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# ASAŞ ALUMINUM PRODUCTION FACILITY

## STAKEHOLDER ENGAGEMENT PLAN (SEP)



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AUGUST 2022  
ANKARA

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# ASAŞ ALUMINUM PRODUCTION FACILITY STAKEHOLDER ENGAGEMENT PLAN (SEP)

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## ABBREVIATION LIST

2U1K	2U1K Engineering and Consultancy
CHS	Community Health and Safety
CSP	Corporate Social Responsibility
EIA	Environmental Impact Assessment
IFC	International Finance Corporation
İŞKUR	Turkish Employment Agency
OHS	Occupational Health and Safety
PPM	Public Participation Meeting
SEP	Stakeholder Engagement Plan
SIA	Social Impact Assessment

# 1 INTRODUCTION

This plan presents the Stakeholder Engagement Plan (SEP) for the ‘ASAŞ Aluminum Extrusion Production Facility, ASAŞ Composite Panel Production Facility, ASAŞ PVC Profile and Roller Shutter Production Facilities, and ASAŞ Aluminum Flat Rolled Product Production Facility’ (hereinafter ‘the Facilities’) which are integrated facilities and has been prepared by 2U1K Engineering and Consultancy Inc. on behalf of “ASAŞ”.

The purpose of the Stakeholder Engagement Plan is to guide Facility management on:

- Establish and maintain a constructive relationship with stakeholders, particularly with communities affected by facilities,
- Promote improved environmental and social performance of the facility through the active participation of stakeholders,
- Ensure that relevant environmental and social information is delivered to all stakeholders throughout the life of the Facilities and to encourage the communities affected by the Facilities within the framework of stakeholder engagement,
- Ensure that all stakeholders have access to information and to allow possible problems to be voiced,
- Pave the way for transparent and participatory communication in accordance with the principles of sustainability,
- Ensure that the groups affected by the facility activities have access to appropriate communication channels so that they can voice their potential problems and complaints, and to respond to these problems and complaints appropriately and to help them manage the process successfully.

This Stakeholder Engagement Plan includes: (i) identification of stakeholders for Facilities, (ii) analysis of stakeholder engagement with Facilities, (iii) detailed consultation methodologies, (iv) activities undertaken to date and planned for the future, (v) addressing stakeholder concerns and grievances. It details the management process and explains how the stakeholder engagement process will be recorded, monitored, evaluated and reported.

Facility management is committed to implementing this plan at all stages. The Stakeholder Engagement Plan is a living document. In case of a change in the Facility, the SEP will be updated in line with the consultations with the stakeholders and requests/requests or complaints from the stakeholders and the updated version will be published on the website. ASAŞ Strategy and System Development Manager Stakeholder Engagement Manager Çağla Numan will be responsible for updating the SEP. More detailed job and responsibilities are included in the later stages of the plan.

## 2 ABOUT ASAŞ

ASAŞ is one of the most remarkable industrial enterprises in Turkey and export to over 90 countries. The Facility Owner enhances its knowledge in production with design and product development and presents its high-quality products to the market under its brands. The Facility Owner has a wide range of products for the construction market under its brands; ASAŞPEN (PVC door and window systems), NATURALBOND (aluminum composite panel), ALUDES (aluminum flag and lighting poles), RESCARA (aluminum door, window and curtain wall systems), NATUROLL (roller shutter systems, garage doors, and motor control systems).

The facilities have ISO 14001, IATF 16949, ISO 9001, ISO/IEC 27001, ISO 50001, and ISO 45001 quality certificates in accordance with international norms and standards.

ASAŞ has 4 Production Facilities, all of which are aluminum profile systems, composite panels, PVC window and door systems, shutter and garage door systems, and aluminum flat products processing facilities..

- **Aluminum Profile and Composite Panel Production Facilities:** Open Area: 270.000m<sup>2</sup>, Closed Area: 130.000m<sup>2</sup>
- **PVC and Roller Shutter Production Facilities:** Open Area: 60.000m<sup>2</sup>, Closed Area: 35.000m<sup>2</sup>
- **Aluminum Flat Rolled Products Production Facilities:** Open Area: 310.000m<sup>2</sup>, Closed Area: 135.000m<sup>2</sup>

Although it varies daily, there are currently 2886 people working within ASAŞ. In the Existing Facilities, it provides the employees with the dining hall, toilet, dressing room and resting areas.

Summary information about the employees of ASAŞ is given below:

ŞEHİR	KİŞİ SAYISI
SAKARYA	2446
KOCAELİ	168
İSTANBUL	258
DÜZCE	14
<b>Genel Toplam</b>	<b>2886</b>

\*Currently, 2246 people living in Sakarya, 168 living in Kocaeli, 258 living in Istanbul and 14 living in Düzce are working.

Yaka	Erkek	Kadın	Genel Toplam
Beyaz Yaka	406	195	601
Gri Yaka	28		28
Mavi Yaka	2211	46	2257
<b>Genel Toplam</b>	<b>2645</b>	<b>241</b>	<b>2886</b>

\*There are 601 white-collar employees, 28 gray-collar employees and 2257 blue-collar employees. 2645 of the employees are men and 241 are women.

Engel Durumu	Erkek	Kadın	Genel Toplam
ENGELLİ	74	6	80
ENGELLİ OLMAYAN	2571	235	2806
<b>Genel Toplam</b>	<b>2645</b>	<b>241</b>	<b>2886</b>

\*Out of 80 disabled employees, 74 are men and 6 are women.

Benefits offered to employees:



Şekil 8-1. Çalışan Yan Hakları

\*Bonuses are given to newly hired workers, clothing aid, food aid, education aid, monthly child allowance are given to workers.

In addition, employees are provided with fuel allowance, birth, death and marriage benefits, as well as private health and life insurance every month.

ASAŞ requests documentation to improve the environmental and social performance of the facility and to prove this. In line with the IFC Performance Standards, this Stakeholder Engagement Plan has been prepared. It is aimed to conduct effective and inclusive consultations throughout the life of the facility's activities and to maintain an efficient stakeholder engagement process.



### 3 THE LOCATION OF ASAŞ

The Production Facilities are located within the borders of Akyazı and Karapürçek Districts of Sakarya Region.

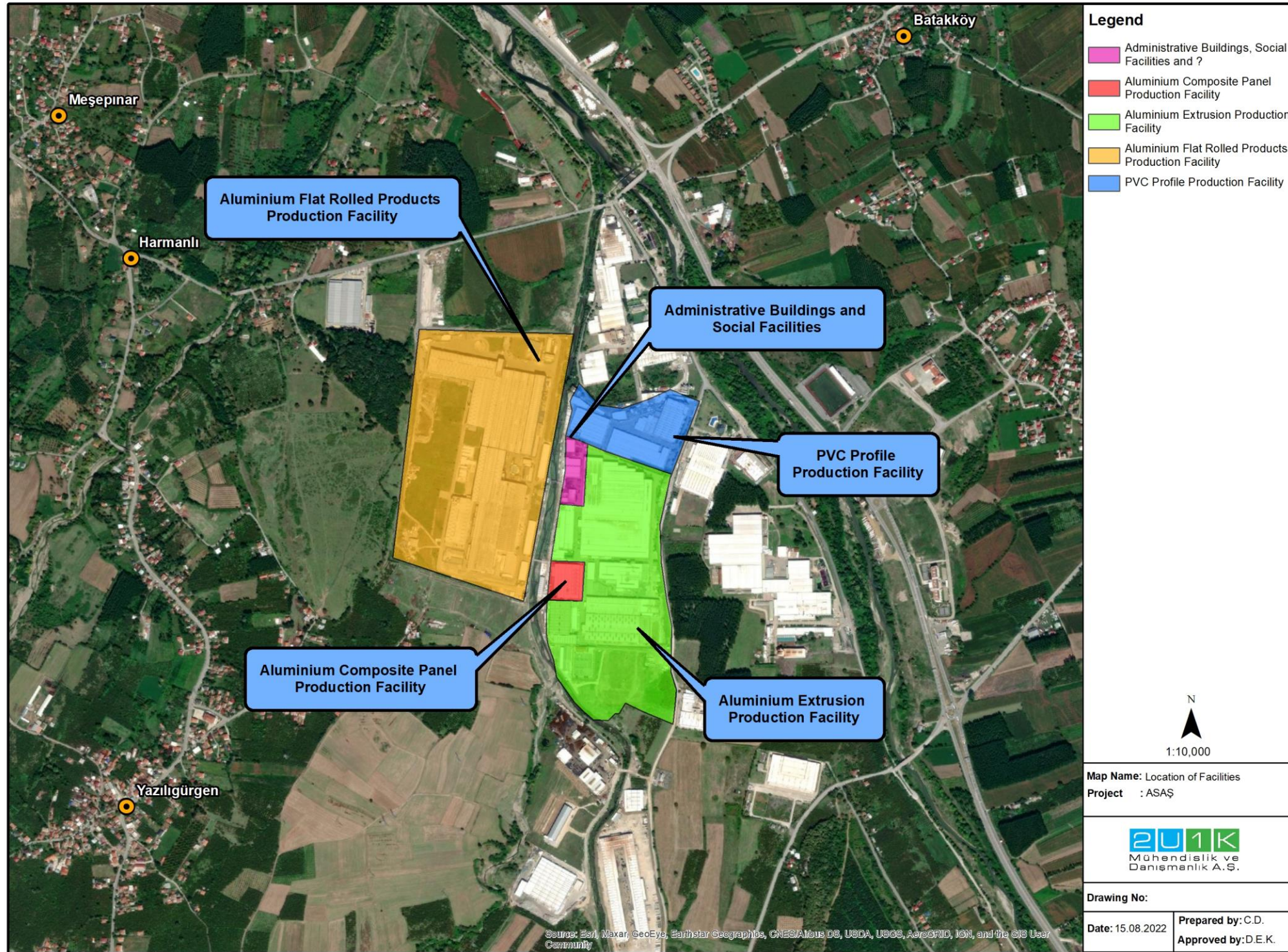
- Aluminum Extrusion and Composite Panel Facilities, PVC Profile and Roller Shutter Production Facilities are located on Kışla Alanı Street No: 2-2/1, 54400 Akyazı - Sakarya / Turkey
- Aluminum Flat Rolled Production Facility is located on Fabrikalar Street No. 50, 54400 Karapürçek - Sakarya / Turkey

The Production Facilities have a total area of 923,000 m<sup>2</sup> in which 300,000 m<sup>2</sup> of this area is confined space. The ownership of the Facility Area is on behalf of ASAŞ Aluminum Inc. The land acquisition started in March 2018 and was completed in August 2020.

