

ÖZYEĞİN UNIVERSITY

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ENVIRONMENTAL MANAGEMENT PLAN

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Revision Checklist

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1. Purpose

The purpose of the Environmental Management System is to encourage the Özyeğin University faculty, staff, students, visitors, and neighbors to do what is necessary, meet the necessary requirements, and provide all of the necessary means and resources in order to protect the environment.

Özyeğin University strives to carefully evaluate any potential environmental hazards to reduce environmental risks to acceptable levels in all of its activities. Likewise, the University is committed to protecting the environment, helping reduce environmental pollution, increasing energy efficiency, complying with the relevant legislations, and constantly improving the performance of its systems.

2. Scope

The Environmental (Environmental Protection, Waste Management and Energy Efficiency) Management Plan is applicable to all the Özyeğin University faculty, staff, students, visitors, subcontractors and business partners. The plan covers Özyeğin University's Çekmeköy Campus facilities only. Subcontractors and business partners may develop their own Environmental Management Plans for their own operations in line with Özyeğin University's Environmental Management Plan. However, in such a case, they must obtain the approval of the HSE Department at Özyeğin University in order to maintain alignment and coordination with Özyeğin University's Environmental Management Plan.

The Environmental Management Plan is used together with and is an integral part of the Health and Safety Plan.

Özyeğin University's Environmental Management System is established pursuant to the ISO 14001:2015 Environmental Management System Standard as well as effective laws and regulations. Özyeğin University's Environmental Management System covers **higher education activities, and social and administrative services.**

3. Definitions

Environment:	The surroundings in which the University operates. Environment also includes air, water, soil, natural resources, flora and fauna, humans and the interactions within all of the above.
Waste:	Hazardous or non-hazardous material that is planned to be discarded by its owner and that must be either duly disposed of or recycled for environmental protection.
Hazardous Waste:	Waste that poses potential threats to public health or the environment and therefore that must be collected, transferred, stored and disposed of separately as per Rules and Regulations for Hazardous Waste Management.
Medical Waste:	Pathological or non-pathological, infectious, chemical or pharmaceutical waste as well as sharps and containers generated by medical units.
Emission:	Air pollutants discharged into the atmosphere, especially due to <ul style="list-style-type: none">• The burning of fossil fuels or the like;• Synthesis, dissolution, evaporation and other similar processes;• Storage, sorting, handling, transfer and other mechanical processes.

Recyclable Waste:

Solid or liquid waste which is generated from domestic or industrial sources and can be recycled back to the economy after going through a series of chemical/physical treatment processes at recycling facilities (Paper, cardboard, plastic, metal, glass, fuel oil, used oil etc.).

4. Environmental Policy (Environmental Protection, Waste Management and Energy Efficiency)

The Özyeğin University Çekmeköy Campus Facilities, in line with its mission and principles, encourages all its faculty, staff, students, visitors, on-campus businesses/lessees, neighbors, affiliated subcontractors, and suppliers to take the necessary actions, meet the necessary requirements, and provide all of the necessary means and resources in order to protect the environment.

In all of its activities, Özyeğin University strives to carefully evaluate any potential environmental hazards to reduce environmental risks to acceptable levels, and satisfy the requirements of internal and external authorities to this end. Likewise, Özyeğin University guarantees that it will protect the environment, help reduce environmental pollution, increase energy efficiency, comply with the effective legislations, satisfy the compliance requirements, and continuously improve its environment management system to increase its environmental protection performance.

Sustainable resource use for environmental protection entails recycling, putting emphasis on the quality of water and air, minimizing climate change, and the protection of biodiversity and ecosystems.

Özyeğin University senior management guarantees that they will duly fulfill all of its commitments, take the lead for the Environmental Management System, and ensure quality assurance for all of these processes.

The Özyeğin University Environmental Policy has been delineated in **POL-EMP** and is accessible to visitors and the relevant parties either as softcopy on the university website or as hardcopy in printed documents.

