akfen YENİLENEBİLİR ENERJİ

HUMAN RESOURCES PROCEDURE

P05

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Contents

INDEX 4
1. Aim 5
2. Definitions 5
2.1 Abbreviations 6
3. Referenced Documents 6
4. Reference 6
5. Responsible 6
6. Application Principles 6
6.1 Personal Documents 6
6.2 Organization Chart 8
6.3 Description of Tasks 8
6.4 Minimum Requirements for Job Descriptions 8
6.4.1 Criteria 8
6.4.2 Authority 10
6.4.3 Deputies /Persons 11
6.5 Determination of Manager/Personnel Salaries 11
6.5.1 Determination of Starting Salary 12
6.5.2 Determination of Raise Amounts 12
6.6 Receiving and Evaluating Job Applications 12
6.7 Orientation 13
6.8 Performance Measurements 14
6.9 Training 14
6.9.1 Planned Trainings 14
6.9.2 Unplanned Trainings 15
6.9.3 Trainings on Management System 16
6.9.4 Trainings on Environment and OHS System 16
6.9.5 Technical Trainings 17
6.9.6 Training Records 17
6.10 Permission 17
6.10.1 Discipline 18
6.11 Conflict of Interest 18
6.12 Staff Communication Rules 18

ÜST YÖNETİM İZNİ ALINMADAN DOKÜMANIN BİR
BÖLÜMÜ/TAMAMI İKTİBAS EDİLEMEZ, ÇOĞALTILAMAZ.

6.12.1 Akfen Handbook 20
6.13 Information Privacy and Security 20
6.14 Protection of Personal Data 21
6.15 Unionization & Collective Bargaining Rights 21
6.16 Career Changes / Developments 22
6.16.1 Career Management Process 22
6.16.2 Career Support at Our Power Plants 22
6.17 Monitoring and Control of Contractor Personnel 23
6.17.1 Actions Under the Responsibility of the Contractor 23
6.17.2 Monitoring, Tracking and Control 24
6.18 Creating and Reviewing Human Resources, Social Responsibility, Protection of Personal Data and Information Security Policies 24
6.19 General Working Conditions 24
6.20 Reconstruction 24
6.20.1 Arrangement of Certificate of Achievement / Acknowledgment 25
6.21 Identification, Follow-up & Control of Risks Related to Human Resources 25
6.21.1 Risk Mapping 25
6.21.2 Monitoring Employee Rights 26
6.21.3 Internal Audit 27
6.21.4 External Audit 27
6.22 Analysis 28
6.23 Stress Management at Work Sites 29
6.24 Gift Giving and Receiving 30
6.24.1 Acceptable Gifts and Entertainment 30
6.24.2 Absolutely Unacceptable Gifts and Entertainment 31
6.25 Corruption 31
6.26 Sanctions Regarding Those Who Do Not Act In Compliance With The Policy And Ethical Rules 31
7. Revision List; 32

ÜST YÖNETİM İZNİ ALINMADAN DOKÜMANIN BİR BÖLÜMÜ/TAMAMI **İKTİBAS EDİLEMEZ, ÇOĞALTILAMAZ.**

INDEX

Figure 1 SAP- FIORI CREATING PERMISSION REQUEST SCREENSHOT 18
Figure 2 CORPORATE WEB PAGE COMPLAINT MODULE 19
Figure 3 AKFEN MANUAL COVER DESIGN 20
Figure 4 CAREER DEVELOPMENT EXAMPLE 22
Figure 5 RISK MAP COLOR CODES AND VALUES 26
Figure 6 ANALYSIS EXAMPLES OF THE STAFF NUMBER 28
Figure 7 RATIO OF PERSONNEL INVESTMENTS TO OTHER INVESTMENTS ANALYSIS EXAMPLE 28
Figure 8 EXAMPLE OF ANALYSIS REGARDING TRAINING PERIODS 29
Figure 9 ANALYSIS EXAMPLES OF UNACCEPTABLE RECOMMENDATION & COMPLAINTS RATE 29

Table 1 CORPORATE WEBSITE SUGGESTION & COMPLAINT FORM CONTENT 20
Table 2 HUMAN RESOURCES POLICY 21

Picture 1 DESIGN OF CERTIFICATE OF SUCCESS FOR WORKING LIFE 25

ÜST YÖNETİM İZNİ ALINMADAN DOKÜMANIN BİR
BÖLÜMÜ/TAMAMI **İKTİBAS EDİLEMEZ, ÇOĞALTILAMAZ.**

1. Aim

This procedure; It has been prepared to define Akfen Renewable Energy Human Resources Management processes.

In this context;

- Employment Processes
  - Job descriptions/Job Analysis
  - Interview Processes
- How job descriptions and manager/personnel criteria are listed
- How staff salaries are determined
- How to provide appropriate personnel applications
- How and by whom the job application process is monitored and controlled
- How will the orientation processes be provided by whom?
- How to measure performance
- How the performance data is evaluated and what the sanctions are
- How training needs are determined by whom
- How training needs are met through internal/external sourcing
- How the instructor minimum criteria are determined
- How records of administrative and training activities related to personnel are prepared
- How to ensure workforce continuity in case of inability to come to work due to leave, dismissal, health problems, etc. related to personnel
- Staff suggestions, objections and complaints are received and evaluated
- How the suggestions, objections and complaints of the personnel are provided and **evaluated are defined in this procedure.**

In this way;

- Suitable personnel and ensuring that they work in appropriate fields
- Determination of fair salary amounts
- Increasing staff performance and ensuring its continuity
- Translating the internal rules of the company in a short time and fulfilling them in a disciplined manner
- Ownership of company policy at all levels
- Establishment and continuity of personnel development
- Preventing loss of workforce due to human resources
- The establishment of appropriate communication channels with the staff (reception and evaluation of suggestions and complaints) will be provided.

2. Definitions

Original Approval: It is the process of approving the photocopies by the Human Resources Officer by looking at the original document or verifying it from the given authority. WILL BE APPROVED BY MEANS OF THE ORIGINAL STAMP]

Contractor: Operation process; Institutions that accept and undertake to do so on behalf of Akfen Renewable Energy

Supplier: Institutions from which needed goods and services are supplied

Personnel File: As stated in Article 75 of the Labor Law No. 4857; The employer shall prepare a personnel file for each employee he employs. In this file, the employer is obliged to keep in this file all kinds of documents and records that the employee is obliged to issue in accordance with this law and other laws and to show them to the authorized officers and authorities when requested.

Vertical Career Change: It is defined as the rise of the personnel from the position they are in within the line of supervisors to which they are attached.

Horizontal Career Change: It is defined as a career change that the personnel makes to a similar position in a different unit from the position they are in.

ÜST YÖNETİM İZNİ ALINMADAN DOKÜMANIN BİR BÖLÜMÜ/TAMAMI İKTİBAS EDİLEMEZ, ÇOĞALTILAMAZ.

Oblique Career Change: It is defined as the career change made by the personnel to a different position within the Holding higher than the position they are in and/or in the same position.

2.1 Abbreviations

HR : HUMAN RESOURCES
SSI : SOCIAL SECURITY INSTITUTION
OHS : OCCUPATIONAL HEALTH AND SAFETY
EKAT : PERMISSION TO WORK UNDER HIGH VOLTAGE IN ELECTRIC STRONG CURRENT FACILITIES *(1-380kV)*

3. Referenced Documents

Internal documents cited are listed below.

- ADDITIONAL JOB DEFINITIONS
- P05-T01 INTERNAL TRAINING INSTRUCTIONS
- P05-T02 EXTERNAL TRAINING INSTRUCTIONS
- P05-T03 INCENTIVE AND PENALTY SYSTEM INSTRUCTIONS
- P05-T06 ETHICS LINE INSTRUCTIONS
- P05-F01 TRIAL PERIOD EVALUATION FORM
- P05-F02 APPLICATION FORM
- P05-F03 FIXED-TERM EMPLOYMENT CONTRACT
- P05-F04 INFORMATION SECURITY AGREEMENT
- P05-F05 AGREEMENT FOR THE USE OF PERSONAL DATA
- P05- F06 TEMPORARY ASSIGNMENT FORM
- P05-F19 SIXTH MONTH ORIENTATION PROGRAM EVALUATION FORM
- P05-S01 RESTRUCTURING PROCESS CHART
- P05-S02 CAREER MANAGEMENT PROCESS CHART
- P18 EXECUTIVE REMUNERATION PROCEDURE
- CONFIDENTIALITY AGREEMENT
- DISCIPLINE REGULATION

4. Reference

- **4857- LABOR LAW**
- **6331- OCCUPATIONAL HEALTH AND SAFETY LAW**
- **6698- LAW ON PROTECTION OF PERSONAL DATA**

5. Responsible

The units to which this document should be forwarded are listed below.

01. Ensuring the effectiveness of this procedure; Human Resources Department,
02. Business Managers,
03. Senior Management,
04. Management Representative
05. OHS Department

6. Application Principles

- This procedure will be valid not only for our own personnel, but also for the personnel of the contractor firm .
- Revision of this procedure in line with the adequacy and needs will be carried out by the Human Resources Department.
- Digital platforms will be given priority in the provision of data on human resources. In this context, effective use of PAPERWORK, PIKONLINE and SAP-Fiori programs is in question.
- Contractor companies; will be obliged to save the data related to human resources in the PAPERWORK system. Interested parties will be provided with the opportunity to access the PAPERWORK system.
- Compliance of the human resources of the contractor companies with the conditions of this procedure will be provided externally by a 2nd party inspection service.
- Up-to-date versions of this procedure will be delivered to both the contractor companies and the contracted 2nd party inspection companies, and the relevant activities will be requested to be carried out within this scope.
- Necessary provisions will be included in the contract content or additional contracts will be created in order to put the aforementioned demands regarding the HR processes of the contractor company on a legal basis.

6.1 Personal Documents

Regardless of the level, the requests and documents to be obtained from the personnel at the beginning of the

ÜST YÖNETİM İZNİ ALINMADAN DOKÜMANIN BİR BÖLÜMÜ/TAMAMI İKTİBAS EDİLEMEZ, ÇOĞALTILAMAZ.

job are listed below. All of the said documents will be kept in the "Personnel Personal Files".

- Photocopy of identity card (It will be confirmed as the original)
- Certificate of residence
- Photocopies of declared certificates and diplomas (Original confirmation will be made.)
- Criminal record
- 2 passport photos (must be provided within a maximum of 6 months from the date of employment)
- "Document showing military service status" for men (will be created by the e-Government portal)

The documents to be prepared and to be prepared by Akfen Renewable Energy before the start of the business are as follows;

- Health report[1]
- Occupational safety basic training certificate[2]
- Business arrangement
- Orientation training record.
- Information Security Agreement
- SSI job entry declaration

Other documents to be filed according to manager/personnel characteristics;

- Documents showing this for the manager/staff benefiting from the incentive
- Photocopy of disability report for disabled managers/staff (Original confirmation will be made.)
- The text of the discount received from the Revenue Administration for the manager/staff benefiting from the disability discount
- Photocopy of work permit for foreign employees (Original confirmation will be made.)

