

## OCCUPATIONAL HEALTH AND SAFETY POLICY

### I. PURPOSE AND SCOPE

Our company aims to create a safer and healthier working environment in compliance with occupational health and safety legislation, and to promote preventive health practices.

This policy covers all employees, trainees, visitors, subcontractors and service providers of İş Enerji.

### II. DEFINITIONS

The following terms used in this policy document:

**Workplace Accident:** An incident occurring at the workplace or as a result of the performance of work, which results in death or causes physical or mental disability;

**Occupational Disease:** A disease arising as a result of exposure to occupational risks,

**Occupational Safety Specialist:** Technical staff authorised by the Ministry to carry out duties in the field of occupational health and safety and holding an occupational safety specialist certificate,

**Occupational Health Physician:** A doctor authorised by the Ministry to work in the field of occupational health and safety, holding an occupational health physician's certificate and responsible for the health surveillance of employees,

**Employer's Representative:** Employees acting on behalf of the employer and involved in the management of the work and the workplace,

**Accident Investigation Report:** A report in which the causes of an occupational accident are investigated, a root cause analysis is carried out to identify the underlying cause, measures to prevent similar incidents are determined, and the statements of the injured party and/or eyewitnesses are included,

**Risk Analysis:** The process of identifying hazards present in the workplace or arising from external sources, analysing and prioritising the factors that lead these hazards to become risks, and determining control measures to mitigate them,

**Near-Miss Incidents:** An incident occurring in the workplace which, whilst having the potential to cause harm to an employee, the workplace or work equipment, does not actually result in harm,

**Preventative Health Measures:** The entirety of activities designed to prevent the onset of a disease or pre-disease symptoms before they manifest, **Emergency Action Plan:** A plan setting out the information and practical actions to be taken in the event of emergencies that may occur in the workplace,

**Periodic Medical Examination:** Examinations carried out by an appointed workplace doctor, as defined in occupational health and safety legislation, during which employees' health and employment histories are documented, their fitness for the specific role they are assigned is assessed, and working conditions (such as night shifts, shift work, working with screen-based equipment, working in confined or narrow spaces, working in noisy environments, etc.) are evaluated,

**Joint Health and Safety Unit:** A unit established by public institutions and organisations, organised industrial zones, and companies operating in accordance with the Turkish Commercial Code No. 6102 dated 13 January 2011, to provide occupational health and safety services to workplaces; this unit is equipped with the necessary facilities and personnel and is authorised by the Ministry,

**Periodic technical inspections:**

The process of inspecting and reporting on machinery, devices, installations and equipment used in the workplace at specified intervals by Type A Inspection Bodies authorised in accordance with the TS EN ISO/IEC 17020 standard.

**Personal Protective Equipment:**

The health and safety officer will prepare a PPE Risk Assessment Form specifying which items of personal protective equipment must be used depending on the work being carried out,

Personal protective equipment will be issued to the worker against signature to ensure its use.

Personal protective equipment shall comply with the specifications and conditions set out in the Personal Protective Equipment Regulation. When selecting personal protective equipment, the provisions of the Regulation on the Use of Personal Protective Equipment in Workplaces shall be taken into account.

**Occupational Health and Safety Committee:** A body established in accordance with Articles 22 and 30 of the Occupational Health and Safety Act No. 6331, comprising the employer's representative, employee representatives, the human resources officer, the workplace doctor, the occupational safety expert and knowledgeable employees from workplaces with 50 or more employees, which discusses occupational health and safety processes,

**Groups Requiring Special Policies or Measures:** This refers to pregnant or breastfeeding women, trainees, those with a diagnosed or suspected occupational disease, those with chronic illnesses, people with disabilities, and employees who have suffered a work-related accident.

### **III. ORGANISATIONAL STRUCTURE/ROLES AND RESPONSIBILITIES**

All parties covered by this policy are obliged to comply with the principles set out herein.

#### **General Obligations of the Employer Company/Employer's Representative:**

- The employer company/employer's representative is responsible for ensuring the health and safety of employees in the workplace and, within this framework, must:
  - Takes all necessary measures, including the prevention of occupational risks, the provision of training and information, the organisation of work, the provision of the necessary tools and equipment, the adaptation of health and safety measures to changing conditions, and undertakes work to improve the current situation.
  - Monitors and inspects compliance with occupational health and safety measures in the workplace and ensures that any non-compliance is rectified.
  - Carries out or commissions risk assessments.
  - When assigning tasks to employees, the employer takes into account the employee's fitness for work from a health and safety perspective.
  - The use of services from external experts and organisations, and the obligations of employees in the field of occupational health and safety, do not relieve the employer company or the employer's representative of their responsibilities.

#### **General Obligations of Employees:**

Employees are obliged to comply with the regulations relating to health and safety at work set out in legislation and our Company's regulations. In this context, they are expected to attend the health and safety training provided by our Company and to work in accordance with the established principles. Furthermore, employees declare that they are familiar with the relevant policies and regulations and that they will comply with their requirements.

