



27 ΣΕΠ. 2011

ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ
ΥΠΟΥΡΓΕΙΟ ΕΡΓΑΣΙΑΣ ΚΑΙ
ΚΟΙΝΩΝΙΚΗΣ ΑΣΦΑΛΙΣΗΣ
ΓΕΝ. Δ/ΝΣΗ Δ/ΚΗΣ ΥΠΟΣΤΗΡΙΞΗΣ
ΔΙΕΥΘΥΝΣΗ ΠΡΟΣΩΠΙΚΟΥ
ΤΜΗΜΑ ΝΟΜΟΘΕΤΙΚΟΥ
ΣΥΝΤΟΝΙΣΜΟΥ &
ΚΩΔΙΚΟΠΟΙΗΣΗΣ

Ταχ. Δ/ση: Πειραιώς 40
Ταχ. Κώδικας: 101 82 - Αθήνα
TELEFAX: 2105203872
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Αθήνα 13 Σεπτεμβρίου 2011
Αριθ. Πρωτ.: 4684

ΠΡΟΣ: Τη Βουλή των Ελλήνων
Δ/ση Κοιν/κού Ελέγχου
✓ Τμήμα Ερωτήσεων
Αθήνα

ΚΟΙΝ.: Υπουργείο Εσωτερικών
(Γραφείο κ. Υπουργού)

ΘΕΜΑ: Προσλήψεις προσωπικού στην τράπεζα «ZIRAAT BANK».

ΣΧΕΤ: 1) Η με αρ. πρωτ. 19207/11-7-2011 ΕΡΩΤΗΣΗ ✓
2) Το με αρ. πρωτ. 36093/4-8-2011 Έγγραφο του Υπουργείου Εσωτερικών.

Σε απάντηση της με αρ. πρωτ. 19207/11-7-2011 Ερώτησης, που κατατέθηκε στη Βουλή από το Βουλευτή κ. Κ. Βελόπουλο, σχετικά με το ανωτέρω θέμα, σας πληροφορούμε τα εξής:

Σύμφωνα με τις διατάξεις του Ν.3304/2005 «Εφαρμογή της αρχής της ίσης μεταχείρισης ανεξαρτήτως φυλετικής ή εθνοτικής καταγωγής, **θρησκευτικών ή άλλων πεποιθήσεων**, αναπηρίας, ηλικίας ή γενετήσιου προσανατολισμού» με τον οποίο ενσωματώθηκαν στο Εθνικό μας Δίκαιο οι δύο Οδηγίες των Ευρωπαϊκών Κοινοτήτων **2000/43/ΕΚ** «περί εφαρμογής της αρχής της ίσης μεταχείρισης προσώπων ασχέτως **φυλετικής ή εθνικής καταγωγής**», και **2000/78/ΕΚ** «περί της ίσης μεταχείρισης προσώπων ανεξαρτήτως **θρησκευτικών ή άλλων πεποιθήσεων**, αναπηρίας, ηλικίας ή γενετήσιου προσανατολισμού αυτών, στον τομέα της απασχόλησης και της εργασίας» απαγορεύεται η άμεση, έμμεση διάκριση καθώς και η παρενόχληση για τους λόγους που προαναφέραμε.

Βάσει διατάξεων του ανωτέρω νόμου, συντρέχει: α) **άμεση διάκριση** όταν για λόγους, μεταξύ άλλων, **εθνοτικής ή φυλετικής καταγωγής, θρησκευτικών ή άλλων πεποιθήσεων**, ένα πρόσωπο υφίσταται μεταχείριση λιγότερο ευνοϊκή από αυτήν που τυγχάνει, έτυχε ή θα ετύγχανε άλλο πρόσωπο σε ανάλογη κατάσταση, β) **έμμεση διάκριση**, όταν μια φαινομενικά ουδέτερη διάταξη, κριτήριο ή πρακτική, μπορεί να θέσει πρόσωπα ορισμένης **φυλετικής ή φυλετικής καταγωγής**, ορισμένων **θρησκευτικών ή άλλων πεποιθήσεων**, σε μειονεκτική θέση συγκριτικά με άλλα πρόσωπα.