Other documents to be filed according to the nature of the job:

- Debit certificate for the delivered vehicle, equipment

The information and documents that need to be periodically revised are listed below. **Human Resources Department and OHS Department;** will follow the said data through PAPERWORK / PIKONLINE Programs and ensure that they are renewed before it expires.

- Health Reports
- Documents related to professional qualifications
- Records of periodic trainings (PAPERWORK)
- Training data (training hours man.hour/year)
- Performance evaluation records (PIKONLINE)
- Personnel surveys (PIKONLINE)
- Staff Feedback (Suggestion, complaint, danger, other) – P03-F04 (DIGITAL / PRINTED)

The following information and documents that may be encountered during the work of the Manager / Staff are kept under the PAPERWORK program.

- P05-T04-F01 Permission Forms
- Rest and incapacity reports
- Inappropriate work records[4]
- Internal and external training records and/or certificates
- Evaluation reports on training activities (certificates of achievement, etc.)
- Work accident reports
- Minutes of absenteeism[5]

Documents that should be added to the personnel files of the dismissed manager/staff.

- SSI dismissal notice
- Release
- Notice of termination
- Resignation text
- Compensation slips
- Notifications

[1] IT WILL BE ORGANIZED BY THE WORKPLACE DOCTOR!

[2] IT WILL BE ORGANIZED BY OCCUPATIONAL SAFETY EXPERT!

[4] It should be arranged in accordance with the rules specified under the heading "DETERMINATION OF IMPROPER OPERATION".

[5] It should be arranged in accordance with the rules specified under the heading "DETERMINATION OF IMPROPER OPERATION".

ÜST YÖNETİM İZNİ ALINMADAN DOKÜMANIN BİR BÖLÜMÜ/TAMAMI İKTİBAS EDİLEMEZ, ÇOĞALTILAMAZ.

6.2 Organization Chart

Our organizational structure is included in the appendix of this procedure. The scheme in question is announced to the public through our corporate website.

6.3 Description of Tasks

- All managers/personnel operating in Akfen Renewable Energy A.Ş. must be specified and defined in the organizational chart.
- TASK INSTRUCTIONS will be prepared to cover all units defined in the organizational chart and to explain the following issues.
    - Job Descriptions
    - criteria
    - powers
- The units responsible for implementing the documents prepared within the scope of the management system are specified in the document under the title of "Responsible" and in the Document List P01-L01.
- It is essential to bring the duties and authorities specified in the Job Descriptions to the legal level by specifying and signing in de the Employment Contracts to be made with the persons to be appointed in the said position . Performance evaluations of working managers and personnel will be carried out with reference to the contents of this contract. In short, performance evaluation is carried out within the scope of officially assigned subjects.

6.4 Minimum Requirements for Job Descriptions

During the preparation of Job Descriptions, the following points will be taken into account;

01. Position duties will be described in detail.
02. Roles and responsibilities within the management system will be clearly stated.
03. The nature, frequency and duration of business trips, if any, should be explained.;
04. Field observations and one-on-one interviews with the responsible personnel should be used in the preparation and development of job descriptions. In order to establish this, the Human Resources Department will observe the positions specified in the organizational chart (top management level will be excluded), question the adequacy of the existing definitions, and evaluate the data obtained by conducting planned and unplanned interviews with department officials.
05. During the preparation of job descriptions, direct citation and reference method should be adopted instead of using the texts specified in the relevant documents.
06. In job descriptions; clear and precise expressions will be used, the content of the text and the words to be used will be determined by considering the minimum requirements of the position. It is essential that the tasks defined as a result are fully understood by the manager/staff to be employed.
07. General definitions and conditions of use of the vehicles and equipment to be embezzled shall be made with reference to the embezzlement minutes.

6.4.1 Criteria

Each title below will be considered separately during the determination of the position criteria.

01. Education ;
    The minimum education level should be determined due to the position, and alternative/equivalent departments should be defined if possible. In determining the

ÜST YÖNETİM İZNİ ALINMADAN DOKÜMANIN BİR BÖLÜMÜ/TAMAMI İKTİBAS EDİLEMEZ, ÇOĞALTILAMAZ.

minimum education level, the existence of legal [6]criteria for the position will be checked.

⚠ While determining the training requirement, it is necessary to take into account the legal conditions. It is out of the question to set criteria below the legal minimum requirements! In this context, the Human Resources Department; The OHS Department should be in contact with the Legal Department.

02. Experience ;

While determining the minimum period of experience for the position, the following points will be taken into account only within the scope of the work to be carried out in that position (For example: 3 years of experience in Human Resources Departments).

A. The risks brought by the duties (parameters affecting the service quality, occupational safety issue, etc.) should be taken into consideration. It is essential that the number of participants (candidates) is not limited and the time to be requested is minimized because the experience to be gained within Akfen Renewable Energy is more valuable.

B. Existence of legal criteria for the position will be checked.

C. Authority level will be taken into account. In the use of wide powers, it will be tried to benefit from the advantages brought by experience at the maximum level.

⚠ Duration of education and experience should be verified. For this, proofs (diploma, certificate, reference letters, contact information of reference persons to be used in verification, etc.) will be requested and provided from the candidates. (CV content and attachments)

03. Communication Skills;

In positions where internal and external human relations gain importance, skills related to the following issues will be questioned;

A. **Listening Ability:** Focusing, grasping the narrative in a short time and not forgetting until the record is kept.

B. **Empathy Ability** : Understanding other people's perspectives and acting accordingly.

C. **Incentive** : Providing a positive effect after face-to-face and telephone conversations with people.

D. **Language:** Effective and memorable conveying of the current situation, insights or ideas.

E. **Humor Talent:** Creating a positive atmosphere by using the appropriate level of humor, regardless of the environment and conditions, and completing the negotiations at the minimum level of tension when this is not possible.

F. **Image:** Considering the working conditions and the audience to be communicated, the physical features that will provide an advantage can be determined within the ethical limits.

04. Managerial Skills

The organizational and managerial skills required for the management staff should be specified, taking into account the number and level of managers/staff for which they are responsible. The points to be taken into consideration/specified here are listed below;

[6] EX: Graduate of Electrical Engineering or Electrical and Electronics Engineering etc.

ÜST YÖNETİM İZNİ ALINMADAN DOKÜMANIN BİR BÖLÜMÜ/TAMAMI İKTİBAS EDİLEMEZ, ÇOĞALTILAMAZ.

A. Leadership
B. Charisma
C. Giving confidence
D. Communication skill
E. Knowledge of the subjects for which he is responsible
F. Ability to delegate
G. Foresight and planning capacity,

05. Conditions for computer use:
H. All of the programs that should be used due to their duties will be specified and the following indicators of capability levels will be considered.
I. Basic User[8]
J. Independent User[9]
K. Sufficient Users[10]

The level of foreign language, communication, managerial skills and digital competence will be questioned in the interviews to be conducted by the **Human Resources Managers** at the Center and the **Business Managers** in the enterprises. For this, written and/or oral exams should be held and the results should be brought in minutes.

06. Increasing the diversity of the human resources of the institution;

As stated in our human resources policy, it is thought that increasing the diversity of human resources *(individuals from different cultures, religions, languages, races, genders, ages and educations working under equal conditions under the same roof) will positively* affect and accelerate institutional development.

⚠ **During the determination of the minimum criteria , it is essential to keep the issues that will negatively affect the diversity principle at a minimum level.**

6.4.2 Authority

The following points will be taken into account in the authorization definitions.

01. Authorization to use company deposits/income without the approval of **Senior Management .** (Monthly or annual amount should be specified.)

⚠ Authorization to spend money on behalf of the company; means the initiation and execution of transactions without approval. This authority does not mean that the expenditures made by the said person will not be controlled or questioned. The authority to use company resources is also the responsibility for these resources. Therefore, the detection of waste of company resources may result in results such as dismissal and/or compensation for damage. **For this reason, it is as important to accept the authority as it is to give it.**

02. The authority to hire or dismiss personnel within the scope of the mandate.

It means to be able to employ personnel in line with the needs by informing the **Human Resources Department** or to have the authority to dismiss the personnel deemed insufficient.

But this authority is not unlimited. It is imperative that the conditions of this procedure are met in terms of recruitment and dismissal. In addition, the need for personnel and the performance evaluations and suitability of the personnel received will be questioned, monitored and controlled by the **Human Resources Department.** In this way, managers will be prevented from putting pressure on their subordinate personnel.

[8] People with the ability to perform basic, simple operations. **It should be noted that these people may need help** to perform tasks that they have not done before .

[9]Persons who use the program in their daily life and have the ability to perform the tasks assigned to them without assistance.

[10]Persons who have used these programs professionally, who can perform above expectations in fulfilling their duties, who have the ability to solve problems and problems encountered by using alternative programs and to assist in solving them.

ÜST YÖNETİM İZNİ ALINMADAN DOKÜMANIN BİR BÖLÜMÜ/TAMAMI İKTİBAS EDİLEMEZ, ÇOĞALTILAMAZ.

03. Authorization to use and make use of company vehicles, devices and equipment .

    Within the scope of its duties, the tools, devices and equipment that it is authorized to use should be specified. The authorization to use and the authorization to use these devices will be defined separately. (Having the authority to use it does not mean having the authority to make the tools or devices in question available to others.)

⚠ However, this will only apply in line with the needs of the company and there is the embezzlement of vehicles, devices and equipment authorized to use. The authority to use the Company's resources is also to assume responsibility for these resources. Therefore, the vehicles, devices and equipment belonging to the company may be damaged, lost, dismissed and / or compensated for the damage other than valid reasons. For this reason, **it is as important to accept the authority as it is to give it.**

The defined/given powers should be communicated to the relevant departments. *(Ex: Notification of the authority to spend money on behalf of the Company to **the Deputy General Manager responsible for Finance**).* This will be provided by the **Human Resources Department** itself.

6.4.3 Deputies /Persons

All the criteria defined for the unit in question will not be sought in the determination of the persons to be proxies . However, in order for the duties in question to be fulfilled for a temporary period , the necessary **minimum conditions** must be determined and stipulated within the defined criteria . Only in this way can the proxy system work properly and ensure business continuity.

For the establishment of this; While determining the unit criteria, the minimum requirements/features that must be met in the units that will act as proxy will also be specified.

Appropriate proxies will be determined by taking into account the workload among those who meet the aforementioned conditions.

The persons who will be deputies should be aware of their responsibilities and should step in when necessary, without the need for the order of the superior. This will be imposed during orientation.