5. Environmental Protection, Waste Management, and Energy Efficiency Management Goals

Environmental Protection, Waste Management, and Energy Efficiency Management aims to:

- Eliminate all the hazards at the source in order to provide a clean environment to all the stakeholders and employees,
- Minimize, reuse and/or recycle waste,
- Take preventive and protective measures for operations in line with the Environmental Law and relevant legislations,
- Create a culture of Environmental Protection, Waste Management, and Energy Efficiency, and make sure it is embraced by all employees with a collaborative approach,
- Organize scheduled training and periodic inspections on Environmental Protection, Waste Management, and Energy Efficiency for all levels to raise students' awareness and increase their know-how,
- Minimize the use of natural resources such as electricity and water.

6. Documentation, Dissemination, and Revisions

6.1. Publication and Revisions

The Environmental Management Plan and its annexes are reviewed at least once in a year, and the necessary revisions are made and put in place. In case of one of the following conditions, interim reviews and revisions can also be made:

- Any change to the university facilities/layout/systems that might affect the execution or the content of the Environmental Management Plan,
- Any change to equipment and materials available for use,
- In case of any major incidents/accidents,
- In case of any major amendment to the legislations or any major findings obtained during internal or external audits.

The Environmental Management Plan and its annexes are reviewed and the necessary revisions are made by the HSE Department in collaboration with the relevant parties. Revised documents are disseminated to the relevant stakeholders. In case of the aforementioned circumstances, subcontractors and business partners must also review their own Environmental Management Plans for their own operations; make the necessary revisions; and have the approval of the HSE Department at Özyeğin University again.

Faculty, staff, and students must also review their own roles and responsibilities under the light of the changing world needs and technological advancements, and report any need for change in the plans to the HSE Department.

6.2. Dissemination

The relevant parts of the approved Environmental Management Plan and its annexes are disseminated to students, faculty and staff by HSE Coordinator either as hardcopy and softcopy. All documents are also kept accessible online.

6.3. Record Keeping

The Environmental Management Plan and any other record such as plans, forms, or reports prepared to maintain compliance with the effective laws and legislations are kept for 10 years by the authorized units, unless otherwise is stated in the legislations.

7. Environmental Protection, Waste Management and Energy Efficiency Culture

The Environmental Management System must be designed in a way to ensure that it is adopted by students, faculty and staff, and made an integral part of their lives. It should always be remembered that all students, faculty, staff, subcontractors, and business partners of the University are integral parts of the Environmental Management System. Therefore, the systems to be established must incorporate all points of view and take everyone's opinion into consideration.

Measures taken and rules set will be shared through a series of training programs and in booklets specifically designed for each group of stakeholders. Where necessary, the subcontractors and business partners of the University will also put their own Environmental Management Plans in writing for their own operations, and have them approved by the HSE Department. HSE Coordinator will determine if there is any need for coordination to implement these measures; and if so, will make the necessary arrangements.

Özyeğin University promotes and supports organizing training programs, seminars, events, and other similar activities to help build the Environmental Protection, Waste Management, and Energy Efficiency culture on campus.

8. Organizational Structure and Roles & Responsibilities

The organizational structure of Özyeğin University is described with an organization chart and announced to all faculty and staff. Any new role and responsibility to be added to the current organizational structure are determined based on the effective laws and legislations.

8.1. General Roles and Responsibilities

All faculty, staff, and students are expected to:

- Know and adhere to the Environmental Management Plans,
- Take part in training sessions,
- Report any incidents they witness or become aware of, and recommend solutions,
- Throw their waste into the containers designated as per the Waste Management Plan,
- Adhere to the measures taken for the preservation of natural resources and energy efficiency, and make recommendations for improvement,
- Ensure their own well-being and safety first in case of a dangerous situation and/or an accident, and then report the incident to the authorities.

8.2. Roles and Responsibilities of Management Representative

Management Representative is responsible for building, implementing and improving a holistic Environmental Management System for Özyeğin University. The roles and responsibilities of Environmental Management Representative are as follows:

- To make sure the Environmental Management System is built, implemented, and continuously improved in compliance with ISO 14001:2015 Management System Standard and the effective legislations,
- To track the general performance of Environmental Management System, to detect rooms for improvement, and report improvement opportunities to university management for approval,
- To ensure the safety and well-being of all students, faculty, staff, subcontractors, and business partners of the University, and to plan and allocate all the necessary resources to that end.

