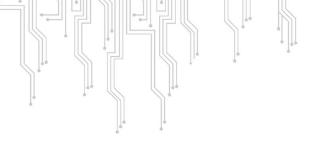
# COMMUNICATION ON PROGRESS (COP)







# **CONTENTS**

- Message From CEO
- About Iltekno
- Milestones
- Our Global/Local Footprint
- Products, Projects & Applications
- Description of Actions
  - Code of Ethics
  - o Human Rights
  - o Labor
  - o Environment
  - o Anti-Corruption
- Measurement of Outcome
- Conclusion





#### MESSAGE FROM CEO

Dear Mr. Secretary General and stakeholders,

I am pleased to share with you our first Communication on progress report covering the period from September 25, 2019 to June 25, 2021. With this report, I would like to reaffirm our support of the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labor, Environment and Anti-Corruption.

The year 2020 was a significantly challenging year for our business as well as many others. Uncertainty was a key player during the year and almost all organizations struggled to foresee midterm impacts of the global COVID-19 pandemic. At the end of February 2020, we made an organizational change and revised our management structure. With the new management team, we immediately acted by considering and implementing various measures, by putting well-being of our employees to our top priority as always. On many essential projects and operations, we were able to continue working in a Covid Safe working environment. Since March 2020, most of our employees in HQ are working remotely and we are conducting weekly PCR tests to all our employees in order to monitor the infection closely.

Since its establishment in 1989, Iltekno has carried out a number of innovative power generation and cogeneration/trigeneration applications. As a sector leader in Turkey, Iltekno has been increasing its global footprint by signing new contracts in different regions and countries. The more companies we work with, the more people we touch, the more regions we operate, we feel more responsibility to people and environment. In this manner, UNGC will help us to guide with its 10 principles as we aim to act responsibly in all relationships in line with our corporate values.

During the reporting period, we have made major improvements in our processes to comply with UNGC requirements. We published our Ethical Code and provided trainings to our employees and subcontractors. As we are operating in many remote locations in different regions, we introduced an Online Training Development Platform to make the trainings accessible anywhere, anytime. In keeping with our commitment to be respectful for nature and support sustainability, we have implemented Zero Waste Project in all of our offices and facilities.

In this annual Communication on Progress report, we have described our actions to continually improve the integration of the Global Compact and its principles into our business strategy, culture and daily operations. Meanwhile, I would like to take this opportunity to extend my sympathies to all those who have been affected by Covid-19 especially who lost their loved ones, and my sincere thanks to all healthcare workers who did their best to provide treatment to all of us with great efforts.

Sincerely yours,

Dr. Ali Nihat Dilek CEO



# **ABOUT ILTEKNO**



Iltekno, a subsidiary of Enso Holding, was established in Istanbul, in 1989, Iltekno main field of activity is providing turnkey gas/diesel engine based Power Plants

During the 30 years from the day of its establishment, Iltekno has carried out a number innovative power generation and cogeneration/trigeneration application in various sectors like hotels, hospitals, airports, universities, landfills, biogas plants, industrial facilities and IPPs. With its in-house engineering, design, procurement, installation and after-sales services, Iltekno offers turnkey solutions with the most appropriate configurations to meet the needs of its customers Iltekno has reached over 2000MW of installed capacity with the service provided in 300 projects in Turkey, Iraq, Egypt, Algeria and Sub-Saharan Africa; 150 of these projects have been implemented on the basis of EPC. (Engineering-Supply-Installation)





Iltekno, which has adopted respecting people and the environment as its basic principle, has committed to carry out its activities in compliance with the 10 Principles based on the United Nations declarations upon becoming a member of United Nations Global Compact in 2019. Iltekno, the distributor and the solution partner of MWM, is also the "Solution Partner" of Siemens in the field of automation.





#### Our Vision

Striving to be a leader company in providing value added reliable and efficient turnkey congeneration / trigeneration power plants, contributing to competiveness and sustainable development of our customers.

# Principles of Management

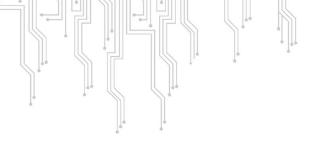
 $\underline{Customer-orientedness}-Not \ to \ lose \ customer \ focus \ and \ prioritize \ customer \ satisfaction \ always \ and \ in \ all \ cases.$ 

<u>Integrity</u> – Transparent, clear and accurate dialogue within the company, with our customers and partners.

<u>Development of Individuals</u> – To ensure continuous development of individuals by following technological innovations, attaching importance to research and development and providing education opportunities.

<u>Social Responsibility</u> – To present our solutions by developing and applying optimum designs and environmentally friendly technologies.

<u>Teamwork</u> – Supporting work environment by believing in positive energy provided by team spirit.





