

8 DECENT WORK AND  
ECONOMIC GROWTH



# DECENT WORK AND ECONOMIC GROWTH REPORT 2021



ISTANBUL  
GELISIM  
UNIVERSITY

ISTANBUL GELISIM UNIVERSITY

## 8 DECENT WORK AND ECONOMIC GROWTH



SUSTAINABLE DEVELOPMENT GOALS



ISTANBUL GELISIM UNIVERSITY

### SDG 8 Decent Work and Economic Growth

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### About the Report

The purpose of the Istanbul Gelişim University (IGU) Decent Work and Economic Growth Report is to promote uninterrupted, inclusive, and sustainable economic growth, full and productive employment, and decent work for all. In this context, IGU is one of the universities that is committed to contributing by creating value for the target, and today the education, training, and research activities of universities play a major role in the development of societies.

IGU takes important steps to realize more productive employment and to provide a decent work environment under equal conditions for all women and men by understanding the importance of working under humane and welfare conditions. Within the scope of this report, the policies of our university that support a decent work environment and economic development, the working environment and conditions of the university, as well as the training and activities that contribute to economic growth and development, will be presented.



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### Acknowledgement

We would like to thank our university's esteemed academics, administrative unit officers and employees, and our internal and external stakeholders who have contributed to the content of the Decent Work and Economic Growth Report with their work and practices.

Istanbul Gelisim University



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## Education

### **Trainings for Employee Development**

We know that our human resources are one of the most important factors behind our success and we are constantly improving it. We prioritize supporting the development of group employees. We are working to increase the knowledge, skills and competencies of our employees by organizing various training and development programs and updating existing programs according to needs. At our university, we focus on the development of all employees, regardless of unit, blue collar, white collar and subcontractor.

We care about keeping our employees up-to-date on business ethics as well as the development of their skills and performance. Within the scope of Istanbul Gelişim University Employee Guide, which is a guiding guide for employees, we provide Orientation training to every new employee in the group, including part-time and contract employees. We provide regular refresher training to current employees every year to keep their knowledge up to date and raise awareness.

**A total of 11,136 people provided training and 2010 hours of training held in 2021.**

These trainings are included under the headings of orientation, in-service training, knowledge and skill development, personal development and various qualified developers. In order to improve the professional competencies, process awareness, technical knowledge, leadership and management skills of the employees; Trainings are organized in 3 main categories: management training, technical training and social skills training.

The educational contents in the plan are produced and given in cooperation with the rich and competent teaching staff of our University and the Continuing Education Center. During the COVID-19 pandemic, in-class trainings planned to be held in 2020 continued to be given in video training format. After all trainings, a "Training Evaluation Questionnaire" is sent to the participants, and their satisfaction and training feedbacks are recorded.

### **1- Skills Development Training Programs**

Various educational activities are organized at our university every year to support the development of the staff. These trainings are offered in a wide range from orientation to healthy living in the office environment. In this section, personnel training events held in 2019 are presented.

A. Orientations; These are the programs organized every year so that the academic and administrative staff who have just joined our university can easily and quickly adapt to the working environment and management processes.

- Turkish National Teaching Staff Orientation
- Foreign Teaching Staff Orientation
- Research Assistant Orientation
- Administrative Staff Orientation





- B. Quality Management System Trainings; Our university is managed with the support of Quality Management System and Processes. All necessary trainings are provided in the implementation of the Quality Management System and Processes from the highest level to the lowest level.
- KYS Automation System
  - PUKO Improvement Technique
  - ISO 9001:2015 Basic Training
  - TS EN ISO 9001:2015 Internal Audit Training
  - TS EN ISO 9001:2015 Documentation Training
  - TS EN ISO 9001:2015 Risk Based Process Training
  - Training on Considerations While Preparing Department Internal Evaluation Reports
  - ISO 9001:2015 Standards General Information Training
  - KYS Workflow Chart Drawing Standards
  - IGU Quality Processes
- C. Information Technologies Trainings; Information Technologies, whose importance has been increasing in recent years, is also important in the functioning of our university. In order for the work to progress easily and quickly, our personnel are given training in this direction.
- Microsoft Office Entry Level Training
  - WEB Panel Training
  - EBYS Training
  - IGU Information Processing Systems
- Ç. Personal Development Trainings; In our university, various trainings are carried out in order to increase the skills of the personnel in terms of both professional and personal development.
- Basic Skills in Business Life
  - Effective Communication and Body Language
  - Communication in Business
  - Correspondence Rules and Leadership
- D. Occupational Health and Safety and General Health Trainings; The health of our staff and their awareness on these issues are as critical as the processes at our university. Therefore, in addition to the Occupational Health and Safety trainings, which are mandatory as per the legislation, general health trainings are also provided to our personnel.
- Basic Occupational Health and Safety Training
  - Basic Occupational Health and Safety in Offices
  - Healthy Life Training in the Office
  - First aid training
- E. Academic Trainings; These trainings, which are aimed at providing academic development and improving the competencies of academic staff, are organized to raise awareness on issues such as increasing the quality of education and establishing healthy communication with students.
- Project management



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- Student-Centered Learning: Examples of Good Practice
- Scientific Article Writing
- Student Affairs Processes
- How Generation Z Learns
- Effective Online Education Tips
- Project Grant Mechanisms
- Training of trainers

F. General Trainings; Our university organizes trainings for all personnel in terms of understanding and applicability of general management processes and contributes to increasing work efficiency.

- Practical Information for Promotion Days
- Functioning and Purpose of Public Relations and Publicity Directorate Training
- Assignment Processes Training
- General Secretariat and Management Processes: Quality
- General Secretariat and Management Processes: Legal Processes
- General Secretariat and Management Processes: EBYS
- General Secretariat and Management Processes: Meeting Processes
- Erasmus Processes



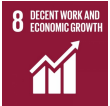
### 2- Digital Education Platforms

Training videos are added to the LMS video-training platform created by Istanbul Gelisim University in order to be kept sustainable and easily accessible for our employees and made available to our employees.



### 3- Recruitment and Talent Development Programs

Candidates are evaluated according to the competencies required by the job in job interviews. Ability tests, profile analyzes, personality inventory, group interviews and competency-based interviews are carried out by Human Resources in order to evaluate the competencies required for different positions.



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### 4- "Sizin Gibi Çalışma Arkadaşlarına İhtiyacımız Var" Programı

İstanbul Gelisim Üniversitesi olarak her geçen gün gelişen, büyüyen ve güncellenen yapımıza eğitim alanındaki ilkelerimizin takibinde olmaya devam ediyoruz. Artan istihdam sayımızı, çalışma arkadaşlarımız ve ailemize katılan her yeni çalışanımızla birlikte daha fazla değer kazandığımız bilincindeyiz. Personel Daire Başkanlığı tarafından yürütülecek olan **"Sizin Gibi Çalışma Arkadaşlarına İhtiyacımız Var"** projemizle, oluşan açık pozisyonlarımızı siz değerli çalışanlarımızla paylaşmak, ilanlarımızda uygun olduğunu düşündüğünüz **çevrenizdeki adaylara da ulaşmak istiyoruz.**

#### Oluşan pozisyon ile ilgili ilanlarımıza;

Oluşan pozisyon ile ilgili ilanlarımıza; [Kariyer.net](http://Kariyer.net)  
[www.kariyer.net/firma-profil/istanbul-gelisim-universitesi-235114-269071](http://www.kariyer.net/firma-profil/istanbul-gelisim-universitesi-235114-269071) linkinden,  
**İnsan Kaynakları** <https://ik.gelisim.edu.tr/> web adresinden,  
Yayında olmayan ilanlar ve Genel Başvuru için  
**Özgeçmiş Bırak** <https://form.gelisim.edu.tr/ik-cv-formu> linkinden ulaşabilirsiniz.

