of the issues we attach special importance to. In this regard, the sustainability reports that we aim to publish annually will be an important tool we use in order to be a transparent and accountable organization.

Since the day we started operating in business life, we have made and continue to make many investments, both social and environmental, for the sustainability of our business. With this sustainability report, we aim to convey our economic, environmental and social performance to our employees, customers and other stakeholders. The information in this report includes our performance between January 1, 2023 and December 31, 2023, unless otherwise stated.



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# **ABOUT US**

Our facility is located at BOZKURT MAHALLESÿ DOLAPDERE STREET NO:209-211/1 ÿÿÿLÿ / ÿSTANBUL and has a 47 room capacity and an operation certificate from the Ministry of Culture and Tourism.

Our rooms have all the necessary facilities to ensure our guests feel comfortable and at ease;

- Hair dryer Electronic key lock
   system Direct telephone in rooms
- LCD-Satellite television with stand-by feature Private safe with password protection • Central air conditioning system
- Smoke detector connected to the central fire system
- Specially insulated door and window system for noise Tea and coffee set
- There is a special hygiene kit.

A sustainable management system / communication officer with local and regional people has been appointed to our facility. You can contact us at the contact numbers below to provide feedback on our system and share your experiences.

Authorized : Erkan Nukan person Contact number: +90 532 223 33 63

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# **SCOPE**

This document sets out the policies and practices of our organization, while creating the basic framework of a Sustainability Management System (SMS) that can be adapted and developed to cover all management processes of our hotel.

This document has been prepared for all stakeholders, guests and staff of the hotel.

Our system is constantly being developed to suit the size and scope of our hotel.



# SUSTAINABLE MANAGEMENT SYSTEM

We believe that tourism and sustainable practices can coexist with luxury and guest comfort. By embracing our sustainability philosophy, we aim to provide an unforgettable and environmentally responsible experience for our guests while actively contributing to the preservation of our planet. In line with our sustainability values, we are committed to promoting environmentally friendly practices and developing a philosophy of environmental responsibility. We believe that sustainability is not just a trend, but a fundamental principle that guides our operations and guest experience.

We are committed to contributing to the fight against climate change by reducing emissions, increasing the use of renewable energy and offsetting remaining emissions. Sustainability is at the heart of our vision and values. We believe that hospitality can coexist harmoniously with the well-being of our planet and our communities. We are constantly working to improve our energy efficiency, use of renewable energy, water conservation, waste minimization and sustainable procurement.

The basis of our sustainable management system is based on risk analysis. Risk analysis is carried out under the headings of environment, natural disasters, society, culture, economy, quality, human rights, health and security. New headings can be added if necessary.

After the risks are analyzed, we also have a crisis management plan system that determines what to do in case the risks occur. The annex of this document includes how to conduct risk analysis and crisis management.

SYS includes the implementation of certain policies by all employees on quality, economy, management, environment, culture, human rights, health and safety issues, setting targets and monitoring whether the targets are achieved and continuously improving business management processes.

If the determined targets are achieved, new targets are determined. If not achieved, our targets, policies and practices are reviewed. In this way, we strive to ensure continuous improvement.

The goals of our hotel's management system and the compliance with the goals are monitored.



Performance indicators are included in the annex of this document.

Our hotel undertakes to fulfill its obligations under the Turkey Sustainable Tourism Program regarding sustainability and to continuously improve its sustainable management system to increase its sustainability performance.

Our management system is constantly reviewed due to the status of the sector, environmental, social, technological, economic and cultural risks, and changes and updates arising from legislation, and the system and policies are updated if necessary.

The steps mentioned above can be summarized as the Plan-Do-Check-Act (PDCA) approach.

## Figure 1. PUKÖ Cycle

Plan: Our hotel attaches importance to the environment, society, culture, national economy and management system and sets goals. It plans the roadmap and actions to be followed in order to achieve the determined goals.

Implement: Our hotel determines its basic policies and practices regarding environmental, cultural, social, human rights, health and safety. It monitors, measures and records them at intervals defined by the relevant personnel.

Check: Feedback from both staff and customers in our hotel is monitored and recorded. Corrective measures are taken if necessary.

