

Scope: Modeling and Design Of Jewelry with Gold, Silver Precious Metals and Precious Stones (Diamonds), Production, Sale and Export

1. Purpose

This policy aims to regulate employee breaks during the workday in accordance with Turkish labor laws and international standards, enhance employee well-being, and ensure workplace efficiency.

Kuasar Kuyumculuk (Kurshuni) is committed to supporting employees' work-life balance by prioritizing their physical and mental health.

2. Legal Compliance

2.1 Turkish Labor Law (Law No. 4857)

- If the daily working hours exceed **eight hours**, employees must be provided with at least a **30-minute meal break**.
- If the daily working hours are between **4 and 7.5 hours**, employees must be given at least a **15-minute break**.
- If working hours exceed **7.5 hours**, total break periods must amount to **at least one hour**.

2.2 International Standards

Kuasar Kuyumculuk (Kurshuni) supports uninterrupted rest breaks, considering best international practices beyond the minimum standards set by Turkish regulations.

3. Break Scheduling

3.1 Timing

Breaks should be scheduled in the middle of employees' shifts to maximize rest and productivity.

3.2 Break Durations

- **Short Breaks:** Typically between **10 and 30 minutes**, for coffee, tea, or relaxation.
- **Meal Breaks:** Minimum **30 minutes**, extendable up to **2 hours**, depending on operational needs.
- **Restroom Breaks:** Frequency and duration are at the employees' discretion.
- **Special Needs:** Employees with specific needs, such as pregnancy, chronic illnesses, or other health concerns, must be prioritized for additional breaks.

4. Break Monitoring and Supervision

4.1 Benchmarking and Senior Oversight

- HR systems will electronically track break durations and usage.
- Time management tools will be used to record all break periods, ensuring a transparent system.

4.2 Awareness and Training

- All employees and managers must be regularly informed and trained about break policies.
- The policy must be clearly stated on workplace notice boards and employee handbooks.

4.3 Fair Distribution

- Break schedules must be fairly and equally planned for all employees.

5. Responsibilities

5.1 Managers

- Plan and monitor employee breaks effectively.
- Ensure appropriate break schedules for employees with special needs.

5.2 Employees

- Use their breaks within the designated time frames.
- Inform their managers of any special needs related to breaks.

5.3 HR Department

- Monitor policy implementation and review records regularly.
- Ensure the policy is updated in accordance with legal changes.

6. Compliance and Continuous Improvement

6.1 Legal Updates

- Changes in Turkish labor laws and international standards will be regularly monitored.
- The policy will be revised to ensure compliance with legal updates.

6.2 Feedback

- Employees should provide feedback regarding break times and implementation.
- Feedback will be used to continuously improve the policy.

7. Benefits of the Policy

- Employees maintain a healthy work-life balance.
- Physical and mental well-being improves, reducing workplace stress.
- Job satisfaction and productivity increase, while workplace accidents and health risks decrease.

APPROVED BY THE CEO AND THE BOARD OF DIRECTORS

Kuasar Kuyumculuk Yapı San. Ve Tic. Ltd. Şti.

(Kurshuni Jewellery)



PREPARED AND APPROVED BY KUASAR KUYUMCULUK (KURSHUNI) BOARD OF DIRECTORS