Επιπροσθέτως, η αρχή της ίσης μεταχείρισης και η απαγόρευση των διακρίσεων, για τους λόγους που αναφέραμε παραπάνω, εφαρμόζεται σε όλα τα πρόσωπα στο δημόσιο και τον ιδιωτικό φορέα, όσον αφορά, μεταξύ άλλων και **στους όρους πρόσβασης στην εργασία και την απασχόληση**, συμπεριλαμβανομένων και των όρων επιλογής και πρόσληψης και επαγγελματικής εξέλιξης.

Παρέκκλιση από την εφαρμογή της αρχής της ίσης μεταχείρισης, κατά τον παρόντα νόμο, λόγω θρησκευτικών ή άλλων πεποιθήσεων, έχουμε στις περιπτώσεις που :

- οι θρησκευτικές ή άλλες πεποιθήσεις ενός προσώπου αποτελούν **ουσιώδη, θεμιτή και δικαιολογημένη επαγγελματική απαίτηση**. (άρθρ. 9 παρ. 2 του Ν.3304/2005)

- αφορούν σε επαγγελματικές δραστηριότητες που ασκούνται εντός των εκκλησιών καθώς και οργανώσεων ή ενώσεων, η δεοντολογία των οποίων εδράζεται σε θρησκευτικές ή άλλες πεποιθήσεις. Δε θίγεται επίσης το δικαίωμα των εκκλησιών ή άλλων δημόσιων ή ιδιωτικών οργανισμών, των οποίων η δεοντολογία εδράζεται σε θρησκευτικές ή άλλες πεποιθήσεις, να απαιτούν από τα πρόσωπα που εργάζονται για λογαριασμό τους συμπεριφορά καλής πίστης και συμμόρφωση προς τη δεοντολογία τους.

Σε κάθε περίπτωση, όταν η αρχή της ίσης μεταχείρισης παραβιάζεται από φυσικά ή νομικά πρόσωπα, στον τομέα απασχόλησης και εργασίας, στον ιδιωτικό τομέα, καταγγελίες μπορούν να υποβληθούν στο Σώμα Επιθεώρησης Εργασίας (ΣΕΠΕ), ως ο αρμόδιος φορέας προώθησης της αρχής της ίσης μεταχείρισης.

Τέλος, σας γνωρίζουμε ότι σύμφωνα με το αρθρ. 26 του ιδίου νόμου, **καθίσταται άκυρη κάθε διάταξη** που περιλαμβάνεται σε ατομική ή συλλογική σύμβαση, γενικούς όρους συναλλαγών, **εσωτερικούς κανονισμούς επιχειρήσεων**, καταστατικά κερδοσκοπικών ή μη οργανώσεων, ανεξάρτητων επαγγελματικών οργανώσεων και συνδικαλιστικών οργανώσεων των εργαζομένων και των εργοδοτών, η οποία είναι αντίθετη, κατά τον Ν.3304/2005, αρχή της ίσης μεταχείρισης.

Για τον σκοπό αυτό, το Υπουργείο Εργασίας και Κοινωνικής Ασφάλισης, εξέδωσε την **με αριθμ. 200506/14-07-05 εγκύκλιο** με την οποία ενημέρωσε, τα Υπουργεία, τις Περιφερειακές Αρχές, τις Νομαρχιακές Αυτοδιοικήσεις, τους Δήμους, τις Ανεξάρτητες Διοικητικές Αρχές καθώς και **τα συλλογικά όργανα των κοινωνικών εταίρων (εργαζομένων και εργοδοτών)**, για την ενσωμάτωση στο εθνικό μας δίκαιο των δύο κοινοτικών οδηγιών με τη ψήφιση του Ν.3304/2005.

Σε ο,τι αφορά θέματα του Σώματος Επιθεώρησης Εργασίας σας πληροφορούμε τα εξής:

Στις **30-08-2011** το αρμόδιο **Τμήμα Κοινωνικής Επιθεώρησης Ροδόπης (Τ.Κ.Ε.)** διενήργησε έλεγχο στο κατάστημα της εν λόγω τράπεζας στην Κομοτηνή. Όπως ενημερώθηκε το Τ.Κ.Ε. με έγγραφη δήλωση από την τράπεζα, η διαδικασία πρόσληψης προσωπικού και οι συνεντεύξεις με τους υποψηφίους διεξάγονται από το Κεντρικό Κατάστημα Αθηνών.

