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1. PURPOSE

The purpose of this procedure is to set forth the security practices employed at the entrance and exit points, on-campus traffic rules, disciplinary proceedings, and the principles and procedures for security checks and inspections on the Özyeğin University Çekmeköy Campus.

2. SCOPE

This document applies to everyone accessing or leaving the Özyeğin University campus.

3. ROLES AND RESPONSIBILITIES

3.1. This procedure is executed by the Secretary General's Office.

3.2. The procedure is prepared, revised, and implemented by the Health & Safety and Environment Department.

4. DEFINITIONS AND ABBREVIATIONS

Health & Safety and Environment: The Health & Safety and Environment will be referred as HSE hereinafter.

Dormitory Management: Accommodation Services Management

Technical Services: Technical Services Unit

HR: Human Resources

System Management: System Management Unit

IT: Information Technologies Directorate

Lost & Found Office: Lost & Found is an office where found items are kept for a temporary period of time. The office is located in the Security Center on Floor -2, AB1.

University: Özyeğin University

Solution Center: The Solution Center is a software program developed to provide fast and effective solutions to problems pertaining to on-campus services at Özyeğin University. The Solution Center collects requests, comments, recommendations and complaints submitted by staff and students and refers them to the appropriate authorities. Users may access the Solution Center at <http://solutioncenter.ozyegin.edu.tr>.

5. GENERAL PROVISIONS

A report and a record will be prepared for all on-campus incidents which are reported, witnessed, or experienced, including the violation of traffic rules, fires, theft, sabotage, abuse, harassment and accepting guests without permission. The respective units will be notified via these reports and records.

5.1. Non-Smoking Areas: Smoking is prohibited in campus buildings.

5.2. Being in Possession of a Firearm or Sharp Object: Being in possession of any firearm of any nature, even if licensed, any sharp objects, fireworks, or explosives is strictly prohibited on campus.

5.3. Declaration of Identity: Identification should be provided if asked by security staff. The members of OzU must produce their University ID Cards, while other individuals who are not affiliated with OzU must present an official ID Card which bears their Passport Number or residential card.

5.4. Security staff may perform vehicle or bag searches in accordance with effective laws and legislations, when necessary.

5.5. The HSE department has the authority to respond to any on-campus incident or any report about such incidents, which may arise during on-campus events. Criminal incidents are referred to law enforcement agencies following the approval of the Rector's Office and the Office of the Secretary General.

5.6. Anyone or any group that disrupts order on campus will be escorted off campus by the HSE department based on the directives of the authorities.

6. METHOD

6.1. General Campus Rules

6.1.1. In the case of a detected or reported **fight**, Security staff conducts a preliminary investigation, and prepares a report or keeps a record about the parties involved in the fight.

6.1.1.1. Security staff collects information from the parties either directly or indirectly involved in the fight in order to prepare the report/record.

6.1.1.2. Should the fight take place among dormitory residents, the report/record is prepared in cooperation with dormitory staff.

6.1.1.3. The relevant units are notified of the fight.

6.1.1.4. All of the incident reports/records and the statements of defense are submitted to the Office of the Secretary General.

6.1.2. In the case of **an abuse/harassment**, a report is prepared. The law enforcement agencies are notified, subject to the approval of the University management. The report is then submitted to the Office of the Secretary General.

6.1.3. In the case of a **quarrel**, a report is issued about the parties involved. The report is then submitted to the Office of the Secretary General.

6.1.4. In the case of **noise**, the necessary actions are taken to stop students from making a noise or disturbing the peace on campus. Students are prevented from turning the volume of electronic equipment such as TV, stereo, and computer, up too much, including while listening to music in their vehicles. The students are warned twice. At the third warning, a report is prepared against the students and submitted to the respective units.

6.1.5. Campus Traffic Rules Everyone on campus is expected to abide by the campus traffic rules. The list of our campus traffic rules is available in Attachment 2.

6.1.5.1. Penal sanctions to be applied in case of a violation of on-campus traffic rules are listed in Attachment 3.

6.1.5.2. Drivers must have a parking permit in order to have access to the campus or the on-campus parking garages/lots for security purposes. The on-campus parking garages/lots are listed in Attachment 4.

6.1.5.3. Parking permits are issued based on the administrative decisions rendered at the beginning of each semester or at the New Year. A fee is charged for the parking permits.

6.1.5.4. The fees, distribution dates, and distribution point of the parking permits are announced in advance.

6.1.5.5. Hosts are responsible for their visitors.

6.1.6. Compensation of Damage to Shared Spaces

6.1.6.1. In case of any damage to property in the shared spaces in campus buildings, the damaging party is responsible for compensating all damage sustained. All damages sustained are reported to the respective unit.

