

T.R.
NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY
ETHICAL CONDUCT PRINCIPLES AND ETHICS COMMISSION DIRECTIVE

FIRST PART

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 - The purpose of this Directive is to ensure the establishment of a culture of ethics in Nevşehir Hacı Bektaş Veli University, to determine the principles of ethical behavior that the personnel must comply with while performing their duties, to help them act in accordance with these principles, to eliminate situations that may undermine trust in management or harm the principles of justice, honesty, transparency and impartiality in the performance of their duties and to regulate the working procedures and principles of the Ethics Commission to be established within Nevşehir Hacı Bektaş Veli University.

Scope

ARTICLE 2 - This Directive covers the principles of ethical behavior that the personnel must comply with during their duties and services, the ethical problems that may arise in the relations between the different units and employees of the University as a result of non-compliance with these principles or the relations with the stakeholders of the University, the structure of the Ethics Commission to be established and the working procedures and principles of this Commission.

Basis

ARTICLE 3 - This Directive has been prepared on the basis of the Public Internal Control Standards Rescript published by the Ministry of Finance in the Official Gazette dated 26/12/2007 and numbered 26738 in accordance with the provisions of the Public Financial Management and Control Law No. 5018, published in the Official Gazette dated 24/12/2003 and numbered 25326, and on the basis of the Regulation about University Staff Code of Ethical Conduct and Application Procedures and Principles published in the Official Gazette dated 13/04/2005 and numbered 25785 in accordance with the provisions of Law No. 5176 about the Establishment of the University Staff Ethics Commission and the Amendment of Certain Laws, published in the Official Gazette dated 08/06/2004 and numbered 25486.

Definitions

ARTICLE 4- (1) In this Directive,

- a) Academic Staff: expresses academic staff subject to Article 3 of the Higher Education Personnel Law No. 2914 and contracted academic staff of Turkish and foreign nationality subject to Articles 15 and 16 of this Law,
- b) Administrative Staff: expresses civil servants subject to Law No. 657,
- c) Commission: expresses Nevşehir Hacı Bektaş Veli University Ethics Commission,
- ç) Rector: expresses the Rector of Nevşehir Hacı Bektaş Veli University,
- d) Senate: expresses the Senate of Nevşehir Hacı Bektaş Veli University,

- e) Contracted Personnel: expresses contracted personnel subject to Article (4 / B) of Law No. 657,
- f) Permanent Worker: expresses permanent workers subject to Article (4 / D) of Law No. 657,
- g) University: expresses Nevşehir Hacı Bektaş Veli University,
- ğ) University Staff: expresses academic staff, administrative staff, contracted staff and temporary workers working at Nevşehir Hacı Bektaş Veli University,

SECOND PART

Ethical Conduct Principles

Ethical Principles

ARTICLE 5 - Nevşehir Hacı Bektaş Veli University staff abide by the following ethical principles and rules in their duties and services, units and interpersonal relations:

A- General Ethical Principles

- a) Honesty, truthfulness, impartiality, reliability, responsibility, accountability, transparency and participation are essential.
- b) No discrimination is made between individuals due to language, religion, race, age, gender, political opinion, world view, sect or similar reasons in the public services carried out at the university. Differences are approached with tolerance.
- c) The basic principles are respect for human beings, respect for human rights and freedoms, protecting the public interest and the rule of law. Responsibilities towards the University are not interrupted in order to participate in any activity or study outside the University.
- d) Care is taken to discuss every subject freely in the university in a way that suits the University environment.
- e) University staff perform their duties with the awareness of their rights and responsibilities and by observing the service standards. Care is taken to ensure that the duties are carried out in place, on time and in accordance with the purpose.
- f) Duties and responsibilities are fulfilled with love, respect, kindness and solidarity.
- g) In accordance with the specific objectives of the task, efforts are made to ensure the quality of the work, to protect and elevate the prestige of the University in all activities, attitudes and behaviors.
- h) Sensitivity to the environment and society is shown, and human benefit is taken into consideration in decisions and works.
- i) University facilities are not used for personal benefits, resources are not wasted, and its goods are carefully protected.
- j) University staff cannot derive any benefits directly or through intermediaries from real or legal persons who have a business, service or interest relationship related to their duties for themselves, their relatives or third persons or organizations.
- k) University staff are obliged to carry out income-generating jobs outside the institution in accordance with the legal regulations and the principle of honesty and to avoid being a commercial advertising tool.
- l) University staff cannot disclose confidential and private information obtained during the performance of their duties or as a result of this duty to any institution, organization or person

other than the competent authorities while on duty and after leaving the office. He / She behaves carefully about conflict of interest and relationship of interest.

