

	CORPORATE STAKEHOLDER ENGAGEMENT STRATEGY POLICY	Document Name	Policy
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Corporate Stakeholder Engagement Strategy Policy

Stakeholder Engagement Strategy ensures identification of stakeholders in all EPC projects and investments of **INTEC ENERGY** and establishment of relations with stakeholders on transparent, participatory and inclusive basis. This Strategy was developed for the purpose of offering guidelines for ESG Management Department to engage stakeholders.

Setting out with the corporate values of “customer orientation”, “innovation”, “adaptability”, “integrity”, “sustainability”, “safety”, **INTEC ENERGY** give priority to the stakeholder engagement in order to achieve its objectives. **INTEC ENERGY** applies the following principles in its relationships with stakeholders.

- To work by adding value to human beings and valuing them
- To establish a human resource who create added value, are happy and committed.
- To support sincere, honest relations and support transparent communication.
- To act as a model of innovation and leadership and support our employees.
- To distinguish our companu from others by our speedy, outcome-based and flexible approach.
- To train staff who improve their qualifications for the sustainability of our targets and future
- To protect environment and natural resources with our environmentally-friendly approach.

INTEC ENERGY prepared its Stakeholder Engagement Strategy on the basis of the standards accepted by international organizations. In this context, **INTEC ENERGY** undertakes to comply with the requirements set out in the UNGC Global Principles, Equator Principles, IFC Performance Criteria, EBRD Performance Requirements in respect to the stakeholder engagement.

The institutional strategy of **INTEC ENERGY**, summarized above ensures the engagement of all Project affected stakeholders, or interested stakeholders, starting from preliminary stage up to the operations and closing processes. Stakeholder Engagement Strategy is a mechanism where the opinions and concerns of all stakeholders are shared. This strategy is supposed to present stakeholders with Project-specific activities to be created to relieve the concerns of the stakeholders and to contribute to the lives of the stakeholders.

Stakeholder Engagement Plan

INTEC ENERGY ‘s Stakeholder Engagement Corporate Strategy not only defines Project- specific stakeholders of INTEC ENERGY and make stakeholder analysis; but also defines the level and method of sharing to be carried our with each stakeholder. But Corporate Stakeholder Engagement Plan and Project-specific Stakeholder Engagement Plans are living documents. These documents are updated in accordace with the needs and monitoring and evaluation indicators of each Project. With Stakeholder Engagement Strategy, INTEC ENERGY provides an oppportunity for all its stakeholder to participate in the Project process and to express their opinions and suggestions/demands.

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Thus, thanks to the Stakeholder Engagement Strategy, **INTEC ENERGY** guarantees an engagement process which is transparent and accessible for everyone.

For each project, **INTEC ENERGY**,

- Identifies all stakeholders of all projects; overviews stakeholders of all levels, including the local people, public administrations, national and international stakeholders.
- Plans the management of the relations with the stakeholders, impact of the stakeholder engagement on the Project, tools and frequency of the communications to be performed with the stakeholders.
- Performs locally active stakeholder communication so that the negative impacts on Project affected communities can be minimized and the benefits local communities get from the Project can be maximized.
- Records the grievances of the stakeholders and provides responses to the concerned stakeholder as soon as possible.
- Develops methods to ensure the Access of the vulnerable groups in particular to the Project.
- Follows a culturally-tailored manner and method in all communications.
- Uses different communication channels and offers the opportunities of engagement for stakeholders for the purpose of ensuring active engagement in the Project processes.
- Offers the opportunity to other groups affected from the Project, non-governmental organizations in particular, to express their opinions on the proposed actions throughout the Project life.
- Prepares special engagement plan for each Project as the scope and requirements show variety for different projects; identified the detailed action plan and ensure that the procedures are followed and reported.

In this process, **INTEC ENERGY** pays particular attention to:

- The development of the necessary tools required for the transfer of correct knowledge to stakeholders and disadvantaged groups in particular,
- Inform all stakeholders to be aware of the right to information and channels of communication
- Make social teams to be easily accessible to every one
- Guarantee uninterrupted communication with all stakeholders and local people in particular, answer the information requests from stakeholders as soon as possible,
- Record, evaluate and report communication activities carried out with the stakeholders

Participation Methods and Tools

Communication with the stakeholders is highly important. Therefore, **INTEC ENERGY**, determines the convenient ways for communication with its stakeholders for each Project. Relations with Public administrations are mostly Office calls and/or correspondence. Basic communication with stakeholders is ensured through information meetings and site visits. In addition, project documents are shared with stakeholders during these meetings. The relations with all stakeholders are particularly based on the following principles:

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- All written and oral communication with the stakeholders should be prepared in an understandable language for all stakeholders,
- Easy Access to written information is ensured,
- Up-to-date information is provided to the public about the Project
- The grievance and request mechanisms to be used by the stakeholders work smoothly.