Take action: We take action to correct the problems identified in the check step of our hotel. Corrective measures and actions are recorded and archived.

### **LEGAL COMPLIANCE**

Our hotel undertakes to comply with the applicable laws, regulations and international agreements, keeps an upto-date list of these and regularly informs its staff about them, and provides the necessary training to the staff.

If asked or requested to be presented, our hotel will present all necessary permits, certificates and documents to the relevant persons and institutions.



These documents are the Business Opening and Operation License, the last month's personnel insurance declaration, tax certificate, emergency action plan, personnel training and certificates, the contract with the workplace doctor, the sewer connection document received from the municipality, documents indicating that pest control has been carried out and other necessary documents.

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#### STAKEHOLDERS AND COMMUNICATION

Our hotel provides accurate information to all segments in its promotion. It always uses real visual material in its promotion. Our hotel has a transparent and realistic structure in terms of its products and services on its website, social media accounts and other printed and written promotion channels and marketing communications.

Our hotel also shares its actions, processes and procedures regarding policy and sustainability with its employees and customers in an open and transparent manner. Our hotel's website is used to do this. Periodic reports on sustainability performance are published on our website. These reports are prepared in periods appropriate to their subject.

Our hotel has a system that aims to receive feedback from our customers, public institutions, municipalities, employees, local people and all other relevant individuals and institutions regarding our sustainability performance, policies and practices.

Through this system, we receive feedback from both our staff and our customers.

Our system is designed to enable and encourage our customers and staff to provide feedback quickly, simply and effectively.

This system includes survey applications for guests, regular monitoring of social media accounts, e-mail, messaging services and other communication channels for employees, and e-mail communication and regular monitoring for all other stakeholders.

Guest experience: Guest satisfaction is important in our hotel. Guest satisfaction includes feedback from the system described above regarding sustainability. The results obtained are analyzed. Negative feedback and responses to it are recorded and necessary measures are taken.



Staff participation: The most important element of our hotel's management system is our employees.

Our employees know what they need to do in our management system and sustainability-related policies and practices. What our employees need to do is defined in writing, communicated to them, and the necessary training and guidance is provided regularly. Training on this subject is recorded.

Our employees take an active role in the development and continuous improvement of our management system and sustainability performance. We review and improve our system in line with the feedback we receive from our employees.

In line with our sustainability policies and management system, including orientation training; periodic training programs, on-the-job training, trainings required by legal regulations and guidance support are provided to employees regarding sustainability and their work areas. We implement annual training plans on Occupational Health and Safety trainings, hygiene trainings for kitchen/service/massage etc. personnel, water and energy saving, chemical substance usage rules, fire protection, first aid, etc.

Our employees have free and open access to all our training materials.

Our hotel is committed to complying with the relevant provisions of the Labor Law No. 4857 and pays at least the minimum wage to its employees. Our hotel is also committed to complying with the Social Insurance and General Health Insurance Law No. 5510 and the Occupational Health and Safety Law No. 6331.

Our hotel has established a "Sustainability Team" to manage sustainability activities.

A sustainable management system / communication officer with local and regional people has been appointed to our facility. You can contact us at the contact numbers below to provide feedback on our system and share your experiences.

Authorized person: Erkan Nukan Contact number: +90 532 223 33 63 Email address: nex@nexhotel.com



# **ACCESSIBILITY**

Our hotel is committed to providing accessible tourism services for everyone within its means and informs its customers and stakeholders clearly and accurately about the level of accessibility through its website.

Our hotel also follows and undertakes to fully comply with legal regulations regarding accessibility and to continuously improve in this regard. Our hotel is committed to providing accessible tourism services to everyone within its means and informs its customers and stakeholders about the level of accessibility clearly and accurately through its website. Our hotel follows and undertakes to fully comply with legal regulations regarding accessibility and to continuously improve in this regard. We strive to make continuous improvements not only for the physically disabled but also for our guests who cannot participate in tourism activities due to disabilities such as vision or hearing.

Our hotel regularly carries out maintenance and repair of accessibility regulations and infrastructure and provides improvements if necessary. We also regularly inform our employees about accessibility. Our facility has accessibility practices at the facility entrance, elevators and breakfast hall.

