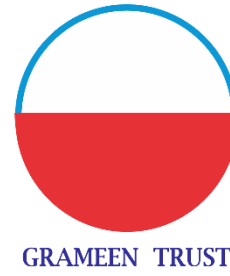


## **Human Resources Policy Turkish Grameen Microfinance Program (TGMP)**

In order for the Turkish Grameen Microfinance Program (TGMP) to work effectively the human resource responsibilities are as following:

- ✓ In order for the activities of the organization to be effective and efficient the human resource should create a system based on the quality of selection of employees.
- ✓ As a result of performance of the employees, the management system should be developed according to the output and individual success.
- ✓ Within the scope of the work of the organization, the human resource department should collect and evaluate information and appropriate analysis should be made.
- ✓ Questionnaires should be filled from the employees and other similar methods should be used to provide direction to the management.
- ✓ In order to meet the social and cultural needs a system of corporate culture should be provided.
- ✓ Competent employees will be awarded by the organization who provide added-value to the organization.
- ✓ From the personal and professional perspective an appropriate system should be created for the employees.
- ✓ A strong system should be created to reinforce cooperation, motivation and communication.
- ✓ Cooperation should be encouraged to ensure team spirit and corporate culture.
- ✓ Performance should be evaluated according to objective criteria.
- ✓ High performance should be awarded and those who do not meet the expectations should develop in steps based on yearly graphs.
- ✓ Appropriate career planning should be planned and long-term cooperation should be maintained with employees.
- ✓ To ensure and protect the rights of the employees.
- ✓ Programs should be introduced to provide support to employees and their families.
- ✓ The organization should be ethically linked to the environment.



- ✓ All the issues related to human resources should be researched by the human resource department and all the topics should be updated.

### **A) Main Objectives of the Human Resources Department**

- ✓ Human Resources should be used in the most effective manner. Efficient and skilled employees should be employed and support should be provided to encourage high performance.
- ✓ Employees should be provided encouragement and motivation.
- ✓ The performance of employees should be evaluated based on scientific principles and standards of conduct.

### **B) Determination of Staff qualities**

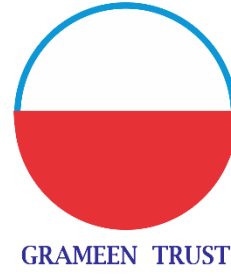
The work of personnel should be taken into account and the personal qualities should be determined for employment. As a TGMP employee:

- ✓ The vision and mission of the organization should be adhered to at all times.
- ✓ Honesty and Openness should be showed to management and other employees.
- ✓ The interests of the organization should be preferred over personal interests.
- ✓ To be responsible individuals.
- ✓ To believe in team work.
- ✓ To openly share information.
- ✓ To solve problems and not to create them.

### **C) Selection and Employment Placement of Human Resources**

Announcements for employment should be made with regard to the following:

- ✓ To search for candidates from outside the organization.
- ✓ To give notice on the internet.
- ✓ To have cooperation with educational institutions.
- ✓ To find appropriate candidates from inside the organization.
- ✓ To promote or transfer candidates.



After the announcements and appropriate interviews, verbal and written examination will be taken and final selection will be made. This stage is important for the selection of candidates. Human Resources will give short orientation training about introduction of the organization and work practice to the selected candidates as a last stage of the selection and placement process.

**TURKISH FOUNDATION FOR WASTE REDUCTION  
MICROCREDIT CENTER**

**(Turkish Grameen Microfinance Program)**

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