ISTANBUL NİŞANTAŞI

UNIVERSITY

WORKPLACE DISCIPLINE GUIDELINES

CHAPTER I
Aim, Scope, Principles and Definitions

Aim

Article 1- (1) This directive sets forth the rules and obligations that the personnel working in all campuses/workplaces of Nişantaşı University, in places considered as workplaces, must comply with inside and/or outside the University, the procedures and methods to be followed in the evaluation of the sanctions to be applied to the behaviors and behaviors claimed to be faulty, and the working rules of the Disciplinary Board that will make decisions on these matters. This directive is applied to the actions of the personnel working in all campuses/workplaces of Nişantaşı University, evaluated by the Disciplinary Board.

Scope

Article 2 - (1) This Directive applies to all administrative personnel working in all campuses/workplaces of Nişantaşı University and in all areas considered as workplaces according to the Labor Law and within the scope of the Labor Law and with an Employment Contract.

Principles

Article 3 – (1) This directive the basis 4857 numbered Work from the Law is taking.

Definitions

Article 4- (1) In this directive,

a) **Organization:** Nişantaşı University

b) **General Secretary:** Secretary General of Nişantaşı University

c) **Employee:** University administrative staff

c) **Board/Discipline Board:** This to the directive according to created Discipline Board/Board

d) **Unit Manager:** Refers to the senior manager who represents the units. (Department Head, Department Head, Directorate, etc.)

e) **Human Sources:** The University's Human Resources Department and its affiliated employees,

f) **Fault;** Acting contrary to the Labor Law and legislation, this directive, announced or notified instructions, OHS Directive or regulation, workplace regulation, employment contract, instructions, company procedure, regulations, work practices and conditions, instructions of superiors while performing their duties, intentional or erroneous action or transaction or negligent failure to perform an action or transaction or all of the actions or transactions that the employee should have performed, depending on where it is stated,

g) **Discipline:** University personnel, their duties and their responsibilities, to himself given poet works in its place It refers to the obligation to comply with the provisions of the law, statute, regulation, employment contract, directive, instruction, etc. and the provisions of these directives or the regulations and procedures that will come into force later.

h) **Disciplinary Offense:** University personnel are obliged to comply with the provisions of the law, bylaw, regulation, employment contract, directive, instruction, etc. and the provisions of this directive or the regulations and procedures that will come into force later, while performing their duties and responsibilities and other tasks assigned to them,

ı) **Disciplinary Penalty:** It refers to the punishment given by the Disciplinary Board to the personnel who commits one of the disciplinary offences specified in the directive and other legislation, according to the severity of their behavior.

CHAPTER TWO
Discipline Board of Directors

Duties and Powers of the Disciplinary Board

Article 5- (1) The Board is authorized to impose penalties as foreseen by this procedure as a deterrent, preventive and corrective measure to ensure that the procedures and responsibilities determined or made mandatory by the Laws, Regulations, Directives and all kinds of written sources and customary practices regulating the services and operations of the Institution are fulfilled in accordance with the legal legislation, the Institution's procedures and the Institution's general working principles.

Discipline Board of Directors Members

Article 6 - (1) The Board is composed of four full members, including the Secretary General as the Chairman, the Deputy Secretary General, the Human Resources Department Head, and the Legal Advisor. occurs. Board Members in case of apologies in case of failure to attend the meetings, alternate members are determined by the Secretary General.

(2) The Chairman of the Board is the Secretary General. The rapporteur of the Board is the Human Resources Department.

(3) When necessary, relevant unit managers may be invited to the Board meeting regarding the issue discussed in the Board.

Referral to the Board and Meeting of the Board

Article 7 - (1) The "Report Form" regarding the material incident is kept by the department manager and forwarded to Human Resources on the same day.

(2) Human Resources receives the defense of the relevant personnel through the "Defense Request Form" in accordance with the directive.

(3) The minutes and defense forms are reported to the Legal Department by Human Resources. Following the evaluation of the Legal Department, Human Resources initiates the referral process to the board.

(4) All these procedures must be completed within 3 days at the latest after the Human Resources Department learns that the material incident has occurred.

