



PRINCIPLES OF ETHICAL CONDUCT AND CODES OF PRACTICE

1. Purpose, Content and Codes of Practice

The purpose of this document is to develop a common ethical understanding for the University's everyday working life by making working culture of Istanbul Aydın University's employees and to determine the codes of practice.

Istanbul Aydın University aims to educate individuals accountable to the world and the country and who provide added value by a people oriented approach and to produce science. Therefore, it directs to be a symbol of reliability, continuity and respectability for the students, graduates, employees, suppliers, non-governmental organizations –the all stakeholders in sum- nationally and globally. Our Principles of Ethical Conduct are prepared in accordance with the principles of always being the best, creating resources for continuous improvement, empowering the country, adopting eximious business ethics and fair dealing by evaluating human resources as the most valuable capital. It is expected that the employees of the University will act in a particular manner that will ensure the University's cultural integrity while this document is meant to be guiding. In addition to that the expected behavior from all the employees is to maintain and improve the respectability and reliability of the name of "Istanbul Aydın University". All employees of Istanbul Aydın University are obliged to comply with Istanbul Aydın University Principles of Ethical Conduct.

The Principles of Ethical Conduct of Istanbul Aydın University determined in this document cover the members of the Board of Trustees, Board of Directors and Senate, all IAU employees and academicians, all internal and external stakeholders, agents, contractors, representative companies and all third parties involved in the business, therefore all the employees of Istanbul Aydın University in brief.

Notifying the all employees of IAU's Codes of Ethics, ensuring that employees place the required importance on these codes, making sufficient efforts and leading them in respect of compliance with these codes are some of the major duties and responsibilities of IAU and primarily the suppliers working with the university and then the lower-level, mid-level and senior manager work during business processes and expressed as the business partners.

It is the responsibility of the employees' supervisors to certify that the published version of the IAU Codes of Ethics is read and understood by the employees and a commitment is given to follow these codes.

On the other hand, implementations within the scope of legislation to identify, reduce and manage the risks of bribery and corruption in phase with ethical, professional principles and universal rules are inseparable parts of IAU Ethical Principles and all employees, academicians and partners are obliged to comply with these regulations.



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2. Istanbul Aydın University Relations

2.1. Employee Relations;

Istanbul Aydın University aims to be the most preferred university that includes the most successful and competent academicians and professionals who create the added value to ensure sustainable growth and where everyone is proud to be a member and a stakeholder. Istanbul Aydın University values its employees and acts respectfully to employee rights. The principle of that “Our most important asset is our human resources” is one of the basic principles adopted by Istanbul Aydın University from day one and based on the people oriented Human Resources Policies of the University. In this context, Istanbul Aydın University has adopted the following principles for its relations with its academic and administrative staff;

- It values to its employees and acts respectfully to employee rights,
- It only seeks competence during recruitment and employment procedures and provides equality in opportunity without any discrimination,
- It targets to bring in the most qualified and experienced professionals into IAU,
- It aims to provide maximum benefit from the talents, strengths and creativity from its employees,
- It provides equality in opportunity for the education, orientation and development of its employees,
- It rewards success through fair and competitive compensation policies, effective and objective performance evaluation methods and applications,
- It attempts to increase its employees’ loyalty by ensuring equality of opportunity in appointments, promotions and rewarding,
- It provides the continuity of labor peace,
- It sustains its employees with clean, healthy and secure working conditions,
- It creates a transparent working environment with the understanding of mutual respect that includes collaboration and solidarity as the most important elements and sustains this environment’s continuity,
- It evaluates the opinions and suggestions of the employees, responses them and takes measures to increase motivation,
- It does not share the private information about employees with third parties without employees’ consent and knowledge except legal obligations,
- It is respectful to human rights, institutional organizations and indenture rights,
- It does not employ children and does not accept child labor.



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2.2. Student Relations;

- It creates value for all students, meets their requests and need at the highest level,
- It provides quality education services and pursues a steady policy in this direction,
- It embraces the highest standards in national-international University-Student relations, performs the necessary works to ensure its implementation and puts into practice.
- It establishes a long-term environment of confidence in relations to the students,
- It does not give false, misleading or incomplete information to its students during all administrative and academic processes as from the registration process, protects its students' rights by correcting erroneous processes and /or information flow that may occur in possible disruptions,

2.3. Stakeholder Relations;

- It protects the rights and interests laid down by the laws of all internal and external stakeholders,
- It shows a maximum effort to create value in acknowledgment of resources provided by the stakeholders,
- It ensures that the matters to be disclosed to stakeholders and the public are announced in a timely and accurate manner about the University,
- It administrates the university resources, assets and working time with the awareness of efficiency,