Power of Attorney; It is out of the question that it prevents the real work from being carried out. For this reason, the attorneys should plan their work on this basis, fulfill the proxy works by observing the essential minimum conditions, make a statement regarding the duration of the attorney when the principal takes over the job, and ensure that priority is given by specifying the overdue works.

⚠ While performing the duties and responsibilities of the deputized unit, it is essential that they do not use the powers of the deputized unit, except for essential conditions. Where necessary, authorities should be used by observing the essential requirements!

6.5 Determination of Manager/Personnel Salaries

A fair and impartial approach is essential when determining salaries. However, your salaries It is also obvious that parameters such as competence, talent and experience should be taken into account. Therefore, it is possible that the salary levels of the personnel working in the same position are different. In short, the salary is determined not only according to the position, but also according to the individuals. This is an important issue in terms of ensuring the employment and continuity of qualified managers/personnel who have the potential to perform their jobs successfully and will add value to Akfen Renewable Energy by improving themselves.

Salaries; will be treated as internal and external confidential information. **The employment contracts to be made with the parties also cover this issue.**

ÜST YÖNETİM İZNİ ALINMADAN DOKÜMANIN BİR BÖLÜMÜ/TAMAMI İKTİBAS EDİLEMEZ, ÇOĞALTILAMAZ.

Salary levels and raise rates are determined by the Human Resources unit and submitted for the approval of the Senior Management.

The following parameters will be taken into account while determining the salaries. Here, it is essential to adopt a fair and impartial approach.

Determination of executive salaries will be made in accordance with P18 Executive Compensation Procedure.

6.5.1 Determination of Starting Salary

01. Position of the position in the organizational chart
02. Criteria determined for the position,
03. Responsibilities for the position
04. Powers of the position
05. Business travel intensity
06. Position- based abilities, knowledge, and experience of individuals (Education levels, information and documents related to professional qualifications are evaluated within this scope.)

⚠ Apart from the above-mentioned conditions, there may be special salary levels in line with the interests of the company, especially **if there is a transfer of successful people who have become known in the market due to their duties.** The human resources unit will determine the salary level by taking into account the special conditions and submit it to the approval of the Senior Management.

⚠ During the determination of salaries, there is no other effect other than the above-mentioned issues. As stated in our human resources policy, ***"We will not discriminate not only in the employment process, but at any stage of our working life; we will adopt an equal and fair approach; We will offer equal pay and opportunities within the scope of their duties, powers and work performances ."***

6.5.2 Determination of Raise Amounts

During the determination of the raise amounts, the following points will be taken into account;

01. CPI (CONSUMER PRICE INDEX) rate for the previous year (average CPI rate for the previous year).
02. Performance
03. Inappropriate work, disciplinary records in OHS and other areas

⚠ During the determination of the raise rates, there is no other effect other than the issues mentioned above. As stated in our human resources policy, ***"We will not discriminate not only in the employment process, but at any stage of our working life; we will adopt an equal and fair approach; We will offer equal pay and opportunities within the scope of their duties, powers and work performances."***

6.6 Receiving and Evaluating Job Applications

The requests of managers who have the authority to fill the vacant positions and to employ additional personnel will be fulfilled by the **Human Resources Department.**

Applications; the relevant department's minimum requirements and the Human Resources Policy will be accepted by taking into account the senior management decisions on human diversity (female, male employee ratios, etc.).

Interviews will be requested for eligible applicants. This request will be made by using the telephone and e-mail specified in the CV, by specifying the date and time.

⚠ While the interviews are carried out by the Human Resources Department at the center, they are conducted by the Operations Managers at the power plants.

Candidates who do not arrive on time for the interview will not be accepted for the interview. *(There will be no warning regarding this situation. Whether the appointment is made on time or not is the first issue to be considered in recruitment.)*

ÜST YÖNETİM İZNİ ALINMADAN DOKÜMANIN BİR BÖLÜMÜ/TAMAMI İKTİBAS EDİLEMEZ, ÇOĞALTILAMAZ.

- ⚠ Re-interview planning can be made for people who postponed the interview by phone or e-mail in advance, with a valid reason!

During the interview; The accuracy of the information and documents stated in the CVs of the persons will be questioned, and the applications of those who are found to be inconsistent will be cancelled.

In order to verify the interview data, written and oral exams should be made when necessary. Preparation for this subject should be done before the interview. Exam evaluation grades should be recorded and attached to the CV attachment.

Persons whose information is verified will be contacted with the relevant department manager after the interview.

The Human Resources Department and the Responsible Manager will make a joint evaluation and choose among the participants.

- ⚠ An impartial approach is essential in the CV evaluation and interview process. There can be no compromise on this issue, which is stated in our human resources and Social Responsibility policies. In case of detection of biased approaches *(racism, biased approach, lack of equal rights, etc.),* those responsible will be questioned and punished *(even dismissal can be considered according to the level of negative approach).*
- ⚠ During the evaluation of job applications, the principle of increasing the diversity of human resources (individuals with different cultures, religions, languages, races, genders, ages and educations working under equal conditions under the same roof) will be taken into consideration. In this context, **special attention will be paid to providing equal professional opportunities for women and men.**

Personnel file procedures regarding the accepted candidate(s) will be handled by the **Human Resources Department.**

Candidates whose applications are not accepted will be informed primarily by telephone, if there is no e-mail.

Resumes and attachments of candidates whose applications are not accepted will be kept in computer environment. In case of personnel needs, priority will be given to those who applied beforehand.

Persons whose applications are not accepted will not be informed before the personnel file of the candidate/candidates whose applications are accepted is completed.

6.7 Orientation

Persons whose personal files are completed will be subject to orientation by their **manager and responsible OHS Specialist & Workplace Physicians before working.** The said orientation process will cover the following issues;

Orientation titles given by the responsible manager ;

01. Duties
02. Responsibilities
03. Powers
04. Our Organizational Structure
05. Company Policies
    - **A. QUALITY POLICY**
    - **B. ENVIRONMENTAL POLICY**
    - **C. OCCUPATIONAL HEALTH AND SAFETY POLICY**
    - **D. ENERGY POLICY**
    - **E. HUMAN RESOURCES POLICY**
    - **F. SOCIAL RESPONSIBILITY POLICY**
    - **G. PERSONAL DATA PROTECTION POLICY**
    - **H. AKFEN ETHICS CODES**
    - **I. AKFEN INFORMATION SECURITY POLICY**
06. Management system
07. Security
08. Permissions for the use of personal data
09. System documents required to implement
10. Workplace and colleagues,
11. Explanations about the tools, devices, equipment and programs to be used
12. Efficient use of resources
13. Discipline *(DISCIPLINE REGULATION)*

Orientation headings given by the OHS Specialist:Basic OHS Training:

ÜST YÖNETİM İZNİ ALINMADAN DOKÜMANIN BİR BÖLÜMÜ/TAMAMI İKTİBAS EDİLEMEZ, ÇOĞALTILAMAZ.

01. Basic OHS Training
02. Special OHS Training Topics to be Given within the Scope of Personnel Responsibilities (Working at Height, etc.)
03. Personal Protective Equipment (PPE)
04. Risk Analysis
05. Legal Rights and Responsibilities
06. Human Rights
07. Freedom of Association and the Right to Organized Bargaining
08. Election and Duty of Employee Representative

Orientation headings given by the workplace physician:

01. Occupational Diseases and Prevention Methods
02. Health Examinations and Report Frequency and Method
03. Personal Protective Equipment (PPE)

After the orientation work, all the records will be uploaded to the PAPERWORK program.

After the orientation, manager/staff work will be actually initiated. However, for a minimum period of 15 and a maximum of 60 calendar days, the responsible manager will follow and control these person(s) and question the general competencies and effectiveness of orientation training. As a result of this inquiry, the manager may request additional training to eliminate the nonconformities he / she has identified or may request new personnel provided that they inform the Human Resources Department of the reasons and obtain approval.

6.8 Performance Measurements

Performance measurements; It will be carried out by the Human Resources Department at least once a year through the PIKONLINE program.

Although the nature of performance measurements varies, they are applied to all our employees except some of our Administrative Affairs personnel.

6.9 Training

During the creation of training plans (PAPERWORK), the following points will be taken into consideration.

01. Participants
02. Education time
03. Start/end dates
04. Instructor
    Name for in-company trainers and minimum requirements for external trainers will be specified. *(As this issue will result in service procurement, a manager's approval with sufficient financing authority is required.)*

    Purchasing services for training means that P06 PURCHASE PROCEDURE comes into play. Planning work should be done taking into account these procedural conditions (duration of the purchase transaction).
05. Training place (In-Company, External)
06. Exam evaluation method *(written, oral, not subject to evaluation)*

⚠ In case of recruitment of external trainers, the curriculum vitae of the trainer will be provided and his/her competence will be questioned by the **Human Resources Department.**

6.9.1 Planned Trainings

In order to understand, appropriately criticize and implement the management system at a level that meets expectations, it is essential to determine and implement periodic training activities within the company. In this context, the **Management Representative** should determine the training needs to cover all employee staff and share them with the **Human Resources Department**. In line with the training needs communicated to it, the Human Resources Department should prepare a training plan by contacting the units that **will participate in the training (work programs, training periods and activity evaluation methods (written, oral, performance monitoring))** and record them in the PAPERWORK program.

The PAPERWORK program will automatically alert the relevant units and the **Human Resources Department** on the scheduled dates (5-1 day before the training date).

Calls for training; It will be provided by the **Human Resources Department** itself through the corporate e-mail addresses of the participants specified in the plan

ÜST YÖNETİM İZNİ ALINMADAN DOKÜMANIN BİR BÖLÜMÜ/TAMAMI İKTİBAS EDİLEMEZ, ÇOĞALTILAMAZ.

(PAPERWORK program, e-mail address will automatically forward the e-mail about the training plan and participation to the registered personnel). **In the e-mail in question, it will be clearly stated that the participation in the training is essential.**

The managers of the personnel who will participate in the training will also be informed about the training programs and the necessity of participation by Human Resources by using corporate mail (PAPERWORK Program e-mail address will automatically forward the information mail to the registered managers). If there are valid reasons to prevent participation, the **Human Resources Department** may postpone the training with the knowledge of the **Management Representative** or make additional training plans for those who cannot attend. As a result, it is essential that the designated managers/personnel have received the relevant training.

⚠ **In case of failure to comply with the training plans for any reason (changes in the participant lists, delays, etc.), the issues causing the non-compliance will be reported by the Human Resources Department without delay. (P07-F01).**

6.9.2 Unplanned Trainings

In case of detection of the following situations, unplanned trainings can be carried out within the approval of the Human Resources Department. Registration to the PAPERWORK program is mandatory in these unplanned trainings.

- In case of detection of situations that risk and disrupt the effectiveness of the management system
- In case of the need for technical information about the renewed system, device / products arises
- If the trainings given are found to be insufficient as a result of the effectiveness evaluation (it is carried out separately for the training participants, partial or re-trainings including all participants may be decided.)

