



ADMINISTRATIVE STAFF DISCIPLINARY REGULATION

((Regulation Issued Pursuant to Articles 10(2)(3) and 16(2) of the Charter on the Establishment and Operation of Arkin University of Creative Arts and Design)

1. Purpose

This Regulation aims to ensure that the administrative staff employed at Arkin University of Creative Arts and Design (ARUCAD), established under ARUCAD UNIVERSITY LTD. and the Arkin Education, Culture and Research Foundation, perform their duties in accordance with the University's vision, mission, and ethical principles, and in line with the principles of respect, integrity, impartiality, confidentiality, responsibility, and cooperation. It further aims to set out the disciplinary sanctions to be imposed on personnel who engage in conduct that contravenes the requirements of their duties, disrupts institutional order, or is incompatible with institutional reputation, as well as the procedures and principles governing the imposition of such sanctions.

2. Classification of Personnel

Permanent (Full-Time) Personnel are staff members who work full time under an indefinite or renewable fixed-term employment contract in accordance with the administrative structure of the University, and who continuously perform their duties. These personnel are responsible for ensuring the uninterrupted execution of the University's essential administrative, academic support, and service operations.

Part-Time Personnel are staff members whose weekly working hours are fewer than those of full-time personnel and who perform duties on specified days or during specified hours.

Temporary Personnel are staff members employed for short-term or urgent services required by the University, working under a fixed-term employment relationship.

Administrative Personnel in Managerial Positions include the Secretary General, Heads of Departments, Faculty or Institute Secretaries, Branch Managers, and personnel serving in equivalent administrative roles.

Support and Technical Service Personnel are staff members employed in the University's administrative, technical, maintenance, security, transportation, workshop, laboratory, cleaning, and other related service areas.

3. Personnel Files

A personnel file shall be maintained for each staff member. The following documents must be included in the personnel file:

- (a)** Employment application form,
- (b)** Copy of Social Insurance Form B3,
- (c)** Copy of national identification card and/or TRNC identity card,
- (d)** Criminal record certificate,
- (e)** Copy of diploma,
- (f)** Training and course certificates obtained before and after employment,
- (g)** Employment Contract issued by the Ministry of Labour,

- (h) Signed Internal Workplace Regulation,
- (i) Insurance commencement notification,
- (j) Insured person's declaration form,
- (k) Duty assignment and leave authorization documents.
- (l) All notifications and announcements pertaining to the personnel,
- (m) Any other documents that may be required from the personnel by the Company.

Personnel files shall not be disclosed to anyone except those who are duly authorized to inspect them.

4. Notification of Changes

Personnel are obligated to report any changes pertaining to their personnel file to the Human Resources Department within no later than 48 hours.

5. Recruitment

In recruitment processes, the fundamental principles of human resources shall apply. Personnel recruitment is carried out in accordance with the staffing needs identified by the Rector and the relevant unit manager. For each candidate to be employed, a Personnel Request Form must be completed. The candidate is required to provide accurate information to the institution in the Personnel Application Form. Upon application, a meticulous, sound, and detailed background check is conducted regarding the candidate. If the references are positive, the employment procedure is initiated. The candidate is given a tour of the company, introduced to its structure, and taken to the department where they will work. The candidate is informed and trained regarding their duties and matters related to occupational safety. The probation period for newly hired personnel is three months. Personnel who receive a positive evaluation at the end of the probation and contract period are employed under a formal employment contract.

6. Rights of Personnel

Termination of the employment contract may be carried out in accordance with Law No. 22/92 on Labour and Article 10, as well as other relevant provisions, of the Employment Contract.

Personnel have the right to submit petitions expressing their requests for the benefit of the University or reporting any deficiencies they observe.

7. Responsibilities of Personnel

Personnel are responsible for performing their duties with diligence and care, learning the procedures and work relations related to their duties, and obtaining and applying the information required for their work.

Personnel are obligated to prioritize the interests of the University in all decisions they make and in all tasks and transactions they carry out, and to refrain from any act or procedure that may cause harm to the institution.

Personnel may not disclose any University secrets or information obtained in the course of their duties to any third party.

Personnel are required to comply with instructions, procedures, and their job descriptions.

Personnel must observe principles of honesty, courtesy, and efficiency in their relations with stakeholders and service recipients.