There are no disabled rooms in our facility.

## **PURCHASE**

Our purchasing policy includes policies aimed at local, environmentally friendly, fair trade and efficient purchasing.

Our hotel monitors our sources of goods and services. We meet with our suppliers at regular intervals. We check their sustainability-related certificates, information and documents.

Local purchasing: Our hotel prioritizes local suppliers when purchasing goods and services, provided that they are of good quality and reasonably priced. For this reason, it regularly inspects its suppliers, updates its supplier list and informs its suppliers.

The proportion of goods and services received from the local population is measured.



When purchasing goods and services, our hotel also gives priority to fair trade suppliers, provided that imported products are of good quality and reasonably priced.

Environmentally friendly purchasing: Our hotel follows an environmentally friendly purchasing policy, attaching importance to efficient purchasing, energy saving and water saving in order to reduce food and solid waste.

Our hotel prioritizes environmentally friendly products (eco-labeled products) in its purchases. If there are no ecolabeled products in the product group to be purchased, it selects the relevant products from suppliers and manufacturers whose production and all other processes do not harm the environment.

In this context, our hotel prioritizes selecting suppliers with sustainability certificates when making its purchases. Example certificates that can be sought from suppliers are documents such as ISO14001, ISO50001, ISO14064, ISO20400.

For wood, fish, paper and other foods, environmentally certified (FSC, MSC, EU-EcoLabel, etc.) or products whose source can be traced are preferred.

Threatened species and species prohibited for sale (fish, trees, plants, game, etc.) are not purchased or used in our hotel.

The ratio of our purchases from environmentally certified, local producers and suppliers, and fair trade suppliers to our total purchases is measured.

Our hotel has goals regarding environmentally certified, local and fair trade purchasing. In this context, we aim to increase the rate and number of local and fair trade suppliers in our purchases and we are careful to do so.

Efficient purchasing: Our purchasing policy favours reusable, returnable and recycled goods.

Our hotel also prioritizes bulk and bulk product purchases. This means fewer shipments to our hotel, resulting in less greenhouse gas emissions.



Our main priority and preference is to avoid unnecessary and excessive plastic, nylon, paper, glass and wooden packaging in the products arriving to our hotel.

Disposable products and unnecessary packaging (especially plastic) are avoided when purchasing consumables and toiletries. The purchase and use of consumables and disposable products are monitored and managed.

Total number of approved suppliers: 38 Total number of local suppliers: 35

#### **ENVIRONMENT AND NATURE PROTECTION**

Our main goal is to prevent environmental pollution and protect nature by protecting our resources in the most efficient way, reducing the amount of our waste, recycling it or making it harmless. We strive to take the necessary precautions and actions by being aware of our environmental impacts.

We undertake to be an environmentally friendly institution with a sense of social responsibility by ensuring the prevention of pollution and sustainability in the implementation and presentation of our products and services in accordance with international and national legal conditions and legislation as well as internal and external customer conditions in our business.

While fulfilling this commitment;

- We determine our impact on the environment and keep it under control.
- Risks related to pollution in case of emergencies (fire, explosion, flood, earthquake, leakage, etc.)
  We are prepared and comply with legal regulations.
- We strive to minimize our waste, prevent pollution at its source, use energy efficiently and reduce the impact of our activities on the environment.
- We are constantly improving our environmental performance in waste separation, waste reduction and efficient use of natural resources.
- We monitor the recycling and disposal stages of waste.
- We train our employees about chemical use, environmental effects and waste.
- Encouraging our employees and guests to be environmentally conscious
   We develop our employees by providing them with training on environmental awareness and efficient use of energy.



- As a team, we try to raise awareness in society by cleaning the streets around the hotel at regular intervals.
- We use energy and water saving systems in our hotel.
- We raise awareness of our suppliers and stakeholders about energy efficiency activities and We encourage.
- We donate trees to environmental organizations and themes in order to minimize the damage to nature in terms of carbon emissions.

## **ENERGY MANAGEMENT**

Energy saving: Our hotel has an energy saving policy. The policy includes regular measurement, monitoring and reduction of energy consumption.

