



POLICY DOCUMENT REF. NO: 0007

## YERELDEN KALKINMA DERNEĞİ

### Code of Conduct Policy

#### Introduction:

Yerelden Kalkınma Derneği is a civil society organization dedicated to supporting the sustainable development of communities. This policy has been established to ensure that the association's members, employees, and stakeholders operate within ethical and professional standards. This code of conduct aligns with the values and mission of Yerelden Kalkınma Derneği and will serve as a guiding framework for all our activities.

#### Purpose and Scope of the Policy

The primary goal of Yerelden Kalkınma Derneği's Code of Conduct is to ensure adherence to ethical and professional standards in all activities of the association. This policy serves as a guide to building strong foundations in our relationships with communities and contributing to sustainable development. Additionally, it aims to foster trust among members, employees, and stakeholders of the association.

This policy applies to all members, employees, volunteers, and stakeholders associated with Yerelden Kalkınma Derneği. It governs the conduct during programs, projects, and activities organized by the association. The scope includes the following key areas:

- 1. Transparency and Accountability in Activities:** Ensuring that all activities organized or participated in by the association are conducted transparently and with accountability.
- 2. Internal and External Communication:** Conducting all internal and external communications and interactions in a respectful and ethical manner.
- 3. Responsibility Towards Community and Environment:** Adopting social and environmental responsibility to create positive impacts on society and the environment.
- 4. Education and Development:** Supporting continuous education and development processes for members and employees of the association.

Adhering to all elements of this policy is crucial for maintaining the reputation and effectiveness of the association. All stakeholders are expected to act in accordance with these guidelines, and any violations will be addressed with due seriousness. This policy encompasses the fundamental principles that enable the association to fulfill its mission more effectively.

#### Principles and General Standards

Yerelden Kalkınma Derneği declares its commitment to conduct all its work, operations, and activities in compliance with the following principles and standards. Furthermore, the association actively endeavors to ensure that these principles and standards are embraced by all its stakeholders. In addition, Yerelden Kalkınma Derneği is committed to developing





guidelines, procedures, and policies aligned with these principles and standards to define the framework for its employees and activities.

These documents must under no circumstances contradict the association's principles and standards. In case of a conflict, the applicable laws of the respective country and the association's principles and standards will prevail.

**Yerelden Kalkınma Derneği's Principles and Standards:**

- Recognizing the primacy of human rights.
- Adopting a rights-based approach.
- Ensuring neutrality.
- Maintaining transparency.
- Upholding accountability at all times.

**Code of Conduct**

**Action Plan:**

**1. Respectful Communication:** Establishing respectful communication that considers the thoughts and feelings of all members is essential. Being open to different perspectives, practicing empathy, and using polite language are fundamental principles.

**2. Developing Sensitivity:** Demonstrating sensitivity to individuals from diverse cultural, social, and personal backgrounds means embracing diversity. This ensures that all members feel valued.

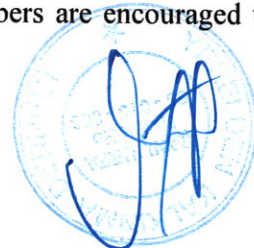
**3. Teamwork:** Collaborating to achieve common goals goes beyond individual efforts and creates synergy. Building a team spirit shows that everyone's contributions are appreciated.

**4. Transparency:** Ensuring that decision-making processes within the association are open and accessible fosters an environment of trust. Keeping members informed about the operations of the association encourages participation.

**5. Feedback:** Providing constructive feedback is part of the learning and development process. Criticism should be expressed in a constructive manner, and such feedback should be openly received.

**6. Social Responsibility:** The association encourages the development of projects that contribute to the local community. This increases social awareness and strengthens the association's impact.

**7. Development and Learning:** Being open to continuous learning and development fosters progress on both individual and organizational levels. Members are encouraged to improve themselves.