m) University staff avoid waste and extravagance in the use of public buildings and vehicles and other public goods and resources. He /She behaves effectively, efficiently and economically while using the working time, resources, workforce and institutional facilities.

n) University staff are supposed not to engage in arbitrary acts, coercion, insult and threatening practices, not to prepare reports that are not based on clear and conclusive evidence and not to demand benefits illegitimately.

o) The university staff inform the competent authorities when they are requested to engage in unethical or illegal acts or when they become aware of or see such an action / transaction while carrying out their services.

B- Principles of Management Ethics

a) The management acts in accordance with the understanding of joint management. Duties and responsibilities are shared in solidarity. It is important to ensure the participation of employees in the decision-making process.

b) No discrimination is made between personnel except for the provisions specified in laws and regulations.

c) University staff are allowed to express their opinions freely in administrative matters and practices, in the commissions and meetings they attend.

d) Managers at all levels use their discretionary powers in line with the public interest and service requirements, without any arbitrariness, in accordance with the principle of equality and impartiality.

e) Mobbing such as harassment, irking, intimidation, use of influence and force, and blocking of employee personal rights cannot be applied.

f) It is ensured that the decisions taken in all board and commission meetings of the university are implemented.

g) Academic studies are supported and encouraged; academic merit, experience and effort are respected.

h) The principles of equality and equity are followed in the assignment of academic staff and other staff in-house or out of the institution and in the distribution of courses.

i) University staff are not guided in line with any benefits, and are not forced to perform duties not given by law.

j) Problems encountered during the execution of duties are resolved on site, on time and permanently.

k) The personal dignity and professional dignity of the university staff are respected. No discrimination is made among the university staff due to language, race, color, gender, appearance, political opinion, religion, sect or similar reasons.

l) In the evaluation of applications for appointment and promotion of academic staff, the academic performance criteria accepted by the University Senate are taken as basis.

m) It is behaved in a transparent and accountable manner in the use of the resources of the University and in the conduct of affairs. A relationship with the purpose of benefit cannot be established with persons, institutions or organizations that have to do business with the university.

- n) University management is supposed to provide appropriate conditions for the independent work of the Ethics Commission and commissions, to implement the board decisions fairly, and not to remain silent to unethical attitudes and behaviors.
- o) The principle of impartiality is respected by the university administrators in relations with political institutions and other non-governmental organizations.
- p) University administration observes the legal rights of academic staff arising from science, art, research and publications.
- q) University administration works for the realization of academic autonomy and regards academic freedom, coexistence of different thoughts and opinions as the basic value of university life.

THIRD PART

Ethics Commission

Establishment of the Ethics Commission

ARTICLE 6 - (1) The Ethics Commission consists of at least 3 (three) people appointed by the Rector among the academic and administrative staff of the University who have not been subject to any disciplinary punishment and ethical violation before.

(2) The term in office of the members of the Ethics Commission is three (3) years. The member whose term has expired can be reinstated. Membership of a member who does not attend three consecutive meetings without permission and excuse within a calendar year is canceled and a new member is elected.

(3) The Commission selects a chairman among itself at its first meeting.

(4) The authorized union representative and, if any, the representative of the union to which the complained personnel are affiliated are invited as an observer to the Ethics Commission meetings regarding the complaint.

Secretariat of the Ethics Commission

ARTICLE 7 - (1) The secretariat services of the commission are carried out by the General Secretariat of the University.

Duties and Responsibilities of the Ethics Commission

ARTICLE 8 - (1) Ethics Commission,

a) presents an opinion based on evidence in the academic and administrative units of the university, in the problems related to the ethical rules specified in the Directive.

b) organizes training and similar activities in order to spread and develop the ethical life culture and increase ethical sensitivity in the university, cooperates with the authorities to rank as the principles of ethical behavior in basic, preparatory and in-service training programs applied to the University staff.

c) evaluates the ethical problems that arise within the University and, when necessary, makes suggestions to the Rectorate for the establishment of sub-commissions composed of experts in their fields.

d) works confidentially on all ethical issues about which it evaluates, makes decisions and gives opinions, and keeps all information and documents obtained confidential.

