

**MARMARA UNIVERSITY**  
**PRINCIPLES OF ETHICAL CONDUCT AND ETHICS COMMITTEE DIRECTIVE**

**CHAPTER ONE**  
**Purpose, Scope, Basis, and Definitions**

**Purpose**

**ARTICLE 1**

(1) The purpose of this Directive is to establish an ethical culture at Marmara University, to determine the ethical conduct principles that academic and administrative staff of the University must adhere to while performing their duties and services, to assist them in complying with these principles, to prevent and eliminate situations that could harm the principles of justice, honesty, transparency, and impartiality in the fulfillment of duties, and to regulate the working procedures and principles of the Ethics Committee to be established within the University to ensure adherence to ethical principles.

**Scope**

**ARTICLE 2**

(1) This Directive covers the ethical conduct principles and rules that our University's staff must follow during their duties and services, the ethical issues that may arise in relationships between different units and employees of the University or in its relations with stakeholders due to non-compliance with these principles, the structure of the Ethics Committee to be established, and the provisions regarding the working procedures and principles of this Committee.

(2) Ethical principles related to scientific research, publications, and medical experiments on humans conducted by university faculty members, and the ethical violations concerning these, are excluded from the scope of this Directive.

**Basis**

**ARTICLE 3**

(1) This Directive has been prepared based on the "Public Internal Control Standards Communiqué" published in the Official Gazette dated December 26, 2007, and numbered 26738, by the Ministry of Finance, in accordance with the provisions of the Public Financial Management and Control Law No. 5018.

**Definitions**

**ARTICLE 4**

(1) The terms used in this Directive refer to the following:

**University:** Marmara University,

**Rector:** The Rector of Marmara University,

**University Senior Executives:** Marmara University Vice-Rectors, Deans and Vice-Deans, Directors and Deputy Directors of Schools, Vocational Schools, and Institutes, Secretary General, Deputy Secretaries General, Heads of Departments, Faculty, School,

Vocational School, Institute Secretaries, Unit Managers, Hospital Chief Physician, Deputy Chief Physicians, and Chief Administrator of the Hospital,

**University Personnel:** The academic, administrative, and contractual personnel and workers of Marmara University.

## **CHAPTER TWO**

### **Principles of Ethical Conduct**

#### **Ethical Principles**

#### **ARTICLE 4**

**(1) In their duties, services, and relationships between units and individuals, our University personnel adhere to the following ethical principles and rules:**

- a) Our University personnel base the delivery of services on continuous improvement, participation, transparency, impartiality, honesty, consideration of the public interest, accountability, predictability, appropriateness in service, and trust in declarations.
  
- b) In the performance of public services, our University personnel aim to simplify daily life, meet needs in the most effective, rapid, and efficient manner, improve service quality, increase the satisfaction of those in need, and focus on the needs of service beneficiaries and the outcomes of services.
  
- c) Our University administrators and other personnel carry out public services in accordance with the established standards and processes, providing necessary explanatory information to service beneficiaries to enlighten them throughout the service process.
  
- d) Our University personnel act in accordance with the objectives and mission of our University. They act in line with the interests of the country, the welfare of society, and the service ideals of institutions.
  
- e) In all actions and processes, our University personnel act in accordance with the principles of legality, justice, equality, and honesty. They do not discriminate based on language, religion, philosophical belief, political opinion, race, gender, or similar reasons when performing their duties and providing services, nor do they engage in actions or practices that violate or restrict human rights and freedoms or hinder equal opportunities.
  
- f) They use their discretionary powers in accordance with the principles of public interest and service requirements, avoiding any arbitrariness, and adhering to the principles of impartiality and equality.

g) They cannot give preferential, privileged, biased, or unequal treatment to individuals or legal entities, nor can they engage in behavior aimed at benefiting or harming any political party, individual, or group. They cannot obstruct the lawful policies, decisions, and actions of public authorities.

h) Our University personnel act in a manner that ensures confidence in public administration and demonstrate through their behavior that they are worthy of the trust and respect that their duties require. They avoid behaviors that undermine the public's trust in public service, create doubt, or harm the principle of justice.

i) With the understanding that service is a duty above any personal or special interest, they act in accordance with service requirements, do not mistreat service beneficiaries, do not procrastinate, apply double standards, or show favoritism.