Furthermore;

- Use machinery, equipment, vehicles, tools, hazardous substances, transport equipment and other tools correctly,
- To use the personal protective equipment provided to them correctly and to return it to its designated storage location after use,
- To use the safety equipment fitted to machinery, devices, vehicles, tools, facilities and buildings at the workplace in accordance with the rules, and not to remove or alter them arbitrarily,
- To notify the employer or the health and safety worker representative immediately should they encounter any situation where they believe there is a serious and immediate risk to health and safety at work, or should they observe any failure or shortcoming in protective measures,
  
- They are obliged to cooperate with the employer or the health and safety worker representative, in accordance with the relevant legislation, to ensure that the employer provides a safe working environment and conditions and to prevent health and safety risks arising from the work they carry out.
- They shall comply with the health and safety rules notified by the employer and any such rules that may be notified in the future.
- Employees must comply with occupational health and safety rules whilst operating and using the tools and equipment provided by the employer,
- In the event of any emergency situations involving inadequate health and safety conditions or posing a hazard, employees must report these to their immediate supervisor.
- Workers must immediately report any workplace accident, regardless of its severity, to the employer, the employer's representative or their supervisor.
- Workers are obliged to use the health and safety equipment and other protective gear provided by the employer,
- Workers must not engage in behaviour that humiliates their colleagues.
- Workers are obliged to exercise the utmost care in their work.
- Unless instructed to do so by their supervisors, they shall not carry out tasks that fall outside the scope of their primary duties and responsibilities.
- They shall cooperate with occupational health and safety committees regarding the determination, implementation and compliance with health and safety measures in the workplace.
- They shall exercise the utmost care to ensure that their own behaviour and any negligence do not adversely affect their own or others' health and safety, and shall

carry out their duties in accordance with the training and instructions provided by the employer.

### **Responsibilities of the Human Resources Management Department;**

Occupational health and safety practices are carried out under the coordination of the Human Resources Department, in accordance with a decision by our Board of Directors.

- To ensure the coordination of internal occupational health and safety practices.
- To employ an occupational safety specialist, a workplace doctor and other healthcare personnel, or to obtain services from a Joint Health and Safety Unit authorised by the Ministry of Labour and Social Security.
- To establish internal occupational health and safety regulations.

## **IV. FUNDAMENTAL PRINCIPLES**

- To ensure our company takes a leading role in occupational health and safety practices.
- To foster and promote a culture of occupational health and safety amongst all our employees.
- To provide a safe and healthy working environment for employees and visitors.
- To ensure that all departments, workplaces, subcontractors, visitors and trainees within our company operate in accordance with our Occupational Health and Safety Policy and relevant legislation.
- To monitor compliance with occupational health and safety rules, take all necessary measures, and ensure that any non-compliance is rectified.
- To provide the equipment and tools necessary for all employees to carry out their work safely, and to support related activities through training and knowledge-sharing.
- To coordinate the establishment and implementation of control systems designed to prevent potential emergencies and risks by ensuring preparedness; to minimise potential damage or impact should emergencies occur; and to define effective communication channels.
- To ensure our employees lead healthier and more vigorous working lives through preventive health measures.

- To maintain records of workplace accidents and occupational diseases.
- To seek employees' views and ensure their participation.
- As a company, to adopt a proactive approach aimed at improvement and development in all matters affecting employees' health and safety,
- To implement the following Occupational Health and Safety practices in accordance with Occupational Health and Safety legislation.

### **Training and Information**

All our employees receive training in accordance with the relevant legislation. In addition, training and awareness-raising activities tailored to different job groups and needs are carried out.

### **Health Surveillance**

At sites where there is an obligation to engage the services of occupational health and safety professionals, pre-employment and periodic medical examinations of our employees at the relevant sites are carried out by workplace doctors. Furthermore, employees requiring special consideration, such as those who are pregnant, disabled or have chronic illnesses, are subject to continuous monitoring and follow-up.

### **Risk Assessment**

At all our workplaces, on-site inspections and risk assessment studies have been carried out by the risk assessment team. At sites where there is a legal obligation to engage occupational health and safety professionals, risk analysis and site observation activities are carried out regularly under the leadership of an occupational safety specialist and an occupational health practitioner. At sites where there is no such obligation, these activities are updated in accordance with the legal timeframes and conditions specified in the relevant legislation.

### **Emergency Action Plan**

#### **-For the head office:**

Emergency action plans, which set out the workflows, information and practical actions to be taken in the event of an emergency at our company, are drawn up by the building management of İş Kuleleri.

There are emergency response teams comprising office staff who have received specialised training in search and rescue, evacuation, first aid and firefighting. Emergency drills are organised by the building management as part of the emergency action plan.

#### **For businesses:**

Emergency action plans, which set out the workflows, information and practical actions to be taken in the event of an emergency at our premises, are drawn up by the health and safety specialist and the employer or their representative.

Emergency response teams, comprising company staff who have received specialised training in search and rescue, evacuation, first aid and firefighting, are in place. As part of the emergency action plan, emergency drills are organised at all our workplaces by the Health and Safety Specialist and the employer or their representative.

### **Occupational Health and Safety Committees**

At locations where there is a legal obligation to engage the services of occupational health and safety professionals, occupational health and safety committee meetings are held regularly once every three months, as required by legislation.

### **Workplace Accidents and Occupational Diseases**

In the event of work-related accidents or occupational diseases, a root cause analysis is carried out to establish relevant improvement procedures. Any work-related accidents and/or occupational diseases that occur are reported to the relevant authorities within three working days.

## **V. MONITORING/INSPECTION**

Based on data and findings obtained from site observations and inspections carried out at all our workplaces, near-miss incidents and accident root cause analyses, regulatory and preventative activities are organised in collaboration with the relevant departments. Evaluations of the work carried out, along with any non-conformities that have not been rectified, are forwarded to senior management for review.

## **VI. REVIEW**

This policy is reviewed at least once a year in line with requirements, changes in operating conditions and legal regulations. Any updates or amendments deemed necessary are approved by the Board of Directors upon the recommendation of Human Resources and come into effect. The policy is published on the Company's intranet portal and website. Policy versions are tracked using version numbers to show the sequence of changes.

## **VII. ENTRY INTO FORCE**

The Occupational Health and Safety Policy comes into force on the date of its approval by the Board of Directors of İş Enerji Yatırımları A.Ş. Occupational health and safety practices covered by the Policy are implemented by the Human Resources Department of İş Enerji Yatırımları A.Ş. in accordance with legal regulations.