



EMPLOYMENT AND WORKING PRINCIPLES

SECTION ONE

Purpose, Scope, Legal Basis, and Definitions

1. Short Title

These Principles shall be referred to as the “Employment and Working Principles of Arkin University of Creative Arts and Design (ARUCAD).”

2. Definitions

For the purposes of these Principles, the following terms shall have the meanings assigned to them below:

- a) University: Arkin University of Creative Arts and Design (ARUCAD),
- b) Board of Trustees, Senate, or Relevant Administrative Board: The Board of Trustees of Arkin University of Creative Arts and Design, the Senate of Arkin University of Creative Arts and Design, or the relevant Administrative Board of Arkin University of Creative Arts and Design,
- c) Rector: The Rector of Arkin University of Creative Arts and Design,
- d) Human Resources: The Human Resources Unit of Arkin University of Creative Arts and Design,
- e) Employment: The condition of an individual working in a lawful, regular, and safe occupation for the purpose of earning income,
- f) Occupational Health and Safety: Practices aimed at protecting the physical, mental, and social well-being of employees and ensuring safe working conditions,
- g) Decent Work: A form of work that enables individuals to work in conditions consistent with human dignity, freedom, equality, and safety, in return for fair remuneration,
- h) Gender Equality: The principle ensuring that women and men have equal opportunities in recruitment, remuneration, promotion, and decision-making processes,
- i) Prohibition of Discrimination: The principle of equal treatment without discrimination on the basis of gender, age, ethnic origin, religion, disability, sexual orientation, language, socioeconomic status, or political opinion,
- j) Principle of Fair Remuneration: The principle that individuals performing work of equal value shall receive equal pay, without distinction based on gender or status,
- k) Prohibition of Forced Labor: A fundamental labor principle stipulating that no individual shall be compelled to work through threats, coercion, or restriction of freedom,
- l) Child Labor: Any form of employment that impedes a child’s physical, mental, or social development or violates the right to education,
- m) Modern Slavery: Any form of employment involving forced labor, human trafficking, debt bondage, or exploitation,
- n) Employment Policy: The strategic approaches adopted by the University with the aim of protecting employee rights and promoting equality, inclusivity, and the creation of sustainable employment,
- o) Sustainable Employment: Forms of employment that prioritize long-term economic efficiency, social justice, and environmental responsibility.

3. Purpose

The purpose of these Principles is to affirm the commitment of Arkin University of Creative Arts and Design (ARUCAD) to providing a **positive, motivating, and supportive** learning, teaching, and working environment for all students, academic and administrative staff, as well as all members and stakeholders of the University. Through this approach, the University aims to offer a high-quality educational environment that fosters artistic creativity and supports the academic and personal development of all its stakeholders. In this context, the University aims to;

- Establish an employment approach grounded in respect for human rights and ethical values,
- Promote gender equality, equal opportunity, and diversity,
- Protect the well-being of employees and ensure occupational health and safety,
- Prevent all forms of violations, including modern slavery, forced labor, discrimination, and child labor,
- Encourage fair remuneration, merit-based promotion, and opportunities for professional development,
- Develop and implement sustainable employment policies within the University.

4. Scope

These Principles apply to all academic and administrative staff of Arkin University of Creative Arts and Design (ARUCAD), including contracted and part-time employees, interns, scholarship holders, service providers, subcontractors, and all individuals engaged in University-related activities. These Principles shall be applicable within the campus, on online platforms, during University events, and in all contexts in which the University is represented.

SECTION TWO

Protected Characteristics and Principles

5. Protected Characteristics

Under these Principles, the characteristics for which protection against discrimination is guaranteed are as follows:

- (1) Gender,
- (2) Gender identity and gender expression,
- (3) Sexual orientation,
- (4) Pregnancy, childbirth, or parental status,
- (5) Race, color, culture, and ethnic origin,
- (6) Language,
- (7) Religion, belief, or worldview,
- (8) Disability status,
- (9) Age,
- (10) Socioeconomic status,
- (11) Marital status and family responsibilities,
- (12) Citizenship or migrant/refugee status,
- (13) Political opinion or affiliation,
- (14) Form of work and employment status (including full-time, part-time, temporary, or subcontracted work).

6. Principles

(1) Gender Equality

The administration of Arkin University of Creative Arts and Design (ARUCAD), in alignment with the fundamental values of the University, applies the principles of gender equality across all human resources processes, including recruitment, promotion, and training. Gender equality principles encompass equal treatment of all employees, regardless of gender; equality of opportunity; merit-based career development; opposition to discrimination; the adoption of inclusive language and culture; and the promotion of work–life balance.

(2) Decent Work and Economic Growth

This principle is implemented within the framework of the United Nations Sustainable Development Goal 8 (SDG 8). ARUCAD aims to ensure that every individual works under conditions consistent with human dignity, including fair remuneration, a safe working environment, and opportunities for personal and professional development.

The University:

- (a) Pays all personnel fair, complete, and timely remuneration,
- (b) Implements the necessary regulations and oversight to prevent all forms of workplace discrimination,
- (c) Maintains a zero-tolerance policy against all human rights violations, including modern slavery, forced labor, human trafficking, and child labor,
- (d) Ensures social protection, leave rights, and a safe working environment,
- (e) Grants equal rights and opportunities to all personnel, including externally hired or subcontracted employees,
- (f) Adopts, as an institutional commitment, the regular monitoring and elimination of gender-based pay disparities,
- (g) Provides career development, employability, and entrepreneurship support to students and alumni. Within this framework, the ARUCAD Career and Alumni Office offers free expert services to assist students and alumni in finding employment, starting a business, and developing essential employability skills. In this context, ARUCAD employed two alumni in 2024, enabling them to become full-time employees of the University,
- (h) Considers objections regarding employees' rights and payment decisions in accordance with the relevant provisions of the Labour Law No. 22/1992 of the Turkish Republic of Northern Cyprus.

(3) Objection Process Regarding Employee Rights

ARUCAD provides legal and institutional mechanisms to allow employees to safely and impartially submit objections regarding their employment rights. This process is conducted in accordance with the Academic and Administrative Personnel Disciplinary Regulations. Each employee:

- (a) May submit a written complaint concerning their rights directly to the Human Resources Unit,
- (b) Is ensured confidentiality and impartial evaluation of the submission,
- (c) Receives written notification of the results of the objection process.

(4) Employment Policy Against Modern Slavery

ARUCAD implements a zero-tolerance policy against all forms of modern slavery, in full adherence to human rights and ethical values. The University operates an employment system

in which all academic and administrative staff work voluntarily, lawfully, and for a determined wage.

The Anti-Modern Slavery Employment Policy is based on the following fundamental principles:

- (a) Prevention of all forms of modern slavery, including forced labor, human trafficking, debt bondage, and child labor,
- (b) Ensuring ethical and dignified working conditions both within the University and throughout its supply chain,
- (c) Protection of employees' rights to freedom, security, and equality,
- (d) Identification of high-risk employment practices and the implementation of necessary preventive measures.

ARUCAD bases the implementation of this policy on the core principles outlined in its Diversity, Equity, and Inclusion Directive.

This policy is aligned with the United Nations Sustainable Development Goals, specifically SDG 8 (Decent Work and Economic Growth) and SDG 16 (Peace, Justice, and Strong Institutions).

ARUCAD recognizes the protection of dignified working conditions as a fundamental element of ethical governance.

(5) Equal Rights in Outsourced Employment

The University ensures that personnel engaged through outsourced (subcontracted) services enjoy equal rights. Within this scope:

- (a) Fair wages, occupational safety, and social protection rights are guaranteed for all subcontracted personnel,
- (b) Ethical employment criteria are prioritized in supplier selection,
- (c) Full compliance with the provisions of the Labour Law No. 22/1992 of the Turkish Republic of Northern Cyprus is maintained.

(6) Diversity, Equity, and Inclusion

ARUCAD recognizes the value of diverse identities, cultures, and ways of thinking.

Under this principle:

- (a) Every individual is enabled to exist in an environment of respect and safety,
- (b) Equal opportunity is ensured in academic, administrative, and artistic activities,
- (c) Üniversite kültüründe ayrımcılığa, tacize ve mobbinge karşı önleyici mekanizmalar içeren ARUCAD'ın Çeşitlilik, Eşitlik ve Kapsayıcılık (DEI) Yönergesi benimsenir ve titizlikle uygulanır. The University adopts and rigorously implements the ARUCAD Diversity, Equity, and Inclusion (DEI) Directive, which includes preventive mechanisms against discrimination, harassment, and mobbing.

(7) Occupational Health, Safety, and Well-Being

ARUCAD considers the protection of employees' physical and mental health a core institutional responsibility.

- (a) Regular occupational health and safety trainings are conducted,
- (b) Emergency, fire, and disaster management protocols are implemented,
- (c) An ergonomic, safe, and supportive working environment is maintained to enhance employee well-being.

SECTION THREE

Rewards and Disciplinary Process

7. Rewards and Disciplinary Process

ARUCAD encourages conduct by its employees that is consistent with ethical values, its institutional mission, and academic responsibilities, while upholding internal order, a culture of respect, and professional ethical standards.

(1) Rewards Process

- (a) The University encourages and rewards employees who perform their duties with outstanding achievement, develop innovative projects, contribute to society, or set an exemplary standard in alignment with institutional values.
- (b) The principles governing rewards are determined in accordance with transparency, merit, and equal opportunity.
- (c) Recognition may be provided through commendation, letters of appreciation, certificates of achievement, promotion, or financial rewards.

(2) Disciplinary Process:

- (a) The University applies a zero-tolerance policy toward mobbing, harassment, discrimination, or unethical conduct.
- (b) Disciplinary procedures are conducted in accordance with the relevant provisions of the Academic and Administrative Personnel Disciplinary Regulations.
- (c) Every employee has the right to a defense in any potential disciplinary proceedings and is entitled to fair, impartial, and confidential evaluation at every stage of the process.
- (d) Disciplinary processes prioritize a rehabilitative and educational approach rather than a purely punitive one.

Throughout all such processes, the primary objective is to strengthen employees' commitment to institutional values, maintain a safe and equitable working environment, and preserve a work culture consistent with human dignity.

SECTION FOUR

Miscellaneous Provisions

8. Matters Not Regulated

Bu ilkelerde hükmü bulunmayan hallerde; ARUCAD'ın ilgili diğer mevzuat hükümleri ile Mütevelli Heyeti, Senato veya ilgili Yönetim Kurulu kararları uygulanır. In matters not expressly regulated by these Principles, the relevant provisions of other applicable regulations of ARUCAD, as well as the decisions of the Board of Trustees, the Senate, or the relevant Administrative Board, shall apply.

9. Entry into Force

These Principles shall enter into force as of the date on which they are adopted by the Senate of Arkin University of Creative Arts and Design.

10. Authority to Enforce

The provisions of these Principles shall be enforced by the Rector of Arkin University of Creative Arts and Design.