

YAPI KREDİ OCCUPATIONAL HEALTH AND SAFETY POLICY

 **YapıKredi**

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1. Purpose

The purpose of this policy is to determine the liabilities regarding Occupational Health and Safety by defining rules and principles about occupational health and safety.

Employees are obliged to comply with the rules and procedures determined within Occupational Health and Safety Policy.

2. Introduction

2.1. Scope

This policy covers all employees, subcontractors, visitors, and company personnel working out of office of Yapı ve Kredi Bankası A.Ş.

2.2. Basic Principles of Occupational Safety Policy

Principles determined by the Bank in order to prevent and take necessary measures regarding occupational accidents and illnesses are listed as follows:

- At the workplace and its premises, to take any and all precautions according to the applicable occupational health and safety regulations and other requirements regarding occupational health and safety, to provide tools, devices and personal protective equipment and maintain their use when necessary in order to provide health and safety employees, subcontractors, visitors and company personnel working out of office
- To predetermine and prevent possible accident risks, unsafe situations and actions that might cause occupational accidents and illnesses at the workplace and its premises by effective risk assessment
- To maintain the health, safety and social welfare of employees, visitors, and subcontractors at all levels by determining the risks that may cause occupational accidents and illnesses in the workplace, to reduce any tangible and intangible damages of them and their families that may arise in future
- To raise the consciousness of employees about occupational health and safety, to ensure the establishment of occupational health and safety culture.
- To ensure that subcontractors providing service in the workplace and the visitors shall comply with the rules regarding occupational health and safety which are established by the Bank
- To turn the Bank into an exemplary company by its affiliated institutions and associations in terms of occupational health and safety applications
- To predict the risks that may arise in future and to review constant development and the current situation

3. Occupational Health and Safety Board

3.1. Duties and Responsibilities

The objective of this board is to develop corrective and preventive actions regarding safety of Yapı Kredi Work areas and health of our employees in order to maintain occupational health and safety and to follow up and maintain their application within the related regulations.

3.2. The Formation of the Board

The board is formed by:

- Employer Representative
- Occupational Safety Expert
- Workplace Physician
- A personnel of human resources
- Employee representative, the head representative in case of more than one representatives working in the workplace.

3.3. Operational Mechanism

Occupational Health and Safety Boards have been formed in locations of Yapı ve Kredi Bankası A.Ş. with 50 or more employees. "Board Training" has been provided by occupational safety expert and workplace physician to the members of the board

Yapı ve Kredi Bankası A. Ş Occupational Health and Safety Boards meet at least bimonthly in our Call Centers and trimonthly in other locations under the chairmanship of employer's representative.

Important issues regarding Occupational Health and Safety are taken into the agenda and resolved by the board.

4. Duties and Responsibilities

4.1. Board of Directors

Board of Directors is responsible for the performance of Occupational Health and Safety Policy.

4.2. Human Resources and Organization

Human Resources and Organization /HR Operations /Workplace Health and Safety Unit are responsible for the execution of the activities specified below within occupational health and safety.

- To follow the regulations and update the Policy documentation once a year by reviewing when necessary
- To provide training and their follow up of the current and recently employed personnel in 2 periods
- To perform risk assessments
- To form emergency situation action plan
- To form instructions and procedures regarding occupational health and safety
- To perform site monitoring periodically
- To perform recruitment and periodic health controls of the current and recently employed personnel

5. Execution

This policy is executed and approved by Yapı ve Kredi Bankası A. Ş. Board of Directors.