Personnel are responsible for complying with the duties specified in their job descriptions as well as the rules outlined in the employment contract and this internal workplace regulation.

Personnel are responsible for arriving at work on time, providing accurate information when consulted, performing proper handover procedures upon leaving their position, working overtime when needed, and working on official holidays when called upon. Personnel who work on official holidays shall be granted their entitlements in accordance with the TRNC Labour Law No. 22/1992.

8. Prohibitions

(1) Prohibition of Material and Moral Benefits:

Personnel shall not, in the course of performing their duties or by virtue of their position, receive loans, obtain benefits, or derive material or non-material advantages from any individual, institution, or other personnel. Personnel shall not use the University's resources, tools, equipment, or facilities for personal gain.

(2) Prohibition of Unauthorized Disclosure and Sharing:

Personnel shall not, without the written approval of the Rector or the relevant unit manager, make statements, give interviews, participate in conferences, publications, or any public events on behalf of the University on any platform, media outlet, social media environment, or public forum.

Personnel shall not share confidential, sensitive, or institutional information concerning the University with third parties.

(3) Prohibition on Accepting Gifts and Deriving Personal Benefits:

Personnel shall not accept gifts or engage in any relationship that could provide personal benefit in connection with decisions, actions, or services related to their duties.

(4) Prohibition of Abuse of Authority:

Personnel shall not exercise their duties and authority for personal, political, religious, or group interests, nor shall they engage in discriminatory, preferential, or bullying behavior.

(5) Prohibition of Actions Detrimental to University Reputation:

Personnel shall not, whether during or outside working hours, engage in behavior or make statements that could damage ARUCAD's institutional reputation, ethical values, or prestige. Personnel shall not borrow from, receive benefits from, or obtain material or non-material advantages from other personnel.

Personnel shall not publish articles, give interviews, make statements, or deliver conferences regarding University matters without the approval of the Rector or the relevant unit manager.

9. Working Conditions

The University's working hours, overtime, rest breaks, and shift arrangements are determined by the University Administration. Personnel are obliged to comply with these working conditions and any changes thereto.

The weekly working hours shall be in accordance with the legal provisions. The distribution of these hours across the days of the week shall be at the discretion of the University.

Personnel are required to maintain a neat, clean, and well-groomed appearance in accordance with their job description and to exercise care in their behavior.

Personnel shall conduct themselves with due regard to the fact that they represent the University both within and outside the institution.

Personnel performance at the University shall be monitored in accordance with principles of efficiency, performance, ethics, and good faith. Monitoring forms shall be prepared by supervisors every four months and placed in the personnel file.

The University may, if deemed appropriate, assign personnel—subject to their written consent and approval—to work temporarily or permanently either within the University, elsewhere within the country, or outside the country. Such assignments shall be communicated to the personnel in writing, and they are expected to report for duty on the specified date. Personnel who fail to report on the assigned

date without a justified reason shall be deemed to have resigned voluntarily and shall have no right to claim any compensation from the University under any name or circumstance.

When personnel are outside the University on leave or assigned duties, a duty or leave document shall be issued.

10. Discipline and Reward

The rules on rewards are intended to recognize and incentivize personnel who demonstrate increasing productivity and performance, comply with ethical standards, and act in good faith, while violations of this Regulation or the employment contract shall be subject to disciplinary sanctions.

Personnel found not to comply with the Internal Workplace Personnel Regulation shall be referred in writing by their unit manager to the Human Resources Department.

The matter shall be investigated and submitted to the “ARUCAD Disciplinary Committee,” and, based on the decision of the Disciplinary Committee, the issue may be resolved with a **VERBAL OR WRITTEN WARNING, WRITTEN REPRIMAND, or DISMISSAL**.

Personnel who receive three (3) written reprimands for any reason shall have their employment contract terminated by the University Administration. For personnel who have served continuously for three years, if they comply with the Internal Personnel Regulation, one written reprimand may be expunged from their record at the discretion of the University Administration based on good conduct. The dismissal sanction is directly related to acts and behaviors prohibited by the Personnel Regulation. Provisions of the Labour Law and other applicable legislation remain reserved.

11. Cases Warranting Disciplinary Action and Termination of Employment

Without limitation to the number of instances, in addition to the cases specified in the Law and the Employment Contract, the actions listed below shall warrant a warning, disciplinary sanction, or termination of the employment contract.