The Facility Owner operates in the field of production activities stated above. The raw material needs to be met within the scope of the finance loan does not require the construction phase. In other words, there will be no new construction within this scope and the existing areas will be used for the implementation.

Below, the **Hata! Başvuru kaynağı bulunamadı.** presents the location of the Production Facilities.





Şekil 3-1. Location of the Facilities



## 4 REGULATORY REQUIREMENTS

This section outlines the regulatory framework for the Production Facilities' stakeholder engagement activities, according to national and international requirements.

### 4.1 Turkish Legislation

The "Regulation on Environmental Impact Assessment (dated November 25, 2014; No: 29186 and amended on May 26, 2017; No: 30077)" defines the administrative and technical procedures and principles to be followed throughout the EIA process.

According to EIA Regulation, a Public Participation Meeting (PPM) is not required for the Production Facilities in line with the 24th Article of the Regulation.

**Table 4-1. National Environmental and Social Legal and Policy Framework**

National Environmental Legal and Policy Framework	
<b>Environmental Impact Assessment</b>	
The Turkish Environmental Law	Law No: 2872; Date of Ratification: 1983
Regulation on Environmental Impact Assessment	Official Gazette No. 29186 dated November 25, 2014
<b>Water</b>	
Water Pollution Control Regulation	Official Gazette No. 25687 dated 31 December 2004
Groundwater Law	Law No: 167, Date of Ratification: 1960
<b>Air</b>	
Industrial Air Pollution Control Regulation	Official Gazette No. 27277 dated 03 July 2009 and amended on 6 November 2020; No. 31296
Regulation on Assessment and Management of Air Quality	Official Gazette No. 26898 dated 06 June 2008
Regulation on the Control of Odorous Emissions	Official Gazette No. 28712 dated 19 July 2013
Regulation on Monitoring of Greenhouse Gas Emissions	Official Gazette No. 29003 dated 17 May 2014
Environmental Permit and License Regulation	Official Gazette No. 29115 dated 10 September 2014
<b>Soil</b>	
Law on Soil Conservation and Land Use No. 5403 (as amended with the Law numbered 6537) and relevant regulations	Official Gazette No. 25880 dated 03 July 2005
<b>Noise</b>	
Regulation on Assessment and Management of Environmental Noise	Official Gazette No. 27601 dated 04 June 2010
Regulation on the Noise Emission in the Environment from Equipment for Outdoor Use	Official Gazette No. 26392 dated 30 December 2006
<b>Waste</b>	
Waste Management Regulation	Official Gazette No. 29314 dated 02 April 2015
Waste Oil Control Regulation	Official Gazette No. 30985 dated 21 December 2019
Regulation on Landfill of Wastes	Official Gazette No. 27533 dated 26 March 2010
Waste Vegetable Oil Control Regulation	Official Gazette No. 29378 dated 06 June 2015
Packaging Waste Control Regulation	Official Gazette No. 30283 dated 27 December 2017

National Environmental Legal and Policy Framework	
Medical Waste Control Regulation	Official Gazette No. 29959 dated 25 January 2017
Regulation on the Control of End-of-life Tires	Official Gazette No. 26357 dated 25 November 2006
Regulation on the Control of Waste Batteries and Accumulators	Official Gazette No. 25569 dated 31 August 2004
<b>Geology and Seismicity</b>	
Regulation on Buildings to be Constructed within the Seismic Zones	Official Gazette No. 26454 dated 06 March 2007
<b>Nature Conservation</b>	
National Parks Law	Official Gazette No:2873 dated 09 August 1983
Hunting Law	Official Gazette No:4915 dated 01 July 2003
Forestry Law	Official Gazette No:6831 dated 05 June 1986
National Social Legal and Policy Framework	
<b>Community Health and Safety</b>	
Public Health Law	Law No: 1593, Date of Ratification: 1930
<b>Labour and Working Conditions</b>	
Occupational Health and Safety Law	Law No: 6331, Date of Ratification: 2012
Regulation on Contractors and Sub-contractors,	Official Gazette No. 27010 dated 27 September 2008
Labor Law (No. 4857)	Official Gazette No. 25134 dated 10 June 2003
<b>Stakeholder Engagement</b>	
Laws on Right to Information (No. 4982)	Official Gazette No. 29186 dated 2525 November 2014.

## 4.2 International Standards

This report has been prepared by taking the relevant IFC Performance Standards and international requirements as a guide.

The IFC is an international financial institution that offers investment, advisory, and asset management services to encourage private sector development in projects. It was established in 1956 as the private sector arm of the World Bank Group to advance economic development by investing in strictly for-profit and commercial projects which reduce poverty and promote development. To provide a means of managing the social and environmental risks and impacts on projects, the IFC has developed its Performance Standards on Social and Environmental Sustainability (amended in 2012). The Performance Standards are designed to help avoid, mitigate, and manage risks and impacts as a means of doing business in a sustainable way, including stakeholder engagement and disclosure obligations of the client in relation to project-level activities. In other words, IFC requires the Contractor to carry out an environmental and social assessment of Project-related impacts according to the PSs, which are listed as follows:

- PS1: Assessment and Management of Environmental and Social Risks and Impacts;
- PS2: Labor and Working Conditions;
- PS3: Resource Efficiency and Pollution Prevention;
- PS4: Community, Health Safety and Security;
- PS5: Land Acquisition and Involuntary Resettlement;
- PS6: Biodiversity Conservation and Sustainable Management of Living Natural Resources;
- PS7: Indigenous Peoples; and
- PS8: Cultural Heritage.

The IFC guidelines for Facilities to be followed during this study are as follows:

- Social and Environmental Sustainability Performance Standards dated April 30, 2012,
- IFC Performance Standards Environmental and Social Management System Implementation Manual Metal Products Manufacturing

## 4.3 Gaps Between Turkish Legislation and International Guideline

The most important issue that needs to be further elaborated in the Turkish Environmental Legislation is the "Social Impact Assessment (SIA)". The Turkish EIA Regulation does not require the implementation of a detailed socio-economic field study, the provision of information on the facility area, and the establishment of a grievance mechanism. However, these are required by international standards. ASAŞ observed international standards in its Stakeholder Engagement Plan.

## 5 ROLES AND RESPONSIBILITIES

ASAŞ Türk mevzuatına uygunluğunu denetleme ve değişiklikleri izleme için farklı yöntemler izlemektedir. Alanında uzman personeller, ISO 14001 sertifikası, kurumsal ilişkiler ve hukuki danışmanlıklar mevzuat takibi için kullanılan araçlardandır. Çalışanların da bu konularda bilgilendirilmesi için kurum içi eğitimler düzenlenmektedir. Bu eğitimler enerji yönetimi, atık depolama, karbon salınımı ve İSG standartları gibi konuları içermektedir.

ASAŞ, kurum içerisinde Uluslararası Finans Kuruluşu (IFC) Çevresel ve Sosyal Sürdürülebilirlik Performans Standartları'na uygun bir şekilde insan ve işçi hakları konusuna eğilmektedir. Bu sebeple iç ve dış paydaşları belirlemiştir. İç paydaşlar firma içerisinde çalışan tüm işler kapsarken, dış paydaşlar yakın yerleşim yerlerinin sakinleri, devlet kurumları, taşeron, tedarikçi ve müşteriler, STK'lardır. Paydaşlar 6. Bölüm'de yer almaktadır.

ASAŞ bünyesinde IFC Performans Standartları'nın sosyal kısımlarının uygunluğun denetimi için Paydaş Katılım Planı Yöneticisi olarak Strateji ve Sistem Geliştirme Müdürü Çağla Numan görevlendirilmiştir. Paydaşları belirleme, iletişim metotları ve performans denetimleri ileriki bölümlerde yer almaktadır.

Tesis Yönetimi, etkilenen tüm tarafların, özellikle etkilenen yerleşim birimlerinin, yerel halkın, komşu tesislerin ve çevredeki resmi kurumların Tesis hakkında bilgilendirilmesini sağlayacaktır. Bu gruplar, Tesis dahilindeki önemli konularının belirlenmesi sürecine dahil olacaktır. Tesiste etkin bir paydaş katılımı yürütmek için tanımlanan görev ve sorumluluklar aşağıdaki tabloda sıralanmıştır:

**Tablo 5-1. Key Roles and Responsibilities**

Roles	Responsibilities
<b>General Manager and Board of Management</b>	Ensures that this SEP is implemented Provides necessary resources for effective implementation of this Plan
<b>Stakeholder Engagement Plan Manager</b>	Ensures that this SEP is implemented Provides necessary resources for effective implementation of this Plan Coordinates with parties for effective implementation of this Plan
<b>Stakeholder Engagement Plan Responsibles*</b>	Implements and improves this SEP Identifying and presenting the necessary resources to the department managers for the effective implementation of the Stakeholder Engagement Plan Tesis faaliyetlerinin ulusal ve uluslararası mevzuata uygunluğunun değerlendirilmesi Develop and publicize the grievance management procedures Act as the key point of contact to bring grievances from, locals, and governmental officials, NGOs, and other interest groups Address the complaints to necessary parties when necessary Receive, review, investigate, and keeping track of grievances Directing incoming complaints to the relevant departments for resolution Fulfillment, monitoring and evaluation of the regulations within the scope of the complaints procedure Regularly review the Grievance Mechanism as a result of changes in employment legislation and lessons learned from the operation of the Facilities

Roles	Responsibilities
	<p>Communicating the Grievance Mechanism to all subcontractor employees through communication channels</p> <p>Ensure the Grievance Mechanism is a featured topic during new employee orientation</p> <p>Confidential advice to workers when workers are reluctant to negotiate with supervisors or subcontractor management to resolve problems</p> <p>Providing advice and support to Sub-Contractor supervisors and managers regarding their duties and responsibilities for the successful implementation and operation of the Grievance Mechanism</p> <p>Disclosure of Progress Reports to external stakeholders in order to maintain effective stakeholder engagement</p> <p>Implementation of Good Industry Practices</p> <p>Maintaining interaction with stakeholders by implementing social investment projects in order to avoid negative social impacts and to create a positive public perception about ASAŞ</p>

### Paydaş Katılım Planı Sorumluları \*:

Stakeholder Engagement Plan Manager: Çağla Numan (Strategy and System Development Manager)

Grievance Mechanism Responsible: Gamze Güler (Senior Employee Relations Specialist)

Ethics Committee Competent: Canan Demirel (Internal Audit Specialist)

Communication Officer with External Stakeholders: Kerim Salim (Public Relations Representative)

Communication Officer with Internal Stakeholders: Gamze Güler (Senior Employee Relations Specialist)

## 6 FACILITY STAKEHOLDERS

For the purposes of this SEP, a stakeholder is defined as any individual, organization, or group which is potentially affected by the Facilities or which has an interest in the Production Facilities and its impacts. The objective of stakeholder identification is to establish which stakeholders may be directly or indirectly affected – either positively or negatively - (“affected parties”) or have an interest in the Production Facilities (“other interested parties”).