Based on the value that Istanbul Gelisim University places on its current employees, it simultaneously shares all positions open for recruitment with its employees, and attaches particular importance to candidates who come with their evaluations and references. In this context, the number of administrative employees employed in the institution is 17 in 2021.

Approximately 10% of the total number of recruits is provided with this program. Employees employed with this program have a zero turnover rate as of the start of the project.

Within the scope of talent management at Istanbul Gelisim University, we carry out activities on acquiring new talents, encouraging career development of employees, developing existing talents and increasing employee loyalty by rewarding high performance. In this direction, we support the employees in their career journeys through career management processes, and facilitate them to take charge in different fields or higher positions within the University. We organize training and development programs for all employees without discrimination in order to gain the knowledge and skills needed in our constantly changing business.

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### University Policies

#### 1- Decent Work and Fair Remuneration Policy

With its Decent Work and Fair Remuneration policy, Istanbul Gelisim University aims to offer job opportunities where everyone is productive, receives a fair wage, ensures workplace safety, has social protection opportunities for its employees, and expects more personal development and social harmony. The main purpose of this policy, in connection with the performance of the employees; It is to ensure that the activities of the university are planned, executed and managed based on the scope, structure, strategies, mission and vision and objectives of the university with the relevant legislation. In the management of wages and fringe benefits; Fair, objective, high performance, competitive, rewarding and motivating criteria are taken into account, language, race, color, gender, political opinion, belief, religion, sect, age, physical disability and similar features are not accepted as criteria in pricing, there is no discrimination.

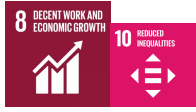
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#### 2- Anti-Wage Discrimination Policy

The University does not allow language, religion, race, ethnicity, origin, sect, gender, belief/non-belief, geographical region or any similar differences to negatively affect the work and wage policy. In this direction, it acts in accordance with the performance criteria and success criteria, which are determined completely equally in determining wages and wage increases.

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#### 3- Anti-Corruption, Crime and Anti-Bribery Policy

The university accepts the priority of acting for the benefit of the society in terms of service and responsibility towards the society. In this respect, it accepts that the duty of being a free and impartial audit eye regarding the business processes of the public and private sectors is naturally recognized by the society. In this context, it conducts research and expresses opinions on all issues that will directly affect the society, based on original, impartial and scientific principles and principles. It interacts with all segments of the society at the point of raising awareness of the society and producing new approaches in terms of transparency and fairness of all processes, especially corruption, crime and bribery.



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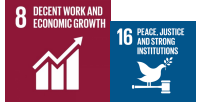
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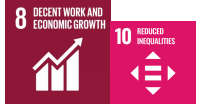
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### 4- Modern Anti-Slavery and Fair Work Policy

The University shows an equal approach to all its employees, both academic and administrative, without distinction of title, education level, income level. It takes and implements measures in order to prevent the attitudes that will prevent the exploitation of the labor of the employees by taking advantage of their material or moral needs or to prevent them from seeking their rights.

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### 5- Gender Equality Policy

With the mission of education, research and advocacy in the field of gender equality, Istanbul Gelisim University aims to develop remedial policies to ensure gender equality and to remove the obstacles in front of women's career development due to prejudices created by established social roles. In line with these purposes, making positive impacts on the society in general, raising awareness in mutual cooperation with the members of both the management structure and the education-training structure, raising awareness and carrying out activities to put into practice constitute the essence of the gender equality policy.

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### 6- Human Rights, Rule of Law and Justice Policy

Istanbul Gelisim University aims to provide a fair education and working environment that respects human rights, accepts the rule of law. Education is given in accordance with all national and international legal regulations regarding human rights at the university and a suitable working environment is created. All of the administrative and academic works and transactions are carried out within the framework of the relevant legal regulations, especially the constitution, no decision taken, no procedure applied, no action taken is arbitrary. The university respects the differences of religion, language, race, sect, ethnic origin, political thought and similar differences of its students and employees, and offers an equal and fair education and working environment.



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### 7- Ethical Business Policy

Istanbul Gelisim University is known as professional, fair, honest and respectable among its employees, business partners and stakeholders, and it carefully protects this reputation. The work done and the decisions taken depending on these works are considered for the benefit of all stakeholders, and decisions are taken based on ethical values with the awareness of social responsibility.

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### 8- Yönetişim Politikası

Istanbul Gelisim Üniversitesi, akademik ve idari kadrolarında çalışanlarını, öğrencilerini, mezunlarını, araştırma ve eğitim faaliyetlerinin girdi ve çıktılarıyla ilgili tüm toplum ve reel sektör kesimlerini paydaşları olarak tanımlar. Üniversitenin tüm paydaşlarının, kanunların ve pratik zorlukların elverdiği ölçüde kararların alınmasına, uygulanmasına, sonuçlarının izlenerek, denetlenmesi ve gerekli iyileştirme ve önleme faaliyetlerinin yürütülmesine katılmaları esastır.

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### 9- Equal Opportunity Policy

Istanbul Gelisim University is a higher education institution that provides academic and applied science, art and sports education at associate, undergraduate and graduate levels. It is an organization that aims to follow the intellectual, scientific knowledge, aesthetic understanding and professional practices produced on a world scale, to transfer this knowledge to its students and to teach them to learn.

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### 10- Respect for Diversity Policy

Istanbul Gelisim University is an institution that accepts, respects and encourages diversity as wealth, manages them and accordingly adopts and implements inclusive policies and strategies that advance diversity as a positive force in University life. The University aspires to be a community characterized by academic excellence, intellectual integrity and ethical practices. University; It explicitly addresses the social, ethical, and religious dimensions of the questions it faces in education, research, and service. The University is guided in all its activities by a fundamental concern for justice, equality and dignity of all people.

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### 11- Equality Policy

The University does not accept the discriminatory policy against any of the topics that constitute social discrimination such as language, religion, race, color, sect, gender, nationality, ethnicity, geographical region, belief/non-belief, disability. In this context, it provides paid and free services in order to provide equal opportunities both for its students and for other individuals in the society it reaches with the duty of service to the society in line with the principle of lifelong learning, and to ensure the personal development of all individuals. While providing these services, it removes the time and space constraints by making use of the advantages of technology and aims to reach all segments of the society.

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### 12- Policy Against Sexual Harassment and Mobbing

Istanbul Gelisim University undertakes to take all necessary precautions and measures to ensure that the students, academic and administrative staff, all persons and business employees working within its body work in a peaceful environment. The university is highly sensitive to both sexual harassment and mobbing, which is defined as psychological violence. In this context, it first aims to take measures to prevent incidents such as sexual harassment and mobbing, and to do all necessary work to raise awareness. In case of an incident related to sexual harassment or mobbing, procedural, psychological and legal support is provided to the victims.

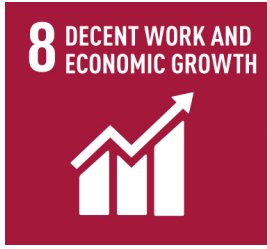
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### 13- Flexible Working Policy

Istanbul Gelisim University applies flexible working methods for special positions according to the needs of the institution in terms of both academic and administrative staff. Our university has adopted flexible working models such as part-time work, remote work and compensation in case of overtime work.