(2) Individuals in managerial or supervisory positions cannot engage in arbitrary behavior, or in actions that are coercive, insulting, or threatening; they cannot prepare reports that are not based on clear and definite evidence; nor can they demand services, facilities, or similar benefits for themselves in violation of regulations, or accept them even if offered without request.

a) Our University personnel treat their superiors, colleagues, subordinates, other staff, and service beneficiaries with courtesy and respect, and show the necessary attention. If the matter is outside their authority, they direct it to the relevant unit or authority.

b) If our University personnel are asked to engage in actions or behaviors that are incompatible with the ethical conduct principles set forth in this directive or that are illegal, or if they become aware of or witness such an action or behavior while performing their duties, they must report the situation to the competent authorities. Unit managers are responsible for keeping the identity of the public officials making the report confidential and taking the necessary precautions to prevent any harm to them.

(3) **Conflict of interest** refers to a situation where our University personnel have any form of personal benefit or financial or other obligations related to themselves, their relatives, friends, or individuals or organizations with whom they have a relationship, which affects or appears to affect their impartial and objective execution of their duties and services.

a) Our University personnel are personally responsible for conflicts of interest, and because they are typically aware of situations where conflicts of interest may arise, they must act cautiously regarding any potential or actual conflict of interest, take necessary steps to avoid such conflicts, report the situation to their superiors as soon as they become aware of it, and distance themselves from the benefits that fall under the scope of the conflict of interest.

- b) Our University personnel cannot use their duties, titles, and authorities to gain benefits for themselves, their relatives, or third parties, nor can they act as intermediaries. They cannot engage in nepotism, favoritism based on kinship, political favoritism, or any other form of discrimination or favoritism.
- c) Our University personnel cannot use the official or confidential information they obtain during or as a result of their duties to gain economic, political, or social benefits for themselves, their relatives, or third parties, either directly or indirectly. They are prohibited from disclosing such information to any institution, organization, or individual other than the competent authorities, either during or after their tenure.
- d) Our University personnel cannot use or allow the use of their institution's resources directly or indirectly in any election campaign.
- e) Any items or benefits of economic value or otherwise that could influence or potentially influence the impartiality, performance, decision, or duties of our University personnel are considered gifts, whether accepted directly or indirectly.
- f) The fundamental principle is that our University personnel should not accept gifts, should not give gifts to public officials, and should not derive benefits due to their position.
- g) Our University personnel cannot accept any gifts or benefits, either directly or through intermediaries, from individuals or legal entities with whom they have a business, service, or benefit relationship related to their duties, either for themselves, their relatives, or third persons or organizations.

**The following are exempt from the gift prohibition:**

1. Contributions to the institution where the service is rendered that do not affect the lawful conduct of the institution's services and are intended for public service, provided they are registered in the institution's inventory list and made public (excluding official vehicles and other gifts allocated for the use of a specific public official), as well as donations made to institutions and organizations.
2. Books, magazines, articles, tapes, calendars, and similar items.
3. Prizes won in public competitions, campaigns, or events.
4. Commemorative gifts given at publicly accessible conferences, symposiums, forums, panels, dinners, receptions, or similar events.
5. Promotional items distributed to everyone, which have symbolic value, such as advertising products and handicrafts.
6. Loans obtained from financial institutions under market conditions.

**The following fall under the gift prohibition:**

1. Personal transactions conducted at unreasonable prices compared to market value, when purchasing, selling, or renting movable or immovable property or services.
2. Any goods, clothing, jewelry, or food items provided by service beneficiaries.
3. Personal loans and credits received from those who have a business or service relationship with the institution where the service is rendered.

**h)** Our University personnel cannot use or allow the use of public buildings, vehicles, or other public property and resources for purposes other than public purposes and service requirements. They are responsible for protecting these resources and taking the necessary measures to keep them ready for service at all times.

**i)** Our University personnel avoid wastefulness and extravagance in the use of public buildings, vehicles, and other public property and resources. They act efficiently, effectively, and economically in utilizing working hours, public property, resources, labor, and opportunities.

**j)** Our University personnel, in the performance of their duties, cannot make statements, commitments, promises, or initiatives that bind the unit they work for or the University by exceeding their authority, nor can they provide misleading or false information.

