



Code of Conduct

Odaklanın!
İyilik Olsun

ODAK

Edition: 2025 Edition

Approved by: Board of Directors

Reviewed by: Supervisory Board & Legal and Compliance Committee

Effective Date

12 April 2025

01.

Foreword

Odak NGO | Code of Conduct

The Odak NGO Code of Conduct reflects our shared commitment to compassion, integrity, and responsibility. It is the ethical foundation of who we are — a humanitarian organization born in Türkiye, working to empower individuals and communities affected by poverty, disasters, and displacement.

This Code guides us in everything we do — from emergency response to long-term development, from field work to administration, from community dialogue to international partnerships. It reminds us that how we work is as important as what we achieve.

Every member of Odak — employees, volunteers, consultants, and partners — represents our values in action. Upholding this Code means protecting the people we serve, respecting one another, and ensuring that our work continues to build a more just, inclusive, and resilient civil society.





Odak is a Turkish Non-Governmental Organization not affiliated with any religion, sect or political entity.

It is dedicated to providing various forms of social assistance to people struggling with economic difficulties, affected by disasters or conflicts, and victims of forced migration, and to support the building of a qualified and empowered civil society in Türkiye that provides effective and sustainable services.

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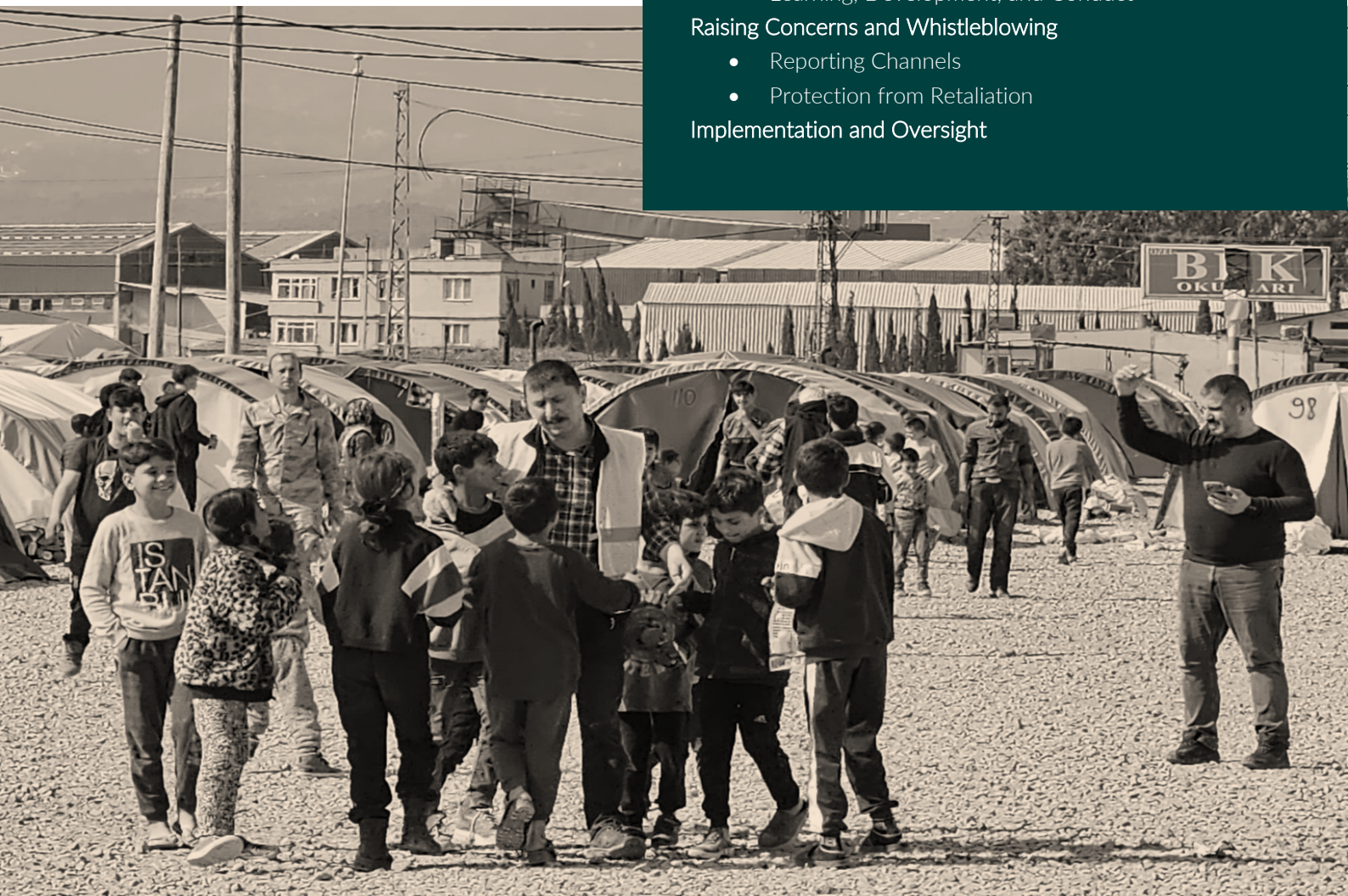
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About ODAK



