

## **Istanbul Topkapı University Flexible Working Policy**

Istanbul Topkapı University is committed to providing a flexible working environment that considers its employees' work-life balance, increases productivity, and supports employee satisfaction. Our Flexible Working Policy aims to help employees balance their work responsibilities with their personal and family obligations. Our university aims to increase productivity and job satisfaction by offering its employees location- and time-independent working options, utilising the opportunities provided by digital technologies.

### **Core Values**

Istanbul Topkapı University's Flexible Working Policy is based on the following core values:

1. **Work-Life Balance:** Our university supports its employees in maintaining a balance between their professional and personal lives. Flexible working models enable employees to fulfil their professional responsibilities while also allowing them to devote time to their family and personal needs.
2. **Productivity and Motivation:** By allowing employees to manage their work processes more flexibly, it aims to increase job satisfaction and motivation. Flexible working hours have a positive impact on work performance and productivity.
3. **Diversity and Inclusiveness:** Flexible working arrangements are tailored to the needs of employees of all ages and circumstances, ensuring that all individuals feel comfortable in the workplace. An inclusive working environment is created for employees with different lifestyles.
4. **Efficient Use of Technology:** Digital communication and collaboration tools are used effectively to create an efficient working environment with remote working and flexible hours. The technological infrastructure enables employees to carry out their work from anywhere.
5. **Accountability and Trust:** Flexible working policies encourage employees to carry out their duties on time and in full, with a sense of responsibility. Our university offers flexibility to its employees within a framework of mutual trust.

### **Flexible Working Policy Strategies**

Istanbul Topkapı University implements the following strategies to provide its employees with a flexible working environment:

1. **Remote Working Opportunities:** Remote working options are offered to employees, allowing them to carry out their work from outside the campus. Digital platforms are used for communication and collaboration, enabling employees to carry out their work processes efficiently.

2. **Flexible Working Hours:** Employees are given the opportunity to set their working hours flexibly. This practice helps employees balance their personal responsibilities with their work obligations.
3. **Part-time and Project-based Work:** Employees are permitted to work part-time or on a project basis without being bound to a specific period. This allows employees to manage their workload and time flexibly.
4. **Rotational Work Schedule:** Employees can carry out their work using a rotational working model, where they work in the office on certain days and remotely on other days. This system reduces office congestion while ensuring continuity of workflow.
5. **Technology Integration in Business Processes:** The university strengthens its technological infrastructure to enable the effective implementation of flexible working arrangements. Remote access, digital meeting platforms and collaboration software ensure that employees can continue their work seamlessly outside the office.
6. **Flexible Working Request Process:** Employees can benefit from a system whereby they communicate flexible working requests to their managers based on their workload and personal needs, and these requests are evaluated and integrated into work plans when deemed appropriate.
7. **Promoting Employee Well-being:** The flexible working arrangements aim to reduce employees' stress levels and establish a better balance between their workload and personal life. Health and well-being programmes for employees are also implemented in line with this policy.

## Objectives

The objectives of Istanbul Topkapı University's Flexible Working Policy are as follows:

1. **Improving Work-Life Balance:** To promote flexible working arrangements to enable employees to better balance their work and private lives.
2. **Enhancing Employee Productivity:** To increase employee productivity and job satisfaction through flexible working hours and remote working options.
3. **Enhancing Digital Collaboration and the Use of Technology:** To enhance the efficiency of remote and flexible working processes through digitalization and the use of innovative platforms.
4. **Supporting Diversity and Inclusion:** To create a more inclusive work environment for employees with diverse lifestyles and needs through flexible working models.
5. **Promoting Employee Well-being and Motivation:** To increase employee motivation and job satisfaction through a flexible working arrangement, thereby contributing to the university's overall performance.

Istanbul Topkapı University aims to assist its employees in balancing their work and personal lives, and to increase productivity and job satisfaction in the workplace through its flexible working policy. Our university is committed to the effective implementation and continuous development of this policy.