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İşin Adı : Mersin-Adana-Osmaniye-Gaziantep Yüksek Standartlı Demiryolu Hattı
The Name of : İnşaatı ile Elektromekanik Sistemlerinin Temini
the Job : Construction of Mersin-Adana-Osmaniye-Gaziantep Hight Standard Railway Line
With Supply Of Electromechanical Systems

Rapor Adı : HSE INCENTIVE PROCEDURE
Report Name

Doküman Kodu : MAOG-RECU-GN-GNL-IS-GNL-PRG-0005-0
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		Hakan KIZILTAN HSE Supervisor	Hasan TAŞKAN HSE Manager	Kayserşah ERDEM Project Manager
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1. PURPOSE

The purpose of this procedure is to determine the minimum requirements in the HSE Incentive Programs implemented in the MAOG Project and to increase the compliance of the employees with the HSE rules on an individual basis.

2. SCOPE

This procedure applies to all staff of the MAOG Project (including visitors, trainees, etc.), its activities and all operating subcontractors.

3. IMPROVEMENT

Persons who detect ambiguity and inconsistency in this document can report their requests and suggestions using the "User Feedback Form" in the APPENDIX A.

4. REFERENCES

The content of this document has been developed to determine the minimum requirements for Ronas Holding and all affiliated Group Companies; It can be developed according to the legal regulations of the working area, employer expectations and international standards.

- OHSAS 45001:2018, Occupational Health and Safety Management System
- ISO 14001:2015 Environmental Management System,
- ISO 9001:2015 Quality Management System
- Holding Disciplinary Violation Standard

5. RESPONSIBILITIES

5.1. Project Management:

Project Management is responsible for applying this procedure in all worksite activities and ensuring that its subcontractors work in accordance with this procedure. Project Management is also responsible for the following matters:

- Approving and implementing the prepared HSE Incentive Program Procedure,
- From the determination of man hour break targets,
- Allocating the necessary resources for the reward system,
- Providing visible leadership by participating in awarding meetings/ceremonies,
- Responsible for monitoring and developing the system for continuous improvement.

5.2. Department / Department Managers / Chiefs are also responsible for:

Department/Department Managers/Chiefs are responsible for implementing this procedure and ensuring that their subcontractors work in accordance with this procedure in their activities in their work area. Department / Department Managers / Chiefs are also responsible for:

- Participating in award ceremonies and presenting their team's awards when necessary,
- Responsible for monitoring and developing the system for continuous improvement.



5.3. Project HSE Units and Responsibilities

The HSE Unit (Manager, Chief, Engineer, Supervisors and other HSE Personnel) and Project Managers/Managers appointed as HSE Responsible are responsible for the coordination and monitoring for the implementation of this procedure in all field and operational activities.

Additionally, the HSE Unit is responsible for the following:

- Providing training to employees and subcontractors on the scope of this procedure,
- Ensuring coordination with the managers / supervisors responsible for the activities in the field / enterprises for the implementation of this procedure,
- Organizing training and on-the-job talks to ensure communication of this procedure,
- Following up the KPIs (performance indicators) prepared by the Project/Enterprise and reporting them to the MAOG Project Management,
- Creation and follow-up of award records,
- monitoring and reviewing that this procedure is implemented effectively and in accordance with its content, and for contacting the Group Company/Holding HSE Units in case of need for revision.

5.4. Holding/Group Company HSE Units

The duties and responsibilities of the Holding and Group Company HSE Units are as follows:

- Preparing this procedure, reviewing it periodically and making revisions when necessary,
- Managing the REXA Awards evaluation process,
- Carrying out the necessary training studies and training organization for the dissemination of this procedure in projects and businesses,
- Controlling the HSE Incentive Programs of subcontractors and/or ensuring the implementation of the prepared Project/Business incentive program,
- Supervision of the implementation of this procedure in the projects and businesses as intended and reporting the compliance status.

5.5. 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

5.6. Subcontractor Companies

Subcontractor companies are responsible for preparing their own “HSE Incentive Program” after the contract, submitting it to the approval of the MAOG Project HSE Unit before the work and/or complying with the program prepared by the MAOG Project Management.

5.7. PIU (Project Implementation Unit)

- **PIU Physics Engineer** who is responsible for supervising health and safety for the Project.
- **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.

5.8. 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.

6. ABBREVIATIONS & DESCRIPTIONS

TRIC Card	Task Risk Identification Card
Injury:	It is damage that can affect the working capacity of a person or disrupt the integrity of the human body and body systems.
Incident:	Situations that may cause unplanned and unintended injury or illness, damage equipment, damage the environment and reputation.
Accident:	These are the situations that cause death, injury, illness, loss of environmental and reputation as a result of the undesired event.
REXA:	Ronesans Excellence Awards

7. IMPLEMENTATION

7.1. REXA Awards

At the beginning of each year, in line with the decision of the Board of Directors, REXA Awards evaluation criteria for Group Companies should be determined by the Holding HSE Unit and REXA Awards should be given.