  If the training activity for all participants is found to be insufficient, that is, if it is decided to re-train all participants, the training plan, trainer and training content should be questioned. As a result of this query, it is essential to change and develop the factors that are found to be deficient / insufficient. (In order to record this process, a NON-COMPLIANCE REPORT (SUBJECT TO THE P07 PROCEDURE) should be prepared for repeated trainings for all participants.) Ensuring the continuity of service quality, trainings for the development of,

Periodic trainings on the issues affecting the quality of service can be planned and implemented by the **Responsible Managers** or the **Human Resources Department** itself.

For the establishment and continuity of service quality, the following elements must be fulfilled. For this reason, the trainings related to this topic are carried out in a way to cover the following elements.

01. Technical competencies of the personnel on the systems and devices they operate.
    ⚠ The general technical knowledge and experience of the personnel does not mean that they will operate each device and system correctly . It is an important issue that each system and device is handled specifically, technical specifications, maintenance and usage issues are fully known/understood by the responsible manager and personnel. It is the responsibility of the relevant technical managers to question and evaluate the qualifications of the personnel in this regard and to determine their training needs. This , includes Business Managers for businesses .direkt
02. Managers and personelin their work quality; It depends on compliance with the instructions of their supervisors and related documents (procedures , instructions, etc.), duration and

ÜST YÖNETİM İZNİ ALINMADAN DOKÜMANIN BİR BÖLÜMÜ/TAMAMI İKTİBAS EDİLEMEZ, ÇOĞALTILAMAZ.

whether the necessary records are kept. In case of detection of deficiencies in this regard, additional training may be requested in addition to the warning. Since it has a career development-oriented work policy, priority will be given to education and development .

6.9.3 Trainings on Management System

In addition to orientation trainings for the effectiveness and continuity of the integrated management system created, INTEGRATED MANAGEMENT SYSTEM trainings will be carried out provided that not less than 1 per year. These trainings will include general information about the reference standards that are the subject of the integrated management system. The main topics are listed below;

1. OUR POLICY AND ETHICS CODES
2. EMPLOYEE RIGHTS & HUMAN RIGHTS
3. TRAININGS ON INTEGRATED MANAGEMENT SYSTEM
    a) Standard basic trainings
    b) Trainings on our system documents
4. INTERNAL AUDITOR TRAININGS[11]

- Our employees, who are deemed to be beneficial within their duties, are encouraged to participate in management systems auditor / lead auditor trainings, limited to their managerial positions .
    - Before the training planning in question, the approval of the supervisors to which the administrators are affiliated is required.

6.9.4 Trainings on Environment and OHS System

Periodic trainings including energy efficiency (which should be held at least once a year) will be organized to ensure and maintain environmental awareness. These trainings will be carried out at the center by the Deputy Director of Environmental Impact and Public Relations and other unit managers determined by him (For example, the participation of the Energy Manager in relation to Energy Efficiency Applications will be ensured.), and in the enterprises, by the Business Managers themselves. These trainings will be carried out with a focus on our environmental dimensions and risk analysis. For this reason, the main input of these trainings is ENVIRONMENTAL RISK ANALYSIS. The main topics are listed below;

1. Environmental impacts and consequences of activities
2. Biodiversity
3. Energy efficiency & climate change
4. Emergencies and exercises related to environmental impacts
5. Our environmental policies
6. Our energy efficiency policies
7. UN Global Compact's United Nations Rio Declaration on Environment and Development[12]
8. Applicable items specified in the environmental policy of the global goals for sustainable development[13]

OHS Trainings are carried out by the OHS Department in the center and by the appointed OHS Specialists and Workplace Physicians in the enterprises. In the content of these trainings, in addition to the requirements of the legal legislation, the following points specified in the Orientation trainings will be taken into consideration.

01. Legal rights and responsibilities
02. Human rights
03. Discrimination
04. Protection of personal data
05. Freedom of association and the right to organized bargaining
06. Employee representative selection and duty
07. Suggestion & Complaint submission rules and process
08. Our Social Responsibility policy
09. Akfen Ethical Codes

[11] TS EN ISO 19011
[12] http://www.un-documents.net/rio-dec.htm
[13] https://www.kureselamaclar.org/

ÜST YÖNETİM İZNİ ALINMADAN DOKÜMANIN BİR BÖLÜMÜ/TAMAMI İKTİBAS EDİLEMEZ, ÇOĞALTILAMAZ.

10. Our information security policy
11. Our policy on the use of personal data
12. Parts of the global goals for sustainable development that fall under the scope of occupational safety
13. Contents of ILO conventions accepted by our country[14]
14. UN Global Compact within the scope of OHS
15. OHS emergencies and exercises

6.9.5 Technical Trainings

In-house technical trainings can be organized to encourage our personnel to improve themselves in technical terms. In particular, business managers are expected to inform the HUMAN RESOURCES DEPARTMENT of the technical trainings they deem necessary for the development of their technical personnel and to request the planning of these trainings.

- In order to support the technical development of our employees at all levels, participation in external technical trainings is supported in terms of their duties or career development.
  - Before the training planning in question, the approval of the supervisors to which the administrators are affiliated is required.

6.9.6 Training Records

For both internal and external training, the forms below, prepared by us, must be used. In external training organizations, the aforementioned forms will be prepared by the managers who request training for the external institutions/persons providing the training.

01. PAPERWORK Training plan and registration forms

02. SPECIAL ACHIEVEMENT / PARTICIPATION CERTIFICATE for external trainings: In case the training needs are realized through the procurement of services from the supplier companies *(the approval of the trainer's CV by the **Human Resources Department** is also valid for the procurement of services from the suppliers),* the preparation of the SUCCESS CERTIFICATE for those who succeed in the exam related to the training and the PARTICIPATION CERTIFICATE for those who fail will be requested.

All of the trainings performed; will be enrolled in the PAPERWORK program by the **Human Resources Department** at the center and by **the Business Managers** at the enterprises. In the Management Review meetings, data against the training agenda item will be available from the PAPERWORK program.

Increasing the efficiency of the management system and service quality can only be achieved through manager/personnel development. The most basic way to achieve this is training. This issue should be evaluated by **the Senior Management** and decisions should be taken regarding the determination of annual targets. It is essential to meet the minimum training targets set by **the Senior Management .**

- Our training performance will be monitored and evaluated statistically (according to the training titles, man.hour / month-year training periods and rates. It is essential to improve the statistical data in question *(development of training contents and/or training durations per person) .*

6.10 Permission

The process regarding leave requests is carried out and followed through **the SAP FIORI program,** which works under the manager. The program registration, approval and follow-up process are specified in the FIORI user manuals. The screenshot of the program permission request is given below.

[14] https://www.ilo.org/ankara/lang--tr/index.htm

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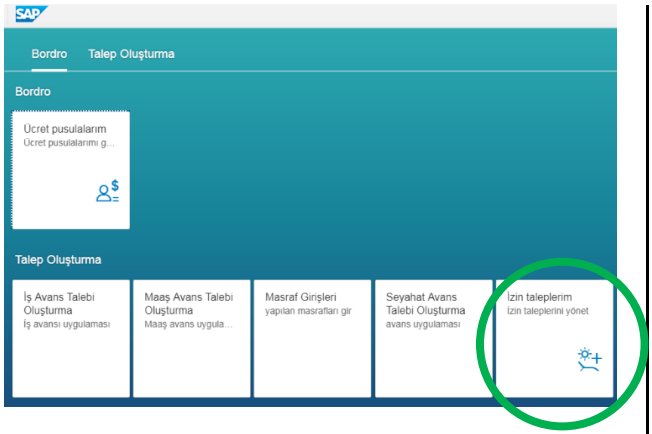

Figure 1 **SAP- FIORI CREATING PERMISSION REQUEST SCREENSHOT**

Regardless of their duties, our company managers have to use the program in question during the permit process.

The permit processes of in the field personnel are carried out by receiving the printed requests and their approval by **the Operations Managers** . Business Managers are obliged to enter the leave records of the personnel they leave PAPERWORK into their program and PAPERWORK to record the leave forms they approve in their program. In this way, the permissions of the field personnel can be monitored and controlled from the center.

6.10.1 Discipline

A DISCIPLINE REGULATION has been prepared for the establishment of personnel discipline within Akfen Renewable. The said instruction will be forwarded to all managers/personnel by the Human Resources Department. And it will be applied without discrimination within the company.

The issues considered under the said instruction are listed below.

01. Compliance with working hours,
02. Other personnel and managers, *(P03 INTERNAL/EXTERNAL COMMUNICATION PROCEDURE)*
03. Communication with 3rd party persons/institutions *(P03 INTERNAL/EXTERNAL COMMUNICATION PROCEDURE)*
04. Attire,
05. Permission

The contents of the instructions will be explained during the orientation of the newly employed manager/staff .

6.11 Conflict of Interest

Avoiding conflicts of interest; It is an important issue specified in Akfen Code of Ethics. EMPLOYMENT CONTRACTS are prepared to include conflicts of interest in detail so that our personnel we work liwith understand and accept their responsibilities regarding conflicts of interest. The content in question is given below;

- Worker; By protecting the employer's commercial reputation; Not to harm the Employer knowingly or negligently in accordance with the Labor Law and the relevant labor legislation, this Agreement and general moral rules; The employer is obliged to cover the damages that may arise as a result of speech, behavior or initiatives that will harm the reputation of the employer.
- Worker; Purchasing or selling goods or services to the detriment of the Employer from third parties while performing the work that it is obliged to perform, or causing damage to the Employer by acting contrary to the Company policies and working principles in this Agreement, regardless of whether it is in a conflict of interest or not. If it causes a loss of confidence in himself, a conflict between the interests of the Employer and the interests of the employee is deemed to have occurred. The Employee agrees that he/she will not make any agreement or transaction that may conflict with his/her duties or obligations towards the Employer on behalf of and on behalf of the Employer.
- If the employee has a direct or indirect financial interest in a transaction between the Company and a third party, due to a spouse, child or a third degree relative, it is deemed that there has been a conflict between the interests of the Employer and the interests of the employee. In such a case, the Employee must immediately notify the Top Managers in writing and obtain prior written consent before taking the action.

