

	HR POLICY	Document Name	Policy
		Document No.	ESG-POL-04
		Publish Date	25.12.2023
		Revision Date	-
		Revision No.	-

HR Policy

INTEC ENERGY HR Policy complies with all international standards and related local legislation where the projects are located. The company acts in compliance with national and international laws and commitments relating to workers’ rights and working conditions in provision of opportunities of employment at all working sites in the globe.

INTEC ENERGY implements policies in conformity with IFC Sustainability Principles under Business and Working Conditions. The company has incorporated a policy under which it appreciates human resources, respects to human rights of all employees, fights against all forms of discrimination and honors the freedom of unions and developed HR Policies both committed to the laws of the Republic of Turkey and all areas national legislation in the world, ILO Requirements and IFC Performance Standards and UNGC Global Principles and complaint with national and international standards.

Our Vision

Our vision is to create value and give the inspiration with sustainable, affordable and innovative energy solutions through EPC services, R&D Projects and investments for all over the world, by generating energy from solar power in line with our environmentally friendly, respectful and transparent management principles.

Our Mission

Our mission is to become a preferred, exemplary, pioneering and respectable company in the world, with an environmentally friendly, reliable and sustainable business models, R&D solutions and investments in solar power.

To be a strategic stakeholder of the management for efficient and learning organizations which honors and enriches individuals and establishes sincere and simple systems.

- We sincerely adopt all provisions of Universal Declaration of Human Rights and act always in consideration of such declaration
- We recognize, respect, and celebrate cultural diversity
- We establishes to promote ethical behavior, honesty, and accountability among our employees
- We honor individuals and work with a view to enrich them
- We establish a human resources who create added value, are happy and committed
- We support sincere, honest relations and support transparent communication
- We set a model for being innovative and Pioneer and we support personal improvement of our employees
- We create difference by our speedy, outcome-based and flexible approach
- We raise leaders directing the change for our goals and sustainability of our future

Prepared by	Approved by
ESG Manager	CEO

	HR POLICY	Document Name	Policy
		Document No.	ESG-POL-04
		Publish Date	25.12.2023
		Revision Date	-
		Revision No.	-

INTEC ENERGY implements human rights policies conforming to the magnitude of the company and number of employees. **INTEC ENERGY** Policies and Procedures defines approaches relating to the management of employees in compliance with IFC Performance Standard and national laws and regulations.

INTEC ENERGY discloses information and documents clearly explaining the rights of employees as of the date of commencement of the employment under the national employment legislation and the date when a major change in the work takes place. Working conditions, remuneration, overtime, compensations and supplemental benefits are included. A template of the employment agreement **INTEC ENERGY** executes with its employees is attached.

Workforce Policy

Our workforce policies and practices honor fundamental employees' right, covering following matters:

- The right to work in a safe and healthy environment
- The right to on-discrimination on the basis of race, color, gender, religion, political opinion, nationality and social background
- The right to remain safe from cruel and unusual disciplinary actions
- The right to reject unsafe works
- Prohibition of employees that is under 20 age
- Prohibition of forced labor it is notified that overtime working is voluntary under the rules permitted by law
- Our commitment to workforce -related human rights encompass employment, marketing, wages, working conditions and safety regulations.

Working Conditions on Time

INTEC ENERGY provides reasonable and fair working conditions and time.

Wage and side payments of employees shall be determined at a rate equal to or more than minimum wage stipulated in law. The wage shall be determined up on the work performed, performance, training, experience, skills and competence.

Working and rest hours, annual paid leave days, holidays, sickness leave and other leaves are subject to following conditions. These rights are ensured to be communicated to employees and incorporated in the employment agreement.

- Weekly normal working hours are 45 hours in Türkiye and we are following labor codes in the other countries and applying working hours incase of the country's followed rules. Workings exceeding such time shall be subject to overtime provisions of the Labor Law.
- Annual paid leave days are determined upon the length of service of employees and is 14 days at minimum and it differs from country to country

Prepared by	Approved by
ESG Manager	CEO

	HR POLICY	Document Name	Policy
		Document No.	ESG-POL-04
		Publish Date	25.12.2023
		Revision Date	-
		Revision No.	-

- Overtime is applied upon agreement by the employee
- The management shall claim no payment in consideration of the employment nor shall it accept such a payment

INTEC ENERGY shall identify migrant workers and ensure that they are employed under same conditions as non-migrants workers performing similar work.