According to the IFC Handbook, stakeholders are “people or groups that are likely to affect production positively or negatively, as well as those directly or indirectly affected by a project”. Stakeholder engagement criteria vary according to each project. Many factors such as the location of the project/facility, the cultural characteristics of the place, the field of activity of the facility appear as criteria in determining the stakeholder. Stakeholders should first be identified by the project owner. It is not always possible for the public to know whether they will be affected by the facility. However, new stakeholders can be added to the initially identified stakeholders throughout the life of the facility.

External stakeholders may include individuals from locally affected communities, their official or informal representatives, opinion leaders. They can take part in public consultation as representatives. In addition, suppliers, subcontractors, customers, local governments, government agencies, vocational schools, OIZ management, non-governmental organizations, academic communities and neighboring facilities should also be identified as the stakeholders of the Facilities. ASAŞ will have an obligation to announce all activities concerning its stakeholders throughout the life of the facility. As a dimension of the principle of human rights, it will meet external complaints, suggestions and information requests.

Those who make up the internal stakeholders include workers at all levels working in the facility themselves. ASAŞ has certain responsibilities towards all its employees. These responsibilities start with the incomplete application of what is written in the Turkish legislation. In addition, as included in PS-2, the behaviors of treating all employees fairly, ensuring sustainable improvement of the employee-management relationship, protecting vulnerable groups such as child labor and migrant workers, creating safe and healthy working conditions, and avoiding drudgery/forced labor. is developing. It will also demand these principles, which include human and worker rights, from the companies with which it does business, and ensure that they are audited.

ASAŞ will establish a mechanism that will allow the participation of all stakeholders and will use all possible communication channels to announce it. However, it is not possible to reach all stakeholders equally. The point that should not be overlooked in this regard is to reach people including vulnerable groups. ASAŞ will conduct sensitive group screening for both internal and external stakeholders. Kerim Salim, Communications Officer with External Stakeholders, will be responsible for this screening. This is because people from vulnerable groups are more likely to suffer from the potential negative effects of the facility.



Communication with these people will be made directly in applications originating from the facility and having a potential impact on the public, and in stakeholder participation meetings. Following are the characteristics of persons included in vulnerable groups according to IFC guidelines:

- Refugees,
- Indigenous minority groups,
- Those who are very old and live alone,
- Physically or mentally handicapped
- Those who have a chronic illness or are bedridden,
- Female heads of households,
- Poor people who live on state or association aid,
- Persons who are economically dependent on unique natural resources,
- Peasants who do not own land and work daily on other people's land.

It is important to realize that disadvantaged and vulnerable groups affected by facility activities may have difficulties in participating in the stakeholder engagement process and to make a special effort to eliminate this situation. When defining a stakeholder, the Stakeholder Engagement Plan considers that this person or group may be directly or indirectly affected by the facility. In addition, other individuals and groups that deal with or influence the Facilities are added to the plan.

Stakeholder identification process continues throughout the life of the Facility. It should be regularly reviewed and updated. As stakeholder identification is an ongoing phenomenon, different stakeholders are involved in different issues. Therefore, stakeholders can be classified according to their connection to the Facility. Understanding a stakeholder group's connection to the Facility helps identify key objectives of stakeholder engagement. Table 6-1 shows the interested and affected stakeholders within the facility.

**Tablo 6-1. Stakeholder Groups**

Stakeholder Groups	Stakeholder Type	
	Affected Party	Interested Party
<b>Local Communities</b>		
<ul style="list-style-type: none"> <li>• Local Kindergartens, Primary Schools, Middle Schools and High Schools</li> <li>• Yazılıgürgen and Küçücek İstiklal Headman and Neighborhood Residents</li> <li>• Industrial Facilities Nearby</li> </ul>	√	√
<b>Schools</b>		
<ul style="list-style-type: none"> <li>• Sakarya University</li> <li>• Sakarya University of Applied Sciences</li> <li>• Vocational High Schools in Akyazı and Karapürçek Districts</li> </ul>	√	√
<b>Government / Authorities</b>		
<ul style="list-style-type: none"> <li>• Ministry of Energy</li> <li>• Ministry of Labor and Social Security</li> <li>• District Governorate of Akyazı and Karapürçek</li> <li>• Provincial Governorate of Sakarya</li> </ul>	√	√

Stakeholder Groups	Stakeholder Type	
	Affected Party	Interested Party
<ul style="list-style-type: none"> <li>Sakarya Provincial Directorate of Environment and Urbanization</li> <li>Sakarya Chamber of Commerce and Industry</li> <li>District Health Directorate of Akyazı and Karapürçek</li> <li>Sakarya Provincial Health Directorate</li> <li>Sakarya Provincial Directorate of Environment</li> <li>Karapürçek and Akyazı District Health Directorates</li> <li>Karapürçek and Akyazı District Environmental Directorates</li> <li>Ministry of Industry and Technology</li> <li>Turkish Employment Agency (İŞKUR)</li> <li>Organized Industrial Zones Supreme Organization (OSBÜK)</li> </ul>		
<b>Municipalities</b>		
<ul style="list-style-type: none"> <li>Municipality of Akyazı</li> <li>Municipality of Karapürçek</li> <li>Municipality of Sakarya</li> </ul>	√	√
<b>Employees of Facilities</b>	√	√
<b>Vulnerable Groups</b>	√	

## 7 STAKEHOLDER ENGAGEMENT TOOLS

A number of tools and methods have been used and will continue to be used for stakeholder engagement within the facilities. It will incorporate new mechanisms as deemed appropriate as well as existing communication mechanisms to ensure efficient and effective stakeholder engagement throughout the life of the facilities. Paydaşlarla iletişim kurmak için kullanılan yöntemler aşağıda sunulmuştur:

- Formal and informal face-to-face meetings (individual and collective) - will be the primary form of consultation throughout the life of the facility. This includes stakeholder meetings scheduled by the Facility or requested by stakeholders.
- ASAŞ website ([www.asastr.com](http://www.asastr.com)) – public notices, documents, reports, management plans, etc.
- Grievance mechanism - specifically targeted at directly affected stakeholders. Details of this mechanism have been and will continue to be made available to stakeholders in the area of influence.
- Media advertisements – invitations to participate in meetings, information disclosure, etc.

## 8 STAKEHODLER ENGAGEMENT ACTIVITIES

Stakeholder engagement will continue throughout the life of the Facilities. Key stakeholders will be informed about the activities of the Facilities. They will have the opportunity to provide feedback on the effectiveness of remedial and remedial measures and to raise any issues or complaints.

Information to be shared with the implementation of this Report will include (but is not limited to):

- Impacts identified within the scope of the project
- Project impacts and current compensation or improvement methods
- Roles and responsibilities
- Monitoring and management methods
- Information about the grievance mechanism for the project

To ensure effective stakeholder engagement, the following measures will be considered by ASAŞ:

- The Stakeholder Engagement Plan will be shortened into a brochure and delivered to all affected neighborhoods and relevant stakeholders,
- The Stakeholder Engagement Plan will be reviewed annually by the responsible manager,
- ASAŞ will consider this plan when communicating with affected stakeholders and other interested parties.

Those in charge of the Facility's Stakeholder Engagement Plan will be responsible for interacting with stakeholders as an ongoing process throughout the Facility's life. Complaints can be an indication of growing stakeholder concerns (real and perceived) and may escalate if not detected and resolved. Identifying and resolving grievances will support the development of positive relationships between Facilities and stakeholders in the area of influence.

ASAŞ has formally established an internal Grievance/Suggestion Mechanism. This will provide a formal and ongoing way for stakeholders to interact with the Facility. With the implementation of this plan, this formal grievance mechanism created free of charge for internal/external stakeholders will not prevent access to other judicial or administrative remedies.

With the implementation of the Stakeholder Engagement Plan, internal and external stakeholders will be able to share their ideas and grievances through a number of options such as ASAŞ's website, mail and face-to-face meetings. The Stakeholder Engagement

Monitoring Program can be developed according to ASAŞ's needs as shown in the Table below.

**Tablo 10-1.** Stakeholder Engagement Monitoring Schedule

Stakeholder Groups	Scope	Frequency	Method and Materials
<b>Local Communities</b> <ul style="list-style-type: none"> <li>Neighboring facilities at the Küçücek Industrial Zone of Sakarya</li> <li>Neighboring kindergartens, primary, secondary and high schools</li> <li>Mukhtar and residents of the Yazılıgürgen Neighborhood</li> </ul>	<ul style="list-style-type: none"> <li>Update of Facility activities and progress in detail</li> <li>Employment process</li> <li>Social responsibility projects</li> <li>Respond to the community's concerns on the Facility's impact on public health through effective implementation and stakeholder engagement process.</li> <li>Conduct relevant meetings about public grievances, requests and feedbacks</li> </ul>	Biannual According to ASAŞ's Needs	Written brochures/ Posters updates Facility Owner's website Grievance mechanism Follow-up calls if contact details are available
<b>Government</b> <ul style="list-style-type: none"> <li>Ministry of Energy</li> <li>Ministry of Labor and Social Security</li> <li>District Governorate of Akyazı and Karapürçek</li> <li>Provincial Governorate of Sakarya</li> <li>Sakarya Provincial Directorate of Environment and Urbanization</li> <li>Sakarya Chamber of Commerce and Industry</li> <li>District Health Directorate of Akyazı and Karapürçek</li> </ul>	<ul style="list-style-type: none"> <li>Update of Facility activities and progress as requested</li> <li>Conduct relevant meetings about public grievances, requests and feedbacks</li> <li>Local procurement and employment data.</li> </ul>	Annual According to ASAŞ's Needs	Teleconference Virtual meetings Written updates Facility Owner's website Grievance mechanism
<b>Municipality</b> <ul style="list-style-type: none"> <li>Municipality of Sakarya</li> <li>Municipality of Akyazı and Karapürçek</li> </ul>	<ul style="list-style-type: none"> <li>Update of Facility activities and progress as requested</li> <li>Conduct relevant meetings about public grievances, requests and feedbacks</li> <li>Local procurement and employment data.</li> </ul>	Biannual According to ASAŞ's Needs	Teleconference Virtual meetings Written updates Facility Owner's website Grievance mechanism
<b>ASAŞ Employees</b>	<ul style="list-style-type: none"> <li>Monthly check at campsite Grievance Mechanism implementations</li> </ul>	Continuous	Email to all employees /sms Virtual meetings Facility Owner's websites Written updates Grievance mechanism

The grievance procedure of external stakeholders will be managed by **Kerim Salim**, Communications Officer, who is the primary interface between the local community and ASAŞ. Confidentiality procedures will be in place to properly protect the complainant.

