# Summary Information on Enerjisa Environmental Management System

With this document, it is aimed to provide stakeholders with summary details on the Environmental Management System (EMS) comprising various standards, procedures, manuals, tables and instructions. This document has been arranged in line with the clauses of ISO 14001:2015 Environmental Management Systems Standard in order to benefit from its high recognition.

1. **CONTEXT OF THE ORGANIZATION**

**4.1. Understanding the organization and its context**

The internal factors affecting the capability of the environmental management system to achieve the desired results were defined as Company Organization, People/Employees, Corporate Culture, Technology, Financial Situation, and Performance; and the external factors having such an impact were defined as Political, Economic, Sociocultural, Technological, Environmental, and Legal Impacts and obligations.

 **4.2****. Understanding the needs and expectations of interested parties**

The compliance obligations of the interested parties identified as Clients/Customers, Partners, Employees, Suppliers/Contractors, Regulators, Governmental Organizations/Society, and Banks/Financial Institutions, arising from their needs and expectations related with the EMS are monitored.

**4.3. Determining the scope of the Environmental Management System**

It has been determined as the physical boundaries covering all operational, support, administrative, and audit processes conducted under the structure of the Company as well as the geographical operational areas.

**4.4. Environmental Management System**

It is the responsibility of all related units to ensure that the Environmental Management System can achieve its intended outcomes and to maintain its efficiency and sustainability. The Environmental Management System has been established as a living system and is implemented based on continuous improvement principle. The efficiency and continuity of the EMS are ensured by keeping the context of organization and the needs and expectations of interested parties updated and revised as required.

1. **LEADERSHIP**

**5.1. Leadership and Commitment**

Enerjisa Enerji CEO, Head of Distribution Business Unit, related Directors, Occupational Health & Safety and Environment Manager and Distribution Directors demonstrate leadership and commitment for the Environmental Management System as required by the standard.

*This leadership and commitment cover the identification of environmental impacts, risks and opportunities, development of policies, identification, allocation and application of necessary resources, monitoring and supervision of practices applied, measurement of performance, and the review and revision of the system.*

**5.2. Environmental Policy**

*Energy, climate change, air emissions, water emissions, water usage, waste generation and recycling constitute the issues of the Environmental Policy.*

As Enerjisa Enerji A.Ş. aiming to become one of the leading energy companies of the sector and the world with the sensitivity that it shows to environmental issues; the company tries not only to fulfil its legal and other obligations in its distribution and sales activities, but also to accomplish the goals set based on the environmental risks and opportunities considering the best practices in the sector and the world and sustainable development; accordingly, the Environmental management system and its performance are constantly supervised, reviewed and continuously improved.

The environmental practices are improved with the support of the management and the participation and cooperation of all stakeholders, including employees in particular, using the necessary means of communication and through provision of trainings.

**5.3. Organizational Roles, Authorities and Responsibilities**

All units, including the top management in particular, are responsible to ensure that the Environmental Management System can achieve the intended outcomes. Units fulfil their responsibilities at the time of transaction controls and take part in the review processes. Occupational Health & Safety and Environment Management is responsible for Environmental performance and reporting of the EMS performance to the top management.

1. **PLANNING**

**6.1.** **Actions to address and identify Environmental Risks and Opportunities**

**General**

Environmental aspects, compliance obligations and risks and opportunities that may affect the EMS performance are identified; thus, the attainability of EMS goals and objectives is assured; all undesired effects are prevented, and the related probabilities and impacts are tried to be mitigated.

**Environmental Aspects**

Environmental aspects that affect the environment positively or negatively through interactions with the environment are identified. When the environmental aspects and their impacts are identified, all products, activities and services controlled and influenced by the company and included within the defined scope are considered with a life cycle perspective; and the laws and regulations regarding the environment and the environmental nonconformities that have occurred in the past are reviewed. Considering normal and abnormal working conditions and emergencies, their significance and order of precedence are identified and environmental impact assessments are performed.

**Compliance** **Obligations**

Compliance obligations related with environmental aspects and how such obligations will be fulfilled are identified through the classification of “Requirement”, “Action to be Taken” and “Responsible Party/Parties”.

Statutory changes and amendments are monitored by the OHS-E Department and Distribution and Sales and Group Chief Legal Counselling departments and in case of a change in the related regulations, the related managers are informed thereof.

**6.2.** **Environmental Objectives and Planning to Achieve Them**

Environmental goals and objectives are prepared at the related functions and levels in line with the policy and published on an annual basis. They are monitored, measured and reported periodically. Achievements related with environmental goals and objectives are reviewed twice a year and recorded duly. Environmental goals and objectives are discussed in the management review meeting. The strategies for the goals and objectives set for the following year are determined.

Application plans are developed in line with the deadlines for achievement of such objectives. Practices and applications are made according to such plans and the progress achieved is reviewed twice a year.

1. **SUPPORT**

**7.1.** **Resources**

The tangible and intangible resources needed for the establishment, implementation, and maintenance of the Environmental Management System, and continual improvement of its efficiency are planned efficiently and the necessary support is provided by the senior management.

