İSTANBUL GELİŞİM ÜNİVERSİTESİ	**ETHICAL EMPLOYMENT POLICY**	Document No	RK.YD.04
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Istanbul Gelisim University is known with its professional, fair, honest and respectable stance in the eyes of its staff, work partners and stakeholders and protects its reputation with caution. The profit of each stakeholder within the context of doings and related decisions taken is being considered and decisions are being made based on ethical values with a sense of social responsibility.

Basic Values

The basic values on which the ethical employment policy of the university is based are:

1. **Honesty:** Righteousness and honesty are the primary values in all work processes and relations. It is important to act based upon righteousness and honesty in relationships with all the staff and stakeholders and to communicate openly.
2. **Acting Fairly:** Establishing and maintaining a fair work environment is one of the most to the primary goals of the University. Establishing relationships based upon the principle of mutual fairness with all stakeholders and making sure to act accordingly.
3. **Confidentiality:** University is based upon the principal of protecting academic and administrative information, patents, studies, rights and information of the staff and contracts within sense of confidentiality and maintaining this confidentiality.
4. **Respect to Individuals:** University determines the element of respect for individuals and multivocality as a prior condition both personally and professionally in regard to its staff. University internalizes pluralism in work processes as a basic principle and internalizes within a frame which accepts all kinds of differences as a substantiality. University keeps the communication channels which are intended for all each stakeholder open and the University is based on mutual communication principle in regard to carrying out the work processes.
5. **Solidarity:** University is based upon teamwork in order to achieve its goals and based upon the methods and processes which encourage to unveil the potential of each individual.

Strategies of Ethical Employment Policy:

The cornerstones of the Ethical Employment Policy, which are shaped around these values are as follows:

The University believes that the work peace created by respect, understanding and trust environment in work life affects the connection between staff and all other stakeholders besides work life success and shows a distinguished effort regarding this matter.

The University enables transparent and ordinate information sharing with all stakeholders. The developments related to work processes are announced via the platforms accessible to all stakeholders.

The University consults with all stakeholders regularly in order to develop a fair and

antidiscrimination nature in the workplace and to maintain this nature.

The University acts in a fair and transparent way in terms of recruitment, accounting, rewarding and social rights practices.

The University does not accept the discrimination caused by language, race, color, gender, political opinion, belief/disbelief, religion, sect, age, disability and so on and shows effort and sensibility regarding this matter to the full extent.

The University is sensitive to unauthorised sharing and use of information obtained due to work processes and develops its internal auditing mechanism regarding this matter.

The University supports solidarity principle in order to increase corporate belonging in regard to professional experience and work processes and carries out encouraging practices regarding this matter.

The University carries out work processes by taking fair work load distribution and equal pay for equal work principles into consideration.

Objectives of the Ethical Employment Policy:

1. Presenting fair and trustworthy practices devoted to all stakeholders
2. Respecting to all individuals' existence with its diverseness
3. Internalizing equal pay for equal work principle
4. Making sure that the workload is distributed fairly
5. Putting forward the humanitarian criteria in regard to the development of social rights
6. Making sure the personal information and personal rights are protected to the full extent

Indicators are created to monitor the degree of realization of these objectives. Realization percentages are determined and corrective and remedial measures are taken.

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Rector