



İSTANBUL AYDIN ÜNİVERSİTESİ
ADMINISTRATIVE
PERSONNEL
HANDBOOK

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Dear Personnel of Istanbul Aydın University,

We are pleased to work with you.
Our valuable assets are our employees. We believe that we will carry our organization to better places with your efficient work and contributions.

This book covers general information about Istanbul Aydın University and the minimum rules that will enable us to work in a certain order as employee and institution. The book is designed to help you keep your business life efficient and positive.

Our university shares its corporate experience with its employees and makes use of opportunities to create a common culture. Here, common values are created by sharing the expected behavior models in terms of education and service technology, complaints, problem solutions and satisfaction statements.

We would like to welcome you one more time and wish you a successful and peaceful business life.

Human Resources Directorate



FROM THE PRESIDENT

'Welcome to the Istanbul Aydın University Family'

In an era defined by the supremacy of knowledge, where digital transformation has become central to everyday life, universities have evolved beyond being merely educational institutions. They have become strategic centers that guide society, cultivate qualified human capital, and shape the future.

As Istanbul Aydın University, we regard quality not as a target, but as a management philosophy that requires continuity. Through our strong academic and administrative structure, we aim to sustain and further develop the global success we have achieved.

Our institutional strength, built upon clear principles, transparent communication, and well-defined responsibilities, is supported by a disciplined and harmonious working culture that brings our vision to life. Since our establishment, our structure grounded in continuous improvement, has advanced with a shared sense of responsibility.

Our greatest asset is our culture of institutional solidarity, united by a common ideal and dedicated to creating value. With this strength, we will continue our determination to move our university forward together, shaping not only the needs of today but also those of the future as a leading institution of higher education.

Prof. Dr. Mustafa AYDIN

Istanbul Aydın University
President



FROM THE RECTOR

'Welcome to the Istanbul Aydın University Family'

Istanbul Aydın University consistently maintains a strong and sustainable institutional identity through its excellence in research and education, international collaborations, commitment to ethical values, and dedication to social contribution.

We are fully aware that achieving these goals depends not only on academic success but also on a strong and well-structured administrative organization. Effective process management, open communication, quality assurance practices, digital transformation initiatives, and institutional coordination are the cornerstones of our university's sustainable development.

The key to sustainable success is institutional discipline and team spirit. The professionalism, solution-oriented approach, and strong sense of belonging demonstrated by our administrative staff directly support the work of our students and academic community.

In the period ahead, we are committed to maintaining a management approach that further elevates quality standards, strengthens data-driven decision-making processes, deepens our vision of internationalization, and expands our understanding of institutional excellence.

Guided by our shared values, we believe that together we will continue to move our university forward, and I sincerely thank you for your dedicated efforts.

Prof. Dr. Ibrahim Hakki AYDIN

Istanbul Aydın University
Rector

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**ESTABLISHMENT AND
DEVELOPMENT OF
ISTANBUL AYDIN
UNIVERSITY**

ESTABLISHMENT AND DEVELOPMENT OF ISTANBUL AYDIN UNIVERSITY

Istanbul Aydın University was established under the guidance of Anatolia Education and Culture Foundation in accordance with the additional article numbered 73 of the law numbered 5656 published in the official gazette numbered 26526 and dated 18.05.2007. Istanbul Aydın University was developed with the experience and accumulation of Anadolu BİL Vocational School, founded in 2003, as a result of previously established ties with an existing university, and it is unique in Turkey in this regard. Both institutions merged under the same roof with the establishment of Istanbul Aydın University and started to provide association's, bachelor's and master's degree education. The foundation of both Istanbul Aydın University and Anadolu Bil Vocational School is based on the Anatolia Education and Culture Foundation (AKEV).

Istanbul Aydın University, one of the most dynamic universities in our country progressing towards global education and international development, serves not only our country but also humanity by providing education in contemporary modern sciences. In addition to the Halit Aydın Central Campus located in Florya, the university operates with modern and contemporary educational environments at its campuses in Büyükçekmece and Esenyurt Dental Hospitals / Integrated Clinics, and Tepekent Social Facilities, aiming to train the workforce required by the age in a wide range of fields.