6.1.6.2. Stakeholders cannot interfere or tamper with networking hardware (i.e. sockets, cables, etc.) or affect the use of Özyeğin University's IT resources in a way that threatens on-campus security. In such a case, the situation is reported to the respective unit.

6.2.Rules for Students

- 6.2.1.** The students must register their guests with Security staff prior to their arrival, and meet their guests at the Security Point.
- 6.2.2.** The parents of students may enter the campus with their private cars. The students must meet their parents at the security point. If the parents are expected to arrive while the students are in class, the students must send their parents' details via email to guvenlik@ozyegin.edu.tr mail addresses. The parents may access the campus by leaving ID cards in line with the students' request. A report is prepared against parents and students who fail to leave the campus after the visiting hours (excluding those who have obtained permission from the Dormitory Management to stay overnight at the OzU dormitories). The parents are not granted access to the campus unless the students accept.
- 6.2.3.** Guests are the students' responsibility.

6.3.Rules for Faculty and Staff

- 6.3.1.** Özyeğin University employees must register their guests with Security staff at the main entrance prior to their arrival. Pre-registered guests are asked to leave their ID Cards at the security point. The guest's identification details are entered into the computer system. Guests may park their vehicles in the outdoor parking lots. Guests are not allowed to use the indoor parking garages. Security staff and/or staff at the Information Desk accompanies guests to their hosts.
- 6.3.2.** The staff member is notified by phone of his/her guest's arrival. If the staff member accepts the guest, the guest is granted access to the campus, and provided with necessary guidance. If the staff member declines the guest, the guest is not granted access to the campus, and is informed that either the host is in a meeting or could not be reached at that moment.
- 6.3.3.** Hosts are held responsible for the actions of their guests within the campus premises, and indemnify the University for all losses and damage sustained in connection with or out of the actions of their guests.

6.4.Rules for Subcontractors' Staff

- 6.4.1.** In a case where the University or campus rules are breached, a report is prepared against the parties involved. The report is then submitted to the Office of the Secretary General. Also, the respective unit's manager is notified.
- 6.4.2.** The staff of subcontractors must provide their ID cards (which bear their TR Identity Numbers) in order to have access to the campus. Failure to provide an identity card will result in denial of access to the campus. Providers who fail to adhere to the University's rules for receiving goods (i.e. rules of access, identification, traffic procedures, etc.) are warned. The second repetition of the same violation results in denial of access to the campus.
- 6.4.3.** Subcontractors who breach the campus rules are denied access to the campus, regardless of their reason.
- 6.4.4.** The staff of subcontractors and on-campus businesses are not allowed to accept guests on-campus. These staff members must see their guests outside of the campus.

6.5.Rules of Access For Visitors

- 6.5.1.** All visitors/guests must abide by the following rules of access in order to be eligible to access the Özyeğin University campus.
- 6.5.2.** Everyone requesting access to the campus is required to show proper identification to security staff. Therefore, guests are asked to leave their ID Cards at the security point. The guest's identification details are entered into the computer system. The

guest is provided with a guest/visitor badge, and is asked to wear this at all times on campus.

- 6.5.3.** Visiting hours are between 08:00 and 23:00
- 6.5.4.** Hosts are held responsible for all of the outcomes which may result from the actions of their guests who are in breach of the on-campus security rules.
- 6.5.5.** A criminal complaint is filed at the law enforcement agencies or the public prosecutor's offices against any guest who commits a crime on-campus.
- 6.5.6.** Any person/group whose access is not deemed suitable during the security controls performed at the campus entrances are denied access.
- 6.5.7.** Guests must use their own identification cards to access the campus. Guests are not allowed to access campus using another student's ID card. Should be it determined that a guest attempted to access campus using another student's identification card, the student is reported. The guest is permanently denied access to the campus.
- 6.5.8.** In a case where the guest needs to leave with Özyeğin University's property, the guest is asked to provide proof of approval and/or confirmation which is signed by the respective department head to grant the guest the right to take Özyeğin University's property outside of the campus.
- 6.5.9.** Should the guest need to stay on the campus after 23:00, the host must inform the security in advance. Guests who fail to leave the campus after 23:00 are escorted out of the campus by the security staff, unless they were previously signed in. If the host is a dorm resident, the security staff contacts the dormitory staff to escort the guest out of the campus.
- 6.5.10.** In exceptional circumstances, guests who are not registered with the Dormitory Management in advance may be allowed to stay overnight at the Student Center. Security staff checks the guest periodically during the night.
- 6.5.11.** In a case where a material owned by OzU needs to be taken outside of the campus, the respective unit must prepare a "material issue note". The note must contain sufficient information about the material, including the type of material, quantity, destination (where it will be taken to), and the plate number of the vehicle in which it will be transported. Unless the material issue note is available, it is not allowed to take an OzU material/property outside of the campus. In the absence of a material issue note, security staff will act in accordance with the written decision which the respective unit will render and submit to security staff.

