

OCCUPATIONAL HEALTH AND SAFETY



FOR ENKA, IT IS NOT ONLY A PRIORITY, BUT ALSO AN INDISPENSABLE VALUE THAT ALL ITS STAKEHOLDERS, PARTICULARLY ITS EMPLOYEES, SHOULD BE ABLE TO RETURN TO THEIR HOMES AND FAMILIES AT THE END OF WORK WITHOUT HAVING EXPERIENCED ANY FORM OF INJURY. IN LINE WITH THIS PERSPECTIVE, VARIOUS PRACTICES AND DEVELOPMENT PROGRAMS FOR OCCUPATIONAL HEALTH AND SAFETY ARE IMPLEMENTED IN ALL ACTIVITIES PLANNED AND MANAGED.

ENKA HEALTH, SAFETY, SOCIAL AND ENVIRONMENT POLICY

The Occupational Health and Safety structure in ENKA begins with the commitment by the senior management. This strong commitment, which is the foundation of ENKA's activities and management system, is shared with all of its stakeholders through the [Health, Safety, Social and Environment Policy \(HSSE Policy\)](#). The commitment clearly described in the HSSE Policy is implemented effectively through internal procedures and trainings, workshops, plans,

instructions, check lists, forms and other instruments that are developed in line with these procedures. Areas that are open to improvement are identified through audits and according to the results of these audits, the system is reviewed and necessary actions are taken in line with the principle of continuous improvement.

Occupational Health and Safety (OHS) is addressed without concessions wherever ENKA is active and everyone within the boundaries of the worksites, including subcontractors, is considered to be an ENKA employee and subject to the same standards.

OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM AND OHS RISK ASSESSMENTS

Following the activities and audits carried out in 2019, the transition from the OHSAS 18001 Occupational Health and Safety Management System to the ISO 45001:2018 Occupational Health and Safety Management System standard was successfully accomplished. Together with ENKA Headquarters and all ENKA İnşaat projects now formulate and implement their OHS management systems in line with the ISO 45001:2018 standard.

Besides, ENKA Power, ENKA TC, Cimtas Pipe, Çimtaş Steel, Çimtaş Module and Shipyard and Çimtaş Precision Machining all hold OHSAS 18001 certificates and manage their OHS management systems in compliance with the requirements of the OHSAS 18001 standard.

All ENKA activities are carried out in compliance with Law No. 6331 on Occupational Health and Safety of the Republic of Turkey and the local regulations of the countries where ENKA operates. For example; ENKA's subsidiaries in Russia comply with the Russian Federation Federal Law No. 197 and with all regulations within the framework of this law.

The top priority in all the locations where ENKA operates, and in all of its business activities, is for employees to conduct their work without injury. Within this framework, all existing and potential HSE (Health, Safety and Environment) risks are identified, assessed and managed. A proactive approach is adopted while managing these risks and all processes are conducted in compliance with approved procedures and relevant regulations.

At ENKA İnşaat projects, the main steps of ENKA HSE risk management are the General Risk Assessments conducted at the beginning of each project, specific risk assessments developed according to the specifics of the work to be carried out, and the Job Hazard Analyses.

The risks and necessary precautions which are identified through risk assessments are evaluated by the project management groups and HSE Departments and addressed in accordance with the risk management hierarchy. According to the risk management hierarchy, the following steps are taken progressively for any identified risk:

- Elimination: Eliminating the risk at its source.
- Substitution: Replacing any risk or hazardous situation, event or item of equipment with a less hazardous one.
- Engineering Controls: Placing physical or protective equipment between the risks and those who are liable to be damaged due to risks.
- Administrative Controls: Relaying the risks and protective measures to the employees who are under risk of injury through directives and instructions.
- PPE: Personal Protective Equipment.

Once these steps are taken in order and it is ensured that all the risks are thoroughly assessed and they are at an absolutely acceptable level, then the risks and related protective measures are communicated to all employees.

OCCUPATIONAL HEALTH AND SAFETY COMMITTEES

In compliance with the laws and regulations, ENKA and its subsidiaries establish and hold meetings of HSE and OHS committees. All ENKA İnşaat projects have HSE committees, while ENKA Headquarters, ENKA Power and the Çimtaş Group companies have OHS Committees. These committees meet regularly to review Occupational Health, Safety and Environment performance and decide on the main actions that need to be taken. The committees consist of employer representatives, OHS experts, the workplace doctor/nurse, a human resources expert, an administrative officer, employee representatives, representatives of the labour union if any, and other relevant experts depending on the agenda. Special attention is paid to ensure that the employee representatives are chosen through elections.