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### 14- Maternity Policy

Istanbul Gelisim University is committed to supporting motherhood best practice that recognizes the value of reaching a gender-diverse workforce, retaining and promoting female talent.

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### 15- Women and Disadvantaged Learners Support Policy

Istanbul Gelisim University is an institution that aims to follow the world-wide ideas, scientific knowledge, aesthetic understanding, and professional practices, and to transfer and teach this knowledge to all its students equally. The extent can survive. As long as the university contains the society that created it without dividing it, it can be a place where education and training are implemented in real terms. It is the basic policy of the University to establish and maintain an education system that takes steps toward the needs of disadvantaged individuals and acts with an equal and unifying understanding between races, languages, colors, religions, sects, and genders.

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### 16- Sustainable Supply and Supplier Policy



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In order to continue its education and scientific research activities, Istanbul Gelişim University prioritizes social, economic and environmental issues, applying sustainable procurement principles based on high ethical standards, within the framework of its professional and qualified procurement policy, in all purchases of goods and services it needs. Accordingly, it develops, encourages, and implements appropriate purchasing strategies and procedures. Incorporate relevant and proportionate sustainability requirements into the development of procurement specifications and contracts. It encourages the core values that need development and support, the inclusion of suppliers in the chain that is in line with the University's policy principles, with a participatory approach and a common denominator approach. It provides systematic documentation of these activities and audits them with relevant standards. It encourages the implementation of related technology solutions, including the e-procurement system, to reduce purchasing and logistics costs. It creates optimum procurement strategies in consultation with stakeholders and ensures the continuity of corrective and preventive actions within the strategic plan.

[https://panel.gelisim.edu.tr/assets/2020/dokumanlar/iguwebsite/RK.YD.01%20S%C3%BCrd%C3%BCr%C3%BClebilir%20Tedarik%20ve%20Tedarik%C3%A7i%20Politikası%20B1\\_2fc26c7c9a334b19bac4e48913ca6045.pdf](https://panel.gelisim.edu.tr/assets/2020/dokumanlar/iguwebsite/RK.YD.01%20S%C3%BCrd%C3%BCr%C3%BClebilir%20Tedarik%20ve%20Tedarik%C3%A7i%20Politikası%20B1_2fc26c7c9a334b19bac4e48913ca6045.pdf)



### 17- Subcontractor Policy

It follows the wage and social rights policies of its suppliers, which are university subcontractors, for their employees. In the tender processes, it imposes protective conditions for the labor of the employees for the companies and follows them at the point of implementation. It creates obstacles for companies that do not comply with these rules to participate in tenders.

[https://panel.gelisim.edu.tr/assets/2020/dokumanlar/iguwebsite/RK.YD.03%20Ek%20Politikalar\\_e904878e2ce0429e9c253284ac5417b3.pdf](https://panel.gelisim.edu.tr/assets/2020/dokumanlar/iguwebsite/RK.YD.03%20Ek%20Politikalar_e904878e2ce0429e9c253284ac5417b3.pdf)



### 18- External Stakeholder Relations Policy

The University expects sustainability practices, ethical approaches and business processes policies that prioritize the individual from all its stakeholders. At this point, it pays attention to the issues of raising awareness of stakeholders, supporting them in a positive way and raising awareness. It regularly exchanges ideas openly and mutually with all its stakeholders.

[https://panel.gelisim.edu.tr/assets/2020/dokumanlar/iguwebsite/RK.YD.03%20Ek%20Politikalar\\_e904878e2ce0429e9c253284ac5417b3.pdf](https://panel.gelisim.edu.tr/assets/2020/dokumanlar/iguwebsite/RK.YD.03%20Ek%20Politikalar_e904878e2ce0429e9c253284ac5417b3.pdf)



### 19- Governance Policy with Internal and External Stakeholders



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SUSTAINABLE DEVELOPMENT GOALS



ISTANBUL GELISIM UNIVERSITY

To ensure the participation of stakeholders in the quality assurance system in order to ensure the continuous improvement and development of all academic and administrative activities carried out at Istanbul Gelisim University. In this context, the principle of governance is primarily aimed at ensuring that all stakeholders take an active role in the decision-making processes, and in this direction, the processes become transparent, sustainable and open to contribution. The University acts in an effort to share the basic principles and principles on which it is based with all the stakeholders it is in contact with and to develop it with their contributions.

<https://panel.gelisim.edu.tr/assets/2020/dokumanlar/iguwebsite/RK.YD.08%20%C4%B0%C3%A7%20ve%20D%C4%B1%C5%9F%20Payda%C5%9Flarla%20Y%C3%B6netim%20Politikası%207c839c5adb2e423b9a7ba0d8a06065a5.pdf>

8

DECENT WORK AND ECONOMIC GROWTH



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PARTNERSHIPS FOR THE GOALS



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## 8 DECENT WORK AND ECONOMIC GROWTH



### Human Resources Policy

Our employees are our most valuable stakeholders. We put our employees at the center of both the Sustainability Roadmap and the 2021-2025 strategy. In order to adapt to the future of work today, we focus on talent and culture management in all our Group-wide activities; We act with the lens of equality, diversity and inclusion. We provide equal, fair, and safe work environments that allow our employees to realize their potential in the best way possible.

A management approach based on respect and tolerance for the personalities of the employees at our university has been adopted, and it is aimed to protect and observe human rights and freedoms. Our university has adopted the principle of fulfilling its duties and obligations in accordance with today's technology age by increasing the efficiency and competencies of its employees, gaining a sense of belonging to the institution and their work, ensuring trust and peace in the working environment, and supporting their personal development.

Our human resources policy aims to employ employees who aim for success in a mutually respectful manner, who develop in line with the targeted goals and strategies, and who are innovative and stable. Our aim is to carry our University to success in terms of education and training, with its happy employees who embody the corporate culture and have high productivity, job satisfaction, and motivation.

Our University was founded on the understanding of creating a solution-oriented working environment and making it permanent, as Human Resources, by supporting teamwork, entrepreneurship, and creativity, with a sense of belonging, where employees are preferred, effective, happy, and peaceful. Our institution adopts the principle of designing, planning, developing, creating corporate memory and corporate culture with the participation of all employees at a level that will meet the needs and expectations of the employees, and also aims to evaluate all employees within a target-oriented performance evaluation system, to reward success within this system, and to find methods and practices that will carry failures to success.

### **Employee Policy**

#### **Employee Profile**

Throughout the history of the institution, Istanbul Gelişim University has always treated human rights with respect, as a part of its corporate culture, both in its best days and in difficult times, turning the differences into an advantage by seeing it as the richness and prioritizing the satisfaction of its employees. Our University, which does not compromise on these principles under any circumstances, sees its success as the most important value that plays a role in the success and sustainability of its employees and considers the principle of valuing employees as an integral part of its way of doing business.

Maintaining a decent and safe working environment is a priority at Istanbul Gelişim University. In order to ensure that employees work in a comfortable, peaceful, and happy environment in accordance with the conditions of the education sector in which they operate, large capacity working areas, green area capacity per person, fitness and sports areas, social areas with various activity opportunities; Services such as wireless internet are provided in all working and accommodation areas.

### **Number of Employees**

As of 2021, a total of 1466 employees are employed throughout our university. There are 1058 academic staff and 318 administrative staff. 90 people work as blue collar workers.