Istanbul Aydın University has adopted the principle of training its students as individuals with contemporary values, equipped with the ability to think critically and ethically in the path of self-development, and possessing leadership qualities.

By benefiting from the advantages of international cooperation and solidarity, which are important elements in international education, Istanbul Aydın University continues to make its

voice heard in the fields of science and technology, reaching its deserved position on the global stage through its contributions to education with all its academic units in local, national, and international arenas.

In addition to academic education, Istanbul Aydın University places importance on personal development and enhancing professional skills. It prepares its students for the world of the future in a well-equipped manner through close cooperation with industries, practical training, international relations, international diploma programs, and support certificate programs within its structure.



INSTITUTION POLICY

OUR QUALITY POLICY

Istanbul Aydın University has adopted a quality assurance approach that incorporates both compliance with standards and suitability for purpose in all its processes to achieve its strategic goals. In this context, it has adopted the creation of its own quality system in accordance with the Bologna Process Standards (ESG 2015-European Standards and Guidelines) and European Standards (ENQA-European Standards and Guidelines) by the Higher Education Quality Board, in alignment with the national quality assurance system.

As a result of the philosophy of continuous improvement and international collaborations, it is developing its standards in all processes related to education, research and development, community contribution activities that stand out at the regional/national level, and the institutional governance system. The satisfaction and complaints of all stakeholders, especially students, are regularly monitored, solutions are provided within a reasonable time, and practices aimed at increasing satisfaction are developed.

OUR VISION

To be a university that contributes to the country's socio-economic development process through educational diplomacy activities, accelerates the process of transforming knowledge into products, includes its students in the research ecosystem on its multicultural campuses with the support of international collaborations, and prepares them for global competition.

OUR MISSION

In line with the sustainable development goals, it is to promote entrepreneurship, spread the culture of research to the undergraduate level by developing innovative research, and raise individuals who are beneficial to humanity.



**HUMAN RESOURCES
POLICY AND THEIR
PROCESSES**

HUMAN RESOURCES POLICY

Our fundamental principle is a Human Resources Policy that supports our employees in personal development, work quality, employee satisfaction, and institutional loyalty to provide the necessary support for achieving our university's mission, vision, and strategic goals. Our Human Resources Policy adopts the following principles.

Principles

Attracting Qualified Human Resources to the Institution: Attracting qualified human resources to our university in line with our university's values and strategic goals and ensuring employee loyalty,

Internalizing Institutional Culture: Training innovative, experienced, questioning human resources with the qualities required by the information society,

Internalizing Teamwork: Ensuring employee satisfaction through proactive human resources practices, and creating an effective and efficient organization,

Equality and Justice: Providing an equal and humane working environment free from discrimination of religion, language, race, gender, and any other kind.

HUMAN RESOURCES MANAGEMENT PROCESS

The purpose of the "Human Resources Management" is to determine and manage the subjects related to the employees. The following items are completed after this stage:

- Planning and managing human resources,
- Recruitment processes are carried out,

- Employee termination processes are carried out,
 - Training needs of employees are determined and provided,
 - Employee performance is evaluated,
 - Employee compensation system is established and executed,
 - Procedures related to personnel affairs are carried out,
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- Continuous employee participation in improvement through the proposal and reward system is ensured,
 - Disciplinary process and compliance with work rules are supervised,
 - Activities are organized to increase the motivation of employees,
 - Other activities related to employees are carried out.

RECRUITMENT AND COMPETENCE

- The publication of the job advertisements of Istanbul Aydın University, identification of the qualifications of the candidates and recruitment of the candidates are done by Human Resources Directorate when necessary.
- The qualifications of the personnel required by the institution are determined in the job descriptions and the personnel are employed in line with these qualifications. These criteria are taken as basis in promotions and appointments.
- Employees can access the vacant positions of Istanbul Aydın University in the Human Resources area of the institution's web site (www.aydin.edu.tr) and related job application portals.
- Employees submit their resumes with references to the Human Resources Department.