During committee meetings and training activities, and through the use of other communication tools, it is clearly emphasised that all employees have the authority to "STOP" any work which they consider to be unsafe. Anyone working at ENKA, regardless of their job description, may use the right to stop work without reservation. The authority to "STOP WORK" is clearly defined in ENKA HSE procedures, where it is stated unequivocally that employees who use this authority will not face any sanctions.

ENKA believes that all accidents can be prevented through its participatory, risk-based management system. However, should any undesired incident occur which results in harm to a stakeholder, it is investigated in detail, regardless of the severity. Corrective action plans are drawn up according to the investigation and analyses conducted, and these plans are followed meticulously to prevent reoccurrence of any similar incidents. Subsequent "Lessons Learned" which are developed after all incidents are shared with all projects to prevent such incidents from reoccurring.



Within each and every ENKA organisation there are HSE units which report to the most senior manager and employ competent employees to ensure that the HSE processes function and are managed properly. ENKA İnşaat HSE management structure is summarised in the organisational chart on the right.

Within ENKA İnşaat, HSE Department reports to the President and Chairman of the Executive Committee. The Director of Quality, HSE & Integrity, the Corporate HSE Manager and the HSE Engineers are all parts of the Corporate HSE Department located at ENKA Headquarters and the department ensures communication and coordination with all projects.

The HSE departments established for all projects, are organisationally affiliated to both the project management and the Corporate HSE Department. Thanks to this organisational scheme, the HSE performances of all projects are regularly monitored and their compliance with all relevant standards is ensured.

The personnel employed in the project HSE departments regularly participate in nationally and internationally-accredited certification and diploma programmes to further their personal and occupational development. Training units formed within the HSE departments provide training for employees in line with the project training plans.

One of the most important aspects of HSE management is to seek and obtain the opinions of employees and ensure their active participation in HSE processes.

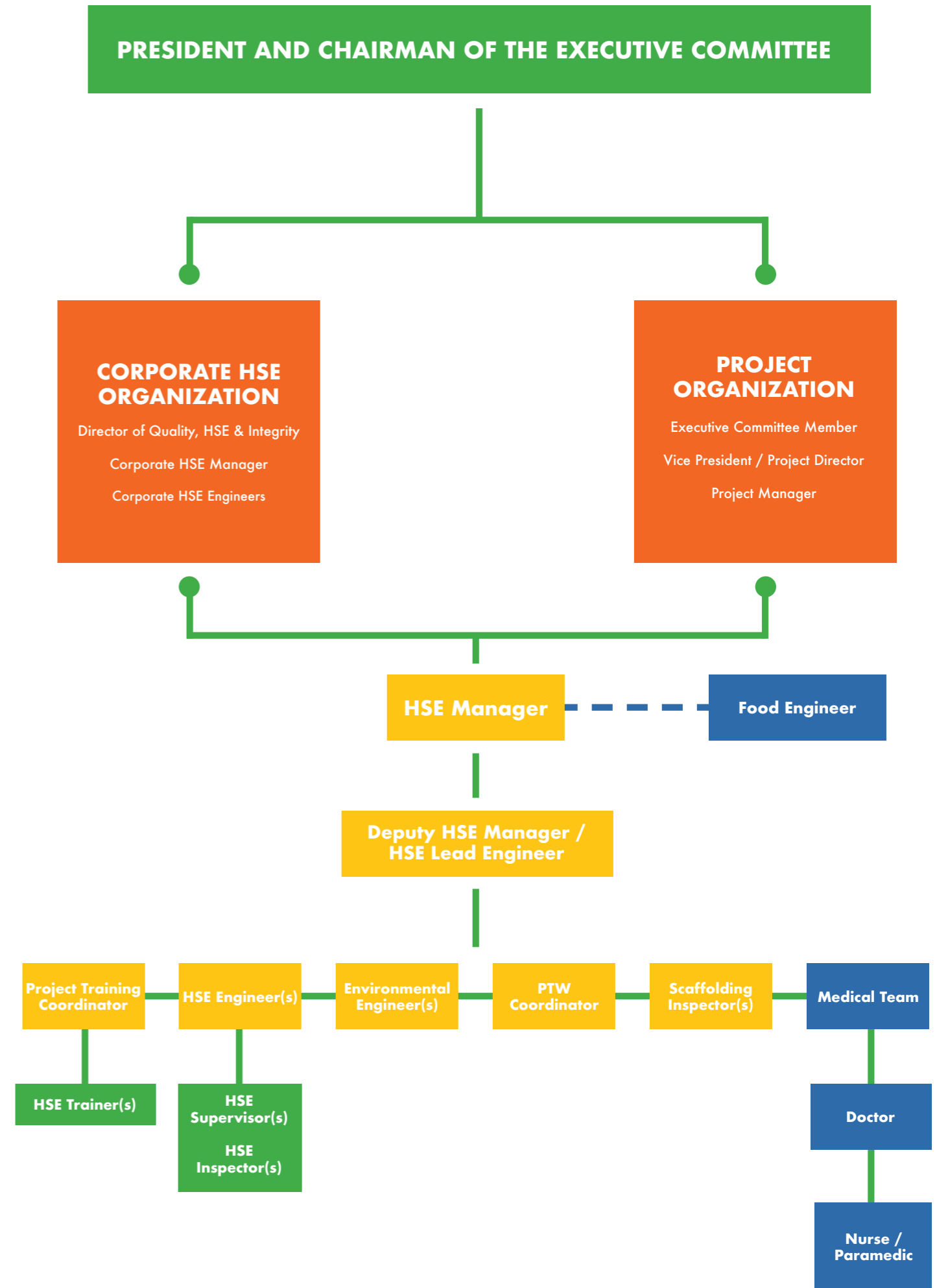
The HSE Policy is publicly available on ENKA's website and it is conveyed to all employees during orientation training. Instructions, directives and procedures related to HSE processes are also communicated to employees through regular training programmes. Aside from training activities, this information is also available on internet and it is communicated to employees via the HSE bulletin boards at the projects. News and developments are regularly shared with all employees through the HSE Newsletter system, which establishes an internal communication platform within the company.