Την **01-09-2011** το αρμόδιο **Τμήμα Κοινωνικής Επιθεώρησης Ανατολικού Τομέα Αθηνών (Τ.Κ.Ε.)** διενήργησε έλεγχο στην έδρα της τράπεζας «T.C. ZIRAAT BANKASI A.S., Athens Central Branch», επί της οδού Ερμού 2, στον 5^ο όροφο.

Στις **02-09-2011** η τράπεζα προσκόμισε τους πίνακες προσωπικού που έχουν κατατεθεί στο Τ.Κ.Ε. Αν. Τομέα Αθηνών και στο Τ.Κ.Ε. Ροδόπης, σύμφωνα με τους οποίους έχει προσλάβει έως σήμερα είκοσι πέντε (25) εργαζόμενους. Η τελευταία πρόσληψη έγινε στις 11-01-2011 και έχει κοινοποιηθεί, όπως και όλες οι προηγούμενες. Η τράπεζα δήλωσε εγγράφως ότι για συγκεκριμένες θέσεις εργασίας όπου απαιτούνται εξειδικευμένες γνώσεις και επαγγελματική εμπειρία εξετάζονται ενδελεχώς όλα τα προβλεπόμενα κριτήρια και ότι τα Βιογραφικά Σημειώματα των εν λόγω στελεχών έχουν υποβληθεί αρμοδίως στην Τράπεζα της Ελλάδος (ως αρμόδια εποπτεύουσα αρχή).

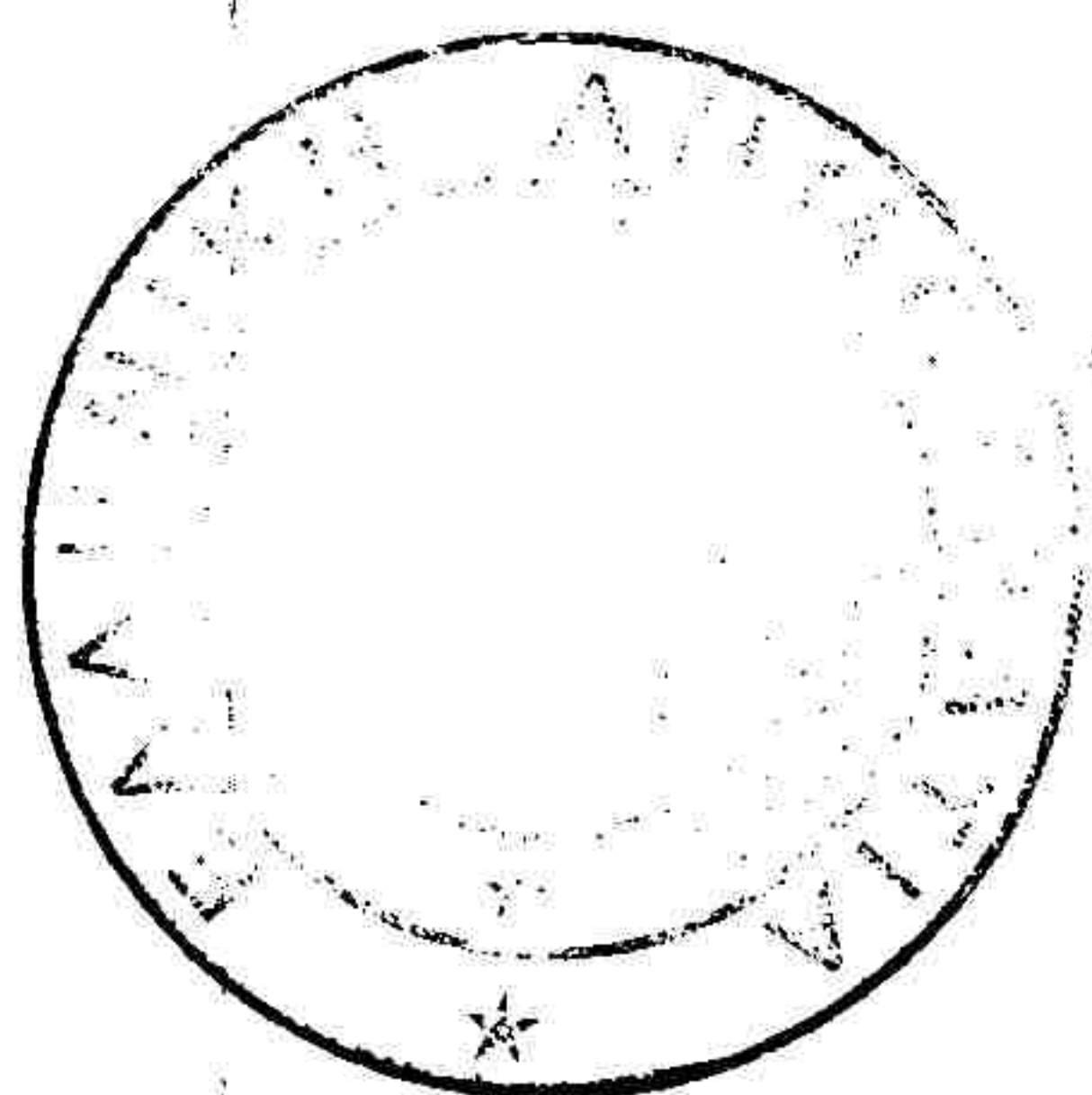
Τέλος, η τράπεζα στην έγγραφη δήλωσή της αναφέρει ότι όσον αφορά τη διαδικασία προσλήψεων, αυτή ακολουθεί τα προβλεπόμενα από τον Εσωτερικό τους Κανονισμό, στον οποίο δεν υφίστανται κριτήρια φυλετικής ή εθνικής καταγωγής, θρησκευτικών πεποιθήσεων, αναπηρίας ή οποιασδήποτε άλλης διάκρισης.