Ref: Recruitment and Placement procedure

STARTING A NEW JOB

- The day before the employee starts work, (Social Security Institution) SGK work is completed.
- The employee is directed to the department of information technologies by human resources directorate for the information regarding starting a new job, e-mail account, user name, passwords, etc.
- If the employee needs items such as table, lockers, telephones, computers, the Department Manager and the relevant departments provide these requirements, then these items are debited to the employee.

EMPLOYEE PERSONNEL INFORMATION

- If the employee's formal or special status changes (new degree, marriage, divorce, name or nationality change, birth, address change, disability, important and permanent disease, etc.), the employee is obliged to inform the Human Resources Department within 7 days.

WORKING HOURS

- The weekly working hours to be applied in the institution shall be regulated according to the legislation. The University arranges when to start, rest and finish for all personnel and informs them.

TRIAL PERIOD

- The trial period of the hired personnel is 2 months according to the Labor Law No. 4857.
- The employee and / or the University may terminate the employment contract without any sanction within the trial period in accordance with the Labor Law no. 4857. The employee is paid for the period in which s/he worked.

WORKING IN SHIFTS

- The weekly working hours to be applied in the institution shall be regulated according to the legislation. The University arranges when to start, rest and finish for all personnel and informs them. The weekly working hours to be applied in the institution shall be regulated according to the legislation. The University arranges when to start, rest and finish for all personnel and informs them.

OVERTIME WORK

- It is essential to complete the work in time.
- When overtime is required due to workload, overtime work is done with the approval of the Department Manager.

PROXY

- Available positions and vacant positions due to reasons such as permission, sickness, temporary duty travel, etc. are executed in accordance with attorney system.
- The employee is obliged to abide by the system in question.
- The power of attorney is given with the knowledge of the Senior Management

PERMISSIONS

- The personnel who will be allowed to use the permit shall act in accordance with the "Permit Procedure"
- Permissions are tracked through the software system. Permission can only be used after completion of required approvals.

Ref: Permission Procedure

PAYMENTS

- 12 (twelve) salaries are paid in a year. All salary adjustments are calculated on the basis of monthly salary and payments are made on the tenth day of the relevant month. If the tenth day occurs at the same time as holidays, payments are made on the next first working day.
- Our employee may obtain monthly wages representation such as working paper and payroll (approved) from the Human Resources Department in order to give it to an external institution.
- Salary payments are made through a contracted bank.

LUNCH AND TEA BREAK

- Distribution of weekly working hours by days and rest breaks are determined by the university and specified in the employment contract.

EDUCATION AND AWARENESS

- Every year, regular trainings are provided on necessary subjects.
- It is aimed that our employees participating in these trainings and courses will increase their knowledge, skills and competencies in managerial, professional, technical and social issues.
- Trainings are planned and implemented annually.
- It provides application and trainings to increase awareness about employee's contribution to the corporate policy for the development of management systems and the costs incurred when it is not implemented. Their contributions are awarded.

Ref: Education Procedure

WORKING AND INSTITUTION DISCIPLINE RULES

- Our employees work in accordance with the relevant legal regulations.

Ref: Discipline working principles and procedures

SUGGESTION AND AWARD SYSTEM

- The “Suggestion and Reward Procedure” was established to evaluate the values and creative ideas that the employees of Istanbul Aydın University provided to the Institution and to appreciate and reward their success and efforts. The suggestions of managers and employees are transmitted to the Strategy and Quality Development Department, they are evaluated and the owners of the suggestions deemed appropriate are rewarded.

Ref: Suggestion and Awards Procedure

PERFORMANCE MANAGEMENT SYSTEM

- Individual goals are created, managed and developed on the basis of departments according to the objectives of İstanbul Aydın University within the concept of “Performance Management System Procedure”. Whether the competencies of the employees comply with the qualifications and requirements of the job, the successes and development abilities of the employees are evaluated systematically.