**8. Discipline:** Completing tasks within the association on time and accurately reinforces professionalism and a sense of responsibility, enhancing the association's overall effectiveness.

**Prohibited Actions:**

**1. Discrimination:** Discriminating based on race, gender, age, disability, or any other reason is unacceptable. Recognizing that all members have equal rights fosters an inclusive environment.

**2. Malicious Behavior:** Belittling, excluding, or defaming others disrupts social harmony and undermines trust within the association.

**3. Spreading Lies or False Information:** Honesty in information sharing is essential. Providing false information or making defamatory statements harms both individuals and the association.

**4. Avoiding Responsibilities:** Failing to fulfill membership and duty responsibilities weakens team spirit. The participation of every member is necessary for the success of the association.

**5. Violence or Threats:** Engaging in physical or verbal violence is entirely contrary to the fundamental values of the association. Such behavior threatens everyone in the association and is unacceptable.

**6. Breach of Confidentiality:** Sharing members' private information without consent destroys trust. Confidentiality is the foundation of relationships within the association.

**7. Pursuing Personal Interests:** Using the association's resources or goals for personal gain is unethical. Members must remain loyal to the association's objectives and values.

**8. Negative Attitudes:** Spreading negativity or demotivating others undermines team spirit. Everyone is expected to maintain a positive attitude to foster a constructive atmosphere.

These rules aim to create an environment aligned with Yerelden Kalkınma Derneği's values and to promote healthy relationships among members. Adhering to these rules is critical for the success of the association.

**Code of Conduct Policy Board**

The Code of Conduct Committee was established to define, monitor, and enhance ethical standards for members, employees, and all individuals acting on behalf of Yerelden Kalkınma Derneği. This committee works to ensure an ethical environment aligned with the association's mission, promote the principles of conduct, and foster an inclusive and respectful culture.

**Roles and Responsibilities:**

1. **Defining Ethical Standards:** Establishing and communicating ethical rules to be applied in the association's activities.





2. Code of Conduct Training: Organizing training sessions on the code of conduct to raise awareness among members and employees.
3. Reporting and Consultation: Receiving, investigating, and resolving reports related to conduct violations, and providing consultation on ethical matters.
4. Policy Development and Improvement: Regularly reviewing the code of conduct policies and making updates based on evolving needs.
5. Feedback Mechanism: Collecting feedback from employees and members regarding the code of conduct and utilizing this input to improve policy development processes.

#### **Committee Structure:**

The Code of Conduct Committee consists of 4 members: 3 principal members and 1 alternate member. Members are elected by majority vote during a Board of Directors (BoD) meeting.

The current members were elected through the BoD decision dated December 6, 2024, and numbered 16: Chair: Özlem ÖZTÜRK, Vice-Chair: Emin GİTMEZ, Principal Member: Cansu GENÇ, and Alternate Member: Eyyüp BULUT

Changes to the committee members require a decision from the BoD meeting.

This structure represents a significant step toward adopting and implementing ethical standards within the association. The committee will strengthen the association's culture, contributing to the establishment of an environment based on trust and respect.

#### **Whistleblowing and Complaint Management**

The association ensures that reporting and complaint mechanisms are effective and accessible. Any member or employee encountering inappropriate behavior can contact Yerelden Kalkınma Derneği representatives via [support@yereldenkalkinma.com](mailto:support@yereldenkalkinma.com).

Upon receiving a report, the Code of Conduct Committee members will notify the relevant authorities for violations involving public order.

While legal support is provided to the victim by the association's lawyers, psychological assistance is offered to those affected emotionally by the association's psychologists.

**Conclusion:** The Yerelden Kalkınma Derneği Code of Conduct Policy aims to promote a culture of honesty, respect, transparency, and collaboration among our communities and stakeholders. This policy serves as a guide in achieving the association's mission, reaching sustainable development goals, and enhancing its positive impact on communities. Every member, volunteer, and employee commits to adhering to these codes of conduct.

