



Kaced Association

Ethical Principles And Rules

DECEMBER 1, 2010



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MESSAGE FROM THE PRESIDENT OF THE KACED ASSOCIATION...

As the Kaced Association, we are proud of our reputable standing thanks to our honesty and ethical manners. With our ethical attitude, we have gained the trust of our members, project partners and stakeholders. We know that our greatest asset is this trust we have built. Preservation of this asset is the duty of each member of the Kaced Association.

To this end, we established the Ethical Values and Open Governance Committee (EDAYK) in 2010, under the roof of our association. The Board convenes every month, regularly, and adopts strategic decisions. Once the creation stage of EDAYK was completed, a "Workshop for Establishing the Ethical Principles and Rules of the Kaced Association" was held for 2 full days, gathering all stakeholders of the Kaced Association. The Ethical Principles and Rules of the Kaced Association were set out during the mentioned workshop, unanimously by all stakeholders, and the same rules were put down in black and white. The rules indicate an honest attitude, ethical code of conduct and the responsibilities we have towards each other, our members, partners and overall society. The Ethical Principles and Rules introduce a guideline and, therefore, do not include all matters that could emerge; present only the basic principles to lead us as a guide in achieving this common purpose, and offer a method.

We want members of the Executive Board, members of the auditing board, members of the general assembly, volunteers, project partners (co-applicants) and all stakeholders to read the Ethical Principles and Rules of the Kaced Association and frequently refer to these rules. If you are unsure of the correct code of conduct or detect actions contrary to the Ethical Principles and Rules, please refer to the guide.

In case you have any questions or want to report a potential violation, you can always send an e-mail to the info@kaced.org address or call +904647151880.

To us, there is nothing more important than our reputable standing. By complying with the Ethical Principles and Rules and acting with an ethical attitude, we will continue being reliable for everyone we interact with. Strict commitment to the Ethical Principles and Rules and everything represented by such strict commitment are highly significant in terms of our long-term success. Thank you, in advance, for your time and attention.

Yasar YEĞEN
Chairman of the Executive Board

Our ethical rules constitute a guiding resource that needs to be followed and observed in all our activities, by managing bodies and employees of the association, representatives of corporate members and our members.

This document is commonly shared to ensure that all our members and employees benefit from it.

BRIEF HISTORY OF OUR ASSOCIATION...

The Kaced Association was established on 15.04.2002, under the name of "the Black Sea Environment Association-KACED". An ordinary general meeting was held on 20.04.2010 and the association's name was unanimously changed to "the Kaced Association".

The place of operation of the Kaced Association is the Black Sea Region in Turkey. The headquarters of the association is in Rize province.

Vision of the Kaced Association is a 'Strong and Democratic Civil Society' in the Black Sea Region.

Missions of the Kaced Association that aims at attaining a strong and democratic civil society are:

- development of participation and democracy within the civil society,
- reinforcement of organization and autonomy,
- having a say in the civil society's decision-making processes,

and carrying out advocacy, campaigns, researches, training, and lobbying works within the scope of its priority areas.

Areas of activity of the Kaced Association consist of the following titles:

- European Union Integration Process
- Multiculturalism
- Local Democracy
- Strengthening of Civil Society
- Human Rights and Citizenship
- Superiority of Law
- Environmental Protection
- Cultural and Artistic Activities
- Women's Rights
- Disability Rights
- Youth Rights
- Refugee Rights

ETHICAL RULES

Our ethical rules are a whole of rules organizing the working principles of our association's managing bodies and the relationships between members and stakeholders. These rules are binding for the executive board of our committee.

Non-Discrimination Ordinance of the Executive Board

The Kaced Association undertakes a management and operation protective against any discriminative words and behaviors based on gender, race and ethnic origin, nationality, religion and belief, language, political opinion, social origin, disability, age and similar others, addressed against its members, employees, volunteers or people offering goods or services for a fee, people applying to establish such and similar relationships, and visitors.

This commitment applies to all decisions adopted by the Kaced Association, regarding the initiation, content, nature, duration and conditions of the above-listed relationships, and prices, scope and finalization, irrespective of the name.

Area of activity

We conduct our works following our mission, vision, values and principles established by the management unit of the general assembly and committee of our association.

Equality

Equal effort is made to reach and inform any candidate who meets the application requirements for the Ethical Values and Open Governance Committee (EDAYK). During the application processes, each member candidate is treated in compliance with the principles of equality. Every person deemed eligible for EDAYK membership is equal and receives membership service on equal conditions.

Service awareness

Continuous development, participation, transparency, impartiality, honesty, reliability and accountability serve as the basis for the Executive Board, members and employees of EDAYK in fulfilling the services specified in the Regulations of the Kaced Association.

EDAYK employees perform the duties assigned to them in writing and verbally, completely and in mutual harmony and assistance; know about the law and legislation provisions related to their positions, as well as the EDAYK bylaws; and fulfill their duties within such framework, carefully and devotedly, promptly and in the best possible way.

Expression

We are all obliged to continue protecting the reputation held by the Kaced Association concerning ethical manners and gaining the trust of everybody affected by our activities. This means taking action for the prevention of violations of laws or these Ethical Principles and Rules.

If we have any questions about manners or observe an act that concerns us, we should express that. Expression of concerns ideally offers the Kaced Association a chance for addressing and correcting the issue before it becomes a violation of law or an element of risk for others.

If and when we have any questions or suspicions about a violation of laws or the Ethical Principles and Rules, we can refer the issue to the directors of our association. In case of issues related to employment, such as harassment, discrimination, physical violence or other interpersonal relationships, we should contact the Ethical Values and Open Governance Committee (EDAYK) or directly refer to the director of our association.

Kaced Association Ethical Support Line:

To ask questions or report a potential violation, we can always send an e-mail to the info@kaced.org address or call 04647151880. This phone line is available between 09 AM to 06 PM and any language can be used to report a violation.

Confidential Information

Improper disclosure of confidential information about the Kaced Association can damage the Kaced Association or its members.

Confidential information means any private or public information, whether created within the Kaced Association or provided by the members of the association or others. If there is no legal reason for them to know or unless it is deemed legally necessary, we should not share this confidential information with anybody, whether they are within the Kaced Association or not. We must follow all policies regarding the protection and classification of confidential information. We need to adopt proper measures to prohibit any misuse, like concluding a confidentiality agreement, while sharing confidential information outside of the Kaced Association.

We must protect the confidential information of the Kaced Association against unauthorized use or disclosure.

Privacy

We must use personal data in a sense of responsibility and following any privacy law. The rules that must be followed by the people who have the right of access to the personal data of others are as follows:

- To use these data following the concerned laws and other relevant privacy policies or obligations arising from the contract
- To prevent any unauthorized disclosure
- To collect, use and process these data only in line with the legal purposes
- To restrict access to data only with people who have a legitimate purpose and who are trained to treat these data properly.

We respect the privacy of our members, management units and all our partners and protect their personal data.

Privacy Policy

Kaced Association strongly believes that any personally identifiable information you share with us should be protected. We also believe that it is important to provide information about how we will use your personal data and provide you with choices regarding how this data is handled. Therefore, we suggest you read the Privacy Policy thoroughly.

Scope of this Privacy Policy

Generally, this Privacy Policy applies to all members' data collected and used, by Kaced Association. These data are provided by you on the Kaced Association membership application form and Kaced Association website (<http://www.kaced.org>) memberships.

Reasons for sharing your personal data with Kaced Association

Sharing your personally identifiable information with us enables us to offer to you various opportunities. Therefore, we can easily...

- Communicate and share information about our activities.
- You can receive our publications such as the e-bulletin.
- We can share information about our working groups and committees' meetings.
- You can share your ideas on our blog pages.
- You can use our members-only Ethics Library.

On occasion, Kaced Association may access your information from third parties, outside of Kaced Association. These third parties may be the contact list of an association you are a member of or a recording of a conference you attended.

If you do not wish us to use your personal information that you have not provided, you can report this by contacting us at info@kaced.org.

Information sharing

We would like to get to know you better to serve you better.

If you do not wish any personalized information to be sent, you can inform us by selecting the relevant box on the registry form or answer card. Or you can send a message to info@kaced.org to inform us that you would like to unsubscribe from our contacts list.

Kaced Association will share your personally identifiable information only when required by law.

Kaced Association will not share your personal information with third parties in a way that allows them to use your information for their purposes.

Links to other websites can be found on this website on occasion. You would need to scrutinize carefully the privacy policy of other websites as their policies may differ from the Privacy Policy of Kaced Association.

Protection of the information you share with us

We are aware of our responsibility to protect the information that you entrust to us. Kaced Association uses various security techniques, such as firewalls (security software), and encrypting financial information, to protect your information.

You can use the chat rooms, forums, message boards, and/or news groups on the Kaced Association website. Please remember that the personally identifiable information that you provide in these areas can be accessed by other users, and think carefully before disclosing such information.

Your rights

You will have access to your personally identifiable information to change or delete them, once you have provided us with the information. You can request to do so from <http://www.kaced.org>.

Of course, you will always have the option to cancel your membership to Kaced Association or change the information on your personal profile.

Special information for parents

Although Kaced Association websites generally do not target children under the age of thirteen, the policy of Kaced Association is to follow the law when it is necessary to ask the permission of a parent or a guardian to knowingly collect, use and disclose personal information from children under the age of thirteen, use and disclose their information.

We strongly recommend that parents assume an active role in supervising their children's online activities.

Online General Forums and Social Media

Social media not only offers attractive opportunities but also bears many risks. We must exercise due diligence while using all online forums, including blogs, chat rooms; social networks like Facebook and Twitter; audio and visual environments created by users, like Youtube; or other social media. Since social media blurs the line between what is public and what is private, personal online behaviors can also be dependent on these Ethical Principles and Rules.

While using social media, we do it personally and avoid actions that may cause any harm to the Kaced Association, our directors, members and project partners.

Only specially authorized people by the Kaced Association can upload content as a representative of the Kaced Association and these people must always indicate their connections to the Kaced Association. We must act honestly, accurately and respectfully while uploading contents. If we do not upload contents in the name of the Kaced Association, we must clarify that we are performing these procedures on our own behalf and that the expressed opinions belong to us.

We must not publish the information about the Kaced Association, our members and project partners. Similarly, it is impossible to use the logos, the information protected with patent rights and other intellectual property of the Kaced Association. Besides, we must not publish any information that could reveal the identity of our members on public sites.

Stakeholders

In fulfilling the services specified in the Regulations of the Kaced Association, the Executive Board, members and employees of EDAYK aim at facilitating the daily lives of the stakeholders they are responsible for, meeting their needs in the most effective, fastest and efficient way, enhancing the service quality, improving satisfaction and focusing on the needs of the recipients of the services and results of the services.

Compliance with the standards set by the Executive Board

Directors and employees of EDAYK conduct the services specified in the Regulations of the Kaced Association, in compliance with the service standards and processes identified by the Executive Board. They also enlighten the recipients of services about the works and procedures throughout the service process.

Employees of EDAYK do not share any personal and corporate information with third parties and avoid any act that could harm EDAYK.

Our Attitude against Bribery and Corruption

Reliable organizations do not give bribes. From time to time, bribery could sound attractive as it looks like the easy way for having the works done and bribe is a frequently preferred method in many places all over the world. However, reasons such as facilitation of works or "this is how it works around here" do not justify bribing or being closely engaged with other forms of corruption. As the Kaced Association, we do not give bribes even if it means that we will lose money or will have no other choice but to delay a project.

We apply a zero-tolerance policy when it comes to giving bribes and making similar payments or accepting the same. During our activities, we must fully comply with all anti-corruption legislations and procedures that could concern our local activities, in addition to any anti-corruption legislation. Due to violation of the anti-corruption legislation, severe penalties including heavy penalties and prison sentences will be imposed.

Commitment to the purpose and mission

The Executive Board, Employees and Members of EDAYK act following the purposes and mission of the association. They act in parallel with the interests of the country, public welfare and EDAYK's service ideals. They protect the general purpose and principles, objectives and policies, prestige and interests of EDAYK while performing their duties.

Honesty and impartiality

The Executive Board, members and employees of EDAYK: a) follow the principles of legality, justice, equality and honesty in all their actions and procedures; b) not discriminate anyone while performing their duties and providing them services, based on language, religion, philosophical belief, political opinion, race, gender and similar reasons; c) not be engaged in any treatments contrary to human rights and freedoms or any restrictive treatments, and also any behaviors and practices preventing equality of opportunity.

Prestige and trust

The Executive Board, members and employees of EDAYK demonstrate EDAYK with their behaviors that they are worthy of trust. They further avoid any behavior that abuses the sense of trust of the public and the stakeholders, causes suspicion, damages the principle of justice and tarnishes EDAYK's reputation.

The Kaced Association and the managing bodies of EDAYK act in compliance with EDAYK's reputation within the public, anywhere and anytime.

Notification to competent authorities

If the Executive Board, members and employees of EDAYK are asked to be engaged in works and actions incompatible with the ethical code of conduct or informed about such action or procedure while carrying out

their services or observes the same, they report the situation to their chiefs and the executive board, when required.

Avoiding conflict of interest

Conflict of interest denotes any benefits and related financial or other obligations and similar personal interests that affect the impartial and objective performance of duties by the executive board, directors, other employees and members, and that are provided to them, their relatives, friends or other persons or organizations they are in contact with.

They act meticulously concerning any potential or real conflict of interest; take any necessary steps to avoid conflicts of interest; and keep themselves aloof from the benefits that fall within the scope of a conflict of interest as soon as they notice a conflict of interest. In this context, immovable properties of the association cannot be sold to the chairmen and members of the executive board and auditing board, as well as the employees of the association, their wives/husbands, up to third-degree relatives by blood and up to second-degree relatives by marriage and adopted children, and also to the NGOs, companies and institutions where the mentioned people hold a majority shareholder status and/or have voting power in the management or provide consultancy.

Any offer to be made by these people to purchase the immovable properties of the association cannot be considered a valid offer and auctioning of the immovable properties of the association is unacceptable. Likewise, no purchases can be made, in any way, from the companies where the capital and management is controlled by the chairman and members of the executive board, and employees of the association, as well as their first-degree relatives by blood and by marriage.

Accurate Recordkeeping and Reporting

The accuracy of our books and records is an important factor that makes us reliable. These records are necessary for our internal decision-making processes and form the basis of reports sent to government agencies and other parties.

We are all responsible for ensuring that:

- All records of the Kaced Association, including not only financial records but also all electronic or printed records like students' grades and absence statuses, expense reports and timesheets, accurately and impartially reflect the relevant case or transaction,
- No document is falsely altered,
- All financial transactions are dematerialized within the relevant account and accounting period,
- All internal financial controls are carried out,
- Expression of concerns regarding the accuracy of our records, in the presence of management or through another proper channel.

Recordkeeping and Retention

We must retain all records of the time specified in the relevant records retention schedule and then dispose of these records following the applicable recordkeeping policy. In case of legal action or formal investigation, we must also comply with all notifications for the retention of records.

Conservation and Proper Use of the Kaced Association Assets

Both tangible and intangible assets of the Kaced Association are for the benefit of our activities and must be used in parallel with the legal purposes related only to our activities and only by the employees and members of the association. Embezzlement or destroying of these assets or careless use thereof may harm the Kaced Association.

Avoiding exercise of duties and authorities with the intention of deriving benefit

EDAYK and association members, volunteers or professional employees do not derive any benefit in favor of themselves, their relatives or third parties, using their positions, titles and powers. Favoring relatives, friends and fellow-countrymen, political favoritism or discrimination or favoritism based on any reason is not allowed.

Employees of the association do not use the official information or confidential information they obtained during the performance of their duties or as a result of these duties, to provide any economic, political or social benefit to themselves, their relatives or third parties, directly or indirectly. After resigning from their positions, they do not disclose such information to any institution, organization or person, except for competent authorities.

Prohibition of deriving benefit

Any item and benefit of economic value or not, which affect or have the potential of affecting an individual's impartiality, performance, decisions or execution of duties, and which are accepted directly or indirectly, are considered as gifts.

The basic principle is that the Members of the Executive Board of EDAYK do not accept gifts within the above-mentioned scope, give gifts in hopes of deriving benefits and provide benefits due to their positions.

The items listed below fall outside the scope of receiving gifts:

- a) Books, magazines, articles, tapes, calendars, CDs or equivalents,
- b) Rewards or presents won at public contests, campaigns or events,
- c) Souvenirs were given at public conferences, symposiums, forums, panels, dinners/lunches, receptions or equivalent events,
- d) Advertising products and handicraft items with a symbolic value, given away to everybody for promotional purposes.

Use of association's resources

Members of the executive board, directors, employees and members of the association do not use and make using the buildings, vehicles and other resources of the association, outside the purposes and service requirements. They also protect them and take the necessary measures to make them available for service anytime.

Respect for law and conformity with the legislation

We adopt global declarations, in particular the universal declaration of human rights, as our guide and act in compliance with legal regulations in all our activities. While making decisions for the association, we adopt decisions by taking into account all legal regulations and consulting to experts, where necessary. In all our institutional activities, we conform to all national legislation we are subject to, including the Constitution of the Republic of Turkey, and all international agreements and regulations the Republic of Turkey is a party to. We provide accurate, complete and comprehensible information to the legal regulator institutions and organizations while conducting all our activities and procedures both in Turkey and abroad. Within the framework of the Law of Associations, we are subject to, we keep, archive and publicly share all our records following the relevant legal regulations. We create work records that will accurately reflect the relevant procedure or truth behind the case. Concerning the activities of the association, we only sign the documents that we believe to be accurate and true, which we are authorized to sign, including the contracts.

Avoiding extravagance

Members of the executive board and employees of EDAYK avoid squander and extravagance of the resources of the association. They act effectively, efficiently and prudently while using their working hours, resources, labor force and possibilities.

Binding statements and false statement

The members of the executive board of EDAYK do not make any statements, commitments, promises and attempts binding the company, overriding their authorities while fulfilling their duties.

Giving information, transparency and participation

The executive board of EDAYK assists its members and the public to exercise their right to information. Within the framework permitted by the relevant laws, it brings to the public attention the activity and audit reports of the association. The board pays attention to one, more or all stages of preparation, bringing to maturity, adoption and application of the basic decisions related to the services of the association, and also to ensuring that those to be directly or indirectly affected by that decision contribute to the process unless otherwise agreed.

Accountability of directors

The executive board and directors are always accountable regarding their responsibilities and obligations while carrying out the services of the association, and are open and available anytime for public evaluation and auditing. They take the measures required by their duties and powers, in due time, to prevent the procedures or actions incompatible with the purposes, policies and benefits of the association. These measures involve applying legal and administrative arrangements, carrying out proper studies on training and giving information, acting carefully about financial and other difficulties faced by the employees and setting an example to the employees with their personal behaviors.

The executive board and the directors are obliged to deliver the relevant training regarding the ethical code of conduct, observe if this code of conduct is followed or not and provide guidance on ethical conduct.

Responsibilities towards the Society

The Committee is conscious of the necessity to conduct its activities by preserving a specific social value so that the activities can be sustainable. We also feel responsible for contributing to society, as well as considering and protecting human health and the ecological environment while performing our activities.

Strong Communication

We exchange information with all our stakeholders that we are in contact with inside and outside the Committee and Association, on a regular and mutual basis and in the light of our principles of ethics, honesty, transparency, continuity and accountability. Communication strategies and policies that will enable continuity of the relationships are established, within the framework of respect and trust, together with the institutions and organizations we cooperate with and the representatives of the private sector.

Top-level adoption and displaying exemplary behaviors

As the employees of the committee and the association, managing bodies, members of the association, member representatives and volunteers of the association, we adopt and exhibit ethics and reputation management at a level that could set a positive example to the society we live in, as guided by our mission, fundamental values and ethical rules while conducting all our association activities. We intently avoid acts and behaviors that could adversely affect our understanding and identity.

Gender and gender equality mission

Gender inequality and discrimination in Turkey is at serious levels in every sphere of life, from education to work life, from health to participation in decision-making mechanisms. Such inequality not only affects women and girls but also poses a critical obstacle to the democratization and development of the country. The impact of efforts towards equality remains highly limited, if and when gender issues are addressed as a separate area from other political, economic and cultural objectives. However, if the connections between these objectives and the objective of ensuring gender equality in various sectors are established, it appears

that substantial progress can be made in terms of both achieving equality and the objectives towards democratization and development.

The political, economic and cultural objectives concerning all of us undoubtedly steer and shape the works of non-governmental organizations. Rapidly growing in Turkey, particularly in the last two decades, the non-governmental organizations have gained importance and weight in parallel with the developments in the world and by going through distinctive practices. Women's movement stand as a serious shareholder within such importance and weight. The gender issue can, therefore, find a significant place in the area of non-governmental organizations, both quantitatively and qualitatively.

The Kaced Association aims at strengthening civil initiatives by carrying out activities in the Black Sea Region, in the fields of Women's Rights, Youth Rights, Disability Rights and Refugee Rights, European Union Integration Process, Local Democracy and Strengthening of Civil Society, Human Rights and Citizenship, Superiority of Law, Multiculturalism, Environmental Protection, Cultural and Artistic Activities. Within this framework, the association has identified the gender issue as one of its main themes, starting from the day of its foundation, and carried out various studies accordingly. However, since 2007, when it decided to include the gender equality objective into all its objectives, these studies have gained new momentum and direction. Gender mainstreaming appears before us as a new tendency that gradually grows stronger around the world, in the studies of not only civil society and the public but also international organizations. As this tendency reveals itself in the studies of the Kaced Association is a result of gender mainstreaming's becoming an evaluation criterion in the EU projects, on the one hand, whereas efforts of the feminists associated with the Kaced Association and working at its offices, who took part in the association's management, should also be remembered.

The first thing done during the process initiated in 2007 was the composition of the "Gender Guide for Non-Governmental Organizations". That guide targets enabling the non-governmental organizations working in various fields in the Black Sea Region to benefit from a gender equality perspective in their own areas of activity.

In this context, our commission and all units of our association pay attention to gender sensitivity and regard the UN Women's Empowerment Principles, which we are proud to be a part of, as an indicator of our commitment to the empowerment of women to make them take part in all sectors and at all levels of the economic life. The Women's Empowerment Principles created in 2010 in cooperation with the UN Global Compact and UN Women include the following titles:

- a) Creation of top-level leadership for gender equality,
- b) Fair treatment of both women and men at work; respecting and supporting the principle of human rights and non-discrimination,
- c) Ensuring health, safety and welfare of all female and male employees,
- d) Encouragement of education, vocational training and career development for women,
- e) Adoption of attempt development, supply chain and marketing practices empowering women,
- f) Improvement of equality through social attempts and defense,
- g) Measurement of developments for ensuring gender equality and reporting of the same as open to the public.

Environmental sensitivity

We pay attention to holding the natural and cultural textures harmless, whether they are related to the activities of our association or not, and protect the same textures. We effectively apply sustainability policies in all our administrative and production processes and promote environment-friendly and preventive approaches. We further exert effort for making a more effective environmental responsibility widespread and support efforts made to this end.

APPLICATION OF ETHICAL PRINCIPLES AND RULES

Responsibility

The Ethical Principles and Rules of the Kaced Association's Ethical Values and Open Governance Committee are responsible for the application of the Ethical Principles and Rules. More comprehensive information about EDAYK's structure is provided in the next section. The Kaced Association can also establish sub-committees to give direction on issues related to the Ethical Principles and Rules, provide guidance in case of investigations and settle these issues.

Access to Ethical Principles and Rules

The Kaced Association gives all its members, as well as the members and employees of the executive and auditing boards a copy of the Ethical Principles and Rules. The Kaced Association also organizes, from time to time, training programs about the Ethical Principles and Rules and other Kaced Association policies.

Investigation

The Kaced Association takes seriously and investigates all potential violation reports related to the Ethical Principles and Rules. The EDAYK Committee manager evaluates the situation and decides on the proper course of action. Every person who is investigated for a potential violation of the Ethical Principles and Rules is granted a chance to state the final judgment.

These Ethical Principles and Rules introduce objectives and expectations about individual and institutional movements. It is out of the question for them to establish an employment relationship, guarantee the continuity of employment or cause anyone to derive a right. The Ethical Principles and Rules can be altered at the sole discretion of the Kaced Association.

BASIC PRINCIPLES OF THE ETHICAL VALUES AND OPEN GOVERNANCE COMMITTEE (EDAYK)...

Mission

To provide guidance and application feedback to the Kaced Association for the adoption, development and implementation of the principles and understanding of the Ethical Values and Open Governance.

Vision

To improve the reputation of the country through NGOs managed by individuals who have adopted the ethical values.

Purpose

The Ethical Values and Open Governance Committee (EDAYK) targets becoming a pioneer for the Kaced Association and the non-governmental organizations operating in the Black Sea Region, by putting into practice within its own body the *Ethical Values and Open Governance* principles, on which the Committee bases its activities for the recognition, adoption and implementation thereof through best practices. All activities of EDAYK shall be based on the principles of "Ethics", "Equity", "Transparency", "Accountability", "Responsibility", "conformity with the relevant laws and legislations while carrying out its activities" and "compliance with the global of human rights principles" of corporate governance. Utmost care shall be taken to ensure efficient management of the Kaced Association's resources, auditing and transparent tender processes.

Our Values

Whereas our mission clarifies our *raison d'être* most simply, our vision determines our objective at the social level. We are aware that this objective is a journey, rather than an end. Our Committee is our guide inspiring and leading us, and drawing our lines, in our journey towards achieving our objective.

Principles of transparency, equity, responsibility and accountability constitute the essence of all administrative functions and decision-making mechanisms of the association. We believe that the NGO ethics has an extensive definition involving not only respect for the current stakeholder rights but also respect for the future stakeholders' rights through sensitive and effective use of natural resources within the framework of the principle of sustainability, far beyond shifting to illegal or immoral ways. We want to see as our members the representatives of the rights-based NGOs operating in the Black Sea Region, which have adopted as an objective a continuous development in this consciousness and sense of responsibility, and, with their valuable contributions, maintain our studies to place a commitment to the principles of civil society ethics at the heart of the way and sense of doing business.

Members of EDAYK shall declare their belief in the 13 basic principles forming the core of the responsible governance model; reflect their volunteerism for following these principles on their administrative structures and the policies of the association; and show utmost care to making business ethics a corporate culture.

Ethical Values and Open Governance Committee (EDAYK) shall;

1. Demand that all the people and organizations forming the social structure or using public power act in an open, honest, legal, ethical, traceable and accountable manner; and continue their operations within the framework of the same principles.
2. Provide timely, explicit and accurate information to the relevant parties, while carrying out its activities to accomplish its purposes.
3. Believe in democracy and acknowledge that the objective of an open and transparent society is an essential element of democracy.

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4. Have no political preference, be impartial and stand at an equal distance to all political parties and groups that are a part of domestic and foreign politics, institutions, associations and foundations.
 5. Fight with the fundamental and systematic reasons of corruption, with courage and resolution, instead of focusing on individual people and cases.
 6. Believe that corruption will be prevented by increasing transparency, establishing transparency standards, establishing the necessary mechanisms and bodies, and ensuring civil initiative in social life.
 7. Base its stand in the face of incidents on impartial, scientific and professional analyses and researches.
 8. Not accept any financial support that could adversely affect or restrict its free, impartial and independent attitude, even if it will act in cooperation with numerous people, institutions and organizations both in Turkey and abroad, to achieve its purposes.
 9. Respect fundamental rights and freedoms; and target creating a culture that is participative, democratic and open-minded to changes.
 10. Aim at creating a constructive, unifier, embracing and result-oriented structure rather than a polarizing and aggressive one.

ANNEX 1: ETHICAL VALUES AND OPEN GOVERNANCE COMMITTEE (EDAYK) MEMBERSHIP STATEMENT

As the members of the Ethical Values and Open Governance Committee (EDAYK),
we hereby declare that...

In all our activities, we shall conform to all national legislation we are subject to, including the Constitution of the Republic of Turkey, and all international agreements and regulations the Republic of Turkey is a party to.

We shall exercise due diligence to make sure that the statements we make and the reports we present are true and present the information mentioned in those statements and reports in an accurate, comprehensible and timely manner.

We shall accept accuracy and transparency as our primary values in all our business processes and relationships.

We shall exert maximum effort and show utmost care to make business ethics a building stone of our corporate culture.

We shall furnish our employees with the conscious, rules and practices that will keep them aloof from conflicts of interest and we also prohibit and audit their deriving personal benefits from their current positions.

We shall prohibit our employees from receiving gifts that could affect their impartial decisions and behaviors, and, to the same end, from offering gifts.

While conducting our activities and procedures, we shall stand at an equal distance to all public institutions and organizations, administrative entities, non-governmental organizations and political parties, without any expectation of benefit.

We shall not lead to and condone corruption in our procedures, and we shall fight against corruption.

We shall avoid unfair competition, pursue fair competition and protection of consumer rights, and improve all our practices in that direction.

We shall strictly refrain from informal employment, observe occupational health and safety, and promote fair employment of youth, women and disability employment.

We shall develop practices that will ensure the extension of all these principles, understanding and practices of business ethics to all our influence areas, including our business partners and suppliers.

We shall declare our support for 10 basic principles constituting the essence of the United National Global Compact and reflect our volunteerism for following these principles on our administrative structure and corporate policies.

ANNEX 2: THE KACED ASSOCIATION SOCIAL MEDIA MANUAL

The purpose of this guide is to determine the principles related to sharing on social media the news on Kaced Association or the opinions of Kaced Association by the employees, volunteers and members of our association and ensure social media communication in conformity with our bylaw.

The Guide is also used a basic vehicle in managing the communication and reputation risks in the following areas:

1. Control of occupational, social, personal and legal risks of our employees, volunteers or members, which could rise in social media communications related to Kaced Association, within or out of working hours.
2. Protection of the privacy of our employees, volunteers and members.
3. Ensuring conformity with the information security and privacy policy of our society.
4. Control of legal responsibilities that could affect our society or members, which may arise due to social media sharing, and prevention of behaviors contrary to the Kaced Association's Code of Ethics.

BE HONEST

Avoid giving misleading information about your role, duties and responsibilities as a part of KACED ASSOCIATION's administrative staff.

PROTECT THE REPUTATION OF KACED ASSOCIATION AND ITS MEMBERS

Do not share any information you are not authorized to share about the society or its members. Do not make any comments.

DO NOT SHARE ANY SENSITIVE ADMINISTRATIVE INFORMATION

Issues like KACED ASSOCIATION's decision-making processes and way of doing business reflect the will of the executive board. Information about our administrative processes shall be publicly shared on our website, following the transparency policy of our society.

DO NOT DECREASE YOUR PERFORMANCE

Do not let social media usage decrease your performance within working hours. When you take a break from your work, please do not allow social media, which we promote to be used as a means of socialization and learning, to overshadow your responsibilities to our society.

PAY ATTENTION TO DATA SECURITY

Avoid sharing any information that would mean a violation of the confidentiality policy of Kaced Association.

THINK TWICE BEFORE SENDING

Remember our Regulations, code of ethics and bylaw. Think twice before pressing the SEND button.

Distinguished members, volunteers and employees,

Please remember that, as a responsible individual of the Kaced Association family, every statement you make and every word you say on social media and similar media will directly affect our society and the reputation of our members.

Warning our society and you about certain risks, this document features a manual.

For further information about your rights and responsibilities, please refer to the Kaced Association Regulations, Kaced Association Code of Ethics and Kaced Association Bylaw.

No warning in this manual shall be construed as contrary to the law regulating the exercise of membership rights and employee rights.