2.4. Supplier Relations;

- It establishes mutual value in business relations with suppliers,
- It clearly, directly and correctly executes the communication with its suppliers,
- It decides on supplier selection with objective criterions,
- It follows the reasonable confidentiality and job security rules demanded by the suppliers in supplier relations,

2.5. Public Relations;

- It complies with all relevant legal rules in the countries in which it operates or will operate,
- It manages all its business and financial activities in an entirely legal manner, records, keeps an account of them, and reports them,



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3. In-house Communication;

- They positively represent all the prestige that IAU has in the society and increase its reputation,
- They benefit from criticisms and suggestions by opening the communication channels, provide the continuance of positive relationships,
- They avoid personal statements of opinion involving the University in public opinion sharing,

4. Responsibilities of the Employees;

The responsibilities expected from IAU employees are as follows;

- They always obey laws,
- They fulfill their duties within the framework of basic moral and human values,
- They act righteous, kindly and receptively for mutual benefit in all of their relations, do not derive an improper personal benefit from persons and institutions for whatever purposes, do not receive or give payments as bribery or facilitation payment,
- They act in accordance with the relevant ethical rules and all codes of practice supporting those rules and avoid behaviors that may damage the reputation of IAU in business and private life,
- They do not act, make a false statement or keep up correspondence that might encumber the University unless they are explicitly authorized,
- They do not act disturbing and/or harmful to other employees, disrupt the harmony of the environment,
- They do not take care of all financial and intangible assets including the information knowledge and knowledge systems of the University like their personal assets. They protect them against possible losses, damages, misuses, abuses, thefts and sabotages,
- They do not directly and indirectly use their shifts and the resources of the University for their personal profits and/or political activities and profits.

5. Law-abidingness and Legal Transactions;

- It acts in compliance with laws, international agreements in which the Republic of Turkey exists as a party, the Foundation's policies and working principles in accordance with the Regulation of Foundation Universities in all matters within its field of activities,



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- It properly and concordantly manages all University activities and accounting system in accordance with the laws, records and reports them,
- It bases on that the contracts made with other persons and organizations must be in compliance with laws and ethical principles, also clear and understandable,
- It prevents any employee from taking any action that puts IAU under obligation except authorized signatures list valid at the University's legal representation or those authorized in accordance with the principles and limits determined in the relevant private authority documents.

6. Social Responsibility;

- It supports works that will contribute to economic and social development,
- It shows awareness to the issues about the society and gives support for the society's positive development,
- It encourages its employees to be volunteer for favorable social activities with a sense of social responsibility.

7. Competitor and Competition;

- It does not get involved in agreements and actions that directly or indirectly aim to block, distort or restrict competition or generate that effect or may give rise to that effect with competitors or other persons or organizations apart from the limits allowed by the legislation under no circumstance, (In this respect, legal regulations or exceptions granted to Universities, hence to IAU, within the framework of relevant legislation are reserved.)
- It does not abuse its dominant position on condition that it dominates in a particular region and/or environment alone or with its other enterprises,
- It does not negotiate and exchange information with its competitors in order to determine market and/or conditions of competition together. It avoids any negotiations and practices that may lead to the abovementioned circumstances or can be described in this way at associations, societies, employee associations, NGOs and other similar meetings attended on the purpose of representing the University.

8. Institutional Informing;

- It makes statements and declarations related to public disclosure by way of legal representatives in accordance with the law and legislation thereunder the laws,



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- It ensures that the newsworthy statements or the statements on an introductory basis are only made by the IAU representatives determined in accordance with the Institutional Information Principles,
- Any information request other than the normal flow of work shall be answered by IAU representatives within the scope of the Institutional Information Principles.

9. Quality;

- It aims to be perfect in all business processes for student satisfaction and world class academic education,
- Its involvement in quality culture promotes the competence and creativity in this area,
- It ensures that processes are continuously active and productivity is increased to achieve quality targets.

10. Environment;

- It gives importance to usage of material with low consumption of natural resources and large amount of recycled material,
- It develops methods to end pollution before it began by embracing the approach of that any kind of waste disposal is a natural resource loss,
- It fulfills all provisions regarding environment and other environmental protection obligations during its processes,
- It intends to raise awareness on the purpose of protecting environment and to minimize the need for natural resources, energy losses and wastes by educating its employees and business partners.

11. Wealth and Knowledge Management

11.1. Intellectual Property Rights;

- It legally ensures that applications are initiated and completed in a timely manner in order to secure the intellectual property rights of newly developed services, processes and software,
- It avoids the unauthorized use of patents, copyrights, brands, computer programs or other intellectual property rights belonging to other institutions –on purpose.

