

HISAR SCHOOL

FINANCIAL AND ADMINISTRATIVE CORPORATE SUSTAINABILITY COMMITTEE OPERATIONS DIRECTIVE

Article 1: PURPOSE OF THE DIRECTIVE

The purpose of this directive is to determine the working method, authorities, and responsibilities of the relevant responsible people and committee members for establishing the Hisar School's Financial and Administrative Corporate Sustainability process and to fulfill the duties of Hisar School to determine sustainability policies and strategies in the fields of environmental, economic and corporate governance, to implement, monitor, audit, review, improve and develop planned goals and practices, and to create long-term values.

Article 2: ESTABLISHMENT OF THE CORPORATE SUSTAINABILITY COMMITTEE

- 1- Assistant General Manager-Financial and Administrative Affairs (Purchasing and OHS Committee Member),
- 2- Financial and Administrative Affairs Director (Purchasing, OHS Committee and PÖMER Member),
- 3- Corporate Development Director (Brand Management and Communication Advisory Committee Member),
- 4- Campus Technical and OHS Manager (Purchasing and OHS Committee Member),
- 5- Administrative Affairs Manager (Purchasing and OHS Committee Member),
- 6- IT Director
- 7- BSM Coordinator (Innovation Center and PÖMER Member),

Depending on the agenda, the committee members may invite different participants to the meeting apart from the members mentioned above (Academic Center Representatives, Department / Group Representatives, and Student and Parent Representatives).

In the distribution of duties among the members, the Committee Presidency's duty is carried out by the Assistant General Manager (Financial and Administrative Affairs). The secretary's duty, responsible for preparing, sharing, and archiving meeting agendas and minutes, and similar tasks, is carried out by the Financial and Administrative Affairs Director. All members have equal voting rights, decisions are taken by majority vote.

Article 3: CONVENING AND FUNCTIONING OF THE COMMITTEE

The Committee may convene at the periods specified below, and when necessary, outside of its regular schedule, provided that all members are notified at least one week in advance. If a committee member does not attend the meeting, he/she appoints an official instead.

Committee Meeting Periods: Meetings are held monthly.

Article 4: DUTIES and RESPONSIBILITIES OF THE COMMITTEE

Within the scope of Corporate Sustainability;

1. Determination of strategies and policy; Identifying the risks and opportunities the organization faces in environmental, social, economic, and institutional issues.
2. [Establishing short-, medium-, and long-term goals by performing impact analysis.](#)
3. Transforming the identified goals into [business plans](#) at the beginning of each academic year.
4. Monitoring and evaluating progress in line with business plans.
5. Working in communication and cooperation with Academic Centers and relevant stakeholders within the scope of the specified fields of study.
6. [Fields of Study:](#)
 - a. Financial Resources / Budget Discipline
 - b. Physical Hardware and Resources / Campus Technical Processes
 - c. Business Processes / Fixed Expenses
 - d. Digital Processes
 - e. Corporate Development Processes
7. Presentation of reports and suggestions to the Executive Board twice a year and evaluation.
8. Informing all stakeholders regarding the dissemination of corporate sustainability understanding.
9. Implementing self-evaluation and process improvement studies by the committee at the end of each academic year.

Article 5: ENFORCEMENT

This directive takes effect with the approval of the Hisar School Executive Board and the Committee begins its work.

Article 6: EXECUTION

The provisions of the Directive are executed by the General Manager - Founder's Representative.

MEMBERS OF THE CORPORATE SUSTAINABILITY COMMITTEE	
1-Chairman	Assistant General Manager (Financial and Administrative Affairs)
2- Vice Chairman - Secretary	Financial and Administrative Affairs Director
3- Member	Corporate Development Director
4- Member	BSM Coordinator
5- Member	IT Director
6- Member	Campus Technical and OHS Manager
7- Member	Administrative Affairs Manager

This directive entered into force on with decision No. of the Executive Board of Hisar School and will be implemented from the academic year 2022-2023.