**7.2.** **Competence**

In addition to the roles in the organization, the responsibility areas and requirements are already defined for each position. Competencies of the persons that take part in the EMS are determined in terms of education, training and experience. The Environmental Policy, the fundamental principles of the EMS, and environmental objectives are conveyed to employees at each stage and level through environmental information and awareness trainings and/or QDMS and participation in and motivation about these issues are ensured.

Training needs are identified considering also the requirements of applicable laws and then notified to Human Resources Department. Training Plan is developed and trainings are provided and recorded duly.

**7.3.** **Awareness**

Environmental Awareness Trainings are organized for white-collar, blue-collar and plant management service provider company employees in order to raise and improve the awareness on Environmental Management System across the organization in general. Awareness-raising activities are also supported with posters and visual works.

**7.4.** **Communication**

Internal and external communication methods are already defined. The official correspondences and statements related with compliance obligations, Integrated Environmental Information System data entries, MoTAT, and Waste Declaration System entries are made and conducted by the unit responsible for compliance obligations.

The flow, announcement and monitoring of EMS-related activity details within and outside the Company are conducted via QDMS and other internal communication tools (e-mail announcements, Enerjik portal, OHS-E bulletin board, etc.).

External parties may report their complaints or opinions on environmental issues via 186 call center, letters, petitions, or corporate social media accounts, or mobile applications.

**7.5.** **Documented Information**

Information and details related with the EMS are recorded and stored and preserved within the scope of the Documents Management Procedure and Quality Records Control Procedure.

1. **OPERATION**

**8.1.** **Operational Planning and Control**

Processes and transaction controls are in place in order to meet the requirements of the Environmental Management System. There are also procedures and instructions put in place in line with the OHS and Environmental policy and environmental goals and objectives in order to fulfil the compliance obligations, and to control and monitor the environmental impacts of operational activities and to ensure their continuity.

Procedures and instructions related with the control of activities are stored and kept available in the Documentation system and at relevant points; and published as outputs when necessary.

Applicable procedures and environmental requirements to be fulfilled are notified to contractors in their agreements and service procurement specifications.

**8.2.** **Emergency Preparedness and Response**

The issues related with emergencies that may arise from activities and the actions to be taken in such cases are managed according to the Procedures and Plans developed. Drills are conducted once a year and duly recorded.

The adequacy of Emergency Plans is reviewed through the drills conducted and the results are reported and necessary actions are taken duly.

1. **PERFORMANCE EVALUATION**

**9.1.** **Monitoring, Measurement, Analysis, and Evaluation**

**General**

The monitoring, measurement, analysis and evaluation of environmental performance are carried out with the methods specified for Evaluation of Compliance with Legal and Other Requirements.

The follow-ups related with identification of environmental aspects arising from the activities with substantial environmental impact and the measurement and monitoring of their environmental impacts are conducted by the designated responsible persons at specified intervals and with respect to the relevant analyses/parameters/measurements/statements/records, etc. and the performance of the EMS is monitored continuously.

The calibration of the devices that are relevant to the environment is performed within the framework of calibration plans. The tools and distribution centers used are duly maintained and the related activities are recorded.

**Assessment of Compliance**

Compliance assessment is made at least once a year and as required in case of a change in our compliance obligations. In addition, the compliance assessment is reviewed by the Environmental Process Manager for any issues that are assessed at periodical intervals of less than one year.

**9.2.** **Internal Audit**

EMS internal audits are planned and conducted once a year or as and when needed in order to verify the suitability, adequacy, efficiency and continuity of environmental management systems and to identify the areas for improvement.

**9.3.** **Management Review (YGG)**

The Environment Department plans management reviews and holds the meetings at least once a year. In such meetings, the suitability, adequacy, effectiveness and continuity of the Environmental Management System are reviewed. This review covers the evaluation of improvement opportunities, the environmental policy, environmental goals and objectives and the related achievements, the requirements for resources and support and the needs for changes in the environmental management system.

The status of actions taken as a result of previous Management Reviews, and all issues covered within the scope of the Environmental Management System are addressed in such meetings.

Within the scope of the Management Review process to be conducted at least once a year, the results and decisions towards ensuring the suitability, adequacy, effectiveness and continuity of the Environmental Management System and the conclusions reached on strategic issues are determined.

MR Presentation and Meeting Notes are announced to the entire organization through its publication by the Environmental Process Manager on QDMS.

1. **IMPROVEMENT**

**10.1. General**

It is ensured that the processes and objectives necessary for continual improvement of the efficiency of the environmental management system are developed and established; that the information and resources needed for planning and implementation of objectives management programs are kept ready and available; that the monitoring and reviews necessary to evaluate the efficiency of practices are duly conducted; that the activities necessary for achievement of expected outcomes are identified/put into practice; and that deviations, if any, are timely corrected.

**10.2. Nonconformity and Corrective Action**

The root causes that may lead to any environmental nonconformity are identified and the necessary corrective actions to eliminate such causes are planned, taken, conducted and controlled duly. It is ensured that existing or potential nonconformities are prevented and the recurrence of such problems is avoided.

**10.3.** **Continual Improvement**

The suitability, adequacy and effectiveness of the Environmental Management System are ensured and continually improved with and through our environmental policy, our environmental goals and objectives, EMS internal and external audit results, compliance assessment results related with compliance obligations, corrective activities and actions, and management review outputs.