7. DISCIPLINARY OFFENCES

All the stakeholders on the Özyeğin University campus must adhere to the rules specified in the Özyeğin University Security Directives prepared by Özyeğin University. Furthermore, all the acts and actions which are considered disciplinary offences in the Rules and Regulations for Student Discipline at Higher Education Institutions also apply on the Özyeğin University campus. Stakeholders who breach the rules on the Özyeğin University campus are reported and subjected to disciplinary proceedings. Students can be directly warned verbally, where necessary. The following acts and actions will be reported:

- 7.1.** Attempting to dangerously and erratically overtake another vehicle,
- 7.2.** Making disruptive noises on campus (including singing or listening to music very loudly),
- 7.3.** Engaging in or enabling unsafe behaviors, (i.e. attempting to force entry into a room/office, harassing someone by phone, etc.)
- 7.4.** Tampering with, disabling, or misusing fire alarms, extinguishers, or equipment,
- 7.5.** Disregarding the verbal/written warnings made by security staff, or refusing to receive the notification letters served by security staff,
- 7.6.** Smoking indoors,

- 7.7. Selling a product or service on campus for commercial purposes without permission,
- 7.8. Being in possession of or consuming alcohol on campus,
- 7.9. Gambling on campus,
- 7.10. Violating the parking lot rules,
- 7.11. Driving or parking on the pedestrian roads in the dormitory area, or at the no-parking zones in front of the dormitories.
- 7.12. Feeding or keeping a pet on campus,
- 7.13. Using or showing another person's identification,
- 7.14. Damaging the contents in the shared areas,
- 7.15. Obstructing, keeping unnecessarily busy, humiliating, and insisting on disobeying security managers/staff,
- 7.16. Deliberately damaging campus buildings and property,
- 7.17. Attempting to smuggle drugs or stimulants into the campus, or being in possession of or using drugs or stimulants on campus,
- 7.18. Fighting on campus,
- 7.19. Smuggle guests into campus in the car trunk,
- 7.20. Using without consent and damaging others' personal belonging,
- 7.21. Violating the rules specified in the Dormitory Directives.

8. Judicial Cases:

Judicial cases are reported to the nearest law enforcement agency or filed at the public prosecutor's office subject to the Rector's directives. Furthermore, a report is prepared about the involved parties.

9. Special Processes

9.1. Lost & Found Procedure

- 9.1.1. Lost property must be reported via email at guvenlik@ozyegin.edu.tr by the owners. The owners must provide sufficient information in their emails.
- 9.1.2. Lost and found items are handed over to the Security Center or the security points by the person who finds it.
- 9.1.3. Both parties must sign the lost and found form during the hand-over.
- 9.1.4. The lost and found item is given a number and is kept in a secure location in the Lost and Found Office.
- 9.1.5. If the lost item includes or bears any identifying information, the owner is informed via email to claim his/her property.
- 9.1.6. The rightful owner claims the lost and found item in person at the Security Center. The owner must first sign the lost and found form before the item is released to him/her.
- 9.1.7. Items can be claimed at the Security Center only.
- 9.1.8. Items are handed over to their rightful owners only.
- 9.1.9. Lost and found items are kept in the Security Center for a minimum of three months.
- 9.1.10. Unclaimed items are classified at the end of August each year, and the items which might be useful are donated to the Library, IT, Student Clubs, or any other social responsibility groups. Recipients must sign a form before the items are donated.
- 9.1.11. The remaining items are destroyed upon the approval of the Chief Business Office.

9.2.Appropriate Use and Replacement of Keys

9.2.1. In General:

9.2.1.1. The following applies to the Altunizade and Levent Campuses:

9.2.1.1.1. Administrative Services is responsible for key management in the shared spaces and offices.

9.2.1.1.2. The HSE-Technical Services and System Management (IT) are mutually responsible for the access and key management of the spaces in which the switchboard, security alert systems, surveillance camera systems, CCTV equipment, electrical-mechanical automation systems, network and system equipment, and servers are kept.

