REC INTERNATIONAL
Aziziye Mah. Orange Blossom Sok. No:33 Çankaya / ANKARA
Tel: +90 312 441 31 41 Fax: +90 312 442 58 16

Job Name	:	Mersin-Adana-Osmaniye-Gaziantep High Standard Railway Line Supply of Electromechanical Systems with Construction
The Name of the Job	:	Construction of Mersin-Adana-Osmaniye-Gaziantep Hight Standard Railway Line With Supply Of Electromechanical Systems

Report Name Report Name	: :	PERSONNEL SELECTION AND EMPLOYMENT PROCEDURE

Document ID
Document Code :

Revision Revision	Tarih Date	Report Name Report Name : PERSONNEL SELECTION AND PLACEMENT PROCEDURE		
0		Description / Remarks : MAOG-RECU-GN-GNL-IS-GNL-PRG-0037-0		
		Prepared / Prepared by	Checker / Checked by	Approved / Authorized by
		Onur Gül HSE Supervisor	Hasan Taşkan Project HSE Manager	Kayserşah Erdem Project Manager
		Description / Remarks :		
		Prepared / Prepared by	Checker / Checked by	Approved / Authorized by
		Description / Remarks :		
		Prepared / Prepared by	Checker / Checked by	Approved / Authorized by

İŞ SAĞLIĞI GÜVENLİĞİ & ÇEVRE

1. PURPOSE 3
2. SCOPE 3
3. IMPROVEMENT 3
4. REFERENCES 3
5. RESPONSIBILITY 3
6. DESCRIPTIONS AND DESCRIPTIONS 5
7. IMPLEMENTATION 6
7.1. Position Request 6
7.2. Candidate Procurement Process 7
7.2.1. Renaissance Holding Companies Re-Recruitment Criteria 8
7.3. Human Resources Database 9
7.4. Search the Company Database 10
7.5. Search through Career Sites 10
7.6. Search with Advisor Firms 10
7.7. Evaluation of Candidates 10
7.8. Final Selection 12
8. MONITORING, ASSURANCE AND VERIFICATION 12
9. RELATED FORMS 12

İŞ SAĞLIĞI GÜVENLİĞİ & ÇEVRE

1. PURPOSE

The purpose of this document is to determine the working procedures and principles and powers and responsibilities related to the selection and placement activities of the employees to be employed in accordance with the vision, mission, values and strategies of Ronesans Holding.

2. SCOPE

The domestic and international subsidiaries, subsidiaries and jointly managed partnerships of Ronesans Holding A.Ş. and Ronesans Holding Inc. are subject to this document and cover the necessary work and transactions regarding all white collar positions.

3. IMPROVEMENT

Persons who find uncertainty and inconsistency in this document may report their requests and suggestionsusing the "User Feedback Form " in *Annex A.*

4. REFERENCES

HOL-IKY-PRO-004 - Career Management Procedure

HOL-IKY-PRO-002 - Employment General Rules Procedure

Labor Law No. 4857

5. RESPONSIBILITY

This document enters into force with the approval of the President of Ronesans Holding YK and the application and follow-up of the document is carried out by the Human Resources Department within Ronesans Holding and its subsidiaries. This document is reviewed by the death of I nsan Kmirrors Bif needed, approved after the necessary changes have been made and republicedintheupdatedversion.

İŞ SAĞLIĞI GÜVENLİĞİ & ÇEVRE

HR Department: It is obliged to check the compliance of the activities carried out with this document and to ensure its continuity.

Talent Management and Development Department: Responsible for carrying out the evaluation center application for candidates in the recruitment process and sharing its report with the relevant people.

Recruitment Officer: Responsible for the procedural conduct of the recruitment process.

REC Human Resources Chief - Responsible for managing all matters relating to human resources management for the REC. Responsible for employee relations, communication with workforce representatives / committees and co-ordination of the workforce grievance mechanism together with the Human Resources Lead.

