

FENERBAHÇE UNIVERSITY ADMINISTRATIVE STAFF DISCIPLINARY DIRECTIVE

PART ONE

Initial Provisions

Purpose and scope

**ARTICLE 1 –** (1) This directive applies to administrative staff in all units of Fenerbahçe University who do not meet their responsibilities as specified by law, code, legislation, and contracts or who do not adhere to mandatory rules.

Basis

**ARTICLE 2 –** (1) This directive has been prepared in accordance with Labor Law No. 4857, the Turkish Civil Code No. 4721, and the Personal Data Protection Law No. 6698.

Definitions

**ARTICLE 3 –** (1) The definitions of terms in this Directive are as follows:

1. EBYS: Electronic Document Management System
2. Secretary General: Secretary General of Fenerbahçe University,
3. PACS: Personnel Tracking System

ç) Personnel: All permanent administrative staff employed at Fenerbahçe University.

1. Rector: Fenerbahçe University Rector,
2. Rectorate: Fenerbahçe University Rectorate,
3. University: Fenerbahçe University.

PART TWO

General Rules

Identity card, workplace entry and exit rules

**ARTICLE 4 –** (1) Personnel are provided with a photo ID card indicating their status as university employees. Individuals working at the university enter and exit the building through turnstiles, where their cards are registered. Personnel dismissed from the university for any reason must return their ID cards. If the ID card becomes unusable or is lost, it is mandatory to notify the Department of Human Resources.

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1. Personnel must scan their ID cards at the turnstiles when entering and exiting the university. Personnel are prohibited from using someone else's access card or allowing others to use their own.

Individuals without their cards must pass through the turnstile accompanied by security guards, and the passage information will be recorded in the system.

1. "University Entrance Security System-Utarit Reports" are used as the basis for monitoring job attendance.
2. Personnel are required to comply with the security rules and practices implemented at the university.

Working hours and attendance

ARTICLE **5 –** (1) The determination of daily and weekly working hours, the distribution of the weekly working period across days, and the start, break, and end times of work are regulated by the Rectorate in accordance with the provisions of Labor Law No. 4857 and based on the nature of the work.

1. The monitoring of personnel attendance is the responsibility of unit managers and is conducted in accordance with the principles established by the Rectorate. The results of this practice are considered in wage accruals.
2. Personnel must be present at the start time of work and may not leave the University without permission before the end of the workday.
3. If a delay of 15 minutes or more occurs after the start time of work, the department's authorized supervisor/manager has the discretion to allow the late personnel to start work or not. The supervisor/manager has the authority to require the relevant personnel to provide a written explanation for the delay.
4. Personnel are required to attend internal and external courses, seminars, and other training activities mandated by the University. Failure to attend required training activities is considered absenteeism and is subject to sanctions.
5. Personnel who are unable to report for duty due to illness or any other valid reason must inform the department head/manager and the Department of Human Resources by the start of the workday. The personnel must provide documentation for the excuse, and the relevant documents must be submitted no later than the first working day after the excuse period ends. Failure to comply with these rules will be considered as the personnel not having a valid excuse.
6. Personnel may not work for any reason while on rest or leave.

Workplace order and working discipline

**ARTICLE 6 –** (1) Personnel are required to keep both their private and general work areas clean and tidy. Documents and files in the work area must not be left scattered; each document should be filed in the appropriate folder.

1. Documents containing confidential University information must not be left on desks; they must be stored in a locked cabinet.

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1. Personnel must remain in their designated work area during working hours and may not leave unless required by their duties.
2. Staff must always conduct themselves in a manner that does not disrupt the work or focus of other employees, avoid causing noise, and refrain from engaging in loud conversations or disputes.
3. Personnel must answer their intercom and, when necessary, redirect calls to their mobile phones. If the individual leaves their station for a short time, the nearest available person answers the phones.
4. It is prohibited to be discourteous, create unnecessary difficulties for applicants, prospective students, or their families, or to behave in a way that could negatively impact the university's reputation in both internal and external interactions during duty hours.
5. Personnel are required not to display degrading attitudes or behaviors towards other employees, to resolve potential conflicts calmly, and to ensure that unresolved disputes are reported to their managers for resolution.
6. Personnel must not shout at other employees under any circumstances, and they are strictly prohibited from physically intervening. It is strictly forbidden to behave dishonorably, insult others, or engage in fights within the university.
7. Personnel should report complaints about work or other employees to their superiors and refrain from sharing these complaints with subordinates or peers.
8. Personnel must promptly notify their manager of any known or suspected violations of rules, policies, or business misconduct.
9. Personnel are not permitted to download programs, play games, or install messaging apps and related software on corporate computers for purposes unrelated to work. Personnel may not publish articles, images, or propaganda related to politics, religion, language, race, or national-spiritual sentiments via email or the local network. Personnel may not send emails, correspondence, or documents that are inappropriate for the corporate image and institutional values, lack professionalism, or violate generally accepted ethics and etiquette, or forward such materials to University employees in any form. Otherwise, the personnel acknowledges full responsibility for any pecuniary and non-pecuniary damages incurred by the University and understands that their employment contract may be immediately terminated for just cause due to a violation of this directive.
10. Personnel are required to immediately submit complaints or notifications to their supervisor in writing.
11. Deliberately making false reports or spreading gossip about supervisors or coworkers is strictly prohibited.
12. Engaging colleagues unnecessarily during working hours in a manner that disrupts their work is prohibited.
13. Removing University equipment from the premises without permission is prohibited.
14. Personnel must complete assigned tasks promptly and in full, without unnecessary delays, and should refrain from attending to other tasks while urgent work is pending.
15. It is prohibited to come to the University under the influence of alcohol, consume alcohol during working hours, use or supply drugs, or engage in gambling.

