



KEP

Collective Impact Programme Association

Collective Impact Program Association Program

Employee Rights Policy Paper

INTRODUCTION

This policy document, prepared with the principles and purposes of the Collective Impact Program, includes all its members and components, especially; it has been prepared in order to protect and ensure the rights of disadvantaged groups, refugees, women, children, in working life including factors that can be increased.

The concept of gender equality in the ethical principles of KEP has a very important place in working life. Many studies in our country and around the world show that inequality, which has started to make itself felt during the recruitment process, is common in many points of business life.

Approximately 250,000,000 children in the world are employed without complying with international labour standards due to other social reasons, especially poverty. Employment of children who have not yet completed their physical and mental development takes them away from school and social life.

According to official data, more than 4 million Syrian refugees have come to our country due to the developments in recent years. The Syrian refugees in question are employed in our country without any social security, for low wages and in heavy jobs in order to survive.

In all transactions and applications, covering the employees and their rights, of KEP; one of the main objectives of this policy document, which is sustainable and prepared in accordance with the ethical values and principles of the association, is to ensure that every employee lives a decent life by considering their economic and social rights.

With all members and components, in this policy document, in all transactions and practices, in accordance with the ethical and organizational principles of KEP, it is aimed to demonstrate its sensitivity about creating a free working environment and protecting all employee rights impartially without discrimination based on language, religion, race, gender, philosophical belief and other similar reasons.

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The protection of economic and social rights in working life are regulated by basic domestic legal regulations (The Turkish Constitution, Labour Law, Turkish Civil Code) and the international legislation (the European Social Charter, European Convention on Human Rights, International Covenant on Economic, Social and Cultural Rights), to which our country is a party. KEP has accepted as a principle to consider the national and international legislation that Turkey is subject to in all its operations and applications.

AIMS

The purpose of this policy document is to share with the whole public how KEP has an attitude regarding employee rights and to express the aims and activities of the association on the subject.

This policy document aims to determine the principles, suggestions and precautions for the members, components and employees to work in an equal, fair and free working environment in all procedures and procedures of KEP, this document also aims to increase the awareness of association members and components about employee rights.

This document outlines the responsibilities of KEP about employee rights and the things to be done to prevent violations of the rights of the employees are.

- All members, employees and components of the KEP know and accept that no action against the ethical principles and values of the KEP, the law and human rights will be demonstrated regarding employee rights, employees and particularly disadvantaged employees.
- With this document, KEP undertakes to be particularly sensitive about employing child labor in violation of human rights in



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prohibited or restricted activities based on our basic legal norms or any international treaties to which we are a party.

- With this document, KEP undertakes that it will not ignore these violations in case of any contrary or unlawful behaviour regarding employee rights, and that it will evaluate complaints quickly and effectively in order to carry the issue to a fair investigation process.
- KEP is committed to creating sensitivity, supporting those who suffer from employee rights, examining all kinds of violation statements, allegations, and complaints of employees with a principled attitude, and following them effectively in the relevant boards.
- KEP undertakes to follow up the disciplinary processes related to the cases that caused the employees to be victimised. The interventions that will set the processes back are considered as a separate disciplinary offence and the necessary mechanisms are operated by KEP.
- With this document, KEP declares that there will be no mediation between the parties before and after the investigation processes, except where mediation is a condition of litigation, and agrees to put the organised power of the institution in favour of the disadvantaged party, in principle.
- It is committed to sharing the results of employee victimisation cases obtained as a result of the processes (disciplinary processes) in the boards related to this document with all members and all interlocutors, at the principle level of this document with the cause and effect relation of the process, in a way that does not further victimise the victim when information is requested.
- This document aims to prevent cases of employee victimisation, to strengthen awareness on the subject and to create a working life in which the employee can exercise all kinds of legal rights.



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- KEP is committed to ensuring that the subject of this policy document on employee rights is raised in all activities of KEP, especially education, press publication and organisation activities.
- KEP undertakes that the provisions contained in this policy document will not change depending on any person and time.
- This policy document aims to contribute to the creation of an equitable and free working environment where no work victimisation is experienced in the association.

CONTENT

The provisions contained in the document cover employees and members within the framework of the solidarity networks and components with which KEP has a relationship.

The principles and provisions contained in this document cover all components of KEP, its members, the board of directors and other boards, volunteers, employees, participants, students, guests, all persons and business employees who receive and service in the relations and activities of the association.

The principles and rules mentioned in this document are valid for all cases of employee victimisation arising from the education and training and business relations maintained by the PEP, both internally and externally, but carried to the environment of the PEP or affecting the working environment.



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DEFINITIONS

- **Employee:** A natural person working on the basis of an employment contract.
- **Employer:** Natural or legal person that employs workers or institutions and organisations that do not have a legal personality.
- **Employer Representative:** A person who acts on behalf of the employer and takes part in the management of the business, the workplace and the enterprise. In this capacity, the employer is directly responsible for the actions and liabilities of the employer's representative against the workers.
- **Child Labor:** Someone who has completed the age of fourteen but has not turned fifteen.
- **Young Worker:** Someone who has completed the age of fifteen but has not turned eighteen.
- **Refugee:** Refugees who are outside the country of their citizenship and who cannot or do not want to return to their country of citizenship because they fear "persecution for justifiable reasons because of their race, religion, nationality, membership of a certain social group or political opinion". *The concept of refugee will be referred to as refugee worker in this policy document.