Founded in Ankara in 2018, Odak NGO (Odak Derneği) was established with a comprehensive vision to inspire societal progress and spread goodness through focus and achievable action. Registered under the official identity number 06-133-104, Odak represents a civic movement that aims to reach all segments of society — prioritizing fairness, solidarity, and the belief that meaningful change begins with purpose. Guided by the principle of creating a fair, equitable, and livable world, Odak works to strengthen civil society, foster participation, and promote collective growth. Our mission is to enhance the quality of life for individuals by meeting essential needs such as shelter, nutrition, hygiene, clean water, education, and social inclusion — because every individual is a global citizen deserving of dignity and hope.

Through strong community networks and partnerships, Odak brings together experts, academics, and local leaders to exchange perspectives, encourage learning, and generate innovative solutions to social challenges. Each initiative we conduct aims to reinforce social responsibility, build civic capacity, and promote collaboration across diverse segments of society.

We believe that sustainable transformation can only be achieved through participation, solidarity, and creativity. Every supporter and volunteer who stands with us is a vital part of this shared journey — helping us spread kindness, amplify voices, and shape a more compassionate and empowered future for all.



Our Values

02.

Our values define the character of Odak NGO and guide our daily decisions, relationships, and actions. They are both moral commitments and operational principles.

Ethical Foundation

The moral compass that shapes how we act, decide, and represent Odak.

Integrity – We uphold honesty, transparency, and moral courage in all our actions. We do what is right, even when it is difficult or unseen. Ethical behavior is not optional — it is the standard we live by.

Accountability – We are answerable to the communities we serve, the donors who trust us, and the principles that define our existence. Every decision, every expenditure, and every project must withstand public scrutiny.

Human-Centered Approach

The spirit that connects us with people and gives meaning to our mission.

Humanity – We place the well-being and dignity of every person at the center of our mission. Compassion is not only what we deliver — it is how we operate.

Respect and Inclusion – We listen to different voices, embrace diversity, and create spaces where everyone feels valued, protected, and free to contribute. We respect cultural differences while safeguarding universal human rights.

Partnership and Progress

The driving force that turns our focus into collective progress and lasting impact.

Solidarity – We work collaboratively across communities, institutions, and disciplines to uphold humanitarian principles and strengthen the ecosystem of civil society in Türkiye and beyond. Together, we are stronger and more effective.

Innovation – We seek creative, sustainable, and locally grounded solutions to complex social challenges. We learn, adapt, and improve continuously — because meaningful progress comes from thoughtful change.

03.

Purpose & Scope

This Code applies to all individuals engaged with **Odak NGO (Odak Derneği)**, including staff, volunteers, consultants, and implementing partners.

Its purpose is to:

- Promote a unified culture of ethics, respect, and accountability.
- Protect the rights, dignity, and safety of those we serve.
- Prevent misconduct, abuse of power, and misuse of resources.
- Guide decision-making in alignment with Odak's humanitarian mission.



All Odak representatives are required to:

- Read, understand, and commit to this Code.
- Follow all related policies and procedures.
- Report any breaches to the Legal and Compliance Committee.

Acting with **Integrity & Accountability**

04.

Fraud, Bribery, and Corruption

Odak NGO has a **zero-tolerance policy** toward any form of fraud, bribery, or corruption. Such acts violate not only the law but also our humanitarian mandate.

