

I. PURPOSE AND SCOPE

Our Bank aims to establish a safer and healthier working environment that complies with laws concerning occupational health and safety, and to expand the scope of preventive health practices.

II. DEFINITIONS

For the purposes of this policy, the following terms shall have the meanings assigned to them:

Occupational Accident: Any incident that occurs at the workplace or due to the performance of one's job which results in death or personal injury involving mental or physical harm.

Occupational Illness: Any disease caused by exposure to occupational risks.

Occupational Safety Expert: He/she is a technical personnel authorized by the Ministry to work in the field of occupational health and safety, and who holds an occupational safety expertise certificate.

Occupational Physician: He/she is a physician holding an occupational physician certificate, authorized by the Ministry to work in the field of occupational health and safety and is responsible for supervising the health of the employees.

Employer's Representative: Employees acting on behalf of the employer, working in the management department of the business and the workplace.

Accident Opinion Analysis: The report, in which the causes of occupational accidents occurred are investigated, the rootcause analysis is carried out, the main reason is determined, the measures to be taken in order not to experience similar ones and the statements of the victim/eyewitnesses are included.

Risk Analysis: Studies carried out to determine the internal and external hazards, to analyze and classify the risks resulting from such hazards and to analyze the risks arising from such hazards and to determine control measures.

Near-Miss Cases: Any incident, occurring at the workplace, that does not harm the employee, the workplace or the work equipment, even though it has the potential to cause damage to such.

Preventive Health Practices: All the studies that can prevent any disease or pre-disease symptoms before their emergence.

Emergency Action Plan: The plan that contains any and all information and practical actions, including work and operations to be performed in emergency situations that may occur at the workplaces.

Periodic Inspection: The inspections that are defined in the occupational health and safety legislation and performed by the appointed occupational physician, where the health and working historical background of employees are specified, where it is determined whether the employees can work in their positions in terms of their health, and where work conditions (night/shifts, working with screened vehicles, working in closed and confined areas, working in noisy environment, etc.) are assessed.

Joint Health And Safety Unit: The unit, which has the necessary equipment and personnel to provide occupational health and safety services to the workplaces by public institutions and organizations, organized industrial zones and companies operating in accordance with the Turkish Commercial Code No. 6102 and dated 13.1.2011.

Occupational Health and Safety Committee: The community that discusses occupational health and safety processes consisting of the employer representative, the employee representative, the human resources manager, the occupational physician, occupational safety expert and acquainted employees in headquarters buildings and branches which has 50 or more employees, and which is created in accordance with 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 occupational diseases, those with chronic diseases, disabled people, employees who have had occupational accidents.

III. ORGANIZATIONAL STRUCTURE/ROLES AND RESPONSIBILITIES

All parties involved are obliged to abide by the principles stated in this policy.

General Responsibilities of the Employer Bank/Employer's Representative:

- The employer bank/the employer's representative shall have a duty to ensure the safety and health of workers in every aspect related to the work, and, in this respect, they shall:
 - Carry out works to take any measures including prevention of occupational risks, provision of information and training, as well as to provide the necessary organization and tools and equipment, and to adapt the health and safety measures to the changing conditions and improving the current situation.
 - Monitor and check whether the occupational health and safety measures that have been taken in the workplace are being followed, and ensure that nonconforming situations are eliminated.
 - Perform or ensure the performance of risk assessment.
 - While assigning duties to the employee, take into consideration the suitability of the employee in terms of health and safety.
 - Obtain services from experts and organizations outside the workplace and the obligations of the employees in terms of occupational health and safety do not discharge the employer bank/employer's representative of their obligations.

General responsibilities of the Employees:

Employees are obliged to comply with the occupational health and safety regulations set out in the laws and in our Bank's legislation. In this context, they are expected to participate in occupational health and safety trainings provided by our Bank and to work in accordance with such principles. In addition, employees acknowledge that they are familiar with the relevant policies and legislation and that they shall comply with the requirements of such.

Responsibilities of the Human Resources Management Department:

Occupational health and safety practices are carried out in coordination with the Human Resources Management Department upon a decision of our Board of Directors.

- To ensure coordination of internal occupational health and safety practices.
- To have occupational safety experts, occupational physicians and other health personnel or to receive services from a Joint Health and Safety Unit authorized by the Ministry of Labor and Social Security.
- To prepare an internal occupational health and safety regulation draft.

