



TEGV
EDUCATION VOLUNTEERS FOUNDATION OF TURKEY
ETHICS COMMITTEE REGULATIONS

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

Versions

No	Date	Explanation
1	November 23, 2017	Issuance of the Procedure
2		
3		

**A . OBJECTIVE:**

The main objective of these Regulations is to determine the authorities, responsibilities and operation mode of the TEGV Ethics Committee, and to ensure transparent operation by informing the related individuals about how the Ethics Committee is formed and run.

B . SCOPE:

The scope of this procedure identifies the rules and methods the Ethics Committee will implement while fulfilling their duties in accordance with the Articles of Association and TEGV Ethical Principals Regulations.

C . AUTHORITIES AND RESPONSIBILITIES:

The Ethics Committee shall be responsible for identifying, developing and implementing the Ethical Principals of the Foundation. 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.

D . FORMATION OF THE ETHICS COMMITTEE:

The Ethics Committee consists of three members of the Board of Directors elected by the Board. The members elect a chairman. New members may be elected depending on the replacement process of the members of the Board of Directors or, if deemed necessary, by the Board of Directors. The committee convenes four times a year and reports to the Board of Directors.

The Chairman of the Committee is responsible for calling the committee to meetings, distributing tasks, issuing reports, monitoring the Ethics Committee decree book and, if necessary, submitting the reports and decree book to the Chairman of the Board of Directors.

E . APPLYING TO THE COMMITTEE:

The Board of Directors may request the Ethics Committee to assess any matters or individuals they deem necessary. Anyone other than the Board of Directors or the Board of Trustees who wishes to apply to the committee can submit their requests to the General Manager via e-mail.

**F . ASSESSMENT OF APPLICATIONS:**

The General Manager notifies the subject of the complaint and the related individuals to the Chairman of the Ethics Committee. The individuals determined by the General Manager and the Committee Chairman meet with the complainant and the complainee to resolve the issues. It is obligatory for at least one member of the committee to be present at the reconciliation meeting. If no results are forthcoming at the meeting, the subject will be examined in detail by the committee and the persons appointed by the committee, if any, and the findings and opinions are reported to the Board of Directors. The Board of Directors passes its final decision and charges the committee and the general manager with the implementation of the decision.

G . WORKING PRINCIPLES OF THE COMMITTEE:

The Committee may initiate investigations against all employees, volunteers and all stakeholders, including the board of trustees, the board of directors, the audit committee and ethics committee members. In addition, the Board of Directors may assign the committee to research and investigate special matters. If any of the committee members are implicated in the matter the Committee is examining, then the meeting will take place without the participation of the member in question.

The main duty of the committee is to examine, issue reports on matters that have been submitted for consideration or that it has decided to examine, and submit the related reports to the Board of Directors. The committee shall include its opinion and decision on whether the matter in question is in conformity with the Ethical Principles.

While it is expected that the committee should meet the individuals subject to investigation once in person, if this is not possible, a decision may be based on written declarations and statements provided through other correspondence methods. At least one committee member shall attend these meetings.

Committee members who do not attend at least 50% of the investigation process have no voting rights. The committee passes decisions by a majority of votes.

Since the only basis for Board of Directors decisions regarding ethical issues is the committee report, no objections can be made to the report.

The committee meetings and investigations are confidential. The committee shares information regarding its investigations, research and meetings only with the Board of Directors. Individuals



assigned by the committee must act according to the principles of confidentiality. If deemed necessary, the Board of Directors may attach the committee report to the annex of its decision.

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.