#### **MILESTONES**

1989 - 1

#### Establishment of Iltekno

Iltekno was established in 1989 in Istanbul. The first projects undertaken were gas turbines for many industrial facilities in Turkey. Cooperation was established with MAN as an "Energy Solution Partner".

2002 - 2

#### MWM Distributorship Agreement

In 2002, litekno established a partnership with MWM as the distributor of MWM cogeneration projects in Turkey. Many projects have been concluded since the first years of the agreement

2010 - 3

#### 1.000 MW

Iltekno has concluded the projects of cogeneration, trigeneration and combined cycle power plant of 1000 MW in total. All of these projects were carried out in Turkey and the Middle East.

2011 ← 4

#### Establishment of Automation Facility

Iltekno has been offering its services since 2011 with its internal automation, internal software and panel manufacturing teams. An automation facility was opened in Gebze to offer litekno branded solutions.

2014 - 5

#### 1.500 MW

Iltekno has concluded the projects of cogeneration, trigeneration and combined cycle power plant of 1500 MW in total. Iltekno started to develop projects in new countries such as Iraq, Algeria and Egypt.

2015 ← 6

#### Branch Establishment in Africa

A total of 60 MW project in West Africa, Guinea was completed. The operation and maintenance of the power plants are carried out by Iltekno's internal teams.

2018 - 7

#### Siemens Solution Partnership in Automation Systems

Iltekno has become the Solution Partner of Siemens for automation systems.

2019 ← 8

#### 350 Employees on its 30th Year

Iltekno has reached a total of 350 employees in 4 locations around the world in its 30th year.

2020 - 9

#### 2,000 MW in 20 countries

The cogeneration, trigeneration and combined cycle power plant project completed by litekino in 250 different locations has reached 2,000 MW in total, and new countries in South America and Africa have been added to the reference list.



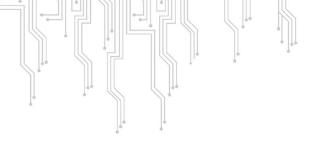








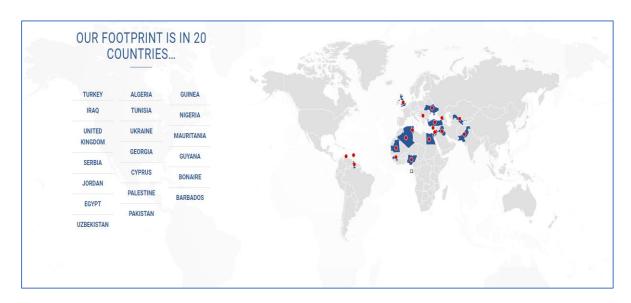




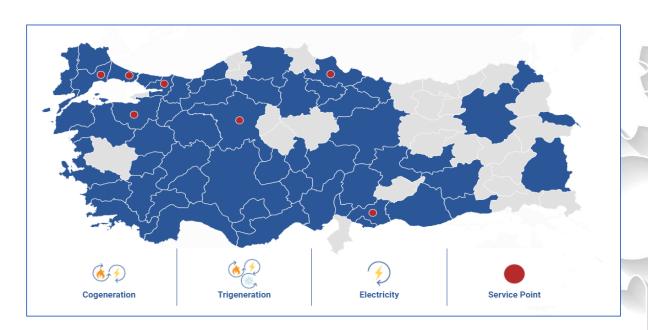


# **OUR GLOBAL/LOCAL FOOTPRINT**

# Global Footprint



# Local Footprint

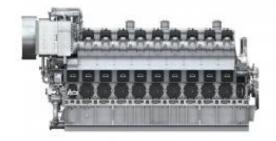




# PRODUCTS, PROJECTS & APPLICATIONS

# MAN Liquid Fuel Engines Our reliable liquid fuel (HFO) machines

MAN Energy Solutions has a long tradition of excellence in combustion engines – and produces the most efficient, advanced models on the market today.



MAN 51/60 Up to 21600kWm

Our successful diesel engines have been in use in power plants around the globe dating back to 1904.

Known for their fuel flexibility and high efficiency, our latest models are ideal for baseand peak-load power generation.

Our liquid fuel engines are also very versatile. They run on crude oil, heavy fuels and distillate diesel oils, but also a range of renewable fuels – including vegetable oils, animal fats and biofuels. While our engines meet all emissions requirements alone or with additional technologies, we also offer exhaust gas after-treatment technologies to make them even cleaner and greener.

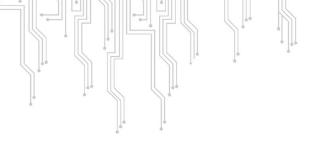
# MWM Gas Engines and Generator Sets



Gas Engine TCG 3042 V20 9830-10,300 kWel

MWM's product portfolio comprises gas engines and gensets in the output range from 400 kWel to 10,300 kWel. In this way, it is possible to set up power plants with an output of up to 100,000 kWel and more.