8.3. Roles and Responsibilities of HSE Coordinator

HSE Coordinator is responsible for keeping in charge of all procedures and rules pertaining to building, implementing, and improving Özyeğin University's Environmental Management System. The roles and responsibilities of HSE Coordinator are as follows:

- To prepare and keep up to date the necessary documentation to make sure the Environmental Management System is built, implemented, and continuously improved in compliance with ISO 14001:2015 Management System Standard and the effective legislations,
- To be in charge of planning and performing hazard assessments and risk analyses for all operations and locations,
- To keep track of effective legislations, inform the relevant units about any change thereto which might affect the operations, and plan and take the necessary measures,

- To be in charge of the implementation and maintenance of the Environmental Management System and to conduct systematic audits to ensure its effectiveness and efficiency,
- To review the results of internal system audits, to start corrective/preventive improvement actions, and follow up on the findings of audits,
- To determine the training needs to ensure the effective execution of the Environmental Management System, to organize training in coordination with Human Resources/Student Services and to prepare the necessary training material and documents,
- To assess the need for any corrective action after an accident or incident,
- To evaluate all third party requests/complaints, and to start and follow up on corrective actions,
- To make sure the records kept and data obtained during evaluations, assessments, audits and tests are periodically analyzed; and to report the results both to the Occupational Health, Safety and Environment Board and to top management.

8.4. Roles and Responsibilities of the On-Site Physician

Our On-Site Physicians are outsourced, and they report to HSE Coordinator. The roles and responsibilities of the On-Site Physician are explained in SMP-01 Health Center Procedure. These roles and responsibilities also notified to our on-site physicians.

8.5. The Roles and Responsibilities of OHSE Board

The roles and responsibilities of the OHSE Board members are set forth in SMP-02 Occupational Health, Safety and Environment Board Procedure. These roles and responsibilities also notified to the members of the OHSE Board.

8.6. Roles and Responsibilities of Laboratory Specialists

The roles and responsibilities of laboratory specialists are explained in SMP-03 Laboratory Safety Procedure. These roles and responsibilities are also notified to our laboratory specialists.

8.7. Roles and Responsibilities of Operations Director

Operations Director is responsible for the management and coordination of the Purchasing, Administrative Services, Technical Services, and Energy unit heads.

8.8. Roles and Responsibilities of Purchasing Specialists

The roles and responsibilities of purchasing specialists are as follows:

- To make sure the environmental and occupational health is taken into account when determining the specifications of a material or equipment that is needed for the University,
- To evaluate the performance of suppliers / subcontractors / contractors / service providers which provide goods or services for the University in terms of their compliance with the rules and regulations for occupational health, safety and environment,
- Where a chemical material is needed/to be procured, to obtain and compare the material against MSDS during the selection process and recommend the least harmful one,
- To work in coordination with HSE Coordinator to prepare informative and awareness-raising activities for employees who handle chemical materials so as to raise their awareness of the effects of these chemicals on environmental and occupational health.

8.9. Roles and Responsibilities of Administrative Services Manager

The roles and responsibilities of Administrative Services Manager are as follows:

- To search waste collection and disposal facilities and coordinate the agreement process,

- To provide and place suitable containers for waste collection in compliance with the Waste Management Plan,
- To facilitate the delivery of waste to the authorized waste collection institutions and keep the necessary records,
- To report any non-compliance with the Waste Management Plan or any new type of waste generated to HSE Coordinator.

8.10. Roles and Responsibilities of Technical Services Manager

The roles and responsibilities of Technical Services Manager are as follows:

- To follow up on and coordinate any new construction or renovation of buildings from conception to completion in order to ensure they are completed using environmentally friendly material and methods,
- Coordinate all legally required evaluation and assessment activities in compliance with the Emergency Response, Health & Safety, and Environment Management Plans, and report findings to the HSE Coordinator,
- To recommend system improvements.