6.12 Staff Communication Rules

Akfen Renewable personnel; It should always forward its suggestions, complaints and demands to a senior

ÜST YÖNETİM İZNİ ALINMADAN DOKÜMANIN BİR BÖLÜMÜ/TAMAMI İKTİBAS EDİLEMEZ, ÇOĞALTILAMAZ.

manager and act in accordance with the hierarchical structure of the company. In this context, requests submitted by managers/personnel who are not directly subordinate to their own departments will not be accepted, and the responsible managers will be informed about this issue. **This rule can only be circumvented in the following cases;**

- Personnel; they will directly forward their criticisms and complaints about the managers they are affiliated with to the **Human Resources Department.** The **Human Resources Department** will evaluate the requests submitted to it within this scope, investigate the criticisms and complaints they deem appropriate, question the reasons for criticism/complaints and take corrective actions to protect the rights of the personnel who make criticisms/complaints *(P08 CORRECTIVE/PREVENTIVE ACTIVITY PROCEDURE).*
- Personnel working / will work under the **Human Resources Department**; Criticisms and complaints regarding the managers will be forwarded directly to the **Management Representative**. The **Management Representative** will evaluate the requests; investigate the criticisms and complaints they deem appropriate, question the reasons for criticism/complaints, and take corrective actions to protect the rights of the personnel making the criticism/complaint *(P08 CORRECTIVE/PREVENTIVE ACTION PROCEDURE).*

Personnel objections and complaints can be provided in accordance with these rules, by raising the awareness of the employees on this issue and by transmitting the said forms (digital / printed) to them. Regarding this issue;

- The objections and complaints of all personnel will be raised by the **Human Resources Department** and the **Management Representative** in private, general meetings and meetings where they can forward their complaints to their own supervisors or the **Human Resources Department** (complaints about their own supervisors) without any pressure. In addition, the OHS unit; will address the suggestion and complaint process in periodic trainings.

In addition to the provision of personnel objections and complaints, the **Human Resources Department**; As stated under the heading of "Performance Measurements", it will notify all employees of the PIKONLINE program at least once a year and request the operation of the system. In this way, information about working conditions and relations with other personnel and supervisors will be obtained.

- Staff ; In accordance with our company policies, we cannot impose any restrictive or preventive sanctions on establishing worker organizations, meeting with existing appropriate worker organizations, and registering.

Personnel can forward their complaints and suggestions to the SUGGESTION & COMPLAINT boxes set up in their work areas, either by name or not, in hard copy or through the complaint module of our corporate website. The module image in question is given below.

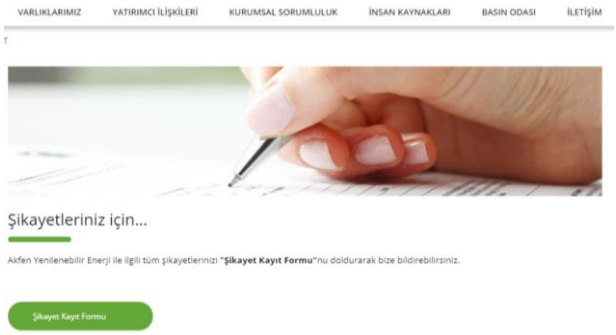

Figure 2 CORPORATE WEB PAGE COMPLAINT MODULE

Employees who enter the module will be able to fill out and send digital complaint forms. The form contents are given below.

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Table 1CORPORATE WEBSITE SUGGESTION & COMPLAINT FORM CONTENT

- ○ I don't want my name revealed
- ○ I want my name revealed

- ▪ Email
- ▪ Name and surname
- ▪ Phone number
- • Subject of the complaint
- • Frequency
  - ○ IT WAS ONCE
  - ○ IT HAS HAPPENED A FEW TIMES
  - ○ IT IS CONTINUOUS
- • Suggestions for Resolving the Complaint

Staff as mentioned above; they will be able to quickly convey their troubles and problems to the center directly by using this form. The form data in question is automatically listed and forwarded to the **Human Resources Manager and Management Representative**.

Apart from the SUGGESTION & COMPLAINT system, a comprehensive communication line has been established for personnel, stakeholders and everyone to convey their complaints. P05-T06-ETHICAL LINE INSTRUCTION includes in detail the use of the Ethical Line, which can be hidden from the telephone and e-mail information specified by the announcement made on the Akfen Renewable Energy corporate website and posters, and when deemed necessary, identity information can be hidden.

Opinions and suggestions about Akfen Renewable Energy, its position and processes are compiled with an orientation evaluation form for newly started personnel in their 6th month. This feedback is shared with the managers. If necessary, an action plan is created.

With the meetings held once a year with all the Center personnel and the Plant Personnel where the General Manager is located, Environmental, Social, OHS, Human Resources and all other issues are reviewed and evaluated.

In case of dismissal, exit interview is conducted. If the issues that need to be taken action are identified in the exit interview, the situation is evaluated and action is taken with all relevant managers, including the relevant deputy general manager or the general manager of the power plant / construction site.

Personnel are informed about the use of these communication channels through periodic trainings.

Employees of the contractor company are also subject to these communication facilities and rules.

6.12.1 Akfen Handbook

AKFEN HANDBOOK will be created and distributed in order to ensure the continuity of the general awareness of the personnel about Akfen activities and corporate culture, to inform them about the practices related to the personnel, etc. The responsibility for the periodic distributions of the manuals, revisions, reprints and distributions when necessary **belongs to the Human Resources Department.**

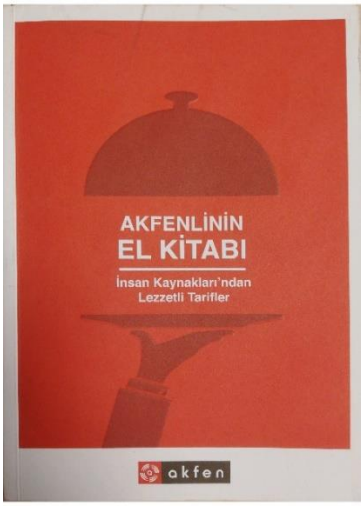


Figure 3 AKFEN MANUAL COVER DESIGN

6.13 Information Privacy and Security

The personnel before the start, there are the following provisions for the establishment of information confidentiality and security.

- The company's logos , advertising and promotional materials, printed documents, computer disks, floppy disks, CDs, DVDs and similar recording

ÜST YÖNETİM İZNİ ALINMADAN DOKÜMANIN BİR BÖLÜMÜ/TAMAMI İKTİBAS EDİLEMEZ, ÇOĞALTILAMAZ.

equipment and all or any part or part of the information contained therein are trade secrets and are within the scope of this confidentiality obligation. None of these can be copied, reproduced, used or taken out of the workplace by the Employee for any reason other than the requirements of the job. The employee accepted them in advance.

- All information obtained by the Employee from the date of first employment until the signing of this Agreement, even in different companies of the Employer, is within the scope of the confidentiality provisions of this Agreement.

Not being satisfied with these issues specified in the EMPLOYMENT CONTRACTS, an INFORMATION SECURITY AGREEMENT is also made with each personnel. The contract in question has been prepared to include all the matters deemed necessary for the establishment of information security.

Although these provisions on information confidentiality are signed by the personnel, these issues will be brought to the agenda during the orientation for the purpose of raising awareness , and confidentiality and information security will be addressed in periodic trainings for the continuity of awareness.

6.14 Protection of Personal Data

The provisions of the PERSONAL DATA PROTECTION LAW no. 6698 will be fully implemented. In this context;

- PERSONAL DATA PROTECTION POLICY has been prepared regarding how and within which limits personal data will be used within Akfen Renewable Energy and how they will be protected.
- The procedures , instructions and formations regarding the use of personal data will be implemented directly within the Holding.

6.15 Unionization & Collective Bargaining Rights

Our staff on the right to form unions and to bargain collectively; they will be informed through orientation and periodic trainings. Akfen Renewable Energy will support these formations and meet the demands in this direction positively. In this context;

- Meetings related to union formations and collective bargaining, etc. requests will be supported within the available resources (Meeting room facility etc.)
- Opportunities will be provided at a high level in unions and collective bargaining demands . In this context, for the union formations of our company employees;
  - A digital communication platform will be created that will allow members to communicate at a high level.
  - Regarding internal/external communication methods, HR will provide specific training to the union/bargaining organization. In this way, union representatives and participants will have information about the communication process.
- Our approach to unionization and collective bargaining rights is clearly stated in our HUMAN RESOURCES POLICY. The expressions in question are given below.

Table 2HUMAN RESOURCES POLICY

We will adopt an approach that respects human rights and evaluate the requests received in this context. We will guarantee the right of our employees to organize. We will fulfill collective bargaining and employment contract requests.
Opportunities to eliminate any effect that may restrict their representation rights and even facilitate the representation process . In this context, we will take the demands of the workers' representatives seriously and evaluate them.
We will prevent discrimination against our employee representatives at all levels.

ÜST YÖNETİM İZNİ ALINMADAN DOKÜMANIN BİR BÖLÜMÜ/TAMAMI İKTİBAS EDİLEMEZ, ÇOĞALTILAMAZ.

6.16 Career Changes / Developments

Our employees; Moving it horizontally and vertically is supported operation. This issue is also clearly expressed in **our Human Resources Policy .** For this, our company employees are given priority in promotions, and new job opportunities are announced within our company without discrimination.

This approach is expected to keep the motivation of our employees high and improve their personnel skills.

Below; A diagram exemplifying career development within our company has been shared.

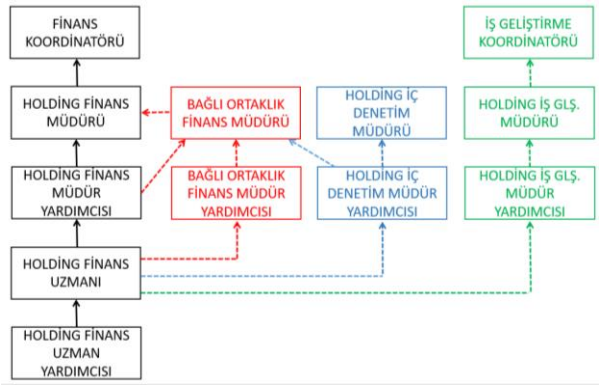


Figure 4 CAREER DEVELOPMENT EXAMPLE

Minimum criteria have been set for each unit specified in our organizational chart. The conditions in the personnel data and the conditions of the open position are compared by the Human Resources Department and the appropriate employees are directed to career development.

6.16.1 Career Management Process

It is also possible for Akfen Renewable Energy personnel to continue their careers with horizontal, vertical and oblique career changes in the Holding and its group companies. All Akfen Renewable Energy employees can apply for the positions opened in Akfen Renewable Energy companies. These applications are evaluated within the scope of P05-S02-CAREER MANAGEMENT PROCESS SCHEME.

In addition, Akfen Renewable Energy employees can apply for all positions opened within Akfen Holding. These applications are evaluated by the relevant units and managers (Holding Human Resources Unit, Human Resources Unit of the relevant company, manager of the open position, General Managers of the relevant companies, etc.). In case of positive requests, the relevant position/company change is announced throughout the company and implemented.

⚠ Prior to this process, approval must be obtained by interviewing the supervisors of the personnel whose career development is foreseen.