Ref: Performance Management System Procedure

CAREER MANAGEMENT AND BACKUP

- “Career Management and Backup” includes planning career development processes of employees, determining internal / external rotation processes, identifying appropriate qualified backups for key tasks / positions and the process of preparing potential candidates with career backgrounds for these positions.

Ref: Career Management and Backup Procedure

EMPLOYEE SATISFACTION SYSTEM

- A poll is conducted once a year to determine staff's expectations from their works and the work environment and to identify areas that are suitable for improvements in our institution, the survey results are evaluated and applications to increase employee satisfaction are executed.

Ref: Assessment and Evaluation Procedure

OCCUPATIONAL HEALTH AND SAFETY

- Occupational health and safety training and necessary trainings regarding the profession are given to our personnel who have started working.
- All employees in the workplace must comply with occupational health and safety rules, prohibitions, decisions and measures in order to protect and improve health and safety.
- Employees are required to wear personal protective equipment provided for occupational health and safety and do not take any action to endanger themselves or other workers.

Ref: Occupational Health and Security Guidebook and Instruction

INDUSTRIAL ACCIDENT

- First aid is rendered and life support is provided by the personnel with first aid certificate in the event of a work accident; then 112 Emergency is called immediately. If there is no personnel with first aid certificate, 112 Emergency is called and waited without any intervention. Then, the casualty's Manager and Occupational Safety Specialist are informed.
- Immediate notification of the incident is important for legal processes.
- The official process related to the accident is carried out in coordination with the Occupational Safety Specialist and the Human Resources Department.

Ref. Occupational Health and Security Guidebook and Instruction

COMMUNICATION

- Istanbul Aydın University embraced open communication policy to ensure harmonious teamwork and healthy relations.
- Communication should be established in order of hierarchical levels within the organization in case of a business problem or failure, or if information is requested about any matter.
- Communication with the First Executive is essential in the event of a business problem or failure. If the First Manager cannot help, a Senior Manager or the Human Resources Department can be contacted.
- Communication related to the work done and decisions taken within the institution are established via Aynet, EBYS, EBS, UBIS, İAÜHR, AYSİS, etc. Contact information of the employee is defined in rehber.aydin.edu.tr.
- External communication is established with students,

suppliers and official institutions in our institution. These are defined in the External Communications list.

- It is the responsibility of the first person, who witnessed to the event, to call the police and ambulance in case of occupational accidents, environmental problems and emergencies.
- Communication records are kept as part of quality records.

CORRESPONDENCE RULES

- “Times New Roman” is used for official correspondences, “Interstate” is used for corporate correspondences, “Tahoma” is used for quality processes.
- E-mail addresses are the communication addresses defined by the IT Department on behalf of the employees in order to provide internal and external communications on the computer.
- Correspondence style, spelling rules and wording should be taken into consideration in the e-mails used in communication with students and employees.
- It is important to send e-mails only to relevant people by taking into account the communication traffic during the day. “Reply to All” option should not be used unless individual responses are needed in multiple correspondences.
- The top management titles and positions should be placed first when sorting the e-mail addresses of people to send e-mail. Then the names or e-mail addresses should be listed in alphabetical order.
- E-mails must include a subject and digital business card.
- Expressions such as “kindly submitted for your information”, “for your kind attention” should be used when sending an e-mail to a higher authority or a person, expressions such as “I kindly request you to take necessary action”, “please take

necessary action” should be used when sending an e-mail to a junior authority or person.

- Typefaces and orthographic rules should be taken into consideration in correspondences.
- Colors such as blue and red, bold characters, capital letters and abbreviations should be avoided when it is possible.
- Spelling mistakes should be avoided and words should be used in accordance with the rules set by the Turkish Language Association.
- If a question is asked in the correspondence, all the information requested should be clearly and simply defined.
- E-mails must be written and sent in accordance with the privacy policy. Important and confidential reports should be sent in encrypted form by informing the other party.
- Date and time are very important in e-mails. The date and time of the computers should be checked and accurate information should be provided.
- E-mails should be checked regularly and continuously during the day through the e-mail software, and mails that require a reply should be answered in a timely manner.
- E-mails should not remain in the system long enough to cause limit excess and they should be followed regularly.
- Large files should be sent carefully in e-mails and very large files should be sent by a different system (usp, transfer via internet, etc.)
- The file formats which were sent must be available for the other party. Confirmation must be received for important e-mails.
- Risky messages with unknown content and sender person/ organization should be deleted before opening.