The gas engines can be operated with various types of gas, such as natural gas, shale gas, mine gas, biogas, landfill gas,



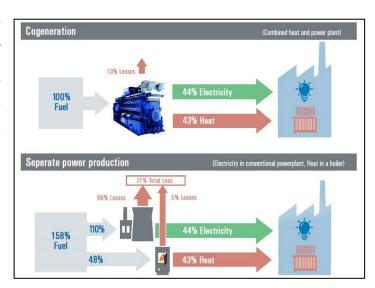


sewage gas, and syngas. They are designed for maximum electrical and thermal efficiency, low operating and service costs, and high reliability and availability. Thus they achieve efficiency of over 90 percent.

# Applications;

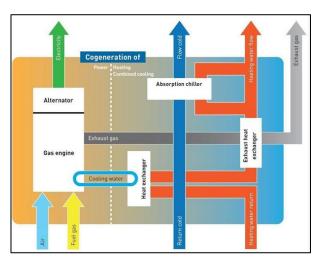
# - Cogeneration

Cogeneration, which is a combined heat and power systems, is a highly efficient system that produces two energy sources from a single energy source. Natural gas enters the gas engine (gas engine genset) to generate electrical energy and thermal energy. Thermal energy, also known as waste heat, is used

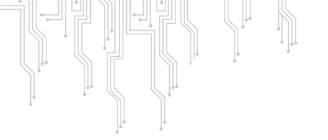


in plant processes to maximize overall efficiency. Normal cogeneration systems have an efficiency of around 85-90%. The benefits of generating heat and electricity from just a single source have also effect on the electricity bill, reducing overall energy costs.

# - Trigeneration



Trigeneration can be defined as producing mechanical (electrical), heat and cooling energy simultaneously from one energy source. Absorption chiller that converts heat energy to cooling energy is invented by French scientist Ferdinand Carré in 1858 by using water + sulfuric acid. In 1926 Albert Einstein and his student Leó





Szilárd developed it in alternative design, also known as, Einstein refrigerator and patented in 1930.

Absorption chillers consist of very few moving parts and need only heat energy. In absorption chillers, chilling principle is rely on vaporization-condensation cycle. There are four main heat transfer surfaces such as, evaporator, absorber, generator, and condenser. In a simple absorption chilling system, typically lithium bromide – water is used as a solution which is common in many commercial institutions.

# - Biogas

MWM offers durable and reliable solutions for the use of biogas. This gas, a by-product of many agricultural, food processing and industrial processes, is used today as a fuel for power generators with gas engines.

Biogas is produced from the anaerobic fermentation of organic material in the fermenter of a biogas system. Biogas, consisting primarily of methane and carbon dioxide, is created during the anaerobic decomposition of organic waste materials. This gas has a methane CH4 content from 45 to 70 percent. During its combustion, it only releases as much CO2 as the plants absorbed during their growth. Cogeneration power plants that produce electricity from biogas prevent emissions that would otherwise be released by fossil fuels.

Instead of allowing uncontrolled decomposition of these wastes and the release of gases into the atmosphere, they are contained in an oxygen-deprived environment such as a covered lagoon or aboveground steel tank. From there, methane is extracted and burned to generate electricity or heat. Because of the impurities and inconsistencies in biogas, pretreatment is generally required. However, using a gas engine specifically designed to operate on Iltekno offers gas engines specially matched to biogas, complete systems as well as containers for combined heat and power (specially designed power generation plants). These systems achieve the highest levels of efficiency in the various power segments. For installation of the generator in remote areas, the generated energy can



also be used exclusively by the system biogas can reduce the amount of investment in pretreatment.

#### Landfill Gas

With today's focus on renewable energy and carbon emissions reductions, landfill-gasto-energy projects are gaining momentum. As an important and growing energy production solution within the world's power generation mix, these distributed power plant systems collect, process and treat the available landfill gas to generate electricity. Our gas engines use gas produced in landfills to generate electricity.

Operators of landfill-gas-to-energy power systems, such as municipalities, generally use blowers or vacuums to direct the gas from a collection site through a network of pipes to a central facility. At most developed municipal solid-waste landfills, the methane and carbon dioxide are destroyed in a gas collection and control system or utility flare. The sustainable alternative is to divert the landfill gas from the flare to be used in electricity-producing MWM generator sets.

#### - WWTP

# - Hybrid

Generators are mostly used to deliver power to consumers in isolated remote locations

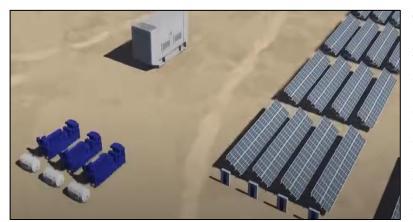
or rural communities. At the same time generators provide power stability. On the other hand, integration of renewable energy sources, especially solar PV and wind turbines into generators, can significantly reduce fuel use, operating and



maintenance costs. It also helps reducing Greenhouse Gas emissions.