The grievance mechanism will be introduced and communicated to affected stakeholders so that they are aware of the process, know they have the right to lodge a complaint, and understand how the mechanism will work and how their grievances will be handled. In most cases, a grievance will be made by a stakeholder or local resident over the phone, in writing, or through one of the company's grievance officers. More information on ASAŞ' grievance mechanism is in Chapter 12 of this document.

## 8.1 Previous Stakeholder Engagement Activities

ASAŞ carried out its first activity within the scope of the Stakeholder Engagement Plan on 04.08.2022 for the employees at the ASAŞ Academy Hall. At the meeting held with experts from 2U1K Engineering and Consulting Firm, the purpose, scope, duties and responsibilities of the Stakeholder Engagement Plan were conveyed to all participants. In addition, the information in the Plan regarding the Grievance Mechanism is presented. The meeting did not only include information transfer, but also included opinions and suggestions in an interactive way.

On 05.08.2022, a Stakeholder Engagement Meeting was held for external stakeholders. The meeting started with the presentation of the facilities within ASAŞ, the planned investments and the presentation of the Grievance Mechanism, and consultations were held with the stakeholders. All representatives of individuals and institutions designated as stakeholders in this Plan were invited to the meeting. A sample meeting invitation form is given below:

**DUYURU****ASAŞ ALÜMİNYUM SANAYİ VE TİCARET A.Ş.****PAYDAŞ KATILIM TOPLANTISINA DAVET**

Sakarya ili Karapürçek ve Akyazı ilçelerinde faaliyet gösteren tesislerimiz için yürütülen çevresel ve sosyal çalışmalar kapsamında halkı ve kurumları bilgilendirmek, görüş ve önerilerini almak, tüm paydaşlarla iş birliği yapmak için düzenlenecek Paydaş Katılım Toplantısı'nın tarih, adres ve iletişim bilgileri aşağıda yer almaktadır. Toplantının amacı tesisimizin işleyişini, ulusal ve uluslararası sözleşmelere yönelik yükümlülüklerini ve tesislerle ilgili çevresel ve sosyal hususlara ilişkin şikâyet mekanizmasını sunmaktır.

Halkımıza saygıyla duyurulur.

**Toplantı Yeri:** ASAŞ Alüminyum A.Ş. – Sosyal Tesisler Eğitim Salonu

**Toplantı Yerin Adresi:** ASAŞ Alüminyum A.Ş. – Küçücek İstiklal Mah. Kışla Alanı Cad. No: 2-2/1, 54400

**Toplantı Tarihi ve Saati:** 05.08.2022 – 9.30-11.00

**İletişim Bilgileri:**

**Tel:** (0264) 462 47 92

**Fax:** +90 216 680 07 81

**E-posta:** info@asastr.com

**ASAŞ ALÜMİNYUM  
SANAYİ VE TİCARET A.Ş.**  
Rüzgarlı Bahçe Mah. Kumlu Sok. No: 2  
Kavacık - Beykoz / İSTANBUL  
Tic. Sic. No: 286475 / 16053  
Sicil No: V.D. 355 030 8275  
  
**GENEL MÜDÜR**  
DERYA HATİBOĞLU

**ASAŞ Alüminyum Sanayi ve Ticaret A.Ş.**

**Genel Müdürlük**  
Rüzgarlı Bahçe Mah., Kumlu Sok., No: 2  
Asaş İş Merkezi, 34810, Kavacık  
Beykoz-İstanbul, Türkiye  
T +90 216 680 07 80 F +90 216 680 07 81  
asastr.com

**Alüminyum Profil ve Kompozit Panel  
Üretim Tesisleri**  
Küçücek İstiklal Mah., Kışla Alanı Cad.,  
No: 2-2/1, 54400 Akyazı-Sakarya, Türkiye  
T +90 264 462 47 92 F +90 264 462 47 98

More than 30 people attended the meeting. The meeting minutes, which include the names and duties of those who attended the meeting, are included in Annex-4. At the end of the meeting, questions and suggestions of the participants were included, and all participants were allowed to speak actively. Questions asked and suggestions made during the meeting are included in the attached meeting minutes.

## 9 CORPORATE SOCIAL RESPONSIBILITY PROJECTS

Corporate Social Responsibility (CSR) Projects are one of the most important tools implemented especially during stakeholder engagement activities at corporate level. CSRs ensure the accountability, transparency and sustainability of the company, while also supporting affected local communities and local government units. ASAŞ has undertaken the following activities to date:

- **ASAŞ Basketball Team**

Athletes are trained in the basketball school, which was established with the belief that making positive touches to the lives of children in the region of operation through sports and education is the right human resources investment for the future.

It is aimed to raise children as more successful individuals in life with the help of socialization, avoidance of bad habits, discipline and healthy life provided by the love of sports.

ASAŞ Basketball Club participates with U10-U11-U12-U14-U16 teams and girls' U16-U18 teams with 7 teams in total.

- **Golden Ball Project**

With the "Golden Ball Project", the in vitro fertilization expenses of ASAŞ employees who want to experience the feeling of being a mother and father are covered every year. In 2021, 10 mother and father candidates were supported.

- **TEMA Foundation Sapling Donation**

Saplings are donated to the TEMA Foundation on behalf of new white-collar employees. The certificates of the donated saplings are also added to the Welcome kits given to the employees who return to work.

- **World Environment Day Activities**

As part of World Environment Day on June 5, ASAŞ planted saplings to increase green areas in order to contribute to the environment.

The factory contributed to the improvement of the stream bed by collecting the solid wastes accumulated in the Küçücek Stream, which passes through our campus borders. By cleaning the solid wastes on the roads around ASAŞ, a contribution was made to the environment.

- **ASAŞSANAT**

In 2015, ASAŞ developed its support for art and gathered it under one roof; In this direction, he established ASAŞSANAT in order to support learning, design and production processes with mutual synergy by bringing together artists, academicians and students. ASAŞSANAT



aims to support the change created by art in societies and the development of the ability to gain different perspectives, by organizing courses and seminars for the spouses and children of all ASAŞ employees.

## 9.1 Corporate Social Responsibility Project Planned to Realize

- **Habitat Project for Stray Animals**

It is desired to create habitats for stray animals, which have become a big problem for the local people in recent years, in Akyazı district and especially in the factories region. The aim here is to provide the comfort of the local people and to create a natural habitat for stray animals. Within the scope of these studies, a location was determined within the factory site. A verbal agreement was reached with Akyazı Municipality regarding the issue that was also mentioned at the Stakeholder Participation Meeting.

The living area, which is planned to have a capacity of 50 huts and 100 dogs at the first stage, will not be surrounded by fences, unlike animal shelters, and a natural habitat will be established for stray animals. Organic food wastes will be used to feed the animals and their populations will be kept under control with sterilization studies. The information of the project will be updated with the implementation of the project.

- **Cycle Friendly Employer Certification**

ASAŞ cares about encouraging the use of bicycles to reduce its carbon footprint. Cycle Friendly Employer Certification has applied and when the process is completed, it aims to become the second institution to have the certificate together with Gaziantep Metropolitan Municipality.

- **Energy and Environment Workshops**

ASAŞ creates value in its region and provides employment to thousands of people. It cares about developing its region and supporting the solution of local problems. Due to its field of activity, it has significant experience in the efficient use of energy. He intends to convey this experience by giving seminars on energy and environment in schools with the principle of "bend the tree while it is young".

This intention was mentioned to the university and high school officials who were invited to the Stakeholder Engagement Meeting, and preliminary discussions of joint studies were held. Developments related to this project will be shared through media channels and added to the Stakeholder Engagement Plan.

## 10 INFORMATION DISCLOSURE AND STAKEHOLDER ENGAGEMENT DURING COVID-19

The unprecedented nature of the COVID-19 pandemic means that all aspects of the Facilities' operations may be impacted by it, including stakeholder engagement. Considering mandatory restrictions and social distancing measures associated with Covid-19 resulted in alternative approaches to stakeholder engagement in the short term.

In information dissemination efforts, the Facility Owner will seek to ensure that reliable, accurate information reaches all stakeholders, by making it available in readily understandable and culturally appropriate formats and language.

Following tools are recommended to be adopted by the Facility Owner to engage with stakeholders during the pandemic include but not limited to:

- Leaflets
- E-mail
- Community notice boards
- Phone calls and text messaging
- Facility Owner Website
- Social Media Platforms

Furthermore, COVID-19-driven changes to Facility Owner's operation that may have community impacts will be communicated accordingly. These may include, but are not limited to:

- Changes to project as a result of COVID-19;
- Changes to delivery of community development programs;
- Changes to employment, sourcing from local business, and so forth;
- Changes to timelines for resolving open grievance cases; and
- New or modified health awareness communication campaigns related to COVID-19 that are coordinated with relevant authorities and based on information from recognized sources, such as the World Health Organization.

At this stage, ASAŞ; has implemented Covid-19 measures to provide a safe workforce and prevent negative effects on public health and safety. Some of the measures already taken by ASAŞ are:

- Occupational health and safety trainings regarding Covid-19 measures were given.

- For rapid detection of suspicious cases, rapid antigen tests are carried out within the Covid 19 company.
- The obligation to use masks in service vehicles and in-company meetings has been introduced.
- Covid 19 vaccination studies are carried out within the company with the support of the district health directorate.
- The dining hall seating arrangement has been changed and it has been adapted to the distance with the sauce.
- Daily Covid 19 case tracking is carried out and filiation studies are assisted.
- Masks were distributed to be used by the personnel.
- Information posters were hung in the work area to provide information about updates and measures within the scope of Covid-19.
- Employees are supported in remote working.

Last, in order to ensure effective engagement during Covid-19, the Production Facilities will consider new approaches as shown in the Table below.

