

INCLUSION AND EQUALITY POLICY

CSR TURKEY is a non-political charitable organisation that provides free, confidential, impartial and independent information about legal rights and responsibilities. CSR TURKEY promotes equality, non-discrimination and diversity in and out of its workplace and has a zero tolerance policy in its offices when it comes to discrimination and abuse.

As an employer CSR TURKEY celebrates difference and values everyone. CSR TURKEY actively seeks to avoid discrimination and harassment in its workplaces and works to empower those who face structural barriers towards employment due to factors including but not limited to their gender, ethnicity or disability. Volunteers and staff need to adhere the following rules at all times:

1- Every employee and volunteer of CSR TURKEY deserves to be treated with respect and dignity. CSR TURKEY will not tolerate any direct or indirect discrimination or any harassment towards its staff due to their:

- ❖ Religion
- ❖ Race
- ❖ Ethnicity
- ❖ Gender
- ❖ Sexual orientation
- ❖ Pregnancy status
- ❖ Marriage status
- ❖ Age
- ❖ Disability

No form of bullying, threatening behaviour, intimidation or harassment will be tolerated in this workplace. If you believe you have been a victim of these or if you witness any such behaviour please inform your manager. Nobody shall be disadvantaged in this workplace for reporting such concerns.

- 2-** Indirect forms of discrimination or harassment is not allowed (for example non-cooperation and/or isolation of a person from a work situation, gossiping, persistent and unjustified criticism, ridicule, insulting language or gestures...)
- 3-** Any sexual advances should be avoided including unnecessary physical contact or display of inappropriate material.

TÜRKİYE KURUMSAL SOSYAL SORUMLULUK DERNEĞİ
CORPORATE SOCIAL RESPONSIBILITY ASSOCIATION OF TURKEY



CSR TURKEY is committed to these principles and upholds them towards its staff and volunteers at all times including but not limited to recruitment, training and promotion processes.

As a service provider CSR TURKEY expects its employees and volunteers to promote these values in the workplace both towards staff members/volunteers and towards service users.

Volunteers and staff need to adhere to following rules at all times:

- 1-** Never refuse service to any service user or limit anyone's access to services based on your personal feelings towards them or based on their:
 - ❖ Religion
 - ❖ Race
 - ❖ Ethnicity
 - ❖ Gender
 - ❖ Sexual orientation
 - ❖ Pregnancy status
 - ❖ Marriage status
 - ❖ Age
 - ❖ Disability
- 2-** Never use insulting language in front of service users even if you do it jokingly.
- 3-** Never make vulgar, humiliating or sexual jokes in front of service users or about service users.
- 4-** Never accept any personal gifts or favours from a service user.
- 5-** Never have any physical contact with service users even if they initiate it.

İSTANBUL

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