At ENKA, employees always have a say on how their activities can be made safer. All employees are encouraged to report in detail any unsafe conditions or events they may observe in the workplace. Non-conformities identified by employees are assessed, and the necessary precautions are taken, through the use of the Behaviour-Based Occupational Safety Programmes and the "Observation Cards" in place at ENKA İnşaat projects.

ENKA İnşaat and its subsidiaries conduct OHS committee meetings at various intervals according to the relevant risks and regulations. The committees are formed with the participation of the subsidiaries' managers, HSE managers and employee representatives. In these committees OHS performance data, identified major risks, feedbacks, requests and demands are discussed and decisions are made accordingly. The opinions and suggestions of the employee representatives are taken into consideration when making these decisions. At Çimtaş, in addition to the committee meetings, personal suggestion systems and kaizen schemes have been created to enable employees to participate in the OHS system.

Additionally, HSE committees are established in all projects under the guidance of the project managements and the project HSE departments. These committees gather weekly and monthly for "Zero Accident Team Meetings" to review the HSE performance of the projects and decide on the main actions that need to be taken. Employee representatives are also present in these committees in numbers proportionate to the number of total employees.

A revision has been made in the ENKA HSE organisational chart in 2019 according to the risk evaluations carried out for the transition to the ISO 45001 standard. As a result, the scaffolding inspectors, who are responsible with inspecting the scaffoldings at projects, have been included in the HSE organisational chart.



HSE TRAININGS

ENKA and all its subsidiaries have detailed plans and procedures which are developed in accordance with the requirements of relevant laws, regulations and management system standards, for the training of employees. Accordingly it is determined which and how often employees should receive training according to their professions and responsibilities.

Training coordinator and competent trainers in training units within ENKA İnşaat HSE departments create training plans and carry out training activities. To overcome the language barriers which arise when undertaking work all around the world, local instructors are employed in the training units to provide training to the local employees in their native languages.

HSE trainings at ENKA are conducted under 3 main headings. These are:

1. Orientation and Toolbox Training,
2. Technical Training,
3. System Training.

Orientation and Toolbox Training, which form the basis of all HSE training, are mandatory for all employees when they start working on an ENKA project.