6.16.2 Career Support at Our Power Plants

Our employees who meet the conditions;

EKAT CERTIFICATE is supported. Especially within the scope of supporting local employment, EKAT training fees are met in line with the demands of the Power Plant Operations Managers.

The minimum curriculum of EKAT trainings, which are critical for power plants, is listed below.

- Basic Electricity,
- Direct Current Systems,
- Grounding,
- Electricity Measuring,
- Protection Systems,
- Energy Cables,
- High Voltage Equipment,
- Controls And Maneuvers,
- Occupational Health And Safety,
- First Aid.

(The above-mentioned curriculum requires a minimum of 120 hours of instruction.)

Personnel who are entitled to receive EKAT certificate are assigned as **Control Operator.**

They are supported to participate in the 10UY0002-3 MACHINE MAINTENANCE LEVEL 3 and 10UY0002-4 MACHINE MAINTENANCE LEVEL 4 exams held by certification bodies authorized by MYK (VOCATIONAL QUALIFICATION INSTITUTION). Personnel who are entitled to receive certificates as a result of the said exams are assigned as Machine Maintenance Supervisor.

Managerial career changes are approved by the APPOINTMENT FORM and then announced within the company.

ÜST YÖNETİM İZNİ ALINMADAN DOKÜMANIN BİR BÖLÜMÜ/TAMAMI İKTİBAS EDİLEMEZ, ÇOĞALTILAMAZ.

The number of personnel making career changes is evaluated statistically.

⚠ There is no discrimination in the presentation of career opportunities, only the minimum requirements for career change are taken as a basis. All personnel who meet these conditions are given these opportunities .

6.17 Monitoring and Control of Contractor Personnel

It will be guaranteed that the contractor companies fully fulfill the duties defined under this title regarding [15]the personnel they employ , as specified in their contracts. The issues to be followed in this context are listed below.

6.17.1 Actions Under the Responsibility of the Contractor

- **<u>To fulfill legal obligations in a complete manner.</u>**
- P05 EXAMINATION OF THE HUMAN RESOURCES PROCEDURE and fulfillment of its minimum requirements.
- P03 EXAMINATION OF THE INTERNAL/EXTERNAL COMMUNICATION PROCEDURE, to fulfill its applicable requirements.
- Preparing and maintaining the personnel files related to the contractor company personnel in a manner that meets the requirements of this procedure.
- Recording of personnel data in the PAPERWORK system. The contents of the recording are listed below.
    - Name and surname
    - TR Identification number
    - Title / Profession
    - Position
    - Department
    - Contact information (Mobile phone, e-mail address)
    - Start date of work
    - Dismissal date
    - Certificate of professional competence
    - Contract status (full time, part time)
    - Gender
    - Whether it is within the scope of local employment,
    - Diploma, certificate, etc. related to professional qualifications. documents)
- To comply with the 2nd & 3rd party audit plans, to present the information and documents requested by the auditors, to determine the necessary corrective actions to eliminate the defects detected during the audits and to perform them within the specified periods.
- To fully implement the Akfen Renewable Energy method *(Suggestion-Complaint Notification Boxes, P03-F04 Suggestion Complaint Feedback Form (Printed, digital access), suggestion – complaint notification via our corporate web page)* in order to collect suggestions, complaints or feedbacks on the working conditions of the personnel, occupational safety and health, activities, communication with local people, etc. To share the feedback provided with Akfen Renewable Energy in full.
- Carrying out risk analysis studies in accordance with the work and environmental conditions and bringing them to the attention of 2nd & 3rd Party audit institutions. To complete the necessary work within the specified time to eliminate the deficiencies and defects identified in this regard.
- To ensure the announcement and adoption of Akfen Renewable Energy Policies and ethical codes.

[15] SUB-EMPLOYMENT REGULATION (27.09.2008 / ISSUE 27010)_ **ARTICLE 10:** In Article 2 of the Law ; It is stated that the main employer will be responsible, together with the subcontractor, for its obligations to the workers of the subcontractor arising from the Law, the employment contract or the collective bargaining agreement to which the subcontractor is a party.

ÜST YÖNETİM İZNİ ALINMADAN DOKÜMANIN BİR BÖLÜMÜ/TAMAMI İKTİBAS EDİLEMEZ, ÇOĞALTILAMAZ.

- To provide the minimum trainings specified in this procedure to the personnel and to follow the training effectiveness.
- To fulfill all of the other applicable items specified in this procedure completely.
- ⚠ Employees of the contractor company; If deemed necessary for them to receive all the trainings determined in this procedure, training planning will be made at the contractor company sites. The evaluation and decision regarding this issue belongs to the Human Resources Department.

6.17.2 Monitoring, Tracking and Control

Monitoring, follow-up and control processes regarding the HR processes of the contractor company will be carried out by 2nd Party Audit firms, taking into account the minimum requirements of this procedure. The control period was determined as 1 month.

The contractor companies will be audited and reported within the scope of the 3rd Party audit plans to be carried out annually as well as the 2nd Party audit plans.

6.18 Creating and Reviewing Human Resources, Social Responsibility, Protection of Personal Data and Information Security Policies

Human Resources, social responsibility, protection of personal data and information security policies will be prepared by the Human Resources Department and submitted to the approval of the Senior Management. Policy texts approved by the Senior Management will be announced and shared on our corporate web page and on the sites by hanging on the walls.

These policy texts constitute one of the standard agenda items of the Management Review meetings. Therefore, in each YGG meeting held, the appropriateness, adequacy and how well they are understood by the relevant parties will be questioned and revised if deemed necessary.

6.19 General Working Conditions

Detailed descriptions of personnel working conditions are described in detail in the P10 OCCUPATIONAL HEALTH AND SAFETY FACILITY.

The compliance of the work sites with these definitions; It is the responsibility of the **Business Managers** for the enterprises and the **Human Resources Department** for the Center.

6.20 Reconstruction

The issues that may cause structural changes in our company that will affect the situation of our employees and the actions that we foresee to take in order to protect our employees (except for legal requirements) are listed below;

- Actions to protect our employees in the event of a complete shutdown of the business;
  - A. Restructuring information and meeting with Employee Representatives, Human Resources Manager and Unit managers before restructuring
  - B. Evaluation of the possibilities of transferring to other enterprises within Akfen Holding in order to protect their legal rights, taking into account the existing conditions
  - C. Preparation and delivery of reference letters at a level that will make it easier for our employees to find a job by taking into account their performances
- Actions regarding the protection of our employees in case of the closure of some of our power plants;
  - A. Restructuring information and meeting with Employee Representatives, Human Resources Manager and Unit managers before restructuring.

ÜST YÖNETİM İZNİ ALINMADAN DOKÜMANIN BİR BÖLÜMÜ/TAMAMI İKTİBAS EDİLEMEZ, ÇOĞALTILAMAZ.

B. To our other power plants; evaluation of transfer possibilities taking into account current conditions and needs.
C. Evaluation of transfer opportunities to other enterprises within Akfen Holding in order to protect legal rights, taking into account the existing conditions.
D. Preparation and delivery of reference letters at a level that will make it easier for our employees to find a job by taking into account their performance.

- Actions for the protection of our employees in the event of the transfer of all or part of the business and its closure;
  A. Restructuring information and meeting with Employee Representatives, Human Resources Manager and Unit managers before restructuring
  B. Requesting the transferee entity to protect the existing human resources and trying to develop the terms of the agreement accordingly
  C. Evaluation of transfer opportunities to other enterprises within Akfen Holding in order to protect legal rights, taking into account the current conditions
  D. Preparation and delivery of reference letters at a level that will make it easier for our employees to find a job by taking into account their performances
- Within our company; In case of union & collective bargaining structure(s), meetings and bargaining will be held with union representatives within the framework of the restructuring actions explained under this heading.

P05-SO1-RESTRUCTURING PROCESS SCHEME is taken into account and the legal requirements are not included.

6.20.1 Arrangement of Certificate of Achievement / Acknowledgment

For our employees who fulfill their duties properly, act in accordance with the company rules and have not received a warning, a Certificate of Appreciation will be issued and delivered by the Human Resources Department with the approval of the manager to which they are affiliated. The design of the certificate of appreciation in question is given below.

Picture 1DESIGN OF CERTIFICATE OF SUCCESS FOR WORKING LIFE

6.21 Identification, Follow-up & Control of Risks Related to Human Resources

6.21.1 Risk Mapping

Risk maps are prepared in order to determine their size according to risk titles and location /tasks. These maps are the first material to be considered regarding the details, frequency and priorities of the follow-up and control processes. With this feature, it is important to determine it correctly.

The main issues taken into account within the scope of Human Resources and their locations are given below.

ÜST YÖNETİM İZNİ ALINMADAN DOKÜMANIN BİR BÖLÜMÜ/TAMAMI İKTİBAS EDİLEMEZ, ÇOĞALTILAMAZ.

Evaluated Topics:

FUNDAMENTAL HUMAN RIGHTS / LEGAL RIGHTS

01. Establishment of occupational health and safety
02. Employment age
03. Working hours
04. Nutrition
05. Transport
06. Education right
07. Suitability of work sites
08. Availability of rest areas
09. Adequacy / suitability of devices and equipment
10. Discrimination in employment and employment
11. Communication opportunity
12. Abuse & harassment
13. Forced and compulsory labor
14. The right to organize and collective bargaining
15. mobbing
16. Possibility of transfer during the restructuring process

POLICY AND ETHICS CODES

01. Education
02. Awareness
03. Orientation
04. Conflict of interest
05. Discipline
06. Giving gifts
07. Outside work
08. Protection of personal data
09. Restructuring process

Pitches;

The above-mentioned issues are being evaluated for the following topics.

a) HEADQUARTERS: All units specified in the organization chart
b) HEPP: For all units in hydroelectric power plant organizations
c) WPP: For all units in wind power plant organizations
d) SPP: For all units in solar power plant organizations

The color codes taken into account in the risk map are given below.

Figure 5RISK MAP COLOR CODES AND VALUES

The **Human Resources Department and the Management Representative** are jointly responsible for the oversight of the risk maps. In this context, the adequacy/appropriateness of the risk maps will be questioned and revised if necessary, at least once a year, within the scope of current conditions and the data obtained, by setting a special agenda in a meeting or meeting specific to this subject. As a result of the risk map revision, the internal audit checklists will be reviewed and updated if necessary.

Risk ratios indicated by color codes on the risk map;

- It does not affect the frequency of inspection periods. However, the auditors must determine the examination priorities, durations and details according to this document.
- Regarding the examination of suggestions and complaints; The maximum duration, acceptance and response also have to be considered in risk maps.