ΣΥΝΗΜΜΕΝΑ

(σελίδες 24)

Ο ΥΠΟΥΡΓΟΣ

Γ. ΚΟΥΤΡΟΥΜΑΝΗΣ



ΑΚΡΙΒΕΣ ΑΝΤΙΓΡΑΦΟ
ΕΠΙΤΡΟΠΗ ΕΡΓΑΣΙΑΣ

ΠΙΝΑΚΑΣ ΠΡΟΣΩΠΙΚΟΥ (άρθρο 16Ν.2874/2000)

TOUPOYEN KONTAKH KAKOIZ

2010-01-01

HYPERLIPIDEMIA - LOCAL AND SYSTEMIC

MEYERHOF: POSITIONS 50, 7, 9 AND 10

А.Ф.М.: 148473261

И.Д.У.: П.С.У.ПРОУ

INTEGRABLE MODELS

قصة ابنه كذا وكذا 1

ΕΛΛΑΣ: ΠΡΟΓΝΩΣΗ ΑΝΘΡΩΠΙΝΗΣ ΤΡΑΠΕΖΙΚΗΣ Α.Ε.

EPA: EMACV2, 10503 ABHNA

4014: 990252342, A.O.: 840597

ADY: PAGE AESTYIN

ΕΠΙΧΕΙΡΗΣΙΑ ΑΠΑΣΧΟΛΟΥΜΕΝΩΝ ΜΕΛΟΣΤΩΝ

[illegible]

1704011

DATE: 1/20/10

NOVEMBER 10
1953
11:11 AM

ΤΑΤΩΣ ΑΝΑΣΤΑΣΙΟΣ
ΠΑΝΟΣ ΟΡΕΪΤΗΣ

TEKNIKOLATONALIAZ
ONOMATISTONOMO 1:
ONOMATISTONOMO 2:
PATROLOGIAZ
ONOMATISTONOMO 1:
ONOMATISTONOMO 2:

Σημειώσεις :

[illegible]