Technical Training is provided on topics such as working in confined spaces, safe use of hand tools and working at height with the aim of ensuring that the activities in question are carried out safely. System Training focuses on the functioning and details of various systems such as the ENKA HSE System, the Permit to Work System and ISO Management Systems.

With the transition to the ISO 45001 standard, the efficiency of the training provided to employees is assessed and tracked more effectively. To this end, the HSE Training Procedure has been revised and re-named as HSE Training and Competency Procedure.

As shown on the following table, a total of 882,527 person-hours of HSE training were provided to employees at ENKA İnşaat in 2019. Within this figure, the amount of specific training, which is the sum of technical and systems training, was 326,525 person-hours. Orientation and Toolbox are not included in specific training since they constitute the basis for HSE training. Annual training goals are determined and updated using the Specific Training Ratio, which is based on the total amount of technical and system trainings.

The increase in the total training hours and the Specific Training Ratio in 2019 compared to 2018 is thought to have contributed to a parallel decrease in the number of training-related incidents in 2019.

**HSE TRAININGS PROVIDED
BY ENKA İNŞAAT IN 2019**
882,527
PERSON-HOURS

HSE Training Hours by Year

YEAR	TOTAL (PERSON-HOURS) -A-	TOTAL SPECIFIC TRAININGS (PERSON-HOURS) -B-	RATIO OF SPECIFIC TRAININGS -C- (C=B/A)	TOTAL OF ALL TRAININGS (PERSON-HOURS) -D-	TOTAL TRAINING RATIO -E- (E=D/A)
2019	38,872,244	326,525	0.0084	882,527	0.023
2018	47,165,738	274,525	0.0058	732,225	0.016
2017	53,400,045	338,774	0.0063	1,025,123	0.019

In 2019, a total of 1,053,894 person-hours of HSE trainings were given at ENKA and its subsidiaries. The distribution of training hours among ENKA İnşaat, ENKA Power, Çimtaş, ENKA Real Estate (ENKA TC, CCI, MKH), ENKA Pazarlama, ENKA Foundation and ENKA schools is shown in the table below.

HSE Training Hours by Company/Organisation

	WHITE COLLAR		BLUE COLLAR	
	TRAINING DURATION PERSON-HOURS	AVERAGE TRAINING HOURS PER PERSON	TRAINING DURATION PERSON-HOURS	AVERAGE TRAINING HOURS PER PERSON
ENKA İNŞAAT	143,691	53.64	738,836	53.64
ÇİMTAŞ GROUP	36,892	40.1	117,198	74.3
ENKA POWER	704	8.09	2,322	12.97
ENKA REAL ESTATE	5,475	12.19	8,278	16.86
ENKA SPORTS CLUB	16	0.18	16	1
ENKA PAZARLAMA	192	1.67	226	8.07
ENKA SCHOOLS	24	0.05	24	0.38
TOTAL	186,994	38.92	886,900	53.74



EMPLOYEE HEALTH

Protecting the health of its employees is the foremost priority of ENKA. For this reason, health care units have been established in line with the associated risks of the organisation and the activities in which it is engaged, and are available at ENKA İnşaat and all its subsidiaries for the use of its employees.

To protect the health of employees working on ENKA projects, which are located in numerous challenging locations, comprehensive site clinics and infirmaries are established where expert doctors, paramedics and nurses are employed. The doctors and nurses in these clinics provide a 24/7 service and attend to all the health problems of the employees in detail. All the clinics are equipped with AED and ECG devices, oxygen support equipment, tools and stretchers and trauma intervention kits which are ready to use. Additional medical equipment that is needed is identified through detailed health risk assessments.

All employees are able to apply to these healthcare services not only when they have health problems due to their work but for other health problems as well. Treatment is completely free of charge and in line with the relevant standards.

ENKA and its subsidiaries maintain the highest level of food health. Food health and hygiene inspections are conducted periodically and all necessary precautions are taken to prevent any health problems.

In order to conduct health management at ENKA İnşaat projects more effectively and eliminate human error, a Health Module was commissioned as part of the EHSE software in 2019. With this Health Module, it is possible to create medicine inventories, keep track of clinical records, performance reports and medical visit schedules online.

OHS PERFORMANCE

While calculating the recordable incident frequency ratio, incidents at the first-aid level are excluded; all incidents requiring medical treatment, restricted work cases, lost day incidents and incidents involving fatalities were included. The lost time incident ratio was calculated based on calendar days. Lost times were calculated starting from the day following the incident.