Wherever generators are the main power supply, Iltekno Hybrid Solutions will help you to reduce your energy costs. Whether it's used for industrial plants, cold storage houses, sea water desalination plants, irrigation systems, remote holiday resorts or many others: the Iltekno Hybrid Controller can serve individual needs.



The solar PV capex has fallen rapidly within recent years as increasing sales has encouraged large scale low cost manufacture of PV panels and research into producing more efficient and

cheaper PV panels. This now makes PV a very promising energy source, as it is climate-friendly and now economically competitive. In addition, PV requires minimum maintenance and is easy to expand to meet growing energy needs. Although the high capex of solar power plants; payback period is between 5 to 6 years of the subject systems.

# Projects;

-EPC (Engineering, Procurement and Construction of Gas and Liquid Fueled Engine Power Plant)

With its in-house engineering, design, procurement, assembly and after-sales services, Iltekno offers turnkey solutions with the most appropriate configurations to meet the needs of its customers. The supply of Iltekno can range from a single gas or liquid fuel engine unit to a fully functioning combined heat and power plant.





EPC works start with our sales engineers contacting the customer and the process progressing to the project management and engineering phase at Iltekno. The power plant is designed based on the requests of the customer and calculations, which results in

where the waste heat system should be used. This step ensures that the customer's needs are fully met and a system compatible with the facility is established.

#### -IPP (Independent Power Producers)

Independent power producers (IPPs) are non-utility generators (NUGs) that are typically not owned by the national electricity company or public utility. IPPs generate electricity for sale to the national electricity network. They



can also sell power to a single third-party via customer via a power purchase agreement (PPA). These plants are mostly located on islands or where the central grid is far away.

# -Engineering

Mechanical Engineering: Experienced mechanical engineers of Iltekno offer solutions to customers according to their facility needs.



Electrical Engineering: Iltekno employs a number of electrical engineers specialized in the electrical elements of your project. This team is an integral component of Iltekno's engineering capabilities and is experienced in local electrical standards and requirements.

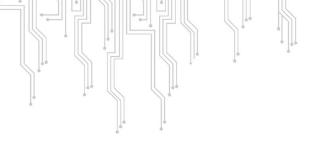


#### -Rental Model

Iltekno provides cost efficient reliable power plants, on a fast track basis, to any location in the world based on short-mid or long term lease contracts, within 1 MW to 1000 MW power range. As Iltekno we would be pleased to introduce and offer, our state of the art technology and industry leading expertise to provide utility and industrial customers with fuel efficient, customized turnkey power plants that can be rapidly deployed and commissioned.

# -Second Hand Gas Engineering

In case customers request a second-hand quick solution, Iltekno has ready-to-deliver gas engine units in its portfolio. These units are delivered in much faster time than standard gas engines and commissioning is carried out by Iltekno. The teams of Iltekno will work in the maintenance, repair and re-transformation of these systems into an electricity generation plant. Depending on the customers' requests, the gas units will either be offered as containers or placed directly at the facility as indoor models.





# **After Sales Operations**

Iltekno, the authorized distributor of MWM, while providing original spare parts supply and procurement services to its customers, ensures spare parts delivery to its customers in the fastest way through its 700 m2 warehouses in Dilovası and Gaziantep with its continuity and wide stock that it has established in line with its experience within the sector.

In order for its customers to benefit from the relevant systems in an optimum way, Iltekno ensures the acquisition of sustainable operational activities and increases the operational capability of the power plants by sharing its know-how with the trainings it provides both in the sites of its customers and in its own facilities. It aims to establish technical staff that can provide maximum efficiency / outcome from the systems by supporting the technical knowledge gained in the field of gas engines and cogeneration / trigeneration systems with practical training through the theoretical trainings it provides.

Regular maintenances are activities that should be carried out regularly, extending the life of the relevant systems, reducing the risk of malfunction and ensuring that the relevant systems operate at optimum efficiency. Iltekno provides maintenance services to its customers both on-site and in its workshops located in 2 different locations, with its trained and competent staff, who are experts in their field, especially with experience

in terms of "Major overhaul", in line with MWM guidelines and its experience within the sector.

It provides quality and fast service in the shortest time in case of a breakdown, either remotely or on site, with its expert and wide



technical staff, special equipment and high tool-equipment capacity. With its service structuring in different locations, it



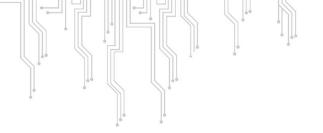
provides any and all kinds of technical support that its customers need in their operational activities and aims for its customers to gain maximum profit from the respective systems.