Each member of **INTEC ENERGY** family should behave in line with guidelines and stakeholder communication approach given below:

On the Project site, each member of **INTEC ENERGY** family:

- Protects ethical values: knows that she/he works for the company and project benefit. Knows that this does not prevent him/her being sincere and just towards the stakeholders.
- Protects the company, the Project benefit and the rights of the people and works to ensure a healthy balance is loyal to participation principle while taking decisions, transparency principle while sharing information and justice in all activities she/he carries out.

While taking decisions:

- Works to take the best decisions for the Project in an equalitarian manner; and does not make any discrimination based on religion, language, gender and race.
- Does not allow personal beliefs and choices to create conflicts that could damage the Project in their relationships with internal and external stakeholders. Knows that the decision s/he takes could cause to conflict of interest, and protects all delicate balances. Consults internal and external stakeholders to the best decisions, and aims to make all stakeholders adopt the decisions she/he takes.
- Avoids finding Daily solutions and aims to take decisions that will produce the best result in the long term.
- Is aware of the fact that the stakeholders are culturally, socially and economically affected from the Project. Strengthens positive effects and make them visible and aims to transform positive negative effects in to positive.

In in-company works:

- Shares information with Project management and other relevant units not in a Anonymous and Daily manner but systematically on a regular basis.
- Participates in activities required to share his/her experience with internal stakeholders and to increase common effort and competence and acts in line with the common goals of these activities.
- Discusses his/her findings, ideas and aims with internal stakeholders, and looks for a common language with expressing himself/herself to colleagues working in different professional disciplines and having different points of views.

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- Cooperates with relevant colleagues in situations which necessitates taking responsibilities and stating his/her opinion, apart from his/her job description, and stands firm on his/her attitude as a compatible and respectful colleague.

While a taking action:

- Is aware of the fact that she/he can not positive to all demands on the site. Rejects the demands in a proper manner when necessary. Knows that the important point is not to leave the person who demands without an answer and makes the necessary explanation in such cases.
- Is aware of the fact that contractor is only on the site for a certain period of time and that all negatives experienced during this period will affect **INTEC ENERGY** in the long term. Therefore, she/he follows the contractor closely and regularly. Set up the necessary reporting and information organization and manages it properly.
- Is aware of the fact that she/he takes an important responsibility for the Project and Works to do his/her job in the best possible way.

During communications with the stakeholders:

- Implements Project-specific communication plans, in which all stakeholders that the Project affects and those which will affect the Project are identified and the relationships with those stakeholders are defines and develops these plans based on the needs.
- Based on the phases of the Project, she/he ensures that all relevant stakeholders are informed about the Project through proper tools. Moves according to the social and cultural structure of the area in its communication with the people on site.
- Is a good listener; prioritizes understanding the person speaking, and during speaking with anyone, makes sure that the person feels that their ideas are listened and given importance.
 - Gives confidence to the stakeholders: pays attention to his/her body language, physical outlook, tone of his/her voice and way of his expression.
 - Is aware that she/he is a representative of the company and the Project in the eye of stakeholders. Pays attention to expressing himself/herself correctly, and prefers to speak in comprehensible and clear expressions.
- Follows its stakeholders closely, goes beyond those people who are prominent or so-called representatives and aims to embrace all stakeholders by building one-to-one relations with them.
- With his/her accessible, compromising and consistent attitude, carries out the meetings as often as required.
- Communicates well with the stakeholders. Pays the necessary attention for stakeholders to correctly understand the activities she/he carries out. Does not have any prejudices against any person or condition; does not judge, understands differences, respects them and shows this respect. Refrains from any expression and behaviour that could hurt feelings or personalities.

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Stakeholder Engagement Responsibilities of Project Team

The responsibilities of the Social Responsibles are:

- To ensure the protection of natural, cultural and social environment,
- To work to create positive values in our interactions with the society,
- To protect the benefits of the employees and the public and to protect their rights
- To contribute to the economy of the area, region and the country
- To be respectful, just transparent, constructive and participatory in all our works,
- To create new work areas for the local people,
- To create education, development and infrastructure projects,
- To support the quality of life and social life,
- To create environmental, economic and social development in the impact area of the Project,
- To sustain the energy sector with our core values, customer oriented, innovation, adaptation, integrity, sustainability, safety

Apart from all stated, Project team creates the basis of the relationships with the stakeholders in the Project. Social Team which is appointed particularly for each Project and which carries out the communication with the stakeholders adapts its structure in line with the Project requirements.

INTEC ENERGY aims to be accessible to all its stakeholders. And it particularly organizes its grievances and request mechanisms in line with this objective. Grievance and request mechanisms to be designed for each Project will be accessible to both internal and external stakeholders. Although grievance and request mechanisms will be designed specifically for each Project, the mechanism is based on the **INTEC ENERGY** Stakeholder Engagement Strategy. In this context, the Access on the settlements, which are affected from the projects, to the grievance and request mechanism is based on the **INTEC ENERGY** Stakeholder Engagement Strategy. In this context, the Access on the settlements, which are affected from the projects to the grievance and request mechanism are prioritized.

Particularly, Project team is responsible from collecting and recording the complaints from local stakeholders. All written and oral grievances are recorded to Grievance Registration Forms, summarized in quarterly social progress reports and are kept in digital medium for 5 years.

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