



**POLAT MAKİNA SANAYİ VE TİCARET ANONİM ŞİRKETİ
INVESTMENT LOAN WITHIN THE SCOPE OF FINANCE OF
SUPERCRITICAL FLUID EXTRACTION SYSTEM PROJECT,
ROOFTOP SPP INVESTMENT AND WORKING CAPITAL
REQUIREMENTS**

STAKEHOLDER ENGAGEMENT PLAN

CNR-PLN-PLT-SEP-001

MARCH 2024 – (Rev.01)



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ABBREVIATIONS & DEFINITIONS

Astim OIZ or OIZ	:	Astim Organized Industrial Zone
ÇINAR or Consultant	:	Çınar Engineering Consultancy Inc.
CLO	:	Community Liaison Officer
E&S	:	Environmental and Social
EHS	:	Environmental Health and Safety
EIA	:	Environmental Impact Assessment
ESAP	:	Environmental and Social Action Plan
FC-measures	:	Financial Cooperation measures
GRM	:	Grievance Redress Mechanism
HR	:	Human Resources
IFC	:	International Finance Corporation
ILO	:	International Labor Organization
Inc	:	Incorporated
KfW	:	German Development Bank
LLC	:	Limited Liability Company
NGOs	:	Non-Governmental Organizations
NHRL	:	Nachhaltigkeitsleitbild (German Development Bank Sustainability Guidelines in English)
Polat Makina, Project Owner, or Investor	:	Polat Makina Sanayi ve Ticaret Anonim Şirketi
PSs	:	Performance Standards
R&D	:	Research and Development
SEP	:	Stakeholder Engagement Plan
SPP	:	Solar Power Plant
TKYB or Bank	:	Development and Investment Bank of Türkiye
WB	:	World Bank
WBG	:	World Bank Group

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1. INTRODUCTION

1.1. Non-Technical Summary of the Project

Polat Makina Sanayi ve Ticaret Anonim Şirketi (Polat Makina, Project Owner, or Investor) is conducting production activities in Aydın province, Efeler district, Astim Organized Industrial Zone (Astim OIZ or OIZ) in the subjects of continuous system olive oil machines, pomace extraction machines, milk cleaning separator, cream separator, industrial decanter, industrial separator (centrifuge) (hereinafter referred to as "Centrifuge Sector").

The Project Owner has planned to construct a facility for its activities within the scope of the Supercritical Fluid Extraction System Project (hereinafter referred to as the "Supercritical Sector") within the scope of the "Technology Oriented Industrial Move" program supported by the Ministry of Industry and Technology. Therefore, it has signed a loan agreement with the Development and Investment Bank of Türkiye (TKYB or Bank) on 08.12.2022 to be used for building-construction and machinery and equipment investments. The term of this loan is determined as 1+5 years. Later, following the completion of the construction phase of the planned project, the Project Owner planned a Solar Power Plant (SPP) on the facility's roof. For this project (Rooftop SPP Project), in 2023, they secured a new credit with a 5-year term financed by TKYB and a 3-year term as an Operating Loan under the scope of Financing the Working Capital Needs.

In this context, the Project Owner should comply with the requirements of the Environmental and Social Action Plan (ESAP) prepared by the TKYB in line with the World Bank (WB) standards as one of the conditions of the loan; International Finance Corporation (IFC) Performance Standards (PSs), WB E&S Standards, Reconstruction Credit Institute Development Bank (KfW Development Bank) Sustainability Guideline directives, and Republic of Türkiye regulatory frameworks, World Bank Group (WBG) general and sector-related Environment, Health, Çınar Engineering Consultancy Inc. (ÇİNAR or Consultant) has been appointed as a consultant to carry out Environmental and Social (E&S) monitoring studies in line with the Environmental Health and Safety (EHS) Guidelines and the implemented International Industry Practices.

1.2. Project Location

Following the completion of the building construction phase of the Supercritical Sector Project, the Centrifuge Sector activities, which were in operation at a different address in Astim OIZ, were moved here and united under the same roof with the Supercritical Sector. The Project Owner plans to implement a SPP Project on the roof of the facility, and official procedures have been initiated in a short time.

Located in Aydın province, Efeler district, Astim OIZ, the Project activity area is planned as a 25,000 m² closed area and 3,000 m² administrative building on an area of 50,000 m² located on block 803, parcel 51, owned by the Project Owner. Satellite image of the Project Area is shown in Figure 1 and information about the closest settlements to the Project Area is given in the Table 1.

The Project Impact Area will be Aydın Astim OIZ, primarily the Project Area and its surroundings, where environmental and social impacts are directly monitored. The OIZ area is

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formed by three (3) administrative borders Aydın Municipality borders, Aydın Municipality Kocagür Village adjacent area and Tepecik Municipality borders.¹

“Regional Level”, Aydın province and Efeler district of Aydın province is the area where the environmental and social impacts of the Project will be indirectly observed and will mostly host the secondary stakeholders of the Project.

The “National Level”, which is deemed necessary to be defined due to the supply chain addressed by the Project and the positions of the buyers in the market, is Türkiye, and the area outside Türkiye is used as the "International Level" without specifying the country.

Table 1. Closest Settlements to the Project Area

Facility Name	Closest Settlement (Household)	Location According to the Facility	Air Distance (m)
Polat Makina Sanayi ve Ticaret A.Ş.	Ata Neighborhood	Batı	800
	Tepecik Neighborhood	Güney	700

¹Source: Aydın Astim OIZ Information. <http://www.astimosb.org.tr/tr/kurumsal/hakimizda>