Iltekno provides remote monitoring services to its customers with its trained, competent and experienced personnel. In line with the requests from the customers or with the remote connections made during

routine controls, Iltekno can detect malfunctions before they occur, solve the malfunctions and intervene to increase system efficiency. By doing so, it is ensured that the costs arising from both malfunction and downtime are minimized. In case of malfunctions that require on-site intervention, our teams go to the site with the spare parts determined with remote monitoring and thus, fast solutions can be provided.

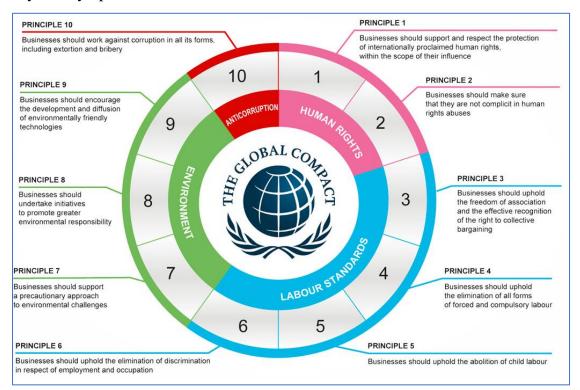
Iltekno carries out all operation and maintenance works on a full-time (7/24) basis in order to achieve the highest availability in medium and large-sized power plants and to enable investors to have a healthy, efficient and economical operation. Consequently, as the result of the highest electricity efficiency, high availability and maximum lifetime of the power plant, the best investment payback periods are achieved for investors and/or electricity companies. As Iltekno, as of the beginning of an O&M contract, operation and maintenance services, the supply of parts and consumables and the reporting of the work carried out are carried out at international standards. In terms of the services provided abroad, our professional services, which we provide with our in-house personnel at the beginning, are localized at a maximum rate with the training and qualification of our local personnel in the relevant location over time.





#### **DESCRIPTION of ACTIONS**

ILTEKNO, as a signatory member of United Nations Global Compact since 2019, supports the ten principles of the Global Compact on human rights, labor, environment and anti-corruption. We are committed to continue to use the Global Compact and its principles making it an incremental part of our overall company strategy, culture and day-to-day operations.



#### Code of Ethics

The Code of Ethics covers the Company's basic principles of conduct. All activities of the company are carried out in accordance with the code of ethics determined and approved by the Board of Directors.

The Code of Ethics is a set of essential rules that have been formulated to enhance effectiveness on the subjects of increasing quality of service, effective use of resources, preventing unfair competition and regulation of relationships with employees.



The Board of Directors, the entire staff, including executive directors, must comply with the Code of Ethics while performing their duties. With respect to business procedures, standards, laws and regulations, all attitudes and behaviors, there is a code of ethics established on Company values, with these regulatory items considered as complementary.

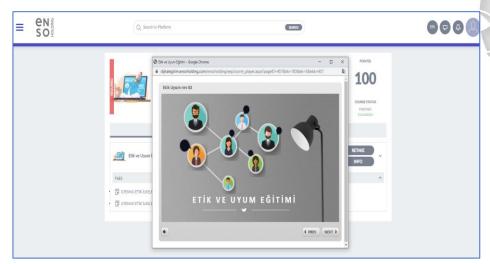
The directors and employees should consider these basic values in all their relationships and business and fulfill their responsibilities in order to maintain the reputation of the Company, shareholders and all employees at the highest level.

Activities are carried out on the basis of effective legal regulations, articles of association, internal regulations and any policies established in geographic locations where activities are carried out and national and international standards.

Unregistered activities are forbidden; it is essential that the business registrations should be correct and consistent.

All employees cooperatively support the internal audit activities performed for monitoring compliance of the activities with the legal regulation and internal regulations.

In accordance with the code of ethics, Iltekno presents remote ethical training all its employees both new starter and the current ones via its online training portal "Enso Holding Digital Training Center".





#### Human

ILTEKNO respects the human rights of both its employees and all stakeholders, including those working in the supply chain. It has willingness to protect and uphold internationally proclaimed human rights, particularly in the areas of child abuse and forced compulsory labor.



Projects are developed for ensuring that the Company fulfills its social responsibilities and cooperation is made with institutions working for this purpose. During reporting period, in 2020, its social corporate project has been to

support school in Conakry, Guinea. The project detail is to supply stationery material for the children at age between 4 and 6 and give them chance to have an education equality at pre-school. Also all employees at each facilities have given hand to the project as a social responsible.

Iltekno also helps to develop human life and the welfare, with this respect, it has served the fully equipped bag as a gift for all its employees, to use in any case that an earthquake happens.

All employees perform their duties in an equitable, transparent, accountable and responsible manner. The relations among the employees are based on mutual respect, confidence and cooperation. Political, social and religious views may not be discussed in work environment. Employees are encouraged to fulfill their social responsibilities. For this purpose, employees may hold a position in a public association, foundation, an occupational entity or education institution upon approval of Board of Directors.