Headquarter E&S Manager: Responsible for managing infrastructure and superstructure projects regarding environmental and social governance issues and member of the Executive E&S Committee on behalf of the REC.**,**

Headquarter Infrastructure HSE Manager: Responsible for managing inftrastructure projects regarding health, safety and environmental issues.

5.1. PIU (PROJECT IMPLEMENTATION UNIT)

- PIU Department Manager (Superstructure / Civil Engineer) will be responsible for overseeing the implementation of all health, safety and social measures, as specified within the disclosure package of the Project, and regular reporting to AYGM PIU.
- PIU Physics Engineer who is responsible for supervising health and safety for the Project.
- PIU Survey Engineer - Responsible for supervising the RECs archaeologists. Including regular site inspections and regular reporting to AYGM PIU, and ensure the Regional Board is engaged and notified, as required.

5.2. EXECUTIVE ENVIRONMENTAL AND SOCIAL MANAGEMENT COMMITTEE

- Executive E&S Committee Project Manager (Department Head / Branch Manager /Head of Department) will be ultimately responsible for overseeing the activities undertaken by the AYGM/TCDD specialists (listed below), overseeing the implementation of mitigation measures and management procedures specified within the disclosure package of the Project, and overseeing the preparation and implementation of a CESMP, which will be based on this ESMP.
- Executive E&S Committee Environmental, Health and Safety, and Social (EHSS) Manager (Specialist / Engineer) will be responsible for overseeing all matters that relate to environment, health, safety and social aspects of the Project. Also, s/he will be appointed to be responsible for supporting the implementation of the SEP, by conducting regular consultation with affected communities on any concern regarding the Project. CLOs will also have responsibility for disseminating the Project disclosure package as described in the SEP. They will also conduct regular inspections of records relating to grievances received and their resolution. S/He will report regularly to AYGM PIU.

Further technical staff may be required during the course of the Project, who will be assigned internally by the AYGM, either by means of permanent or temporary basis until the completion of relevant tasks under the Project whilst they undertake their current responsibilities

İŞ SAĞLIĞI GÜVENLİĞİ & ÇEVRE

6. DESCRIPTIONS AND DESCRIPTIONS

Sub-Organization: Factory, Construction Site, Business, Workshop, Warehouse, Store, Regional Directorate located geographically separate from the Center.

Discrimination: It is the formation of differences in policy and action due to gender, language, religion, race and ethnicity and the fact that individuals are not treated equally.

White Collar: They are personnel who are active in administrative, managerial and research and development jobs and are engaged in jobs based on mind and brain power rather than body strength. Throughout the company, it is also called "indirect" by region.

Coach System: An electronic platform that all employees can access within their authority, including recruitment, target management, performance evaluation, orientation and remuneration processes.

Evaluation Center: It is a process designed to identify the strengths and development areas of employees and consists of personality inventory, face-to-face interviews and case studies. In this application, the Competence catalog of Renaissance is based on it and applied by the Department of Talent Management and Development.

Human Resources: Renaissance Holding and its subsidiaries Human Resources Departments

Recruitment Officer: S/He is **a** Human Resources employee who carries out the recruitment process in the Coach system.

Rank: The level of duties, responsibilities, wages and benefits of employees.

Center: It is the geographical location of the centers to which the companies within Ronesans Holding are affiliated.

Norm Staff: It is the work that determines the number and budget of personnel to be employed in the relevant year according to the organization chart based on the specified company targets.

Position: Defines the work and requirements of employees

Rnet: Business Processes and Document Management System.

Ronesans Holding: Renaissance Holding Inc. and Ronesans Holding Inc.'s subsidiaries, subsidiaries and the group of companies at home and abroad, where renaissance holding inc.'s partners are directly or indirectly partners

Status: The place, rank, authority and place within the administrative hierarchy in the company where the employees work

specifies the degree of responsibility.

Company: All group companies within the Holding covered by this document.

TGF: (Phone Interview Form) Telephone interview with candidates involved in the recruitment process

isthe electronic form in which notes are entered.