In the case of provision of accommodation to the personnel falling within the scope of the IFC PS-2 Standard, **INTEC ENERGY** has policies in place with respect to the quality and management of basic services and accommodation. Accommodation services are provided based on principles of equal opportunities and non-discrimination. Accommodation facilities and arrangements provided to the employees do not prevent the freedom of organization and movement.

Labor Organizations

INTEC ENERGY recognizes the employees right of organization, collective agreement and participation in a labor union without intervention. All employees and workers have the right to found or participate in a union at their discretion. These unions shall have the right to elect the person to represent themselves. Elected representatives shall have the right to represent the workers in Collective agreements made with the management. Workers’ representatives shall not be subject to discrimination.

Non-Discrimination and Equal Opportunities

No form of discrimination is acceptable pursuant to the relevant provisions of national and international legal regulations relating to equality. **INTEC ENERGY** shall not be involved in any discrimination activity.

The management avoids any written or oral activity that may be regarded as discrimination.

INTEC ENERGY ’s employment decisions are compliant with the principles of equal opportunities and fair treatment. No discrimination shall be made with respect to employment, promotion, training compensations, dismissal, wage and retirement on the basis of race, religion, language, ethnic identify, sexual orientation, faith, civil, social or economical status, disability, political opinion, participation in and membership in unions, pregnancy or military service.

Disadvantageous persons are provide with positive discrimination under the measure promoted by law.

INTEC ENERGY’s employment decisions are compliant with the principles of equal opportunities and fair treatment. No discrimination shall be made with respect to employment, promotion, training, compensation, dismissal, wage and retirement on the basis of race, religion, language, ethnic identify, sexual orientation, faith, civil, social or economical status, disability, political opinion, participation in and membership in unions, pregnancy or military service.

Disadvantageous persons are provided with positive discrimination under the measure promoted by law.

Prepared by	Approved by
ESG Manager	CEO

	HR POLICY	Document Name	Policy
		Document No.	ESG-POL-04
		Publish Date	25.12.2023
		Revision Date	-
		Revision No.	-

Destaffing

INTEC ENERGY considers alternative means before any staffing. **INTEC ENERGY** shall develop and apply a Collective destaffing plan in order to mitigate reverse effects thereof on workers if no alternative means is found at the end of such consideration. Collective destaffing plan shall comply with the principle of non-discrimination and reflect bargaining made between the customer and employees, labor organization and government, if any, and comply with Collective agreement terms. **INTEC ENERGY** complies with all terms stipulated in the laws and regulations with respect to notices to be served to public authorities, negotiations between employees and labor unions and information to be provided.

INTEC ENERGY shall provide all employees with severance and notice pay as stipulated in the law and Collective agreements. Outstanding payments, social security benefits and pension contribution shares shall be paid (i) to the employee before or on the date of termination of employment (ii) to the benefit of the employee as applicable or (iii) according to the payment plan stipulated in the Collective agreement. In case of payment made to the benefit of the employee, an evidence of such payment shall be provided to the employee.

Grievance Procedure

- **INTEC ENERGY** has a complaint procedure in place to enable employees (and labor organizations) to express their concerns relating to the workplace. Three (3) complaint boxes will be placed in TR office and three (3) for each HQ and HQ EU branches. For project sites, **INTEC ENERGY** office and other subcontractors to facilitate for the employees to apply to complaints procedure. Various means are used to communicate complaints. The employees may communicate their complaints to Chief Human Resources Officer face to face, through phone, email or complaint boxes. All complaints are referred to the sub working group- grievance under the Sustainability Committee. The investigation is addressed in priority and a result is obtained in the fastest manner possible.
- Upon filling of the complaint, the complainant is notified of receipt of such complaint within 7 days. A complaint must be concluded no later than two weeks.
- Anonymous complaints are also considered. Complaint procedures do not prevent access to other legal or administrative remedies that may be exercised pursuant to the laws or current arbitration proceedings.

Personnel Employed by Third Parties

INTEC ENERGY acts in compliance with IFC Performance Standards and related legislation for the personnel employed by third parties. **INTEC ENERGY** shall use commercially reasonable efforts to ensure that employees employed by subcontractors work in accordance with **INTEC ENERGY** Environmental and Social Management Plan. Grievance Procedures covers also employees employed by subcontractors.

Prepared by	Approved by
ESG Manager	CEO