

# İLERİ GROUP INDIVIDUAL SUGGESTION SYSTEM INSTRUCTIONS

## FIRST PART

### Purpose, Scope and Definitions

#### Aim

**ARTICLE 1-** The purpose of these Procedures and Principles is to ensure that our employees' knowledge, skills and Based on their experiences, to determine the principles for receiving and effectively evaluating suggestions that will contribute to the development of our Institution, and to regulate the duties, powers and responsibilities of individuals, groups and boards responsible for carrying out the work and transactions to be carried out in this context.

#### Scope

**ARTICLE 2-** It covers the transactions regarding the suggestions received from our employees on issues related to all fields of activity of İleri Group .

#### Definitions

**ARTICLE 3-** In these Procedures and Principles;

- a) Individual Suggestion System (IPS): It is a system that enables all employees of our institution to put forward their suggestions for improving the current situation on issues that directly or indirectly concern our institution, evaluates the suggestions, implements the appropriate ones and gives feedback.
- b) Unit Suggestion Evaluation Group (BÖDG): It is the working group that decides whether the suggestions directed to the units by the Suggestion Monitoring Group are feasible or not, sends the evaluation and implementation results to the Suggestion Monitoring Group, and carries out the related work and transactions on behalf of the unit.
- c) based on 7 benefit criteria are weighted and the benefit score is calculated by adding the weighted points.
- d) Suggestion: It is the systematic expression of creative ideas put forward regarding a job, compatible with the basic goals, objectives and strategies of the Institution, related to the service provided, aimed at improving the process and increasing efficiency.
- f) Suggestion Evaluation Board (SEC): It is the board that evaluates the suggestions deemed applicable by the Unit Suggestion Evaluation Board and the suggestions that concern our entire Institution after the preliminary evaluation process by the Suggestion Monitoring Group, ranks them by scoring them, and decides whether they will be put into practice or not and whether they will be submitted for management approval. The Suggestion Monitoring Group carries out the secretariat of the Suggestion Evaluation Board.



+90 (262) 648 66 66



www.ilerigroup.com  
info@ilerigroup.com



TOSB Otomotiv Mah. 13. Sk  
N 5-1 Kocaeli/ Türkiye

- g) Suggestion Evaluation Board (SEC): It is the board that rewards the highest-ranking suggestions among the suggestions found to be feasible.
- h) Suggestion Monitoring Group (ÖİG): Suggestions from our employees; checks whether it complies with the suggestion criteria, presents the suggestions that concern the entire Institution among the appropriate suggestions to the Suggestion Evaluation Board by taking the opinions of the relevant units, directs the suggestions that concern only a certain unit to the relevant unit, gives feedback to the suggestion owners for the suggestions that are not suitable, and monitors and secretariats the work done. is the working group that carries out the
- i) Suggestion Score (RP): It is the indicator that determines the implementation priority of the suggestion. It can take a value between 10-100.

## SECOND PART

### Sending, Evaluating and Rewarding Suggestions

#### Sending Suggestions

**ARTICLE 4- (1)** "Individual Suggestion" directed by the institution's personnel, human beings After logging in to the System Login Panel, they can send their suggestions through this system. Personnel who cannot log in to the system can write their suggestions on the F13.732.1 Suggestion Form and submit them to the suggestion evaluation box. Submitted suggestions are collected from the evaluation box on a weekly basis for evaluation.

(2) Individual Suggestion Every suggestion coming through the system is automatically recorded electronically. Non-online suggestions are collected from suggestion boxes every week by the suggestion monitoring group and recorded in the system. It is sorted every 15 days and distributed to the appropriate authorities. Feedback is given to each suggestion owner within 1 month. Rewards are given every 4 months.

#### Preliminary assessment

**ARTICLE 5- (1)** Suggestions coming to the system are first subject to preliminary evaluation. is kept. The preliminary evaluation process is carried out by the members of the Proposal Monitoring Group.

