FLEXIBLE WORKING POLICY

Within the framework of Istanbul Beykent University's Flexible Working Policy, the aim is to adopt flexible working practices to enhance employees' work-life balance, motivation, and commitment, reduce carbon footprint, and facilitate access to various working groups.

Core Values

The core values upon which Istanbul Beykent University's Diversity and Inclusion Policy is based are outlined below:

1. **Work-Life Balance:** Supporting employees in establishing a healthy balance between their personal lives and job requirements to enhance well-being and productivity.

2. **Sustainability:** Contributing to environmental sustainability through practices such as remote work and flexible working hours, reducing carbon footprint, and embracing an environmentally responsible approach.

3. **Innovation and Creativity:** Encouraging innovation and creativity by supporting different working models and bringing together diverse working groups within a flexible working environment.

4. **Collaboration and Teamwork:** Supporting teamwork through shared office spaces and digital collaboration tools, enhancing interaction between different units.

5. **Business Ethics and Trust:** Promoting ethical behavior, building trust, and fostering a strong ethical culture within the university community.

6. **Social Commitment:** Strengthening a sense of unity and solidarity within the community, supporting social activities, and facilitating connections among employees through the flexible working environment.

Strategies of the Flexible Working Policy

The basic elements of the Flexible Working Policy, shaped around the university's core values, include:

1. Enhancing both productivity and employee satisfaction by providing freedom in choosing the most suitable working arrangements.

2. Supporting flexible working policies to facilitate a balance between employees' personal lives and job requirements.

3. Providing the necessary equipment and infrastructure support for remote work processes.

4. Embracing practices such as remote work and flexible working hours to reduce traffic congestion and decrease carbon footprint.

5. Encouraging effective participation of employees with different profiles and needs in work processes through flexible working practices.

6. Fairly offering flexible working opportunities to all employees and ensuring that these practices prevent discrimination based on factors such as gender, age, ethnicity, and disability status.

Objectives of the Flexible Working Policy

The objectives of the policy are as follows:

1. Increase employee motivation and commitment.

2. Enhance productivity.

3. Reduce stress levels and increase productivity.

4. Decrease staff turnover.

5. Lower preventable absenteeism rates.

6. Strengthen technological infrastructure and provide tools that enable effective communication among employees.

7. Promote creative thinking and innovation through flexible working practices.

Assessments are conducted to monitor the achievement of these objectives, and corrective and continuous improvement measures are taken when necessary.