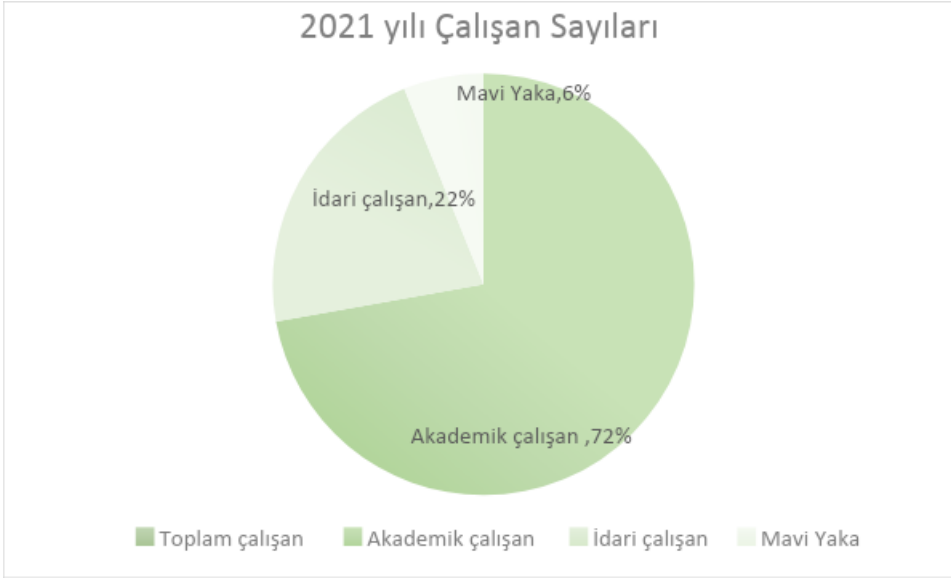


## DECENT WORK AND ECONOMIC GROWTH

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**Graph 1:** Number of employees in 2021

### Our academics

#### Number of Academicians by Title

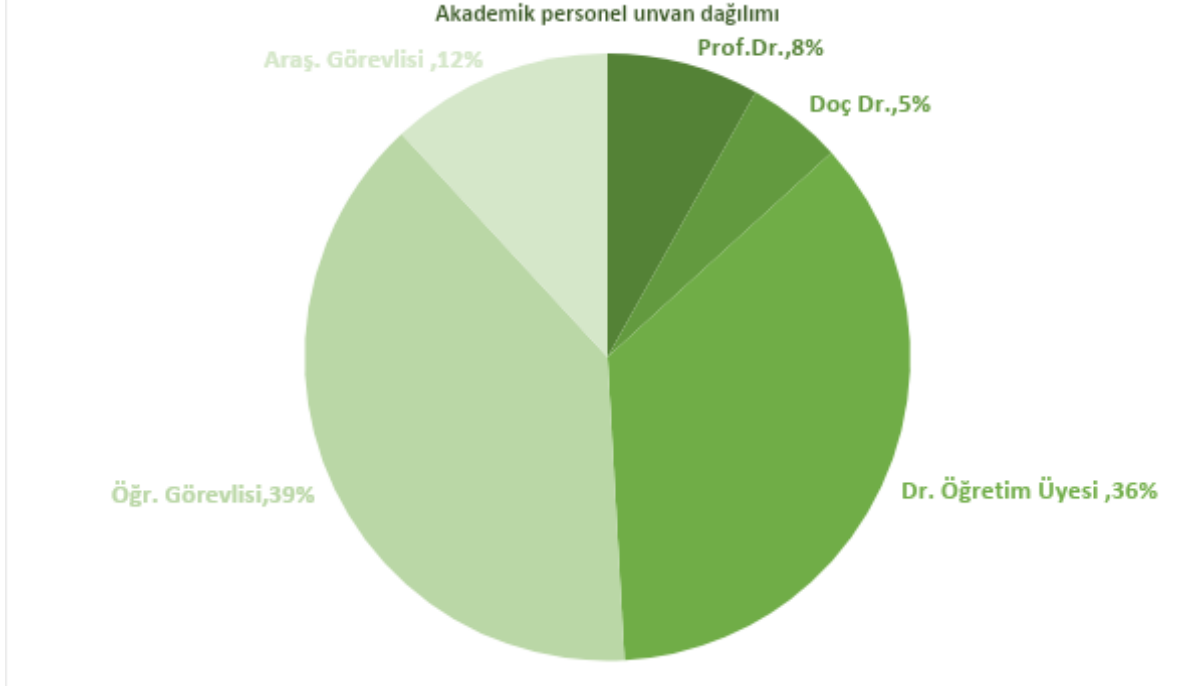
As of 2021, 91 Professor Doctors, 57 Associate Professors, 401 Doctors, 436 Lecturers and 133 Research Assistants are working as academicians at our University.

#### Number of Academicians by Title

Prof.	91
Assos. Prof.	57
Assist. Prof.	401
Lecturer	436
Ress. Asst.	133

**Table 1:** Number of academicians by title





Graph 2: Title distribution among

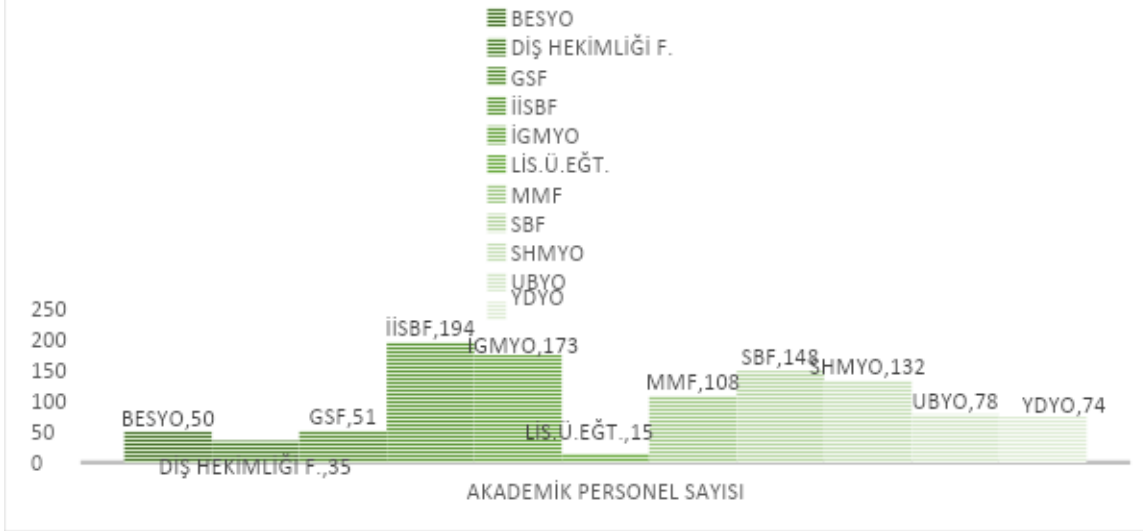
### Number of Academicians by Field of Work

According to their areas of expertise, the number of our academics employed by Istanbul Gelişim University's 6 faculties, 2 vocational schools, and 2 directorates is as follows.





## fakülte ve müdürlükler bazından akademisyen sayılarımız



**Table 2:** Number of academicians on the basis of faculties and directorates

### Our Employees on the Basis of Working Time

The working conditions of each person employed in our university are guaranteed by a contract, and the contracts are made according to the labor law in accordance with the legal regulations in Turkey. Every newly employed employee starts the job by signing a one-year fixed-term contract in the first year of employment. The contract of an employee who has completed the first working year is converted into an indefinite-term contract as of the second working year, and the working periods are continued in accordance with the provisions of the labor law.