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1. Smoking is prohibited in confined spaces for any reason.
2. Personnel should avoid any personal behavior that could damage the institution's reputation, even outside of working hours.

Occupational health and safety rules

**ARTICLE 7 –** (1) It is mandatory to use the equipment and other protective materials provided for safety when the work requires it. Personnel required to take special safety measures in their work must not begin working without first implementing all necessary precautions in accordance with the institution’s occupational health and safety principles, in their capacity as an expert.

1. Personnel shall strictly comply with occupational safety rules during their work. They shall not interfere in any way with electrical or mechanical systems that are outside their scope of responsibility or expertise, shall not enter areas deemed unsafe, and shall refrain from any behavior that may pose a safety risk.
2. It is strictly forbidden to interfere with flammable, combustible materials and devices, any type of gas cylinders, electrical devices and installations, compressed air equipment or their pipelines if it is not part of one’s duties. Likewise, operating or shutting down any electrical system, machine, engine, or installation without proper authorization or instruction is also prohibited.
3. The Workplace Physician retains health reports submitted by personnel at the time of employment. In addition, personnel agree in advance to undergo preventive vaccinations and health screenings when necessary. If personnel are infected with any infectious disease, they shall immediately notify their direct supervisor before starting work.
4. Personnel who become ill or have an accident on the job are required to report the situation to their direct supervisor immediately. If the situation does not permit this, the nearest available personnel shall undertake the task.
5. Failure to report an occupational accident or disease, as well as attempting self-medication, is prohibited.
6. Managers or responsible personnel who are notified of, or personally learn about, occupational health and safety issues shall immediately inform the relevant unit managers and the Department of Human Resources, both verbally and in writing.

Confidentiality and unfair competition

**ARTICLE 8 –** (1) It is forbidden to disclose, share, or provide any technical, commercial, or financial information about the University, including confidential information related to technical and commercial studies, student information, and any other University-related data, reports, or figures, to any individual or commercial organization, whether for personal gain or otherwise. Personnel are obliged to maintain the confidentiality of the information and secrets they acquire regarding the University, its students, and/or other stakeholders in relation to their duties.

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1. Personnel are obliged to refrain from activities such as informing, publishing, making statements, or giving presentations to others or University personnel regarding matters related to the University, without the written permission of the appropriate University authority, except for joint work within their department or with other departments in which they are involved.
2. Unfair competition; the employment contract of personnel found to be in violation of the principle of honesty as specified in Article 2 of the Turkish Civil Code, due to any misconduct in economic competition or behavior contrary to the principles of honesty, good faith, or deceptive conduct, shall be terminated without notice or compensation. This is in accordance with subclause (e) of the second clause of Article 25 of Labor Law No. 4857 (which covers behaviors such as abusing the employer's trust, theft, or revealing professional secrets that do not comply with integrity and loyalty).
3. Even if the personnel's employment contract has been terminated in any manner, if they act contrary to the provisions outlined in this article, the institution reserves the right to pursue legal action, while the employer may claim the specified amount in cash and as a lump sum, provided a penal clause is included in the employment contract. The employer reserves the right to claim both pecuniary and non-pecuniary damages.

Obligation of loyalty and prohibition on concurrent employment

**ARTICLE 9 –** (1) Without the written permission of the university's competent authority, no personnel may accept any official or private duty, paid or unpaid, permanent or temporary, outside the workplace.

(2) Personnel should not derive any personal benefit from the work they perform.

Implementation of disciplinary measures

**ARTICLE 10 –** (1) To ensure that personnel can perform their work at the University in peace, collaborate effectively, and fully protect interests of personnel, the disciplinary provisions outlined in the following articles shall be applied.