Организаторы: Евразийский

~~OTC~~ Epinephrine
~~AT C. Z.~~
Athena Central Branch

9401-35828238-101: 04EE 4024100
EPMOY 2-101: 105 43-50 00000

ΒΑΣΙΛΕΥΣ ΦΩΤΙΟΥ
Πανεπιστήμιου 46-175 63
ΑΦΗ: 05573352-ΑΟΥ: Π. Φωτιάδου
Α.Μ. Α.Δ. 0020823 Α' Τάξη

ΥΠΗΡΕΣΙΑ ΚΑΤΑΒΕΣΗΣ

3-506900
ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ
ΥΠΟΥΡΓΕΙΟ ΠΟΛΙΤΙΚΗΣ ΑΓΩΓΗΣ
ΕΘΝ. ΚΕΝΤΡΟ ΒΙΒΛΙΟΤΗΚΗΣ
ΔΙΕΥΘΥΝΣΗ ΣΧΕΔΙΑΣΜΟΥ ΚΑΙ ΕΚΔΟΣΕΩΝ
Τμήμα Εκδόσεων Γενικής Εκπαίδευσης
Αθήνα, 1987

02-11-10

W.D. ROBERTSON, JR. 154120-1

1. TO DEIA MONIMON ENIPROSTOTI
 2. ONOMATOPROKTON OZMUR OZENS
 3. OPHIA PATROSY: SEFULIAN
 4. DEYOTONIA: SEFULIANOS 60, 100, 150 MG
 5. A.O.M.: 15/07/2011
 6. A.O.Y.: 10/08/2011

PETENTHIA T.C. ZRAAT BANGKAI A.E.
 ELJOE YIKOKIA AMODATKE TPA TEZING A.E.
 ELJOE ELJOE ELJOE ELJOE ELJOE
 A.O.M.: 9902732 A.O.: 990517
 A.O.Y.: 9905089

ПОСЛЕДНИЙ КОММУНИКАЦИОННЫЙ ТЕХНОЛОГИЧЕСКИЙ РЕВОЛЮЦИОН

[illegible]

DATE: 1/14/11

Page of 2010

Ο ΉΛΙΟΣ ΕΡΧΕΤΑΙ

1. **Вопросы:**
 2. **Обсуждение:**
 3. **Класс:**
 4. **Вопросы:**
 5. **Обсуждение:**

4.0.77

FORGETTING HISTORY

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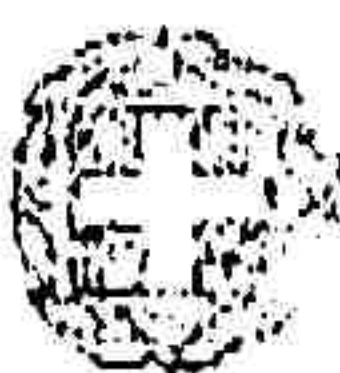
NOTES

~~T.C. Zingales
Africa Central Branch
40444: 99828232 - ADV: FREE ACTION~~

Мәңгілік 201. Шығармалар жинағы. 2-том. Алматы, 2011. 144 бет. ISBN 978-601-700-000-0.

TESTO DI ATOMICA
CONVULSIONI 1:
CONVULSIONI 2

CATOLETTICI
CONVULSIONI 1:
CONVULSIONI 2



ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ
ΥΠΟΥΡΓΕΙΟ ΠΑΙΔΕΙΑΣ ΚΑΙ ΘΡΗΣΚΕΥΜΑΤΩΝ
ΙΝΣΤΙΤΟΥΤΟ ΤΕΧΝΟΛΟΓΙΑΣ ΥΠΟΛΟΓΙΣΤΩΝ ΚΑΙ ΕΚΔΟΣΕΩΝ ΔΙΔΑΚΤΙΚΟΥ ΥΛΙΚΟΥ (ΙΤΥΥΔΕΚ)
ΤΕΧΝΟΛΟΓΙΑ ΚΑΙ ΕΚΔΟΣΕΙΣ ΔΙΔΑΚΤΙΚΟΥ ΥΛΙΚΟΥ
ΑΝΑΛΟΓΩΝ ΤΟΜΕΑ ΑΣΦΑΛΟΥΣ