- Do not offer or accept bribes, kickbacks, or facilitation payments.
- Ensure that funds, donations, and aid resources are used solely for their intended purpose.
- Report any suspected misconduct immediately to the **Legal and Compliance Committee**.

Gifts and Hospitality

Any gifts, hospitality, or favors must never compromise professional judgment or create the appearance of bias.

- Seek prior written approval before offering or accepting gifts.
- Decline any gesture that could influence or appear to influence decision-making.

Conflict of Interest

Objectivity and impartiality are essential to Odak's credibility.

- Disclose any personal, financial, or family relationships that may affect impartiality.
- Avoid situations that could create a real or perceived conflict of interest.



05.

Respect for **Human Rights
& Dignity****Equality, Diversity, and Non-Discrimination**

Odak promotes equality and inclusion for all. Discrimination, harassment, and abuse are incompatible with our mission.

- Treat every person with dignity and empathy.
- Respect cultural differences while upholding universal human rights.
- Report any form of harassment, discrimination, or bullying immediately.

Safeguarding and Child Protection

Odak is committed to creating a safe environment for children, women, and vulnerable adults.

- Sexual exploitation, abuse, and harassment (SEA) are strictly prohibited.
- No staff or representative may engage in sexual relationships with beneficiaries or exchange goods, services, or favors for sex.
- Report any safeguarding concerns confidentially.

Human Trafficking and Exploitation

Odak opposes all forms of forced labor, modern slavery, and human trafficking.

- Remain alert to indicators of exploitation in Odak's operations or partners' activities.
- Report concerns through the appropriate channels.



06. Responsible Use of Information & Resources



Data Protection and Privacy

Odak respects privacy and complies with national and international data protection standards.

- Collect and store personal data only when necessary and lawfully.
- Keep sensitive information secure and confidential.
- Report data breaches immediately to the Legal and Compliance Committee.
-

Use of Technology and Communication

- Use organizational technology, email, and digital tools ethically and professionally.
- Do not engage in illegal, offensive, or discriminatory online behavior.
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Confidential and Sensitive Information

Information shared with Odak by donors, partners, or beneficiaries must remain protected.

- Never share, reproduce, or misuse confidential materials without authorization.
- Notify the Legal and Compliance Committee if a breach of confidentiality occurs.

Partnerships, Procurement & Funding Integrity 07.

Odak NGO builds partnerships based on fairness, transparency, and mutual respect.

- Conduct due diligence before partnering or contracting.
- Ensure procurement and purchasing processes are impartial, documented, and auditable.
- Use donor funds responsibly, following both internal and donor-specific requirements.
- Promote environmental responsibility in every project by minimizing waste and resource use.

Financial transparency is essential to our legitimacy and sustainability. All expenditures, grants, and donations must be recorded accurately and verifiably.

Healthy and Safe Working Environment 08.

Odak strives to maintain a workplace that is healthy, inclusive, and supportive.

- Report any unsafe condition, harassment, or violence immediately.
- Participate in training related to safety, mental health, and well-being.
- Respect work-life balance and create an environment that fosters trust and collaboration.

Raising Concerns & Whistleblowing

09.



Odak encourages open communication and the courage to speak up. Anyone who suspects a breach of this Code or other misconduct must report it through one of the following:

- The **Legal and Compliance Committee**, or
- The **Confidential Whistleblowing E-mail**.

All reports are handled sensitively, investigated fairly, and treated with strict confidentiality.

Non-Retaliation Guarantee:

Odak NGO prohibits any retaliation against individuals who report concerns in good faith. Anyone found retaliating will be subject to disciplinary action by the **Board of Directors** and oversight from the **Supervisory Board**.

Confidential Whistleblowing E-mail:
report@odakdernegi.org

10. Implementation

- The **Board of Directors** approves and oversees the Code's application.
- The **Supervisory Board** ensures transparency and reviews compliance across operations.
- The **Legal and Compliance Committee** monitors adherence, investigates breaches, and provides guidance on ethical issues.

Together, these bodies ensure that Odak NGO operates with the highest standards of ethics, respect, and accountability — staying true to our mission of empowering people, protecting dignity, and strengthening civil society in Türkiye.

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**Focus, and let
goodness follow!**