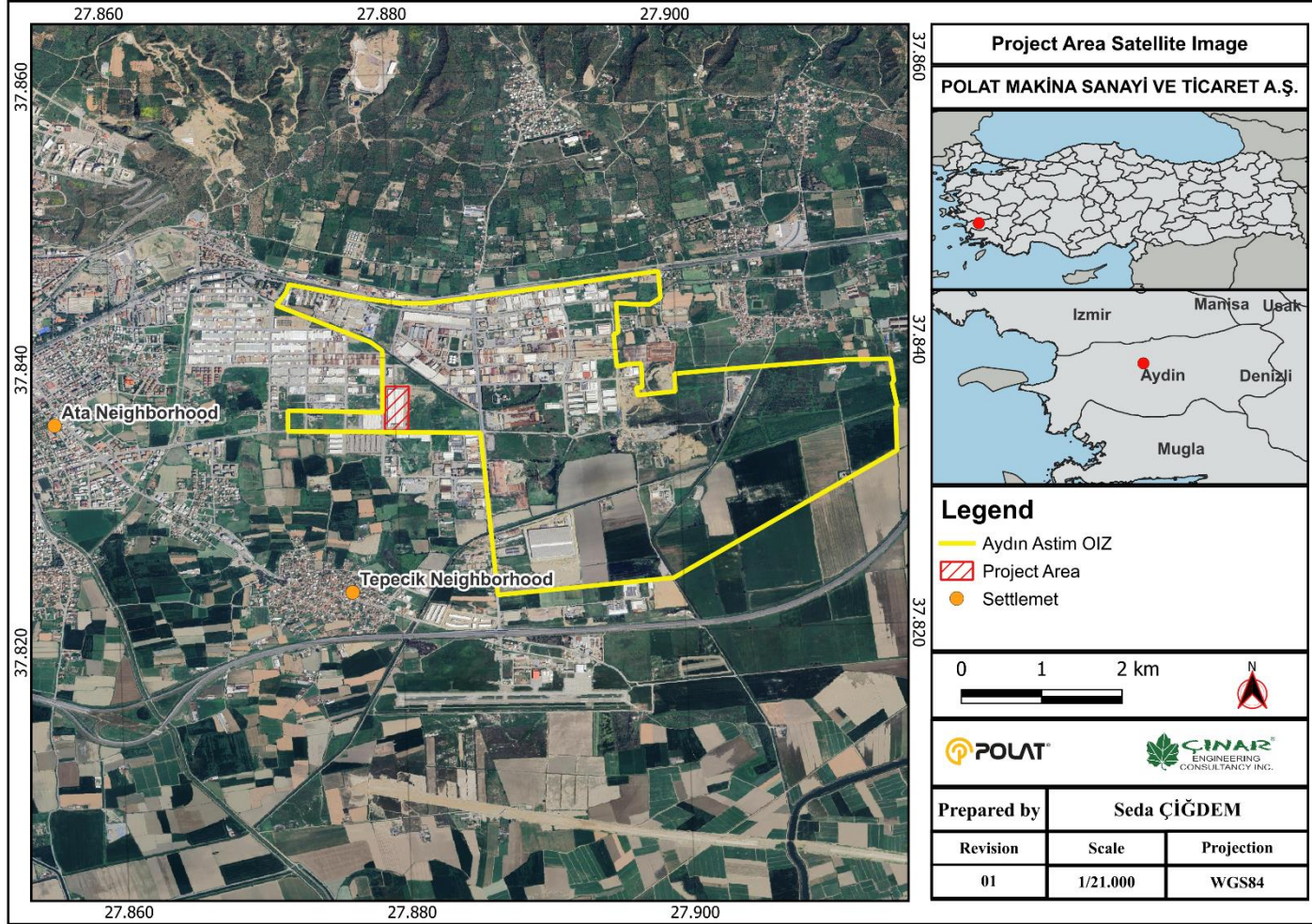


Figure 1. Satellite Image of the Project Area

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1.3. Objective and Scope

This Stakeholder Engagement Plan (SEP) has been prepared by ÇINAR for the Centrifuge & Supercritical Sector activities conducted by the Project Owner and the Roof SPP Project to provide guidance on how to manage the communication and interaction processes required to be established between the Project owners and stakeholders and interest groups that may be directly and/or indirectly affected by the Project.

The main purpose of the SEP is to ensure that the communication and interaction processes that must be carried out for all periods of the Project are current, live, continuous, open, transparent, effective, equitable, inclusive, understandable, and participant-oriented. In addition, the SEP aims to contribute to minimizing the possible negative environmental and social impacts of the Project and expanding its positive impacts, with the active participation of both internal and external stakeholders.

Grievance Redress Mechanism (GRM), which covers internal and external stakeholders under separate headings as one of the implementation tools of the SEP, serves this purpose by collecting grievances, complaints, opinions, suggestions, feedback, and questions on environmental and social impact.

Developed as interconnected documents, SEP and GRM aim to ensure the compliance of the Project in the context of human rights in terms of human and environmental health. These determined targets can be followed through regular reporting and monitoring by third parties.

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2. LEGAL FRAMEWORK

The legal framework applicable to the execution of the SEP is listed below:

- German Development Bank Standards
- KfW Development Bank Sustainability Guideline-Assessment and Management of Environmental, Social, and Climate Aspects: Principles and Procedures (2023)
- World Bank Environmental and Social Framework
- World Bank Group General Environment, Health and Safety Guidelines
- DBG Sectoral EHS Guidelines, Metal, Plastic and Rubber Products Manufacturing
- IFC Performance Standards
- Constitution of the Republic of Türkiye
- TKYB Environmental and Social Policy

2.1. German Development Bank (KfW)

NHRL describes the principles and procedures for assessing environmental, social and climatic aspects in the preparation and implementation of FC-measures financed by the KfW Development Bank. In this context, this Guide specifically aims to:

- Define a common binding framework for incorporating environmental, social and climate standards into the planning, evaluation, implementation and monitoring of FC-measures; And
- To increase transparency, predictability and accountability in internal environmental and social pre-audit and climate integration decision-making processes.

All Financial Cooperation measures (FC-measures) financed by the KfW Development Bank are subject to a comprehensive and systematic evaluation of environmental and social aspects as well as other relevant development aspects. Furthermore, the KfW Development Bank aims to actively promote international human rights practices in its business operations, in accordance with available means and KfW's declaration of human rights.

An important element of the planning and decision-making process is to involve affected communities and inform the public in the partner country. Meetings are held to enable consultations with affected persons and/or community representatives, stakeholders, cooperatives, or non-governmental organisations. The executive agency is responsible for conducting a meaningful engagement and consultation process that provides affected persons and relevant stakeholders with the opportunity to express their views and concerns about project risks, impacts, and proposed mitigation measures. At the same time, the process should allow the executive agency to consider and react to these views. In the interest of transparency, the executive agency must disclose relevant information and a non-technical summary of the environmental and social assessment of the FC-measure in a culturally appropriate manner in a timely and accessible location through appropriate media channels. The entire process must be applied comprehensively at all stages of FC-measurement.

Establish a grievance process for the FC-measure so that it can deal with the concerns and grievances of affected public employees and members. The procedure must be culturally appropriate and proportionate to the FC-measure. Grievances and their processing and resolution must be documented and included in the reports generated as part of reporting to KfW - Development Bank.

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2.2. World Bank Environmental and Social Framework

The ESS² requirements detailed in the World Bank Environmental and Social Framework are presented in Section 4 in relation to the Project's stakeholder engagement and disclosure processes (Please see Table 5).

The stakeholder engagement process detailed in "ESS10: Stakeholder Participation and Disclosure of Information" briefly includes the following items:

- ESS10 applies to all projects supported through investment project financing.
- Stakeholder engagement is an inclusive process conducted throughout the project lifecycle.
- Stakeholder engagement is most effective when initiated at an early stage of the project
- Effective stakeholder participation improves the environmental and social sustainability of projects, can increase project acceptance, and contributes significantly to successful project design and implementation.
- Open and transparent engagement between the project and stakeholders is a key element of good practice.

2.3. International Finance Corporation Performance Standards

As a member of the World Bank Group, IFC's Performance Standards³ are aligned with the WB's Environmental and Social Framework.

Under the IFC PS, stakeholder engagement is included as a requirement for the establishment of an Environmental and Social Assessment and Management System in PS1 (PS1.5). Stakeholder Engagement, defined in PS1.25 within the same standard, is defined as "Stakeholder engagement is essential for building the strong, constructive and responsive relationships necessary to successfully manage the environmental and social impacts of a project. Stakeholder engagement is a continuous process. Stakeholder engagement, to varying degrees, consists of stakeholder analysis and planning, stakeholder information, consultation and participation, a grievance mechanism, and ongoing reporting to Affected Communities. The form, frequency and level of effort of stakeholder engagement varies considerably and should be appropriate to the risks and adverse impacts posed by the project and the stage of development."

PS1.29 and PS1.30 describe meaningful and effective information sharing processes, and in PS1.35, where the standards of the grievance mechanism for affected communities are given, the grievance mechanism is defined as follows: "In the case of Affected Communities, the customer shall express the Affected Communities' concern and concern regarding the customer's environmental and social performance." It will create a grievances mechanism to learn about grievances and help resolve them. The grievance mechanism should be proportionate to the risks and adverse impacts of the project and serve the Affected

² World Bank Environmental and Social Framework . <https://www.worldbank.org/en/projects-operations/environmental-and-social-framework/brief/environmental-and-social-standards>

³ International Finance Corporation. Performance Standards.2012. https://www.ifc.org/wps/wcm/connect/Topics_Ext_Content/IFC_External_Corporate_Site/Sustainability-At-IFC/Policies-Standards/Performance-Standards

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Communities. The grievance mechanism should aim to address concerns promptly, using a culturally appropriate, accessible, understandable and transparent consultation process. The party raising a concern or grievances should not face any costs or sanctions. The grievance mechanism should not be an obstacle to resorting to legal or administrative remedies. Customer will inform Affected Communities about the grievance mechanism during the stakeholder engagement process.”

In projects where land acquisition is implemented, Public Participation is defined in PS5.10, and in projects where biodiversity needs to be protected, stakeholders benefiting from ecosystem services and affected communities are defined in accordance with PS6.6 and PS6.24.

The term indigenous peoples defined in PS7.5 is not compatible with Türkiye and is out of scope.

Under the IFC PS, stakeholder engagement is included as a requirement for the establishment of an Environmental and Social Assessment and Management System in PS1 (PS1.5). Stakeholder Engagement, defined in PS1.25 within the same standard, is defined as "Stakeholder engagement is essential for building the strong, constructive and responsive relationships necessary to successfully manage the environmental and social impacts of a project. Stakeholder engagement is a continuous process. Stakeholder engagement, to varying degrees, consists of stakeholder analysis and planning, stakeholder information, consultation and participation, a grievance mechanism, and ongoing reporting to Affected Communities. The form, frequency and level of effort of stakeholder engagement varies considerably and should be appropriate to the risks and adverse impacts posed by the project and the stage of development." PS1.26 and PS1.27 provide requirements for stakeholder analysis and engagement planning.