Working Style of the Ethics Commission

ARTICLE 9 - (1) The working order of the Ethics Commission is as follows:

- a) The subjects to be examined and the files to be evaluated by the Ethics Commission are referred to the Commission by the Rector.
- b) The commission convenes at least two (2) times a year and with the participation of at least two-thirds of the number of members, upon the call of the chairman to discuss its agenda. When necessary, an extraordinary meeting can be held upon the call of the president.
- c) The Commission makes its evaluations on the file and receives written or verbal information from the relevant persons when necessary. Those who have applied for an ethical violation are given the right to make their defense in front of the Ethics Commission. Persons who do not respond within the period determined by the Commission and not less than ten (10) business days from the date of notification of their right to defense are deemed to have waived their right to defense. In this case, the Ethics Commission evaluates and expresses an opinion based on the available information and evidence.
- d) The Commission makes the correspondence it should make with other institutions and organizations during its examination and evaluation through the Rectorate.
- e) The Commission considers and evaluates the applications only with ethical aspects.
- f) The President appoints a reporter among the members for each file submitted to the examination and evaluation of the Commission, in line with the opinions of the members. The commission, when necessary, may invite experts on the subject to its meetings to consult, or have a sub-commission composed of experts make an examination. These experts or sub-commissions complete their work on the file referred to them by the Ethics Commission within the specified period and submit the report they have prepared to the Commission. As a result of the negotiations, the reasoned Commission decision taken with one more than half of the total number of members is presented to the Rector. The decisions of the Ethics Commission are notified to those concerned by the Rectorate.

FOURTH PART

Miscellaneous and Final Provisions

Compliance with Ethical Behavior Principles

ARTICLE 10 - (1) University staff are supposed to comply with the principles of ethical behavior specified in this Directive while performing their duties. These principles form a part of the legislative provisions regulating the employment of personnel.

(2) University staff are supposed to sign the Ethics Agreement attached to this Directive when starting their duty. This document is kept in the personal file of the personnel.

(3) Authorized disciplinary chiefs also evaluate the work and actions of the personnel in the disciplinary investigation in terms of compliance with the ethical behavior principles regulated in this Directive.

Informing the Personnel

ARTICLE 11 - (1) University staff are informed about the principles of behavior and their responsibilities regarding these principles by the managers of the units they work in.

Validness

ARTICLE 12 - (1) This Directive becomes valid as the date of publication.

Executive

ARTICLE 13 - (1) The Rector executes the provisions of this Directive.

PROVISIONAL ARTICLE 1 - (1) Violation of ethical principles that took place prior to the effective date of this Directive cannot be subject to complaint or notice.



T.R.
NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY
UNIVERSITY STAFF ETHICS AGREEMENT

With the awareness and understanding that the public service is above all kinds of private benefits and that the public official is in the service of the public, I undertake;

- to work to facilitate the daily life of the society, to meet their needs in the most effective, fast and efficient way, to increase the quality of service and the satisfaction of the society,
- to fulfill my duty in line with the principles of respect for human rights, transparency, participation, honesty, accountability, protecting the public benefit and the rule of law,
- to act in accordance with the service requirements in neutrality, without discrimination of language, religion, belief, political opinion, race, age, physical disability and gender, and without giving rise to behaviors and practices that prevent equality of opportunity,
- to fulfill my duty without receiving gifts from any real or legal person related to the task, without providing material and moral benefit or any benefit of this nature, without expecting any special interest,
- not to use public goods and resources or not to make them use for purposes other than public purposes and service requirements, not to waste these goods and resources,
- to respect the rights of persons to petition, obtain information, to complain and to sue, to act in a caring, polite, measured and respectful manner towards the beneficiaries of the service, my colleagues and other interlocutors,
- to serve and provide services in accordance with the ethical behavior principles and values determined by the regulations prepared by the Public Servants Ethics Commission.

T.R. Identification number :

Name and surname :

Title:

Unit:

Signature:

Date : / / 20...