**Tablo 10-1. Alternative Information Disclosure and Stakeholder Engagement Measures during Covid-19 Restrictions**

Stakeholder Groups	Topics	Frequency	Method and Materials	Lead and Supporting Responsibility
<b>Local Communities</b> <ul style="list-style-type: none"> <li>Neighboring facilities at the Küçücek Industrial Zone of Sakarya</li> <li>Neighboring kindergartens, primary, secondary and high schools</li> <li>Mukhtar and residents of the Yazılıgürgeen Neighborhood</li> </ul>	<ul style="list-style-type: none"> <li>Update of Facility activities and progress in detail</li> <li>Employment process</li> <li>Social responsibility projects</li> <li>Respond to the community's concerns on the Facility's impact on public health through effective implementation and stakeholder engagement process.</li> <li>Facility measures to comply with social distancing.</li> <li>Measures to limit workforce or community interaction (for example, for a large expatriate workforce)</li> <li>Changes to current procedures (for example, grievance mechanism)</li> </ul>	Quarterly/ When needed	Written brochures/ Posters updates Facility Owner's website Grievance mechanism Follow-up calls if contact details are available	Facility Manager Human Resources Department SEP Responsibles
<b>Government</b> <ul style="list-style-type: none"> <li>Ministry of Energy</li> <li>Ministry of Labor and Social Security</li> <li>District Governorate of Akyazı and Karapürçek</li> <li>Provincial Governorate of Sakarya</li> <li>Sakarya Provincial Directorate of Environment and Urbanization</li> <li>Sakarya Chamber of Commerce and Industry</li> <li>District Health Directorate of Akyazı and Karapürçek</li> </ul>	<ul style="list-style-type: none"> <li>Update of Facility activities and progress</li> <li>Local procurement and employment data.</li> <li>Updates on social distancing restrictions and Covid-19 related measures.</li> </ul>	Annual When needed	Teleconference Virtual meetings Written updates Facility Owner's website Grievance mechanism Grievance mechanism	Facility Manager Human Resources Department SEP Responsibles
<b>Municipality</b> <ul style="list-style-type: none"> <li>Municipality of Sakarya</li> <li>Municipality of Akyazı and Karapürçek</li> </ul>	<ul style="list-style-type: none"> <li>Update of Facility activities and progress as requested</li> <li>Updates on social distancing restrictions and Covid-19 related measures.</li> </ul>	Biannual When needed	Teleconference Virtual meetings Written updates Facility Owner's website Grievance mechanism	Facility Manager Human Resources Department SEP Responsibles

Stakeholder Groups	Topics	Frequency	Method and Materials	Lead and Supporting Responsibility
<b>ASAŞ Employees</b>	<ul style="list-style-type: none"> <li>• Update of Facility activities progress and planning</li> <li>• Amendments to Facility-operating procedures and emergency response plans</li> <li>• Job security, changes to working conditions, and guidance on accessing government benefits (if available)</li> <li>• Actions to take if they develop Covid-19 symptoms</li> <li>• Location of specific centers for Covid-19 cases.</li> <li>• Updates on new workforce arrangements in regards to Covid-19 measures.</li> </ul>	Continuous When needed	Email to all employees Virtual meetings Teleconference Facility Owner's websites Written updates	Facility Manager OHS Team SEP Responsibles

## 11 GRIEVANCE MECHANISM

The grievance is part of the products vital to IFC's standards (PS) of performance achievements. The purpose of the complaint is an approach to a dairy solution utilizing the services of the action monitoring application. This private property is preferred by the public and on-site facilities..

Grievances can be an indication of the growing concerns of stakeholders and may increase if not detected and resolved. Identifying and responding to grievances supports the development of positive relationships between facility staff, local community and other stakeholders.

The Grievance Mechanism will ensure that complaints about the Facility are handled in a transparent and impartial process. Complaint procedure from the start of the facility; should be shared with stakeholders through individual or group meetings, printed materials, notice boards, and this process should continue throughout the life of the Facility.

The first acceptance of the grievances will be made by the Grievance Mechanism Responsible **Gamze Güler**. The Grievance Mechanism Responsible will be responsible for classifying the grievances according to certain titles and forwarding them to the person concerned according to the subject of the grievance. Detailed information on the Grievance Record is given in Section 11.1.

The length of time the process of responding or evaluating the complaint will depend primarily on the complexity of the grievance raised. Ideally, however, resolution is reached within 14 calendar days of receiving the grievance.

The methods used to publicize the Grievance Mechanism should be culturally appropriate and in line with the general public disclosure methods of stakeholders. For example, vulnerable groups and other stakeholders may access information differently, and equal access to information needs to be ensured for both groups. Throughout the life of the Facilities, Stakeholders will be able to share their views and grievances through a range of options such as letter, email, grievance boxes and face-to-face meetings.

All stakeholders who have filed a grievance may request that their applications be evaluated confidentially. Those responsible will ensure that the complainant's name and contact details are not disclosed without their consent.

### 11.1 Grievance Register

All incoming grievances will be recorded in the Grievance Log by assigning a reference number.

The Grievance Log will also be used to monitor the status of the grievance, to determine the frequency of occurrence of the grievance, to analyze the reasons for the grievance, to identify common grievance issues and recurring trends.

All grievances will be recorded in the Grievance Log with the following information:

- Grievance reference number,
- Date of the grievance,
- A location where the grievance was received and in what form (for grievance boxes),
- Complainant's contact details (in case of non-anonymous grievances)
- Content of the grievance,
- Parties responsible for addressing the issue,
- Dates when the investigation of the grievances initiated and completed,
- Results of the investigation,
- Information on the proposed corrective actions to be sent to complainant (in case of non-anonymous) and the date of the sent,
- Deadlines for required actions by the staff,
- Indication on whether the corrective action was satisfactory or a reason for non-resolution of the grievance,
- The of the close-out, and;
- Any outstanding actions for non-closed grievance cases.

## 11.2 Roles and Responsibilities

For the effective implementation of SEP, 5 different tasks are defined for the facility:

1-Stakeholder Engagement Plan Manager

2-Grievance Mechanism Responsible

3-Ethics Committee Competent

4-Communication Officer with External Stakeholders

5-Communication Officer with Internal Stakeholders

The duties of administrators and responsables are listed below:

**Stakeholder Engagement Plan Manager**

- Responsible for the stakeholder engagement process.
- Responsible for the sustainability report.
- Manages SEP units, appoints or dismisses new responsible.
- Measures the success of SEP and updates it when necessary.

**Grievance Mechanism Responsible**

- Records all grievance from internal or external stakeholders, regardless of which channel (website, phone, face-to-face, boxes, etc.).
- Directs the recorded grievances to the relevant unit.
- Explains the results about the returns from the relevant unit.
- Applies the grievance closing procedure.

**Ethics Committee Competent**

- Grievances about discipline or ethical principles are directed to him.
- Transmits the grievance to the relevant board.
- Allows parties to rest -Shares the result of the grievance with the relevant person.
- Receives objections about the result.

**Communication Officer with Internal Stakeholders**

- She ensures that internal stakeholders know their rights and recognize the grievance mechanism.
- Manages the worker rights part of the orientation training given to internal stakeholders.
- Holds periodic meetings with internal stakeholders on workers' rights.
- In case of a change in SEP, it will be communicated to the internal stakeholders.

**Communication Officer with External Stakeholders**

- It ensures that external stakeholders know their rights and recognize the grievance mechanism.
- Provides information sharing with external stakeholders
- Organizes external stakeholder meetings, writes texts on topics to be disclosed to the public.
- Detects sensitive groups.
- Provides communication to solve problems when necessary.



### 11.3 Grievance Procedure

Grievances should be investigated as soon as possible to prioritize resolution. Regardless of general response and resolution times; Some grievances of importance, for example an urgent safety issue or issues related to local people's livelihoods, may require immediate action.

There are 10 steps that complete the Grievance Mechanism. This process is explained by the steps mentioned below:

**Step 1: Determination of the grievance** will be done by using personal communication channels based on the appropriate training and information given by the Grievance Mechanism Responsible. This complaint can be made face-to-face, by phone, letter, complaint boxes or e-mail using the contact information below.

**Step 2: Recording the complaint in the Grievance Log** is done in writing and electronically within one day of receipt of the complaint. The grievance record will be managed by the appointed Grievance Mechanism Officer. The significance of the complaint will be assessed over the next five to seven days. The importance criteria are summarized in the list below.

*Level 1 Grievance:* an individual or "one-off" (within a given reporting period - one year) grievance that is essentially local in nature.

Note: Some one-time complaints may be significant enough to be considered a Level 3 complaint, for example when a national or international law is violated (see Level 3).

*Level 2 Grievance:* Common and repeated complaints (eg noise from facilities, dust etc.).

*Level 3 Grievance:* A one-time grievance or widespread and/or repeated complaints; as well as grievances resulting in serious violations of Facilities Policies or national legislation, complaints resulting in negative national/international media attention, grievances considered to result in negative comments from the media or other key stakeholders (for example, inadequate waste management).

In cases where a grievance is considered outside the scope of the Grievance Mechanism, the grievance should be communicated to the other party by the preferred communication method and an alternative solution should be proposed.

**Step 3: Acceptance of the grievance** is done face to face or by telephone call, grievance boxes and mail. The grievance process is expected to be completed within 14 business days of filing (except for Level 3 grievances that need immediate attention). If the grievance is not well understood or additional information is required, the complainant will be asked for clarification at this step.

**Step 4: The level of the grievance** is determined by the Grievance Mechanism Responsible. All Level 3 grievance are reported to the Facility Manager. The senior management of ASAŞ supports the Grievance Mechanism Responsible in deciding who should handle the grievance as the case may be, and consults whether additional support is needed in the process of closing the grievance.

**Step 5: The grievance is directed to the relevant units** by the Grievance Mechanism Responsible. In order to ensure that the grievance is answered effectively, it forwards the complaint to the relevant department/personnel via e-mail within five to seven days. (e.g. human resources, administrative affairs, etc.)

**Step 6: Responding to the grievance** is completed within 14 days by the authorized team. During this process, it can also be used with inputs from the top management of the relevant departments when necessary. The response to the complaint should include an appropriate remedy; Establishing monetary compensation to take measures to remedy the existing problem or to compensate for the damages incurred during the Facility Activities.

**Step 7: The response is signed-off** by the senior manager of related departments for level 3 grievances and the Grievance Mechanism Responsible for Level 2 and Level 1 grievances within 14 days. The sign-off may be a signature on the grievance log or an e-mail which indicates agreement, which should be filed by the Grievance Mechanism Responsible and referred to in the grievance log.

**Step 8: Communication of the response** should be carefully coordinated. The Grievance Mechanism Responsible ensures that an approach to communicating the response is agreed upon and implemented.

**Step 9: The complainant's response is recorded** to help assess whether the complaint was closed properly or if further action is needed. The Grievance Mechanism Responsible uses appropriate communication channels, telephone or face-to-face interviews to confirm whether the complainant understands the response and is satisfied.

If the grievance is made anonymously, a summary of the complaint and resolution should be posted on notice boards located around the facility and in the villages affected by the Facility. The Communication Officer with External Stakeholders should also contact the headman regarding anonymous grievance and solutions.

If possible, the complainant's response should be recorded in the Grievance Log, along with notes on remedies to prevent recurrence of the grievance in the future.

