

**ERCIYES UNIVERSITY**

**PRINCIPLES OF ETHICAL CONDUCT AND DIRECTIVE OF THE ETHICS HIGH  
COMMITTEE  
CHAPTER ONE**

**Purpose, Scope, Legal Basis, and Definitions**

**Purpose**

**ARTICLE 1** – (1) The purpose of this Regulation is to establish an ethical culture at Erciyes University, determine the ethical behavior principles that academic and administrative staff must adhere to while performing their duties and services, assist employees in exhibiting behaviors in accordance with these principles, prevent and eliminate situations that could harm the principles of fairness, honesty, transparency, and impartiality or undermine trust in the performance of duties, and to regulate the procedures and principles for the functioning of the Ethics Higher Committee, which will be established within the university, to provide opinions on ensuring compliance with ethical principles.

**Scope**

**ARTICLE 2** – (1) This Regulation covers the ethical behavior principles and rules that Erciyes University staff must adhere to during their duties and services, ethical issues that may arise in the relationships between various university units and employees or in the relationships with stakeholders of the university due to non-compliance with these principles, the structure of the Ethics Higher Committee, and its procedures and principles for operation.

(2) Scientific research, publications, and experiments on humans and animals conducted by university faculty members are outside the scope of this Regulation, and the ethical principles designated for these areas shall be applied.

**Basis**

**ARTICLE 3** – (1) This regulation is prepared based on the Law No. 5176 on the Establishment of the Public Servants Ethics Higher Committee and Amendments to Some Laws, the Regulation on the Implementation of this Law regarding Public Servants' Ethical Behavior Principles and Application Methods, Article 14 of the Higher Education Law No. 2547, the Public Financial Management and Control Law No. 5018, and the Public Internal Control Standards Notification published in the Official Gazette dated December 26, 2007, and No. 26738, and the Ethical Behavior Principles for Higher Education Institutions.

**Definitions**

**ARTICLE 4** – (1) The following terms used in this Regulation are defined as:

- a) **President:** The President of the Erciyes University Ethics Higher Committee,
- b) **Committee:** The Erciyes University Ethics Higher Committee,
- c) **Personnel:** Academic, administrative, contracted personnel, and workers employed at Erciyes University under the laws 2914, 657, and 4857,
- d) **Rector:** The Rector of Erciyes University,
- e) **Senate:** The Senate of Erciyes University,
- f) **University:** Erciyes University,
- g) **Member:** A member of the Erciyes University Ethics Higher Committee,
- h) **Regulation:** The Erciyes University Ethical Behavior Principles and Ethics Higher Committee Regulation.

## **CHAPTER TWO**

### **Principles of Ethical Conduct**

#### **Ethical Principles**

**ARTICLE 5-** (1) The ethical conduct principles of the University are organized under the following headings:

a) **Public Service Awareness in the Performance of Duties:** University staff, in the performance of public services, adhere to the principles of continuous improvement, participation, transparency, impartiality, honesty, consideration of public benefit, accountability, predictability, appropriateness of services, and trust in declarations.

b) **Service Awareness:** University staff, in the performance of public services, aim to facilitate the daily lives of the service recipients, meet their needs in the most effective, swift, and efficient manner, improve service quality, enhance service satisfaction, and focus on the outcome of the services.

c) **Compliance with Service Standards:** University administrators and other staff carry out public services in accordance with the established standards and processes. They provide necessary explanatory information regarding work and procedures to service recipients, enlightening them throughout the service process.

ç) **Commitment to Purpose and Mission:** University staff act in accordance with the University's purposes and mission. They act in line with the interests of the country, the well-being of society, and the ideals of service of the University.

d) **Honesty and Impartiality:** University staff act in accordance with the principles of legality, justice, equality, and honesty in all their actions and procedures. They do not discriminate based on language, religion, philosophical belief, political ideology, race, gender, or any other reasons while performing their duties or benefiting service recipients, and refrain from actions or practices that are contrary to human rights and freedoms or limit opportunities. They do not engage in behavior targeting the benefit or harm of any political party, individual, or group. University staff use their discretionary authority in accordance with the public interest and service requirements, avoiding any arbitrariness and in compliance with the principles of impartiality and equality.

e) **Reputation and Trust:** University staff behave in a way that ensures public trust in the administration and demonstrate through their actions that they are worthy of the reputation and trust required by their duties. They avoid behaviors that undermine public confidence in the service, create doubts, or harm the principle of justice.