Our hotel groups energy consumption according to energy type, energy consumption of different units is monitored. Total energy used in our hotel is measured according to type.

Our hotel identifies activities with high energy consumption, plans and implements corrective measures to reduce energy consumption in these areas and activities (heat insulation systems, preference for low-consumption devices with energy consumption classes, use of LED bulbs instead of high-energy-consuming lighting such as incandescent, etc.). Our hotel also uses energy-saving equipment.

Our hotel informs and trains its employees and stakeholders about energy saving.

- Environmental elements that take place within the scope of Sustainability in our hotel
- Digital support for suppliers, purchasing and office work to minimise paper consumption registration system has been initiated.
- E-invoice application has been started in the invoicing transactions in Accounting.
- Packaging Waste is collected and delivered to the local administration in a controlled manner.
   is being done.
- Our facility has started using glass bottles in rooms and minibars.
- Minimize the use of electricity, water and energy resources used in common areas.
   Awareness raising activities were carried out to reduce the



• Aerator application has been made to the taps used in all rooms and areas and water flow rate The settings are set to fill a 1 litre container in 14 seconds.

Total electricity consumption rate for the November – December period of 2023: 39079.70 Kwh Total electricity consumption rate for January – September 2024: 235516.83 Kwh

Total natural gas consumption rate for the November – December period of 2023: 18209.02 m2 Total natural gas consumption rate for the period January – September 2024: 242079,2756 m2

## WATER MANAGEMENT AND WASTEWATER

Our hotel has a water saving policy. Our policy includes regular measurement, monitoring and reduction of water consumption. The water risk situation in the region where our hotel is located has been determined. For this purpose, the Water Risk Atlas prepared by the World Resources Institute is used.

Water risk was also assessed in the risk analysis, and a water management plan was created. This plan includes targets and reporting for measuring and monitoring water use and reducing water consumption. Due to our hotel's water use activities, living creatures in waters such as seas and lakes are not harmed. Nevertheless, the possibility of harm to these creatures was assessed in the risk analysis and necessary precautions were taken. Our hotel complies with all legal requirements and regulations in the use of water.

Water comes from a legal and sustainable source. We measure our water consumption. Total water used per guest or overnight stay is calculated and reported.

We have targets to reduce water consumption. Our hotel plans and implements corrective measures for this purpose. Water-saving equipment is used in our hotel. Good practices such as changing sheets and towels upon guest request are used in our hotel.

Our hotel informs its employees and stakeholders about water saving and



Our hotel mobilizes all its resources to prevent wastewater from harming the environment.

Regulations set by the local government for the disposal of wastewater are complied with.

Total water consumption rate for the November – December period of 2023: 686 m2 Total water consumption rate for January – September 2024: 3590 m2

### **FOOD WASTE AND SOLID WASTE**

Our hotel has a Solid Waste Management Plan. The plan includes regular measurement and monitoring of waste production, waste reduction, reuse, recycling and waste disposal. Solid waste is separated according to types such as food, recyclable, toxic/hazardous and organic, and recycling and reuse situations are taken into consideration during separation.

Our hotel regularly informs and guides its employees and stakeholders about waste management with various visual and communication materials. Solid wastes separated by type in our hotel are collected by authorized and licensed companies.

Solid waste, including food waste, is measured by type. The amount of solid waste per guest or overnight stay is calculated and reported in our hotel. Our hotel has also identified activities and risk areas where solid waste generation is high.

Plans and implements corrective measures to reduce food waste and waste.

It is aimed that solid waste disposal will not have a negative impact on the local population or the environment. Compliance with the "Zero Waste Regulation" legislation regarding solid waste management is ensured.

Total waste consumption rate for the November – December period of 2023: 619.8016 Kg Total waste consumption rate for January – September 2024: 7618,744 Kg

Total disposable waste consumption rate for November – December 2023: 18652,2411 Units

Total disposable waste consumption rate for the period January – September 2024: 242079,2756 Units



# STAFF AND WORKING LIFE

In our spirit, our employees are the most important resource that makes us who we are. Being aware of this, issues such as the social and fringe benefits of our employees, performance management, rewards, training and career management, and employee safety are always our priority.

