



# Code of Conduct Policy

## Code of Conduct and Disciplinary Procedure

The objective of Dünya Doktorlari Derneği 's policy on Code of Conduct and disciplinary actions is to ensure the well-being of the institution and its employees. Dünya Doktorlari Derneği strives to provide its employees with an environment of support, trust and teamwork. Dünya Doktorlari Derneği takes disciplinary action in any case where the conduct of any employee is detrimental to the institution or detrimental to the well-being of other employees.

### A. General Guiding Principles

- Every employee shall conform to and abide by the rules and regulations of Dünya Doktorlari Derneği in letter and spirit.
- No employee shall lend or borrow money, or place himself under any obligation to any person with whom he has official dealings.
- No employee shall communicate directly or indirectly any official document or information to a person not authorized to receive it;
- No employee shall bring or attempt to bring political or other outside influence directly or indirectly to bear on Dünya Doktorlari Derneği in support of his claim or intervention on his behalf, in any manner connected with his employment;
- No employee shall, except with the prior approval of the General Coordinator, engage in or undertake any trade, or business or private work during employment.

### B. Rules of Conduct

Employees are liable to disciplinary action if, in the opinion of the management of Dünya Doktorlari Derneği, they are guilty of misconduct. Violation of the following rules of conduct is specifically prohibited:

- Willful failure to carry out any reasonable order by the employers' representatives, including refusal to work on any job assigned by the immediate or department supervisor;
- Inattentiveness to duties such as idling, willful neglect of job assignments or slowdowns, or undertaking paid work for other organisations or personal gain during office hours;
- Causing any disturbance on Dünya Doktorlari Derneği premises, such as might be caused by attempting bodily injury to another employee, engaging in horseplay, throwing things about, or otherwise interfering with the work of other employees;
- Profane, indecent or unreasonable, abusive or provocative conduct or language;
- Misuse or disregard of safety devices or equipment, and refusing to conform to safety rules or safety instructions given by the department head, or any unsafe behaviour;
- Willful or careless spoilage or waste of materials, tools or supplies or deliberate destruction of materials, tools or supplies;
- Habitual tardiness to be at place of work at the starting time. Habitual tardiness in returning to work from lunch;
- Repeated, unexcused or unauthorized absence from work or absences without leave for more than 10 days. Abuse of the excused privilege, early absence from assigned work area at quitting times and early absence to leave place of work for rest or lunch periods;
- Doing personal work at duty hours without permission of supervisor such as attending personal



- phone calls, receiving personal visitors etc.;
- Unauthorized communication such as public announcements, statements, dealing and contracting on behalf of the Association with third parties;
  - Any individual act or pattern of acts, conduct or expressions, which are detrimental to the welfare of the Association, its employees or services, and are not specified in this section;
  - Coming to work under the influence of alcohol or any narcotic drug, or any involvement in drug trafficking;
  - Willful falsification of any records such as time keeping, leave or absence etc. ;
  - Theft or embezzlement of property from office premises, or sale or purchase of stolen property on the Association's premises.
  - Violation of Government security regulations;
  - Acceptance by any employee from suppliers, of personal gifts;
  - Distribution by employee of unauthorized handbills, posters, pamphlets or any other written material in working or non-working premises at any time;
  - Bringing firearms, explosives, incendiary devices, or other lethal weapons, or ingredients of an explosive or incendiary device.



### **C. Misconduct**

Misconduct means wrong and improper behavior. Needless to say, neither innocent errors nor omissions, nor mere inefficiency constitutes misconduct. However, disobedience, insubordination or gross negligence does constitute misconduct.

The following are generally considered to be acts of misconduct. These are broadly categorized into three major groups:

i. Misconduct affecting suitability of employee for a particular employment

- Dereliction of duty
- Non-performance of duty
- Negligence of duty
- Sleeping during duty hours
- Loitering during duty hours
- Absences without leave
- Absence in spite of refusal of leave
- Constant indifference to work
- Irregular or late attendance
- Habitual late attendance
- Doing personal work during duty hours
- Lack of efficiency
- Damage to property/funds of the Association
- Unauthorized communication or disclosure of information, and/or
- Carelessness in handling of the Association's property/instruments.

ii. Misconduct affecting discipline

- Riotous and disorderly behavior
- Willful disobedience or default
- Willful disobedience or insubordination
- Disobedience of orders when justified
- Acts of misconduct outside working hours
- Offence involving moral turpitude
- Illegal strikes
- Acting in a manner prejudicial to the interest of the Association
- Interference or tampering with safety devices
- Threatening or intimidating any official(s) of the Association
- Unauthorized use of the Association property for personal purposes
- Writing anonymous or pseudonymous letters



- Writing to superior authority without proper channel, and/or
- Mala fide criticism of organizational authority.

iii. Misconduct affecting morality

- Theft
- Dishonesty, fraud, lying, misrepresentation and submission of false reports
- Disloyalty
- Acceptance of a bribe
- Drinking alcohol while on duty
- Damage to property or reputation of employer
- Conviction in the court of law
- Gambling
- Sexual immorality, sexual exploitation, scandal or harassment
- Child abuse
- Bullying or misuse of power
- Alcoholism/Drug addiction
- Use of abusive language or physical violence in the office
- Possession of money/property disproportionate to the known sources of income
- Furnishing false information/faked documents, and/or
- Refusal to accept orders of competent authority of the Association.

Any action considered to be misconduct may, according to the seriousness of the matter, warrant one or the other of the following disciplinary measures. The measures are decided General Coordinator.