#### OUR EMPLOYEES ON THE BASIS OF WORKING TIME

	LESS THAN 1 YEAR	MORE THAN 1 YEAR
NUMBER OF EMPLOYEES	444	1009
RATIO	29,26%	66,51%

**Table 3:** Number of employees by working hours

### Number of Employees by Age

Istanbul Gelisim University has many employees from different age groups. It accepts employees of all ages as a different value for a sustainable work organization and creates efficient action areas from this point of view.



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### NUMBER OF EMPLOYEES BY AGE

AGE	FEMALE	MALE
>30	212	200
30-50	430	428
50<	113	132
<b>TOTAL</b>	<b>755</b>	<b>760</b>

**Table 4:** Number of employees by age

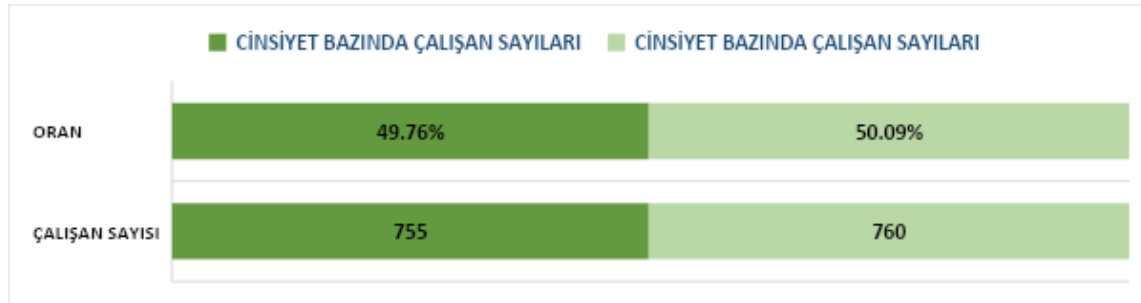
Our university, which has employees from different age groups, shows a strong performance. Providing opportunities for new talent plays an important role in ensuring equality and diversity and improving business performance. As Istanbul Gelisim University, we care about giving young talents a place in the business world. In this direction, we are working to include young people in the group.

Approximately 71% of all white-collar employees are from the Y generation.

### Number of Employees by Gender

We have many employees from different age groups at Istanbul Gelisim University. We consider employees of all ages as having different values for a sustainable work organization and create efficient action areas from this point of view.

We care about inclusion and diversity in the business environment. At our university, we implement practices that encourage women, youth, and disabled people to effectively participate in business life, and we provide equality of opportunity at all levels.



**Table 5:** Number of employees by gender

As Istanbul Gelisim University, we believe that we derive our strength from qualified employees with different characteristics and competencies. The Group employs over 1500 people as of the end of 2021.

### Number of employees in managerial positions and by gender

49% of our employees and 61% of our managers are women. We encourage employees to take part in their home and family responsibilities regardless of their gender, and we especially facilitate the return of women to work after maternity leave.



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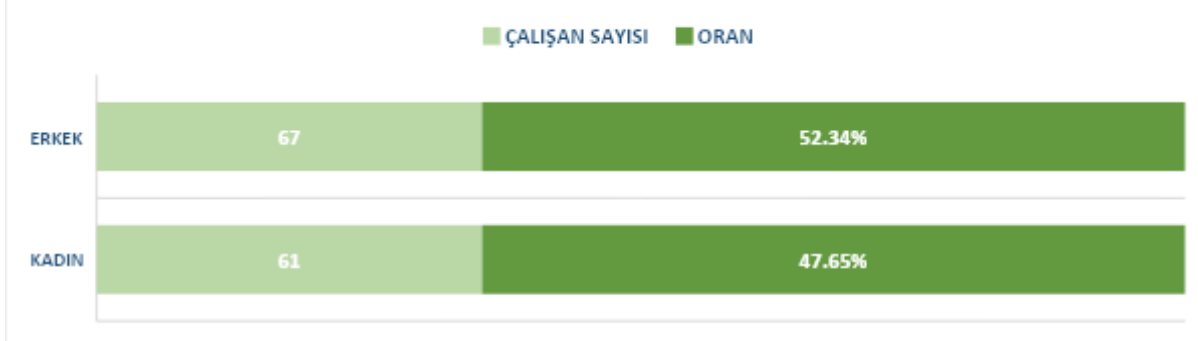


Table 6: Number of

managers by gender

### Employee Personal Rights

### Employee Wages

Istanbul Gelisim University follows a professional approach to carry out an efficient recruitment process and to recruit the best candidates among the applicants. This process, followed by the human resources unit, is initiated through an advertisement, a reference check, or any other recruitment platform where candidates can apply for vacant positions and continue with an interview. The most suitable candidate is selected on the basis of merit and employed within the framework of equal pay for equal work policy. A 1-year fixed-term contract is signed at the beginning of the job with the employed candidates, and after the employees complete their first year, their contracts are converted to indefinite-term contracts.

All personnel working in our university receive a salary above the minimum wage determined by the government, and there is no one working below this salary. When we look at the personnel expenditures of our university as of 2021, it is seen that the personnel expenditures are 180,123,420,000 TL in total, based on the valuation made over the wages.

It is seen that the annual average wage per employee is 121,530,452 TL. When the figures are analyzed with reference to the data of the relevant year, it is seen that the monthly average income of the personnel is twice the minimum wage announced as of January 1, 2021. The wage policy applied to the employees of our university is at a level that protects their life balance and is above market values.

### Employee Incentives

All academic and administrative staff working at Istanbul Gelisim University are given incentives for every publication, project, and patent application they make or for every conference they attend. Incentives are applied within the framework of a certain regulation and paid to individuals in Turkish Lira. A total of 1,267,999,50 TL was paid to our academicians for WoS, Scopus, and field-indexed articles at our university.

[https://panel.gelisim.edu.tr/assets/2019/dokumanlar/kddb/YN.06%20C4%B0G%C3%9C%20Bilimsel%20Yayinlari%20Te%C5%9Fvik%20Y%C3%B6nergesi\\_c995a64afe6248e6a1acb6d60d399795.pdf](https://panel.gelisim.edu.tr/assets/2019/dokumanlar/kddb/YN.06%20C4%B0G%C3%9C%20Bilimsel%20Yayinlari%20Te%C5%9Fvik%20Y%C3%B6nergesi_c995a64afe6248e6a1acb6d60d399795.pdf)

### Employee Rights and Satisfaction



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In line with the approach of "Observing the Rights of Employees and monitoring their satisfaction", which is one of the foundations of the sustainability strategy, an Employee Engagement, and Satisfaction Survey is conducted every two years to cover all employees of your university. In the "IGU Employee Engagement Survey" study conducted in March 2022, it was determined that the employee engagement rate was 81% on average across all faculties, institutes, directorates, and administrative units of our university.

Our university monitors the organizational activities related to academic and administrative staff development through the Academic and Administrative Managers. It receives and evaluates the relevant requests and follows the final report. As can be understood from the results of the employee evaluation survey conducted in the last quarter of 2021,

**While the academic administrators of the academic university think that senior management is accessible at a rate of 82%, the administrative managers think that the senior management is accessible at a rate of 86%.**

**In addition, the academic staff gave the question that senior management supports innovative thinking and behavior with the highest score, with a satisfaction level of 76%.**

**"My manager is accessible," according to the question group of satisfaction with the working environment and conditions. The question received the highest score, with 90%.**

### Complaint and Obtaining Information

Our university has created a communication channel within the Quality Management System in order to manage employee satisfaction. Employees can reach the management online via the link <https://kys.gelisim.edu.tr/igumer-send-form> and leave their messages in order to voice their complaints and criticisms or to make positive contributions. Criticisms, complaints, or positive contributions about this form are evaluated by the management, paying attention to personal information security, and are resolved within the quality processes.