Any recently recruited employee is provided with this code of ethics and copy of these rules is given to employees. Our employees sign a letter of commitment stating that they have understood that these rules will be considered as an integral part of the employment contract Employees should



report any act against the code of ethics to their supervisor and/or Ethics Representative.

As promised, the board make sure that all notifications are investigated promptly, fairly, impartially and sensitively, and take necessary actions in case of breach of the rules. Disciplinary proceedings, including termination of the employment contract, are initiated against any employee who has acted in breach of Iltekno's Code of Ethics. An investigation process is also initiated against those who have failed to report any breach they are aware of to the specified officers and failed to ensure commencement of the relevant process and who have approved and managed any breach of the rules of the code.

The current version of Iltekno's Code of Ethics can be viewed on our website by clicking below link.

https://Iltekno.com/en/sustainability/

Please contact the Ethics Representative via the following e-mail address to ask questions or report any breach of ILTEKNO's Code of Ethics.

e-mail: etik@Iltekno.com



Occupational Health and Safety is ensured with participation and visible leadership of Iltekno employees.

With the principle, "There is always a safer way to perform a task", development activities on occupational health and safety issues are supported,



and regular inspections and activities are carried out to prevent all accidents.

At ILTEKNO, it is the primary duty of all employees to comply with occupational health and safety instructions and to report any type of occupational accidents, risky situations and near-misses. Employees have the right to refrain from doing their jobs in situations where they see a life-threatening risk.

As a part of our primary objectives to implement Integrated Management System, Iltekno has ISO 45001:2018 Occupational Health & Safety Management System and fulfills and expands the all requirements of management standard. We adopt



management systems to meet the needs and expectations of our stakeholders, to fulfill our responsibilities to the society, the environment and our employees, and to continuously improve our service quality. The Integrated Management System awareness, which we prioritize during all the activities we carry out, is the most

important factor in the success of the services we offer.



#### Labor



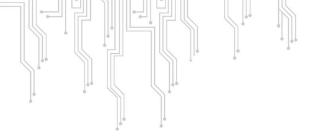
Race, ethnicity, nationality, religion, age, disability, marital status and gender discrimination is not made in the human resources, equal opportunities are provided to employees of equal status regardless of their membership to unions or political memberships, wages and promotions are determined on the basis of performance and profitability and

open door policy is followed.

Those who have the specified professional qualifications to perform the assigned tasks are selected as managers. It refuses to exercise discrimination during recruitment and employment processes and employ people under any type of challenging conditions and pressure.

The employees are presented with a safe and healthy working environment and opportunity to develop their careers in the workplace. Adopting the principle of equal distance to all employees, the Company provides a safe working environment and comfort and conducts studies and research for continuous improvement.

Training sessions aimed at improving both professional knowledge and skills of the employees and their personal competencies are carried out with the principle of equality. Employees are expected to communicate and cooperate with each other within the framework of mutual trust, respect and courtesy. In case of notification or detection of physical, sexual, verbal and any other abuse, the Ethics Representative initiates the related process.





The right of employees to belong to a trade union in the European Convention on Human Rights is protected.

Business processes are managed within the framework of legal regulations in the region in which it operates. Iltekno respects the human rights of both its employees and all stakeholders, including those working in the supply chain. It supports basic principles and the right to do business in accordance with laws and ethical conduct and all persons' right not to be subjected to slavery or any form of forced labor in the workplace. Child labor is not permitted.

# Wages and Fringe Benefits

Iltekno wages and fringe benefits practices are based on the principles of justice and equality. Wage policies, which are established by taking into account the strategies of the company in line with the national and international sector data and job analysis studies in the relevant positions, define the work carried out within the



organization according to the knowledge, competence and responsibility level of the position holders.

# Career Planning



We are moving forward together on the career path.

Carrier planning at Iltekno starts from the moment of meeting with candidates with the most suitable profile for open position in terms of their qualifications and competencies, and is structured by monitoring and evaluating target and



performance outputs, talent development process, and assessment center practices. In this regard, Iltekno members are offered horizontal and vertical career development paths with job expansion, enrichment and rotation practices at the most appropriate level for their competencies in their positions.

#### Environment



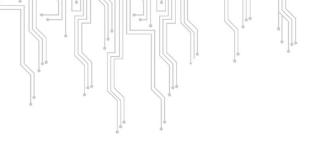
Iltekno acts sensitively on protection of the environment and natural life, consumer rights and public health issues and obeys the rules.

Company employees use energy and natural resources in the most effective manner. Solutions are developed to prevent pollution at the source before it occurs. The company complies with national and international

legislation and regulatory arrangements about the environment.

All company employees, customers and subcontractors endeavor to increase environmental awareness. Starting from the design stage, the company selects materials and technologies that minimize adverse environmental effects during production and use.

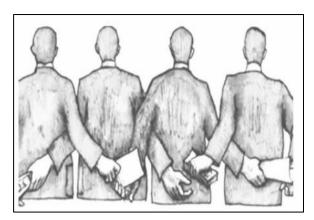
As a part of our primary objectives to implement Integrated Management System, Iltekno has ISO 14001:2015 Environment Management System and fulfills and expands the all requirements of management standard. We adopt management systems to meet the needs and expectations of our stakeholders, to fulfill our responsibilities to the society, the environment and our employees, and to continuously improve our service quality. The Integrated Management System awareness, which we prioritize during all the activities we carry out, is the most important factor in the success of the services we offer.





### Anti-Corruption

None of the employees give into demands that are against shareholders' interests and assume financial benefits. The employees exercise maximum care on the company expenditures and act on the basis of saving and cost awareness Employees carry out their duties objectively in line with the interests of the



Company, and any concerns or interests related to people or entities with whom they have relations or personal or family concerns and interests are not taken into consideration.

Employees should avoid conditions with possible conflicts of interest and should inform their managers immediately. Assuming unfair earnings and income on behalf of third parties or related parties by taking advantage of position or power should be avoided. Employees who have a first-degree family relationship in decision-making positions of companies operating in the same sector or who have partnerships in another company are obliged to report this to the Ethics Committee.

Honesty, confidence, consistency, professionalism, independency, long term relation and respect to mutual interests are sought in relations with clients, suppliers and any persons and institutions with whom the Company has business relations. It is aimed to meet the needs and expectations of the customers with superior quality in services and products.

Only provision of services that can be provided is offered and necessary efforts are made to fulfill the commitments. Any conduct restricting free competition is avoided, competing products are not degraded and misleading advertising is not made. No illegal or unethical methods are used to obtain competitive information.



Confidential information and commercial secrets of the company as well as personal

details of the employees and client information are kept confidential. All information and documents, trade secrets, financial and other information that has not been disclosed to the public, personnel information (including salary and other



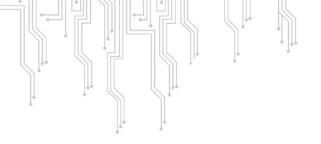
benefits) and confidential information included in agreements signed with third parties are assessed within the framework of protection of confidentiality and trade secrets. Any intellectual, financial, commercial, technical information, etc. that must be kept confidential by the Company due to its legal relation(s) with third parties.



The Company exercises care to protect the personal information of its employees and all stakeholders. Within this scope, the personal information of all personnel and all e-mail correspondence made on behalf of the Company and all correspondence and

transactions made using all kinds of computers, telephones and communication devices allocated to employees for use in the Company are recorded by the Information Technologies Department. Personnel information is used by authorized persons only in case of necessity for the purposes of the group within the scope of the powers specified. It is absolutely unacceptable that any confidential information and/or documents belonging to the Company is leaked from the inside within the scope of insider trading and any benefit is received by any means.

Necessary measures are taken to protect any and all documents in the possession of a staff member due to his duty and position, materials debited on the staff member and any confidential information in case the staff member resigns from the company for any reason and prevent use of the same against the Company in the future. All software developed or licensed by the Company or by 3rd parties within the Company.

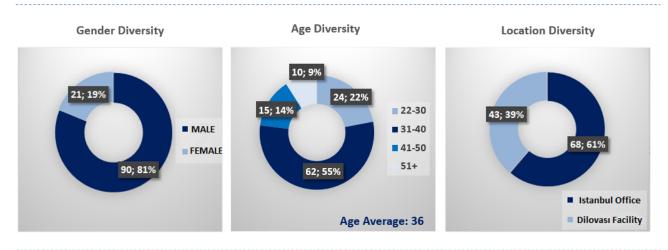




# MEASUREMENT of OUTCOMES

Demographics of management and employees broken down by diversity factors. (e.g. gender, ethnicity, age, etc.)

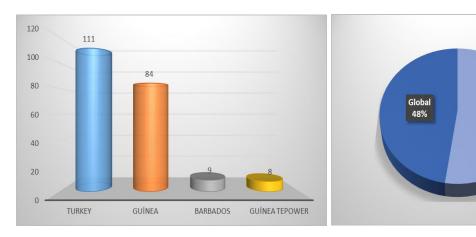
#### **WORKFORCE BY GENDER, AGE and LOCATION RANGE**



Total Number of Employees in Turkey: 111

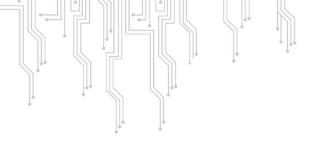
Graph 1: Workforce by Gender, Age and Location Range, 2020





Graph 2: Turnover Rate & Employees based on Location,

■ Global

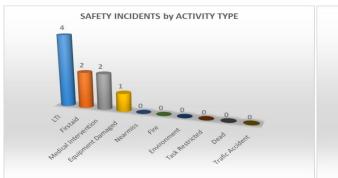




# Rate of Occupational Diseases, and Absenteeism

One of the most fundamental principles of ILTEKNO is to provide healthy and sustainable working conditions for people, which is its most valuable resource. Within this context, best practices are followed for the dissemination and development of occupational health and safety culture, studies are carried out to increase the awareness of its employees.

