

Syrian Refugees Remediation Plan

February 2016

Case 1: Refugee is not holding a work permit but there is possibility of obtaining one.

- **Refugee is not registered to the local authorities**

Actions by the factory:

- Make refugee registered: provide paid daily leave for application to local authority, provide refugee's transfer to the local authority, ease any paper work refugee might need for the registration. Provide Next CoP Team with the proof of registration within 2 weeks after the audit and/or after you have been provided with this remediation plan.
- Ensure refugee holds a bank account in his/her name (Refugees can have accounts in 'Ziraat Bank').
- Pay refugee workers gross minimum wage monthly, together with all other earnings such as overtime pay to be calculated and paid on the basis of gross minimum wage, until work permit application can be done for the refugee (6 months after the registration).
- Apply for a work permit as soon as the 6-months waiting period is completed: Follow the local law and apply Ministry of Labour through e-state gate, following the regulations of Law no 4817 on Work Permit for Foreigners, and 2016/8375 Regulation on Work Permits of Foreigners Temporary Protection Provided. Provide Next CoP Team with the proof of application within one week.
- Continue paying the refugee the gross minimum wage monthly, together with all other earnings such as overtime pay to be calculated and paid on the basis of gross minimum wage, until refugee obtains the work permit.
- Provide Next Cop Team with the proof of all payments to the refugee until the work permit is obtained.
- Maintain personnel files of refugee workers including the copy of their registration cards.
- Provide all refugee workers with the same working conditions (weekly working hours, overtime hours and pay, annual leaves, necessary training programmes, maternity leave etc.) regulated by Turkish Labour Code.
- Ensure refugee workers are able to elect representatives freely and their representatives are participating in dialogue structures available in the workplace.

- **Refugee is registered for less than 6 months**

Actions by the factory:

- Ensure refugee holds a bank account in his/her name (Refugees can have accounts in 'Ziraat Bank').
- Pay refugee workers gross minimum wage monthly, together with all other earnings such as overtime pay to be calculated and paid on the basis of gross minimum wage, until work permit application can be done for the refugee (6 months after the registration).
- Apply for a work permit as soon as the 6-months waiting period is completed: Follow the local law and apply Ministry of Labour through e-state gate, following the regulations of Law no 4817 on Work Permit for Foreigners, and 2016/8375 Regulation on Work Permits of Foreigners

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Temporary Protection Provided. Provide Next CoP Team with the proof of application within one week.

- Continue paying the refugee the gross minimum wage monthly, together with all other earnings such as overtime pay to be calculated and paid on the basis of gross minimum wage, until refugee obtains the work permit.
- Provide Next Cop Team with the proof of all payments to the refugee until the work permit is obtained.
- Maintain personnel files of refugee workers including the copy of their registration cards.
- Provide all refugee workers with the same working conditions (weekly working hours, overtime hours and pay, annual leaves, necessary training programmes, maternity leave etc.) regulated by Turkish Labour Code.
- Ensure refugee workers are able to elect representatives freely and their representatives are participating in dialogue structures available in the workplace.

Refugee is registered at least for 6 months but working without work permit

Actions by the factory:

- Apply for a work permit: Follow the local law and apply Ministry of Labour through e-state gate, following the regulations of Law no 4817 on Work Permit for Foreigners, and 2016/8375 Regulation on Work Permits of Foreigners Temporary Protection Provided. Provide Next CoP Team with the proof of application within one week.
- Continue paying the refugee the gross minimum wage monthly, together with all other earnings such as overtime pay to be calculated and paid on the basis of gross minimum wage, until refugee obtains the work permit.
- Provide Next Cop Team with the proof of all payments to the refugee until the work permit is obtained.
- Maintain personnel files of refugee workers including the copy of their registration cards.
- Provide all refugee workers with the same working conditions (weekly working hours, overtime hours and pay, annual leaves, necessary training programmes, maternity leave etc.) regulated by Turkish Labour Code.
- Ensure refugee workers are able to elect representatives freely and their representatives are participating in dialogue structures available in the workplace.

Case 2: There is no possibility of obtaining a work permit due to the workplace quota.

Actions by the factory:

- Stop employment relationship with the refugee.
- Compensate the loss: Pay severance and notice pay as compensation. The severance and notice pay for the refugee cannot be less than what is regulated by local law for a worker with 1 year of seniority, which is two-months wage in total. Gross wage should be taken into account.
- If the employment possibility occurs in the future (if the number of refugees in the factory goes below the 10% quota), and if the refugee accepts, reinstate the worker.