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Our Human Resources Vision is to create qualified human resources that are highly motivated, protect and enhance the corporate image, highlight innovative work, give importance to service and see their work as part of a whole, and to be a pioneer in the sector and in Turkey with integrated human resources practices.

Our Human Resources Mission; - To plan and train the human resources that will realize the institution's goals and strategies, to carry out personnel work and processes at an optimum level, to have highly self-confident personnel who are specialized in their fields, have the ability to represent the institution and can present new initiatives in their fields.

Our employees know what they need to do in our management system and sustainability-related policies and practices. What our employees need to do is defined in writing, communicated to them, and the necessary training and guidance are provided regularly. Training on this subject is recorded. Our employees play an active role in the development and continuous improvement of our management system and sustainability performance. We review and improve our system in line with the feedback we receive from our employees.

Fair wages Our employees are informed about the wages they will receive, working conditions, working hours, and when they will receive their wages before they start working at our facilities. Education and Career Management All of our employees can benefit from the right to education equally. In addition to the legal and professional training required by the hotel industry, employees are provided with periodic training programs related to sustainability and their fields of work, on-the-job training, trainings required by legal regulations, and guidance support, including orientation trainings in line with our sustainability policies and management system. Occupational Health and Safety trainings, Kitchen/

We implement annual training plans for service/massage etc. personnel on hygiene training, water and energy saving, chemical substance usage rules, fire protection, first aid, etc.



Our employees have free and open access to all our training materials.

Our hotel undertakes to comply with the relevant provisions of the Labor Law No. 4857 and pays at least the minimum wage to its employees. In addition, our hotel undertakes to comply with the Social Insurance and General Health Insurance Law No. 5510 and the Occupational Health and Safety Law No. 6331.

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Employee and Human Rights Ensuring the absolute satisfaction of employees is a priority issue. From this perspective, it is the responsibility of the management to ensure the employee's legal rights, as well as some benefits provided by our company as side benefits; the working environment, psychology, self-motivation, performance, in short, all comfort in the workplace.

As a business that caters to guests from different nations and provides services at an international level, it is against both our hotel and business principles to discriminate against our guests based on nationality, race, language, etc. Therefore, all personnel procedures of our employees from different countries or nationalities are followed in accordance with legal procedures, and equal opportunities are offered to all our employees within the hotel, regardless of their characteristics.

Total number of employees in the November – December period of 2023: 14

Total number of male employees in the November – December period of 2023: 8

Total number of female employees in the November – December period of 2023: 6

Total number of local / regional employees in November - December 2023: 14

Total number of employees in the January – September period of 2024: 24

Total number of male employees in the January – September period of 2024: 15

Total number of female employees in the January – September period of 2024: 9

Total number of local/regional employees in the January-September period of 2024: 23

## **CULTURAL STUDIES**

We are aware of our duty to protect local culture and values.

In this context;

Cultural Promotion



- Contributing to the Trade Volume of the Region
- Promotion of Natural and Historical Wealth •

Conducting studies on the employment of local people and including them in the activities.

Our sensitivity in being is at the highest level.

#### **COMMUNICATION WITH THE LOCAL PEOPLE**

Through facility managements and their designated representatives;

• Strengthening local employment, •

Increasing local awareness, • Protecting

local resources and opportunities,

• Protection of historical and cultural assets, • Mutual

assistance in the region, •

Supporting activities that promote the region, • Hotel unions in solving

important issues and problems that will affect the region,

Meetings are held with municipalities, regional headmen and official authorities to determine needs and carry out joint studies.

