



— ISTANBUL —

OKAN UNIVERSITY

EMPLOYEE HANDBOOK



— ISTANBUL —
OKAN UNIVERSITY



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Disclaimer

Nothing in this Employee Handbook constitutes a contract, express or implied. Okan University, in its sole discretion, may modify, alter, delete, suspend, or discontinue any part or parts of the policies in this manual at any time, with or without prior notice to its employees. Unless otherwise specified, any such change to the Employee Handbook shall apply to existing as well as future employees.

Section1. Introduction

1.1 Welcome to Okan University

Welcome to Okan University and to what we hope will be a long, productive, and deeply satisfying career at one of the most eminent and distinguished foundation universities in Turkey.

Currently, Okan University has students from 43 different countries and home to a diverse undergraduate and graduate student body of 14,000. It offers more than 138 undergraduate and graduate programmes. The University comprises six faculties, two applied sciences schools and three graduate schools. The university also offers a variety of two year associate degree programs that correspond to the in-demand vocational opportunities.

Okan University strives continuously to further the development of knowledge both nationally and internationally with its high quality student-centered education, accredited programs and its research centers. True to its motto, “Leader in University-Business Cooperation”, Okan University effectively combines theory and practice by employing distinguished academic staff and inviting expert professionals to lecture the students to prepare them for successful careers. In close cooperation with various business sectors, the university has developed curricula and internship programs for its students to enhance their employability skills.

This employee manual was prepared to help you become familiar with Okan and its policies and procedures. Please read it carefully. If you have questions or concerns, please speak with your supervisor, who should be able to answer most of your questions or direct you to someone who can.

If you need further information or assistance, please contact Okan’s Human Resources Department at 216-6771630, or 2077 if you are calling from a campus telephone.

On behalf of Okan’s extended family, thank you for joining us. We look forward to working with you.



1.2 About Employee Manual

The purpose of this Employee Manual is to provide employees with a ready source of information about Okan University and the policies and procedures it has established. Although Okan University has tried to be comprehensive, the manual does not, and cannot, include policies that address every situation that may arise.

Okan University has, and reserves, the right to adopt new, alter or cancel existing policies and procedures at any time. The official copy of all policies and procedures in this manual, including revisions, is found on the intranet at <http://int.okan.edu.tr/>

The policies and procedures set forth in this manual apply to all faculty and staff, including student workers and volunteers.

Each employee is also expected to conform to the professional standards of his/her occupation.



Section2. About Okan University

2.1 Okan University's Vision & Mission Statement

Vision of our University

Our vision is to become an innovative, leading “World University” that meets the requirements off the society and business life in the universal standards.

Mission of our University

Our mission is to become a World University that trains the individuals who

- Internalize the basic values of the Republic, sensitive to national and global issues, reflects the universal development and requirements to the education system, uses and improves new education methods,
- Trains individuals who think analytically and having problem solving ability, questionnaire, multiple foreign languages, learned to access, use and share information, internalize the ethical values, respectful to the different cultures, self-confident, innovative, creative and entrepreneurial,
- Contributes to science, culture and art with genuine researches, studies and publications,
- May reflect student-oriented, universal development and changes to the education system, use contemporary education techniques and methods, gives education for problem solving,
- Gives particular importance to the exaltation of humanity, human dignity, social responsibility, social gender equality and environmental consciousness in its studies and produces the projects in this field,
- Become a university having strong communications with students and team spirit, sensitive to social problems and pays regard to employee satisfaction.
- People-oriented, innovative, having solidarity and team spirit, self-improvement.



Section 3. Starting Your Job

3.1 Employment Applications and Other Forms

Okan University relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. New employees are asked to complete the following forms and/or furnish to Okan University the following items, including:

- Employment Application Form
- Photocopy of ID Card
- Residence Paper From Local Governor's Office
- Non-Conviction Letter From Police
- Health Certification
- Updated Resume
- Diploma Photocopy

Current employees may be required to update or execute any of the above forms. Any employee who misrepresents information on above forms; fails or refuses to complete the above forms or to provide Okan University with requested documentation; may be subject to discipline, up to and including termination from employment.

3.2 Background Checks

In addition to the items listed in 4.1, Okan University conducts background checks for individuals recommended for hire in certain selected positions.