2.4. Constitution of the Republic of Türkiye

According to the Constitution of the Republic of Türkiye⁴ and the Regulation on Environmental Impact Assessment (EIA) dated 29.07.2022 and numbered 31907⁵, fundamental rights and freedoms, access to information, being informed about ongoing projects and stakeholder participation are guaranteed.

In the definitions under Article 4 of the EIA Regulation, "Public information and participation in the process: Public information and participation in the process: From the beginning to the end of the EIA process, all kinds of activities (brochure, introductory film, official announcement, meeting, information office and similar), the details of which are determined in the stakeholder participation plan in order to inform the public about the project and to receive their opinions and suggestions regarding the project" and "Stakeholder participation plan: A plan describing how, by which methods and tools, legal/real persons (stakeholders) who may be affected by

⁴ Source: Türkiye Cumhuriyeti İçişleri Bakanlığı. Türkiye Cumhuriyeti Anayasası.

<https://www.icisleri.gov.tr/kurumlar/icisleri.gov.tr/lcSite/illeridairesi/Mevzuat/Kanunlar/Anayasa.pdf>

⁵ Source: Türkiye Cumhuriyeti Cumhurbaşkanlığı Mevzuat Bilgi Sistemi. Çevresel Etki Değerlendirmesi Yönetmeliği.

<https://www.mevzuat.gov.tr/mevzuat?MevzuatNo=39647&MevzuatTur=7&MevzuatTertip=5>

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or have an interest in the project will be contacted and informed at all stages of the planned project".

According to Article 9 under the public information and participation meeting: "A stakeholder participation plan (SEP) is prepared by the institutions/organizations authorized by the Ministry to inform the public about the project and its impacts, and to receive their opinions and suggestions regarding the project. The prepared stakeholder engagement plan is submitted as an annex to the EIA application file. When deemed necessary, the Ministry may ask the institutions/organizations that have been granted competence to carry out additional studies such as distributing informative brochures, conducting surveys, seminars, or preparing a website about the project and sharing information during the EIA process to inform the public. In addition, if requested by the Ministry, this plan shall be updated during the EIA process." Although this Project is not within the scope of EIA, it is important to observe the relevant regulation in terms of compliance with local legislation within the scope of ESS1.

The requirements of the Constitution of the Republic of Türkiye are presented in Chapter 4 in relation to the stakeholder participation and information processes of the Project.

2.5. Requirements of Development and Investment Bank of Türkiye

ESAP prepared by TKYB, which presents the project's loan requirements, budget and timeline and evaluation criteria, Environmental and Social Risk Assessment Procedure and Annexes in the Lending Process, IFC Performance Standards, International Labor Organization (ILO) Convention and national It was prepared in accordance with the legislation.

The Bank's mission; to work to meet the financing and consultancy needs of investors, to assist structural transformation in line with sustainable development priorities, and to contribute to the spread of capital to the base. In accordance with this purpose, the Bank's sustainability principles⁶ are also applicable to this Project.

⁶ TKYB, Sustainability Principles. June 2020. <https://kalkinma.com.tr/bizi-taniyin/cevreci-kalkinma/cevresel-ve-sosyal-politikalar>

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3. ROLES AND RESPONSIBILITIES

Table 5 summarizes the main responsible persons who will be involved in stakeholder engagement activities, the stakeholders they are related to and their responsibilities in this area. The roles and responsibilities of internal stakeholders within the Project are given in the Organization Chart (Please see Figure 2 in Turkish). Details of the relevant data are presented in the Stakeholder Action Plan (Please see Table 6).

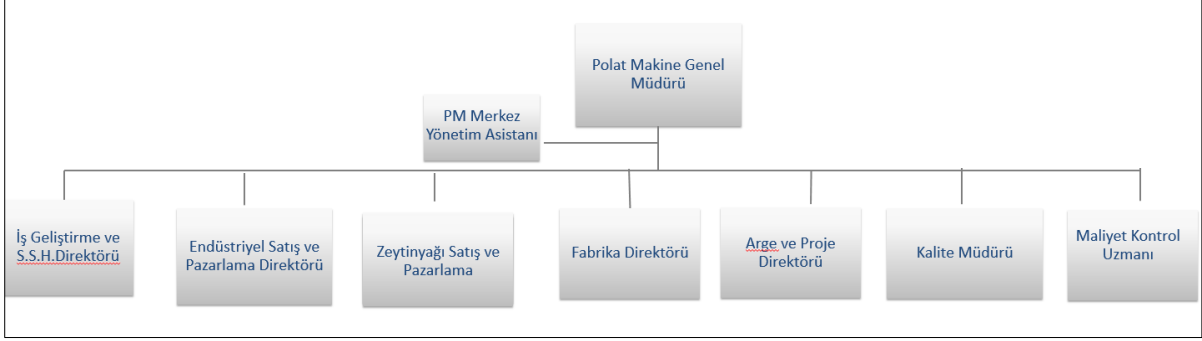


Figure 2. Organization Chart

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4. STAKEHOLDER ENGAGEMENT PLAN

The obligations to be followed for internal and external stakeholders, the Stakeholder Action Plan created according to the obligations within the scope of the SEP developed specifically for the Project, presents the information and disclosure methods and the relationship of the stakeholders. Within the framework of the action plan, the GRM and information and disclosure methods, the details of which are presented in the subheadings, will be implemented for the identified stakeholders.

4.1. Stakeholder Engagement Activities in the Previous Period

Polat Makina, the Project Owner, has a website (<https://www.polatas.com.tr/>)⁷. This page contains informative headlines about industrial solutions and olive oil. Data about Polat Makina and its group companies are presented under the heading of corporate structure. Within the scope of information society services, another service provider approved by the Ministry of Trade, Polat Makina Sanayi ve Ticaret Anonim Şirketi, provides company information, board of directors and auditor information as well as company documents (general assembly call and general assembly meeting minutes)⁸.

In terms of announcing employment opportunities, which is one of the important steps of stakeholder engagement activities, recruitment and placement steps and internship program are announced, and the necessary forms for job application are presented.

For stakeholder engagement activities, correspondence address, telephone and fax information, e-mail address and customer service number are shared on the website. There is also a form on the same page that allows online communication⁹.

Official logos are shared below for the visibility of the Project Owner (Please see Figure 3).

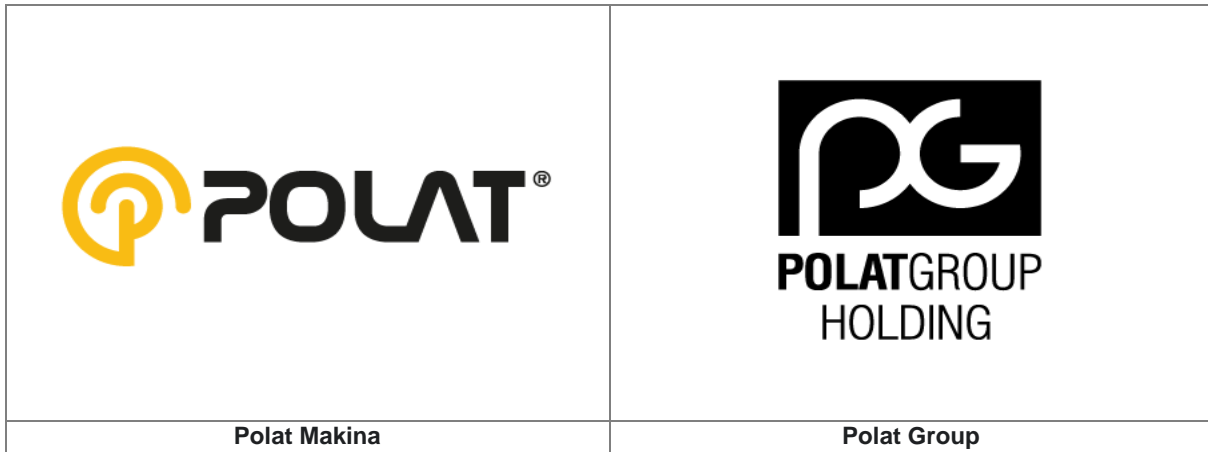


Figure 3. Project Owner Logos

⁷ Project owner web page. <https://www.polatas.com.tr/>

⁸ Project owner Informative services. <https://mekasist.com/mths/1498>

⁹ Project owner communication information. <https://www.polatas.com.tr/iletisim/>

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The documents that the Project currently uses to conduct stakeholder relations include Polat Life and Polat Industrial, which are quarterly corporate magazines. These magazines are available on the Project owner's website¹⁰, and Polat Life is also sent directly to a certain distribution network.

