



**TEGV**  
**EDUCATION VOLUNTEERS FOUNDATION OF TURKEY**  
**ETHICAL PRINCIPALS**

<b>Procedure No</b>	
<b>Type</b>	Regulations
<b>Version Date/No</b>	November 23, 2017 /1
<b>Issuing Department</b>	Human Resources and Administrative Affairs

**Versions**

<b>No</b>	<b>Date</b>	<b>Explanation</b>
<b>1</b>	November 23, 2017	Issuance of the Procedure
<b>2</b>		
<b>3</b>		

**A. OBJECTIVE:**

The objective of these principles is to prevent all kinds of conflicts and conflicts of interest that may arise between employees, stakeholders and TEGV, and to unite all TEGV employees around common principles and values.

**B. SCOPE:**

This procedure contains the mission, vision and values of TEGV, and the ethical conduct rules all TEGV employees have to comply with.

**C. AUTHORITIES AND RESPONSIBILITIES:**

The Ethics Committee shall be responsible for identifying, developing and implementing the Ethical Principles of the Foundation. The working principles and methods of the Ethics Committee are determined by the Ethics Committee Regulations. The Committee, upon its own discretion, may request support from the General Manager and the Human Resources Department in coordinating the development and implementation activities of ethical principles.

All TEGV Employees are obliged to read, adopt the ethical principles below and sign an "Acceptance and Undertaking Certificate", and to abide by all the rules. The employees are expected to act with common sense and goodwill in any conditions or situations not explicitly covered by these rules.

**D. OUR MISSION:**

The raison d'être of our foundation is to contribute to the basic education offered by the state.

The Education Volunteers Foundation establishes and implements education and learning programs that will contribute to our children's growth as individuals who are "loyal to the basic principles and values of our Republic", are "Rational", "Prudent", "Responsible", have "Self-confidence", "Who Contemplate and Question", "Can activate their inner creativity", are "Peaceful" and "Respectful of different thoughts and beliefs", and "Who do not discriminate according to gender, race, religion or language in human relations".

**E. OUR VISION:**

In the fierce global competitive conditions of the 21st century, we wish to raise children who will honor Turkey and help our country become a leader. We want the education level and quality of our country to progress towards the level of developed countries, and for our children, raised



with knowledge and expertise, to add value to science and technology, not just copy it. We hope to create equal opportunities in education.

#### F. OUR VALUES:

1. **Independence:** Our foundation is independent of all ideologies and political tendencies.
2. **Mission-Oriented:** We use our resources according to the basic objectives outlined in our Articles of Association.
3. **Fairness, Equality, Tolerance and Respect:** We act according to the principles of fairness and equality towards all employees, volunteers, children, donors and other stakeholders. TEGV does not discriminate by religion, language, race or gender. We respect different thoughts and beliefs. Mutual respect is of utmost importance in relationships with internal and external stakeholders.
4. **Reliability:** We comply with the principles of transparency and accountability in all of our activities. We do not reveal any confidential information of stakeholders to third parties.
5. **Cooperation and Solidarity:** We regard other Non-Governmental Organizations as stakeholders and act in cooperation, solidarity and mutual openness.
6. **Rights and Responsibilities:** We observe the Universal Declaration of Human Rights and the Convention on the Rights of Children with utmost care in all our works. The trustees, managers, volunteers and employees of our Foundation fulfill all the requirements of being an active-responsible citizen. We prioritize effective use of today's resources without consuming the resources of future generations, and we strive to reflect this sensitivity in all our activities.
7. **Innovativeness:** In line with the principle of constant development, we adopt an innovative approach, and we develop and apply unique models in all our activities.

#### G. ETHICAL PRINCIPLES:

TEGV employees adhere to the following basic principles while fulfilling their duties at the Foundation and using their authorities.

- **Respect for People;** TEGV employees do not discriminate against their coworkers or other stakeholders, and avoid acting with prejudice. Even if they are different from themselves, they act sensitively and tolerantly towards the values, judgments, attitudes, opinions and



traditions of others. They never act against or deny basic human rights and liberties; they avoid behaviors and attitudes that might impede equal opportunities. They act kindly and respectfully towards their subordinates, superiors, other employees and stakeholders. They respect and consider their opinions and include them in the decision-making process. They never act in a suppressive, offensive or threatening manner.

- **Service Quality;** They are aware that the requirements and expectations of stakeholders can only be met by quality service. Therefore, they value the improvement of the technological infrastructure, their qualities and capabilities. They are acquainted with the applicable laws and regulations, and the internal regulations of the Foundation. They perform their duties with care, attention, loyalty and promptness in the best way possible. They assist in the daily lives of the stakeholders they are responsible for while performing their duties. They strive to meet requirements quickly, effectively and productively. They strive to enhance service quality and satisfaction, and focus on the needs and service results of the recipients of these services.
- **Social Responsibility;** They are respectful towards society and the environment. They are willing and ready to serve the social life of society, and join social responsibility projects. They are the defenders and implementers of the mission, vision and values of the Foundation.
- **Reputation;** They avoid any personal behaviors and attitudes that may harm the image and reputation of the Foundation, within and outside. They do not make any speeches or interviews, or attend seminars or conferences as speakers, without the knowledge and approval of the senior management of the Foundation and the Corporate Communications Department. They do not give any explanations, undertakings or promises, nor do they participate in any initiatives that may be binding upon the Foundation, or are misleading or unrealistic.
- **Social Media;** They act in line with ethical rules in social media. They do not open pages, profiles, share posts or announcements without the knowledge and approval of the senior management of the Foundation and the Corporate Communications Department. They do not use or share corporate e-mail addresses for communication on issues other than business.
- **Transparency;** They provide complete, clear, correct, fast and equal information on activities, income and expenses, and all processes and actions, in line with the requirements of the



codes and professional practice. They avoid providing incorrect, misleading or exaggerated information to stakeholders or other institutions.