### Human Resources Stakeholder Analysis Studies

Our internal and external stakeholders have been determined by the Human Resources Department.

Many surveys are created and worked on with relevant stakeholders in order to conduct analysis studies with them, and the results are used to generate reports, feedback, and development plans.

### Human Resources Internal Stakeholders

- Academic Staff
- Administrative Staff

### Human Resources External Stakeholders

- YÖK
- İş-Kur
- Kariyer.net
- Candidates

### Surveys



## DECENT WORK AND ECONOMIC GROWTH

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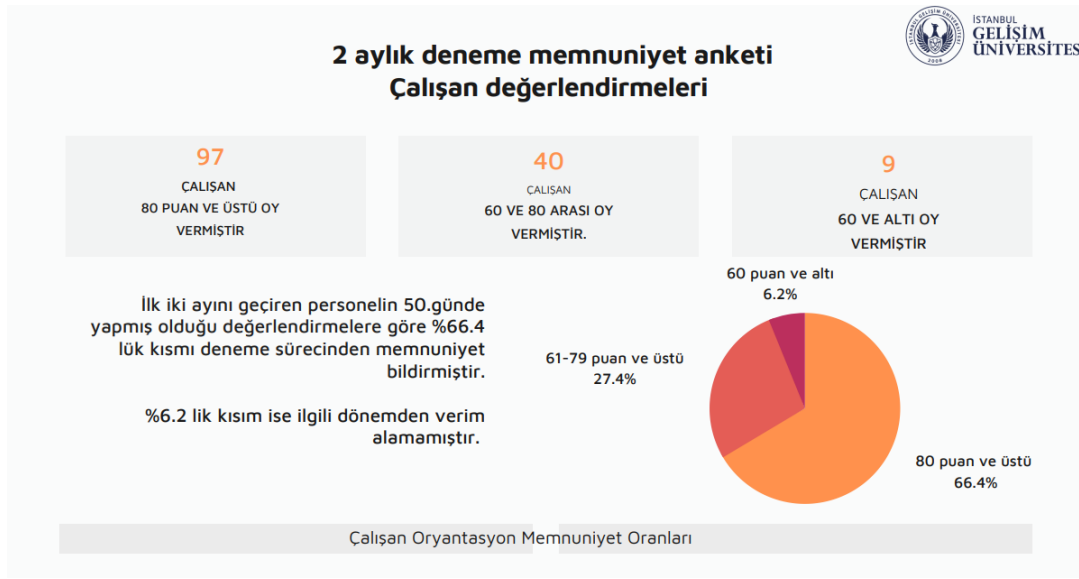


## 1- Orientation (two-month trial period) Satisfaction Survey (Employee)

The newly recruited administrative personnel continue to be followed during the two-month legal trial period, after the first day of training given by the Human Resources Department and the unit orientation training given by the unit.

Personnel who have completed the trial period evaluate their satisfaction with four different groups of questions in order to evaluate the relevant time.

The purpose of this survey is to measure whether the personnel are in a process where they can realize their competencies and skills, to ensure that the orientation period is spent with the highest level of efficiency, to take the necessary actions to quickly solve possible problems and to provide data to create applications such as training rotation.



\*October 2021-October 2022 results.



## 2- Orientation (two-month trial period) Satisfaction Questionnaire (Manager)

For newly recruited personnel, the unit manager receives a questionnaire consisting of a four-stage theme before the 60th day of employment is completed.

The survey results are seen and evaluated only by the authorized Human Resources employee within the Human Resources Department.

Feedback meetings are held with the unit supervisor and the employee, and necessary actions are taken.

The purpose of this survey is that the orientation survey has 90 degrees, both sides evaluate each other, and the outputs are evaluated together to reach the most effective result.





### Yeni başlayan personel 2 aylık deneme memnuniyet anketi Yönetici değerlendirmeleri



99

YÖNETİCİLERİN 80 PUAN VE ÜSTÜ PUAN VERDİĞİ ÇALIŞAN SAYISI

29

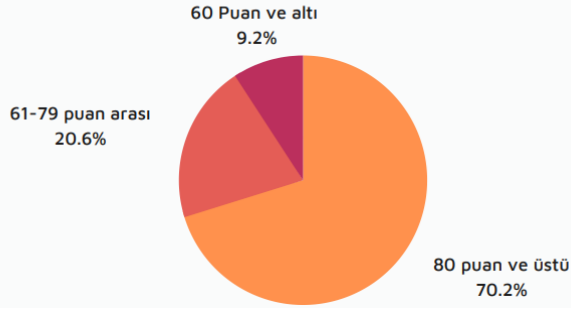
YÖNETİCİLERİN 61- 79 PUAN VERDİĞİ ÇALIŞAN SAYISI

13

YÖNETİCİLERİN 60 PUAN VE ALTI VERDİĞİ ÇALIŞAN SAYISI

Birim Amirlerinin yeni başlayan personelin 50.günü itibari ile yaptığı değerlendirmelerde %70.2 oranında yüksek memnuniyet alındığı görülmüştür.

Bu bilgi itibari ile Üniversite idari personel işe alımlarında Birim Yöneticisi memnuniyet oranı %80.8 seviyesindedir.



\*October 2021-October 2022 results.



### 3- Business Analysis Questionnaire

A job analysis questionnaire was applied to evaluate the work of the Istanbul Gelisim University administrative staff, determine the workload, and carry out job description and performance studies.



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SUSTAINABLE DEVELOPMENT GOALS



ISTANBUL GELİŞİM ÜNİVERSİTESİ

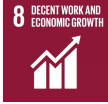


ISTANBUL GELİŞİM ÜNİVERSİTESİ

## MÜLAKATINIZI DEĞERLENDİRMEK İSTER MİSİNİZ?

kısa aday deneyim anketimize katılarak yaptığımız görüşmeyi değerlendirebilirsiniz.

OR KODU OKUTARAK ANKETE KATILABİLİRSİNİZ.



### 4- Candidate Experience Survey

The "Candidate Experience Questionnaire" is presented to all candidates who enter the recruitment process by the Human Resources Department of Istanbul Gelişim University, in which they will evaluate the Human Resources Department, the Recruitment Specialist, and the process.

The goal of this survey is to improve recruitment processes and achieve the highest level of efficiency possible through the outputs it will provide.



### 5- Exit Interview

Exit interviews are conducted with each administrative personnel who leaves the job to conduct evaluations.

The exit interview is made through the QDMS Quality Management System and the relevant reports are submitted to the senior management within the framework of six monthly periods.

The purpose of this survey is to reduce the turnover rate by evaluating the outputs and making the necessary adjustments..



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### 6- Training Needs Analysis Questionnaire

Annual training plans for Istanbul Gelişim University academic and administrative staff are developed using Training Needs Analysis in various processes such as in-service, skill and talent development, personal development, and adaptation of current training.

The survey aims to obtain comprehensive data with open-ended and optional questions. An annual training plan is created by taking the printouts of this survey and making the necessary arrangements.

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## 4 QUALITY EDUCATION



### Supporting the Physical and Mental Health of Our Employees

We have enriched and will continue to enrich our employee support programs at Istanbul Gelişim University, which all our employees and their families can benefit from, with additional physical, mental, and mental support packages.

Within the scope of these packages;

- ✓ Anxiety and stress management,
- ✓ Parent-child relationship support,
- ✓ Sports-fitness service
- ✓ Dietitian service,
- ✓ Psychologists and guidance sessions for our employees.