Information received through the background check process will not necessarily disqualify the applicant from further consideration or eventual hiring.



3.3 Accuracy of Personnel Information

All employees are expected to provide truthful, complete and accurate information in connection with their employment and/or the employment of another employee by Okan University.

Also important is that faculty regularly updates their files, with respect to papers published, conferences attended and other professional development activities

Any falsification or misrepresentation of information in connection with application materials is a serious offense and grounds for termination from employment or non-selection of an applicant. Supervisors should notify the Human Resources Department immediately upon being informed of any such felony plea or conviction.

Falsification of any information, including providing false or dishonest information regarding another employee, is grounds for disciplinary action up to and including termination from employment.



3.4 Official Personnel Files

The Human Resources Department creates and maintains an official personnel file for each employee. The “official personnel file” includes information maintained by Okan University relating to employment. The Human Resources Department is responsible for establishing procedures to maintain the personnel files, protect the confidentiality of the personnel files, and for an employee or authorized person to review the personnel file.

Personnel files are confidential; however, they are accessible in the following circumstances:

1. A director, supervisor or University official who has a valid business reason may review a current employee's file.
2. Employees who wish to review their files may do so in the presence of a human resources representative. Call the human resources employee relations office at extension no to make an appointment.

3.5 Identification Cards

The Human Resources Department will issue a photo identification card to all employees. Every employee is required to display his or her identification so that it is visible when entering university buildings, offices and facilities. Any employee refusing to show his or her Okan ID when requested will be subject to disciplinary action up to and including termination from employment.

Any individual who loses an Okan University-issued identification card should notify the Human Resources Department immediately. A fee may be charged to replace a lost card.

The ID card remains Okan University property and must be returned along with all other university property when an individual leaves Okan University for any reason.



3.6 New Employee Orientation

During the first few weeks of employment, an employee must attend a general orientation program conducted by the Human Resources Department. During orientation, each employee will receive information regarding university policies and other general information about the university. The orientation program is a way to learn about the university and applicable employment policies and benefits. Supervisors are required to permit employees to be excused from their regular job duties to attend these orientation programs. Departments are also expected to provide new employees with a more specific orientation about the department and the specifics of each job assignment.

3.7 Probation Period

All new and current staff members who change jobs have a 2-month probation period. This period is designed to allow an appropriate orientation, training and evaluation period for the staff member. It also provides time for staff members to assess their aptitude for and interest in the office.

If the University or the staff member concludes that continued employment is not in the best interest of either, the relationship may be ended in probationary period. The supervisor will provide training, guidance and feedback throughout the probation period, giving the new employee the opportunity to reach the desired level of performance in a timely manner.



Section 4. Work Schedules

4.1 University Office Hours

The University's normal daily business hours are 8:30 a.m. to 5:30 p.m. in academic year and same in summer.

4.2 Regular Work Schedules

Okan University has a typical workweek of 45 hours per week, including time off for lunch and personal breaks. The scheduled hours for employees generally work a Monday through Friday schedule of 45 hours divided into five nine-hour workdays, unless the employee's employment letter or departmental needs differ. One-hour lunch period is recommended.

Section 5. Time Away from Your Job

5.1 Holidays and Personal Days

Employees will receive the following holidays with pay from the date on which they begin employment with the University:

- New Year's Day 1 January
- National Independence Day 23 April
- Labour Day 1 May
- Youth & Sports Day 19 May
- Turkish Victory Day 30 August
- Founding of Turkish Republic 29 October
- Seker Bayram *
- Kurban Bayram *
- According to Islamic time table changes every year.



5.2 Annual Leave

Annual Leave Annual leave is leave with pay.

Employees accumulate annual leave in the following manner;

Number of Months	Amount of Annual Leave Earned
1 st month– 1 st year	---
1 st year – 5 th yrs	(14 working days)
5 th yrs – 10 th yrs	(18 working days)
10 th yrs – 15 th yrs	(22 working days)
15 th years and more	(25 working days)

This is the 1-year period that begins when the employee starts to earn annual leave time. Once employees enter an eligible employment classification (completion of the probationary period), they begin to earn annual leave time according to the schedule set forth above. Before annual leave time can be used, however, a waiting period of 1 year must be completed. After that time, employees can request use of earned vacation time including that accrued during the 1 year waiting period.