Polat Makina's activities within the scope of external stakeholder participation mostly focus on corporate social responsibility projects and increasing local employment.

Stakeholders and expectations have been defined by Polat Makina and action is taken according to this framework. Corporate communication tools to be established with internal and external stakeholders are defined in the Corporate Communication Procedure.

Some of the social responsibility and corporate visibility activities conducted in the last year are given in Table 2.

Table 2. Corporate Visibility Activities


Activity Type	Content	Image
Sponsorship	At the second Koçarlı Robofest (15th International Robot MEB), intern student Mehmet Yüce was sponsored for equipment support.	
Sponsorship	The Mind and Intelligence Games Tournament organized in Efeler District of Aydın with the support of the Provincial Directorate of National Education was sponsored. In the tournament organized between primary and secondary schools, students competed in sphere, pentago, mangala, q-bitz and eguilibro games in primary schools. The middle school group competed in mangala, sphere, kulami, pentago and reversi games, and at the end of the tournament, the first, second and third places were awarded medals and prizes.	

¹⁰ Polat Life and Polat Endüstriyel. <https://www.polatas.com.tr/kurumsal/medya-kutuphanesi/polat-dergilik/>

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Activity Type	Content	Image
Sponsorship	Polat Makina sponsored the "Algae Nexus" conference attended by expert researchers in the field of algae research. The Algae Nexus Conference, organized under the auspices of Boğaziçi University Technopark, brought together academics, industry stakeholders and algae enthusiasts from around the world to Istanbul to discuss and present interdisciplinary topics in depth. The conference addressed food, health, fertilizer, feed, energy, environment and other cutting-edge biotechnological applications of algae.	
Sponsorship	Aydın Youth Festival, which was organized for the first time in Aydın and where famous names such as Ozbi, Yüksek Sadakat and Çakal & Reckol gave concerts, was sponsored by Polat Makina.	
Publicity / Information	Adnan Menderes University (ADU) Mechanical Engineering Students were hosted in the field. ADU students listened to both sectoral and professional knowledge and experiences from the company's R&D engineers. Then, they shared with their young colleagues what the processes in the production area are, the details of the functioning in the industry and the functions of the machines based on their experiences.	
Publicity / Information	Polat Makina employees participated in the career days of Aydın Bil College; high school students were informed about the company and experiences were shared. Polat Makina employees answered the questions of young people about their career choices and gave examples from their own career journeys.	
Publicity / Information	Participation was ensured in Career Days, which introduce students who continue their studies in Teknopark Izmir to companies and enable them to continue their careers in these companies.	

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Activity Type	Content	Image
Publicity / Information	Polat Group Holding Information Technologies Manager Murat Temizer met with Aydın Bahçeşehir College 10th grade students. In the interview, students who were preparing to choose their departments asked questions about Software and Computer Engineering, which are among the most sought-after professions in recent times.	

The obligations to be followed for internal and external stakeholders are presented within the scope of the SEP developed by Çınar specifically for the Project and this plan has been uploaded to the website¹¹. Polat Makina has created a corporate website specifically for Supercritical Sector activities.

4.2. Grievance Redress Mechanism

The main goal for GRM is to collect grievances, opinions, suggestions, feedback, and questions on environmental and social impact. The other goal is to collect grievances, opinions, suggestions, feedback, and questions from stakeholders in the internal stakeholder GRM for the participation of internal stakeholders and in the external stakeholder GRM for the participation of external stakeholders and evaluate them separately.

The main responsible people are the Project management, the Human Resources (HR) Department, the Community Liaison Officer (CLO) and the GRM executives. GRM coordinators are social experts with main GRM responsibility, HR staff for internal stakeholder GRM, and CLOs consisting of two persons (male and female) for external stakeholder GRM.

Polat Makina has a satisfaction survey application for customers and customer insight tracking is provided. The Project Owner has a database where records of the grievances redress mechanism created for customers are kept. The database kept includes product and customer details, definition of the problem, root cause analysis, preventive action and breakdowns showing the problem resolution status. Corrective actions are implemented based on customer feedback. According to this database;

- 5 of the 22 grievances received in 2020,
- 7 of the 14 grievances received in 2021,
- For 9 of the 15 grievances received in 2022;

¹¹ Supercritical Sector Project SEP.
https://polatextraction.com.tr/uploads/file/CNR_POLAT_PKP_27032023.pdf

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Corrective and preventive actions were developed, but it was noted that the problem could not be resolved for the customer. In the 2023 data, only two (2) open customer grievances were reported.

During the meetings with the mukhtars, no grievances have been conveyed to the mukhtars for the last year and no negative issues have been brought up within the neighborhood. It was stated that they could contact them directly in case of a potential grievances. Local residents view the new factory positively, believe that local employment will increase, and declare their support for the project. Mukhtars stated that they will go to Polat Makina to provide food aid to low-income households and scholarship aid to students, as in previous years. Mukhtars can constantly communicate with the Project Owner.

4.3. Workers' Grievance Redress Mechanism

There are complaint boxes in five (5) locations in the facility and those photographed during the site visit are given in Figure 4. It has been declared by the Project Owner that the request boxes will be renewed. Request boxes located in the production area are also open to the use of main and subcontractor employees working in the construction area.



Figure 4. Request Boxes

The grievances form should be expanded to include the following sections:

- Name and contact information of the complainant,
- Date of grievances,
- The subject of the grievances,
- Complainant's solution proposal,
- Name and contact information of the person receiving the grievances and
- If necessary, contact information of the unit and person to whom the grievances will be transferred.

The grievances mechanism should be open to anonymous grievances, complaints, suggestions, and requests, and should also be accessible to subcontractor employees.

4.4. Information and Disclosure Methods

Information and disclosure methods include printed and online information documents and consultation meetings, and should include the following:

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- Brochures, posters, flyers, etc. containing up-to-date information about the project, contractor and facility. Introductory documents produced in the form of informative short notes
- Official website of the Project, where relevant documents are available online
- Current announcements on the official website of the Project
- Current announcements on the Project's social media accounts
- Notice boards containing warning and information notes on occupational and environmental health and safety and waste management to be placed in and around the facility
- Request, complaint and suggestion boxes to be placed in and around the facility
- Regular cooperation and consultation meetings with stakeholders on occupational and environmental health and safety and security and waste management
- Regular consultation meetings with local and regional institutions and organizations
- Cooperation and consultation meetings with relevant institutions locally and in the region regarding employment
- In-depth interviews and interviews
- Focus group meetings
- Information and cooperation meetings covering the supply chain and potential buyers

4.5. Internal Stakeholders

The labor force data in the production area of the Facility is given in Table 3.

Table 3. Main Contractor and Service Provider Employees Information

Company Name	Duty	White Collar		Blue Collar		Total	Disabled	Foreign Employee
		Female	Male	Female	Male			
Polat Makina	Facility Manager	35	144	17	303	499	Polat Makina	Facility Manager
Security	Procurement of services	0	0	3	38	41	Security	Procurement of services
Food	Procurement of services	one	0	8	10	19	Food	Procurement of services
Service	Procurement of services	0	0	0	8	8	Service	Procurement of services

Including the employees of subcontractors, the Supercritical Sector Project has a total of 45 employees (Please see Table 4). Depending on the different phases and needs of the construction, the number of subcontractor employees varies by days and weeks. The numbers shown in the table represent the total number of employees assigned by subcontractors.

Table 4. Supercritical Sector Construction Site Employee Information

No	Company Name	Duty	Blue Collar		White Collar		Total
			Female	Male	Female	Male	
1	Polat Makina	Main Contractor	0	7	1	4	12
2	İMS	Sub-Contractor	0	7	0	0	7
3	A Klima	Sub-Contractor	0	3	0	0	3
4	Ali Kaya Demirci Ekibi	Sub-Contractor	0	3	0	0	3
5	Çağdaş Pen	Sub-Contractor	0	2	0	0	2

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No	Company Name	Duty	Blue Collar		White Collar		Total
			Female	Male	Female	Male	
6	Etik Alüminyum	Sub-Contractor	0	4	0	0	4
7	MS Havalandırma	Sub-Contractor	0	6	0	0	6
8	Ziya Özkaya Demirci Ekibi	Sub-Contractor	0	2	0	0	2
9	Altern Elektrik	Sub-Contractor	0	5	0	1	6
General Total			0	39	1	5	45

There are a total of four (4) personnel employed at Polat Makina who have immigration status. Among the foreign employees, three (3) are white collar, one (1) male and two (2) female, and one (1) male is blue collar.