1. The employment contract allows for the imposition of disciplinary penalties based on the University's internal regulations, Labor Law, and University regulations. The legitimate and valid reasons for termination, as well as other disciplinary penalties under Labor Law, are reserved, and this directive does not limit the validity, implementation, or application of these regulations.
2. Although not explicitly listed in this directive, disciplinary penalties are applied comparatively based on the nature of the act and the severity of its potential consequences, particularly regarding acts that disrupt work peace, workplace discipline, safety, or are considered disciplinary offenses.

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1. When imposing disciplinary penalties, the penalty is determined by evaluating the specific nature and potential effects of the action being penalized. When evaluating the action that requires punishment, consideration is given to the pecuniary and non-pecuniary impact of the damage caused within the University, the importance of the perpetrator's role and position, their attitudes and behaviors within the University, as well as their personality and the reasons behind the action. It is at the discretion of the disciplinary board and University administration to impose penalties that may be more severe or less severe than those specified in the directive.
2. Personnel in managerial positions must consistently supervise and monitor their subordinates, ensuring that they act in accordance with the provisions of this directive and general working principles. Disciplinary penalties imposed on subordinates will also apply to the manager who fails to provide adequate supervision and control, either in full or through a lesser penalty.
3. Disciplinary penalties are considered, along with other criteria, when making decisions about personnel participation in the hierarchical structure and their promotion as part of career planning.
4. Personnel may approach their superiors regarding any personal matters, provided they adhere to the communication hierarchy within the organizational structure.

Penalties to be applied

**ARTICLE 11 –** (1) The penalties to be applied at the University for actions that violate the provisions of this directive and general working principles are outlined below.

* 1. Warning Penalty
  2. Reprimand Penalty
  3. Heavy Reprimand Penalty

ç) Dismissal Penalty

Disciplinary penalties

**ARTICLE 12 –** (1) Warning Penalty: The first stage involves notifying the relevant personnel in writing about deficiencies in their duties and behavior.

If the acts and working rules listed under the "General Rules" are violated in a manner that causes minor material or moral damage to the University or disrupts business discipline, a warning penalty will be applied:

1. Failure to pay the necessary attention and care in the timely and complete execution of tasks and instructions within the framework of the principles set by the University
2. To act carelessly, irregularly, or negligently in the protection, use, and maintenance of documents, equipment, and vehicles related to their duties
3. Failure to report to work for a day without permission or a valid excuse

ç) Arriving late to work without permission or a valid excuse, or leaving early

1. Repeated actions such as arriving late after the lunch break, leaving the work area without permission, or engaging in other tasks during working hours
2. Failure to adhere to the established dress code

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1. Failure to comply with the guidelines, rules, and instructions established and communicated to employees
2. Behaving rudely, disrespectfully, unkindly, or discourteously towards colleagues, subordinates, and managers, or disturbing others in a manner contrary to generally accepted values

ğ) Failure to adhere to the resource-saving measures established by the university

1. Delaying the submission of complaints from students or their relatives to the relevant units and supervisors

ı) Being indifferent or unconcerned with the work/demands of students/their relatives

1. Behaving in a manner that does not align with the rules of courtesy and decorum towards students or their relatives
2. Not performing assigned tasks or completing them partially
3. Improper use of the internet and email addresses (unless the violation warrants a more severe penalty)
4. Negligently failing to complete tasks and follow instructions in a timely and thorough manner
5. Failure to comply with the ISO 27001 Information Security Policy (ISMS Policy), Clean Desk and Clean Screen Policy, other ISMS-related policies, procedures, and instructions, as well as the University's ethical rules
6. Failure to comply with the provisions of the Personal Data Protection Law No. 6698 (using personal data for purposes other than its intended processing purpose; sharing personal data with unauthorized or unrelated personnel; transferring personal data to unauthorized or unrelated third parties; failing to exercise due diligence in ensuring the security of personal data; or failing to promptly notify the unit supervisor/manager upon identifying a violation of personal data processing regulations, failure to destroy personal data in accordance with the data storage and destruction policy, including failure by responsible personnel to carry out data destruction after the specified retention periods have expired)
7. Reprimand/Heavy Reprimand Penalty: This is a written notice given to the relevant personnel indicating that they are considered to have committed significant faults in their duties or conduct. Personnel who receive this penalty are reminded that repetition of the same or similar behavior may result in the termination of their employment contract.

