

	SCHOOL OF FOREIGN LANGUAGES Corporate Complaint Management Legislation And Directives	Document No	YD.085
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1. ALKU Directive on Reporting Errors, Irregularities and Corruption

- It has been prepared based on legal frameworks such as the Public Financial Management and Control Law No. 5018, the Civil Servants Law No. 657, and the Law No. 3071 on the Right to Petition.
- Objective: To ensure that the stakeholders serving the university can express their allegations of error/irregularity/corruption related to business, transactions or administrative practices.
- Scope: All real and legal persons, including academic/administrative staff.
- In addition, it guides disciplinary processes for personnel complaints, suggestions or possible irregularity reports.

2. ALKU Personnel Department – Disciplinary and Complaint Processes

- Within the scope of Laws No. 657 and 2547, there are rules such as disciplinary investigations, the right to defense, complainant and witness statements, and warning penalties that can be given as a result of irregular applications.
- Documents such as “Complainant Statement Report” and “Suspect Defense Report” are used in the process.

Equity and Forms

- **On the website of the Personnel Department**, there are guidance texts, minute templates and documents related to the complaint and disciplinary processes.

Summary Table

Source / Regulation	Description
Directive on Reporting Errors, Irregularities and Corruption	Basic guide for raising, evaluating, and resolving internal complaints <u>Alanya Alaaddin Keykubat University</u>
Disciplinary and Complaint Processes	Complaints, disciplinary investigation processes, complainant statements, and procedures related to the right to defense; <u>ALKU Personnel Directorate, Acts Requiring Warning Penalties</u> , Investigation Guide, Disciplinary Investigation
Personnel Department Web Resources	Relevant minutes examples, guidelines, forms, and process flows; <u>Alanya Alaaddin Keykubat University Discipline Department Directorate</u>

Prepared by	System Authorization	Approval for Enforcement
Departmental Quality Assurance Officer	Quality Assurance Coordinator	Executive Management