6.21.2 Monitoring Employee Rights

The following information and documents regarding the employees; The PAPERWORK and/or SAP Fiori system will be instantly entered by the Power Plant Managements (Manager – Assistant Managers) and the data entries will be monitored and controlled at the center.

a) Periodic actions and documents related to Occupational Health and Safety (Environmental testing, control, Machinery equipment testing, control, Personnel health data, OHS trainings, etc. (The details are

ÜST YÖNETİM İZNİ ALINMADAN DOKÜMANIN BİR BÖLÜMÜ/TAMAMI İKTİBAS EDİLEMEZ, ÇOĞALTILAMAZ.

specified in the P10 establishment procedure of occupational health and safety.)

- The said data will be monitored and controlled by the OHS Department at the power plants operated by Akfen Renewable Energy.

b) Staff working hours
- The said data will be monitored and controlled by the Human Resources Department at the power plants operated by Akfen Renewable Energy.

c) Staff permits
- The said data will be monitored and controlled by the Human Resources Department at the power plants operated by Akfen Renewable Energy.

d) Trainings (excluding OHS Trainings)
- The said data will be monitored and controlled by the Human Resources Department at the power plants operated by Akfen Renewable Energy.

e) Suggestions and complaints
- Management Representative for all sites will be monitored and controlled.

f) Its location within the restructuring plan
- In the event of restructuring, within the plan, new employment, transfer, etc. Staff will be informed about their position.

For the sites whose operation is carried out by the contracted contractor companies, the monitoring process regarding the above-mentioned issues will be carried out through the 2nd Party audit companies through the mentioned programs (Except for suggestions & complaints).

6.21.3 Internal Audit

All of the subjects evaluated in risk mapping are included in the HUMAN RESOURCES // internal audit question lists. The aforementioned question lists are questioned and reported during the internal audits carried out by the OHS UNIT AND HUMAN RESOURCES. Detailed explanations regarding the audit process are explained in P14 INTERNAL AUDIT PROCEDURE. All internal auditors are subject to this procedure .

Internal audits PAPERWORK are carried out in a planned manner (Planning Module). However, in case of a complaint regarding [16]fundamental human rights and legal rights , an unplanned and unannounced audit will be conducted by the HUMAN RESOURCES department , if necessary, and evidence regarding the reasons for the complaint will be sought. If the complaint is related to the Human Resources Department, the said audit will be carried out by the Management representative himself. Nonconformities detected as a result of the said audits will be reacted within the scope of P08 CORRECTIVE & PREVENTIVE ACTION PROCEDURE.

- The internal control mechanism is only valid for power plants operated by Akfen Renewable Energy. 2nd party inspection services are received at the sites where service is purchased for the operation.

6.21.4 External Audit

The monitoring and control of the sites, whose operation is carried out by the contracted contractor companies, will be carried out by the 2nd Party inspection companies. In the said audits, the question lists taken into account in the internal audits will be valid. 2nd party inspectorates are also subject to the P14 INTERNAL AUDIT procedure . In this context, routine inspections will be carried out in a planned and informed manner.

- However, in the event of a complaint regarding fundamental human rights and legal rights, the HUMAN RESOURCES department will request to seek evidence regarding the

[16] 6.12 COMMUNICATION RULES SECTION

ÜST YÖNETİM İZNİ ALINMADAN DOKÜMANIN BİR BÖLÜMÜ/TAMAMI İKTİBAS EDİLEMEZ, ÇOĞALTILAMAZ.

grounds for the complaint , by means of an unplanned and, if deemed necessary, unannounced audit. Nonconformities detected as a result of the said audits will be reacted within the scope of P08 CORRECTIVE & PREVENTIVE ACTION PROCEDURE.

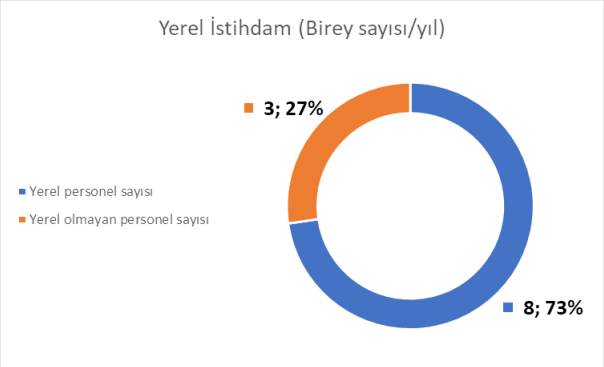
Each commissioned site will be included in the 3rd party external audit process within a maximum of 1 year from the date of commissioning, and it will be examined and reported by 3rd party auditors within the scope of integrated management systems.

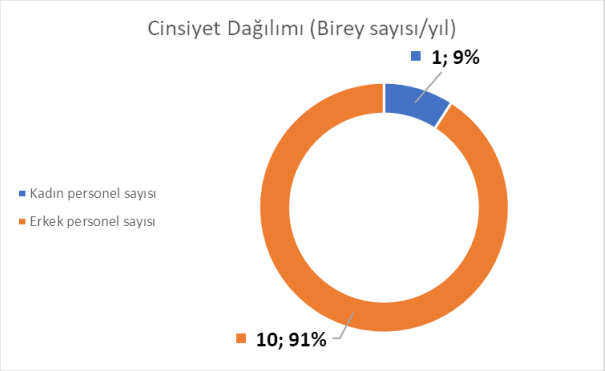
6.22 Analysis

The following issues regarding the personnel will be obtained from each field separately on a monthly and annual basis and will be examined by the HUMAN RESOURCES DEPARTMENT and turned into an annual analysis report. The aforementioned report will form one of the agenda items of YGG meetings and will be opened for discussion.

- TOTAL NUMBER OF STAFF
- NUMBER OF LOCAL STAFF
- NUMBER OF FEMALE STAFF
- NUMBER OF PERSONNEL REPLACED

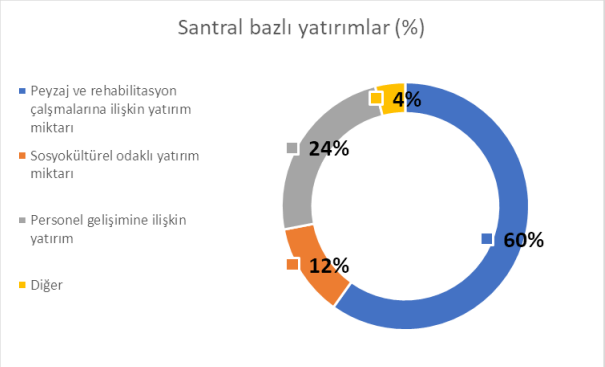
Figure 6ANALYSIS EXAMPLES OF THE STAFF NUMBER





- INVESTMENT AMOUNT FOR PERSONNEL DEVELOPMENT (₺/MONTH - ₺/YEAR)

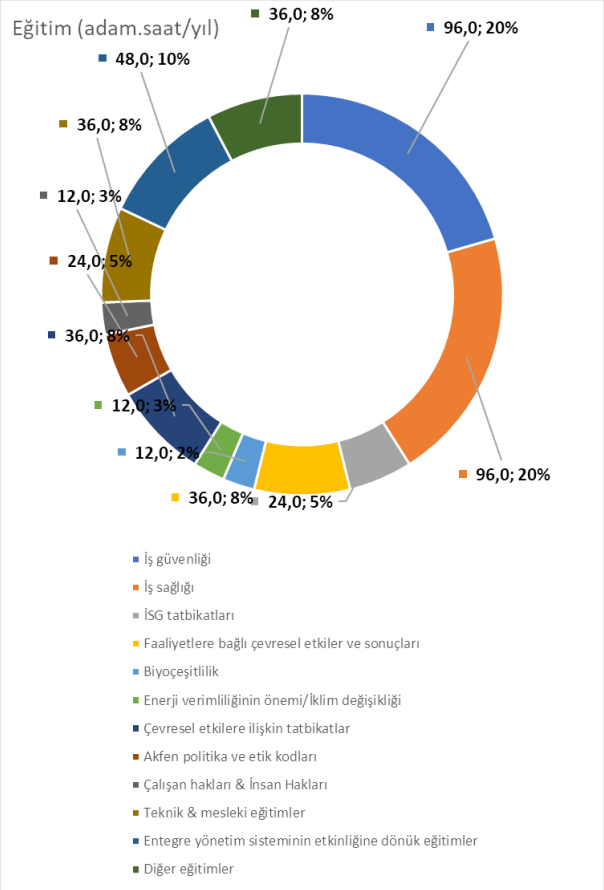
Figure 7RATIO OF PERSONNEL INVESTMENTS TO OTHER INVESTMENTS ANALYSIS EXAMPLE



- PERSONNEL TRAINING TIMES (man.hour /month-year)
  - WORK SAFETY
  - WORK HEALTH
  - OHS EXERCISES (EMERGENCY)
  - ENVIRONMENTAL IMPACTS AND ITS CONSEQUENCES
  - BIODIVERSITY
  - ENERGY EFFICIENCY
  - EXERCISES ON ENVIRONMENTAL INTERACTION
  - POLICY AND ETHICS CODES
  - EMPLOYEE RIGHTS & HUMAN RIGHTS
  - TECHNICAL & VOCATIONAL TRAININGS
  - TRAININGS ON INTEGRATED MANAGEMENT SYSTEM
  - TOTAL TRAINING TIMES

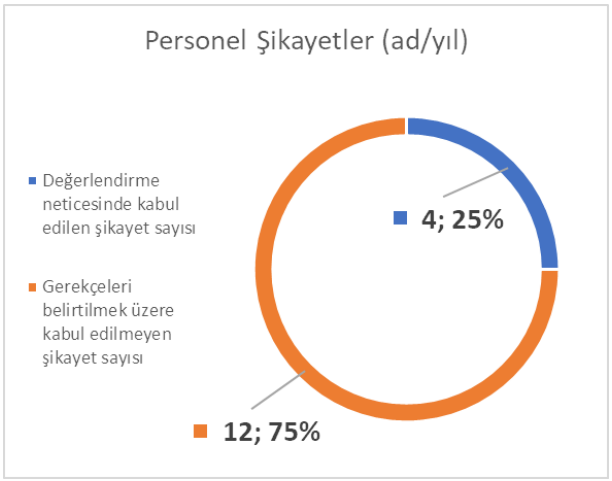
ÜST YÖNETİM İZNİ ALINMADAN DOKÜMANIN BİR BÖLÜMÜ/TAMAMI İKTİBAS EDİLEMEZ, ÇOĞALTILAMAZ.