8.11. Roles and Responsibilities of Energy Manager

The roles and responsibilities of Energy Manager are as follows:

- To identify consumption habits, to run awareness-raising activities to improve energy saving habits and promote energy saving, and where necessary, to organize training programs in coordination with the HSE Coordinator and the HR,
- To determine most energy-consuming tools and equipment, and coordinate actions for improvements on such tools and equipment,
- To monitor the energy efficiency of the improved tools and equipment and be in charge of their maintenance and calibration, when necessary,
- To determine the cost of energy surveys and energy efficiency improvement projects, identify and plan the budget needs, complete profit/loss and cost analyses, and follow up on the process,
- To coordinate the procurement of the necessary measurement equipment to monitor energy consumption,
- To keep abreast of the relevant laws and legislations pertaining to CO2 emissions and prepare reports to make the necessary improvements on waste and energy management,
- To prepare alternative energy consumption plans to be implemented in case of any energy supply interruption.

9. Supplier/Subcontractor/Business Partner/ Contractor Management

9.1. General Principles

All subcontractors, business partners, and contractors operating on the Özyeğin University premises must comply with the Environmental Management Plan and its annexes, as well as all the effective laws and legislations. All the parties above must conduct their own risk assessments, take their own precautions, and where necessary craft their own Environmental Management Plans and Emergency Response Plans and have them approved by HSE Coordinator at Özyeğin University, and adhere to the instructions of HSE Department.

All suppliers / subcontractors /business partners /contractors of Özyeğin University are selected and evaluated based on their Environmental Protection, Waste Management, and Energy Efficiency

performances and practices. The operations of the aforementioned parties are carefully monitored by the respective unit heads, in compliance with the rules delineated in SMP-04 Supplier/Subcontractor/Business Partner/Contractor Management Flowchart.

Furthermore, periodic audits to be carried out on Suppliers/Subcontractors/Business Partners/Contractors as well as periodic audit reports and records to be requested are specified in SMP-27 Evaluation and Assessment Plan.

10. Environmental Protection and Risk Management

Occupational and environmental hazards are determined for all operations and parties based on the effective laws and legislations on occupational health, safety, and environment. All subcontractors, faculty, staff, and business partners are liable for identifying hazards and contributing to risk management. Adopting a proactive approach is imperative to conduct risk analyses before the start of any operation. The following situations may lead to new risks which may affect all or a part of the workplace. In such a case, risk assessment is revised either in full or partially.

- a) Relocation or any change pertaining to buildings,
- b) Any change to the technologies, materials, and equipment employed at the workplace,
- c) Any change to production/service management,
- ç) Any occupational/environmental accident, disease, or close call at the workplace,
- d) A legislative amendment to the threshold limit values set for the work environment,
- e) Any change called upon by the results of a measurement or a health assessment conducted at the work environment,
- f) Emergence of a new external hazard which may impact the work place.

The procedure to follow when conducting risk assessments and the method to employ for prioritizing hazards are explained in SMP-09 Risk Management Flowchart and its annexes.

All faculty, staff, and students must immediately report any hazardous situation or behavior to HSE Coordinator. Such notifications can be made via email at hse@ozyegin.edu.tr.

11. Communication and Awareness Management

11.1. General Principles

Özyeğin University will build the necessary structure to share with and obtain insights from its stakeholders about the impacts of its activities on its stakeholders and possible ways to manage these impacts. This also entails notification of the relevant parties and taking the necessary actions based on a careful analysis of the feedbacks received.

11.2. 3. Communication with Relevant Parties

Özyeğin University's Environmental Policy is announced to all relevant parties via the University website. In case of any particular activity which may have implications on the surrounding community, HSE Coordinator and Corporate Communications Department Head will contact the people to inform them and keep their records. Should anyone wish to obtain information about our Environmental Protection, Waste Management, and Energy Efficiency activities, HSE Coordinator is notified, and information is provided in coordination with the HSE Coordinator. Auditors from public bodies are welcomed in coordination with the HSE Coordinator and presented with audit documents. Official audit findings are handled based on SMP-28 Non-Conformity Management Process Flowchart.

11.3. Raising Awareness

Özyeğin University also offers training to all students, faculty, staff, subcontractors, and visitors in order to raise their awareness about their share of roles and responsibilities in ensuring the effective implementation of the Environmental Management System. Furthermore, campaigns, posters, and brochures also contribute to raising the awareness of students, faculty, staff, subcontractors, visitors, and the public in general.