# PLANNED TO BE REALIZED WITHIN THE SCOPE OF SUSTAINABILITY

- Our first priority is to continuously develop annual training plans to reduce energy and water consumption rates and to reduce energy consumption by 1% annually.
- To ensure sustainability with environmentally friendly and energy efficient machinery, equipment and consumables.
- Waste reduction and recycling of recyclable waste into households with an effective waste management program

  Our first priority is to develop projects to spread zero waste awareness to the general public and to
  reduce waste consumption by 1% annually in order to prevent waste from mixing with waste.
- We plan to increase the amount of donations to theme and environmental protection organizations by 1% each year in order to reduce carbon emissions and damage to nature.
- Our priority when determining our approved suppliers is to reduce carbon emissions.
   We plan to disseminate information activities on providing services with electric and new green vehicles with the lowest carbon emissions.
- We will choose energies that produce less carbon
- Being aware that the climate change problem is a global issue, working together with the private sector, government, local administrations and civil society organizations to be a part of the common solution.



We will be. We will develop projects for street animals to protect natural life and support wildlife.

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- We will provide stationery assistance to our staff who have school-age children.
- We will create internship opportunities for tourism students to gain work experience.
- We will contact tourism schools in the region and open the areas in our hotel for use as workshops.
- We will support tourism high schools and universities, career day planning and financial social responsibility projects.
- We will produce projects to reduce the consumption of disposable toiletries with a gradual transition program in at least 50% of the guest rooms.

# SUSTAINABLE MANAGEMENT SYSTEM POLICIES

# **QUALITY POLICY**

On the way to reach our vision; To meet guest expectations at the highest level and to be a leading organization in the sector, To create the establishment philosophy with all our personnel and to provide continuous development, trust in the workplace and service that exceeds the expectations of our guests, To provide service by showing the necessary sensitivity with a preventive approach to food safety risks in accordance with national and international legislation and conditions, To be an exemplary business for all other organizations in our country and to create value, To prevent these accidents by reducing all risks that may endanger the health, life and work safety of our guests and personnel to the lowest levels, To make quality measurable, to ensure continuous improvement of the system and to ensure the unity of our employees and management by setting targets, To create environmental awareness together with our personnel as a hotel and to leave a cleaner, healthier and safer environment for future generations are among our priority quality goals.

# **CULTURAL SUSTAINABILITY POLICY**

**Presentation of Cultural Heritage:** Our hotel respects the intellectual property rights of local people. Authentic elements of traditional and contemporary local culture are evaluated in our cuisine, design and decoration.

**Artifacts:** Our hotel does not buy or sell historical and archaeological artifacts, does not mediate their trade or exhibit them. In order to provide a unique accommodation service, in all our facilities,



A wide range of contemporary art works, mostly by our local artists, are exhibited.

**Promotion of Sustainable Local Gastronomy:** Our hotel prioritizes the promotion and consumption of local products. It puts forward innovative and creative practices to ensure sustainability in gastronomy in all its activities.

## **ENVIRONMENTAL PROTECTION AND WASTE MANAGEMENT POLICY**

We protect the environment in our business, prevent its pollution, and attach importance to its protection by reducing our negative impact on the environment.

## For this;

- We comply with legal regulations and try to reduce our environmental impact. We separate our waste effectively according to its source, groups and hazard classes. we take care.
- We know that using hazardous substances and chemicals only when necessary and in the required quantities will reduce both the negative impact on the environment and the amount of waste,
- We contribute to protecting nature by choosing the materials we purchase with "recycling" and "environmentally friendly" labels. We try to create reuse opportunities,
- We take care to use disposable materials such as paper, napkins, toilet paper and packaging as much as necessary and leave less waste in nature,
- We store wastes in separate areas according to their characteristics, in a correct manner, deliver them to licensed/authorized companies without exceeding the legal storage time limits, and keep their records.
- We try to use water, energy and all natural resources economically. We We share it with our employees, guests and suppliers.
- We measure our performance in environmental management, monitor this data with targets and try to improve our performance.
- We aim to educate our employees about the environment and increase their awareness.
- We take the necessary precautions to protect the biodiversity in the environment. We comply with all legal requirements.
   Substances that can be considered harmful to the environment (toxic sunscreens, personal use is the product.
- Insecticide is produced by our institution through a company authorized by the Ministry of Health. and the MSDS forms of all products are recorded in the msds tracking chart.



## CHILDREN'S RIGHTS EXPLOITATION AND HARASSMENT POLICY

Children are the future we are entrusted with. It is our primary responsibility to recognize them as individuals, respect their rights, and protect them against all kinds of psychological, physical, commercial, etc. exploitation.

