

- 1) The purpose of this annex is to regulate the Occupational Health, Safety and Environmental Protection (OHSE) rules that must be fulfilled by the CONTRACTOR regarding the performance of the Contract at the workplaces of the Turkish Petroleum Corporation (TPAO), and this is an integral part of the Contract.
- 2) During the execution of the work, the CONTRACTOR is obliged to carry out the work complying with firstly the Occupational Health and Safety Law No. 6331 and the Environment Law No. 2872 and other relevant national and international legislation, standards, and TPAO's Occupational Health, Safety and Environmental Integrated Management System (IMS)'s and Contractor HSE Management Procedure (EYS.PRO.014) and informing its employees about these; protecting its own employees, TPAO employees, third parties and environmental values; preparing and keeping all the documents and records related to these issues and submitting a copy of them to TPAO. If available, the Contractor will share its Management System Documentation with TPAO prior to work, and bridging documents shall be in place for any standard or procedure that is not accomplishing with TPAO Integrated Management System standards. The Contractor shall prepare and make available all documents, certificates and records regarding these subjects and submit the copies of each of these to TPAO.
- 3) The CONTRACTOR provides occupational health and safety services, provided by the relevant legislation, through the Occupational Safety Specialist, Workplace Physician, Other Health Personnel, Occupational Health and Safety Unit, Joint Health and Safety Unit; and its services on environmental protection, Environmental Officer, Environmental Management Unit, Environmental Consultancy firm will carry out the options that are suitable for the nature of the work subject to the Contract. The CONTRACTOR notifies TPAO, through an official letter, of the identity and contact information of the persons assigned/appointed to carry out OHSE services before starting the work subject to the Contract.
- 4) TPAO, through the designated personnel, can always inspect the CONTRACTOR on whether the work subject to the Contract is carried out in accordance with the OHSE legislation, other relevant legislation and OHSE policies, procedures and instructions, in a way that does not hinder the performance of the work. Within the scope of this inspection, the CONTRACTOR will provide the necessary convenience, provide the requested information and documents, and immediately take corrective and preventive actions if deemed necessary. As a result of the inspection, if it is determined that the work is not carried out in accordance with the OHSE legislation and other relevant legislation, the CONTRACTOR will be warned. If it is seen that the detected non-compliances are not corrected or the deficiencies are not completed despite the warning, the work is stopped by TPAO and the work will not be started until the said corrections/adjustments are made. Depending on the extent of the risk caused by the detected non-compliance/deficiency, TPAO may stop the work without any warning until the dangerous situation is eliminated and/or necessary precautions are taken.
- 5) The CONTRACTOR's official responsible for OHSE works will contact the TPAO's official on the same subject before starting the work, and if the job requires, by taking into account the available documents of TPAO, they will prepare their own OHSE Plan, Risk Assessment, Emergency Response Plan, Health Emergency Response Plan, Petroleum Derivatives and Chemical Spills Preparedness Response Plan, H2S Response Plan, Fire Response Plan, Waste Management Plan, Environmental Impact Assessment, Work Permit Procedure and other OHSE documents deemed necessary; update



them if necessary and submit them to the TPAO authority, and they will get the approval from TPAO. In addition, the Contractor will inform its employees about the documents and will take the necessary measures regarding the risks identified.