11.3.1. Competency Description

The required education, training, knowledge, and skills for all faculty, staff, and subcontractors to pursue their operations as per the Environmental Management principles and the effective legislations are described in SMP-15 Competency Matrix. Descriptions also include the required training they need to receive based on their job definitions. The records of the described education, training, knowledge and skills are kept in the personnel files or, in case of subcontractors, by the relative unit managers.

11.3.2. Training

Özyeğin University offers training to all students, faculty, staff, subcontractors, and visitors in order to ensure the effective implementation of the Environmental Management System. Training programs are planned annually in coordination with the HSE Department as per the effective legislations, using SMP-16 Annual Training Plan. Training plans are prepared in consultation with employees or employee representatives. In case of new recruitments or any change which may cause new risks emerging, additional training is included in the annual training program. In case of any amendment to the effective legislations or any new risks emerging due to work conditions, it is ensured that employees receive the necessary training, regardless of the annual training plan. The annual training plan shows the subject, date, duration, target audience, learning objectives, and learning outputs of each training.

Training can be in-class, or practical, or alternatively, may be delivered by means of informative texts. All delivered training programs are recorded using SMP-17 Training Participants List. Should participants be awarded certificates of participation at the end of any training, the original copies are presented to participants, and a copy of the certificate is kept in the personnel file of the participant.

The success of each training in achieving the planned learning objectives is evaluated through the method determined by HSE Department and is recorded. As a result of the evaluations, the necessary actions are identified and taken by the HSE Department.

11.3.2.1. Students

Newly admitted students are exposed to an orientation program. The content of the orientation program is prepared based on the SMP-18 Campus Safety Guide. Each participant is provided with a copy of the Campus Safety Guide. Each student who attended the orientation program and received the Campus Safety Guide is recorded by Student Services.

Students are notified of any change to Environmental Protection, Waste Management practices throughout their period of study at the University via email or announcements. The University also makes use of events, competitions, seminars and posters to raise awareness and promote current practices to increase their effectiveness. To this end, student clubs are encouraged to develop new projects.

11.3.2.2. Visitors

All national and international visitors visiting Özyeğin University or participating in on-campus events are signed in by the security units and each visitor is issued a visitor badge. SMP-18 Campus Safety Guide provides information to all visitors about potential hazards that might arise on campus, campus rules, and emergency response procedures.

11.3.2.3. Faculty and Staff

An orientation program is offered to all newly recruited faculty and staff members, and each delivered orientation program is recorded. During their term of employment, faculty and staff also are provided with a series of training programs listed in the SMP-16 Annual Training Plan. Each delivered training program is recorded. Any change to the Environmental Protection, Waste Management and Energy Efficiency practices are notified to faculty and staff via email, announcements, or meetings.

11.3.2.4. Subcontractors/Business Partners/ Contractors

All subcontractors, business partners, and contractors are responsible for training their own staff. These organizations submit their annual training plans to the respective unit manager and HSE Coordinator at the beginning of the year. Furthermore, they are responsible for submitting the qualifications of each staff member, the records of all the training they have delivered, and the training evaluation records to the Özyeğin University authorities. Özyeğin University will also provide these organizations with the necessary training on Environmental Protection and Waste Management, and will keep a record of each delivered training. Meanwhile, should there be any need for additional training as a result of an accident/incident or any on-campus change, such training will be planned and delivered in coordination with HSE Department.

Contractors must fulfill the requirements listed in SMP-15 Competency Matrix. In the event that their operations are not covered by the matrix, then they are required to prepare their own matrix and have it approved by HSE Coordinator.

12. Waste Management

Özyeğin University endeavors to minimize, reuse and /or recycle any potential waste in order to prevent environmental pollution.

In selecting materials, systems, and methods, careful attention is paid to the selection of more energy efficient options in order to reduce waste at the source, and minimize waste or loss.

Waste management entails the minimization of waste at the source, sorting, temporary storage, interim storage, transport, recycling, and disposal of waste as well as post-disposal controls. At Özyeğin University, any potential waste which may be generated as a result of administrative/academic/social activities is determined, and the necessary actions are taken to minimize, sort, and recycle waste in compliance with EMP-01 Waste Management Plan.

