

## CODE OF ETHICS

1. Rendering service in line with the vision and mission of the International Agricultural Research and Training Center (UTAEM) by considering the national interests and welfare of society.
2. Complying with the service standards and processes; the ones who get service from UTAEM is informed appropriately.
3. Legal procedures and justice are superior facts.
4. Non-discrimination (gender, language, religion, race, sect etc.) principle is pursued.
5. No room for gossip.
6. Humanity, courtesy and mutual respect are prerequisite for the relations.
7. Duties and authorities as well as terms of references and distribution of works are indicated clearly, comprehensively and consistently without need to any interpretation.
8. Impartiality and fairness principles are pursued in the administrative processes.
9. Decisions are taken impartially and independently.
10. Participatory approach is followed in activities and decisions.
11. In case of conflicts, personal interests do not supersede public interest.
12. The owner of knowledge and the person who perform any specific activity are respected and get her/his rights.
13. It is not allowed any conflict between the professions and disciplines.
14. Constructive approach is adopted to increase the capacity of the personnel.
15. Open-door policy is followed by the top managers for all personnel.
16. Personnel is encouraged and their role within the Institution is appreciated.
17. Personnel is benefited from the advantages of the institution in fair and equitable way.
18. All personnel behave in building trust for public service by considering the respect of the duty.
19. Corporate involvement is adopted and the institution is represented appropriately in every place and time.
20. Personnel serves as a model with their behavior and attitudes.
21. Personnel is aware of their responsibilities and perform their duties on time and properly.
22. Personnel uses the resources and facilities of the institution impartially for the intended purposes without causing any loss and wasting.
23. Personnel tries to be creative for their efforts and perform their tasks wholeheartedly.
24. Managers and staff listen each other thoroughly.
25. Managers and staff trust each other.
26. Staff are open to cooperate and share experiences between each other.
27. No-biased approach for the staff and they have a chance to show their potential.
28. The mental and physiological health of the staff are of importance and due care and diligence are exercised for that purpose.
29. Suitable working environment is formed for ensuring the smooth communication among the staff.
30. Social events are organized so as to ensure close relations among the staff.

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