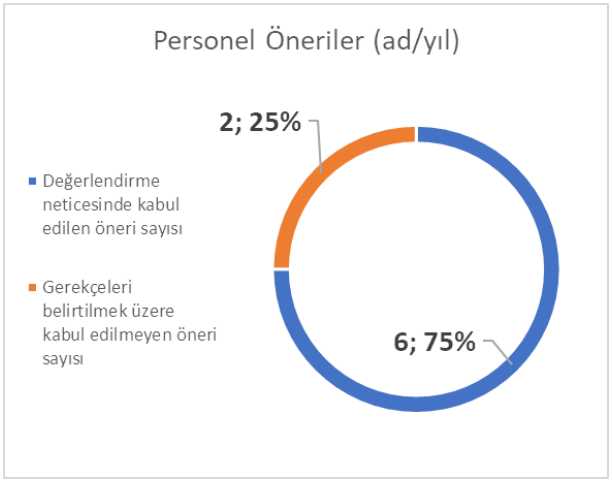
Figure 8EXAMPLE OF ANALYSIS REGARDING TRAINING PERIODS



- STAFF SUGGESTIONS & COMPLAINTS (name/month-year)
  - TOTAL NUMBER OF COMPLAINTS
  - NUMBER OF COMPLAINTS ACCEPTED
  - TOTAL NUMBER OF SUGGESTIONS
  - NUMBER OF SUGGESTIONS ACCEPTED

Figure 9ANALYSIS EXAMPLES OF UNACCEPTABLE RECOMMENDATION & COMPLAINTS RATE





6.23 Stress Management at Work Sites

Stress surveys will be held at a maximum of 6 months in order to determine the stress status of the employees . The said work will not only be limited to our own personnel, but iwill also be carried out in a way that includes the personnel of the contractor firm.

The stress questionnaire content (questions) is generally listed below.

- Are you trying to get your work done in a short time?
- Do you avoid asking if you need help?
- Do you have to do other people's work?

ÜST YÖNETİM İZNİ ALINMADAN DOKÜMANIN BİR BÖLÜMÜ/TAMAMI İKTİBAS EDİLEMEZ, ÇOĞALTILAMAZ.

- Do you feel the need to look at your watch to know when your work will be finished while you are working?
- Do you feel that time is not enough while working?
- Do you feel nervous and irritable while working?
- Do you argue with your co-workers?
- Have you considered quitting your job because of stress?
- Do you feel tired during your work?
- Can you convey your problems and needs related to your job to your supervisor?

Suggestions & Complaints

The above-mentioned survey questions (except for suggestions and complaints) will be evaluated with the following multiple-choice options.

- ALWAYS
- OFTEN
- SOMETIMES
- NONE

In order to ensure a high level of participation in the survey studies in question, the following explanation will be made for each survey.

"WE WORK TO DETERMINE YOUR STRESS LEVEL BY DETERMINING HOW YOU REACT IN GENERAL TO THE FOLLOWING SITUATIONS. **WE REQUEST YOU TO PARTICIPATE IN THIS SURVEY, WHICH WON'T TAKE A LOT OF YOUR TIME, AND GIVE SINCERE ANSWERS. THE CONTENT OF THE SURVEY IS COMPLETELY CONFIDENTIAL!"**

Survey studies will be carried out through digital platforms and automatically listed. Since its content has the status of confidential information, it will be opened to access only to the HUMAN RESOURCES SECTION.

- There are no periodic trainings on stress management. Depending on the results of the survey studies, if the HUMAN RESOURCES DEPARTMENT finds stress management training necessary, it is possible to organize unplanned trainings.

P03 – As stated in the Internal-External Communication Procedure, stress management is evaluated in annual planned meetings with employee representatives, including supplier employees, and when deemed necessary, measures and mitigation plans are made and implemented.

Inadequately defined job descriptions are one of the biggest sources of stress in working life. In order to prevent conflicts of interest and stress at the workplace that will arise from this, the Human Resources Department aims to reduce the source of stress by reviewing the job descriptions and making the necessary arrangements in the Performance Evaluation studies carried out at least 1 time a year.

Employee Handbook, Safety Handbook and Constitutional Rights Handbook trainings are used to increase the awareness of Akfen Center, Power Plant and construction site employees about stress sources.

Equipment and environmental arrangements used in working areas are established within the rules of OHS, Environment and ergonomics and employee stress reduction is realized.

Especially in the power plants and construction sites, there are resting and socialization areas such as ping-pong, volleyball, basketball, football, etc., sports activities, camellias, gazebos, listening areas, etc. as allowed by the surface area of the campus and anti-stress activities are carried out.

6.24 Gift Giving and Receiving

Our managers and personnel at all levels may accept or give gifts in accordance with the following rules. This issue is also described in our Ethical Codes in the same way.

6.24.1 Acceptable Gifts and Entertainment

Acceptable gifts and entertainment are limited to the following!

- Its monetary value is reasonable,
- Pursuant to the purpose of the work,
- In accordance with the law,

ÜST YÖNETİM İZNİ ALINMADAN DOKÜMANIN BİR BÖLÜMÜ/TAMAMI İKTİBAS EDİLEMEZ, ÇOĞALTILAMAZ.

- Consistent with local customs and practices.

6.24.2 Absolutely Unacceptable Gifts and Entertainment

Gifts and entertainment listed below cannot be accepted and offered to third parties.

- Cash and substitute,
- Perceived as a bribe, with high monetary value
- Purchases made from private sources,
- All gifts and entertainment that will damage Akfen's reputation.

6.25 Corruption

As stated in our ethical codes; ***"We do not accept, give or offer bribes under any circumstances. We do not seek personalized privileges from subcontractors, suppliers, consultants, competitors or customers. "***

6.26 Sanctions Regarding Those Who Do Not Act In Compliance With The Policy And Ethical Rules

Those who do not act in accordance with our policy and ethical rules will be referred to the ETHICS Those who do not act in accordance with our policy and ethical rules will be referred to the ETHICS COMMITTEE. The ethics committee established within Akfen Holding (according to the Holding rules) will evaluate the situation based on objective evidence and the content of the defense letter, and will announce the sanction decision. Depending on the severity of the violation, the ethics committee has the authority to make decisions at the level of dismissal and criminal complaint.

- ⚠ Ethics committee; Depending on the nature of the non-compliance and the content of the objective evidence, it may call the relevant personnel and request a face-to-face meeting/defense.

ÜST YÖNETİM İZNİ ALINMADAN DOKÜMANIN BİR BÖLÜMÜ/TAMAMI İKTİBAS EDİLEMEZ, ÇOĞALTILAMAZ.

7. Revision List;

Revision No : 01
Revision Date : 27.09.2016
Revision by : Songül EYİDEMİR
Reason : Comment on worker organizations has been added.
Revision : **The following text has been added under the TITLE "STAFF COMMUNICATION RULES".**

Staff ; In accordance with our company policies, we do not have any restrictive or preventive sanctions for establishing worker organizations, meeting with existing appropriate worker organizations, and registering.

Revision No : 02
Revision Date : 04.04.2018
Revision by : Songül EYİDEMİR
Reason : PAPERWORK
Revision : **It has been added that the forms will be sent via M Files .**

Revision Number : 03
Revision Date : 21.02.2019
Revision by : Songül EYİDEMİR
Reason : Delay in training plans etc. Defining what needs to be done to prevent nonconformities and to record the nonconformities.
Revision : **The following revisions were made under the title of "Planned Trainings".**

> **"In this framework, the Management Representative should determine the training needs covering all staff and share them with the Human Resources Department. In line with the training needs communicated to it, the Human Resources Department should contact the units that will participate in the training (work schedules, training periods and effectiveness evaluation methods (written, verbal, performance tracking)) and prepare a training plan and save it in the PAPERWORK program. PAPERWORK program will automatically warn the relevant units and Human Resources Department according to the planning. "**
>
> **"In case of failure to comply with the training plans for any reason (changes in the participant lists, delays, etc.), the issues causing the non-compliance will be reported by the Human Resources Department without delay. (P07-F01)."**

Revision No : 04
Revision Date : 17.06.2019
Revision by : Yasin Bilmez
Reason : Description of the programs (, ID MACRO,) Humanist used in the follow-up and control of the human resources process . M-Files Collective bargaining rights, the necessity of referring to the Human Resources Policy.
Revision : **Revisions have been made under many headings of the procedure regarding the issues described in the justification section.**

Revision Number : 05
Revision Date : 20.06.2019
Revision by : Yasin Bilmez
Reason : The need to elaborate the general definitions of trainings within the scope of environment and OHS.
Revision :

- **A sub-title of "Trainings on the environment and OHS system" has been added regarding the issues described in the justification section.**
- **Under the heading "Human Resources Policy", "We will announce our Social Responsibility Policy to all our employees and ensure that they adopt it." text has been added.**

Revision No : 06
Revision Date : 20.06.2019
Revision by : Yasin Bilmez
Reason : Clear explanations regarding the identification, follow-up and control of risks related to Human Resources are not included in this procedure.
Revision : **6.21 The title of Identification, Monitoring & Control of Risks Related to Human Resources has been added.**

ÜST YÖNETİM İZNİ ALINMADAN DOKÜMANIN BİR BÖLÜMÜ/TAMAMI **İKTİBAS EDİLEMEZ, ÇOĞALTILAMAZ.**

Revision No : 07
Revision Date : 21.06.2019
Revision by : Yasin Bilmez
Reason : Clarification of information confidentiality and career change.
Revision : **"Information privacy and security" and "Career Change" titles have been added regarding the issues described in the justification section. Additional explanations have been added to some parts of the procedure regarding the said explanations . In addition, explanations regarding the Akfen Handbook application are explained under the sub-heading of "AKFEN HANDBOOK".**

Revision No : 08-09-10-11
Revision Date : 21.06.2019 – 23.08.2019
Revision by : Yasin Bilmez
Reason : Revision of Policy Texts within the scope of ILO – UNGC – UN – OECD (Environmental and Social Policies Reference List)
Revision : **All of the procedures have been reviewed and developed within the scope of the Environmental and Social Policies Reference List.**

Revision No : 12
Revision Date : 09.11.2019
Revision by : Yasin Bilmez
Reason : Revision of Policy Texts within the scope of ILO – UNGC – UN – OECD (Environmental and Social Policies Reference List)
Revision : **All of the procedures have been reviewed and developed within the scope of the Environmental and Social Policies Reference List. The personnel who fulfill their duties in full, the title of "Arranging the Certificate of Achievement/Acknowledgement" has been added.**

Revision No : 13
Revision Date : 13.11.2019
Revision by : Yasin Bilmez
Reason : Not clearly describing the analysis subjects and methods, Lack of clear explanations on stress management
Revision : **Analysis subjects and methods, including units, are described under the title of Analysis. Stress management title was added, and explanations were made about the survey and trainings.**

Revision No : 14
Revision Date : 10.04.2021
Revision by : Yasin BİLMEZ
Reason : No anti-corrosion measures added
Revision : **Added spoilage, bribe gift concepts.**

Revision No : 15
Revision Date : 16.08.2022
Revision by : Ersan ÖZKİŞİ
Reason : Restructuring not defined
Revision : **The definitions and details of the restructuring are entered.**

ÜST YÖNETİM İZNİ ALINMADAN DOKÜMANIN BİR
BÖLÜMÜ/TAMAMI **İKTİBAS EDİLEMEZ, ÇOĞALTILAMAZ.**