If conduct that violates the provisions of this Regulation or the Employment Contract is repeated despite verbal or written warnings, the personnel involved may be subjected to disciplinary measures, which may result in dismissal.

1	Leaving the workplace without permission before the end of the working day	WARNING	WRITTEN REPRIMAND	-
2	Using workplace tools and equipment for personal gain	WRITTEN REPRIMAND	DISMISSAL	-
3	Failing to notify the employer of a medical report within 48 hours	WARNING	-	-
4	Behaving rudely towards colleagues	WARNING	WRITTEN REPRIMAND	DISMISSAL
5	Showing negligence or indifference in performing duties	WARNING	WRITTEN REPRIMAND	-
6	Working less efficiently than peers performing similar tasks	WARNING	WRITTEN REPRIMAND	-
7	Gradual decrease in focus and attention to work	WARNING	WRITTEN REPRIMAND	-
8	Illness that does not prevent work but continuously affects performance			DISMISSAL
9	Causing harm to the employer or creating concern of repeated damage	WARNING	WRITTEN REPRIMAND	DISMISSAL

10	Acting in a manner contrary to the workplace environment	WARNING	WRITTEN REPRIMAND	-
11	Engaging in relationships that negatively affect workflow or the work environment	WARNING	WRITTEN REPRIMAND	DISMISSAL
12	Making long personal phone calls that disrupt work	WARNING	WRITTEN REPRIMAND	-
13	Frequently arriving late and wandering, disrupting work	WARNING	WRITTEN REPRIMAND	DISMISSAL
14	Inciting colleagues against the employer or performing duties poorly despite warnings	-	-	DISMISSAL
15	Misleading the employer through false information in work request forms or required documents	-	-	DISMISSAL
16	Negligently causing 10 days or intentionally causing 5 days of material damage to the workplace	-	WRITTEN REPRIMAND	DISMISSAL
17	Coming to the workplace under the influence of alcohol or drugs	-	-	DISMISSAL
18	Exceeding annual paid leave by 3 working days without permission or justification	WARNING	WRITTEN REPRIMAND	DISMISSAL
19	Committing theft in the workplace or defrauding colleagues or supervisors			DISMISSAL
20	Deriving personal or financial benefit from colleagues or making them guarantors	WARNING	WRITTEN REPRIMAND	DISMISSAL
21	Engaging in fights at the workplace		WRITTEN REPRIMAND	DISMISSAL
22	Removing or selling workplace tools/equipment for personal benefit			DISMISSAL
23	Intentionally performing incorrect work by abusing employer trust		WRITTEN REPRIMAND	DISMISSAL
24	Making false claims or accusations against the employer	WARNING	WRITTEN REPRIMAND	DISMISSAL
25	Disparaging the company to third parties, or damaging the employer's commercial reputation			DISMISSAL
26	Leaking professional or commercial information or documents related to the company/workplace			DISMISSAL
27	Forging, hiding, or destroying workplace documents			DISMISSAL
28	Engaging in immoral behavior in the workplace		WRITTEN REPRIMAND	DISMISSAL
29	Failing to perform assigned duties despite written warning			DISMISSAL
30	Encouraging or attempting collective work stoppage by personnel			DISMISSAL
31	Performing acts that may cause fire intentionally or through gross negligence	WARNING	WRITTEN REPRIMAND	DISMISSAL
32	Performing below expected standards of competence or qualifications			DISMISSAL

12. Final and General Provisions

The effective governance of a living society is possible only through strict adherence to established rules. In the event that a violation or offense does not directly fall under any category defined in this Personnel Regulation, it shall be addressed according to the category it most closely resembles. Matters and circumstances not specified or explained in this Regulation shall be governed by the prevailing Labour Law and other relevant legislation. By signing a copy of this Regulation at the commencement of employment, the personnel shall be deemed to have read, understood, and accepted its provisions. This Regulation constitutes an essential element of the Employment Contract, and failure to comply with its provisions shall be considered a breach of the Employment Contract. This Regulation consists of fourteen (14) articles.

13. Entry into Force

This Regulation shall enter into force as of the date it is approved by the Senate of Arkin University of Creative Arts and Design.

14. Authority for Implementation

The provisions of this Regulation shall be executed by the Rector of Arkin University of Creative Arts and Design.