9.2.1.2. The HSE is responsible for the management of key procurement and allocation on Çekmeköy Campus, excluding the spaces in which electrical-mechanical, system, and network hardware are kept.

9.2.1.3. Key requests for the offices are submitted via the Solution Center by the department head/unit manager (must be at least in a manager position), or the administrative representative of the respective academic unit on behalf of the employee for whom the key is requested. The key is assigned and handed over to the user by the HSE. Users must claim their keys in person and sign the key assignment log before the keys are released to them.

9.2.1.4. Requests for a replacement key are also submitted via the Solution Center, regardless of the reason thereof (loss, damage, relocation). Lost keys are duplicated, replaced, and handed over by the HSE. Key replacement requests for a lost key must also be submitted by the Solution Center.

9.2.1.5. Employees whose contract has terminated for any reason must fill out the FORM_IK_12 Assignment and Termination Procedures Form, and return all the items and keys (room keys, locker keys, office drawer keys etc.) issued for their use by the University to the respective departments. These employees must also return the ID cards issued by the HR to the Human Resources Department.

9.2.2. In the Dormitories:

9.2.2.1. HSE Security Personnel safeguards all entrances and exits in the dormitory buildings.

9.2.2.2. In emergencies, security personnel may enter a dormitory room together with dormitory staff.

9.2.2.3. The OzU dormitories have a card access system, and Dormitory Management is responsible for the management of the card access system in the dormitories.

9.2.2.4. Dormitory residents must keep their doors closed and locked at all times. Residents are responsible for keeping their personal belongings secure. Room residents are personally held responsible for any loss or damage to their personal belongings in a case where they leave the doors open or let unauthorized people access to their rooms.

9.2.2.5. Technical Services is responsible for the keys to the technical spaces or electrical rooms in the dormitories.

9.2.3. Student Center

- 9.2.3.1. Office owners are responsible for locking and unlocking their offices in the building.
- 9.2.3.2. The HSE Department checks the keys to the building.
- 9.2.3.3. The HSE Department is responsible for the doors which must be kept open during the office hours as well as on weekends and holidays.

9.2.4. Faculties

- 9.2.4.1. Office owners are responsible for locking and unlocking their offices in the faculties.
- 9.2.4.2. Offices are locked/unlocked with the support of faculty administrative assistants when needed during the office hours.
- 9.2.4.3. Offices are locked/unlocked by the HSE Security unit when needed outside the office hours or on weekends.
- 9.2.4.4. The HSE locks/unlocks the required spaces when needed outside the office hours.
- 9.2.4.5. The technical unit's key access requests (which are approved by the technical chief) due to any maintenance/repair/renovation/electrical/mechanical work are fulfilled by the faculty administrative assistants and the Security unit within and outside the office hours, respectively. Each faculty building has a key locker in which all replacement keys to rooms are kept. The HSE is responsible for the access control of these lockers.
- 9.2.4.6. Each faculty has a key locker in which keys to rooms are kept. In the locker, there is one key for each room. In a case where a key is lost, Administrative Services and the Security unit are mutually responsible for replacing/re-keying the lost key, and assigning the replacement or duplicate key, to the claimant. The spare key which is used for replacing/re-keying the lost key is kept in the Security unit.

9.2.5. Subcontractors/On-Campus Businesses

- 9.2.5.1. Subcontractors and on-campus businesses are responsible for locking/unlocking their own stores.
- 9.2.5.2. The Security unit may enter the stores to respond to an emergency.
- 9.2.5.3. Store keys are assigned by Administrative Services to the subcontractors and on-campus businesses. Subcontractors and on-campus businesses are responsible for replacing the keys assigned to them in case they are lost or damaged.
- 9.2.5.4. In a case where subcontractors and on-campus businesses need to change their lock, they must change the key themselves by giving prior notice to Administrative Services.
- 9.2.5.5. Subcontractors and on-campus businesses must provide a copy of the new key to Administrative Services. The changed key is turned in to the Security unit by Administrative Services.
- 9.2.5.6. Subcontractors and on-campus businesses return their keys to Administrative Services when their contract with OzU terminates. Administrative Services turn in the returned key to the Security unit of the HSE Department.

10. REFERENCES

Rules and Regulations for Student Discipline at Higher Education Institutions
Law No:5188 on Private Security Services

SMP_03_06 Campus Traffic Rules Procedure
PROS_KH_01 Student and Visitor Entrance Procedure for the Özyeğin University
Dormitories and Parking Lots

ANNEXES

FORM_IK_12 Assignment and Termination Procedures Form