Since there were no employees who wanted to take responsibility voluntarily and willingly for employee representation, the representation was appointed by the employer, and one person was appointed as the employee representative and one person as a support staff.

Polat Grup Holding Corporate Communications Unit employs one person each as a Corporate Communications Specialist and Assistant Specialist.

A total of 10 people work in the Polat Group Holding Human Resources Directorate, 6 of whom work in the human resources unit, three (3) people work in administrative affairs and one (1) person works in the payroll department.

There is a regulation that provides the framework of the basic rules that internal stakeholders must comply with and aims to regulate the relationships between employees, business partners, customers, and the institution. This regulation, which is a Code of Conduct, details duties and responsibilities, basic principles, appropriate gift guidelines, stakeholder relations, communication methods and information security.

Recruitment and Orientation Procedure has been created to organize the recruitment and orientation processes, and cooperation is made with the Turkish Employment Agency, HRPeak and Kariyer.net in recruitment.

4.6. External Stakeholders

External or external stakeholders are project stakeholders as “other parties who may be interested in the project.” In this Project, the relevant facilities and organizations at local and regional level, especially Aydın Astim OIZ, that may be interested in the Project in all periods of the Project. According to the decision letter dated 12.01.2023 received by the facility from the Aydın Astim OIZ Regional Manager, all infrastructure needs such as sewerage, rainwater, wastewater treatment plant, drinking and potable water etc. are met from Aydın Astim OIZ infrastructure facilities. Raw material and service providers in the supply chain, buyers in the market, other projects / facilities / companies engaged in production and / or sales in the similar sector, universities, non-governmental organizations (NGOs) and media organs are also among the external stakeholders.

Potential stakeholders (customers) communicated by the company are as follows:

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- Oz Botanical Incorporated (Inc).
- Kizuki Limited Liability Company (LLC)
- Tokul Agriculture Industry (Industry) Trade (Tic.) Limited (Ltd.) Company (Şti.)
- Gülsarayı Ltd.Şti. (Rosella)
- Naturoil Gıda ve Kimya San. Tic. Ltd. Ltd

Other stakeholders that may be interested in the Project are the food, pharmaceutical, cosmetics industry, textile industry and manufacturers that may need products from the Centrifuge and Supercritical Sector.

4.7. Disadvantaged, Sensitive and Vulnerable Groups

Vulnerable groups that may be among both internal and external stakeholders in the Project may have economic, educational, health, social and cultural disadvantages. These groups can be broadly classified as follows:

- Individuals and families with low incomes
- Men and women with low education level and/or illiteracy
- Men and women with physical and/or mental disabilities
- Men and women in older age groups
- Women who are single heads of household
- Minorities, asylum seekers and refugees

It may be necessary for people in these groups to use special and different communication methods within the scope of SEP. For this reason, disadvantaged groups should be taken into account in ensuring that printed and written documents are inclusive, meaningful and clear.

5. MONITORING AND REPORTING

In line with the roles and responsibilities defined in Table 5, the Stakeholder Action Plan presented in Table 6 can also be used as an action plan for the monitoring and reporting sections. Within the framework of the action plan, the periods of monitoring and reporting and responsible parties are communicated in the relevant action table.

Table 5. Roles and Responsibilities

Responsible Party	Related Units	Roles and Responsibilities	Method	Stakeholder Groups
Polat Makina Polat Group	Board of Directors General manager deputy general manager Senior management administrative affairs	<ul style="list-style-type: none"> - Current progress of the project - Current developments about the project - Environmental and social risks and impacts of the Project 	Brochure Poster Presentation Official website Official social media accounts Corporate Magazines bulletin boards In-depth interviews Focus group meetings Webinar meetings university days open door events	Project management Direct Project Employees Contracted Employees Supply Chain Employees Full Time Employees Part-Time Employees Seasonal Workers Migrant Workers interns Aydin Astim OIZ Raw Material Providers Supply chain Buyers in the Market
	Administrative affairs Human Resources and Corporate Development Manager	<ul style="list-style-type: none"> - Effect of changes in the project on employees - Changes in employee rights - Information about working hours and shift system - Preventing forced labor and child labor - Information about harassment and discrimination in the workplace - To inform about discrimination and harassment on the basis of gender in the workplace - Sharing in-company employment opportunities and internship opportunities 	Brochure Poster Presentation Official website Official social media accounts bulletin boards intranet polatinium Official email accounts of employees routine meetings Trainings Seminars Webinar meetings	Project management Direct Project Employees Contracted Employees Supply Chain Employees Full Time Employees Part-Time Employees Seasonal Workers Migrant Workers interns Aydin Astim OIZ
	OHS Specialist Workplace Physician Emergency Team	<ul style="list-style-type: none"> - Information about occupational health and safety - Information about emergency response situations 	Brochure Poster Presentation Official website Official social media accounts intranet polatinium Official email accounts of employees routine meetings Trainings Seminars Webinar meetings	Project management Direct Project Employees Contracted Employees Supply Chain Employees Full Time Employees Part-Time Employees Seasonal Workers Migrant Workers interns Aydin Astim OIZ Raw Material Providers Supply chain Buyers in the Market
	Research and Development (R&D) Human Resources and Corporate Development Manager Environmental Team Leader Waste Site Manager Warehouse supervisor Maintainer All Production Units Quality Unit Quality Assurance and Systems Engineer	<ul style="list-style-type: none"> - Information about environmental and social risks and impacts - Information on resource efficiency and sustainable use of resources, including energy, water and raw materials - Information on waste management, air quality and water use - Project-related traffic and road usage information 	Brochure Poster Presentation Official website Official social media accounts bulletin boards intranet polatinium Official email accounts of employees routine meetings Trainings Seminars Webinar meetings open door events	Project management Direct Project Employees Contracted Employees Supply Chain Employees Full Time Employees Part-Time Employees Seasonal Workers Migrant Workers interns Aydin Astim OIZ Raw Material Providers Supply chain Buyers in the Market
	Employee Representative	<ul style="list-style-type: none"> - Effect of changes in the project on employees - Changes in employee rights - Information about working hours and shift system - Information about the prevention of forced labor and child labor - Information about harassment and discrimination in the workplace - Information about discrimination and harassment on the basis of gender in the workplace 	Brochure Poster Presentation Official website Official social media accounts bulletin boards intranet	Project management Direct Project Employees Contracted Employees Supply Chain Employees Full Time Employees Part-Time Employees Seasonal Workers

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Responsible Party	Related Units	Roles and Responsibilities	Method	Stakeholder Groups
			polatinum Official email accounts of employees routine meetings Trainings Seminars Webinar meetings	Migrant Workers interns
	Human Resources and Corporate Development Manager Community Liaison Officer (CLO)	- Current progress of the project - Current developments about the project - Existence of internal GRM and methods of use - Existence of external GRM and methods of use	Brochure Poster Presentation Official website Official social media accounts bulletin boards intranet polatinum Official email accounts of employees routine meetings Trainings Seminars Request, complaint and suggestion boxes to be placed in and around the facility	Project management Direct Project Employees Contracted Employees Supply Chain Employees Full Time Employees Part-Time Employees Seasonal Workers Migrant Workers interns Aydin Astim OIZ Raw Material Providers Supply chain Buyers in the Market
	GRM executives	Existence and methods of use of internal GRM Existence and methods of use of external GRM	Brochure Poster Presentation Official website Official social media accounts bulletin boards intranet polatinum Official email accounts of employees routine meetings Trainings Seminars Request, complaint and suggestion boxes to be placed in and around the facility	Project management Direct Project Employees Contracted Employees Supply Chain Employees Full Time Employees Part-Time Employees Seasonal Workers Migrant Workers interns Aydin Astim OIZ Raw Material Providers Supply chain Buyers in the Market
	Buy After-Sales Services (SSH) Personnel	Supply chain and relationships with raw material suppliers and potential buyers	Brochure Poster Presentation Official website Official social media accounts In-depth interviews Focus group meetings Webinar meetings university days open door events	Raw Material Providers Supply chain Buyers in the Market