In case the Grievance Mechanism Responsible or other department managers find a grievance received through the grievance mechanism outside of their area of responsibility, the Grievance Mechanism Responsible will make a detailed explanation/justification for the situation in question. If the complainant does not find the response satisfactory, an additional explanation will be given as to how the complainant can proceed with the grievance process.

**Step 10: The complaint is closed with a signature of the Grievance Mechanism Responsible.** The Grievance Mechanism Responsible decides whether a grievance can be closed or needs further investigation. If further investigation is required, the Grievance Mechanism Responsible should return to Step 2 to reassess the grievance. The Grievance Mechanism Responsible approves the closure of the grievance after evaluating whether the grievance can be closed. It will ask for signatures from the relevant departments in order to reach an agreement to close Level 3 grievances. The agreement can be with a signature or an email explaining the relevant agreement. The Grievance Mechanism Responsible makes the necessary filings and records the data in the Grievance Log.

### Worker Grievance Mechanism

The Workers Grievance Mechanism is defined as grievances from Facility workers (including both direct and indirect workers). This mechanism is structured to be an effective approach to early detection, assessment and resolution of complaints throughout the life of the Facility. Ensure that any employee who makes a complaint under the Grievance Mechanism will not be subject to retaliation. The scope of the Workers Grievance Mechanism can be summarized as follows, but not limited to; occupational health and safety, conditions of employment, wages, problems with the local community or co-workers, hygiene problems in common areas, insufficient food and/or worker safety. The Grievance Mechanism will be communicated to employees of all Facilities through written and verbal communication. Every worker should be briefed on the grievance mechanism at the time of employment and should have easy access to detailed information on how this mechanism works, for example in employee handbooks. Confidentiality is very important to some employees; therefore, workers can submit their grievances anonymously. However, anonymous submissions may prevent ASAŞ from resolving the issue and providing feedback. However, Plant workers who wish to raise complaints anonymously should be allowed to do so. The Grievance Mechanism Responsible will open the grievance boxes within the facility every 5 days and evaluate the issues reported in writing to determine whether they are within the scope of the Workers Grievance Mechanism. It is important to note that the facilities will protect their employees' right to access the public grievance mechanism for non-employment issues. Complaints should be investigated as soon as possible to prioritize resolution. Regardless of general response and resolution times; Some grievances of importance may need to be dealt with promptly, for example issues related to workers' livelihoods.

There are 5 steps that complete the Workers Grievance Mechanism. This process is explained with the following steps:

**Step 1: Identifying the grievance.** Complaint application will be made through the person responsible for the Grievance Mechanism. This application can be made in person, by phone, letter, complaint boxes or e-mail.



Şekil 11-1. Grievance box

**Step 2: Grievances are recorded in the Grievance Log.** After the complaint is received and recorded, depending on the subject and the subject, the Grievance Mechanism Responsible will determine the department, management and personnel responsible for the resolution of the complaint.

In cases where the grievance is outside the scope of the Facility Grievance Mechanism, the grievance should be reported to the other party by the preferred communication method and an alternative solution should be proposed.

**Step 3: Grievance Tracking.** The Grievance Mechanism Responsible and the relevant departments should evaluate the findings related to the complaint. This should aim at identifying the cause of the complaint, analyzing it and determining appropriate remedies. The analysis of the complaint includes the evaluation of the complaint from various perspectives; employee's history, frequency of complaints, management practices, recent developments in the workplace, etc.

When necessary, the Grievance Mechanism Responsible may also hold confidential meetings with the relevant parties in order to ensure a more detailed understanding of the current issue within the scope of the grievance investigation. A site visit may be necessary to understand first hand the nature of the complaint and to verify its validity and significance.

After the data regarding the complaint is transferred to the relevant management unit, the complaint is negotiated with the worker and the regional and/or unit manager who made the notification.

The investigation phase must be completed within a maximum of 5 working days after receipt of the complaint.

**Step 4: Resolution and closing of the grievance.** It is completed as a result of the process in which the Grievance Mechanism Responsible is developed in consultation with the relevant departments and management. The appropriate remedy for the complaint must be notified to the complaining party within 2 business days after the completion of the grievance review phase.

If the grievance is outside the scope of the Grievance Mechanism Responsible's duty, it should be forwarded to the Facility Management so that it can be resolved at the management level within 7 business days following the receipt of the complaint.

**Step 5: After the grievance is resolved** and the result is communicated to the complainant by the Internal Stakeholder Communication Officer, the Grievance Mechanism Responsible takes the necessary signatures and closes the complaint. Information on the current status of the complaint and how the complaint was resolved is recorded in the Grievance Log. The purpose of recording more information in the Grievance Log is to provide the necessary reference for similar grievances that may arise in the future.

If the grievance is made anonymously, a summary of the complaint and resolution should be posted on notice boards in common areas within the facility and announced through training and weekly meetings.

## 12 MONITORING


Stakeholder Engagement Plan monitoring methods will be implemented throughout the life of the Facilities. The Stakeholder Engagement Plan will be reviewed annually and updated as needed based on Facility developments and unexpected public reactions. The grievance mechanism established for the facility will be used effectively and the statistical summary of the outputs of the grievance mechanism will be shared with the Facility Management and the public.

Key performance indicators to be used during the implementation of the Stakeholder Engagement Plan are given in Table 13-1 below:

**Tablo 12-1.** Key Performance Indicators (KPI) and monitoring activities – Stakeholder Engagement

No	KPI	Target	Monitoring Measure
1	Number of community grievances	The total number raised and reduced on year	Database
2	Number of Complaints on Similar Issues	Decreasing annually	Database
3	Number of complaints responded to within targeted time frame of one month	The target of 90%	Database
4	Duration of Responses to Complaints	14 calendar days for non-level 3 complaints. The quickest possible time for level 3 complaints	Database
5	Reporting back to stakeholders on the implementation of the Grievance Mechanism	Delivery of regular reports to stakeholders on the outcomes of the Grievance Procedure	Reporting
6	Internal auditing Grievance Procedure to ensure that it is being implemented and grievances are being adequately addressed	Annual audit complete target of 90% of grievances closed out to satisfaction of complainant within one month	Audit report

## ANNEX - 1 Sample of Public Grievance Form


		<h2 style="text-align: center;">Grievance Form</h2>	
<b>FACILITY</b>		<input type="checkbox"/> YASSI MAM.	<input type="checkbox"/> AL. PROF. DİĞER
<b>Date</b>		<input type="checkbox"/> PVC	
<b>Full Name</b>		You can choose not to share your identity with third parties without your consent, or you can remain anonymous at your request. <input type="checkbox"/> I want to submit my request anonymously.	
<b>Please mark how you wish to be contacted (mail, telephone, e-mail).</b>		<input type="checkbox"/> By Post: Please provide mailing address..... <input type="checkbox"/> By person:..... <input type="checkbox"/> By telephone:..... <input type="checkbox"/> By e-mail:..... <input type="checkbox"/> Other:.....	
<b>Province/Town/Settlement</b>			
<b>Category of the Grievance</b>			
· On assets/properties impacted by the facility			
1. Compensation (delay, value, discrimination, lack of information)			
2. On infrastructure			
· On decrease or complete loss of sources of income			

· On environmental issues (like pollution, dust, noise)	
· Damage on the properties (on croplands, structure)	
· Request for employment	
· On traffic, transportation and other risks	
· T On health	
· On the quality of life (security issues, cultural conflicts))	
· Other (Please specify):	
<b>Description of the Grievance (WHAT, WHEN, WHERE, WHY, IMPACT) Please briefly explain the cause-root of the complaint</b>	
<b>Have you ever filed a complaint on the same issue before?</b>	
<b>Do you know if any other locals are experiencing the same issue?</b>	
<b>Please state if you have any suggestions or options to resolve your complaint?</b>	



<b>Please do not fill this section of the form.</b>	
<b>To be filled out by the Responsible</b>	
<b>How was the comment received?</b>	
<input type="checkbox"/> In-person	
<input type="checkbox"/> By phone	
<input type="checkbox"/> By mail	
<input type="checkbox"/> By grievance box number: (please include the box number)	
<input type="checkbox"/> Other (please describe)	
<b>Grievance Registration Date:</b>	<b>Grievance Number:</b>
<b>Response Required:</b>	<b>Signature:</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Form No: IK-FR-219-2019.06-2022.01-03</b>	

## ANNEX - 2 Sample Grievance Closeout Form

		<b>GRIEVANCE CLOSEOUT FORM</b>	
Full name of grievance owner			
Is the case urgent:			
Grievance closeout number:			
Date Submitted:			
Target Date for Resolution			
Contact Information of the Stakeholder (if given)			
Desired Method of Contact:			
Description of the Grievance			
Compensation Required?			
Assessment of Grievance Level and Rationale:			
<b>CONTROL OF THE REMEDIATE ACTION AND THE DECISION</b>			
Stages of the Remediate Action		Deadline and Responsible Party	
1.			
2.			
3.			
4.			
5.			
6.			

Sign off:		
Date:		
<b>In case the case was non-anonymous</b>		
Is the complainant satisfied with the corrective action taken to address the grievance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Is the grievance resubmitted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
New Grievance Number		Date of Resubmission:
<b>Grievance Closure: To be Completed by Non-Anonymous Complainant</b>		
Name of the Complainant:		
Are you satisfied with the corrective measures taken for your grievance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Signature of Complainant:	Date:	
<b>To be Completed by Grievance Officer</b>		
Are you satisfied that this grievance has been resolved?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Signature	Date:	