13. Energy Efficiency (Efficiency of Natural Resources)

The Özyeğin University campus houses green and sustainable buildings. The University also makes sure that all its new buildings are environmentally friendly. Students, faculty and staff will actively contribute to energy efficiency by closing the doors, and turning off the lights, while the University will also capitalize on passive methods such as using energy efficient equipment, lighting, facilities, and infrastructure. The rules for energy efficiency and environmental protection which must be observed by all students, faculty and staff are further explained in detail in EMP-02 User Guidelines for Campus Energy and Water Resources.

14. Accident/Incident Management

In order to improve the hazard identification and risk assessment practices, identify potential accidents/emergencies, and plan the necessary corrective and preventive measures, all hazardous situations/behaviors, close calls, and accidents must be reported to HSE Department.

Necessary precautions will be taken against any spills and leaks that may occur during the transportation, handling, storage, and use of environmentally hazardous materials.

All rules and methods for reporting, recording, investigating, and taking and implementing precautions for hazardous situations/behaviors, close calls/near misses and accidents are explained in SMP-20 Hazardous Situation/Behavior, Near Miss and Accident Management Flowchart and its annexes.

All hazardous situations/behaviors and near misses/close calls must be reported to hse@ozyegin.edu.tr. All reported cases are investigated, analyzed, and reported by HSE Department. Collected data is then used to revise existing risk analyses and evaluate the performance of HSE management.

All rules to be observed during an emergency are explained in ERP-Emergency Response Plan.

15. Sustainability and Change Management

Prior to implementing any changes that might affect the current processes and services, Özyeğin University examines their potential impact on the University's current environmental protection, waste management, and energy efficiency performance, identifies hazards, assesses risks, and takes the necessary actions due diligently to ensure that the University's current environmental protection, waste management, and energy efficiency performance is kept intact. The HSE Department and the respective department head are jointly responsible for setting out and implementing a list of rules to review, replace, or terminate any risk control that is no longer needed or that has become ineffective due to any changes to the University's operation, layout, and activities.

16. Monitoring and Improvement of Environmental Performance

The performance of the Environmental Protection, Waste Management and Energy Efficiency processes and management system is monitored and improved using the following tools. These tools are used in compliance with the effective legislations. Keeping the necessary records to monitor, evaluate and assess the performance, and recommending actions for improvement are the joint responsibility of all employees.

16.1. Legal Due Diligence and Compliance

The Environmental Management System is prepared pursuant to the effective legislations. All rules for monitoring, learning, examining, evaluating, and taking the necessary actions for compliance with the effective laws and legislations are described in SMP-26 Legal Due Diligence and Compliance Flowchart and its annexes.

16.2. Evaluation and Assessment

16.2.1. Evaluation and Assessment Actions

In order to monitor the performance of the Environmental Protection, Waste Management and Energy Efficiency processes and management system and evaluate compliance therewith, a series of activities will be carried out including periodical assessments, measurements, and tests. In conducting such activities, the existing risk management practices and effective legislations will be taken into account, and the operations of all stakeholders will be included. At the beginning of each year, HSE Manager plans the evaluation and assessment activities to be carried out that year in collaboration with the respective unit head, and follows up on the findings obtained using SMP-27 Evaluation and Assessment Plan. In case of any non-compliance, the necessary actions will be taken in compliance with the rules set in SMP-28 Non-Compliance Management and Improvement Flowchart.

16.2.2. Evaluation and Assessment Tools

The Environmental Protection, Waste Management and Energy Efficiency processes and management system are monitored with a series of measurements and tests to track their performance and evaluate compliance. In order to ensure the accuracy of the readings obtained, the tracking/testing/measurement equipment and devices are regularly checked, validated, and calibrated. The results of the checks and calibrations are kept by the respective unit manager, and a copy is submitted to HSE Coordinator. The scope and the duration of the calibrations are determined jointly by HSE Coordinator and the respective unit manager depending on the purpose of the equipment and the results of the previous calibrations. The calibrations of subcontractor equipment are also included in this system. Calibrations are scheduled and carried out as per SMP-29 Measurement, Test and Experimental Equipment List.

