



**DOCUMENT REVIEW
POLICY**

Talimat No. :	SYS. POL.03
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We are working to transfer the natural resources entrusted to future generations in the same way, even in an improved way, with the principle of being aware and raising awareness for a livable world.

We hope for continuous development and improvement in every element of sustainability management. We focus on sustainability to maintain the balance between economic success, environmental protection and social responsibility. For this very reason, risk analyses, obligations to be complied with, our policies, guest satisfaction surveys... Our documents are updated at intervals we have determined and revised when necessary.

Tables / Lists	Update/Revision Times
Risk Analysis Table	Twice a Year
Objectives table	Quarterly
Compliance Liability list	Once a year
Sustainability Report	Twice a year
Guest Survey	Quarterly
Staff Survey	Twice a year
Sustainability Team Task List	When necessary
Supplier Evaluation Form	Twice a year
Approved Supplier List	Once a year
Consumption Monitoring Table of Single-Use Plastic and Packaged Products	Monthly
Electricity Consumption Tracking Table	Monthly
Water Consumption Tracking Table	Monthly
Waste Tracking Table	Monthly
Emergency Contact Information List	When necessary