- In-house shared mails should not be sent to third parties or institutions without checking.
- E-mail contents and correspondence rules, which contain the following types of information, are evaluated in disciplinary rules and warning process and should not be used in correspondence content To share all kinds of statements and publications that contradict the policy or interests of the institution or that damage the public image of the institutions;
- Discriminatory, racist, humiliating publications targeting any person or group
- Establishing political, ideological publications that may give the impression that Istanbul Aydın University is engaged in any political or ideological engagement,
- Sharing illegal, threatening, provocative and offensive publications,
- Any statements and publications that are contrary to the policy or interests of the institution or that damage the public image of the institution,
- Sending contents that provide personal profit or gain such as gambling, betting, etc.
- Sending e-mails including words and phrases such as threats and swearing that are not moral and may disturb the other party.
- Sending e-mails called “chain letters” which are encouraged to send to more than one person
- Transmitting, attaining, keeping, publishing immoral and meretricious publications spreading subjects and thoughts including political, religious, ethnic, philosophical discrimination, transforming them into analog/digital formats, downloading and sending such documents, videos and pictures.

MEETINGS:

- A series of meetings are held with different duration and participants in order to ensure internal communication at Istanbul Aydın University.
- The agenda and invitation of the meeting shall be sent to the participants by electronic means at least 2 days before the meeting date in all meetings, if possible.
- The “Meeting Minutes” are prepared by the relevant person and distributed to all participants electronically at the end of all meetings,
- Personnel invited to the meeting should attend the meeting on time.
- Attention should be paid to that meetings start and end at the pre-scheduled time.
- The participant, who receives the meeting invitation electronically, gives feedback by using the options “Accept, Reject, Uncertain, Offer New Time” on the same e-mail.

INSTITUTION INFORMATION BOARD

- There is a bulletin board in our institution where everyone can see and read. Bulletin boards should be used as a daily communication tool to provide certain, up-to-date and accurate information about our practices and the Organization.
- The duration of the announcements on the board shall be maximum 10 days.

ISTANBUL AYDIN UNIVERSITY INSTITUTION RULES

- Employees are obliged to be in the Institution during the working hours and to perform the works specified in their job descriptions.
- Employees should not act in violation of the ethical behaviors accepted in the society while performing their duties.
- Employees should avoid any personal behavior or attitude that may damage the reputation of Istanbul Aydın University.
- All employees of the institution are responsible for knowing and correctly implementing regulations, procedures and instructions. They should follow the revisions on these issues and should not cause faults and errors within the Institution in this way.
- Legal subjects regarding the institution should be communicated to management and no personal action should be taken.
- It is absolutely unacceptable for Istanbul Aydın University employees to harass and disturb their colleagues about sexual, social and physical issues. Any employee who thinks he is the victim of any harassment or disturbance and 3rd party employees who are observers of this situation are obliged to transfer the matter to the relevant managers for follow-up.
- Violent behavior and / or aggressive attitudes and / or threatening speech and behavior at Istanbul Aydın University cannot be accepted.
- Weapons, sharp objects, pocket knives and various dangerous attack vehicles cannot be allowed inside the office. All possible probabilities are investigated and followed up in the most

serious way in this context. If the employee has an impact on violent behavior, the initiation or continuation of the incident, the employee is considered unjust and the necessary legal action is taken. Any employee who thinks s/he is the victim of a violent behavior and 3rd party employees who are observers are obliged to transfer the matter to the relevant managers for follow-up. The employee is expected to show the kindness and respect required by the work environment to his/her colleagues at all times and under all circumstances.