IV. BASIC PRINCIPLES

- To ensure that our bank is a pioneer in occupational health and safety practices.
- To foster and spread an occupational health and safety culture among all our employees.
- To provide a safe and healthy working environment for employees, visitors and customers.
- To ensure that all departments, branches, subcontractors, visitors and interns within our bank work in accordance with our Bank's Occupational Health and Safety Policy and the regulations.
- To monitor compliance with the occupational health and safety rules, to take all necessary precautions, to remedy any deficiency.
- To supply equipment to enable all employees to perform their jobs safely and to encourage the activities related to the subject matter to be carried out by means of training and information sharing.
- To be prepared for possible emergencies and possible risks, to establish and implement verification systems that shall prevent them from occurring, to minimize the possible damages/effects in case of emergencies and to coordinate the determination of effective communication routes.
- To ensure that our employees have fit and healthy working lifestyle by implementing preventive health practices.
- To keep records of occupational accidents and occupational diseases.
- To obtain the opinions of the employees and ensure their participation.
- To adopt a healing and improving proactive approach in all matters that would affect the health and safety of the employees.
- To fulfill the following Occupational Health and Safety obligations within the framework of the Occupational Health and Safety legislation.

Training and Information

All our employees shall be given training as specified in the relevant legal legislation. In addition, training and information activities shall be carried out to suit different business groups and needs.

Health Supervision

At locations which are required to obtain services from occupational health and safety professionals, occupational physicians shall carry out the employment and periodic inspections of our employees at such locations. In addition, pregnant and disabled employees and employees who suffer from chronic illness etc. that require special policy shall be continuously checked and monitored.

Among other locations that are not required to receive services from occupational health and safety professionals, reliable and high quality primary healthcare services shall be provided with the help of health centers/institutional physicians in some locations specified by the Bank.

Risk Assessment

Field surveillance and risk assessment studies have been carried out by the risk assessment team in all our branches and buildings. Risk analysis and field observation studies shall be carried out on a regular basis under the leadership of the occupational safety expert and the occupational physician in locations that are legally obliged to obtain services from occupational health and safety professionals. The relevant study shall be repeated in locations that are not required to obtain services from occupational health and safety professionals in accordance with the legal terms and conditions specified in the legislation.

Emergency Action Plan

Emergency action plans that include workflows, information and practical actions to be taken during any emergency situation that may occur in our bank shall be determined in coordination with the Human Resources Management Department for all our branches and buildings. There are bank emergency teams specially trained in the fields of search-rescue-evacuation, first aid and firefighting, which consist of employees within our headquarters buildings and all branches. Emergency drills shall be organized in all branches and buildings as per the emergency action plan.

Occupational Health and Safety Rules

In accordance with the legislation, occupational health and safety committee meetings shall be held on a regular basis in every 3 months in locations that are legally obliged to obtain services from occupational health and safety professionals.

Occupational Accident and Occupational Illness

In cases such as occupational accident and occupational disease, an accident opinion analysis shall be made and improvement procedures shall be determined. Occupational accidents and/or occupational diseases shall be reported to the relevant institutions.

V. SUPERVISION/INSPECTION

Regulatory and preventive activities shall be organized with the necessary business units in line with the data and findings obtained through field supervisions and determinations, near-miss cases and accident opinion analysis conducted in all branches and buildings. The deficiencies that cannot be remedied through the evaluations made shall be reported to the senior management for assessment. The implementation and application of this policy shall be ensured by the Human Resources Management Department under the supervision of the Corporate Governance Committee.

VI. REVIEW

This policy shall be reviewed at least once a year, in line with the requirements, the changes in operating conditions and the laws. The necessary updates and changes are approved by the Board of Directors upon the recommendation of the Human Resources Committee, and subsequently enter into force. This policy shall be published on the Bank's intranet portal and on the Bank's website. The versions of this policy shall be tracked with the version number, showing the changes in sequence.

VII. ENFORCEMENT

The Occupational Health and Safety Policy shall enter into force on the date of approval by the Board of Directors of Türkiye İş Bankası A.Ş. The occupational health and safety practices under this policy shall be carried out by the Human Resource Management Department of Türkiye İş Bankası A.Ş. in accordance with legal regulations.