REXA Awarding is evaluated based on, but not limited to, the following subjects and evaluation weights are determined by the Holding HSE unit before the awarding process.

- Compliance rate with HSE Targets,
- Internal/external audit scores,
- Accident frequency and severity rates,
- HSE Innovations carried out,
- Project Management Commitments.



In the event of a fatal accident in the project during the year of the evaluation, the award will be removed from the evaluation regardless of its score. In the event of a fatal accident in the project that was deemed worthy of the award as a result of the evaluation, the award is canceled.

The determined candidates are shared with the Holding Board of Directors, and the Project/Businesses that will be rewarded are finally determined. At the REXA Award Ceremony, the determined candidate/candidates are given their awards by the senior management.

7.2. Creation and Communication of the Incentive Program

Before the mobilization process is completed in projects, an Incentive Program should be created by the MAOG Project Management and HSE Unit. The created HSE Incentive Program should be conveyed to the employees during the job orientation trainings and on-the-job speeches.

MAOG Project Management should distribute the awards by organizing a ceremony with the participation of all employees. MAOG Project Management staff and white collar personnel must attend these award ceremonies and be speakers. Before the award is distributed, the MAOG Project Management should convey its HSE awareness-raising messages to all employees. Besides the good practices of the MAOG Project, the issues that need attention should be mentioned.

7.3. Awarding Categories

Within the scope of the HSE Incentive Program to be determined by MAOG Project Management, details should be determined both on the basis of positions and on the basis of activities performed.

For example, rewards can be made based on the following groups on a position basis:

- Section Chiefs, Field Engineers/Project Managers, Technical Managers
- Foreman
- HSE and Quality Unit
- Section employees, workers, subcontractor personnel

On the basis of activities, rewards can be made in line with the following activities:

- Field Walks Participation
- Participation in HSE Meetings
- Accident/Incident Reporting
- Filling an Observation Card
- Order Layout
- Correct Work Permit and TRIC Card Applications
- Corrective action closure rates
- TBT and training participations

Incentive programs aimed at reducing accident rates should not be implemented as they may result in non-reporting of accidents. The Project/Business may reward in line with the man/hours and accident rates determined at the management level, but it is recommended not to share this target with the employees beforehand. (For example, 1 million man-hours are served as a communal meal when spent without an accident with a lost day).



7.4. Reward Frequency

Within the scope of the HSE Incentive Program to be established by the MAOG Project, the frequency of rewarding should be determined. This frequency should be in monthly periods.

7.5. Intermediate Objectives

MAOG Project Management should determine the lost-day accident-free man-hour interim targets in line with the planned total man-hours of the project during the design and planning phase, and determine the reward system to be made in the "HSE Incentive Program" they will prepare.

7.6. HSE Awards

The MAOG Project should determine the HSE awards within the scope of the program to be created. These awards may include, but are not limited to:

- Certificate
- Cash Reward
- Phone Card
- Vacation
- keychain, t-shirt etc.

7.7. Performance Measurement

HSE awards should be given over the award categories determined in the incentive program. In order to ensure this, a responsible person from the HSE team should be determined at the beginning of the project, and a format should be created to follow the HSE KPIs (performance indicators) and this list should be sent to MAOG Project Management before each award.

7.8. Recognition/Appreciation of Employees

The awards given to the employees can be organized in the form of a ceremony/meeting. Holding these meetings in front of their colleagues, explaining why they were given these awards, will enable employees to understand and adopt good practices.

In addition, the photos and names of award-winning employees should be placed on publicly visible boards.

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 DOCUMENTS AND FORMS

MAOG-RECU-GN-GNL-IS-GNL-PRG-0006-0 HSE Disciplinary Procedure

APPENDIX A- Certificate

	INTEGRATED MANAGEMENT SYSTEM	No	HOL-HSE-PRO-008
	HSE INCENTIVE PROGRAM PROCEDURE	Rev.	00
		Date	29.09.2017
ISO 9001:2015, ISO 14001:2015, OHSAS 18001:2007		Page	8 / 8

APPENDIX A- Certificate

AYLIK İSG-Ç PERFORMANS SERTİFİKASI MONTHLY HSE PERFORMANCE CERTIFICATE

2017 İş Sağlığı, Güvenliği ve Çevre Performans Ödülü

SN. İSİM SOYİSİM

İSG-Ç uygulamalarına verdiğiniz destek ve gösterdiğiniz üstün çabadan dolayı sizi tebrik eder
başarınızın devamını dileriz.

We would like to congratulate you on the support provided and the great effort spread for the HSE Practices and wish you continued success.

PROJE MÜDÜRÜ



PROJE İSG-Ç MÜDÜRÜ

 RÖNESANS HOLDİNG

 İŞ SAĞLIĞI GÜVENLİĞİ
ÇEVRE

HSE INCENTIVE PROCEDURE

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