

HUMAN RESOURCES POLICY

Our main goal is to create an atmosphere where our employees are happy, embrace their companies and where everyone would like to get involved. Accordingly, we develop and implement measurable, transparent, fair Human Resources Strategies that listen to everyone and develop themselves and that shall increase the participation of our employees in achieving our business goals and that shall reveal their potential.

Our Human Resources Policies, which have been defined to create competency and skill groups and which are being managed in line with this purpose, shall support the performance required to increase and sustain our leading position and capacity in the energy sector and to meet the expectations of our stakeholders.

Our understanding of manpower management; being aware of the public service responsibility imposed by the energy sector and being prepared for the needs arising thereof, within the framework of the values and culture of our Company, aims to create innovative employees and teams that adhere to ethical values, are sensitive to the environment, create value and aim for the best and the most efficient.

We also reflect our Human Resources perspective on our employee value proposition, which is the main element of our employer brand. While Aydem Renewables encourages the success of its employees with groundbreaking projects that extend into the future, it also offers moments that will enrich life; and the employees of Aydem Renewables, on the other hand, work as a single, unitary team with self-confidence, knowing that they possess the source of the energy necessary for life.

1. Recruitment Management

We are aware that the most important factor in achieving our goals is having qualified and happy employees. We believe that the people with high self-confidence, who follow and realize their dreams will be happier.

In our recruitment procedure, the need for human resources; in line with the policies and strategies of our Company and within the scope of the methods, tools, criteria, conditions and rules to be used within the determined regulations and procedures, has been realized by the selection, orientation and trial process of the employees who are suitable for the qualifications of the job and the determined competencies.

Regardless of the gender, age, belief, ethnic origin, nationality, marital status, health status and physical disabilities of the employee; the decisions on recruitment issues are taken with the focus of the principle of "the right person for the right job".

With this principle, in providing career opportunities, our priority is to share the relevant position vacancies with our employees who create value in our Company and to start our process by evaluating the applications. We first share all of our open positions with the employees through the internal announcement system, and evaluate the applications in an objective manner, by observing the principle of equal opportunity.

Besides the needs of our business lines, we hold interviews not with the best candidates, but with the hypercorrect candidates whom we believe to have dreams for the position we are in search of, who are open to development, and believe that they will realize our business by adopting our corporate culture.

We carry out the interview process by using different interview techniques, where we can observe the potential and competencies of the candidates along with their work experience. While meticulously addressing the expectations of our candidates, we conduct our process with the candidates who will both contribute to the institution and also find what they are looking for themselves in the work environment and move on to the reference checks stage. We make offers to our candidates within the framework of the level structure we apply in our Company. We attach importance to the equal use of the opportunities offered by the Company throughout the working life, following the recruitment of the employees.

As a requirement of our Company culture, we appoint a buddy and provide comprehensive orientation trainings in order to ensure the rapid adaptation of our newly recruited employees to our Company. Furthermore, during the rotation and job change processes within the Company, we regularly communicate with the employee during the first 2 months through our Human Resources team. We follow the performance, demands, satisfaction and needs of the employee in this process.

2. Learning and Development

We focus on ensuring that the trainings received by our employees contribute to the development of both the company and themselves, as well as to the construction of a sustainable life. In this direction, while enabling our employees to increase their competencies, we also support the development of corporate culture in environmental, social and governance fields.

As we have also stated in our human rights policy, we attach importance to “establishing fair training and support processes in order to ensure equality among our employees and specifically encouraging our employees to participate in these trainings”. With our Training Procedure, we identify the development needs of our employees, for their behavioral and professional competencies, in order to continuously improve their potential and existing knowledge / skill, in line with their strategy and goals, and then we define the process and operation for providing developmental tools.

