

Istanbul Topkapı University Ethical Business Policy

Istanbul Topkapı University is committed to creating a working environment based on the principles of integrity, respect and transparency in the workplace. Our Ethical Business Policy aims to ensure that all our employees, students and stakeholders act in accordance with ethical values. This policy aims to develop a fair, responsible and professional work culture while maintaining high business standards. Our university prioritises creating an environment where employees and students can act with confidence by providing a work environment based on ethical values.

Core Values

Istanbul Topkapı University's Ethical Business Policy is based on the following fundamental values:

1. **Integrity and Transparency:** All staff and students shall act in accordance with the principles of honesty, integrity and transparency in all their dealings within and outside the university.
2. **Fairness and Equality:** Our university is opposed to any form of discrimination among its staff and students. All individuals have equal rights and are treated fairly in employment and education processes.
3. **Responsibility:** Employees are obliged to act in accordance with the university's mission and values. They adhere to the university's ethical business principles by performing their duties and responsibilities to the best of their ability.
4. **Privacy:** All information and documents obtained within the university are protected in accordance with the principle of confidentiality. Staff and students are responsible for ensuring the confidentiality and security of university information.
5. **Respect:** All members of the university community are obliged to behave respectfully towards each other and external stakeholders. There is zero tolerance for any form of harassment, bullying or violence in the workplace.
6. **Professionalism:** Employees adhere to high standards of professionalism and refrain from unethical behaviour while performing their duties. This applies both to work processes and to external relations representing the university.

Ethical Business Policy Strategies

Istanbul Topkapı University implements the following strategies to develop and maintain an ethical business approach:

1. **Ethics Education Programmes:** All staff and students receive regular training on ethical business principles and professional responsibilities. These training sessions raise awareness of ethical standards.

2. **Code of Ethics and Implementation Guide:** The university prepares a code of ethics containing ethical rules that all staff and students must adhere to and distributes it to every member of the community. The implementation guide directs ethical decision-making processes.
3. **Prevention of Conflicts of Interest:** Transparency is ensured to prevent any potential conflicts of interest that may arise between the personal interests and professional responsibilities of individuals working within the university. Such situations are reported, and solutions are developed in accordance with ethical principles.
4. **Strengthening Privacy Policies:** Strict confidentiality policies are implemented to protect university data, personal information and confidential documents. Employees are responsible for preventing the misuse of this information.
5. **Prevention of Harassment and Discrimination:** Our university adopts a zero tolerance policy towards all forms of harassment, discrimination and bullying in the workplace. All individuals are protected against such behaviour and complaint mechanisms are actively utilised.
6. **Business Ethics Advisory and Complaints Mechanism:** Staff and students may contact the university's ethics advisory units when they encounter unethical behaviour or require advice on ethical matters. These units assess applications in accordance with the principles of confidentiality and reliability.
7. **Promoting Ethical Behaviour:** Our university encourages staff and students who demonstrate behaviour consistent with ethical business principles. Ethical behaviour is rewarded and promoted throughout the community.

Objectives

The objectives of Istanbul Topkapı University's Ethical Business Policy are as follows:

1. **Enhancing Ethical Awareness:** To organize regular training sessions and seminars to ensure that all staff and students are aware of ethical business principles.
2. **Strengthening the Ethics Complaints Mechanism:** To ensure that all complaints are assessed promptly and fairly by effectively operating the complaint mechanism established against unethical behaviour.
3. **Enhancing Information Confidentiality Standards:** To raise awareness regarding the confidentiality of personal and corporate information and to continuously improve practices aimed at protecting such information.
4. **Promoting Equality and Justice:** To continuously develop and implement new policies to eliminate all forms of discrimination and injustice in the workplace and educational environment.
5. **Promoting a Culture of Ethical Conduct:** To foster ethical business practices throughout the university and encourage all members of the community to contribute to this culture.

Istanbul Topkapı University, through its ethical work policy, aims to create a reliable and fair work and learning environment by ensuring that all employees and students act in accordance with ethical principles. Our university is committed to the effective implementation and continuous development of this policy.