16.3. Periodic Checks

The maintenance of plant, properties, and machines is planned, performed, and recorded. The maintenance periods are scheduled based on work conditions, climate, and the recommendations of the manufacturer. Any failures and technical problems are recorded for further inspection and analysis. The maintenance, repair, and operation of plant, properties, and machines are delineated in SMP-13 Facility Management and Maintenance & Repair Procedure.

16.4. Controls and Audits

Compliance with the requirements of the Environmental Management System is evaluated with a series of controls and audits. The scope and frequency of controls and audits depend on the volume of work at hand, and potential risks. The results of audits and controls are evaluated, analyzed and reported by the HSE Department.

16.4.1. Controls

To make sure the rules stipulated are observed; hazards are predicted and prevented; and hazards missed, if any, are identified, HSE Coordinator or an appointee designated by him conducts periodic facility/compliance checks using SMP-30 Facility/Compliance Checklist. Any non-compliance is reported to the authorities to take the necessary actions, and is recorded and tracked by HSE Department via Solution Center.

16.4.2. Audits

In order to evaluate the Environmental Management System in terms of its compliance with ISO 14001:2015 Environmental Management System Standard and effective legislations, as well as its overall effectiveness and efficiency, a series of system audits are scheduled and performed. The findings of audits are carefully addressed. The rules for designating system auditors, scheduling and performing audits, and reporting and addressing the findings are described in SMP-33 System Audits Flowchart and its annexes.

16.5. Non-Compliance Management and Improvement Actions

As a testament to Özyeğin University's commitment to continuously improving its Environmental Management System, the rooms for improvement are reviewed and the necessary actions are taken based on the findings obtained from incidents, accidents, complaints, audits and checks, inspections, and evaluation and assessment activities. The applicable procedure for reporting, recording, and evaluating any non-compliance or rooms for improvement, identifying and planning the necessary corrective-preventive actions, and measuring the performance of such actions is delineated in SMP-28 Non-Compliance Management and Improvement Action Flowchart and its annexes.

16.6. Performance Indicators, Recordkeeping, and Reporting

Özyeğin University endeavors to develop and track its own performance indicators to review and continuously improve both the Environmental Protection, Waste Management and Energy Efficiency performance of its processes and the performance of its Environmental Management System. Performance indicators are identified based on the effective legislations and general objectives determined by management. Measurable sub-objectives of general objectives; performance indicators to be used to evaluate to what extent these objectives are achieved, and the authorized persons for tracking and reporting these performance indicators are provided in SMP-34 Objectives and Performance Indicators Table.

17. Managerial Review and Management Programs

Managerial review meetings are held at least once a year with the participation of Rector, Management Representative, HSE Coordinator, Energy Manager, and the respective unit managers. Prior to the meetings, all data obtained during the respective period is reported. The content of the report and the agenda of the meeting should include at least the following:

- The results of audits and legal compliance reviews,
- The results of participation and consulting activities,
- The results of third party communications and complaints,
- Performance evaluation of the Environmental Protection, Waste Management and Energy Efficiency Management processes and system,
- Achievement of objectives,
- Accident/Incident Reviews and the current status of the respective corrective-preventive actions,
- Evaluation of the results of the previous management review meeting,
- Suggestions.

Decisions rendered during Management Review Meetings as well as the requirements, necessary resources, and roles and responsibilities to achieve the objectives are recorded and tracked using SMP-35 Management Programs.

18. Annexes

EMP-01 Waste Management Plan

EMP-02 User Guidelines for Campus Energy and Water Resources

EMP-03 Instructions for Temporary Hazardous and Non-Hazardous Waste Storage Areas

EMP-03-01 Instructions for Delivery and Transport of Hazardous Waste

EMP-03-02 Temporary Hazardous Waste Storage Area Checklist

EMP-03-03 Temporary Hazardous Waste Storage Area Delivery Form

EMP-03-04 Hazardous Waste Label

EMP-03-05 Temporary Hazardous Waste Storage Area Sign

EMP-03-06 Temporary Non-Hazardous Waste Storage Area Sign

EMP-03-07 Instructions for Delivery and Transport of Hazardous Material

EMP-04 Environmental Life Cycle