University staff in managerial or supervisory positions may not engage in arbitrary behavior, pressure, insults, or threats; may not prepare reports based on unclear or unproven evidence; may not request services, opportunities, or other benefits for themselves in violation of regulations, nor accept them even if offered.

f) **Courtesy and Respect:** University staff act with courtesy and respect towards their superiors, colleagues, subordinates, other personnel, and service recipients, showing necessary care. If the issue is outside their authority, they direct it to the relevant unit or authorized personnel.

g) **Notification to Competent Authorities:** University staff report to the competent authorities when they witness an action that conflicts with the ethical conduct principles specified in this

guideline, when asked to engage in unlawful actions, or when they become aware of such actions or procedures while providing the service. Unit managers keep the identity of the whistleblower confidential and take necessary measures to protect them from any harm.

ğ) **Avoidance of Conflict of Interest:** University staff must avoid conflicts of interest. Staff members are personally responsible for conflicts of interest and are typically the first to identify potential conflicts. They take necessary steps to avoid conflicts of interest and, as soon as they become aware of one, report it to their superiors and distance themselves from any benefits that may arise from a conflict of interest.

h) **Prohibition of Using Duties and Authorities for Personal Gain:** University staff may not use their duties, titles, and authorities to gain benefits for themselves, their relatives, or third parties. They cannot engage in nepotism, favoritism based on political affiliation, or any form of discrimination or favoritism for any other reason.

University staff may not use their duties, titles, or authorities to promote or sell books, magazines, tapes, CDs, or similar products for themselves or others. They may not provide support, donations, or similar benefits to any institution, foundation, association, or sports club.

University staff may not use official or confidential information obtained during the performance of their duties to gain personal, political, or social benefits for themselves, their relatives, or third parties. They cannot disclose such information to any organization, institution, or individual, except to authorized authorities, during or after their tenure.

University staff may not use the University's resources for election campaigns, either directly or indirectly.

ı) **Prohibition of Accepting Gifts and Gaining Benefits:** Any item or benefit, whether of economic value or not, that may affect or potentially affect the impartiality, performance, decision-making, or duties of University staff, is considered a gift.

The basic principle is that University staff do not accept gifts or benefits in connection with their duties, nor should gifts be given to them, and no personal gain should result from their duties.

University staff may not accept or provide any gifts or benefits, directly or indirectly, from individuals or legal entities with whom they have a business, service, or interest relationship, for themselves, their relatives, or third parties.

The following items are outside the scope of the gift prohibition:

- Gifts that contribute to the University, do not affect the lawful execution of University services, and are allocated to the University's assets, to be registered and made public (except gifts allocated for the service of a specific public official), as well as monetary donations made to the University.
- Books, magazines, articles, tapes, calendars, CDs, or similar items.
- Prizes or gifts won in public competitions, campaigns, or events.
- Souvenirs given at public conferences, seminars, forums, panels, meals, reception ceremonies, or similar events.
- Promotional items with symbolic value distributed to the public, such as advertising and handicraft products.
- Loans taken from financial institutions according to market conditions.

The following are prohibited under the gift acceptance rule:

- Welcome, farewell, or congratulatory gifts, scholarships, travel, free accommodation, or gift vouchers from entities with business, service, or interest relationships with the University.

- Transactions involving movable or immovable goods or services bought, sold, or rented at unreasonable prices compared to market values.
- Any gifts of clothing, jewelry, or food offered by service recipients.
- Loans or credits taken from individuals or entities with a business or service relationship with the University.

i) **Use of University Property and Resources:** University staff may not use public buildings, vehicles, or other service materials and resources for purposes other than public service and service requirements; they are responsible for safeguarding these resources and ensuring they are available for service at all times.

j) **Avoidance of Wastefulness:** University staff must avoid wastefulness in the use of public buildings, vehicles, and other service materials and resources. They act efficiently, effectively, and frugally when using University property, resources, labor, and opportunities during work hours.

k) **Binding Declarations and False Statements:** University staff may not make binding declarations, commitments, promises, or initiatives on behalf of the University by exceeding their authority while performing their duties. They may not provide misleading or false statements.

l) **Provision of Information, Transparency, and Participation:** University staff assist individuals in exercising their right to access information. When requested by real or legal persons, they provide the requested information or documents in accordance with the provisions of Law No. 4982 on the Right to Access Information, unless exceptions are specified by law.