We carry out the training and development planning, in line with the individual development needs determined during the performance evaluation period, according to the competencies we think should be possessed in the career steps we have previously determined for each position, as well as the corporate sustainability needs. With this approach, apart from on-the-job training, we organize in-class and online trainings offered through Aydem Academy and external training companies. Moreover, we train our own internal trainers and transfer our own experience and knowledge to the new generations.

Furthermore, we meticulously complete and follow up all the mandatory trainings and the technical development trainings, especially the ones concerning occupational safety, for the production employees. We also provide the necessary training, to our employees whose positions have been changed and rotated, about their new duties.

3. Performance Management System

The Performance Management System, which we have implemented with a transparent approach, in order to reward success and increase the satisfaction of our employees, covers the processes of measuring and evaluating of the performance of the employees in an objective and effective manner, in order to determine to what extent the employees contribute to the company goals and how these goals are achieved.

We apply our performance evaluation system, which focuses on employee competencies and business results, to all our employees once a year.

In the system, which consists of two main headings: "Targets" and "Competence"; we share our Company goals, priorities and corporate competencies with all of our employees through the performance management system. In line with these goals, each employee, together with the unit manager, knowing the goals that shall carry out the Company to success, determines the individual goals that will affect this in her/his area of responsibility.

It is essential that the goals are measurable. At the same time, professional development goals that will enable the employees to perform their jobs better may also be prioritized in the performance system.

Institutional corporate competencies, on the other hand, are evaluated with the help of behavioral indicators and affect the final performance result. The aim is to observe the attitude and behavior of the employees in line with their goals and to convey the direction of the expectation.

The interim evaluation, which increases the effectiveness of the Performance Management System, plays an important role in the whole process. This process is given great importance as actively providing feedback while setting forth, following up and evaluating of targets affect the success of the system.

Performance evaluation results provide input to many fields. The evaluations we make within the framework of these main headings are used in areas such as employee development plans, training needs analysis studies, wage studies, and in promotion/rotation decisions for the Company.

4. Wage Management System

Aydem Wage System; the macroeconomic indicators are shaped depending on the sector, wage market, job levels and performance. As an element of the remuneration policy, research and studies of independent consultancy companies that are experts in their fields are utilized. By using the regular market analyzes made in this direction, our Company implements a fair and competitive wage and fringe benefits policy. Moreover, various fringe benefits are also offered to our employees depending on their duties and titles. In this context, in line with our vision, our Human Resources perspective does not make any gender-based wage discrimination among our employees.

As a company, we participate in salary surveys every year with our professional team and reevaluate the compensation and benefits strategies of our Company.

Furthermore, in Aydem Renewables, there exists a system setup that shall motivate employees by distinguishing and rewarding performance. With this understanding, wages in our Company, in line with individual performance results, wage surveys, economic indicators and intra-company balances, are evaluated once a year, during the year-end wage increase period.

5. Talent Management Processes

Knowing the value of the human element, which is the most important resource that will make the organization successful; Aydem Renewables has determined the professional and individual development of all its employees among its priority issues, and has put into practice the internal promotion, transfer and rotation system, taking into consideration also the career expectations of its employees.

In this context, our Company announces the position needs of the organization to its experienced and expert employees through internal announcements. It also uses different recruitment instruments in the selection process and includes thereof in the process, thus, offers horizontal and vertical career opportunities to its employees by evaluating the trained workforce.

During the rotation and position change processes within the Company, our Human Resources team communicates with the employee for the first 2 months on a regular basis. The performance, requests, satisfaction and the requirements of the employee are followed up during this process.

The Company provides cash support, consisting of transportation costs, transport and carriage insurance expenses, accommodation and settlement assistance, for our employees whose positions have changed and rotated, and the Company also offers leaves for the mobilization processes.

Critical roles are defined in order to ensure the healthy functioning of the organization, in line with the Company strategy, and with the purpose of determining the positions that have a high share in value production, and then placing of the employees with the right competencies in these roles. In this respect, the definitions of the critical roles are made and the compliance of the employees with the critical roles are monitored. Actions are planned as a role backup in the short, medium and long terms. Upon the completion of these plans, following obtaining of the opinion and approval of the General Manager, they are presented to the Board of Directors.