PRINCIPLES

Privacy Principle

All information and documents related to the disciplinary process to be operated in KEP are protected with absolute confidentiality and stored in accordance with this principle among the association documents. Disciplinary investigation can only be made public with the express consent or request of the victim.



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Fair Assessment and Protection Principle:

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- Evaluates applications promptly, fairly and objectively through their respective boards.
- Takes the necessary measures to ensure that the victim is not victimised again during the application process regarding employee victimisation allegations
- Acts carefully and attentively to avoid any behaviour and actions that may lead to repeated victimisation of the victim and damage the sense of dignity and trust of the parties, and to prevent the occurrence of such behaviour.

Trust Principle

KEP acts in a way that does not damage the sense of trust of the parties by complying with all these principles with the sensitivity that it will show in the evaluation process of grievance applications arising from employee rights.

KEP Ethics Committee

The Ethics Committee of the Collective Impact Association is the board that works in accordance with the principles contained in the published policy documents of the association and carries out studies on potential violations of rights against its members and/or beneficiaries, working with all works and transactions of KEP. Kep Ethics Committee performs investigation, research, follow-up, examination, educational duties and authorities regarding the issues included in all policy documents written and duly enacted by the association.

KEP Ethics Committee consists of the following persons; It convenes with absolute majority and takes decisions by majority of votes. The Ethics
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Committee consists of three people;

- A representative from the employees of the association,
- A representative from the managers of the association,
- A representative of the program beneficiaries

The authority duration of the ethics committee is at most 6 months. Board members are re-determined before each course period held for the beneficiaries.

The previous committee members continue their duties until the new course period starts. When it is decided not to open a course as per the decision of the association, one person from the members of the association is elected and serves instead of the representative chosen by the beneficiaries. The representatives of the committee are appointed by the board of directors, employees and beneficiaries by election themselves. Representatives can be elected more than once.

KEP Ethics Committee meets regularly on the first Friday of every month, monitors the implementation of the policy documents accepted by the association and duly entered into force, and decides on the applications made to it. An objection can be made to the Board of Directors by the complainant or the person whose defence is taken against the decisions of the Ethics Committee. If no objection is made to the board of directors within 7 days, the decisions of the Ethics Committee become final.

The decisions of the Board of Directors given after the objection against the decision of the Ethics Committee are final. The Board of Directors is responsible for the implementation of the decisions of the Ethics Committee.



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Duties of the Ethics Committee within the Scope of This Policy Document

- To follow up and evaluate the issues within the scope of this policy document on a monthly basis.
- To examine allegations against all kinds of employee rights and procedures, procedures, practices and behaviours that will cause the employee's grievance within the scope of this policy document.
- To examine the application, to inform the applicant about the alleged violation, and to ensure that the investigation is completed within 1 month at the latest, with the start of the process; if deemed necessary, to take decisions on suspension from duty, working from home, suspension of the course and other temporary measures
- To gather immediately in the emergency cases.
- To provide procedural and legal support mechanisms to victims throughout the investigation and investigation processes, and to direct victims to appropriate institutions if these mechanisms are not within the scope of PEP possibilities.
- Organising training, promotion and similar activities and publishing in order to raise awareness about employee rights within the body of KEP
- To ensure cooperation and coordination with other units under the relevant solidarity networks on employee rights.

Detection of Employee Victimization and Reporting to the Ethics Committee

- As an employee, it is recommended that the person who thinks that he or she has been exposed to a practice, behaviour or transaction that causes him or her victimisation should first consult the KEP Ethics Committee by making use of this policy document.



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- The CIP Ethics Committee takes the statement of the complainant as a basis in evaluating all kinds of employee grievance actions.
- The statement of the complainant is put in writing and the complainant is informed about the stages of the process.
- Disciplinary sanctions are not applied in cases where it is clearly understood that the claimant has deliberately lied and misrepresented in the post-application process, leaving no room for doubt.

Precautions that a Person Who Thinks He/She Is A Victim In The Face Of Employee Victimization Attitudes and/or Behaviour

- Reading the KEP Policy Paper on Employee Rights
- Clearly warning the person who engages in behaviours or practices that will cause him or her victimisation as an employee, and informing that if the person does not stop this behaviour or practice, he or she will take an official action.
- From the first moment, to collect whatever material can be used as evidence in the investigation, to keep records of the events and to store the evidence.
- In cases where reasonable arrangements regarding Employee Rights are required, notifying the issue to the KEP Board of Directors with a written request.
- To apply to the KEP Ethics Committee in order to receive support and learn about their rights.



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Suggestions to the Person Who Realises that He/She Has a Employee Victimisation Attitude and/or Behaviour

- Reading the KEP Policy Paper on Employee Rights
- To have a sensitive attitude befitting human dignity and to be sensitive in behaviour towards the employees, beneficiaries, board of directors and members of the KEP Association.
- To act more sensitively in order not to victimise people in the disadvantaged group and to pay attention to be sensitive to their behaviour in working life.
- Not ignoring or considering it unimportant as soon as you realise that the behaviour will cause the victimisation of the person or that it is a situation that disrupts the environment of the association, and taking initiatives to eliminate the negative consequences of this behaviour
- To apply to the KEP Ethics Committee for information.