(5) The personnel referred to the Board shall be referred to the Board by Human Resources on the same day, together with the documents and minutes related to the crime attributed to him/her, investigation reports if any, other investigation documents and his/her criminal record and documents *related to the crime alleged to have been committed by the personnel, minutes (the minutes must definitely include the date and time and the signatures of the persons concerned, and if any, other information or documents (documents, tools, CDs, USBs, camera recordings, etc.)* related to the incident shall be indicated and this information and documents shall be kept.) and their defenses. If the Board cannot form an opinion on the person alleged to have committed the crime with the information and documents at hand, it may hear the personnel in person and/or request a written defense again.

(6) Institutional Personnel are referred to the Board upon the request of the relevant unit chief/manager. However, Human Resources, Law His consultancy evaluation as a result; of staff He works unit manager It has the authority to evaluate whether the issues conveyed by the Board will be taken up by the Board.

(7) In matters that Human Resources does not deem necessary to be referred to the Disciplinary Board in accordance with the provisions of this directive, relating to unit to the manager to the staff "Duty Reminding His article " can give towards information gives and the subject Discipline Board of Directors on the agenda may not take. Duty Reminding of the article One copy Person Resources It is immediately forwarded to the Department Head Office.

(8) Person Resources, Work the Law of 25/II. Article within the scope of Entering behaviors with heavy mistake and/or in urgent cases, if deemed necessary, without referring the matter to the Disciplinary Board, with the approval of the General Secretariat. And organization Law Your advisor opinion by taking relating to of staff work contract immediately to be terminated related operates the processes and completes the necessary transactions to make the necessary decisions.

(9) Unit managers/supervisors cannot, under any circumstances, take any action (termination of employment contract, granting unpaid leave, termination of employment, collection of damages, etc.) regarding personnel whose referral to the Disciplinary Board is requested, without the knowledge and approval of the Human Resources Department.

(10) The Board meets once a month, immediately upon the call of the President and within 3 days at the latest if there is a matter to be discussed. The meeting place and time are notified to the Board members by e-mail by Human Resources.

Making Decisions

Article 7- (1) Each member of the Board, including the President, has one vote. The principle of majority vote is applied in making decisions. In the event of a tie, the decision of the side where the President of the Disciplinary Board is present is deemed to be accepted.

(2) In determining the penalties to be given;
a) The degree of material and moral importance of the damage caused by the act considered as a crime within the Institution,
b) Whether the personnel committing the crime had previous faulty acts,
c) The general opinion about his/her attitude, behavior, and personality in the Institution,
d) The reasons for the act considered as a crime are taken into consideration.

(3) The Board decisions become valid after they are approved by the Secretary General.

CHAPTER THREE
Discipline Penalties

Implementation

Article 8 - Article 8 - (1) Disciplinary penalties are administrative and financial penalties imposed on personnel who do not fulfill the duties ordered by law, bylaw, regulation, circular, Board of Directors decisions, written instructions and managers, who do not comply with the issues that they require to be followed and general moral rules, or who do the work that they prohibit, within the procedures and principles in this Regulation, according to the nature and severity of the situation. In the performance of their duties, in their behavior at the workplace, in their relations with other employees or managers or third parties, the personnel are obliged to act in accordance with work discipline and workplace order, and to avoid acts and behaviors contrary to discipline and order.
(2) The penalties defined in this regulation are applied to those who do not comply with the Labor Law, the articles in the employment contract, occupational health and safety rules, regulations, and instructions at the workplace, and those who act and behave contrary to the provisions of the disciplinary regulation.
(3) Penalties are divided into 3 main groups;
(a) Warning: It is a written notification to the employee that he/she should be more careful in his/her duties and behaviors.
(b) Reprimand: It is a written notification to the employee that he/she is at fault in his/her duties and behaviors.
(c) Dismissal: It is the termination of the employee's duty so that he/she will not be employed again within the institution.

(4) In the cases listed below, the severity of the action and process that will necessitate a disciplinary offense affects the nature of the penalty to be given, an action may be punished with another penalty in this regulation depending on the severity of the action.

Warning

Article 9 - (1) It is a written notification that the employee should be more careful and compliant with his/her duties and behaviors, which are not of a serious enough severity to cause immediate termination for a justified reason in accordance with Article 25 of the Labor Law No. 4857, but are in violation of the employment contract, legislation, regulations, directives and instructions, physical and professional inadequacy, disrupting the normal functioning and running of the workplace, preventing the proper fulfillment of the obligation to work, negatively affecting the harmony in the workplace, and being found to be defective in his/her duties or behaviors.

(2) Starting from the date of the first warning, the periods of one year forward are considered as the "same period".