University staff ensure that those directly or indirectly affected by major decisions related to public services can contribute to the preparation, development, decision-making, and implementation stages of those decisions, unless there is a legal provision to the contrary.

University senior administrators, within the limits allowed by the relevant laws, present the institution's bidding processes, activities, and audit reports to the public through appropriate means.

m) **Responsibility of Administrators for Accountability:** University staff are accountable for their responsibilities and obligations in providing public services and are always open and ready for public evaluation and oversight.

University administrators take timely action to prevent operations or actions that are not aligned with the institution's goals and policies. They take necessary measures to prevent corruption by staff under their authority, which includes enforcing legal and administrative regulations, conducting appropriate educational and informational activities, addressing financial and other challenges faced by staff, and setting an example with their personal behavior.

University administrators are responsible for providing appropriate training to staff regarding ethical conduct principles, monitoring compliance with these principles, observing lifestyles that are not consistent with their income, and guiding ethical conduct.

## **CHAPTER THREE**

### **Ethical Oversight Committee**

#### **Formation of the Ethical Oversight Committee**

**ARTICLE 6-** (1) The Ethical Oversight Committee consists of at least seven (7) members, selected by the University Senate based on the Rector's recommendation from among the

University's academic and administrative staff who have not previously received disciplinary penalties or been subject to an ethical violation decision. The committee members elect a Chairperson and a Vice-Chairperson from among themselves at their first meeting.

(2) The term of office for the members of the Ethical Oversight Committee is three (3) years. A member whose term has expired can be re-elected. A member who misses two (2) consecutive meetings without permission or valid excuse, is penalized or resigns from the Committee, loses their membership, and a new member is appointed in their place.

### **Application Procedures and Principles**

**ARTICLE 7-** (1) According to the principles set out in the Law No. 3071 on the Use of the Right to Petition, Turkish citizens with the legal capacity to exercise their civil rights, as well as foreign individuals residing in Turkey, may submit applications. Foreign nationals who are in Turkey for any reason and witness a violation of ethical principles are considered to be residents of Turkey for the purpose of applying. The applicant is not required to demonstrate that their interests have been affected to file an application. However, applications made with the clear intent of defaming public officials or those whose identity cannot be identified will not be considered.

(2) Applications cannot be made to the Committee or relevant disciplinary boards regarding disputes that are being examined by judicial bodies or have been concluded. Applications that indicate the party has pursued legal action during the examination process will be suspended. Complaints that have already been examined by the Committee cannot be raised again, unless new evidence is presented.

(3) Applications are submitted in writing by individuals, containing their name, surname, address of residence or business, and signature, to the Rector's Office. The petition must clearly and comprehensively specify the alleged violation of ethical principles, with supporting documents attached. The specific details of the alleged violation, including the person involved, time, and location, must be stated in a concrete manner.

(4) The petition does not need to be typed or printed from a computer. It is sufficient if the petition is legible and understandable. The date on which the application is registered in the records is considered the application date. Petitions can also be sent to the Rector's Office by mail. In this case, the date the petition is recorded in the records will be considered the starting date for the period. If the application is made electronically via email, the applicant's name, surname, and address of residence or business must be provided. For foreign nationals residing in Turkey, their passport number and nationality must be indicated. For applications made by email, the date the application reaches the institution's email address will be considered the application date.

### **Duties and Responsibilities of the Committee**

**ARTICLE 8-** (1) The duties and responsibilities of the Ethical Oversight Committee are as follows:

a) The Committee evaluates and provides opinions based on sufficient and credible evidence regarding issues related to the ethical rules specified in the Regulation in the academic and administrative units of the University.

b) The Committee organizes training and similar activities to spread and improve the ethical culture within the University, and to increase ethical sensitivity. It collaborates with the relevant authorities to ensure that ethical behavior principles are included in the basic, preparatory, and in-service training programs for public officials.