**k)** Our University personnel assist the public in exercising their right to access information. Upon the request of real or legal persons, they provide the requested information or documents in accordance with the procedures, except for the exceptions specified in the Right to Information Act No. 4982.

**l)** Our University's senior administrators, within the framework permitted by relevant laws, make their institution's procurement processes, activity, and audit reports available to the public through appropriate means.

**m)** Our University personnel ensure, unless there is a legal provision to the contrary, that those who will be directly or indirectly affected by a public decision have the opportunity to contribute to one or more stages of the preparation, development, adoption, and implementation of fundamental decisions related to public services.

**n)** Our University personnel are accountable for their responsibilities and obligations in the fulfillment of public services and are always open and prepared for public scrutiny and evaluation.

**o)** Our University administrators take the necessary measures in a timely manner, as required by their duties and authorities, to prevent actions or practices that are not in line with the goals and policies of their unit.

**p)** Our University administrators take the necessary measures to prevent corruption among their personnel. These measures include enforcing legal and administrative regulations, conducting appropriate training and information activities, being attentive to the financial and other challenges their personnel face, and setting a personal example for their staff through their behavior.

**r)** Our University administrators are responsible for providing appropriate training on ethical behavior principles to their staff, monitoring compliance with these principles, and providing guidance on ethical conduct.

**s)** Our University personnel are required to submit a declaration of assets, including movable and immovable properties, receivables, and debts belonging to themselves, their spouses, and children under their custody, to the competent authority in accordance with the provisions of the Law No. 3628 on Declaration of Property, Combating Bribery, and Corruption.

**t)** The Board has the authority to examine asset declarations when deemed necessary. In order to verify the accuracy of the information in the asset declarations, the relevant persons, units, and private organizations are required to provide the requested information to the Board within thirty days at the latest.

## **CHAPTER THREE**

### **Ethics Committee**

#### **Formation of the Ethics Committee**

**ARTICLE 5 - (1)** The Ethics Committee consists of at least nine (9) members, including a chairperson, who are appointed by the Rectorate from among the academic and administrative staff of the University who have not received any disciplinary action and have no record of ethical violations.

**(2)** The term of office for Ethics Committee members is three (3) years. A member whose term has expired may be reappointed. If a member fails to attend three consecutive meetings within a calendar year without permission or a valid excuse, their membership will be terminated, and a new member will be appointed in their place.

#### **Duties and Responsibilities of the Ethics Committee**

**ARTICLE 6 - (1)** The Ethics Committee:

**a)** In the academic and administrative units of the University, the Ethics Committee evaluates and provides opinions on issues related to the ethical rules specified in the Directive, based on sufficient and credible evidence.

**b)** The Committee organizes training and similar activities to promote, develop, and increase ethical sensitivity and the culture of ethical living within the University. It collaborates with the authorities to ensure that ethical behavior principles are included in the basic, preparatory, and in-service training programs applied to public officials.

**c)** The Committee evaluates ethical issues that arise within the University and, if necessary, makes recommendations to the Rectorate for the establishment of specialized ethics committees.

**d)** The Committee provides evaluations and recommendations to ensure that the ethical principles and practices of specialized ethics committees within the University align with the fundamental ethical principles adopted by the University.

- e) The Committee operates in confidentiality in all ethical matters it evaluates, decides on, and provides opinions, and it keeps all obtained information and documents confidential.
- f) The Ethics Committee is directly responsible to the Rectorate for the activities it conducts.