(3) **The situations that require a warning are specified below:**

a) Coming to work late, leaving early without permission or excuse, leaving the workplace and doing other work during working hours without the knowledge and permission of the manager. (Playing computer games, etc.),

b) Not complying with the verbal and written instructions given by the superiors, not performing the duty within the framework of the job description, the Institution's regulations/directions/procedures and practices, general etiquette and the Institution's general working principles,

c) Acting contrary to the Institution's general disposition principles and not showing the necessary care in the protection, use and maintenance of official and private documents, tools and equipment related to the duty or acting irregularly,

d) Not fulfilling the duties and responsibilities, showing indifference and irregularity or performing them in a way that does not comply with the regulations/directions and instructions,

e) Acting in an attitude and behavior that will disrupt teamwork, having lower performance than other employees doing the same job working efficiently,

f) Using the workplace telephone and other fixed assets for private conversations without a valid reason, in a way that disrupts work or abuses the line,

g) Using the e-mail account for e-mails outside of work,

h) Not complying with the procedures and regulations/guidelines that are clearly announced and implemented in the workplace,

ı) Not complying with the rules regarding occupational health and safety, not fulfilling the tests, vaccinations, etc. that the workplace requires or not showing the necessary sensitivity in their follow-up,

j) Being rude, disrespectful, or discourteous towards managers, customers, people they serve, students, or colleagues, behaving in a manner or behavior that disrupts teamwork, working with lower productivity than other employees doing the same job,

k) Not paying enough attention to customers or keeping them waiting without a valid reason,

l) Not providing reports, information, documents, etc. requested by their managers on time when necessary or providing false information, not preparing any work-related documents and papers in accordance with the procedure, even if not intentionally,

m) Not showing the necessary care for the machinery, materials, and installations under their responsibility, causing them to break, deteriorate or become unusable,

n) Not showing the necessary attention to the management and supervision of the personnel or the work under their management, thus creating an environment suitable for corruption,

o) A written warning may be given in all kinds of cases not mentioned above and not of a serious enough severity to result in immediate termination according to the Labor Law,

p) Not coming to work on the pretext of illness even if they are not sick,

q) Using excuses or administrative leave with misleading reasons,

r) Sleeping or dozing off during work hours,

s) Not showing religious, political, ethnic, etc. propaganda for discrimination,

t) Performing private work with tools and materials belonging to the workplace or using them for personal work,

u) Not participating in work in situations where cooperation is required or behaving in a manner that will

disrupt cooperation or disrupt work, not attending unit management meetings and not implementing decisions taken in meetings,
v) Acting contrary to the dress code and attire provisions determined by the Institution,
w) Smoking in the workplace and additional areas, secretly or openly, during working hours,
x) Using third parties outside the Institution as intermediaries in matters related to personal rights such as relocation or promotion,
y) Working or performing another paid or unpaid job during or outside the leave periods (except for personnel working with part-time work contracts),
z) Causing damage or putting the Institution in a difficult situation due to indifference and carelessness or by performing incorrect or incomplete procedures or by delaying the procedures required by the task, (subject to Article 25/II/ı of the Labor Law No. 4857),
aa) Not complying with the start and end times of break breaks, insisting on not complying to do,
bb) To make it a habit to meet with people who are not related to the job face to face or by phone while on duty,
cc)To not report written or verbal orders given in violation of the procedures, directives and regulations of the institution to the officer who gave the order, To not knowingly report any corruption committed within the institution,

Consequences of Warning Penalty

Article 10 - (1) Provided that the institution reserves the right to terminate the employment contract for just cause; if the employee is within the scope of premium, a 50% discount is made on the premium to which he/she is entitled.

(2) A second warning penalty received within the same period prevents the employee from being promoted for 6 months, and if the employee is within the scope of premium, the premium he/she is entitled to will not be paid.

(3) If it is determined that the employee has violated Article 9 of this directive after the second warning penalty within the same period, the Institution may terminate the employment contract without the need for a third warning.

(4) In case of recurrence after the employee receives a warning for the third time, the institution may terminate the employment contract with a justified or valid reason.

Condemnation

Article 11 - (1) The work obligation stipulated in the Labor Law No. 4857 is: the employee must do the work himself, your job carefully, carefully and without delay to do, obedience debt, drying loyalty debt, rivalry to the duty of not doing respect by not doing in his studies attitude and in their behavior defective that it is, condemned written is reported as.