Iltekno closely follows the Law No. 6331 on Occupational Health and Safety and legal regulations issued by the Ministry of Family, Labor and Social Services of Turkey, as well as the legal regulations applied in international standards. (For example, Guinea, Barbados) In line with the foregoing, the Company improves the safety of its workplaces each passing day and acts as per the goal of zero accident. Risks and opportunities related to OHS-E are assessed in the general assembly held every month. OHS Progress Report is submitted to the top management and evaluated on a monthly basis. Additionally, speed of drivers has been followed to secure their health, in any case they have been trained about advanced driving, and also the speed figures have been viewed at monthly management meeting.



SAFETY INCIDENT by LOCATION TYPE

4

Project (MAN)

Guinea

Dilovasi

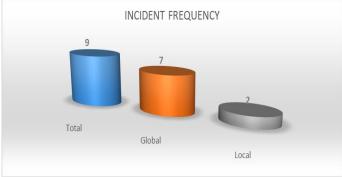
Service

Project (MWM)

Office

**Graph 3:** Safety Incident by Activity Type, 2020

Graph 4: Safety Incident by Location Type 2020



Graph 5: Incident Frequency, 2020



#### Outcomes of Covid-19

Due to the Corona pandemic, we were introduces home office-remote working from end

of March 2020. As early as pandemic started, all visits, travels and meetings were cancelled and online meetings, interviews were adopted. The emergence of the pandemic at the beginning of 2020, has fundamentally changed the focus of occupational safety, medicine and health management.



Figure 1: Notification of Current Precautions

Therefore we needed to redesign our way of working, supplying disinfectants, creating

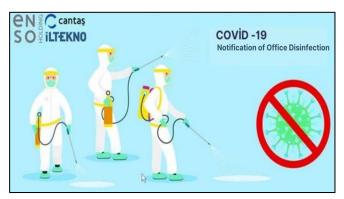
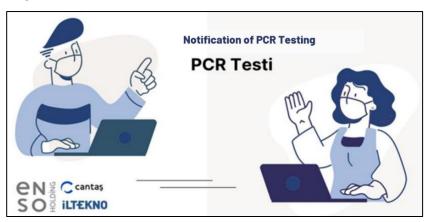
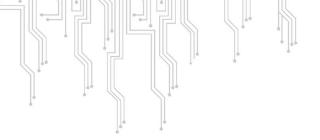


Figure 2: Notification of Office Disinfection

detailed hygiene plans, informed all our employees with email notifications, notices and the poster that are prepared by local health ministry. All employees were trained about the corona and how they can be protected. Each and every month offices have been disinfected, PCR

testing has been done each two weeks, at the entrance temperature measurement keeps going. Additionally, using public transportation has been forbidden to come office and shuttle has been organized who needs to come to office.







# Percentage of recycled materials

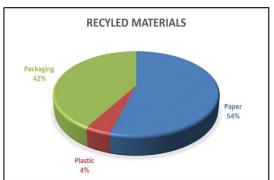
Iltekno has started to implement the Zero Waste Project in all of its offices and facilities.

In line with environmental sustainability which aims to reduce the use of natural resources and minimize waste generation. Monthly consumption is monitored and improvement activities foreseen are carried out, and awareness



trainings are planned regularly. Also it aims to give awareness of water and energy consumptions. Iltekno introduces recycled material areas both in its offices and facilities. During year 2020, Iltekno has been conducted its all activities in full compliance with the relevant environmental and industrial regulations and we have given full support to recycling of paper, packaging material and plastics as shown in below figures. It has not caused any incidents that affects environment and human health. One of its global goals is zero environmental incidents during operates its activities.



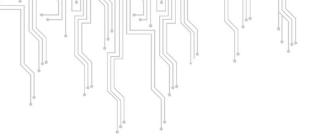


**Graph 6:** Recycling Rates in Total Waste, 2020



Figure 4: Recycling Areas







# **CONCLUSION**

Iltekno is fully compliance with the all legislation includes local laws and requirement where it pertains its activities. It has fully accepted doing things right. As a signatory member of United Nations Global compact, Iltekno supports 10 principles and continually strives to ensure our company is aligned with the universally accepted principles in the areas of human rights, labor standards, environmental stewardship and anti-corruption. We know that we have an important responsibility to all our stakeholders, employees, community, society and our environment.