Table 6. Stakeholder Action Plan

Stakeholder Groups/Locations	Stakeholders	Stakeholders' Relationship with the Project					Key Performance Indicators							Tracing	Reporting
		(a) Parties affected by the Project (b) Other interest	(a) Primary (b) Secondary	(a) Internal (b) External	(a) Direct (b) Indirect	Project Period (a) Const. (b) Opr.	Information sharing	Method	Frequency	Responsible Party and Relevant Units	Impact of the Project on Stakeholders (a) High (b) Medium (c) Low	Measures to reduce negative impact	Healing methods	Responsible Party / Frequency	Responsible Party / Frequency
														Responsible Party / Frequency	Responsible Party / Frequency
Project Management and Project Staff / Project Area	All Project Staff (Management, Direct Project Workers, Contract Workers, Supply Chain Workers, Full-Time Workers, Part-Time Workers, Seasonal Workers, Migrant Workers, Interns)	(a)	(a)	(a)	(a)	(a)	<ul style="list-style-type: none"> - Current progress of the project - Current developments about the project - Effect of changes in the project on employees - Establishing employee codes of conduct and raising awareness on this issue - Changes in employee rights - Information about working hours and shift system - Information about occupational health and safety (OHS) - Preventing forced labor and child labor - Information about harassment and discrimination in the workplace - To inform about discrimination and harassment on the basis of gender in the workplace - Information about the protection of living and natural resources and biodiversity (if any) - Information about cultural heritage items (if any) - Sharing in-company employment opportunities and internship opportunities - Existence of internal GRM and methods of use - Information on resource efficiency and sustainable use of resources, including energy, water and raw materials - Developments that will include disadvantaged groups 	<ul style="list-style-type: none"> - Brochures, posters containing current information - Notice boards - Request, complaint and suggestion boxes to be placed in and around the facility - Telephone lines - Presentations - Official e-mail accounts of employees - Official website and social media accounts of the company - Internal communication and announcement system - Routine in-company meetings - Informational meetings and trainings organized by the Human Resources (HR) unit - Informational meetings and trainings to be organized by the OHS unit - Meetings and trainings to be organized by people responsible for GRM - Special meetings and consultations for disadvantaged groups 	<ul style="list-style-type: none"> - Continually - When necessary 	<ul style="list-style-type: none"> - Board of Directors - General Manager - Deputy general manager - Senior management - Representatives of subcontractors - Employee representatives - Administrative affairs - Human Resources and Corporate Development Manager - OHS Specialist - Workplace Physician - Emergency Team - R&D - Environmental Team Leader - Waste Site Manager - Warehouse supervisor - Maintainer - All Production Units - Quality Unit - Quality Assurance and Systems Engineer - Community Liaison Officer - GRM executives - Biodiversity expert (when necessary) - Archaeologist (when necessary) 	(a), (b)	<ul style="list-style-type: none"> - Advance information and inclusive consultation - Meaningful and inclusive consultation - Evaluating the grievances submitted to the Internal GRM and responding to the parties - Eliminating communication and information deficiencies 	- Meaningful and inclusive consultation	TKYB / Two times a year	Polat Makina - Polat Group / Two times a year
		(a)	(a)	(a)	(a)	(b)	<ul style="list-style-type: none"> - Current progress of the project - Current developments about the project - Effect of changes in the project on employees 	<ul style="list-style-type: none"> - Brochures, posters containing current information - Notice boards - Request, complaint 	<ul style="list-style-type: none"> - Continually - When necessary 	<ul style="list-style-type: none"> - Board of Directors - General Manager 	(a), (b)	<ul style="list-style-type: none"> - Advance information and inclusive consultation 	- Meaningful and inclusive consultation	TKYB / Annual	Polat Makina - Polat Group / Annual

Stakeholder Groups/Locations	Stakeholders	Stakeholders' Relationship with the Project					Key Performance Indicators						Tracing	Reporting	
		(a) Parties affected by the Project (b) Other interest	(a) Primary (b) Secondary	(a) Internal (b) External	(a) Direct (b) Indirect	Project Period (a) Const. (b) Opr.	Information sharing	Method	Frequency	Responsible Party and Relevant Units	Impact of the Project on Stakeholders (a) High (b) Medium (c) Low	Measures to reduce negative impact	Healing methods	Responsible Party / Frequency	Responsible Party / Frequency
						<ul style="list-style-type: none"> - Establishing employee codes of conduct and raising awareness on this issue - Changes in employee rights - Information about working hours and shift system - Information about occupational health and safety (OHS) - Preventing forced labor and child labor - Information about harassment and discrimination in the workplace - To inform about discrimination and harassment on the basis of gender in the workplace - Information about the protection of living and natural resources and biodiversity (if any) - Information about cultural heritage items (if any) - Sharing in-company employment opportunities and internship opportunities - Existence of internal GRM and methods of use - Information on resource efficiency and sustainable use of resources, including energy, water and raw materials - Developments that will include disadvantaged groups 	<ul style="list-style-type: none"> and suggestion boxes to be placed in and around the facility - Telephone lines - Presentations - Official e-mail accounts of employees - Official website and social media accounts of the company - Internal communication and announcement system - Routine in-company meetings - Field and facility visits - Informational meetings and trainings organized by the HR unit - Informational meetings and trainings to be organized by the OHS unit - Meetings and trainings to be organized by people responsible for GRM - Special meetings and consultations for disadvantaged groups 		<ul style="list-style-type: none"> - Deputy general manager - Senior management - Representatives of subcontractors - Employee representatives - Administrative affairs - Human Resources and Corporate Development Manager - OHS Specialist - Workplace Physician - Emergency Team - R&D - Environmental Team Leader - Waste Site Manager - Warehouse supervisor - Maintainer - All Production Units - Quality Unit - Quality Assurance and Systems Engineer - Community Liaison Officer - GRM executives - Biodiversity expert (when necessary) - Archaeologist (when necessary) 	<ul style="list-style-type: none"> - Evaluating the grievances submitted to the Internal GRM and responding to the parties - Eliminating communication and information deficiencies 					
Institutions and Businesses in the Project Impact Area / Project Impact Area and Local Level	Polat Makina and Polat Group Facilities Aydin AstimOIZ Efeler District Governorship Efeler District Municipality	(b)	(b)	(b)	(a)	<ul style="list-style-type: none"> - Current progress of the project - Current developments about the project - Environmental and social risks and impacts - Information about OHS - Existence of external GRM and its methods of use - Sharing employment opportunities and needs - Information on waste 	<ul style="list-style-type: none"> - Brochures, posters containing current information - Presentations - Official website and social media accounts of the company - Telephone lines - Regular and routine consultation 	<ul style="list-style-type: none"> - Monthly - When necessary 	<ul style="list-style-type: none"> - Board of Directors - General Manager - Deputy general manager - Senior management - Representatives of subcontractors - Employee 	(a), (b)	<ul style="list-style-type: none"> - Advance information - Meaningful and inclusive consultation - Evaluating the grievances submitted to the External GRM and 	- Meaningful and inclusive consultation	TKYB / Two times a year	Polat Makina - Polat Group / Two times a year	

Stakeholder Groups/Locations	Stakeholders	Stakeholders' Relationship with the Project						Key Performance Indicators						Tracing	Reporting	
		(a) Parties affected by the Project (b) Other interest	(a) Primary (b) Secondary	(a) Internal (b) External	(a) Direct (b) Indirect	Project Period		Information sharing	Method	Frequency	Responsible Party and Relevant Units	Impact of the Project on Stakeholders (a) High (b) Medium (c) Low	Measures to reduce negative impact	Healing methods	Responsible Party / Frequency	Responsible Party / Frequency
						(a) Const.	(b) Opr.									
							management, air quality and water use - Project-related traffic and road usage information - Information about emergency response situations - Exchange of views on resource efficiency and sustainable use of resources, including energy, water and raw materials	meetings - In-depth interviews - Field and facility visits		representatives - Administrative affairs - Human Resources and Corporate Development Manager - OHS Specialist - Workplace Physician - Emergency Team - R&D - Environmental Team Leader - Waste Site Manager - Warehouse supervisor - Maintainer - All Production Units - Quality Unit - Quality Assurance and Systems Engineer - Community Liaison Officer - GRM executives - Biodiversity expert (when necessary) - Archaeologist (when necessary)		responding to the parties - Eliminating communication and information deficiencies				
		(b)	(b)	(b)	(a)	(b)	- Current progress of the project - Current developments about the project - Environmental and social risks and impacts - Information about OHS -Existence of external GRMGRM and its methods of use - Sharing employment opportunities and needs - Information on waste management, air quality and water use - Project-related traffic and road usage information - Information about emergency response situations - Exchange of views on resource	- Brochures, posters containing current information - Presentations - Official website and social media accounts of the company - Telephone lines - Regular and routine consultation meetings - In-depth interviews - Field and facility visits	- Twice a year - When necessary	- Board of Directors - General Manager - Deputy general manager - Senior management - Representatives of subcontractors - Employee representatives - Administrative affairs - Human Resources and Corporate Development	(a), (b)	- Advance information - Meaningful and inclusive consultation - Evaluating the grievances submitted to the External GRM and responding to the parties - Eliminating communication and information deficiencies	- Meaningful and inclusive consultation	TKYB / Annual	Polat Makina - Polat Group / Annual	