Before any disciplinary action is taken, a disciplinary interview with the employee shall be held. All staff subject to disciplinary action has the right to be informed at least 24 hours in advance of the disciplinary interview. During this interview the employee will be informed of his/her wrongdoing and is also given the opportunity to state their case<sup>9</sup> before a final decision on disciplinary action is decided by the General Coordinator.

All disciplinary action is recorded and kept in the employee's personal file for a maximum of one (1) year<sup>10</sup>.

#### **D. Warnings**

Reasons for official warnings may be:

- The non-compliance with the Association's Code of Conduct ;
- The non-compliance with the work schedule or the non-justified absence at work ;
- Absence from work without notice;
- The lack of respect, physical or verbal threats towards visitors, staff members of the own or partner organisation/s and/or the Association's property ;
- Negligence in the performance of his/her tasks ;
- Being otherwise found to be unsatisfactory in his/her work performance ;
- Disobedience of orders and instructions from hierarchical superiors.

##### Level 1 - Verbal counselling

When no previous warnings have been given to an employee, and the offence is not a severe one, first an oral warning is given. If no improvement or effort has been made subsequently, then there will be a written warning.

##### Level 2 - First written explanation/warning for improvement

<sup>4</sup> Turkish Labor Law : Procedure In Termination- Article 19

<sup>5</sup> Turkish Labor Law: - The Prescribed Period Within Which The Right To Summary Termination May Be Exercised - Article 26



Written warnings will stipulate the violation and date, and must be signed by the concerned employee, or if this is refused, by two reliable witnesses. Written warnings will expire after a 6-month period, only if no further warnings have been issued during that period.

The General Coordinator has the right to suspend the contract of any employee with cause of unsatisfactory performance during his/her contract period by giving 15 days written notice. The 15 days' notice does not apply during the probationary period.

Level 3 - Final written warning specifying time period within which the staff will be advised to improve

If any employee has already been served with two written warnings but no improvement is seen, the third written warning shall automatically terminate the employment contract. In this case no compensation whatsoever except the already earned salary will be paid.

Level 4 - Termination of contract

Prior to termination on account of unsatisfactory work performance or misconduct, the employee will be given 3 working days to submit his/her explanations. Based on the submitted written explanations and the strength of evidence presented, the organisation will choose to decide on the charges or pursue further investigation of the case.

The four levels do not have to be followed in sequence depending on the seriousness of the case. In the event of serious misconduct, level 4 procedures may be implemented without applying levels 1, 2 and 3.

## **E. Withholding salary**

In cases of unjustified absence, loss or deliberate destruction of the Association's material, fraud leading to misappropriation or theft of materials/funds, a judicial decision will be required<sup>11</sup>.

Upon the judicial decision or clear consent of the employee, the Association may withhold/reclaim up to a maximum of 25% of the employee's net salary per month until full settlement of the amount fixed by the court.

## **F. Immediate Dismissal**

Following the whole cycle of warnings and salary deduction, if there is no improvement, the employee's contract will be terminated. However, the severity of the violation may also call for immediate disciplinary dismissal with or without prior notice. The dismissed employee is entitled to receive payment of the salary up to the date of dismissal. Outstanding claims of authorized expenses up to the date of dismissal will also be compensated. No further claims will be validated.

Reasons for immediate dismissal may be the following of serious and grave misconduct:

Grave violation of the rules of conduct or the Association's Code of Conduct

1. Disobedience of the safety rules, carrying of unlicensed (unauthorized) weapons in work premises or during working hours;
2. Abuse of authority, sexual abuse, child sexual abuse / any type of abuse or exploitation. Acts of sexual abuse or exploitation will lead to the immediate exclusion of the employee concerned;
3. Improper use or misappropriation of the Association's equipment or of the Association's logo
4. Fraud, dishonesty, falsification;
5. Transgression of professional confidentiality or of the principles of the Association;
6. Causing damage between the Association and the local authorities;
7. 4 days of consecutive (including rest days/weekends) absence without authorization<sup>12</sup>;
8. Refusal to work;
9. Serious professional misconduct;
10. Robbery, corruption, sabotage;
11. Being under influence of drugs or alcohol during working hours;
12. Gross negligence in the performance of tasks;
13. Criminal offences;
14. Other serious misconducts that renders immediate dismissal.

<sup>11</sup> Turkish Labour Law : Article 407 of the Code of Obligations No. 6098: B. Fee protection

<sup>12</sup> Turkish Labor Law: The Breaking Of The Employment Contract By The Initiative Of The Employer (Summary Termination) - Article 25 (II)



### **G. Random Penalties for Misconduct**

Any employee found guilty of misconduct, shall be liable to any of the following punishments as decided upon by the competent authority:

- Recovery from the salary of the whole or any part of pecuniary loss caused to the Association;
- Withholding of increment or promotion for a period;
- Recording reprimand/warning in the personal file;
- Change of work or workplace;
- Reduction/demotion to a lower post;
- Removal from service; or
- Dismissal without payment of any compensation in lieu of notice and forfeiture of gratuity for committing grave acts.

## **II - Conclusion**

The Conditions of Employment take effect for an unlimited period from 1<sup>st</sup> October 2023.

The Conditions of Employment are part of the Working Contract.

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<sup>13</sup> Turkish Labour Code law no. 1475 article no. 14

<sup>14</sup> Turkish Labour Law Law No. 4858 article no. 25 sub. II



In the case of a dispute between Dünya Doktorlari Derneđi and the Employee, both parties agree to undertake to resolve any differences which may arise, through negotiation in a spirit of mutual goodwill.

This document is made in English and in Turkish. Any interpretation of these regulations and other contractual documents shall be according to the English language version.