It focuses on ensuring the satisfaction and well-being of our employees, with many changes in terms of both sustainability and health and safety.

### 1- Psychological Counseling Unit



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There is a psychological counseling unit in our university where our academic and administrative staff can get guidance services and get mental support. The Psychological Counseling Unit acts according to the principle of confidentiality and acts in accordance with patient ethics by protecting the confidentiality of the psychologist-client relationship.



### 2- Fitness Centers



Our fitness-sports area, which is located in and organized by our Physical Education and Sports Vocational School, has been made available to our employees in the presence of expert trainers. Sports facilities are located on the Istanbul Gelisim University campus and were designed for employees and students who participate in sports to evaluate their free time and demonstrate their athletic abilities.

It is open every day for the use of our students and staff, with basketball and volleyball courts, a tennis court, and an indoor sports hall. With these facilities, it is aimed to create an environment that will promote healthy living habits, enrich campus life, and provide people with sports skills that they can use for life by organizing quality physical education, sports, and conditioning programs.



### 3- Our library

Academic, administrative staff, and students registered at the university can borrow publications provided that they are members of the library. For membership registration, an application must be made with a university identity card.

The person who will benefit from the library must present a university identity card.

The user makes the borrowing process for each library material with this card.

Our graduates and other external users can use library resources, and work in our reading rooms, but cannot borrow publications.

As a requirement of cooperation between universities, our library can also borrow publications from other university libraries through the KITS and TÜBESS systems.

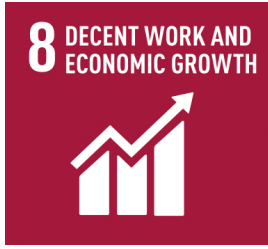
Even the theses that are not accessible in the YÖK National Thesis Catalogue can be obtained.



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#### 4- Disabled Counseling and Coordination Unit

Employees with disabilities and their families who work at our university can communicate their concerns and requests to the Disabled Counseling and Coordination Unit about their working conditions and receive advice from this unit. The current problems of our employees with disabilities and their relatives who apply through this unit are evaluated by the management, and solution mechanisms are employed.



#### 5- Health Care

In order to provide health services in all blocks within the campus area of our university, our infirmary and our on-site physician and occupational nurse, who are experts in their fields, provide high-level health services to our employees.

Our employees are screened on an annual basis, and those who are deemed to require health care assistance are given the necessary information. For the health services of our employees, agreements are made with competent health institutions, and their announcements are shared continuously.

The results of health screenings are duly saved and tracked in order to be renewed in the future.

On our campuses, there is an infirmary structure to provide our students with primary health care services, health education, preventive health services, and first aid services in emergencies. 1 doctor, 2 psychologists, and 5 nurses work in this organization.

There is a health institution located on the campus of our university where all staff and students can receive general health services and apply for medical intervention in case of an emergency. In this unit, where a doctor and nurse work, general health screenings of employees and students are followed, and preventive medicine services are provided. If a full-fledged health service is needed for the applicants, they are directed to nearby hospitals.

**Health screening services were provided to more than 1,000 employees in 2021.**



#### Occupational Health and Safety Performance

At Istanbul Gelisim University, we adopt employee health and safety as a natural part of working life and corporate culture; we aim to continuously develop this culture.

Employee health and safety practices; we comply with the relevant legislation, obligations, and standards. We improve our performance by constantly following national and global trends and best practices in this field and adapting them to our business. In all our activities, we analyze possible risks beforehand and adopt proactive approaches to prevent them.

We provide training on employee health and safety at the time of their employment and renew the training at certain periods during their employment.



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By maintaining the sharing of knowledge and experience within the group, we spread harmony and excellence in employee health and safety practices among employees and all stakeholders. While ensuring employee health and safety, we work in accordance with international standards, and we declare this with the certificates we have.

We think that ensuring Occupational Health and Safety (OHS) is a multidimensional issue. We support and raise awareness among our employees through training and ensure that their knowledge and experience are updated.

**In 2021, we provided 12,136 hours of OHS training to Istanbul Gelişim University employees.**

**According to the recorded data for 2021, our average number of employees is over 1500.**

**According to these figures, our occupational accident rate is 0.8%. In the same year, there were no cases of occupational disease.**

OCCUPATIONAL ACCIDENTS AND OCCUPATIONAL DISEASE RATE			
	TOTAL EMPLOYEES	WORK ACCIDENT	OCCUPATIONAL DISEASE
NUMBERS	1.517	13	0
RATIO		0,8%	0,00%

**Table 7:** Occupational accidents and occupational disease rate



### Physical Characteristics of the Working Environment

By creating a culture in which both the organization and the employees are encouraged to achieve their goals, the university aims to provide a highly motivated and cooperative workforce, as well as better working environments. Istanbul Gelişim University's academic and administrative staff have working space and equipment in the wide campus area where they can fulfill all their working needs.

The total area of our university is 219,510 square meters, including 212,378 square meters of campus consisting of a closed area and 7,132 square meters of green area. There are 165 square meters of closed area and 5.54 m2 of green area per total employee. Employees have a suitable workspace to realize and develop their qualifications and are accessible when necessary.



### Arriving at Work

Istanbul Gelişim University is a university located in the Avclar district of Istanbul and has high transportation comfort as it is located in the city center of the district. Access to the school is easy and effortless with the Metrobus, the public transportation vehicle serving on the E-5 route, which is the main transportation line in Istanbul. Metrobus stops, which are 500 m away on average, can be reached within 7–10 minutes with an average walking pace from the school campuses.

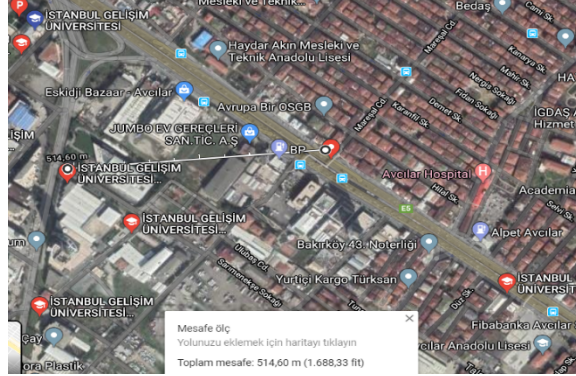


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University staff and students mostly prefer to use Metrobus. Public buses provided by the local government are available as the second choice in public transportation, and it is possible to come to the university by public bus from every region. Considering that Istanbul has a population of 15.52 million and a traffic density at this rate, transportation conditions to the university are quite good.

In addition, the Mustafa Kemal Paşa Metrobus station, which is the closest to the university, offers a ring service to all campuses at 10- to 15-minute intervals throughout the day. All staff and students can benefit from the ring service free of charge at any time and in any amount they want. The company, which provides ring service, is one of the supplier companies of the university and provides services with its vehicles, which have the university's special logo and trained drivers.

For those who wish to arrive at the university by car, free parking is available at various points throughout the campus, particularly within a 2- to 3-minute walk of the individuals' offices and classrooms.



However, in addition to the transportation options mentioned above, it allows pedestrian access between Istanbul Gelişim University campuses. Vehicle-free movement between all campuses is easy and comfortable.