Title: Refers to the place of employees within the hierarchical structure of the organization.

Senior Management: YK President

YGF: (Face-to-Face Interview Form) is an electronic form in which face-to-face interview notesareenteredwith the candidates involved in the recruitmentprocess.

BD: Board of Directors

7. IMPLEMENTATION

- Companies and departments determine the personnel needs on the basis of staff and position; mevcut employee numbers and norm staff estimates are forwarded to the Human Resources Department by e-mail. The budget and the planned new organization scheme are submitted by the Department of Human Resources for the approval of the relevant Board of Directors.
- After the budgets are approved, the new organizational schemes are also considered approved and apply for that budget year.
- Employees other than approved staff within the annual budget cannot be hired or employed except in exceptional circumstances.
- In case of need to employ non-budget personnel, the employment request is evaluated by the relevant Human Resources Department and submitted for approval by the Board of Directors of the relevant company.
- Existingstaff; In case of discharge, retirement, resignation, termination of employment contract, death, a request is made to the Recruitment Team by the relevant authorities in order to meet the personnel needs. Requests aremade throughthe Coach System Recruitment Module and by the relevant manager.
- Renaissance tries to meet employee requirements primarily from existing staff.
- In the selection of new employees, evaluation is made based on the level of knowledge and experience required by the job, evaluation measurements and competency assessments.

İŞ SAĞLIĞI GÜVENLİĞİ & ÇEVRE

Project Based Mitigation Measures for Employment:

- In order to increase employment opportunities for local people within the Project area, the REC will employ local workers, preferring suitably qualified and experienced applicants from local communities close to the Project. While recruiting Syrians under temporary protection and all employees, legal work permits will be checked.
- Environmental and social arrangements will be made to ensure working conditions that take into account gender equality and offer equal opportunities to all segments in the business area, office areas and all other working areas.
- Local people and mukhtars affected by the project will be informed about employment opportunities and women will be encouraged to apply for job opportunities.
- Procurement and employment opportunities within the targeted geographic area or targeted group should be announced, for example, in District and neighborhood offices and through notice boards, print media (newspapers, etc.), recruitment agencies or job and career fairs.
- Job postings will be prepared using an anti-discrimination language, and recruitment processes will be carried out in a transparent and accountable manner.

- İnformation about job opportunities should be communicated to NGOs, organizations or institutions working on the workforce, local human resources, vocational training or vulnerable groups.
- Employment opportunities listing required qualifications for all employment categories will be published and communicated throughout the city, through relevant organizations, and outside the region if vacancies cannot be filled.
- Goods and services should be proactively procured from local businesses and entrepreneurs in affected settlements and members of targeted vulnerable groups.
- Capacity enhancement benefits will be increased through training programs for RECs and subRECs on related policies, as well as phased capacity building and targeted training programs for national and local suppliers agreed with local government and industry organizations to benefit local capacity enhancement.

Position Request

The personnel to be employed in the permanent staff of the Renaissance will be specified in the annual budgets. In case of vacancies for any reason;

If it is possible to fill the vacant staff with promotion from existing employees or transfer method from departments / companies, the manager of the department to which the relevant staff is affiliated should give priority to this opportunity. The manager may submit his request in writing to the manager to whom he believes he/she is eligible for the relevant position, or he/she may request that the Human Resources Department recommend an internal candidate for the relevant position. If the relevant managers agree, the process is transferred to the Recruitment team to complete the approval process. The employee who is scheduled to be evaluated for the position is not contacted under any circumstances until the approval processes are completed.
After the approval processes are completed, the necessary information is made by the Human Resources Authority to the requesting manager and the managers to whom he/she is affiliated via e-mail or coach system.

İŞ SAĞLIĞI GÜVENLİĞİ & ÇEVRE

In the absence of an employee who fully meets the qualifications sought within the company, the minimum characteristics of the relevant position requested to be found in the employee to be assigned to the staff are also specified and the request is opened through the Coach Recruitment Module.

