



POLICY DOCUMENT REF. NO: 0006

YERELDEN KALKINMA DERNEĞİ

Human Resources Policy

Introduction: At Yerelden Kalkınma Derneği, we place great importance on the contributions of our employees, who are our most valuable resource in achieving our goals of societal sustainability and development. Our human resources policy has been developed to provide a fair, supportive, and inclusive working environment for our employees, in line with the core values of our association.

This policy aims to maximize the potential of our employees by embracing individual differences, promoting continuous learning and development, and strengthening transparent communication. Built on the principles of integrity, equality, and respect, our policy supports the mission and vision of the association while fostering a more inclusive and productive workplace culture.

Purpose and Scope of the Policy: The primary purpose of this policy is to guide Yerelden Kalkınma Derneği's human resources management processes and to develop a workforce strategy that contributes to the success of our organization. Our human resources policy is designed to provide fair and equitable job opportunities and to create a supportive work environment that maximizes the talents and potential of our employees.

The scope of this policy extends across a wide range of areas, from recruitment and training to performance evaluations and reward systems. It applies to all departments and employees of the association, ensuring a structure that encourages each individual to contribute to the achievement of organizational goals.

Additionally, by adhering to the principles of diversity, inclusion, and equality, we embrace differences as a source of strength and are committed to ensuring that every employee's voice is heard and valued.

Basic Principles of Politics

Justice and Equality: Yerelden Kalkınma Derneği is committed to providing fair and equal opportunities to all employees. Recruitment, promotion, and other human resources processes are conducted based on objective criteria without discrimination.

Transparency: Transparency is fundamental in all human resources practices. Employees have access to clear information about career development, performance evaluation criteria, and internal policies.

Diversity and Inclusion: Diversity is a strength of our organization. We embrace differences and create an inclusive work environment that ensures participation from all employees. Every contribution is valued and respected.





Development and Learning: Supporting the continuous learning and development of our employees is a top priority. We aim to nurture employees' talents through training programs, workshops, and career development opportunities.

Occupational Health and Safety: The health and safety of our employees are our primary concerns. Necessary measures are taken to ensure a safe working environment, and occupational health practices are regularly reviewed.

Feedback and Participation: We foster a culture of open communication and feedback. Employees' opinions and suggestions are valued, and their participation in decision-making processes is encouraged.

Responsibility and Accountability: All employees are accountable and responsible for their roles and duties. By adhering to ethical values, they contribute to maintaining the association's credibility and reliability.

Recruitment Processes

Needs Analysis: The recruitment process begins with identifying an open position or a new need. A comprehensive analysis is conducted with the relevant departments to determine the required qualifications and skills.

Job Description and Announcement Creation: A detailed job description is prepared for the position, clearly outlining duties, responsibilities, and desired qualifications. An engaging and informative job posting is written and published on appropriate platforms.

Candidate Screening and Shortlisting: Applications are carefully reviewed, and the most suitable candidates for the position are identified. Shortlisted candidates are selected for preliminary interviews and evaluation processes.

Interviews: Multi-stage interviews are conducted with representatives from human resources and the relevant department. Candidates are assessed based on their technical knowledge, competencies, and alignment with the organizational culture.

Evaluation and Reference Checks: Candidates' past work experiences and references are verified. If necessary, various assessment tests or practical evaluations are conducted.

Offer and Acceptance Process: A job offer is made to the selected candidate. The offer includes details about salary, benefits, and working conditions. Once the candidate accepts the offer, the recruitment process is officially completed.

Orientation and Onboarding: A comprehensive orientation program is prepared for the new employee. All necessary information and tools are provided to ensure a smooth transition into their role.

Continuous Feedback: Feedback is gathered from new employees and other stakeholders involved in the recruitment process to continuously improve the hiring process.





Working Hours and Working Conditions

Working Hours: Working hours for employees of Yerelden Kalkınma Derneği refer to the agreed-upon time frame specified in their employment contracts for completing their assigned tasks. For full-time, part-time, fixed-term, or indefinite-term employees, as well as field staff, the standard weekly working hours are 45 hours. For personnel contracted under a service procurement agreement, working hours are determined in accordance with labor laws.

Overtime: As an organization that advocates for decent working conditions, Yerelden Kalkınma Derneği ensures that employees are entitled to overtime as stipulated by labor law for tasks requiring extra hours. Employees intending to work overtime must seek approval from their supervisors and the Board of Directors before performing the overtime. Any additional work conducted without prior approval will be reviewed and resolved based on the decision of the Board of Directors.

Permissions

Paid Annual Leave:

Employees of Yerelden Kalkınma Derneği are entitled to annual leave as per the conditions specified in labor law, provided they have worked for the organization for more than one year. The leave entitlement is as follows:

- a) 14 working days for those with 1 to 5 years of service (inclusive).
- b) 20 working days for those with more than 5 years but less than 15 years of service.
- c) 26 working days for those with 15 years or more of service (inclusive).

Employees aged 50 and above are entitled to no less than 20 working days of annual paid leave, regardless of their years of service.