- 6) Within the scope of the work subject to the Contract, if the risk assessment or determinations to be made by TPAO or other authorized institutions requires; in order to protect employees from the dangers of working environment conditions; the CONTRACTOR is obliged to have the measurement, test, analysis and evaluation of personal exposures in the working environment or physical, chemical and biological factors in the working environment, and the calibrations of measurement and analysis devices performed by accredited institutions.
- 7) The CONTRACTOR appoints support staff and first aiders for search-rescue, firefighting, in accordance with the hazard class of the activity, limited to the work performed, to the extent stipulated by the relevant legislation. Identified persons are notified to TPAO in written form and the employees are informed about this issue. The CONTRACTOR organizes emergency drills within the knowledge and instructions of TPAO or participates in drill organized by TPAO.
- 8) The CONTRACTOR shall give priority to the use of the least amount of natural resources, waste reduction, reuse and recycling in the operations related to the work subject to the Contract, will submit the waste management plan prepared in advance to TPAO, and carry out its works in accordance with this plan. Especially, excavation wastes, hazardous wastes, packaging wastes, medical wastes, waste oils, battery-accumulator wastes, vegetable waste oils, domestic wastes, similar wastes will be managed in accordance with the legislation in a pre-planned manner, and documents regarding waste quantities and disposal will be submitted to TPAO. The CONTRACTOR is responsible for the wastes generated as a result of the works carried out.
- 9) The CONTRACTOR keeps records of all near misses, work accidents and occupational diseases related to the work subject to the Contract, makes the official notifications required by the legislation, makes the necessary examinations and prepares the reports about them, and immediately informs TPAO in written form about the incident. TPAO can request reports about the events periodically.
- 10) The CONTRACTOR ensures that the employees are subject to health surveillance (at regular intervals determined by the relevant Ministry when starting job, changing job, returning to work after a work accident or occupational disease), taking into account the health and safety risks they will be exposed to at the workplace, within the scope of the work subject to the Contract.
- 11) The CONTRACTOR, within the scope of the work subject to the Contract, provides training to the employees before starting the work, taking into account the characteristics of the workplace and the risk assessment, about the general OHSE rules; the hazards and risks specific to the work performed; the use of personal protective equipment and chemical materials; the risks that may occur due to work accident, occupational disease, environmental accidents; emergency preparedness and other issues stipulated by the legislation. The CONTRACTOR notifies TPAO of the records.
- 12) The possession and use of alcohol and drugs in TPAO workplaces is strictly prohibited. Persons found to be under the influence of such substances are immediately removed from the TPAO work area. Smoking is strictly prohibited in prohibited areas marked with warning signs. Administrative and penal sanctions to be imposed on these persons are reserved.



- 18) In case it is determined that the exposure action values stipulated in the legislation regarding noise and vibration are exceeded; the CONTRACTOR creates an action plan that includes technical and organizational measures to minimize exposure to the risks that this situation may cause, gets the approval of TPAO and puts it into practice.
- 19) The CONTRACTOR provides and keeps the health and safety signs, informs its personnel and ensures that they are used in appropriate places, in cases where the risks in the workplace cannot be eliminated or reduced sufficiently by the techniques for collective protection or the measures, methods or processes used in the organization of the work. In particular, they use barriers, signs and, if necessary, illuminated signs to separate the working areas from other usage areas.
- 20) The CONTRACTOR shall adapt the Work Permit application to its activities at least at the level applied by TPAO for excavation, hot work, cutting, welding, working at height, working alone, electrical maintenance works, lifting-lowering operations and works done in confined spaces. If the CONTRACTOR has a work permit procedure in accordance with the work permit system applied at the workplaces of TPAO, this procedure can be used with the approval of TPAO; if there is no such application, the work permit system used in TPAO workplaces is applied. If requested during the inspections carried out by TPAO, work permit forms are immediately provided and submitted to the TPAO official.
- 21) The CONTRACTOR must provide fire extinguishers, equipment and/or systems in terms of fire safety and keep them constantly in the working area and in easily accessible places. If the equipment in question has been supplied by TPAO, the fire extinguisher or systems should be delivered to TPAO upon completion of the work or service. If fire extinguishers supplied by TPAO are used, the situation must be reported to TPAO immediately.
- 22) In case the transport vehicles and heavy machinery of the CONTRACTOR and subcontractors are used in the worksite, the speed limits and parking regulations of TPAO shall be obeyed. It will be ensured that the driver and other passengers use seat belts.
- 23) The CONTRACTOR shall not have the electrical cables, water hoses and similar lines to be used temporarily on the transition paths of employees and third parties related to the work subject to the Contract, keep the working environment in order, and take the necessary measures when necessary.
- 24) The CONTRACTOR may only be able to use TPAO equipment, tools, machinery, electrical connections, water connections, building and similar resources only within the permission and information of the TPAO official. Any damage that may arise due to this use of the CONTRACTOR shall be covered by the CONTRACTOR.
- 25) The CONTRACTOR's employees cannot enter the buildings and areas outside the relevant field of activity without the knowledge and permission of the TPAO official.
- 26) It is strictly prohibited for the CONTRACTOR's employees to be in places that may be dangerous in lunch break, rest times or other leisure times to sit, to sleep and to eat. TPAO can always request the replacement of the CONTRACTOR personnel who do not act in accordance with the OHSE rules. The CONTRACTOR is obliged to fulfill this request of TPAO immediately, without disrupting the current work.