(2) In the Individual Suggestion System, suggestions that will contribute to the Institution and create innovation are evaluated. Among the suggestions received by the Individual Suggestion System, suggestions with the following qualifications are excluded from evaluation:

-Wishes, complaints, notices and complaints,



+90 (262) 648 66 66



www.ilerigroup.com  
info@ilerigroup.com



TOSB Otomotiv Mah. 13. Sk  
N 5-1 Kocaeli/ Türkiye

- Those that do not contain solution suggestions or benefits to be obtained,
- Suggestions that contain statements that are contrary to public morality or that constitute a crime, requests made collectively,
- Suggestions sent as a group, Vague and abstract requests,
- Suggestions that are repetitions of previously given and finalized suggestions,
- Recommendations regarding the tasks that people should fulfill,
- Suggestions with the same subject and/or content as the projects carried out by İleri Group .

(3) The Suggestion Monitoring Group member examines the suggestion and, if the suggestion meets the above qualifications, returns the suggestion to its owner along with its justification. Suggestions returned to the suggestion owner are saved in the system, but cannot be viewed by other suggestion makers.

(4) If the suggestion meets the required qualifications, it is directed to the Unit Suggestion Evaluation Groups of the relevant unit or units through the system.

### Obtaining Unit Opinion on Suggestions

**ARTICLE 6-** (1) After the preliminary evaluation process, it is determined that it has the nature of a recommendation. detection The suggestions are directed to the unit suggestion evaluation officer of the relevant unit. If necessary, the suggestion can be sent to more than one unit. The unit suggestion evaluation authority ensures intra-unit coordination on the forwarded suggestions, determines the unit's opinion on the suggestion and gives its answer within 5 days at the latest. The unit's opinion on the proposal includes only one of the following judgments and its justification is stated. Judgments about the proposal:

- 1 -“ applicable”,
- 2 -“ not applicable”,
- 3 - “ can be applied at a later date”,
- 4 - “ can be considered as a project”
- 5 - “ There is an ongoing study on the subject.”

(2) For suggestions that are feasible, can be evaluated as a project, and can be implemented at a later date, the date of implementation of the suggestion should be stated. If the subject of the suggestion does not fall within the scope of duty of the unit to which it is directed, the suggestion is returned with its justification and is directed to the relevant unit(s) by the Suggestion Monitoring Group.



## Evaluation of Suggestions

**ARTICLE 7-** (1) Same as the suggestions found "applicable" by the Unit/Units suggestion Suggestions on which units have different opinions are evaluated by the Suggestion Evaluation Board. Evaluation is done through Proposal Evaluation Form F13.732.2. Suggestions are presented to the board members, with the names of the proposers hidden, and evaluated based on the 7 basic criteria in the suggestion criteria table presented below:

	Evaluation Criteria (Range of 1-100 Points)	Coefficient
1	RETURN - TL/YEAR	0.3
2	INVESTMENT / RETURN RATE - TL	0.1
3	TIME SAVING - HOUR/YEAR	0.15
4	OPERATION REDUCTION - PIECES/YEAR	0.15
5	QUALITY - ERROR/YEAR	0.1
6	ENVIRONMENT, ENVIRONMENT IMPROVEMENT - FIELD/FAB.	0.1
7	OCCUPATIONAL SAFETY - AREA/FAB.	0.1

(2) Members of the Suggestion Evaluation Board, after reviewing the suggestions and the opinions expressed by the units about the suggestions, evaluate each suggestion evaluation criterion by scoring them on the system with a score range between 10 and 100.

After all members of the Suggestion Evaluation Board complete the scoring process, the Suggestion score is calculated for each member according to the following formula:

Benefit Score (FP) = The numerical value obtained by multiplying the first seven criteria regarding the usefulness of the proposal and the points given within the specified score range by the relevant coefficient.

$$FP = GTR \cdot 0.3 + YTRM \cdot 0.1 + ZT \cdot 0.15 + OP.AZ. \cdot 0.15 + KLT \cdot 0.1 + TRM \cdot 0.1 + OHS \cdot 0.1 = \text{Total Score}$$

(3) The recommendation score for a suggestion is calculated by taking the sum of the recommendation scores given by the Suggestion Evaluation members for that suggestion.

(4) The coefficients used in calculating the benefit score may be updated by the Suggestion Evaluation Board according to the priorities of the Institution.

(5) The Suggestion Evaluation Board meets every 4 months to evaluate and reward the suggestions.