In cases where the following acts are committed, or when the working rules outlined under the "General Rules" section are violated in a manner that causes pecuniary or non-pecuniary damage to the institution or disrupts work discipline, a "Reprimand Penalty" is applied:

* 1. Habitually reporting late to duty without a valid excuse or permission, or leaving early
  2. Failure to fulfill the task assigned by the supervisor in accordance with relevant procedures, legislation, and instructions (in case of persistence, a heavy reprimand is issued first, followed by dismissal)
  3. Behaving in a manner that is incompatible with general etiquette and moral principles toward personnel or students/student relatives (If deemed a serious violation, the dismissal penalty will be applied)

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ç) Insulting or showing disrespect toward superiors, colleagues, subordinates, or managers through words or actions while on duty

* 1. Preventing the submission of complaints from students/ student relatives or personnel to the relevant units or delaying the submission of complaints made about oneself
  2. Making unfounded accusations or reports about personnel, and spreading speculative information or rumors within the institution (In case of a serious violation, the dismissal penalty will be applied)
  3. Disclosing confidential information obtained through one’s duty to individuals or organizations outside the scope of the relevant responsibility, whether through personal opinions, advice, or other means (In case of a serious violation, the dismissal penalty will be applied)
  4. Failure to comply with ISO 27001 ISMS requirements (including the Information Security Policy, Clean Desk Clean Screen Policy, other ISMS policies, procedures, instructions, and the University's ethical rules) despite prior warnings, or involvement in minor information security violations

ğ) Failure to comply with the requirements of the Personal Data Protection Law No. 6698 despite prior warnings

* 1. Providing irrelevant, incomplete, or incorrect answers during inspections; failing to submit requested documents and information fully and on time; and thereby negatively affecting the course of the inspection

ı) Causing a loss to the University equivalent to less than 30 days' salary due to failure to exercise due attention and care in the performance of duties

* 1. Repeated occurrence of actions warranting a warning penalty

1. Dismissal Penalty: Termination of the employment contract of the relevant personnel without notice or compensation, depending on the grounds for termination.

In cases where acts listed under the penalty headings above, violations of the "General Rules," or other unlisted actions are committed in breach of Article 25 of Labor Law No. 4857, the "Dismissal Penalty" is applied to the personnel. The dismissal situations specified in this directive are reserved.

In cases requiring dismissal, the employer may choose to terminate the employment contract without notice or compensation, or alternatively, impose a one-time "Heavy Reprimand Penalty".

In the event that the employment contract is terminated for valid reasons, but not for just cause as defined in Article 25 of the Labor Law, severance pay shall be provided to the personnel, along with notice pay, provided the notice period is not given.

Any legal changes made to the reasons for termination stipulated in the Labor Law shall be applied automatically, without the need for modifications to the directive.

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Financial responsibility

**ARTICLE 13 –** (1) In the event that damage occurs due to the actions outlined in the above articles, the relevant personnel will be given a disciplinary penalty in accordance with the act, and the employer will seek compensation for the damages incurred. For this purpose, the employer reserves the right to deduct the amount from the personnel's receivables and to pursue legal remedies if necessary.

(2) During the performance of their duties, the employee's wage will be deducted for 2 days due to behaviors such as being absent from duty without a valid excuse or sleeping during work hours.

Issuing disciplinary punishments

**ARTICLE 14 –** (1) Before applying disciplinary penalties such as a warning, reprimand, heavy reprimand, or dismissal, it is mandatory to inform the concerned individual clearly and in writing about the issue, request a written defense, and provide 2 days for the defense submission.

1. If the employee fails to submit their defense in writing to the Department of Human Resources within 2 days, they will be considered to have waived their right to defense and accepted the allegations against them.
2. Before reprimand, heavy reprimand, and dismissal penalties are imposed, the department supervisor/manager or the Department of Human Resources shall prepare a defense file that includes the written and signed defense of the relevant personnel, save for the cases where the facts are clear and undisputed. It is submitted to the Disciplinary Board. Reprimand, heavy reprimand, and dismissal penalties are imposed based on the decision of the Disciplinary Board.
3. Penalties are communicated in writing and against signature to the relevant personnel by the University Department of Human Resources or an authorized representative, in accordance with Article 109 of Labor Law No. 4857. If the notified personnel refuses to sign the notification, the situation is documented in a written report at the time and place of notification, and the notification is deemed to have been made. A copy of the notification is placed in the personnel file of the employee.

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PART THREE

Final Provisions

Acceptance of the directive

**ARTICLE 15 –** (1) This directive is an integral part of the employment contract, and a copy is provided to personnel at the commencement of their employment. Upon beginning their employment, the personnel is deemed to have read and accepted these regulations.

Effective Date

**ARTICLE 16 –** (1) This directive takes effect on the date of its approval by the Senate.

Implementation

**ARTICLE 17 –** (1) The provisions of this directive are implemented by the Rector.

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