- The use of drugs, stimulants and alcohol at Istanbul Aydın University and coming school after the use of these substances are not acceptable. S/he cannot be allowed to work and the necessary precautions are taken when it is observed that the employee is under the influence of these substances.
- Employees of Istanbul Aydın University are not allowed to promote for commercial, political, social and religious purposes. ISTANBUL AYDIN UNIVERSITY cannot be used for such promotions. It is absolutely unacceptable for the employee to organize product promotions and campaigns, make association membership activities, make commercial sales and distribute advertising during business hours.
- It cannot be included in any political, commercial and religious formation under the name of Istanbul Aydın University. It cannot be acted with the mission of spreading and adopting these ideas inside and outside the institution. The employees of Istanbul Aydın University are expected to comply with the following rules;
 - Not taking part in protests and collective demonstrations,
 - Not making a declaration,
 - Not hanging such unauthorized posters and distributing

flyers within the Institution for whatever reason,

- Not organizing secret meetings for protest,
- Not engaging in commercial activities by using the name of Istanbul Aydın University,
- Not using the name of ISTANBUL AYDIN UNIVERSITY in personal trade and causing the institution to be perceived as a partner, and causing legal obligation.
- It is not acceptable for the employees of İstanbul Aydın University to commit crimes of robbery, misappropriation, forgery, perjury, slander, bribery, embezzlement (infamous crimes)
- It is not acceptable for Istanbul Aydın University employees to conduct behaviors that may prevent or damage the use of common areas.
- Smoking is not acceptable in Istanbul Aydın University building, toilets, corridors, office and system rooms. Smoking is permitted only in areas designated for smoking in open areas.
- Istanbul Aydın University provides telephone / fax / e-mail services to employees in order to ensure that employees are able to fulfill their job responsibilities. Our employees should display the necessary sensitivity during the use of these tools for personal purposes and should try to minimize the use of personal tools as much as possible. Our university employees are responsible for using the telephone system to fulfill their duties in accordance with the policies and laws of the Institution. Any other use is unacceptable.
- Employees shouldn't abuse the facilities provided by the Institution, cause misapplication and prevent other people's right to use.
- It is unacceptable that the employees of Istanbul Aydın

University became indebted, borrow from other employees in a way that tarnishes the prestige of Istanbul Aydın University, its image in society.

- Employees are obliged to work in harmony in their departments and other department employees without any disturbance and to solve the problem by communication when any problem arises.
- Employees should come to work and be at work on time; they must comply with the requirements of the system that controls attendance.
- Employees should not leave work without the permission of the Manager, even temporarily.
- Employees cannot slow down their work by acting as if they are working in the field of duty and cannot prevent their friends from performing their duties properly.

- Employees are responsible for poor performance in their jobs. They should not give less than the expected level of performance from a normal employee under normal circumstances.
- Each job is carried out in accordance with the workplace instructions prepared for that job. The quality of the work must comply with the rules of the Authority. The management prepares the technical procedures and conditions of the execution of each work and the work instructions that determine the developments that the new employee must show in the company over time. Employees in each department should follow the instructions prepared for that department.
- Managers are responsible for ensuring that employees do not work with low performance and do not perform bad / poor quality work.

- Employees should not disclose, transfer and use any confidential information obtained during the study and the whole information used in the institution to any person or organization without the written permission of Istanbul Aydın University while working in the institution and after leaving the institution.
- Employees may not present corporate records, photographs, plans and sketches, trade secrets to the benefit of third parties without the written permission of the organization.
- Employees may not provide information to newspaper reporters or television agencies for any reason without management permission, including by telephone. Video and photo shootings are also subject to permission.
- The management determines who can provide information and statements or declaration under normal working conditions or in crisis environments. For this reason, employees may not make statements and declaration to any national and / or local press, TV organizations and news agencies on matters related to the Authority, under any circumstances, unless specifically assigned by the Management. They can only share requests from such organizations with the Department of Press, Publicity and Public Relations and meet the approval of Management.
- The employee may not use the facilities of the Institution for his/her special needs or his/her relatives unless s/he has been specifically authorized by the Management.
- Obligations arising from the Law on the Protection of Personal Data Numbered 6698 (“Law”) are completely fulfilled and personal data obtained within the scope of the Employment Contract are never shared with third parties. In this context, the Institution’s data security will be prioritized and the Personnel

Information Technologies Usage Policy will be followed.