## Rewarding Suggestions

**ARTICLE 8-** (1) Suggestions evaluated by the Suggestion Evaluation Board, score are ranked according to their superiority. The ranking is made among the suggestions evaluated at the Suggestion Evaluation Board meetings held after the previous award period. Each suggestion can only enter the score ranking once. After the ranking is determined, the suggestions with the highest scores are determined and presented to the Suggestion Evaluation Board. The suggestions presented are evaluated by the Suggestion Evaluation Board and scored by the board members according to the criteria in Article 7. Each suggestion owner is given a certificate for his/her contribution to the suggestion process. The total of the scores given by the board members is taken and submitted to the management for approval. In case of approval by the management, the suggestion makers may be rewarded with certificates of achievement and gifts appreciated by the management.

## THIRD PART

### Implementing Recommendations and Monitoring the System

#### Implementation of Recommendations

**ARTICLE 9-** (1) "Applicable" and "applicable at a later date" by the units Suggestions that are expressed as an opinion and found applicable by the Suggestion Evaluation Board are sent to the relevant units by the Suggestion Monitoring Group for implementation following management approval. Units are responsible for following up and implementing the recommendations.

(2) If the subject of the recommendation concerns more than one unit, the units are responsible for the follow-up and implementation of the recommendations. Procedures regarding the implementation of appropriate suggestions must be completed by the stipulated date.

(3) Units provide statistical information on the implementation results of the suggestions decided to be implemented; Notifies the Suggestion Monitoring Group in writing. Application results should be expressed in measurable, numerical values, based on the recommendation evaluation criteria.

#### Monitoring the Individual Suggestion System

**ARTICLE 10-** (1) Individual Suggestion System The performance of the system is monitored by evaluating the outputs.

## CHAPTER FOUR

### Boards and Groups Established within the Individual Suggestion System

#### Formation of the Unit Suggestion Evaluation Group

**ARTICLE 11-** (1) Unit Suggestion Evaluation Group, to evaluate the suggestions concerning the units; It meets when necessary under the chairmanship of the authorized group member. Suggestions coming to the Unit Suggestion Evaluation Group are evaluated within the framework of Article seven.



+90 (262) 648 66 66



www.ilerigroup.com  
info@ilerigroup.com



TOSB Otomotiv Mah. 13. Sk  
N 5-1 Kocaeli/ Türkiye

(2) Group members;

#### **Formation of the Suggestion Monitoring Group**

**ARTICLE 12-** (1) Recommendation Monitoring Group, by management It consists of a Human Assets Manager, a Human Assets Deputy Manager, a Human Assets Specialist, and a Quality System Manager. At least 4 people serve in the group. Group members are selected from among the staff of İleri Group . Once the group is created, management can change group members if necessary.

(2) The Suggestion Monitoring Group meets when necessary. The General Manager presides over the meeting.

(3) Within the scope of preliminary evaluation, the group; It determines whether the incoming suggestions comply with the criteria, gives feedback to the proposers regarding the suggestions that were not accepted or were finalized without having to be directed to the units, and determines which unit the suggestions accepted as appropriate concern. As a result of these studies, it prepares a list containing the accepted suggestions and the unit's opinions about these suggestions and presents them to the Suggestion Evaluation Board. It sends the suggestions accepted by the Suggestion Evaluation Board to the units for implementation.

#### **Formation of the Suggestion Evaluation Board**

**ARTICLE 13-** (1) The Board meets every four months.

(2) Board members consist of:

1-General Manager

2-Deputy General Manager

3 -Quality System Managers

4 -Human Assets Manager

It consists of 5 people, including the Department Manager covering the 5 Suggestions.

(3) If one of the members of the Suggestion Evaluation Board has annual leave, illness, assignment, etc. In such cases, the person whose power of attorney he left joins the Suggestion Evaluation Board in his place.

(4) If necessary, the participation of relevant personnel in the Suggestion Evaluation Board is ensured, depending on the subject of the proposal.

#### **Enforcement and Execution**

**ARTICLE 14-** (1) These Procedures and Principles shall enter into force on the date of publication. The board of directors enforces these Procedures and Principles.



+90 (262) 648 66 66



www.ilerigroup.com  
info@ilerigroup.com



TOSB Otomotiv Mah. 13. Sk  
N 5-1 Kocaeli/ Türkiye