## Social Facilities



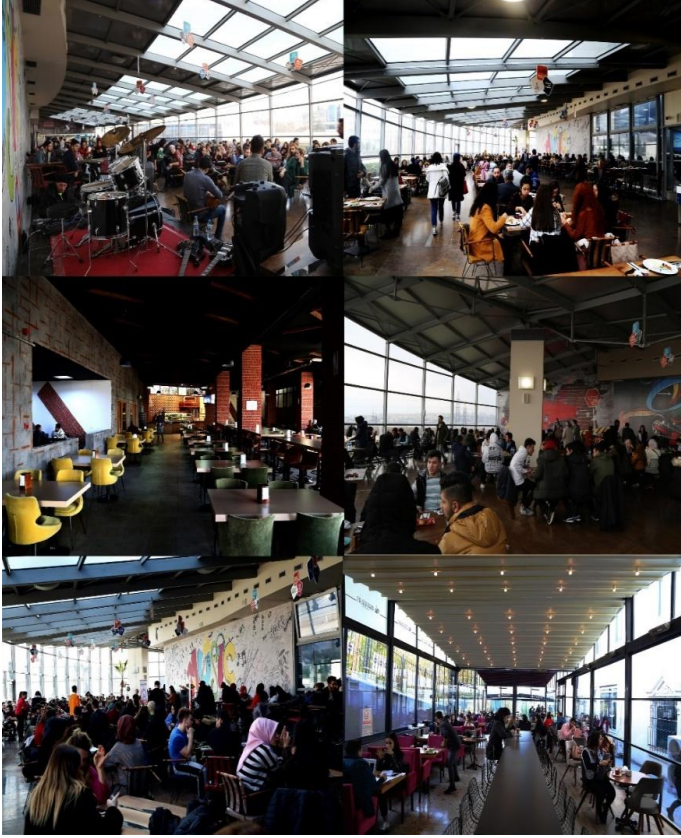
### DECENT WORK AND ECONOMIC GROWTH

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## Cafeterias



There are 12 restaurants and cafeterias within the body of Istanbul Gelisim University.

These restaurants and cafeterias serve quality products, taking daily calorie needs into account.

All feeding points are constantly inspected by the university administration in terms of cleanliness, compliance with hygiene conditions, and price balance.

The university also has a wellness cafe (Fit Cafe) that it opened to draw attention to the importance of healthy and balanced nutrition. It is possible to find a separate menu for each meal in the cafe, where handmade organic food and drinks are available. In campus life, you can find daily, fresh meals of varying quality that do not resemble home cooking.





## Operations

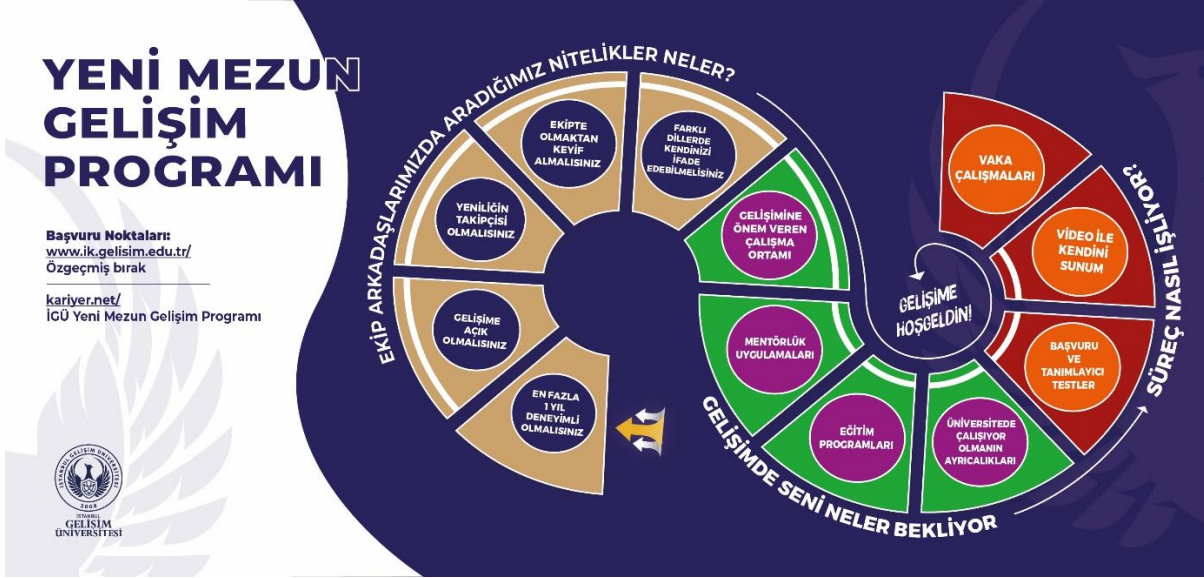
### 1- New Graduate Development Program

Istanbul Gelisim University's "New Graduate Development Program" is a part of our Talent Management Programs. This program welcomes new graduates with a work action that reinforces their educational experiences in the first step of their careers.

The program was designed to provide outstanding candidates with the industry knowledge and training they need to become the leaders of the future.

Initially, candidates recruited into a comprehensive recruitment and compliance program that allows you to systematically familiarize yourself with all areas of the organization will take on enlightening and hands-on roles with in-service learning opportunities and have the opportunity to recognize our corporate values.

In addition to the privilege of working at Istanbul Gelisim University, they increase their knowledge by contributing to ambitious projects and through structured learning.



### 2- Hey Graduated IGU program



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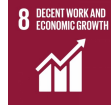


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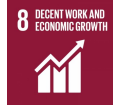
Istanbul Gelisim University takes an active role in employment for sustainable human resources planning.

With its dynamic internal structure, internal discipline, and organizational business processes, it provides a work experience that is versatile. Working in cooperation with Human Resources, the Career Office, and the Office of Alumni and Members, it employs talent within the development programs and creates processes that add value.



### 3- Intern Program

The aim of the IGU Internship Program is to create human resources for all pools in the IGU Career Studies to be carried out in the coming years, to prepare the interns for business life with the experiences they will have during their internship, and to contribute to the employer brand of Istanbul Gelisim University.



### 4- Web Application Channels, online application platform "Drop Resume"

Information regarding career opportunity applications, performance evaluation system procedures, and personal rights received through the website of IGU can be carried out. Systemic developments continued in 2021 as well. Within the scope of the developments, employees can follow all announcements, review current HR activities, send questions and suggestions, and direct applications via the website used as an intranet.



### 5- Applications for Transition to Social Life after Covid-19 and the Pandemic

We have been closely following the developments in the world and in our country since the beginning of the COVID-19 epidemic process. In this period, when the importance of global struggle and cooperation was understood, our university determined it with a road map, and we completed our transformations in all processes.

In this context, we carried out the vaccination follow-ups of our employees by the health personnel of our university in the relevant period, and we ensured that the COVID-19 vaccines were administered in our institution and that our employees could access the vaccine quickly and easily.



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SUSTAINABLE DEVELOPMENT GOALS



ISTANBUL GELISIM UNIVERSITY

We have conducted numerous studies, ranging from providing accurate and timely information about the epidemic's developments to transforming workplace conditions and implementing appropriate working models.

We have activated our remote working, flexible working, and periodic working practices and revised our entire digital infrastructure accordingly for the future.

### Remote and Flexible Working

Istanbul Gelisim University applies a remote working method to some of its academic and administrative staff because some positions are suitable for flexible working. The remote/home working model, which has emerged as a requirement of the information society and is one of the flexible working models, has now begun to be preferred by universities as well. In this process, Istanbul Gelisim University, which aims to lead change and transformation, trusts that its employees can easily manage this process with their work discipline and communication skills, and believes that its employees can contribute more to production by working remotely or from home.

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3 GOOD HEALTH AND WELL-BEING



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# THE GLOBAL GOALS

For Sustainable Development



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