- 13) The documents required to be in the personnel file of the Contractor's personnel are listed below and will be submitted to TPAO immediately upon request.
- Social Security Institution (SGK) employment documents of the personnel
  - Employment and/or periodic health examination reports of the personnel
  - Medical report approved by the workplace doctor stating that they are suitable for the job for those who will work in dangerous and very dangerous jobs (closed areas, shifts, working at heights, etc.)
  - Hygiene and sanitation training documents, medical examinations including throat culture, stool, hepatitis tests, lung film for the employees in cafeterias, tea shops and other food-related jobs
  - Ear audiograms of those working in noisy jobs
  - Lung films and pulmonary function tests of those working in dusty jobs
  - Tetanus vaccination records of those working in metal works with rusty materials
  - Documents that the employees have received training on OHSE
  - The licence of operators who use heavy machinery, and the G-class driver's license if they drive on the road
  - Documents proving that personal protective equipment have been given and will be used in the workplace
  - Documents of occupational training of employees for welders, electricians, etc.
  - Other documents required to be kept in accordance with the relevant legislation
- 14) The CONTRACTOR establishes an Occupational Health and Safety Board, if deemed necessary by the relevant legislation, in order to carry out work related to occupational health and safety within the scope of the work subject to the Contract and gives a representative to the existing board of TPAO upon request. Coordination regarding the implementation of the Board decisions belongs to TPAO.
- 15) The CONTRACTOR shall provide and ensure the use of Personal Protective Equipment (PPE) in the amount, type and quality stipulated by the legislation, in cases where the risks related to OHSE arising from the working environment cannot be prevented or fully limited with technical measures that will provide collective protection or with work organization and working methods. The CONTRACTOR shall provide the employees with the use of PPE in sufficient number, type and taking into account the current practices of TPAO as of minimum, in accordance with the rules specified in the TPAO instructions and procedures.
- 16) The CONTRACTOR keeps the emergency exit routes and doors available at all times within the scope of the work subject to the Contract. They regularly carry out the periodic inspection, test and maintenance of all equipment specified in the legislation regarding workplace buildings and its annexes, and provide adequate lighting, ventilation and thermal comfort conditions in workplace buildings and annexes. They ensure the order of the workplace as not to cause health and safety risks and in accordance with the ergonomic needs of the employees. They take the necessary measures to prevent emergencies and keep their negative consequences to a minimum.
- 17) The CONTRACTOR, while working with chemical substances, is obliged to take all necessary measures to prevent the exposure of workers to these substances, when this is not possible, to minimize exposure and to protect workers from the dangers of these substances, within the scope of the work subject to the Contract. In addition, the CONTRACTOR prepares a list of all chemical substances used and keeps the Safety Data Sheets (SDS) for these substances in the work area and trains the relevant personnel on this subject.