Stakeholder Groups/Locations	Stakeholders	Stakeholders' Relationship with the Project						Key Performance Indicators						Tracing	Reporting
		(a) Parties affected by the Project (b) Other interest	(a) Primary (b) Secondary	(a) Internal (b) External	(a) Direct (b) Indirect	Project Period (a) Const. (b) Opr.	Information sharing	Method	Frequency	Responsible Party and Relevant Units	Impact of the Project on Stakeholders (a) High (b) Medium (c) Low	Measures to reduce negative impact	Healing methods	Responsible Party / Frequency	Responsible Party / Frequency
						efficiency and sustainable use of resources, including energy, water and raw materials			<ul style="list-style-type: none"> Manager - OHS Specialist - Workplace Physician - Emergency Team - R&D - Environmental Team Leader - Waste Site Manager - Warehouse supervisor - Maintainer - All Production Units - Quality Unit - Quality Assurance and Systems Engineer - Community Liaison Officer - GRM executives - Biodiversity expert (when necessary) - Archaeologist (when necessary) 						
Raw Material Providers Supply Chain Market Buyers / Local Level Regional Level National Level International Level	Potential Stakeholders: - Oz Botanical Inc. - Kizuki LLC Tokul Tarım San. Tic. Ltd. Şti. - GÜLSARAYI Ltd. Şti. (Rosella) - Naturoil Gıda ve Kimya San. Tic. Ltd. Ltd. Other stakeholder s: Food, Pharmaceutical and Cosmetics Industry	(b)	(b)	(b)	(a)	(a)	<ul style="list-style-type: none"> - Current progress of the project - Current developments about the project - Environmental and social risks and impacts - Existence of external GRM and methods of use - Sharing employment opportunities and needs - Exchange of views on resource efficiency and sustainable use of resources, including energy, water and raw materials - Exchange of views on products and technologies 	<ul style="list-style-type: none"> - Brochures, posters containing current information - Presentations - Official website and social media accounts of the company - Telephone lines - Regular and routine consultation meetings - In-depth interviews - Field and facility visits 	<ul style="list-style-type: none"> - Continually - When necessary 	<ul style="list-style-type: none"> - Board of Directors - General Manager - Deputy general manager - Senior management - Human Resources and Corporate Development Manager - Community Liaison Officer - GRM executives - Buy After-Sales Services (SSH) Personnel 	(b), (c)	<ul style="list-style-type: none"> - Advance information - Meaningful and inclusive consultation - Evaluating the grievances submitted to the External GRM and responding to the parties - Eliminating communication and information deficiencies 	- Meaningful and inclusive consultation	TKYB / Two times a year	Polat Makina - Polat Group / Two times a year
		(b)	(b)	(b)	(a)	(b)	<ul style="list-style-type: none"> - Current progress of the project - Current developments about the project - Environmental and social risks and impacts 	<ul style="list-style-type: none"> - Brochures, posters containing current information - Presentations - Official website and 	<ul style="list-style-type: none"> - Continually - When necessary 	<ul style="list-style-type: none"> - Board of Directors - General Manager 	(b), (c)	<ul style="list-style-type: none"> - Advance information - Meaningful and inclusive consultation 	- Meaningful and inclusive consultation	TKYB / Annual	Polat Makina - Polat Group / Annual

Stakeholder Groups/Locations	Stakeholders	Stakeholders' Relationship with the Project						Key Performance Indicators						Tracing	Reporting
		(a) Parties affected by the Project (b) Other interest	(a) Primary (b) Secondary	(a) Internal (b) External	(a) Direct (b) Indirect	Project Period (a) Const. (b) Opr.	Information sharing	Method	Frequency	Responsible Party and Relevant Units	Impact of the Project on Stakeholders (a) High (b) Medium (c) Low	Measures to reduce negative impact	Healing methods	Responsible Party / Frequency	Responsible Party / Frequency
	<i>Textile Industry Manufacturers who may be interested in SFE Petroleum, Mine, Food, Environment, Waste, Bioindustry, Chemistry, Cosmetics, Pharmaceuticals, Agriculture and Olive Oil fields</i>					<ul style="list-style-type: none"> - Existence of external GRM and methods of use - Sharing employment opportunities and needs - Exchange of views on resource efficiency and sustainable use of resources, including energy, water and raw materials - Exchange of views on products and technologies 	<ul style="list-style-type: none"> social media accounts of the company - Telephone lines - Regular and routine consultation meetings - In-depth interviews - Focus group meetings - Field and facility visits 		<ul style="list-style-type: none"> - Deputy general manager - Senior management - Human Resources and Corporate Development Manager - Community Liaison Officer - GRM executives - Buy After-Sales Services (SSH) Personnel 		<ul style="list-style-type: none"> - Evaluating the grievances submitted to the External GRM and responding to the parties - Eliminating communication and information deficiencies 				
Public Institutions in the Project Impact Area / Local Level	Aydin Astim OIZ Efer District District Governorship Efer District Municipality Aydin Municipality Aydin Governorship Provincial Directorate of Environment	(b)	(b)	(b)	(b)	(a)	<ul style="list-style-type: none"> - Current progress of the project - Current developments about the project - Environmental and social risks and impacts - Existence of external GRM and methods of use - Sharing employment opportunities and needs - Exchange of views on resource efficiency and sustainable use of resources, including energy, water and raw materials 	<ul style="list-style-type: none"> - Brochures, posters containing current information - Presentations - Official website and social media accounts of the company - Telephone lines - Regular and routine consultation meetings - In-depth interviews - Focus group meetings - Field and facility visits 	<ul style="list-style-type: none"> - Twice a year - When necessary 	<ul style="list-style-type: none"> - Board of Directors - General Manager - Deputy general manager - Senior management - Human Resources and Corporate Development Manager - Community Liaison Officer - GRM executives 	(b), (c)	<ul style="list-style-type: none"> - Advance information - Meaningful and inclusive consultation - Evaluating the grievances submitted to the External GRM and responding to the parties - Eliminating communication and information deficiencies 	- Meaningful and inclusive consultation	TKYB / Two times a year	Polat Makina - Polat Group / Two times a year
	Urbanization and Climate Change Turkish Employment Agency Aydin Provincial Directorate South Aegean Development Agency (GEKA) Aydin Province	(b)	(b)	(b)	(b)	(b)	<ul style="list-style-type: none"> - Current progress of the project - Current developments about the project - Environmental and social risks and impacts - Existence of external GRM and methods of use - Sharing employment opportunities and needs - Exchange of views on resource efficiency and sustainable use of resources, including energy, water and raw materials 	<ul style="list-style-type: none"> - Brochures, posters containing current information - Presentations - Official website and social media accounts of the company - Telephone lines - Regular and routine consultation meetings - In-depth interviews - Focus group meetings - Field and facility visits 	<ul style="list-style-type: none"> - Once a year - When necessary 	<ul style="list-style-type: none"> - Board of Directors - General Manager - Deputy general manager - Senior management - Human Resources and Corporate Development Manager - Community Liaison Officer - GRM executives 	(b), (c)	<ul style="list-style-type: none"> - Advance information - Meaningful and inclusive consultation - Evaluating the grievances submitted to the External GRM and responding to the parties - Eliminating communication and information deficiencies 	- Meaningful and inclusive consultation	TKYB / Annual	Polat Makina - Polat Group / Annual