2) Starting from the date of the first reprimand, the periods of one year forward are considered as the "same period".

(3**) The situations that require a condemnation are listed below:**

a) Making it a habit to be absent from work without the permission of the manager, to come to work late or to leave work early,
b) Acting dishonorably towards managers, students, customers, interlocutors, or colleagues and/or making statements close to insulting their personalities,
c) Creating discord with colleagues in a way that disrupts workplace harmony, repeating such behaviors,
d) Making groundless accusations against colleagues and not being able to prove them,
e) Causing corruption by not paying the necessary attention to the management and supervision of the employee under his/her management,

f) Working or working in another paid or unpaid job during or outside of the leave periods, without obtaining written permission from the workplace management and/or without prejudice to the conditions specified in the special contracts made between the workplace and the employee, except for the cases assigned by the workplace, working during the break hours, being a board member or auditor in any kind of company, trade or industrial organization,
g) Avoiding reporting the behaviors and actions of the employee that may be considered as a crime to his/her managers in a timely manner,
h) Keeping the books, invoices, etc. belonging to the workplace. to lose or cause loss of records and work-related documents, to transfer information about this to irrelevant persons,
i) To cause the machinery and installations that have been entrusted to him/her to be completely unusable and destroyed by not showing the necessary care,
j) To disclose to someone else all kinds of information and passwords given to him/her by the workplace, to allow their use or to use someone else's password,
k) To be subject to more than one legal proceeding by getting into debt other than a guarantee,
l) To get into debt by using his/her hierarchical position from his/her subordinates or by showing them as guarantors, to use his/her subordinates in his/her private affairs,
m)
To cause damage to the Institution by not acting prudently and cautiously in the management and supervision of the personnel or the work under his/her management,
n) To act in a manner that will shake the company's reputation and sense of trust while performing the service or outside the service,
o) To not know the internal company regulations, policies and announcements sufficiently. Not following the sources in this regard and therefore causing disruptions and errors in company transactions,
p) Making the Institution pay expenses that should be covered personally and are not of a serious enough magnitude to cause termination of the employment contract,
q) Repeating matters that require a warning,
r) Knowingly not reporting corruption within the workplace,
s) Making a distinction between those served and students due to political, belief, antipathy, grudge, and similar reasons in the performance of duty.

Results of Condemnation

Article 12- (1) A reprimand prevents promotion for one year. The employee is deprived of any bonus and/or allowance paid during the year, and the reprimand is taken into account in the person's performance evaluation.
(2) If it is determined that the Personnel recruited within the same period violated Article 11 of this directive after the 2nd reprimand, the institution may terminate the employment contract without the need for a 3rd reprimand.
(3) In the event of recurrence after the Personnel receives a 3rd reprimand, the institution may terminate the employment contract for a justified or valid reason.

Dismissal/Termination of Employment Contract

Article 13 - (1) Termination of the employment contract/service agreement of the employee so that they will not be employed in the institution again.

(2) Situations that require dismissal are as follows:

a) Having received the third warning penalty given in accordance with Article 9 of this directive,
b) Having received the reprimand penalty given in accordance with Article 11 of this directive, twice in a period or 3 times in total,
c) The employee misleads the employer by claiming that they have the necessary qualifications or conditions for one of the essential points of this contract, even though they do not have these, or by giving false information or words,
d) The employee utters words or acts that will harm the honor and dignity of the employer or one of their family members, or makes false reports and allegations against the employer,