11.2. Information Management;

- It ensures all legal records are wholesomely kept,
- It arranges all kinds of information and document requests coming from official institutions are responded in the normal flow of work,
- It does not respond to the third parties' requests of information evaluated as classified for the University without the approval of the administration,



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- It is particular about the accuracy of the declarations and reports of the University,
- All documents used by the employees related to business belong to the University. The documents in question are stored or destroyed in accordance with the procedures of IAU.

11.3. Wealth Management;

- It pays attention for the prevention and efficient use of the University assets, takes all kinds of precautions to prevent theft or sustain a loss,
- University employees are responsible from the assets in their responsibilities and the damages occurred by themselves during their usage.

11.4. Security and Crisis Management;

- It takes the required precautions to protect the employees of the University, information and information systems, faculties/schools/institutes and administrative buildings in case of terror, natural disasters and attempts with ulterior motives,
- It makes the necessary crisis planning about the emergency management that will be formed in case of terror, natural disasters and similar events. In this way; it ensures the continuity of work with minimum loss in case of crisis.

11.5. Confidentiality and Avoiding Conflict of Interest;

- They do not share the information regarding their jobs and the documents they possess with unauthorized persons and authorities from inside and outside the institution for whatever purposes within the frame of Law on Protection of Personal Data, does not use them (directly or indirectly) for speculative objectives,
- They do not reveal confidential information and documents to other employees and do not require such information from other employees to disclose,
- They inform their higher supervisors of issues that are affecting or may affect employees' impartiality in performing their duties and any kind of benefits provided to them, their relatives, friends or related persons and organizations and the changes that may occur due to the fact that they have financial or any other interests and the other similar issues that can be perceived as a conflict of interest. This informing process is transmitted to at least two upper level supervisors.
- They are obligated to notify their superiors if they find out their first degree relatives have material benefits at another university and/or institution which have trade relations with IAU,



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- The approval of the University is required for participation in organizations and activities organized by persons or institutions involved or may involve in business relationship with IAU and effective or can be perceived as effective in decision-making processes.

11.6. Receiving and Giving Present;

When managing relations with private or public persons and institutions seeking to establish or maintain a business relationship with the University;

- They cannot demand any present or benefit which may involve an irregularity, cause a dependency relation or be perceived as such, cannot offer such presents or benefits to third parties, cannot accept if they are offered.

11.7. Employee Health and Job Security;

- The University meets all legal and other obligations concerning occupational health and security, adopts the principle that occupational health and security improvement activities are the common responsibility of all employees, uses proactive business approach in all its activities. The employees comply with the rules and instructions for this purpose and take necessary precautions.

11.8. Political Activity Ban;

- As an institution, IAU does not make donations to political parties, politicians and political candidates. Demonstrations, propagandas and similar activities related to these subjects are not allowed within the institution. Institutional resources (tool, computer, e-mail, etc.) cannot be assigned for political activities.

12. Principles of Ethical Conduct and Codes of Practice

12.1. Obligation to Notify Violation

If the employees find out or doubt the legal regulations, laws, annunciations/regulations, legislations or one of the rules that the University is subject to are violated, they are obligated to report this situation to their superiors (their first managers) or in some cases to the Ethics Committee by e-mail or in writing.

The disclosure of the notification made by the person in a way that affects the peace of his/her mind in the workplace or his/her business relations will be strictly avoided.

It must be ensured the notification mechanism is in line with the interests of the University.



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It is very important that the person who notified is free from intensions such as gossiping about the notified person and/or trying to adversely affect his/her career. In this respect, confidentiality, objectivity and compliance with ethical rules are extremely critical in the process of notification and investigation. It is imperative that people who notified and who manages the investigation should pay utmost attention to this issue.

When intentional false and slanderous notifications are detected, it will be evaluated as a violation of codes of conduct.

12.2. Discipline Applications;

Disciplinary Regulations apply in case of violation of Codes of Conduct.

12.3. Implementation and Supervision;

- The functioning of the ethical rules described above and which must be followed in all activities is governed by the Ethics Committee established in IAU.
- The Ethics Committees can assign person/persons with respect to relevant activities and ensure that necessary precautions are taken.
- IAU has been defined in the practices and sanctions, contracts of employment and procedures regarding the policies of the University.

13. Ethical Line;

The feedbacks of students, staff and individuals with or without institutional affiliation are sent to the Department of Strategy and Quality Improvement via “Feedback System” has entered into service by our institution. Problems are solved by handling each feedback separately and the person is contacted by the communication channel s/he chooses (telephone, e-mail or the tracking number given by the feedback system) within a maximum of 3 working days.