- 27) The CONTRACTOR's employees, regardless of whether it is related to the subject of the Contract or not, when an emergency occurs in the TPAO work area, if they are the first person to see the event or if the conditions require, are obliged to make the first intervention such as fire extinguishing, turning off the water or gas supply, notifying the emergency personnel, etc.
- 28) The CONTRACTOR shall not employ workers who have not completed the minimum age stipulated in the legislation according to the hazard class and type of the work, whose health condition is not suitable for the work performed, and who are uninsured. In cases where the contractor can employ young workers according to the legislation, it is obligatory to obtain approval from TPAO for the young workers they wish to employ.
- 29) The Contractor will take necessary precautions against any kind of environmental pollution (waste, oil, diesel-oil, chemical substances, etc.) that may occur in the location or work area (land and sea areas). They will keep necessary environmental protection supplies (natural bacteriological products in dust and liquid form, absorbent sausage and pad, etc.) in the location/work area to intervene against possible environmental pollution.
- 30) The disposal of cuttings, wastewater, and drilling mud waste that accumulate in the pools called mud-pits during drilling services is carried out by the Contractor using appropriate environmental technologies (recovery of wastewater, neutralization-stabilization, etc.) or through licensed companies, and also in accordance with the method determined by TPAO if TPAO requests. If it is requested that the disposal is carried out by the Contractor, the disposal fee is charged according to the relevant article of the contract.
- 31) The Contractor will ensure the necessary sealing on the floors of the storage areas of fuel tanks, engines, barrels, pumps, and chemical substances used in mud production in the location/work area. Additional measures will be taken to prevent possible leaks from spreading to the location/land.
- 32) The Contractor will regularly collect waste oils accumulating on the surface of the oil trap located in the location channel into waste oil collection containers.
- 33) The Contractor is responsible for environmental penalties that may be imposed by Official Institutions due to violations of Environmental Legislation occurring during and after the operation as a result of faults not arising from TPAO's instructions, and for remedying the damage caused. If the Contractor causes environmental pollution during the construction process, they are obliged to clean it up and, if any, to compensate for third party damages. The Contractor is also responsible for penal situations that may occur later in the areas where they caused environmental pollution and will clean up.
- 34) The Contractor will carry out activities in accordance with the matters in the Annex-50 form prepared by TPAO for the wells according to the Turkish Petroleum Law Implementation Regulation. The said prepared Annex-50 forms will be given to the Contractor by TPAO.
- 35) Permissions to be obtained in accordance with the Environmental Legislation, Turkish Petroleum Law Implementation Regulation, and other legislations (EIA, Annex-50, forest permissions, etc.) will be obtained by TPAO.
- 36) Some key performance indicators can be used to monitor the environmental impacts of companies in




the supply chain. In the service procurement processes;

- Annual corporate carbon footprint (TS EN ISO 14064 compliant)
- Greenhouse gas emission measurements
- The amount of waste it produces annually
- The amount of product it produces annually In the purchasing processes;
- Environmental Product Declaration (EPD) of the purchased product (a document containing the results of the product's life cycle assessment, the ratio of recyclable material content, the amounts of waste generated during production, and the amounts of energy consumed in production)
- Life Cycle Assessment (LCA) calculation results per functional unit of the purchased product in accordance with TS EN ISO 14040 (Environmental management - Life cycle assessment - Principles and framework) and TS EN ISO44 (Environmental management - Life cycle assessment - Requirements and guidelines) standards
- TS EN ISO 14067 carbon footprint values of the purchased product
- Recycling rate of the purchased product It is recommended to prefer the Contractor who has these indicators.

- 37) Within the scope of TPAO's "TS ISO 14064-1 (2019) Guide and Specifications Standard for the Calculation and Reporting of Greenhouse Gas Emissions and Removals at the Organization Level"; the requested data, within the requested dates and in the requested format, will be prepared by the Contractor and submitted to TPAO as part of the greenhouse gas emission monitoring and reporting activities.
- 38) The Contractor is responsible for the non-compliances detected during the audits of the Contractor's activity areas by TPAO's external auditors (Court of Accounts, MAPEG, Management System Certification Organizations, etc.). Within the time granted to TPAO by the external auditors to remedy the non-compliance, the Contractor is also obliged to take action and remedy the non-compliances that concern them. The Contractor is also responsible for the damages that may arise from non-compliances that cannot be remedied in time.
- 39) The Contractor should ensure the limit values specified in the environmental legislation regarding environmental noise and should take necessary measures when needed.
- 40) Machinery used by the CONTRACTOR must be designed and manufactured to avoid hazard or be equipped with guards or protective equipments in such a way as to prevent all contact risks leading to accident in cases where the hazard is constantly present.
- 41) The materials and equipments (machine, tool, device, etc.) used and/or purchased by the CONTRACTOR must be suitably suited to prevent ergonomic risks and must ensure that the workstation, equipment and working conditions are suitable for the employee, taking into account the physical capacities of the employees.

  
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