

HUMAN RESOURCES POLICIES MANUAL

GENERAL PRINCIPLES AND RULES

- 1- CSR TURKEY's employment practices are essentially governed by a contract of employment, Equality Policies, in conjunction with this Manual.
- 2- Normally the pay cycle is monthly. Pays will be automatically deposited electronically into the bank account details provided to CSR TURKEY. Taxation payments are automatically deducted from your salary. Superannuation payments are paid into your nominated fund.
- 3- Office/Business hours are generally Monday to Friday. Your hours of work will depend on business needs and the requirements of the work you are assigned. Your Manager will work with you to establish your standard hours of work and break times. CSR TURKEY adopts a common sense approach to managing work hours.
- 4- Overtime is work is performed at the direction of the manager and which is in excess of your contracted hours of work. If you cannot for some reason work reasonable additional or overtime hours you must notify your Manager as soon as practicable with the reasons as to why. Lateness for work, any absence or late arrival due to illness, injury or any other reason, and the expected duration of leave must be personally reported to your supervisor as soon as practicable (and prior to your normal starting time wherever possible). If you are unable to do this personally, you are requested to ask someone to telephone on your behalf. Subsequent to this, you must keep your Manager informed of your progress.
- ❖ Wherever possible you should make dental, medical, business or other appointments outside your normal working hours. It is essential that you are ready to commence work at your normal commencement time as other employees and the business depend upon you and your contribution.
- 5- CSR TURKEY will reimburse employees for pre-approved expenses properly incurred by employees in the proper performance of their duties. Reimbursement will be subject to employees providing the Practice with receipts or other evidence of payment and of the purpose of each expense, in a CSR TURKEY HR Policy form reasonably required by the CSR TURKEY.
- ❖ Employees will also be required to complete the Expense Reimbursement Form.
- 6- Reasonable travelling expenses, where incurred in the performance of an employee's duties, will be reimbursed, provided that all claims are made on the appropriate form, signed by the appropriate Manager and supported with the necessary substantiating documentation. The payment of expenses is at all times subject to the prior authorisation of, and at the discretion of, the Practice. Employees should arrange travel and accommodation through CSR

TURKEY preferred travel supplier prior to departure. Generally air travel will be by economy class, with a carrier chosen by the CSR TURKEY.

RECRUITMENT POLICY

Recruitment is conducted on the basis of a competitive qualification and in accordance with the labor laws of Turkey.

The following categories of persons may not be employed:

1. Immediate family members of CSR TURKEY staff; unless they do not have a direct reporting or supervisory role with other family members.
2. Any person, including but not limited to companies or legal persons, which directly or indirectly, controls, or is controlled by, or is under the joint control of an organization (whether on an individual or collective basis) with which CSR TURKEY has financial or other business transactions, including government employees. "Control" under this clause shall mean (including, with correlative meanings, the terms "controlling", "controlled by" and "under joint control of") the direct or indirect control of 51% or more of the voting rights of a legal entity or the power to direct or cause the direction of the management of the controlled person or entity, whether through ownership, voting powers, by contract or otherwise.

RECRUITMENT PROCEDURES

1. No employee is recruited or engaged without prior consultation with and an approval from the Director or his designee. When a position is available in the organization, such position is announced publicly in accordance with these recruitment procedures and the requirements prescribed under Turkish Law.
2. Application letters received are reviewed and short listed by the Director or relevant Project Manager. Thereafter, a panel of at a minimum of two is appointed to conduct the interview.
3. Qualified applicants shall be required to attend an interview and undergo appropriate skills testing. The Director shall review and check candidates. Results of the interview and testing shall be recorded on an interview form. All evaluators of job applicants shall fill out this form and provide clear recommendations regarding the employment of the applicant. There shall be no reimbursement provided for transportation or other costs for candidates asked to attend for interviews and testing.
4. Decision on hiring is made by the Director in conjunction with the relevant Project Manager.
5. Prior to hiring, the hiring manager shall check a minimum of three references.

TÜRKİYE KURUMSAL SOSYAL SORUMLULUK DERNEĞİ
CORPORATE SOCIAL RESPONSIBILITY ASSOCIATION OF TURKEY



6. When a candidate is offered a position, an Employment Contract will be issued, which sets forth the terms of his/her employment and a job description. The new employee will sign the job description to confirm agreement and a copy will be placed in the HR files. The new employee shall also receive a copy of the Human Resources Policies Manual to read on their first day. After reading the Manual the copy will be returned to the Project Manager with the signed acknowledgement form to confirm the receipt and understanding of the policies and procedures.
7. Each employee is required to sign the Code of Conduct and other policies on ethical practices that may be issued from time to time.

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