Stakeholder Groups/Locations	Stakeholders	Stakeholders' Relationship with the Project					Key Performance Indicators							Tracing	Reporting
		(a) Parties affected by the Project (b) Other interest	(a) Primary (b) Secondary	(a) Internal (b) External	(a) Direct (b) Indirect	Project Period (a) Const. (b) Opr.	Information sharing	Method	Frequency	Responsible Party and Relevant Units	Impact of the Project on Stakeholders (a) High (b) Medium (c) Low	Measures to reduce negative impact	Healing methods	Responsible Party / Frequency	Responsible Party / Frequency
														Responsible Party / Frequency	Responsible Party / Frequency
Public Institutions and OIZs in the Project Impact Area / Regional Level	Aydin Astim OIZ Efeler District District Governorship Efeler District Municipality Aydin Municipality Aydin Governorship Provincial Directorate of Environment , Urbanization and Climate Change Turkish Employment Agency Aydin Provincial Directorate South Aegean Development Agency (GEKA) Aydin Province	(b)	(b)	(b)	(b)	(a)	- Current progress of the project - Current developments about the project - Environmental and social risks and impacts - Existence of external GRM and methods of use - Sharing employment opportunities and needs - Exchange of views on resource efficiency and sustainable use of resources, including energy, water and raw materials	- Brochures, posters containing current information - Presentations - Official website and social media accounts of the company - Telephone lines - Regular and routine consultation meetings - In-depth interviews - Focus group meetings - Field and facility visits	- When necessary	- Board of Directors - General Manager - Deputy general manager - Senior management - Human Resources and Corporate Development Manager - Community Liaison Officer - GRM executives	(c)	- Advance information - Meaningful and inclusive consultation - Evaluating the grievances submitted to the External GRM and responding to the parties - Eliminating communication and information deficiencies	- Meaningful and inclusive consultation	TKYB / Two times a year	Polat Makina - Polat Group / Two times a year
		(b)	(b)	(b)	(b)	(b)	- Current progress of the project - Current developments about the project - Environmental and social risks and impacts - Existence of external GRM and methods of use - Sharing employment opportunities and needs - Exchange of views on resource efficiency and sustainable use of resources, including energy, water and raw materials	- Brochures, posters containing current information - Presentations - Official website and social media accounts of the company - Telephone lines - Regular and routine consultation meetings - In-depth interviews - Focus group meetings - Field and facility visits	- When necessary	- Board of Directors - General Manager - Deputy general manager - Senior management - Human Resources and Corporate Development Manager - Community Liaison Officer - GRM executives	(c)	- Advance information - Meaningful and inclusive consultation - Evaluating the grievances submitted to the External GRM and responding to the parties - Eliminating communication and information deficiencies	- Meaningful and inclusive consultation	TKYB / Annual	Polat Makina - Polat Group / Annual
Non-Governmental Organizations / Local Level Regional Level	Turkish Quality Association (KalDer) Turkish Family Business Association (TAİDER) Petroleum, Mine, Food, Environment , Waste, Bioindustry, Chemistry, Cosmetics, Pharmaceuticals,	(b)	(b)	(b)	(b)	(a)	- Current progress of the project - Current developments about the project - Environmental and social risks and impacts - Existence of external GRM and methods of use - Exchange of views on resource efficiency and sustainable use of resources, including energy, water and raw materials	- Brochures, posters containing current information - Presentations - Official website and social media accounts of the company - Telephone lines - Focus group meetings - Field and facility visits	- When necessary	- Board of Directors - General Manager - Deputy general manager - Senior management - Human Resources and Corporate Development Manager - Community Liaison Officer - GRM executives	(c)	- Advance information - Meaningful and inclusive consultation - Evaluating the grievances submitted to the External GRM and responding to the parties - Eliminating communication and information deficiencies	- Meaningful and inclusive consultation	TKYB / Two times a year	Polat Makina - Polat Group / Two times a year

Stakeholder Groups/Locations	Stakeholders	Stakeholders' Relationship with the Project						Key Performance Indicators						Tracing	Reporting
		(a) Parties affected by the Project (b) Other interest	(a) Primary (b) Secondary	(a) Internal (b) External	(a) Direct (b) Indirect	Project Period (a) Const. (b) Opr.	Information sharing	Method	Frequency	Responsible Party and Relevant Units	Impact of the Project on Stakeholders (a) High (b) Medium (c) Low	Measures to reduce negative impact	Healing methods	Responsible Party / Frequency	Responsible Party / Frequency
														TKYB / Annual	Polat Makina - Polat Group / Annual
Agriculture and Olive Oil fields		(b)	(b)	(b)	(b)	(b)	- Current progress of the project - Current developments about the project - Environmental and social risks and impacts - Existence of external GRM and methods of use - Exchange of views on resource efficiency and sustainable use of resources, including energy, water and raw materials	- Brochures, posters containing current information - Presentations - Official website and social media accounts of the company - Telephone lines - Focus group meetings - Field and facility visits	- When necessary	- Board of Directors - General Manager - Deputy general manager - Senior management - Human Resources and Corporate Development Manager - Community Liaison Officer - GRM executives	(c)	- Advance information - Meaningful and inclusive consultation - Evaluating the grievances submitted to the External GRM and responding to the parties - Eliminating communication and information deficiencies	- Meaningful and inclusive consultation	TKYB / Annual	Polat Makina - Polat Group / Annual
Media Organizations / Local Level Regional Level	Local media Sectoral periodicals	(b)	(b)	(b)	(b)	(a)	- Current progress of the project - Current developments about the project - Environmental and social risks and impacts - Existence of external GRM and methods of use - Exchange of views on resource efficiency and sustainable use of resources, including energy, water and raw materials	- Brochures, posters containing current information - Presentations - Official website and social media accounts of the company - Telephone lines - Focus group meetings - Field and facility visits	- When necessary	- Board of Directors - General Manager - Deputy general manager - Senior management - Human Resources and Corporate Development Manager - Community Liaison Officer - GRM executives	(c)	- Advance information - Meaningful and inclusive consultation - Evaluating the grievances submitted to the External GRM and responding to the parties - Eliminating communication and information deficiencies	- Meaningful and inclusive consultation	TKYB / Two times a year	Polat Makina - Polat Group / Two times a year
		(b)	(b)	(b)	(b)	(b)	- Current progress of the project - Current developments about the project - Environmental and social risks and impacts - Existence of external GRM and methods of use - Exchange of views on resource efficiency and sustainable use of resources, including energy, water and raw materials	- Brochures, posters containing current information - Presentations - Official website and social media accounts of the company - Telephone lines - Focus group meetings - Field and facility visits	- When necessary	- Board of Directors - General Manager - Deputy general manager - Senior management - Human Resources and Corporate Development Manager - Community Liaison Officer - GRM executives	(c)	- Advance information - Meaningful and inclusive consultation - Evaluating the grievances submitted to the External GRM and responding to the parties - Eliminating communication and information deficiencies	- Meaningful and inclusive consultation	TKYB / Annual	Polat Makina - Polat Group / Annual

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6. TRAINING PROGRAM

Table 7 shows the training and seminar programs that mostly involve internal stakeholders and it is recommended by ÇINAR that these programs be conducted.

Table 7. Training and Seminar Titles

Responsible Party	Related Department	Subject
Polat Makina - Polat Group	Board of Directors General manager Deputy general manager Senior management Administrative affairs	World Bank Environmental and Social Framework United Nations Sustainable Development Goals Environmental and Social Risk Assessment Procedure in the Lending Process Project management Management of Environmental and Social Risks Quality System Sustainable Development Data security
	Administrative affairs Human Resources and Corporate Development Manager	World Bank Environmental and Social Framework United Nations Sustainable Development Goals Employee Rights Human Resources Policy and Procedure World Bank Environmental and Social Framework Preventing Discrimination and Harassment Incidents in Workplaces Preventing Gender-Based Violence and Harassment Preventing Forced Labour, Child Labor, and Modern Slavery
	OHS Specialist Emergency Team Quality Unit Quality Assurance and Systems Engineer R&D Environmental Team Leader	World Bank Environmental and Social Framework United Nations Sustainable Development Goals Occupational health and Safety Emergency Response Waste and Wastewater Management Air Quality Management Noise Management Resource Efficiency Sustainable Resource Management
	Administrative affairs Human Resources and Corporate Development Manager Community Liaison Officer GRM executives	World Bank Environmental and Social Framework United Nations Sustainable Development Goals Internal and External CGM Procedure Stakeholder Engagement Plan