For positions that cannot be closed by internal resources, the outsourcing recruitment process is initiated by the relevant Recruitment Team.

7.1. Candidate Procurement Process

The following conditions should be found in the evaluation of the candidacy of the personnel who will work in Ronesans Holding and its subsidiaries.

a) He has previously worked at Renaissance Holding; not being terminated for any reason other than termination of work and family reasons,

b) To be over 18 years of age, (those who have reached the age of 16 by the decision of the company's board of directors can be employed in the works and conditions in accordance with their situation in accordance with the Labor Law No. 4857.)

c) To have the minimum level of training required for the position,

d) To have the knowledge, knowledge, skills, skills and experience required by the work,

e) To have the behavioral and technical competencies required by the position, which is determined by the position profile,

f) Male candidates who want to be employed in head offices and enterprises have served in the military, and male candidates who want to be employed on construction sites are deferred until the end date of the relevant construction site (candidates who are not associated with military service are the preferred reason).

g) As a result of the health check carried out outside at the request of both the workplace physician and the company, there is no harm in working physically and mentally,

h) Not to be deprived of public rights,

i) Not to be convicted of any disgraceful crime,

j) Not to be obliged to serve official offices, institutions and organizations,

k) To be successful in the interview and /or exam to be held,

l) The result of the reference research is positive,

m) In one of the groupcompanies, the fact that the first-degree relatives (spouse, child, brother, mother and father) are not working (in exceptional cases, the process is carried out with the approval of the Board Member of the relevant company),

7.2.1. Renaissance Holding Companies Re-Recruitment Criteria

a) In our terms of re-contracting with the former employee, the reason for the employee's dismissal is an important criterion. Acceptable reasons for separation;

- Being separated due to marriage and childbirth (for female employees),
- Reserved for military service (for male employees),
- Termination of the employment contract due to the end of the project,
- Wanting to take a break from work life due to education,
- This is because it is reserved for acceptable specific reasons. (The case of changing cities due to the work of the spouse, health problems related to himself or his family, etc.)

b) It is not preferable for the underperforming employee to work in our group again, even if he/she has met the relevant criteria due to the termination. For this, you can use the

- In the last year he worked at the company, the performance level should not be below "Expected Level" (with a Performance Score of min. 3 out of 5),
- He should not have received any warnings, warnings, penalties,
- Managers who previously worked with the company must have approval regarding the employee's performance.

c) The application of the candidate who meets the above criteria and wants to work in our group again is evaluated in the Relevant Executive Board. The majority's positive opinion is required in the recruitment approval.

İŞ SAĞLIĞI GÜVENLİĞİ & ÇEVRE

7.2. Human Resources Database

The database containing the applicant candidate and employed personnel information is created onthe Coach System. The database contains the following information:

Employee / Former Employee/Candidate Personal Information:

- First Name Last Name
- Residence Address
- Contact Information
- Foreign Language Knowledge and Level
- Learning Status
- Vocational / Personal Development Trainings
- Criminal Record*
- Family Status*
- Health Status*
- Oz G-selected
- References
- Interview Reports

*Not applicable to new candidates.

Company Information (for Employee / Former Employee)

- Company / Companies in which he serves
- Departments / Departments in which He Serves
- Position Code and Title
- Position and Title Changes and Dates (if Found)
- First Manager / Administrators To Which He/she is Connected
- Employment Date
- Performance Evaluation Results
- Warning, Notice and Disciplinary Penalties
- Date and Reason for Quitting
- Base Fee, Benefits, Additional Payments
- Wage Increases and Dates

The information of the personnel currently working is freely used and evaluated in the database if an agreement is reached with the personnel and the official with the final approval of recruitment.

