

1. PURPOSE OF THE TASK/POSITION

To keep records related to environmental, social and governance issues in the power plant and to ensure that all relevant policies and procedures, plans and rules of the company are communicated to all personnel as well as the practices concerning Sustainability, Environmental, Social and Governance issues.

2. ELIGIBILITY CRITERIA

- 2.1. Education** : Associate or Bachelor Degree
2.2. Experience : At least 3 years of experience,
2.3. Foreign Language : English
2.4. Driving License : B
2.5. PC Skills : MS Office
2.6. Other : -

3. CORE COMPETENCIES

- Devotion of the corporation,
- Adherence to ethical principles,
- Team work,
- Development-oriented,
- Quality-oriented,
- Sensitive to resources
- Understanding
- Establishing and managing relations

4. TASK DESCRIPTION

- To keep and file records related to Environmental-Social-Governance issues in the power plant,
- To communicate all relevant policies and procedures, plans and rules of the company to all personnel,
- To inform the Plant Chief about all relevant legislation and amendments, the Company's relevant policies and procedures, and to notify all personnel of these changes and ensure implementation thereof,
- To make suggestions during the preparation of risk analysis and Emergency Response Plans,
- Not to act beyond the authorities and responsibilities specified in the current legislation,
- To determine the material and equipment needs related to occupational safety,
- To make a report on the events that occur during the daily operation,

- To ensure that unsuitable work safety materials and ladders, scaffolding, etc. are not used,
- To provide and protect the occupational safety materials that all personnel need,
- To fulfill the requests from the units,
- To distribute all materials related to occupational safety to the personnel and instruct them about how to use such,
- To warn those who do not have occupational safety materials in the power plant and to have the deficiencies completed,
- To take security measures of business units,
- To keep the records of the training given to the personnel,
- To work in coordination with the Employee Representative, check any in-house complaints, informing the Plant Chief and the center to deal with the complaints,
- To ensure that the necessary practices are carried out including human rights issues, preventing discrimination, ensuring social and economic development, supplier processes, social, all communication processes and human resources processes within the scope of the company's strategy, policy and objectives,
- To manage relations with stakeholders,
- To keep the list of social aids provided in the region and to follow up the aid works,
- To ensure that mitigation measures are taken, all potential incidents involving damage to the environment are taken into account and their causes reported to determine their course;
- To carry out waste management activities,
- To make/have the necessary applications made in the power plant within the scope of zero waste studies,
- To ensure that necessary studies are carried out and practices are implemented within the scope of environmental strategies, policies and targets,
- To carry out the necessary evaluation, planning, monitoring and reviews to ensure that all works are carried out in accordance with environmental legislation and risks are minimized.
- To ensure all personnel receive training concerning awareness raising for the environment and OHS issues specific to the work they will do before starting work, and provide the necessary time and training environment for those to start work,
- To take measures with the Plant Chief in order to eliminate the application errors and all the deficiencies and hazards reported to him,
- To conduct Environmental-OHS controls,
- To inform the management in possible environmental accidents and operating the leak-spill emergency response plan,
- To plan and implement emergency drills,
- To monitor the functionality of the reward-punishment system to be implemented in the power plant,
- To report all necessary functions such as plant Chief, Sustainability, Environment and Occupational Health and Safety Department and Human Resources,
- To make contribution to Integrated Management System studies and participate in improvement studies,

- To ensure the confidentiality of all information about the unit within the scope of the protection of personal data and to take all relevant measures,
- To provide the information and documents requested during the audit conducted at certain periods of the company,
- To attend the training, written sources, general seminars and meetings required for professional development, to participate in programs to be held on these issues,
- To comply with the company's work discipline and the written or verbal directives of the plant Chiefs,
- To take care to work in accordance with the terms of the Management Systems documents of the company while performing their duties,
- To comply with the Employee Health and Occupational Safety rules specified in the work instructions and to use the necessary personal protective equipment,
- To know which emergency team s/he is in, their duties and emergency assembly areas,
- To fulfill other duties assigned by the manager,
- To use the company vehicle, when necessary,
- To take and implement the necessary measures within the scope of information security,
- To oversee the compliance of the Plant Chiefs and all employees with all the Company's policies, procedures and instructions regarding Environmental, Social and Governance issues.