Form No: IK-FR-249-2022.01

## ANNEX - 3 Land Acquisition List

AKYAZI KARAPÜRÇEK YAZILIGÜRGEN LAND LIST							
NO	DATE	PARCEL	NEW PARCEL NO	PAFTA			M2
1	15.03.2018	209	55	325D07C	715,00	Tam	715
2	15.03.2018	208	59	325D07C	8.700,00	1/5	8.700
						1/5	
						1/5	
						1/5	
						1/5	
3	15.03.2018	303	129	G25D07C	3.550,00	Tam	3.550
4	15.03.2018	202	47	325D07C	86,00	1/2	86
						1/2	
5	15.03.2018	304	119	G25D07C	1.287,00	Tam	1.287
6	15.03.2018	309	115	G25D07D	3.059,00	Tam	3.059
7	15.03.2018	308	116	G25D07D	6.287,00	Tam	6.287
8	15.03.2018	195	40	G25D07C	3.350,00	Tam	3.350
9	15.03.2018	741	25	G25D07C	2.852,00	Tam	2.852
10	15.03.2018	181	29	G25D07C	4.400,00	Tam	4.400
11	15.03.2018	178	24	G25D07C	4.625,00	Tam	4.625
12	15.03.2018	315	109	G25D07D	13.800,00	Tam	13.800
13	15.03.2018	314	109	G25D07D	13.800,00	Tam	13.800
14	15.03.2018	317	107	G25D07D	1.434,00	Tam	1.434
15	15.03.2018	218	65	G25D07C	2.500,00	Tam	2.500
16	15.03.2018	194	39	G25D07C	3.150,00	Tam	3.150
17	15.03.2018	177	23	G25D07C	3.375,00	Tam	3.375
18	15.03.2018	173	18	G25D07C	12.700,00	508/3792	12.700
						381/3792	
						381/3792	
						381/3792	
						381/3792	
					11.000,00	Tam	11.000
19	16.03.2018	210	56	325D07C	2.450,00	Tam	2.450
20	15.03.2018	316	106	G25D07D	2.250,00	Tam	2.250
21	16.03.2018	296	124	G25D07D	7.600,00	4/5	6.080
						6/160	285
						13/160	618
						13/160	618
22	16.03.2018	747	13	G25D07C	10.967,12	2/9	2.434
						1/3	3.656
						11/5499	22
						11/5499	22
						1/9	1.219
						30099/1096712	300,99
						30099/1096712	300,99
						60197/1096712	607,97
						60197/1096712	607,97
						60197/1096712	607,97
23	16.03.2018	168	7	G25D07C	1.550,00	Tam	1.550
24	16.03.2018	169	8	G25D07C	1.800,00	Tam	1.800
25	16.03.2018	307	114	G25D07C	3.050,00	3/16	572
						3/16	572
						1/4	763
						3/16	572

						3/16	572
						1/4	94
26	16.03.2018	203	48	325D07C	375,00	3/16	70
						3/16	70
						3/16	70
27	2.05.2018	312		G25D07D	5.777,00	Tam	5.777
						Tam	1.366,07
						Tam	482,14
						Tam	482,14
28	30.04.2018	222	69	G25D07C	4.500,00	Tam	482,14
						Tam	482,14
						Tam	482,14
						Tam	482,14
						Tam	241,07
						1/6	1.066,67
						1/6	1.066,67
29	5.10.2018	221	70	C25D07C	6.400,00	1/6	1.066,67
						1/6	1.066,67
						1/6	1.066,67
						1/6	1.066,67
						1/6	1.066,67
30	5.10.2018	162	138	G25D07C	2.500,00	Tam	2.500,00
31	5.10.2018	214	61	G25D07C	1.706,00	Tam	1.706,00
32	4.10.2018	149	5	G25D07C	6.700,00	1/3	2.233,33
33	4.10.2018	249	84	G25D07D	8.700,00	Tam	8.700,00
						1/18	155,56
						1/18	155,56
						1/6	466,67
34	5.10.2018	217	64	G25D07C	2.800,00	1/6	466,67
						1/6	466,67
						1/6	466,67
						1/18	155,56
						1/6	466,67
35	10.10.2018	302	128	G25D07C	14.350,00	Tam	14.350,00
36	5.11.2018	241	80	G25D07C	3.950,00	Tam	3.950
37	15.11.2018	297	121	G25D07D	4.050,00	Tam	4.050
38	27.11.2018	167	4	G25D07C	3.400,00	Tam	3.400
39	4.12.2018	154	2	G25D07C	6.400,00	Tam	6.400
40	28.12.2018	211	57	G25D07C	5.300,00	Tam	5.300
41	26.04.2019	102	2	G25D07C	4.269,11	Tam	4.269
						6/32	145,88
42	26.04.2019	311	122	G25D07C	778,00	13/32	316,06
						13/32	316,06
						6/32	176,44
43	26.04.2019	329	123	G25D07D	941,00	13/32	382,28
						13/32	382,28
44	10.01.2020	245	89	G25D07C	10.500,00	4/7	6.000,00
45	10.01.2020	213	60	G25D07C	1.653,00	Tam	1.653,00
46	10.01.2020	215	62	G25D07C	1.050,00	Tam	1.050,00
						3/16	3.225,00
						3/16	3.225,00
47	5.02.2020	223	71	G25D07C	17.200,00	4/16	4.300,00
						3/16	3.225,00
						3/16	3.225,00
						1/8	1.393,75
						1/8	1.393,75
48	5.02.2020	227	75	G25D07C	11.150,00	1/8	1.393,75
						1/8	1.393,75
						4/8	5.575,00
						1/4	1.587,50
49	5.02.2020	240	92	G25D07C	6.350,00	1/4	1.587,50
						1/4	1.587,50
						1/4	1.587,50

50	19.02.2020	148	6	G25D07C	5.600,00	Tam	5.600,00
51	21.08.2020	147	9	G25D07C	2.700,00	1/12	225,00
						1/12	225,00
						1/6	450,00
						1/6	450,00
						1/6	450,00
52	21.08.2020	145	10	G25D07C	8.500,00	1/24	354,16
						1/24	354,16
						7/12	4.958,33
						1/12	708,33
						1/12	708,33
						1/12	708,33
					277.936,23		267.230

## ANNEX – 4 Minutes of Meeting

	<b>TOPLANTI TUTANAĞI</b> (MINUTES OF MEETING)	Rapor No/ Ref.No	
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<b>Toplantı Konusu</b> (Subject of the Meeting)	PKP Gereklilikleri- İç Paydaş Katılım Toplantısı (SEP Requirements-Internal Stakeholder Meeting)		
<b>Toplantı Yeri</b> (Meeting Place)	Sosyal Tesisler Toplantı Salonu & Online Katılım (Social Facilities Meeting Hall & Online Participation)		
<b>Toplantı Tarihi ve Saati</b> (Date and Time)	04.08.2022	<b>Hazırlayan</b> (Prepared by)	Nurcan Alaca
<b>Katılımcılar</b> (Participants)	<ol style="list-style-type: none"> <li>1. Çağla Numan</li> <li>2. Ömer Gündoğdu</li> <li>3. Nurcan Alaca</li> <li>4. Zeynep Kahya</li> <li>5. İsmet Burak Candansayar</li> <li>6. Gamze Güler</li> <li>7. İlyaz Başbuğ</li> <li>8. Gökhan Celal Akdeniz</li> </ol> <p>             nurcan.alaca@asastr.com; cagla.numan@asastr.com; omer.gundogdu@asastr.com;              ilyaz.basbug@asastr.com; ismet.candansayar@asastr.com; sukrululuslu@asastr.com;              geyik.seyma@2u1k.com.tr; ahmet.ercin@asastr.com; alpay.eksi@asastr.com;              baris.ural@asastr.com; bekir.erbil@asastr.com; canan.demirel@asastr.com;              demet.incirci@asastr.com; ebru.ozkan@asastr.com; ebru.akcan@asastr.com;              erdal.kurt@asastr.com; esra.polat@asastr.com; faruk.akcay@asastr.com;              gokhan.akdeniz@asastr.com; gorkem.ozcelik@asastr.com; gulsah.simsir@asastr.com;              ozenirler.gunal@2u1k.com.tr; gamze.guler@asastr.com; huseyin.mustak@asastr.com;              hakan.salim@asastr.com; haluk.ibrisim@asastr.com; hasan.taskin@asastr.com;              julide.ince@asastr.com; kubra.ozmert@asastr.com; kerim.salim@asastr.com;              mehmet.kilic@asastr.com; mehmet.karslioglu@asastr.com; melih.cil@asastr.com;              merve.unlusoy@asastr.com; metin.kurtcul@asastr.com; murat.turut@asastr.com;              nagihan.ceylan@asastr.com; nihat.gedik@asastr.com; taskin.onurali@2u1k.com.tr;              recep.anahar@asastr.com; sabiha.murguz@asastr.com; sadik.ayan@asastr.com;              salih.altunay@asastr.com; semih.cetin@asastr.com; sercan.yuksel@asastr.com;              sezen.ipek@asastr.com; tony.dingley@asastr.com; tuba.narli@asastr.com;              yasemin.gurbuzoglu@asastr.com; zeynep.kahya@asastr.com;           </p>		

Sıra No (Number)	Görüşülen Konular/Alınan Kararlar(Discussed Issues/Decisions)	Sorumlu (Responsible)	Termin Tarihi (Deadline)
1	PKP revizyonu, gereklilikler ve uygulama bilgilendirmesi yapıldı. (SEP revision, requirements and application information were made)	Onur Ali Taşkın (2U1K)	FLOW

August 2022



2	Görev ve sorumluluklardan bahsedildi. Görev dağılımı açıklandı (Duties and responsibilities were mentioned. Task distribution explained): PKP Yöneticisi (SEP Manager) İç paydaş sorumlusu (Internal stakeholder responsible) Dış paydaş sorumlusu (External stakeholder responsible) Disiplin ve etik sorumlusu (Discipline and ethics responsible) Şikayet mekanizması sorumlusu (Grievance mechanism responsible)	Onur Ali Taşkın (2U1K)	FLOW
3	Şikayet mekanizması gereklilikleri aktarıldı. (güvenliğe form bırakılması, takip yönteminin belirlenmesi, sorumluların iç paydaşlara duyurulması, detaylandırılması vs.) (Grievance mechanism requirements were conveyed. (leaving a form to the security, determining the follow-up method, announcing the responsible persons to the internal stakeholders, detailing, etc.))	Onur Ali Taşkın (2U1K)	FLOW
4	Etik kurulun PKP içerisindeki işleyişi aktarıldı. (The functioning of the ethics committee within the SEP was explained.)	Onur Ali Taşkın (2U1K)	FLOW
5	Şikayet mekanizmasının işleyişi için talimat hazırlanması ve sürecin tariflenmesi planlandı. (It was planned to prepare instructions for the functioning of the grievance mechanism and to describe the process.)	Nurcan Alaca Zeynep Kahya Tuba Narlı Gamze Güler Kerim Salim Canan Demirel Çağla Numan Hasan Basri Taşkın	15.08.2022
6	Paydaş katılımının başarısını ölçmek için KPI'lar belirlenmeli (şikayet seviyelendirmesi yapılmalı, seviyelendirmeye göre aksiyon planlaması, geri dönüş gün sayısı -14 gün-, farklı şikayet sayısının artmasının ve aynı şikayet sayısının azalmasının hedeflenmesi, tepki süresinin ve tepki sonuçlarının anahtar gösterge yapılması, şikayetlerin doğru ilgililere iletilmesinin göstergelendirilmesi.) (Key performance indicators were determined.)	Nurcan Alaca Zeynep Kahya Tuba Narlı Gamze Güler Kerim Salim Canan Demirel Çağla Numan Hasan Basri Taşkın	15.08.2022
7	Şikayet sonuçlarının düzenli olarak anonim kutulara asılması maddesi öneri olarak geldi. (Posting the results of the complaints in anonymous boxes regularly came as a suggestion.)	Sezen İpek Gamze Güler Hakan Salim	15.08.2022
8	YGG sunumlarına şikayet mekanizması ve KPI'ları eklenmeli, işleyiş talimata eklenmeli. (Grievance mechanism and KPIs should be added to YGG presentations, and the operation should be added to the instructions.)	Kalite Müdürlükleri Gamze Güler Hakan Salim Çağla Numan	15.08.2022
9	Hassas grupların belirlenmesi için Kerim Salim muhtarlardan bireysel talepte bulunacak. Toplantıda talep edilmeyecek. (Kerim Salim will make individual requests from the headmen to identify vulnerable groups. It will not be requested at the meeting.)	Kerim Salim	15.08.2022