### **Operation of the Ethics Committee**

**ARTICLE 7 - (1)** The working procedure of the Ethics Committee is defined as follows:

- a) The issues to be examined and the files to be evaluated by the Ethics Committee are referred to the Committee by the Rector.
- b) The Committee meets at least twice (2) a year with the participation of at least two-thirds of its members, upon the call of the chairperson to discuss the agenda. If necessary, the chairperson may call an extraordinary meeting.
- c) The Committee conducts its evaluations based on the file and may request written or verbal information from the relevant persons if necessary. However, recordings from illegal surveillance or other means that do not have legal validity cannot be used as a source of information. Individuals against whom an ethics violation complaint has been made have the right to defend themselves before the Ethics Committee. Individuals who do not respond within the period determined by the Committee, which is not less than seven (7) working days from the date they are notified of their right to defense, are considered to have waived their right to defense. In this case, the Ethics Committee evaluates and provides an opinion based on the existing information and evidence.
- d) During its review and evaluation, the Committee conducts necessary correspondence with other institutions and organizations through the Rectorate, adhering strictly to confidentiality principles.
- e) The Committee considers and evaluates applications solely on ethical grounds. It does not have the authority to impose direct punitive sanctions. The decisions it makes are advisory to the Rectorate.
- f) For each file submitted for review and evaluation by the Committee, the chairperson assigns a rapporteur from among the members in accordance with the members' opinions. The Committee may invite experts to its meetings to seek their opinions or commission a subcommittee of experts to conduct an investigation if necessary. These experts or subcommittees complete their work on the file referred to them by the Ethics Committee within the specified period and submit their report to the Committee. Following the discussions, the reasoned decision of the Committee, which is taken with more than half of the total number of members, is presented to the Rector. The Ethics Committee's decisions are communicated to the relevant parties by the Rectorate.
- g) The secretarial duties of the Ethics Committee are carried out by a sworn secretary appointed by the Committee. All documents related to the Committee's reviews, evaluations, and corresponding correspondences must be kept in a special protected archive belonging to the Ethics Committee for at least 15 years. Access to the Committee's documents by any means without the permission of the Rectorate and/or the chairperson is prohibited. The chairperson may temporarily delegate this authority to one of the committee members, provided it is done in writing.

## **CHAPTER FOUR**

### **Miscellaneous and Final Provisions**

### **Compliance with Ethical Behavior Principles**

**ARTICLE 8 (1)** University personnel are required to comply with the ethical behavior principles specified in this Directive while performing their duties and services. These principles constitute part of the regulations governing the employment of personnel.

**(2)** Disciplinary action will be taken against those who act contrary to these principles in accordance with the relevant legislation.

**(3)** Every person appointed to an academic or administrative position at the University is required to sign the Ethics Agreement attached to this Directive at the start of their duties. This document is placed in the personnel's personal file.

### **Informing Personnel**

**ARTICLE 9 (1)** All levels of personnel employed at the University shall be informed by the managers of their respective units about the ethical behavior principles and their related responsibilities as part of their employment conditions.

**TEMPORARY ARTICLE 1 (1)** The Ethics Agreement attached to this Directive shall be signed by the existing University personnel within one (1) month from the date this Directive comes into force and placed in their personal files.

**TEMPORARY ARTICLE 2 (1)** Actions that occurred before the date this Directive came into force that are contrary to the ethical principles cannot be subject to complaint or denunciation under the provisions of this Directive.

### **Enforcement**

**ARTICLE 10 (1)** This Directive enters into force on the date it is adopted by the Marmara University Senate.

### **Execution**

**ARTICLE 11 (1)** The provisions of this Directive are executed by the Rector of Marmara University.



## **Public Officials' Ethical Conduct Agreement**

With the awareness and understanding that public service is above all private interests and that public officials serve the people:

- I commit to working to facilitate the daily lives of the public, meet their needs in the most effective, prompt, and efficient manner, improve the quality of services, and increase public satisfaction.
- I will perform my duties in accordance with the principles of respect for human rights, transparency, participation, integrity, accountability, consideration of public interest, and the rule of law.
- I will act impartially and in accordance with the requirements of the service, without engaging in discriminatory behavior or practices that would hinder equal opportunities, regardless of language, religion, philosophical belief, political opinion, race, age, physical disability, or gender.
- I will perform my duties without accepting any gifts, financial or moral benefits, or any private gains from any individual or legal entity related to my duties, and without expecting any special favors.
- I will not use or allow the use of public property and resources for purposes other than public service requirements, and I will not waste these properties and resources.
- I will respect the rights of individuals to petition, obtain information, file complaints, and initiate legal actions, and I will act with attentiveness, politeness, moderation, and respect toward those benefiting from the service, my colleagues, and other counterparts.
- I commit to performing my duties and providing services in adherence to the principles and values of ethical conduct as determined by the regulations prepared by the Ethics Committee for Public Officials.

Name and Surname:

Registry Number:

T.R. Identity Number:

Workplace (Faculty/Department):

Date:

Signature:

