

ZIYARETCI KURALLARI VISITOR RULES

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HSF Savunma Havacilik Ltd. Sti. (HSF), AS9100 kalite sertifikali akredite bir uretici firmadir. Is ve urun guvenligi kapsaminda tum ziyaretcilerin asagidaki konulari tam olarak anlamasi ve kabul etmesi ziyaret oncesi zorunlu sarttir.

Ziyaretci: HSF'de calisan veya isveren olarak kayitli olmayan ve herhangi bir amacla HSF'yi ziyaret eden herkes.

Kayit Cihazı: Ister batarya ister elektrik ister gu nes enerjisi veya enerji ihtiyaci olmadan bulundu gu ortamda izinli veya izinsiz olarak veriyi kaydeden, veriyi fotograflayan veya veriyi transfer eden herturlu cihaz.

- Kimlik Belgesi:** Ziyaretcilerin devlet kurumlari tarafından veril mis fotografl i kimlik belgesini (ehliyet belgesi, pasaport gibi) ziyaret esnasinda sunmasi gerekmektedir,
- Refakatci (Ziyaretci Refakat Gorevlisi):** Ister bireysel, ister sirket veya isterse devlet kurumu ziyaretcileri olsun, tum ziyaretciler icin refakatci zorunlulugu vardır.

Refakatci, ziyaret suresince ziyaretciye eslik etmekle yukumludur. Refakatci hicbir kosul altinda refakat esnasinda gorevini baskasina devredemez.

- Kayit Cihazlari:** Ziyaretci, ziyaret esnasinda hicbir kayit cihazini yaninda bulunduramaz.

Istisnalar:

- ✓ Yerinde kalibrasyon ve bakim hizmetleri icin kull anilan kayit cihazlari,
- ✓ Harici denetimler esnasinda kull anilan kayit cihazlari,

HSF, madde 3'un ihlaline karsi herturlu hakkini sakli tutar.

- Yasak Davranislar** asagidakileri icerir ancak bunlarla sinirli degildir: kufurlu ve/veya kaba dil ve/veya jestler, birbirinin sozu nu kesmek, baskalarinin kisisel alanina tecavuz eden davranislar, korkutma/korkutucu davranislar, departman malina kasitli olarak zarar verme/yok etme, departman faaliyetlerini kasitli olarak aksatma, saldirgan yorumlar, fiziksel saldirganlik, fiziksel saldirilar, kufur ve tehditler/tehdit edici davranislar.

- ✓ **NAZIK VE SAYGILI OLUN:** Lutfen konusurken nazik ve saygili bir dil kull anin. Buna yuz yuze, telefon gorusmeleri, mesajlar, e-postalar ve sosyal medya dahildir. Kotu veya incitici hicbir soz veya eyleme izin verilmez.
- ✓ **INSANLARA ALAN VERIN:** Kisisel alana ve sinirlara saygi gosterin. Baskalarinin konfor alanlarına dikkat edin ve tehdit edici veya saldirgan davranislardan kacinin.
- ✓ **YASALARA SAYGI GOSTERIN:** Herkese adil, onurlu ve saygili davranin. Tum yasalara, ozellikle de insanlari tacizden ve ayrimcilikdan koruyanlara uyun.

- HSF'nin fabrika alani Turkiye Cumhuriyeti Jandarma Genel Komutanligi sorumluluk alani altindadir, HSF tum ziyaretci kayitlarini Jandarma Genel Komutanligi ile paylasma hakkini sakli tutar.**

HSF Savunma Havacilik Ltd. Sti. (HSF) is an accredited manufacturer with AS9100 quality certification. Before visiting, all visitors must fully understand and accept the following issues regarding business and product safety.

Visitor: Anyone who is not registered as an employee or employer of HSF, and who visits HSF for whatever purpose.

Recording Device: Any device that records the data, takes the data, or transfers the data in its environment, whether it is battery, electricity, solar energy, or without the need for energy, with or without permission.

- Identity Document:** Visitors must present a photo ID document issued by government institutions (such as a driver's license or passport) during the visit.
- Companion (Visitor Escort Officer):** Whether individual, company or government institution visitors, all visitors are required to have a companion.

The companion is obliged to accompany the visitor during the visit. Under no circumstances can the companion assign his/her escort duty to someone else during the visit.

- Recording Devices:** Visitors may not have any recording devices during the visit.

Exceptions:

- ✓ Recording devices used for on-site calibration and maintenance services,
- ✓ Recording devices used during external audits,

HSF reserves all rights against any breach of article 3.

- Prohibited Behavior** includes but is not limited to abusive and/or vulgar language and/or gestures, talking over one another, behavior that encroaches on another's personal space, intimidation/intimidating behavior, intentionally destroying/damaging Department property, intentionally disrupting Department activities, offensive comments, physical aggression, physical attacks, profanity, and threats/threatening behavior.

- ✓ **BE KIND AND RESPECTFUL:** Please use polite and respectful language when talking. This includes face-to-face, phone calls, texts, emails, and social media. No mean or hurtful words or actions are allowed.
- ✓ **GIVE PEOPLE SPACE:** Respect personal space and boundaries. Be mindful of others' comfort zones and avoid threatening or aggressive behavior.
- ✓ **RESPECT THE LAW:** Treat everyone fairly, with dignity and respect. Follow all laws, especially those that protect people from harassment and discrimination.

- HSF's factory area is under the responsibility of the Gendarmerie General Command of the Republic of Turkiye. HSF reserves the right to share all visitor records with the Gendarmerie General Command.**