İŞ SAĞLIĞI GÜVENLİĞİ & ÇEVRE

7.3. Search the Company Database

Renaissance tries to meet personnel requirements primarily through promotion or transfer within the company. If such an opportunity is not available, the second option is to meet the personnel needs with intra-Renaissance transfer. In this context, the relevant company, which needs to employ personnel, determines whether there are suitable candidates within the Renaissance by scanning the Renaissance database. As a result of these scans, if the candidates suitable for the position are identified, the issues related to the transfers of these candidates are evaluated among the relevant companies. In the interests of Renaissance, the planned transfer is made with the approval of the relevant employees.

Databases are not limited to employed employees, but also employees who apply actively. Therefore, in the event that the candidate who makes an active application is selected from the database, the company that will carry out the employment of the personnel starts the recruitment process by contacting the relevant candidate directly.

7.4. Search through Career Sites

In case it is not possible to eliminate the employment needs of existing employees through transfer from departments and no suitable candidates can be found within the database, appropriate candidate research is carried out on career sites for the purpose of employment of personnel. By posting advertisements on career sites regarding job positions (in accordance withthe HOL-IKY-LST-002 List of AdvertisingCriteria), the human resources database is maintained and developments related to the labor market are closely monitored.

7.5. Search with Advisor Firms

In case it is not possible to eliminate the employment needs of existing employees through transfers from departments or through career sites and no suitable candidates can be found within the database, consultant companies providing human resources services can be used for the purpose of providing personnel. It is mandatory to have a written contract with these companies that clearly specifies the terms of the agreement regarding the services to be consulted. In order for the contract to take effect, the necessary approvals must be obtained through Rnet and signatures must be completed in the Contract Control Process. The advisory firm can only be serviced after the decision of the HR Committee and the approval of the YK President.

7.6. Evaluation of Candidates

The preliminary evaluation and screening processes for the candidates are carried out by the relevant Human Resources Department on the basis of written information to be obtained from the database or career sites. Information about candidates who are thought to have the characteristics sought as a result of these processes (registered on the Coach Recruitment Module) is shared by making a candidate recommendation through the Coach system regarding the department official requesting personnel. In accordance with equal opportunity, appropriate candidate guidance is made for each position regardless of gender, language, religion, race or ethnicity.

- The Manager gives positive or negative feedback to the Recruitment Officer within 5 (five) working days regarding all the resumes recommended to him/ her. For requests that cannot be feedbacked, the manager is reminded by the Recruitment Officer at the end of 5 (five) days, and after 15 (fifteen) working days, the position is put on hold / automatically canceled by the notification e-mail sent to the manager by the Recruitment Officer.

- The administrator said: "I'm candidates must explain their reasoning in case of negative evaluation. The relevant Human Resources continue to direct the appropriate candidate, taking into account the reason for the negative evaluation of the candidate. If the appropriate candidate is found, he/she can make a "preliminary call by phone" if requested by the relevant Recruitment Officer and the manager.
    - Phone Call notes for the phone call made by the relevant Recruitment Officer are filled out by TGF on the Coach Recruitment Module. TGF must be communicated to the manager via the Coach Recruitment Module no later than 3 (three) working days from the date of request. A contact e-mail is sent to the candidates who cannot be interviewed by phone and the manager is informed about this.
    - If they provide a valid reason for the candidates who cannot participate in face-to-face interviews in the regions where Ronesans Holding Group Companies operate, the Recruitment Officer can make a video conference call online with the approval of the relevant HR Manager.
    - Written and/ or oral exams / inventory can be applied during or after the interview in order to measure the technical, foreign language knowledge and skills of the candidates.
    - The interviews with the candidates who have been decided to be invited to the meeting arecarried out with the participation of the relevant IÞ Þ NMeffect and the official who requested the employment of personnel(if he can participate in the interview). If the requesting official is not able to participate in the interview, related interviews are held with another technical official who can evaluate the candidate.
    - The administrator who references the candidate cannot enter the interview of the candidate.
    - The relevant Recruitment Officer prepares the job interview program in accordance with the schedule of the official who will conduct the interview, and the candidates who apply for the position to be interviewed according to this program invite them to the interview without prejudice or discrimination. In this meeting, the accuracy and validity of the information provided about the candidate during his/her application, among other issues, is determined. At the same time, a competency-based interview is conducted in which the general appearance, health, family and psychological status of the candidate are evaluated. The relevant Recruitment Officer who performs the interview shall contact the persons specified by the candidate as a reference in the job application in writing and/or verbally. Provides hol-iky-frm-003 reference controlformbased on HOL-IKY-LST-001 Reference ControlCriteria List for evaluationsof the candidate. The interview report is prepared with the information obtained by taking the opinions of the requesting official who conducted the interview and is communicated to the manager through the Coach system no later than 3 (three) working days after the date of the interview. Even if it comes with an internal reference, the recruitment approval process of the candidate whose reference check has not been completed cannot be initiated. If the face-to-face meeting with the candidate is carried out by the Manager without the Recruitment Officer, YGF is filled in by the Manager and forwarded to the relevant Recruitment Officer via the Coach Recruitment Module or by e-mail.