#### To ensure this

- We do not allow child labor in our own institutions and all work
   We expect the same sensitivity from our partners.
- We provide environments/opportunities that contribute to the development of children within the business, where they can express their thoughts, wishes and feelings freely and feel free and comfortable.
- Training for our employees on preventing and recognizing child abuse.

  we give
- Ensure that children are under adult supervision in the activities they participate in. we will be.
- Organizes training to raise awareness on the protection of children's rights and We support relevant projects.
- When we witness suspicious activities involving children, we first inform the hotel management. We request assistance from official institutions when deemed necessary.

## **ENERGY EFFICIENCY POLICY**

- We value collaborating with all our stakeholders to create common goals and results in energy management. We strive to continue our interaction with our guests, employees, visitors and all our business partners in order to reach a level of awareness and consciousness on these issues.
- Researching energy efficient suitable product, equipment, fittings and technology alternatives we try to find, buy and use.
- Documenting our Energy Management System and disseminating it to all our departments, We aim to update, review and continuously improve when necessary.
- Evaluates energy risks or emergencies that may arise, such as energy shortages, We plan the precautions that can be taken.
- Separate our waste effectively according to its source, groups and hazard classes.
   we take care.



- We know that using hazardous substances and chemicals only when necessary and in the required quantities will reduce both the negative impact on the environment and the amount of waste,
- We contribute to protecting nature by choosing the materials we purchase with "recycling" and "environmentally friendly" labels. We try to create reuse opportunities,
- Disposable materials such as paper, napkins, toilet paper, packaging, etc. as needed. We take care to use less waste and leave less waste in nature,
- We store wastes in separate areas according to their characteristics, in a correct manner, deliver them to licensed/authorized companies without exceeding the legal storage time limits, and keep their records.
- We try to use water, energy and all natural resources economically. We We share it with our employees, guests and suppliers.
- We measure our performance in environmental management, monitor this data with targets and try to improve our performance.
- We aim to educate our employees about the environment and increase their awareness.

# **HUMAN RESOURCES POLICY**

In our spirit, our employees are the most important resource that makes us who we are. With this awareness, issues such as our employees' social and fringe benefits, performance management, rewards, training and career management, and employee safety are always our priorities.

Our Human Resources Vision;

Our mission is to create qualified human resources that are highly motivated, protect and enhance the corporate image, prioritize innovative work, value service and see their work as part of a whole, to prioritize local employment and to be a pioneer in the sector and in Turkey in integrated human resources practices with a promotion program.

## **Our Human Resources Mission;**

• Planning and training the human resources that will realize the organization's goals and strategies, carrying out personnel work and processes at an optimum level, being specialized in their field, having the ability to represent the organization and being able to present new initiatives in their field, and having self-confidence.



having high staff.

• To provide strategic support to all companies and departments to improve business results through human resources management, to contribute to the creation of value for all stakeholders by creating and encouraging a high performance culture.

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- Our employees are aware of our management system and sustainability related policies and practices.
   They know what they need to do in our practices. What our employees need to do is defined in writing,
   communicated to them and the necessary training and guidance is provided regularly. Training on this subject is recorded.
- Our employees take an active role in the development and continuous improvement of our management system and sustainability performance.
   We review our system in line with the feedback we receive from our employees and we improve.

# Fair pricing

• Before our employees start working in our facilities, they will receive wages and working conditions, They are informed about issues such as working hours and when they will receive their wages.

## **Education and Career Management**

- All of our employees can benefit from the right to education equally. In addition to the legal and professional training required by the hotel industry, employees are provided with periodic training programs, on-the-job training, training required by legal regulations and guidance support related to sustainability and their work areas, including orientation training in line with our sustainability policies and management system. We implement annual training plans on Occupational Health and Safety training, hygiene training for kitchen/service/massage etc. personnel, water and energy saving, chemical substance usage rules, fire protection, first aid, etc.
- Our employees have free and open access to all our training materials. can access.
- Personnel tracking system in career management and promotion management of personnel are determined.
   was made according to the criteria.
- Our hotel undertakes to comply with the relevant provisions of the Labor Law No. 4857 and
  pays at least minimum wage to its employees. Our hotel also undertakes to comply with the Social Insurance and
  General Health Insurance Law No. 5510 and the Occupational Health and Safety Law No. 6331.