- **Impartiality;** They act according to the interest of the country, the welfare of society, and the ideals of TEGV, in line with the principles of legality, fairness, equality and honesty. They use their discretion according to the benefit of the public and requirements of service, avoid all kinds of ideologies and political opinions, and act impartially and equitably. They do not discriminate against language, religion, philosophical beliefs, political tendencies, race, gender or any other aspects. They immediately inform the Ethics Committee if they have any observations or complaints in this regard.
- **Personal interests;** TEGV employees do not use their duties and authorities at the Foundation for the benefit of themselves, their families or third persons. They avoid all kinds of financial transactions that will impact their impartiality and objectivity, or that will benefit themselves, their family, friends or any other individuals or institutions they are in contact with. They do not allow any sales of immovable properties, or any purchases regardless of value, to themselves, their spouses, their blood relatives up to the third-degree and relatives-in-law up to the second-degree, or their offspring, or any kinds of institutions where these individuals have a majority in the capital and/or participate in the management of or provide consultancy to. They do not accept any goods, gifts or benefits that might affect their impartiality, decisions or performance of their duties, and that cannot be accepted as donations in line with the interests of the Foundation.
- **Confidentiality;** TEGV employees are aware that all kinds of information belonging to the Foundation are confidential and do not divulge these in any way. They do not use documents, information or tools, products, arrangements, practices or agreements for their personal and private benefits, or for the interests of third persons, institutions and associations during and after their duty at the Foundation. They accept that the patent rights of inventions belong to the Foundation.
- **Financial Affairs;** They register all records correctly and fully, and in line with the Turkish Accounting Standards. They record and report all transactions, controls, debt and receivables, earnings and expenses. They do not make any secret or off the record deals or agreements, or obtain income or goods in return. They do not hold incorrect, fictitious or misleading records regarding any transaction or account.
- **Prohibition on Working Outside the Foundation and Engaging in Commerce;** TEGV employees cannot engage in any activities that will mark them as tradesmen or merchants



according to the Turkish Commercial Code. They cannot take part in commercial or industrial activities, or act as representatives or commercial deputies. They cannot work at another workplace belonging to any real or judicial persons with or without wage, even outside working hours. However, they may act as consultants, trainers or volunteers at other non-governmental organizations, universities, vocational schools or other educational institutions, provided that they do not disrupt their duties, and provided that they act only as volunteers. For volunteering or other responsibilities such as experts or arbitrators, assigned by official authorities, they have to receive the approval of the General Manager. Other services besides these require approval from the Board of Directors.

- **Sensitivity to Complaints;** They immediately submit all kinds of complaints by all stakeholders, TEGV employees, or regarding any products or services, promptly and to the correct authorities. They inform the related units without delay about any serious or extraordinary complaints that may impact the reputation of the Foundation.
- **Savings;** They avoid wastage and extravagant usage of the goods and resources of the Foundation and the public. They use all kinds of goods and resources of the Foundation only for its objectives and services. They protect and take the necessary measures to keep them ready for service. They use business hours, resources, labor and opportunities efficiently, productively and prudently.
- **Political Activities;** TEGV employees cannot make any political or ideological statements, nor can they attend protests or engage in propaganda for a political party, using the name or facilities of the Foundation, or in the course of their duties.
- **Continuous Development;** TEGV employees follow contemporary and scientific professional information and techniques. They strive to improve their knowledge and skills. They convey their knowledge to their subordinates, to coach and lead them, and they ensure that they have the competency and experience to fulfill their obligations and duties. They share and delegate duties and authorities.
- **Life Balance;** They use business hours efficiently and productively, and complete their duties. They save time for their family and their social life, and try to preserve their work/life balance.
- **Occupational Health and Safety;** They are aware that they have to act in line with the laws on occupational health and safety, other legal arrangements, and procedures and precautions taken for occupational health and safety.



- **Laws and Ethical Behaviors;** When encountering anything that does not conform to laws and/or the Foundation's regulations, or if they become aware of any acts or transactions in this respect, they immediately inform their managers and/or the legal authorities, and inform the Ethics Committee if they become aware of any non-conformity with the ethical principles.

## **H . OTHER PROVISIONS**

The authorized decision organ for matters not indicated in these Guidelines is the Board of Directors.

## **I . ENFORCEMENT**

These Regulations have been accepted by decision of the Board of Directors dated Monday, October 23, 2017, no. 20.

## **COVENANT**

I have read and understood the Ethical Principles of TEGV. I hereby declare, accept and undertake that these Ethical Principles are a part of the business contract I have entered into with TEGV.

**NAME SURNAME:**

**DUTY LOCATION:**

**TITLE:**

**DATE:**

**SIGNATURE:**