10	PKP'nin başarı performansı belirleme yöntemi planlanmalı ve revise rapora eklenmeli. <i>(The success performance determination method of the SEP should be planned and included in the revised report.)</i>	Onur Ali Taşkın Günal Özenirler Nurcan Alaca Zeynep Kahya Tuba Narlı Gamze Güler Kerim Salim Canan Demirel Çağla Numan Hasan Basri Taşkın	15.08.2022
11	Dış paydaşlar katılımcı listesi üzerinden geçildi, potansiyel sorular listesi güncellendi. Akış planlaması gözden geçirildi, Hasan Basri Bey'in sunum yapmasına karar verildi. <i>(External stakeholders participant list was checked, potential questions list was updated. Flow planning was reviewed and it was decided that Hasan Basri Bey would make a presentation.)</i>	Hasan Basri Taşkın	FLOW
12	Sadık Mutlu Ayan yeni yatırımlar sunumunu güncelledi. <i>(Sadık Mutlu Ayan updated her new investments presentation.)</i>	Sadık Mutlu Ayan	Information
13	Sosyal desteklerin planlanması ve Sürdürülebilirlik Alt Komitesi'nde takip edilmesi, ayrı bir bütçe olarak gündeme alınması planlandı. <i>(It was planned to plan and monitor social supports in the Sustainability Subcommittee and to be included in the agenda as a separate budget.)</i>	Çağla Numan Hasan Basri Taşkın	15.08.2022
14	Dış paydaşlar ve özellikle belediye ile atık yönetim projeleri gündeme alınabilir. <i>(Waste management projects can be put on the agenda with external stakeholders and especially the municipality.)</i>	Sercan Yüksel Gökhan Celal Akdeniz Kerim Salim Hasan Basri Taşkın	15.08.2022
15	Trafik bağlantı problemleri dış paydaş katılım toplantısında gündeme alınabilir. <i>(Traffic connection problems can be put on the agenda at the external stakeholder engagement meeting.)</i>	Hasan Basri Taşkın Günal Özenirler (2U1K)	15.08.2022

	<b>TOPLANTI TUTANAĞI</b> <b>(MINUTES OF MEETING)</b>	<b>Rapor No/</b> <b>Ref.No</b>	
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<b>Toplantı Konusu</b> <i>(Subject of the Meeting)</i>	PKP Gereklilikleri- Dış Paydaş Katılım Toplantısı <i>(SEP Requirements-Internal Stakeholder Meeting)</i>
<b>Toplantı Yeri</b> <i>(Meeting Place)</i>	Sosyal Tesisler Toplantı Salonu & Online Katılım <i>(Social Facilities Meeting Hall &amp; Online Participation)</i>

Toplantı Tarihi ve Saati (Date and Time)	05.08.2022	Hazırlayan (Prepared by)	Nurcan Alaca
Katılımcılar (Participants)	<p>İç Paydaşlar (Internal Stakeholders)</p> <ol style="list-style-type: none"> <li>Hasan Basri Taşkın</li> <li>Tuba Narlı</li> <li>Zeynep Kahya</li> <li>Nurcan Alaca</li> <li>Kerim Salim</li> <li>Çağla Numan</li> <li>Nagihan Ceylan</li> <li>Recep Anahar</li> <li>Gökem Özçelik</li> <li>Canan Demirel</li> <li>Gamze Güler</li> <li>Sercan Yüksel</li> <li>Gökhan Celal Akdeniz</li> <li>Sezen İpek</li> <li>Merve İbrahimoglu</li> <li>Bekir Erbil</li> <li>Sadık Mutlu Ayan</li> <li>Demet İncirci (online)</li> <li>Hakan Salim</li> <li>Kübra Özmert</li> <li>İlknur Özertan</li> <li>Sabiha Murguz</li> <li>Samet Karaarslan</li> </ol> <p>Dış Paydaşlar (External Stakeholders):</p> <ol style="list-style-type: none"> <li>Fatih Çalışkan – Sakarya Uygulamalı Bilimler Üniversitesi</li> <li>Sezgin Kaçar – Sakarya Uygulamalı Bilimler Üniversitesi</li> <li>Ali Erduman – Sakarya Uygulamalı Bilimler Üniversitesi</li> <li>Barış Boru – Sakarya Uygulamalı Bilimler Üniversitesi</li> <li>Onur Ali Taşkın - 2U1K</li> <li>Günel Özenirler – 2U1K</li> <li>İbrahim Ayhan – 111 Nolu Kooperatif-Karapürçek</li> <li>Tuncer Kara – 111 Nolu Kooperatif-Karapürçek</li> <li>Emre Engin – 29 Nolu Kooperatif-Küçücek</li> <li>Hilmi Boğar – 29 Nolu Kooperatif-Küçücek</li> <li>Beytullah Uzun – 29 Nolu Kooperatif-Küçücek</li> <li>Hüseyin Demir – Akyazı MTAL</li> <li>Ömer Öztaş – Kuzuluk Enver Ören OO</li> <li>Veysel Bilal Arslankara – Akyazı İlçe Milli Eğitim</li> <li>Emre Önür – Çak Tekstil</li> <li>İsa Şahin – Sunparadise</li> <li>Arslan Yılmaz – Akyazı Belediye Başkan Yard.</li> <li>Tuncay Kara – Yazılıgürge Muhtarı</li> <li>Hasan Köymen - Küçücek Muhtarı</li> <li>Ahmet Savaş -Muhtarlar Dernek Başkanı</li> </ol>		

Sıra No (Number)	Görüşülen Konular/Alınan Kararlar(Discussed Issues/Decisions)	Sorumlu (Responsible)	Termin Tarihi (Deadline)
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August 2022

1	<p>Asaş olarak yürütmekte olduğumuz ASI çalışmaları kapsamında paydaş katılım planımızı (PKP) revize etme kararı aldık. PKP'nin önemli bir kısmı olan dış paydaşlarımızla iletişim yöntemlerimizi anlatmak, faaliyetlerimiz hakkında birinci ağızdan bilgi vermek ve sosyal projelerimizde iş birliği yapmak üzere fabrikamızda bir araya geldik. Asaş tanıtımı ile başladığımız toplantımıza yaptığımız çalışmalar, projeler ve yatırımlar hakkında Hasan Basri Bey'in sunumu ile bilgi vererek devam ettik. Paydaşlarımızın talep ve şikayetlerini dinledik, sürdürülebilir projeler için liderlik yapacağımız projeler üzerinde ortak karara vardık. Bu projeler: Bisiklet dostu işveren sertifikasının gereklilikleri, enerji ve çevre başlıklı farkındalık artırıcı ve eğitici faaliyetler, sahipsiz hayvanlar için yaşam alanlarının oluşturulması, bölge halkına destek sağlayacak diğer sosyal projelerdir. Bahsi geçen projeler haricinde rutin bilgi alışverişi için senede bir kere toplanma kararımız ilgi ile karşılandı.</p> <p><i>(General presentation about ASAŞ and SEP)</i></p>	Hasan Basri Taşkın	FLOW
2	<p>Şikayet Mekanizması işleyişi anlatıldı, paydaş katılım temsilcileri ve sorumluları tanıtıldı.</p> <p><i>(Grievance mechanism presentation)</i></p>	Onur Ali Taşkın (2U1K)	FLOW
3	<p>Bisiklet yolu için belediye ile yapılacak iş birliği gündeme getirildi, bu çalışma kapsamında biz yol güzergahı talep edeceğiz, belediye iş planına alacak. Belediye Başkan Yardımcısı Arslan Yılmaz Bey ile iletişime geçilecek.</p> <p><i>(Within the scope of the bicycle-friendly employer certificate, cooperation with the municipality on bicycle paths was discussed.)</i></p>	Hasan Basri Taşkın Zeynep Kahya Nurcan Alaca	20.08.2022
4	<p>Personel işe alımları talepleri için muhatap bulunmadığı sorunu gündeme geldi. Hakan Salim iletişim yöntemlerinden bahsetti. <i>(The issue of not having an interlocutor for personnel recruitment requests came to the fore. Hakan Salim talked about communication methods.)</i></p>	Hakan Salim	FLOW
5	<p>Sahipsiz hayvanlar yaşam alanı projesi açıklandı. Çevre fabrikalar, belediye ve okullar iş birliği için gönüllü olduklarından bahsettiler. Asaş pilot alanı kurulduktan ve kulüp olarak faaliyete başlandıktan sonra dahil olmayı talep ettiler. Belediye Başkan Yardımcısı Arslan Yılmaz Bey bu konuda bölgeye liderlik etmemizi talep etti.</p> <p><i>(consultations were held on habitat project for stray animals)</i></p>	Hasan Basri Taşkın Zeynep Kahya Nurcan Alaca Kerim Salim	20.08.2022
6	<p>Sakarya Uygulamalı Bilimler Üniversitesi (SUBÜ) emisyon ve enerji konularındaki birikimlerimizi aktaracağımız eğitim/seminer ya da planlı bir seçmeli ders talebinde bulundu. <i>(Consultations were held on the environment and energy seminars to be held at schools)</i></p>	Hasan Basri Taşkın Zeynep Kahya Nurcan Alaca Sezen İpek	20.08.2022

7	Sürdürülebilir Şehirler Protokolü kapsamında Büyükşehir Belediyesi ile istişare edeceğimiz bir yol haritası belilenecek. (A road map will be determined in consultation with the Metropolitan Municipality within the scope of the Sustainable Cities Protocol.)	Günel Özenirler (2U1K)	20.08.2022
8	Evsel atık Yönetimi kapsamında sahipsiz hayvanların beslenmesi için fabrikaların atık yemekleri değerlendirilebilir önerisi geldi. (Günel Özenirler – 2U1K) (Within the scope of Domestic Waste Management, a proposal has been made that the waste food of the factories can be evaluated for feeding stray animals. (Günel Özeniyor – 2U1K))	Hasan Basri Taşkın Zeynep Kahya Nurcan Alaca	20.08.2022