# **Labor and Human Rights**

- Ensuring absolute employee satisfaction is a priority.
   From this perspective, it is the management's responsibility to ensure the employee's working environment, psychology, self-motivation, performance, in short, all comfort in the workplace, including the employee's legal rights and some benefits provided by our company as side benefits.
- Although we have a large number of foreign national employees in our hotels, we also have employees from different nationalities. As a business that caters to guests and provides services at an international level, it is against both our hotel and business principles to discriminate against our guests based on nationality, race, language, etc. Therefore, all personnel procedures of our employees from different countries or nationalities are followed in accordance with legal procedures, and equal opportunities are offered to all our employees within the hotel, regardless of their characteristics.

## Local employment

• Our organization has a performance system based on local employment as a priority. Priority is given to local people in recruitment.

## OCCUPATIONAL HEALTH AND SAFETY POLICY

In order to protect our workplace, employees, guests and suppliers, to create a safe work environment and to ensure continuity;

- We comply with all legal and other obligations regarding Occupational Health and Safety.
- We adopt the principle that Occupational Health and Safety and improvement activities are the common responsibility of all employees.
- For participation in Risk Assessment and Risk Reduction activities at all levels.
   we set goals.
- By continuously improving our Occupational Health and Safety culture, sustainable "Zero Work Accident" we aim to reach our goal.
- Our work within the scope of occupational health and safety is to be a pioneer and an example.
   We share it with all our employees and our environment.



# **WOMEN'S RIGHTS AND GENDER EQUALITY POLICY**

We attach importance to gender equality in our business.

- Health, safety and well-being of all our employees, regardless of gender.
   we provide.
- We support women's participation in the workforce in all our departments and provide equal opportunities.

  We present.
- We act with the policy of "equal pay for equal work" without any gender discrimination.
- We distribute tasks by taking into account the principle of equality.
- We provide the necessary environment to benefit from career opportunities equally.
- Creates education policies, supports women's participation and awareness raising we will be.
- We create a work environment and practices that maintain work-family life balance.
- We support women to be in company management and offer equal opportunities.
- Women should not be subjected to any form of abuse, harassment, discrimination, suppression, coercion, slander, etc.
   We do not allow them to be exposed to such situations. We are always aware of and support the value they add to the world and our institution.

# SOCIAL RESPONSIBILITY POLICY

We believe that all our employees have the right to work in a healthy and safe environment, in working conditions that are in line with human dignity. Our primary business goal is to ensure and protect the safety of our employees, with the awareness that they are our most valuable asset.

Our hotel is always ready to implement the best environmental solutions beyond legal obligations, to develop environmentally friendly technologies, to popularize their use and to support initiatives that will increase environmental awareness.

We take care to fulfill our social and environmental responsibilities towards society in the cities where we operate, in harmonious cooperation with our shareholders, employees, the public, non-governmental organizations and other stakeholders.



We believe that our human resources are the most important element of sustainable growth. We ensure that our employees' personal rights are used fully and correctly.

We approach our employees honestly and fairly, and are committed to a non-discriminatory, safe and healthy working environment.

We make the necessary effort for the individual development of our employees and observe the balance between work and private life.

We manage the environmental impacts that may arise from all our activities with a sense of responsibility.

Within the framework of the principle of corporate social responsibility, we strive for the development of our society. We support

our employees to volunteer for appropriate social and community activities in which they will take part with a sense of social responsibility.

We take care to develop and implement approaches to ensure that all our business partners, especially our suppliers, act in the field of social responsibility.

Within the framework of occupational health and safety, we have taken all precautions for our employees and we are also sensitive to the provision of the necessary on-the-job training by experts in the field within the framework of the annual training program.

We are sensitive to the traditions and cultures of Turkey and the countries in which we operate, and act in accordance with all legal regulations.

# HOTELS / ISTANBUL

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Lokasyon *Location* 