■ ENKA's Lost Day and Occupational Incidents Performance, 2019

ENKA GROUP	2019 TOTAL PERSON-HOURS	46,485,851				
	INCIDENT TYPE/RATIO	NUMBER				TOTAL
		FEMALE		MALE		
		BLUE COLLAR	WHITE COLLAR	BLUE COLLAR	WHITE COLLAR	
NUMBER OF FATALITIES	0	0	1	0	1	
NUMBER OF LOST TIME INCIDENTS	0	0	29	1	30	
LOST TIME INCIDENT FREQUENCY RATE	0	0	0.12	0	0.13	
NUMBER OF LOST DAYS	0	0	780	2	780	
LOST TIME INCIDENT SEVERITY RATE	0	0	3.36	0.1	3.36	
NUMBER OF RESTRICTED WORK CASES	0	1	16	0	17	
NUMBER OF MEDICAL TREATMENTS	2	0	76	0	78	
NUMBER OF FIRST AID CASES	0	0	546	0	546	
NUMBER OF RECORDABLE INCIDENTS	2	1	122	1	126	
RECORDABLE INCIDENT FREQUENCY RATE	0.009	0.004	0.525	0.004	0.538	
ABSENTEE RATE					X	
WORK RELATED ILLNESSES FREQUENCY RATE					X	

SUBCONTRACTORS	2019 TOTAL PERSON-HOURS	3,343,948				49,829,799	
	INCIDENT TYPE/RATIO	NUMBER				TOTAL	TOTAL (ENKA+ SUBCONTRACTORS)
		FEMALE		MALE			
		BLUE COLLAR	WHITE COLLAR	BLUE COLLAR	WHITE COLLAR		
NUMBER OF FATALITIES	0	0	0	0	0	1	
NUMBER OF LOST TIME INCIDENTS	1	0	5	0	6	36	
LOST TIME INCIDENT FREQUENCY RATE	0.06	0	0.30	0	0.36	0.14	
NUMBER OF LOST DAYS	3	0	102	0	105	885	
LOST TIME INCIDENT SEVERITY RATE	0.18	0	6.10	0	6.28	3.56	
NUMBER OF RESTRICTED WORK CASES	0	0	1	0	1	18	
NUMBER OF MEDICAL TREATMENTS	0	0	29	0	29	107	
NUMBER OF FIRST AID CASES	0	0	2	0	2	548	
NUMBER OF RECORDABLE INCIDENTS	1	0	35	0	36	162	
RECORDABLE INCIDENT FREQUENCY RATE	0.06	0	2.09	0	2.15	0.65	
ABSENTEE RATE					X	X	
WORK RELATED ILLNESSES FREQUENCY RATE					X	X	

ENKA's performance in 2018 and 2019 against "Caring for Employees" section of its 2027 Sustainability Goals is presented below.

ENKA GROUP

ENKA SCHOOLS

ENKA 2027 SUSTAINABILITY GOALS

We aim to have at least 35% of our white-collar employees to be women by the year 2027.

We will maintain our Zero Accident Policy without any compromise.

We aim to have at least 5% of ENKA white-collar employees participate in volunteering projects until 2027.

We aim to increase training hours per employee 5% every year until 2027.

We will conduct an employee loyalty survey every two years across ENKA Group and we aim to increase the satisfaction ratio to at least 90% by the year 2027.

ENKA Schools will extend the scope of employee trainings (In-Service/External Trainings/ Occupational Trainings/Certificate Programmes) in order to maintain employee competency and satisfaction.

2018

Ratio of female employees to total white collar employees reached 28%.

Target met

3%

Compared to 2017, training hours per employee increased by 40.5% for female employees and 31.7% for male employees.

Survey results valid since 2017: Employee Satisfaction and Loyalty Rate was 88% in ENKA İnşaat and 90% in ENKA group as a whole.

Target met

2019

Ratio of female employees to total white collar employees was 27%.

Target met

5%

Compared to 2018, training hours per employee increased by 9.81% for female employees and 14.13% for male employees.

According to the survey conducted in 2019; Employee Satisfaction and Loyalty Rate is 90% in ENKA İnşaat and in ENKA group as a whole.

Target met