To take the annual vacation, the faculty is required to notify her/his Dean's or Manager's Office a month in advance by filling in the Leave Request and Approval Form, and it is the responsibility of the Dean's or Manager's Office to inform the Department of HR by sending in the form with the Dean's or Manager's approval.

Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Unused annual leave is not transferable to the next calendar year. Upon termination of employment, employees will be paid for unused annual leave time that has been earned through the last day of work just calendar year.

5.3 Sick Leave

Sick leave is leave with pay, is available to all regular, full-time employees and may be taken only for the following reasons:

- Personal illness, injury or disability;
- Prearranged or emergency medical, dental or optical appointments; or
- To care for an ill member of the employee's immediate family. Immediate family is defined as the parent, child or spouse of the employee.

Any faculty member taking a sick leave from work up to 2 days (including the second day) is considered to be on an administrative leave. However, the faculty is expected to immediately notify Dean's or Manager's office of his/her college, and if the sick leave extends beyond the second day, the faculty is required to obtain a medical report and submit it to Dean's office within the initial term of 10 days. Then, Dean's or Manager's office is responsible for passing the report to the office of Human Resources Department.

For medical reports longer than 10 days, the Social Security Institution (SGK-Sosyal Güvenlik Kurumu in Turkish) pays a certain amount of pension directly to the faculty against incapacity for work due to sickness.

5.4 Bereavement Leave

If an employee wishes to take time off due to the death of an immediate family member, the employee should notify his or her supervisor immediately. Up to consecutive three days of paid bereavement leave will be provided to all employees.

Approval of bereavement leave will occur in the absence of unusual operating requirements. Any employee may, with the supervisor's approval, use any available paid leave for additional time off as necessary.

The University defines “family member” as:

- A person to whom the employee is related by blood, legal custody, or marriage;
- A child who lives with an employee and for whom the employee permanently assumes and discharges parental responsibility;
- A person with whom the employee shares or has shared, within the last year, a mutual residence and with whom the employee maintains a committed relationship.

An employee shall notify his or her supervisor prior to taking such leaves. Okan reserves the right to demand proof of any death and relationship for which leave is taken.

5.5 Military Leave

Necessary leave with pay will be granted to employees who have obligations in the military reserve (mobilization). Employees should advise their supervisors in writing at least 1 month in advance of such leave, indicating the inclusive dates of anticipated duty, so that arrangements can be made regarding temporary replacement needs.

5.6 Administrative Leave

Administrative leave is leave with pay given when the President determines that, due to unusual or unforeseen circumstances, it is in the University’s best interests that an employee or group of employees not report for work for a period of time.

5.7 Pregnancy & Maternity Leave

The maternity leaves are subject to the provisions of the Labor Act Law No 4857 and Social Insurance Law No 5510 Article 16, in cases of pregnancy and maternity of female faculty.

Notice and Payment: A pregnant faculty member has to inform her Dean about the pregnancy and the expected timing of her leave at an appropriate time, to help the Dean in the planning of courses and other programs in the college in her absence. The Dean’s office has to inform the offices of VPAA and Department of Human Resources of the backup plan during the faculty’s maternity leave.

Period of Maternity Leave: A female employee is entitled to prenatal and postnatal leaves, according to the Labor Act Article 74, in total of 16 weeks, 8 weeks each. In case the employee gives birth to more than one child at one time, 2 weeks are added to the 8-week prenatal leave, bringing the total maternity leave to 18 weeks. The beginning and end dates of the maternity leave are determined by a State Hospital or private health institutions approved by SGK, with a written report.

In usual terms, a pregnancy lasts 40 weeks and therefore 8 weeks before the birth corresponds to the 32nd week of the pregnancy. The faculty may continue to work until 3 weeks prior to the birth if she can get a medical report that confirms her ability to work from a State Hospital or private health institution approved by SGK.

If the mother needs to extend her maternity leave, she has the right to take an unpaid leave for at most 6 months, which is not included in the calculation of the right for the annual paid vacation of the mother.

Section 6. Understanding Your Benefits

6.1 Cafe's & Restaurants

Cafe's & Restaurants are available for staff use.