- In the event of possible data leak, caused by a fault or inattention of the personnel, the personnel immediately notifies the relevant unit responsible or the most authorized persons and tries to minimize or prevent the damage.
- It is certainly unacceptable to share any data with unauthorized persons that enables the use of the device, such as the password/ security key, user name, given specifically to the personnel for device/s such as phones, computers, ipads used within the scope of the business relationship.
- It is certainly unacceptable to share any content that constitutes a crime under the Turkish Penal Code, such as threatening terrorist organizations, content glorifying terrorism, insulting state officials and state organs, selling and promoting sexual toys and products, pornographic publications, weapons and explosive products, poisonous substances, products related to deviant religious beliefs, prohibited products specific to law enforcement and military forces on a platform that is known to belong to the employer, or that creates the public opinion that it belongs to the employer, with tools such as computers, ipads, phones delivered to the staff by the employer.
- Device/s such as telephone, computer, ipad, delivered to the personnel by the employer within the scope of the business relationship to be used in the management and administration of the work cannot be used in the personal works and social media accounts of the personnel. Any personal data such as name, surname, telephone, video, photo, finance, etc. belonging to the personnel and their relatives cannot be kept on the devices in question.

DRESS CODE GENERAL

Istanbul Aydın University employees are dressed in accordance with the Institution (linen, fabric skirt, dress, pants, shirt, blouse, etc.).

- Clothing should be appropriate to the reputation of the institution.
- Clothing that are not appropriate for the reputation of the institution such as jeans, tights, shorts, slippers, etc. should not be preferred.
- Business attire should be worn when representing the Authority against third parties (meeting, customer visit, etc.)

UNIFORM AND BUSINESS ATTIRE USAGE

According to the content of the job description as stated below, some employees are required to wear clothing such as workwear, uniform or apron, etc. in their job fields.

- Security guard,
- Maid services ,
- Technical maintenance team,
- Other employees who need to wear special clothing for their jobs.

LEAVE OF EMPLOYMENT DISMISSAL

- The provisions of the Labor Law are complied with in all dismissals, including retirement, military service and marriage.
- If dismissals are entitled to compensation, the relevant articles of Labor Law No. 4857 apply.

RESIGNATION

- The employee specifies the reason and voluntarily terminates the employment contract unilaterally.
- The employee who resigns shall notify the Manager of the situation in writing. After the resignation is approved, the Human Resources Department performs the necessary operations.
- S/he cannot claim any compensation when the employee leaves.
- The employee must comply with the following notice periods. If the employee doesn't comply with the notice period, the employer has the right to deduct from the employee's salary as much as the wage corresponding to the notice period.
If s/he worked less than 6 months, the notice period is: 2 Weeks
If s/he worked for a period of 6 months to 1,5 year, the notice period is: 4 Weeks
If s/he worked for 1,5 year to 3 years, the notice period is: 6 Weeks
If s/he worked for more than 3 years, the notice period is: 8 Weeks

HANDOVER

- The employee must submit the embezzled documents such as negotiable instruments, documents, seal, stamp, letter of attorney, computer, etc. to the relevant Division Directors and his/her Director with a "Discharge Form" before leaving the job.
- The employee is obliged to deliver all the processes related to his / her duties and responsibilities to the Manager and / or the personnel who will take over his/her position in writing before leaving the job.

- The employee and the relevant Division Director are responsible from the loss and damage caused due to failure to fulfill this obligation.
- The employee and the relevant Division Director are responsible from the loss and damage caused due to failure to fulfill this obligation.

CLOSE

- This book is shared with the employee through UBIS and IAÜHR when the employee starts work. Any employee who is employed or newly recruited are deemed to have accepted these provisions and are responsible for complying with them.
- This manual is an integral part of the employment contract.
- From the date this manual comes into force, all procedures, workflows and instructions contained in the manual are valid.
- All rights reserved. It cannot be copied or reproduced without permission.



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