e) The employee bullies the employer or a member of his/her family or another employee of the employer or acts contrary to the Occupational Health and Safety regulations,
f) The employee abuses the employer's trust, steals, reveals the employer's professional secrets, and behaves in a manner that is not consistent with honesty and loyalty,
g) The employee receives gifts that clearly exceed the normal gift limits arising from business and human relations, directly or through intermediaries, from persons, institutions/organizations and/or suppliers of the Institution with whom the Institution has a business relationship,
h) Abusing or allowing to be used his/her duties or authorities in return for private gain,
i) Engaging in activities that would require being considered a merchant or tradesman,
j) Establishing direct or indirect open or secret partnerships with those with whom the Institution has a business relationship and/or suppliers of the Institution or doing business with such persons/persons,
k) Destroying or having others destroy or causing the loss of any kind of books, documents and records,
l) Borrowing money from those with whom the Institution has a business relationship or suppliers on behalf of himself/herself or his/her family members or acting as an intermediary for someone else for this purpose be,
m) The employee does not attend work for two consecutive days or two consecutive days in a month on the working day after any holiday, or three working days in a month, without permission from the employer or based on a justified reason,
n) The employee does not perform the duties that they are obliged to perform even though they are reminded,
o) The employee endangers the safety of the job due to their own will or negligence, causes damage or loss to machines, installations or other items and materials that are the property of the employer or that are not the property of the employer but are at their disposal to an extent that they cannot pay for the amount of their (30) day wage,
p) The employee comes to work under the influence of alcohol or consumes alcohol while on duty,
q) The employee participates in or encourages illegal actions that reduce efficiency and increase costs in the workplace,
r) Intentionally or negligently informing third parties of the employer's secrets, talking about the nature of the work outside of work, causing rumors, the work done, the Institution; Sharing strategic or confidential information about working methods, statistics, projects, agreements, commercial conditions, advertising plans, fees, offers, or promotion/sales methods or accounting with third parties in any medium (written, verbal, digital, etc.).
s) Failure to fulfill the obligations stipulated in the Internal Directive and Regulation of the Workplace,
t) In the event that the employee contracts an illness or becomes disabled due to his/her own will or irregular life or addiction to alcohol, the absence resulting from this reason lasting more than 3 consecutive working days or 5 working days in a month,
u) Failure to fulfill the obligations included in the employment contract, which are mandatory and accepted by the employee,
v) Causing damage to the workplace by disclosing any password given to him/her by the workplace to someone else, allowing it to be used or using someone else's password with or without permission, sharing any confidential information and documents related to the workplace with third parties and/or institutions. Behaving in a manner that is not consistent with honesty and loyalty, such as abusing the employer's trust, stealing, or revealing the employer's professional secrets,
x) If the health and safety measures included in the Occupational Health and Safety Law No. 6331 and other legislation are not complied with, if there is a previous reprimand for non-compliance, the employment contract of the personnel who acts in a manner that will endanger occupational safety shall be terminated without compensation,
y) The situations listed in Article 25 of the Labor Law, the situations determined by law,
z) Intentionally providing false information to superiors, hiding matters that should be reported or making false statements in disciplinary boards or investigations, avoiding giving a statement without a justified reason or complicating the investigation,
aa) Behaving in a manner that does not comply with honesty and loyalty, such as abusing the

employer's trust, committing theft, revealing the employer's professional secrets,
bb) Insisting on not performing one's duty and the assigned work despite being reminded,
cc) The employee sexually harassing another employee of the employer,
dd) The employee committing a crime punishable by imprisonment for more than seven days at the workplace and whose sentence is not deferred.

Results of Dismissal

Article 14 - ((1) The employment contract of the personnel who receives the penalty of dismissal shall be terminated immediately for a just cause, without notice and without compensation.
Other acts and penalties

Other verbs and punishments
Article 15 – (1) (1) In the event of an act not explicitly listed in this directive; the disciplinary penalty required by the act that is closest and similar to the act shall be applied to the personnel in return for this act. In addition, the provisions of the Labor Law No. 4857 may be taken into consideration.

FOURTH SECTION
The periods, Defense, Objection And
Durations Statute of Limitations

Article 16 – (1) Disciplinary penalties specified in this directive are those that are determined to have been committed by personnel and authorized to impose the penalty. It shall be given within 6 working days from the date of learning by the authority. Article 6 The workday limitation period is only valid for termination with just cause, and this limitation period is not required for other disciplinary penalties.

Defense
Article 17 – (1) The defense of the personnel shall be taken before the disciplinary penalties specified in this directive are implemented. is essential. The verb that it happened, discipline to punish official in a formal manner After learning about the incident, a reasonable period of time and at least 2 days are given for defense. If the personnel wants to give their defense immediately, they can give their defense without waiting for the deadline.

(2) 1) It is essential that the personnel's defense be obtained before the disciplinary penalties specified in this directive are implemented. After the authorized authority learns that the act has occurred, a reasonable period of time and at least 2 days are given for defense. If the personnel wishes to present their defense immediately, they may do so without waiting for the period. (2) The periods specified in the above paragraph are not definite and may be changed if necessary according to the scope of the investigation, but it is essential that a decision is made within 6 working days at the end of all procedures and investigation. There is no need to take the personnel’s defense in the following cases:

a) If the personnel commits a crime punishable by more than seven days in prison at the workplace and the penalty is not deferred,

b) If the personnel is detained or arrested and the absence exceeds the notification period in Article 17 of the Labor Law,

c) If the Health Board determines that the illness of the personnel is incurable and there is a problem in working at the institution,

d) If the authorized authorities do not clearly deem it necessary to take the personnel’s defense due to the circumstances,

e) If the conditions for immediate termination for just cause within the scope of Law No. 4857 are clearly met.