6. Working Environment and Compliance with Labor Legislation

Labor relations are carried out in accordance with the legislation in force. In line with the policies and strategies of our Company; the methods, tools, criteria, conditions and the rules to be used within the determined regulations, procedures and instructions are set forth in writing.

Under no circumstances we tolerate discrimination among our employees based on race, religion, language, color, age, gender, familial status, national origin, health status, physical disability, sexual orientation, possible or probable pregnancy, union activities or other factors determined by the law.

We value the diversity of our employees, embrace diversity to achieve our goals, and prevent any situation that may hinder our employees' right to freedom of expression in the workplace.

We provide our employees with healthy, ergonomic, hygienic, safe and happy working conditions and take the necessary precautions within the framework of Occupational Health and Safety principles. While creating the working environment and conditions, we take into account the work-family life balance and consider the needs of the working parents.

We do not tolerate incidents such as ill-treatment, mobbing, inhuman or degrading treatment, psychological violence, harassment and abuse through any verbal or written communication in the workplace.

7. Employee Rights and Ethical Rules

We protect and manage the rights of our employees with the applicable legislation and by means of the employment contracts between the employee and the employer. We accept the observance and protection of human rights, which are determined by international rules and supported by our Company policies, as a basic principle, and we respect the right of our employees to collective bargaining and freedom of association.

Our Company values and principles as well as our ethical rules have been shared with all our employees and compulsory training has been given in this regard. We use communication channels for all our employees who would like to consult in case of any doubt regarding the "Ethical Rules and Working Principles" and/or report when a behavior or practice contrary to the rules is witnessed. Our employees can reach the Ethical Principles Notification Line via e-mail and/or at any time of the day via the dedicated phone line.

We implement, monitor and report the requirements of the Personal Data Protection Law. While the Personal information of our employees are kept within the Company within the framework of confidentiality principles, our employees act in accordance with the confidentiality of all the technical information, including the registered applications of our Company and the information in the database.

8. Preventing Discrimination and Maltreatment

Respecting differences is not only the right way to do our job, but is also essential for success. For this reason, our Company has aimed to create a working environment that values the talents and experiences of each individual, respects differences and recognizes the ideas and opinions of each employee.

Creating and maintaining of a fair working environment where the employees are not subject to discrimination and maltreatment (mobbing) is one of our top priorities.

We have an ethics committee that ensures that all kinds of actions that may be subject to discrimination and mobbing (maltreatment) are reported in accordance with the principles of confidentiality and that the necessary actions are taken. We ensure that all the employee practices; regardless of race, religion, color, age, gender, national origin or ancestry, sexual orientation, physical disability, seniority or of other factors determined and protected by law, are carried out based on individual ability and merit. These practices include recruitment, promotion, transfer and rotation, training, disciplinary rules and termination of employment, and form the basis of our other practices.

9. Employee Participation in Management

All kinds of practices regarding our employees are carried out within the framework of the laws regulating working life. Recruitment, promotion, transfer, rotation, performance, training, working models procedures and our various practices are all set forth in writing.

The periodic meetings held within the company, year-end evaluation and information panels, annual goal-setting workshops and the performance evaluation meetings are held with their inclusion in decision-making mechanisms, committees and projects within the framework of their authority and responsibilities.

The requests, notifications and suggestions from our employees and our employee representatives at our locations, can be conveyed through OHS Board Meetings and Management Review meetings, and consultation and engagement thereof with the senior management can be maintained.

Moreover, our employees can also share their requests, suggestions and opinions through different platforms such as the information portals, software, and mobile applications, IKON, Idea Line and Ethics Line. Furthermore, areas of improvement are identified through our open communication practices, where our employees can directly share their questions with the senior management, and through the employee surveys, where they can provide feedback.