Administrative Leave:

In addition to the circumstances specified in labor law, the association may grant administrative leave to employees under certain conditions. An employee on administrative leave is considered as present at work, even though they are not actively working.

Administrative leave applications can only be made for specific reasons, such as health, education, and participation in professional or technical courses. Such leave is granted with the approval of the employee's manager and the Board of Directors, and it cannot exceed **2 working days within a month.**

Human Resources Board: The Human Resources Committee was established to address the needs and expectations of all members, employees, and individuals acting on behalf of Yerelden Kalkınma Derneği. The committee aims to develop workforce strategies and implement a human resources policy aligned with the mission of the association.

This committee takes strategic decisions on critical areas such as recruitment, training and development, performance management, and employee relations, as well as improving working conditions and implementing principles of diversity and inclusion. Through regular meetings and consultation processes, the committee evaluates employee feedback and actively works to create a more participatory and supportive work environment.





Committee Structure: The committee consists of 4 members: 3 principal and 1 alternate. The current members were elected by majority vote during the Board of Directors (BoD) meeting dated December 6, 2024, and numbered 16.

- **Chair:** Özlem ÖZTÜRK
- **Vice-Chair:** Emin GİTMEZ
- **Principal Member:** Cansu GENÇ
- **Alternate Member:** Eyyüp BULUT

Any changes to the committee members require a decision from the BoD meeting.

This structure reflects Yerelden Kalkınma Derneği's commitment to fostering a supportive and inclusive workplace that aligns with its mission and values.

Disciplinary Process:

Behaviors and Incidents Subject to Disciplinary Action

- Violations of the association's policies, code of conduct, and regulations.
- Failure to fulfill obligations specified in the employment contract.
- Engaging in statements or actions that endanger the association or its employees.
- Attempts to cover up or suppress misconduct.

Disciplinary Procedures

Yerelden Kalkınma Derneği applies the following disciplinary process to ensure adherence to its policies and foster a professional and respectful working environment:

Preliminary Notification: When a policy violation occurs, the relevant employee or member receives an initial written or verbal warning. This warning outlines the nature of the violation and clearly communicates the expected behavior.

Formal Warning: If the violation is repeated, a formal written warning is issued. This warning is added to the individual's file and includes information about the potential consequences of continued violations.

Disciplinary Meeting: In the case of ongoing violations, the individual meets with the Human Resources Committee for a disciplinary discussion. During this meeting, the issues are thoroughly examined, and possible solutions are collaboratively explored.

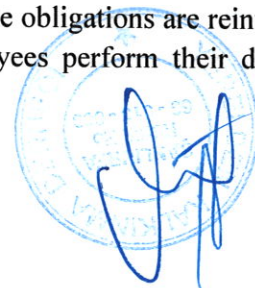
Temporary Suspension: For serious or persistent violations, the individual may be temporarily suspended from their duties. During this period, an evaluation of the situation is conducted.

Termination of Membership or Employment: As a last resort, if the behavior is not corrected despite all warnings and measures, the termination of membership or employment may be considered.

This structured process ensures fairness and transparency while maintaining the integrity and values of Yerelden Kalkınma Derneği.

Obligations

All members, employees, and individuals acting on behalf of Yerelden Kalkınma Derneği are obligated to strictly adhere to the human resources policy. These obligations are reinforced by workplace ethics and rules of conduct. Ensuring that employees perform their duties and





responsibilities to the best of their abilities while maintaining a positive workplace atmosphere is an integral part of our human resources policy.

In the event of a violation of policies or any breach of workplace rules, it is essential to report the matter promptly to the association's management.

The Human Resources Policies Committee is responsible for reviewing reports of policy violations, taking appropriate actions when necessary, and ensuring support for employees. If you encounter any issues or violations, you can contact the Human Resources Department at support@yereldenkalkinma.com.

All members and employees are responsible for upholding this policy, which promotes professionalism, ethical behavior, and collaboration in the workplace.

Training and Awareness

At Yerelden Kalkınma Derneği, we organize various training and awareness programs to support the continuous development of our members and employees. These initiatives include:

- **Professional Skills Development:** We offer vocational training to enhance technical skills.
- **Personal Growth:** Communication and leadership training to promote personal development.
- **Legal and Compliance Training:** Designed to ensure our employees operate in alignment with legal regulations and ethical principles.

Our awareness programs aim to:

- Increase sensitivity to **diversity and inclusion** topics,
- Foster awareness of **environmental sustainability**, and
- Promote understanding of **psychological well-being**.

These training and awareness initiatives play a vital role in creating a work environment that aligns with the values of our association. They help empower employees and members to contribute effectively to the association's mission while fostering a culture of respect, collaboration, and growth.

Conclusion

Being a part of Yerelden Kalkınma Derneği means not only contributing to society but also growing personally and professionally. The training and awareness programs we offer enable our members and employees to enhance their knowledge and skills, empowering them to act as more informed and responsible individuals.

Together, as we move toward our shared goals for a sustainable future, the support and guidance provided by these programs strengthen and enhance the effectiveness of our association. We take great pride and excitement in continuing to work towards this mission, fostering a stronger and more impactful organization.