- The Marco Polo Restaurant in Tuzla Campus
- Avrasya Restaurant in Tuzla Campus
- Restaurant in Hasanpasa Campus
- O'Mutfak **Restaurant** in Tuzla Campus
- O'Mutfak **Cafe** in Tuzla Campus
- Strubucks **Cafe** in Tuzla Campus

6.2 Transportation Services

Transportation Service coordinates the shuttle for the University and is committed to providing professional, timely service and vehicles that are safe and reliable. Transportation Services liaises between OKAN University management and the University community to ensure that shuttles are timely, the drivers are professional and the designated routes, schedules and services fulfil the needs of the University community.



6.3 Personal Health/Medical Information

Okan University values every employee, and the protection of employee privacy is very important.

The Health Center, located in Tuzla Campus, provide health services to students and faculty members. The services are provided free of charge to all students and faculty members.

The Health Center is the first place that faculty members contact in the event of illness or injury. Initial treatment or first aid would be carried out at the Health Center and, if necessary, the patient may be referred to Okan University Training and Research Hospital.

Section 7. Your Pay and Expenses

7.1 Payroll Schedules

Okan University pays its employees on a monthly basis. The monthly pay cycle runs from the first calendar day of the month through the last calendar day of the month. University employees on a monthly payroll schedule receive their compensation on the first working day of the following month.

7.2 Bank Accounts

For your salary payments, you must open an account at the Kadıköy branch of Türkiye Vakıflar Bankası. Please inform the Human Resources Department of your bank account number to ensure the payment of your salary.

7.3 Salary Increases

Okan University bases its salaries and rates on the market wages for various job levels. The Human Resources Department maintains and adjusts structures as appropriate to maintain competitive pay.

7.4 Performance Development Plans

Okan University is committed to enhancing the performance and professional development of all employees through Performance Development Plans. PDPs create a consistent, university-wide approach to performance management.

Because professional development is beneficial to both the staff member and the University, the University strives to support the development of its staff members in a variety of ways. Human Resource Department offers professional development courses for staff members on a variety of subjects. Training sessions on administrative policies and procedures, supervision, effective communication, leadership, stress and time management, customer service, and other valuable subjects make up the program. Customized training, team building and process improvement programs also are available. For more information and schedules, call the Human Resource Department.



Section 8. University and Employment Standards

8.1 Affirmative Action/Equal Employment Opportunity

It is the policy of Okan University to administer its various personnel programs compensation, benefits, transfers, layoffs, University-sponsored training, education and social activities-to avoid practices which, directly or indirectly, prevent any staff members from gaining their full benefits.

The office of diversity and affirmative action is a resource for faculty, staff, administrators and students on issues related to the University's equal employment opportunity and affirmative action policies and programs. Any member of the Okan University community may contact the office of diversity and affirmative action with a concern, to seek information, or to file a complaint regarding employment discrimination (see grievance procedure).



8.2 Anti-harassment, Including Sexual Harassment

Okan University is committed to creating and maintaining a work environment free of all forms of harassment such as based on an individual's age, color, disability, national or ethnic origin, race, religion, gender identity, genetic information or domestic status.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, dissemination of sexually offensive or suggestive written, recorded or electronically transmitted messages, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program or activity.
- submission to or rejection of such conduct is used as a basis for an employment-related, educational or other decision affecting an individual.
- such conduct substantially interferes with an individual's work, educational performance or equal access to the university's resources and opportunities.
- such conduct creates an intimidating, hostile or abusive work or educational environment.

Any employee engaging in any type of harassment in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

8.3 Drug-free Workplace

Employees are expected and required to report to work on time and in appropriate mental and physical conditions for work. Each employee is responsible to help ensure that Okan University remains a drug-free, healthful, safe and secure work environment.

Okan University absolutely prohibits the unlawful sale, possession, purchase, manufacture, use, distribution or dispensing of controlled substances, including drugs, on university premises or while conducting university business off premises. Violations of this policy will result in disciplinary action, up to and including discharge from employment, and may have other legal consequences. Employees must, as a condition of employment, abide by the terms of this policy and report to the university any conviction under a criminal drug statute for violations occurring on or off university premises while employed by the university. A report of a conviction must be made to the Office of Human Resources within five days after the conviction.