Objection
Article 18 – 1) The employee who has been subject to disciplinary punishment may object to this punishment within (6) days from the date of notification, to be forwarded to the authority that decided on the disciplinary punishment. The objection must be made in writing. The decision on the objection and the response to the objection will be given to the employee within 10 days at the latest from the date the objection reaches the authority that issued the disciplinary punishment. It is not possible to object to the justified termination punishment, which is one of the disciplinary punishments included in this Regulation/Directive.

Statute of Limitations
Article 19 - (1) A disciplinary penalty cannot be imposed on an act that requires immediate termination for a legitimate reason as listed in Article 12 of this directive after one year has passed since the act occurred. However, if the employee gains material benefit from the incident, the one-year statute of limitations does not apply.

FIFTH SECTION
Miscellaneous Provisions and Enforcement

Recording of Disciplinary Penalties in the Registry

Article 20 - (1) Disciplinary penalties are notified to the relevant employee in writing by Human Resources and a copy is kept in the employee's registry file. If the penalty cannot be notified, the penalty report is read in the presence of two witnesses and signed, and a copy is notified by notary or registered letter (with the content clearly stated) to the last known address or the employee notified. When the notification/letter/warning sent to the last notified address reaches the address, it is deemed to have been notified, regardless of whether it has been notified or not.

Financial Responsibility

Article 21- (Article 21- (1) If the personnel cause the Institution a possible or certain damage due to their own mistake, fault, carelessness, recklessness or negligence, they are responsible for the damage in question. (2) If a "Dismissal" decision is made regarding the personnel held financially responsible, the amount of the damage shall be deducted by the Institution ex officio from the wages, annual leave payments and similar payments to be made to the personnel, and the balance shall be paid to the relevant personnel. However, if the amount deducted from the relevant person does not cover the entire amount of the damage, the Institution is authorized to take other legal action for the balance. (3) If the personnel held financially responsible continues to work in the institution, the amount of the damage shall be deducted by the Institution ex officio from the relevant person's monthly wages, not exceeding 1/4 of the wage, until the amount of the damage is fully compensated in accordance with the decision taken by the Disciplinary Board. If the personnel leaves the Institution for various reasons before the entire amount of the damage is collected; the balance shall first be deducted by the Institution ex officio from the wages, compensation, annual leave payments and similar payments to be made to the personnel. However, if compensation for the damage is not possible even in this case, the Institution shall be authorized to take legal action for the relevant person and collect the balance.

Temporary Suspension from Employment

Article 22 - (1) About investigation maintained or discipline prosecution required of staff whereas If any harm is seen in the continuation, the person concerned is dismissed from work. Dismissal is considered as unpaid leave and the person concerned is not paid wages or other rights related to this period. Dismissal is implemented by the Human Resources Department or an authorized person it designates.

Reserved Rights

Article 23 – ((1) If there is a problem with the continuation of work of the personnel who is under investigation or who needs to be subject to disciplinary proceedings, the relevant person is dismissed from work. Dismissal is in the nature of unpaid leave and the relevant person is not paid wages or other rights for this period. Dismissal is implemented by the Human Resources Department or an authorized person it designates.

Repeal

ARTICLE 24- (1) Nişantaşı University Disciplinary Directive / Procedure has been repealed.

Force And Executive

Article 25- This directive shall enter into force on the date of approval by the Board of Trustees of Nişantaşı University and shall be executed by the Secretary General.

This directive is one of the essential elements of the administrative personnel employment contract and failure to comply with the provisions of the Internal Regulation/Directive shall be deemed failure to comply with the employment contract. This Regulation/Directive consists of 25 main articles. On the date of signature of the Employment Contract, two copies were prepared and signed by the parties, one copy was given to the personnel and the other copy was left at the University.

The University and the Personnel have accepted, declared and confirmed that they have carefully read and understood all the articles in this Regulation/Directive, have mutually negotiated and have approved all the articles with their free will.

STAFF

NAME:

LAST NAME:

DATE:

SIGNATURE: