

Human Resources Manual



Implemented July 2025 | Version 1.1

I. Purpose and Scope

This manual aims to define the human resources policies, procedures, and standards of YEÇED to ensure fair, transparent, and effective management of personnel. It applies to all employees, interns, consultants, and volunteers.

II. Guiding Principles

- **Non-discrimination and Equal Opportunity:** All staff-related decisions will be made without regard to race, religion, gender, age, disability, sexual orientation, political affiliation, or nationality.
- **Transparency and Accountability:** All recruitment, promotion, and disciplinary actions will follow clear procedures.
- **Respect and Dignity:** All staff are expected to treat one another with professionalism and mutual respect.
- **Ethics and Integrity:** All personnel must adhere to YEÇED's Code of Conduct and the UN's ethical standards.
- **Zero Tolerance for Harassment and Abuse:** YEÇED maintains a zero-tolerance policy toward harassment, abuse, exploitation, or discrimination.

III. Recruitment and Selection

- Recruitment must be merit-based and follow open, fair, and competitive processes.
- Job descriptions must be clearly defined.
- Selection panels must include gender and diversity representation.
- Reference checks and safeguarding disclosures are mandatory.

IV. Contract Types and Categories

Staff: Fixed-term or project-based employees

Volunteers: Unpaid individuals offering their time

Interns: Individuals gaining work experience for a limited time

All contracts must comply with local labor law and donor requirements.

V. Orientation and Onboarding

All new personnel will receive an induction that includes:

- Organizational values and mission
- Code of Conduct and PSEA policy
- Security and safety procedures
- Rights and responsibilities
- Detailed Overview of the Organizational Structure and Roles/Responsibilities

VI. Performance Management

- Performance evaluations will be conducted annually.
- Goals must be clear, measurable, and linked to organizational strategy.
- Underperformance must be addressed through a documented improvement plan.

VII. Compensation and Benefits

- Salaries are set according to internal salary scales and reviewed periodically.
- Benefits may include social security, annual leave, sick leave, maternity/paternity leave, and professional development opportunities.
- All payments must comply with applicable tax laws.

VIII. Leave Policy

Annual Leave:

Employees are entitled to paid annual leave after having worked for the same employer for at least one year.

The duration of annual leave is as follows:

- 14 working days for employees with 1 to 5 years of service (inclusive),
- 20 working days for employees with 5 to 15 years of service (inclusive),
- 26 working days for employees with more than 15 years of service.

Weekly Rest Day:

Employees must be granted a minimum of twenty-four hours of uninterrupted weekly rest within each seven-day period.

National and Public Holidays:

Official holiday procedures are observed on national and public holidays.

Excuse Leave (Leave of Absence):

In cases such as sick leave, marriage leave, maternity leave, nursing leave, bereavement leave, paternity leave, and companion care leave, the standards of the Turkish Labor Law are followed.

Unpaid Leave:

This is a type of leave during which the employment contract is suspended for a mutually agreed period between the employer and the employee, and it can only be granted with managerial approval.

IX. Training and Capacity Building

YEÇED supports continuous learning through:

- Internal and external trainings
- Participation in conferences and workshops
- Individual development plans
- Mandatory compliance training (e.g., safeguarding)

X. Disciplinary and Grievance Procedures

- A clear process exists for reporting misconduct.
- Complaints will be treated confidentially and investigated fairly.
- Disciplinary actions may include warning, suspension, or termination.
- Whistleblower protection is ensured.

XI. Exit Procedures

- Exit interviews are conducted to collect feedback.
- Clearance forms must be completed.
- Final payments are made according to contract terms.

XII. Monitoring and Review

This manual will be reviewed annually to ensure it remains aligned with organizational changes, national laws, and donor/UN standards. Revisions require Board approval.

Children of Earth Association

Karagumruk. Viran Odaları St. Nu: 15 Fatih/İstanbul, 0(212) 909 20 45

yecedorg@gmail.com - www.yeced.org/en