8.4 Gambling in the Workplace

Okan University employees shall not engage in gambling activities and are prohibited from using university equipment or facilities in carrying out such activities.

8.5 Software and Technology Usage

Okan University has adopted extensive software and extensive computer usage policies that govern the usage of software, hardware, computer-related equipment and resources acquired by Okan University and/or used by any person employed by, or affiliated with, Okan University. Any Okan University employee, visitor, student, retiree, consultant and/or temporary employee who has access to or who uses the Okan University network, electronic communications systems and/or resources to conduct Okan University business must review and abide by these policies.

Okan University's Software Policy or Computer Usage Policy can be found at <http://int.okan.edu.tr/>

Using peer-to-peer file-sharing programs illegally to download or share copyrighted materials including music, games and videos is strictly prohibited.

Section 9. Employment Conduct

9.1 Work-Related Behavior Expectations

Okan University has certain expectations regarding the conduct and job performance of each employee that are necessary for the orderly conduct of business. Employees who do not adhere to these standards or fail to meet the expectations for their position are subject to disciplinary action.

The Human Resources Department should be consulted prior to disciplining an employee.

It is the primary responsibility for our academic and administrative staff to maintain and advance the association of the name of Okan University with professionalism, honesty and trust. In this regard, it is expected from the staff of Okan University:

- To respect legal norms at all times,
- To perform their duties pursuant to the fundamental moral and humane values,
- To avoid any attitude and behavior harmful to human dignity, including mobbing and sexual harassment, in the workplace,
- To act in justice, good faith and sympathy with the aim of mutual benefit in all relations,
- For whatever the purpose may be, not to obtain unfair profit and benefit, accept or offer bribe from/to the real and legal persons under any circumstances,
- In the performance of duties, to act in compliance with the relevant business code of conduct and any practice principles supporting those rules,
- Unless openly authorized, not to behave, state or correspond in such a way bringing the University under an obligation,
- Not to act in a disturbing and/or harmful manner to other employees and not to disharmonize the work environment,
- Including the data and information systems of the University, to take care of all tangible and intangible assets as if their own personal assets and to protect them against any potential loss, damage, misuse and unethical use, abuse, theft and sabotage,
- To use the sources of the University only for the works related with the University,
- To work with an awareness that the University would be ethical precedent for the students and to act in line with this responsibility.



9.2 Faculty and Student Relationships

The power disparity between faculty members and their students makes such relationships subject to exploitation, both actual and perceived. The respect and trust accorded a member of the faculty by a student as well as the power exercised by faculty in giving grades or recommendations for future study and employment make voluntary consent by the student suspect.

Individuals should be aware that consensual sexual or romantic relationships can result in claims of sexual harassment because the voluntariness of the consent may be questioned when a power differential exists. If a sexual harassment claim subsequently is filed, the argument that the relationship was consensual will be evaluated in light of this power differential.

Some relationships involve inherent conflicts of interest that cannot be eliminated. Therefore, sexual or romantic relationships between instructors and students currently in their classes and between faculty advisors and their current advisees are always prohibited whether or not the relationships are consensual.

9.3 Confidential Information

In performing their duties for Okan University, employees and members of the faculty may have access to confidential information including, but not limited to, proprietary business information relating to Okan University and personal confidential information related to other employees, students, applicants, retirees and alumni. This includes information viewed online, in print, in other media or received verbally. Information to which employees have access is to be shared only as appropriate and only as the business need requires.

Any employee or faculty member who is asked to disclose confidential information to any person who does not have a legitimate business reason for obtaining such information, or any employee who is aware of other individuals who have disclosed confidential information in violation of this policy must report such an occurrence to his or her immediate supervisor. Failure to report a violation of this policy may result in disciplinary action, up to and including discharge of employment.

9.4 Workplace Surveillance and Searches

Okan University may authorize the use of reasonable surveillance and search measures as necessary to ensure a safe and appropriate work environment or in compliance with university policies and applicable law. Subject to legal requirements, the university reserves the right to inspect and search all work areas, desks, computers, university-owned cell phones, file cabinets, lockers or other containers leaving university premises, as well as personal vehicles in university parking lots or public streets within campus boundaries or any other area within university control. In addition, all records contained in computers (including voice mail and email) and storage devices (including removable media) are open to inspection by the university in accordance with university policies, subject to applicable legal requirements.