- c) The Committee evaluates ethical issues that arise within the University and, when necessary, suggests to the Rectorate the formation of expert ethical committees.
- ç) The Committee provides evaluations and recommendations to ensure that the ethical principles and practices of specialized ethical committees within the University align with the basic ethical principles adopted by the University.
- d) The Committee works in confidentiality regarding all ethical issues and problems on which it provides evaluations, makes decisions, and gives opinions. All related information and documents are kept confidential.
- e) The Ethical Oversight Committee is directly responsible to the Rector's Office for its activities.

### **Operating Procedures of the Committee**

**ARTICLE 9-** (1) The operating procedures of the Ethical Oversight Committee are as follows:

- a) The matters to be examined and the files to be evaluated by the Ethical Oversight Committee are referred to the Committee by the Rector.
- b) The Committee meets at least twice a year upon the call of the President, with participation of at least two-thirds of its members. If necessary, the Committee can hold an extraordinary meeting at the President's request. In case the President is unable to attend, the Vice President chairs the meeting. The files to be evaluated by the Committee are concluded and decided upon within a maximum of three (3) months. If the Committee indicates that it cannot complete its work within three (3) months, an additional (1) month extension is granted.
- c) The Committee makes its evaluations based on the files; when necessary, it obtains written or oral information from the relevant persons. Individuals with an ethical violation complaint against them are granted the right to present their defense before the Ethical Oversight Committee. If they fail to respond within the time determined by the Committee, which will be no less than ten (10) business days from the date the defense right is communicated to them, it is considered that they have waived their right to defense. In such a case, the Ethical Oversight Committee will make an evaluation and give an opinion based on the available information and evidence. Decisions are made by a majority of the Committee members. In case of a tie vote, the President's vote will determine the outcome.
- ç) During the examination and evaluation, the Committee conducts any necessary correspondence with other institutions and organizations through the Rectorate, ensuring confidentiality.
- d) Ethical Oversight Committee members cannot participate in the meetings or vote during the discussion of cases related to them. The term of a member whose ethical violation is confirmed ends automatically.
- e) The President assigns a rapporteur from the members of the Committee, in line with their opinions, for each file submitted for examination and evaluation. The Committee may invite experts from within or outside the University to provide their opinions, or assign a commission of experts to conduct the investigation. These experts or commissions submit their reports to the Committee within the specified time. After discussions, the reasoned decision of the Committee, approved by a majority of the members, is submitted to the Rector. The decisions of the Ethical Oversight Committee are communicated to the concerned parties by the Rectorate.

f) All documents and files related to the investigations carried out by the Committee are kept in the Committee's archive, separate from the individual's personal file.

### **Committee Decisions and Sanctions**

**ARTICLE 10-** (1) The Committee considers and evaluates applications solely from an ethical perspective. It does not have the authority to impose direct legal sanctions. The decisions it makes are advisory in nature. Committee members are not liable for any criminal, administrative, or legal responsibilities resulting from the decisions they make.

## **CHAPTER FOUR**

### **Compliance with Ethical Behavior Principles**

#### **Compliance with Ethical Behavior Principles**

**ARTICLE 11-** (1) University staff are required to comply with the Erciyes University Ethical Behavior Principles while performing their duties and services. These principles form part of the regulations governing the employment of the staff.

(2) Those who act in violation of these principles will be subject to action in accordance with the provisions of relevant regulations.

(3) Every staff member appointed to academic and administrative positions at the University is required to sign the Ethical Agreement, attached to this Directive, upon starting their duties. This document will be placed in the staff member's personal file.

#### **Informing the Staff**

**ARTICLE 12-** (1) University staff are informed about the ethical behavior principles and their responsibilities related to these principles as part of the employment conditions.

## **CHAPTER FIVE**

### **Miscellaneous and Final Provisions**

#### **Complaint**

**ARTICLE 13-** (1) Ethical violations that occurred before the effective date of this Directive cannot be subject to complaints or reports under the provisions of this Directive.

#### **Secretariat**

**ARTICLE 14-** (1) The Secretariat of the Committee is managed by the Personnel Department.

#### **Entry into Force**

**ARTICLE 15-** (1) This Directive enters into force on the date it is approved by the Erciyes University Senate.

#### **Implementation**

**ARTICLE 16-** (1) The provisions of this Directive are implemented by the Rector of Erciyes University.

**TRANSITIONAL ARTICLE 1-** (1) The Ethical Agreement attached to this Directive must be signed by the existing University staff within three (3) months from the date this Directive comes into effect, and this document will be added to the staff member's personal file.