

ELİF HUMAN RESOURCES POLICY

In the light of common values: ELİF

Investment made to the human is the investment made to the future...

Elif takes "human" factor as one of the key elements in its activities. The main aim of HR policies is to use the human resource in an efficient and effective way, and assembling the happiness of employees with the company goals in common values.

With its policy; ELİF aims to improve employees' quality of life, then to be one of the most preferred companies to provide understandable, accessible, quick and honest communication and also by the "Right person, right job" philosophy, it targets employee satisfaction.

Its vision is being a model company that adapts a "world class" HR management method, which everyone wants to be - or already is happy to be - a part of.

Its mission is; to be an objective, open and scrupulous company which is contactable in every condition and identifies and solves problems with its determined and shared system.

OUR PRINCIPLES

- To take possession of the change and direct it.
- To recruit people who are highly educated, open to innovation and change and easily adapt to the group values.
- To create a corporate structure which is controlled by those who enjoy their responsibilities, use every opportunity to improve their jobs and who are productive.
- To provide opportunities for employees to make them reach the highest efficiency level in shortest time.
- By using both self-improvement and job-focused training programs prepared with unique contents for each level, increasing our employees' added value provided to the company.

HUMAN RESOURCES APPLICATIONS

Recruitment

ELİF pays attention to subjects such as recruitment, selection, placement, training, development and career planning to be compatible with business objectives and customer needs.

The basic social responsibility policy of ELİF is to fulfill all national and legal requirements with an awareness of social responsibility in the making of a healthy and conscious society, and not to employ any personnel under 18 years of age; not to pay wages less than the minimum wage; Pay normal wages and overtime in full and on time; not to employ uninsured personnel; to make continuous improvements in all matters by taking all necessary measures required for the health and safety of all employees without any discrimination.

Recruitment policy is reviewed at least once in every year. It is clearly specified in our company policy that no employee should be treated differently from others because of their race, religion, disability, marital status, gender, age and sexual orientation about the recruitment, or mistreated in terms of requirements and conditions. This kind of discrimination can not be defended in any way.

Within ELİF, we perform interviews and assessment tests on job suitability, general ability, personality, professional knowledge and skills.

ELİF job postings are announced in www.elifplastik.com.tr and www.kariyer.net.

Training and Development

Determining our training needs in the light of our strategy, goals and mission and planning and operating both in-house and outdoor trainings.

The newcomers go through an orientation program according to their job experience and department.

Performance Development

Employee competencies and professional skills are being evaluated objectively in the performance appraisal frame and their open aspects are being supported by training.

Competencies and professional skills of employees within the framework of Performance Evaluation system are evaluated objectively and their open aspects for development are supported with trainings. Employee multivalence is measured.

Elif, targets totally correct measurement of every employee's work efficiency, value added to the company, suitability to corporate identity and rules besides measuring their expectations from the job and the company, career goals and training needs, strengthening communication and understanding between the managerial staff and other employees.

Career Management and Backup Plans

Career management includes the preparation of promotion opportunities according to the person's role within the company, redirection of appropriate persons towards to the appropriate status and making the necessary preparations.

As performance evaluation results include a person's job success and relationships; they are used as a tool for career planning.

Career management is a useful application for employees in terms of being aware of the existing situation, what's beyond the next step, seeing the future of one's career and getting prepared for the future. With its extremely dynamic "Career Planning" process, Elif trains managers within the body of its own and accelerates the spreading of the corporate culture.

Career Planning

Involves;

- Evaluation of person's knowledge, skills, interests, values, strong and weak spots
- Identification of internal and external career opportunities,
- Assisting self-determination of short, medium and long term goals,
- Developing career plans,
- Implementation of plans.

Career Management

Involves;

- Integration of the human resource plans and the system;
- Determining career ways,
- Announcing open positions to improve career information,
- Employees' performance evaluation,
- Career coaching to inferiors,
- Enhancement of work experiences,
- Regulation of training programs.

Wage Management

Wage policy in ELİF basically depends on a just and competitive system based upon people's skills, job-based responsibilities, educational background and job experience which targets "Promoting high performance".

Our employees' wages are evaluated in December each year and updated in January in the direction of the internal equilibrium, individual performance results, wage researches, market position and other economic indicators.

Suggestion System

Elif aims its employees to increase their participation to suggestion system and make them accept the Kai-Zen (Continuous development) approach to show development oriented efforts about the suggestion system and thereby, raising the company's efficiency.

Suggestions made by our employees are evaluated by the Suggestion Evaluation Committee. Acceptable proposals are being implemented and employees receive feedback in this regard.

Request System

This system is built for our employees as a grievance mechanism to make room for taking their requests into consideration. After the employees sharing their requests in the request boxes which are located in specific areas of the company, the management evaluates the requests. Corrective, preventive or developer actions are shared with the personnel via our Request Tracking Scheme.

Motivation

The main spot of job success for employees is to love their jobs and be happy while working. Those are a solid reference for their motivational level. Motivation leads us to compliance with the main objectives of the company, commitment and "us" spirit.