

**İŞ GAYRİMENKUL YATIRIM ORTAKLIĞI A.Ş.**  
**OCCUPATIONAL HEALTH AND SAFETY POLICY**

**Article 1**

**PURPOSE AND SCOPE**

İş Gayrimenkul Yatırım Ortaklığı AŞ. (İş GYO) always aims to build a safer and healthier working environment and to increase preventive health practices within the framework of the Occupational Health and Safety Law.

This policy covers all employees, customers, visitors and service providers of İş GYO.

**Article 2**

**DEFINITIONS**

The following terms will have the meanings assigned to them:

**Occupational Accident:** An incident that occurs in the workplace or due to the conduct of the work, causing death or making bodily integrity mentally or physically disabled,

**Occupational Disease:** Disease resulting from exposure to occupational risks,

**Occupational Safety Specialist:** Technical employees who are authorized by the ministry to work in the field of occupational health and safety and have an occupational safety expertise certificate,

**Occupational Physician:** Physicians with an occupational physician certificate who are authorized by the Ministry to work in the field of occupational health and safety and are obliged to carry out health surveillance of employees,

**Employer's Agent:** Employees who act on behalf of the employer and take part in the management of the business and workplace,

**Accident Analysis:** A report in which the causes of occupational accidents are investigated, root cause analysis is carried out, the root cause is revealed, the measures to be taken to prevent similar cases are defined, and the statement of the casualty/eyewitnesses is included,

**Risk Analysis:** Studies carried out to identify possible hazards existing in the workplace or that may come from outside, to analyze the factors that cause or may cause these hazards to turn into risks and to grade any risks arising from such hazards and to determine the control points,

**Preventive Health Practices:** A set of studies that can prevent a disease or pre-disease symptoms from appearing,

**Emergency Action Plan:** A plan that contains information and practices, including the steps and actions to be taken in emergencies that may occur in the workplace,

**Periodic Examination:** Examinations defined in the occupational health and safety legislation and carried out by the assigned occupational physician, at intervals specified in the law, during which the health and work histories of the employees are defined, whether they can work in terms of health in the task they are assigned to, and their working conditions are evaluated,

**Joint Health and Safety Unit:** The unit authorized by the ministry, which has the necessary equipment and employees, established by companies operating in accordance with the Turkish Commercial Code, to provide occupational health and safety services for workplaces,

**Occupational Health and Safety Board:** A community consisting of employer's agent, employee representative, human resources officer, occupational physician, occupational safety specialist and knowledgeable employees and discussing occupational health and safety processes, in workplaces with 50 or more employees, established in accordance with the articles 22 and 30 of the Occupational Health and Safety Law No. 6331,

**Groups Requiring Special Policy or Practice:** Pregnant or breastfeeding women, interns, those with a diagnosis or pre-diagnosis of an occupational disease, those with chronic diseases, the disabled, employees who have had a work accident.

### **Article 3**

#### **ORGANIZATIONAL STRUCTURE/ROLES AND RESPONSIBILITIES**

All parties included in this scope are obliged to comply with the principles specified in the policy.

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

The employer company/employer's agent is obliged to ensure the occupational health and safety of the employees, and within this framework;

- It conducts studies to prevent occupational risks, take all kinds of measures including training and information, carry out organizations, provide the necessary tools and equipment, adapt health and safety measures to changing conditions and improve the status quo.
- It monitors and inspects whether the occupational health and safety measures taken at the workplace are complied with and ensures that any non-compliances are eliminated.
- Performs or has a risk assessment performed.
- When assigning a task to the employee, it considers the employee's suitability for the job in terms of health and safety.
- Receiving services from specialists and organizations outside the workplace and the obligations of the employees in the field of occupational health and safety do not remove the responsibilities of the employer company/employer's agent.

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

Employees are obliged to comply with the occupational health and safety procedures included in the legal and Company regulations. In this context, they are expected to attend the occupational health and safety trainings provided by the Company and to work in accordance with the determined principles.

##### **Obligations of the Occupational Health and Safety Board;**

Occupational health and safety practices are carried out under the coordination of the Occupational Health and Safety Board. The Board;

- Coordinates internal occupational health and safety practices,
- Receives services from a Joint Health and Safety Unit authorized by the Ministry of Labor and Social Security, which includes occupational safety specialist, occupational physician and other healthcare personnel.

### **Article 4**

#### **FUNDAMENTAL PRINCIPLES**

İş GYO adopts the following objectives regarding occupational safety and health.

- To establish and inform all the employees about the occupational health and safety culture,
- To ensure that the company is a leader in occupational health and safety practices,
- To provide a safe and healthy working environment for employees, visitors and customers,
- To monitor compliance with occupational health and safety rules, take all necessary precautions, and eliminate any non-compliances,
- To supply the tools and equipment that will enable all employees to do their jobs safely and to support any relevant activities to through training and information sharing,
- To prepare for possible emergencies and potential risks, to establish and implement control systems that will prevent them from occurring, to minimize possible damages/impacts in case of emergencies, and to coordinate the determination of effective communication channels,
- To ensure that employees have a more vigorous and healthy working lives thanks to preventive health practices,
- To keep records of working accidents and occupational diseases,
- To adopt, as a company, a remedial and developing participatory approach in all areas that will affect the health and safety of the employees,
- To perform the Company's Occupational Health and Safety Practices under the Occupational Health and Safety legislation.

**Training and Information**

All employees are trained as specified in the relevant legal legislation. In addition, training and information activities are carried out depending on different business groups and needs.

**Health Supervision**

Within the scope of the obligation to receive services from occupational health and safety professionals, occupational physicians carry out recruitment and periodic examinations of the employees. In addition, employees who require special policies such as the pregnant, the disabled, and those with chronic diseases, etc. are constantly checked and followed up.

**Risk Assessment**

Field supervision and risk assessment studies are carried out by the risk assessment team at the Company. In the workplace, which is legally obliged to receive services from occupational health and safety professionals, risk analysis and field observations are carried out regularly under the leadership of an occupational safety specialist and an occupational physician. The relevant study is renewed in accordance with the legal period and conditions specified in the legislation.

**Emergency Action Plan**

Emergency action plans, which include workflows, information and practices in case of an emergency that may occur in the Company, are built by the Occupational Health and Safety Board. There are Company emergency teams consisting of company employees who have received special training on search-rescue-evacuation, first aid and firefighting. Within the scope of the emergency action plan, emergency drills are organized in the work area.

**Occupational Health and Safety Rules**

At the Company, which is legally obliged to receive services from occupational health and safety professionals, occupational health and safety committee meetings are held once every 3 months in accordance with the legislation.

**Working Accidents and Occupational Diseases**

In case of any working accidents and occupational diseases, accident opinion analysis is performed and remediation procedures are established. Working accidents and/or occupational diseases are reported to the relevant institutions.

**Article 5****SUPERVISION/REVIEW**

Regulatory and preventive activities are organized with the necessary business units in line with the data and findings obtained through field observations and determinations, near miss cases and accident opinion analyzes made in the company. Any non-compliances that are not remedied after the evaluations of the work performed are reported to the senior management for assessment.

The implementation of this policy is carried out by the Occupational Health and Safety Board under the supervision of the Corporate Governance Committee.

This policy is reviewed at least once a year in line with requirements, changes in operating conditions and legal regulations. Updates and changes deemed necessary take effect after being approved by the Board of Directors upon the recommendation of the Corporate Governance Committee.

**Article 6****ENFORCEMENT**

This policy and the changes made in the policy come into force as of the date of approval by the Board of Directors.