İŞ SAĞLIĞI GÜVENLİĞİ & ÇEVRE

- If the career level of the position in search of candidates is manager and above, candidate research through the database and career sites is carried out by the relevant Human Resources. Recruitment interviews and recruitment processes for candidates are carried out by the Relevant Recruitment Team. Candidates who are positive by HR are directed to the Talent Management and Development department. Candidates are taken to the Evaluation Center and their suitability for the position is evaluated and the HR and related department manager is reported by the Talent Management and Development Department by filling out the HOL-IKY-FRM-004 Evaluation Center Report Form. The prepared report is shared by the Recruitment Officer with the relevant department manager via e-mail.

7.7. Final Selection

Following the completion of the job interviews, the results of the interview are submitted to the opinions of the official requesting personnel through the Coach Recruitment Module by the relevant İşe Alım Yeffect. Preference ranking is made between the candidates who are eligible with the authority and the employment conditions (position, place of duty, salary to be offered, manager to be affiliated) and orientation partner information to be proposed for the candidate who has been decided to be hired are notified in writing by the authorized manager who requested personnel through the system. The relevant Recruitment Officer submits to the Relevant HR Manager (position, rank, salary to be offered, benefits, etc.) through the Coach Recruitment Module to evaluate the specified conditions, and then submits them to the Approval of the Board Member. Upon completion of the approvals, the relevant Recruitment Officer provides the candidates with the necessary information about the company principles and offers them a job by phone. If the candidate accepts the offer, the relevant Recruitment officer sends an informational e-mail from the Coach Recruitment Module to the candidate's e-mail address for the notification of the documents.

İŞ SAĞLIĞI GÜVENLİĞİ & ÇEVRE

8. MONITORING, ASSURANCE AND VERIFICATION

Key success indicators (KPIs) of this procedure will be monitored, verified and evaluated by the relevant parties in accordance with their responsibilities set forth in the E&S Governance document, within the scope of the MAOG-RECU-GB-GNL-IS-PRG-0007-0 HSE Monitoring, Assurance and Verification Procedure.

9. RELATED FORMS

HOL-IKY-FRM-004 Evaluation Center Report Form

HOL-IKY-LST-002 List of Advertising Criteria

HOL-IKY-FRM-003 Reference Control Form

HOL-IKY-LST-001 Reference Control Criteria List

TGF - Phone Interview Form (electronic)

YGF - Face-to-Face Interview Form (electronic)

APPENDIX A – STRETCH FORM

User Feedback Page

When the user identifies an inaccuracy, error or uncertainty in the document, they notify the person responsible for the document so that the necessary action can be taken. The user is asked to clearly state the changes he proposes, fill out this page in full and return.			
Username			
Document No.		**History**	

Page Ref.	**Brief Description and Causes of Changes / Corrections Deemed Necessary**

İŞ SAĞLIĞI GÜVENLİĞİ & ÇEVRE

Send This Page :	**Responsible Person or Quality Department**