9.5 Use of Communications Systems

All communication services and equipment, including the messages transmitted or stored by them, are the sole property of the university and may be opened, reviewed and/or retained by Okan University in the normal course of business. Any employee who chooses to use Okan University communication systems and equipment for personal reasons must limit the usage in a manner that does not interfere with the employee's job duties.

Communication systems may not be used to solicit or recruit for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.

University telephones or mobile phones should be limited to university business. Employees and faculty members are required to reimburse Okan University for all charges resulting from their personal use of the telephone or mobile phone.

University computers and computer systems may be used and networks may be accessed only by individuals authorized by the university. Issuance of an account and access to any university system must be approved by an authorized university official. Questions regarding authorization and permitted uses must be referred to the Information Technology Department.

9.6 Internet Usage and Computer Games

Okan University's computer systems are the university's property and access is provided to employees as needed to facilitate job performance. Employees or members of the faculty should not use the internet for personal business during working time. Rather, such use should be limited to non-working time such as during lunch, authorized work breaks and after working hours.

Any employee or faculty member who uses the computer system for improper purposes shall be subject to disciplinary action, up to and including discharge. Any employee or faculty member who receives materials on his or her computer system that he or she believes violate a university policy should contact the Information Technology Department and/or the Human Resources Department. See Okan University's Technology Usage Policy at policies <http://int.okan.edu.tr/>

9.7 Office Attire

Appropriate business dress, grooming and personal cleanliness standards do contribute to the morale of all employees and affect the business image the university presents to students, visitors and the public. Therefore, during business hours and while on university business or premises, employees are expected to present a clean appearance and to maintain acceptable personal hygiene standards. If an employee is unsure of the appropriateness of a particular piece of clothing, the employee should choose not to wear it.

Standards for office attire may vary by department. It is the responsibility of the administrative department head or dean to consult with the Department of Human resources and/or Office of Faculty Affairs and Faculty Development before implementing any office attire standards.

9.8 Smoking in the Workplace

The university wants to promote a healthful and clean work environment for students, employees and visitors. To protect the health of the university community, the university designates all buildings smoke-free.

Smoking is also prohibited in all university buildings.

9.9 Parking Rules

1. Driving motorized and non-motorized vehicles within the campus is a privilege granted by the University. It is not a natural right possessed by the faculty, staff, students or visitors.
2. Drivers must obey the traffic rules, which are in effect 24 hours a day, and the warnings of the University Security who assist in the enforcement of these rules.
3. In the case of necessity, University Security may stop and search any person and vehicle.
4. Pedestrians have the right of way in the University. Drivers approaching a pedestrian crossing must slow down and come to a complete stop when a pedestrian is approaching or waiting to cross.
5. The speed limit within the campus is 20 km/hr.
6. Vehicle identification stickers are required to provide entry into the campus,
 - i. They are obtained at the beginning of each academic year for a fee.
 - ii. The fee, renewal dates and distribution points are announced in advance.
 - iii. Stickers are only valid for the vehicle license plate of which is written in sticker application form.
 - iv. Stickers cannot be given or transferred to others. This is a serious misconduct calling for the disciplinary action.
 - v. Sticker is stuck from inner side of windshield and the sticker of sold vehicles must be removed.
7. The University is not responsible for theft incidents taking place in the parking lots.
8. Vehicles are not allowed to park under any circumstances on pavements on pedestrian walkways.
9. It is forbidden to honk the horn, form convoys, drive recklessly and overtake other vehicles dangerously.
10. Visitor vehicles entering the campus should obtain a visitor card from the main gate, put it in front of the windshield in a visible way and return it on leaving.
11. A vehicle left at an unauthorized place may be towed by the Security.
12. Vehicles of drivers without a driving license will be made to leave the campus. The driver will be reported to the traffic police.

Section 10. Leaving the University

10.1 Employment Termination

Termination of employment is an inevitable part of personnel activity within any organisation, and many of the reasons for termination are routine.

Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation -voluntary employment termination initiated by an employee;
- Discharge -involuntary employment termination initiated by the organisation;
- Lay-off -involuntary employment termination initiated by the organisation for non-disciplinary reasons; and
- Retirement -voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organisation.

The University generally will schedule exit interviews at the time of the employment termination. The exit interview affords an opportunity to discuss such issues as employee benefits, conversion privileges, and repayment of outstanding debts to the University or return of University-owned property. Suggestions, complaints and questions can also be voiced at this exit interview. Since employment with the University is based on mutual consent, both the employee and the University have a right to terminate employment at-will, with or without cause, prior giving one months' notice before the end of semester.

Employees will receive their final pay in accordance with applicable government law.

Resignation is a voluntary act initiated by the employee to terminate employment with the University. The University requests/ requires at least three month written notice of resignation before the end of semester.



The University will consider the employee to have voluntarily terminated his employment if he or she does any of the following:

- Resigns from the University;
- Does not return from an approved leave of absence on the date specified by the University; or
- Fails to report to work and fails to call in for three or more working days in a row
- Drug and Alcohol abuse
- Sexual Harassment An employee may be terminated for poor performance, misconduct, excessive absences, tardiness, or other violations of the University rules.

However, the employment relationship is at-will, and the employee and the University has the right to terminate the employment for any legal reason or no reason. The University may need to terminate employment because of reorganisation, job elimination, economic downturns, or lack of work. Should the University decide that such termination is necessary, it will try to give as much advance notice as is practical. final pay check. Arrangements for receiving a final pay check must be made during the exit interview process with a human resources representative.

10.2 Resignation

Staff members desiring to resign voluntarily from their employment with the University are required to submit their resignation in writing to their immediate supervisor no less than three month notice prior to the last day on the job. A copy will be forwarded to the human resources office. An exit interview with a human resources representative is normally scheduled for an employee leaving the University after the supervisor receives notice of resignation. An employee's last day must be a regularly scheduled work shift.

An employee who gives less than the required 3 months' notice or 14 who is absent without notice for three consecutive work days is deemed to have resigned without proper notice. Failure to provide proper notice makes the employee ineligible for re-hire. University keys, I.D. card, uniforms, or other University property must be returned, and all outstanding debts must be paid on or before the employee's last day. Any remaining debt due the University will be deducted from the employee's final pay check. Arrangements for receiving a final pay check must be made during the exit interview process with a human resources representative.

10.3 Exit Process

All employees leaving the employ of the university are required to participate in an exit process, which may include:

- Securing items, including but not limited to, identification cards, equipment, uniforms, and keys and parking decal.
- Reviewing possible delinquent obligations the employee has to the university.
- Reviewing the personnel file; which will be retained for seven years after the employee's separation from Okan University.
- Obtaining a forwarding address, telephone number and email if applicable.

The employee's supervisor should contact the Human Resources Department to initiate the exit process. All employees who voluntarily leave Okan University are encouraged to complete an exit interview with the Human Resources Department. Employees should contact the Human Resources Department to schedule this meeting as soon as they give notice to their supervisor. Okan University will issue a final paycheck upon completion of the exit process.

10.4 References

The Human Resources Department is the only department authorized to provide official references for current or former employees. Any request for a reference must be in writing and directed to the Human Resources Department. Okan University will only provide dates of employment, title, position/job duties and confirmation of salary.

Employee Acknowledgment Form

I hereby acknowledge that I have received and reviewed a copy of Okan University's Employee Manual. I have been advised that I must read the Employee Manual and abide by its terms as a condition of continued employment and have agreed to do so. I further understand that nothing in this Employee Manual constitutes a contract, express or implied and that Okan University, in its sole discretion, may modify, alter, delete, suspend or discontinue any part or parts of the policies in this manual at any time, with or without prior notice to its employees. Unless otherwise specified, any such change to the Employee Manual shall apply to existing as well as future employees. I understand that the Human Resources Department is responsible for developing and implementing personnel policies. Policies or procedures in this manual may change with approval of the appropriate university officer. I also understand that I cannot rely on or otherwise interpret a statement or promise by a supervisor, manager or department head as constituting a change in policy, nor will any such statement or promise constitute an agreement between the university and an employee. I understand that the official copy of the Employee Manual is found on the Human Resources website at www.Okan.edu.tr and that it is my responsibility to review the most current version of any policy on that website.

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE



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