Apriem. Tineti. 6. 3. 2009
 30/10/10
 15.11.2011

ΒΑΣΙΛΕΙΟΣ ΦΩΤΙΟΥ
Διευθυντής Οικονομικών Υπηρεσιών

[illegible]

NAME: T. C. GALT
 ELADE YNOKWA ANNOUHTI TPATZIND A.E
 EXPA EPINCY 2 10500 AEMMA
 A.O.M.: 90793322 A.O.: 80027
 A.O.V.: DATE AEMUCON

NOTES IN THE MARGINS

[illegible]

УТВЕРЖДАЮ:

18th Nov 2011

TECHNICAL ANALYSIS

QUESTION TWO 1:
QUESTION TWO 2:

QUESTION TWO 1:
QUESTION TWO 2:

1514 Ludwig von Bayern, Kurfürst von der Pfalz, der die Universität zu Köln als eine der größten Universitäten der Welt betrachtete, wurde von den Kurfürsten zum Kaiser gewählt.

[illegible]

(A.M.)
Jahon Karamat
Islamabad

1. 100%

~~W.C. Zymat & Co. A.S.
Athens Central Branch
ΑΘΗΝΑ 908282382-ΑΘΗΝΑ 105 63-595 990999~~

Βασίλειος Φωτίου
Πανδρόσου 46 - 175 63
ΑΦΗ - 03367352 - ΔΟΥ: Π. Φωτίου
Α.Μ. Α.Α. 0020823 Α Τσίτη

Βασιλειος Φωτίου
Πανεπιστημίου Οικονομικών Υπηρεσιών

ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ
ΥΠΟΥΡΓΕΙΟ ΕΡΓΑΣΙΑΣ & ΚΟΙΝΩΝ. ΑΣΦΑΛΙΣΗΣ
ΣΩΜΑ ΕΠΙΘΕΟΡΗΣΗΣ ΕΡΓΑΣΙΑΣ
ΔΙΕΥΘΥΝΣΗ ΚΑΘΕΣΤΩΤΙΚΗΣ ΕΠΙΘΕΟΡΗΣΗΣ
ΤΜΗΜΑ ΕΠΙΘΕΟΡΙΚΗΣ ΕΠΙΘΕΟΡΗΣΗΣ
ΛΕΩΝΑΡΔΟΥ 10Α ΑΘΗΝΑ

1997
Апрель. Прислано: 18.11.11
Имя: Коробовские
Имя: ЕТОХЕННЕ КАТАСКИНЕ ИД 151120.44

119
12515

MIZKATHONA 68
 FK-67100, EANDH
 NHA:2541069420

ЕПЕННИМА: Т.С. ЗРАТ ВАННАСА А.Б.
 ЕИДДЕ: УТОКМА АННОГАТИ ТРАТЕЗНИ А.Б.
 СУПР: ЕРРАТ А. И. НАС ЧОНЕРА
 А.Ф.И.: 20020302 А.О.: ИНОСУТ
 ДО.У.: ФАКЕ АБ-ИНДИН

ΠΙΝΑΚΑΣ ΠΡΟΣΩΠΙΚΟΥ (60800 16N 28742000)

ΔΕΥΤΕΡΩΣ: ΠΟΛΙΤΙΚΗ ΚΑΙ ΠΟΛΙΤΙΚΟ
 ΔΕΛΤΑ: 16473211
 Α.Θ.Μ.: ΠΟΛΙΤΙΚΟ
 ΟΝΟΜΑΤΕΠΩΝΥΜΟ: ΣΟΝΙΡ ΟΞΕΝΣ
 ΣΤΟΡΕΑ ΝΟΜΗΝΟΥ ΕΠΙΣΤΗΜΟΤΕΧΝΕΣ

[illegible]

ТЕМАТИЧЕСКИЕ ВОПРОСЫ

ОСНОВЫТЕРАПИИ 1;
ОСНОВЫТЕРАПИИ 2

ПАТОФИЗИОЛОГИЯ

ОСНОВЫТЕРАПИИ 1;
ОСНОВЫТЕРАПИИ 2

[illegible]

NOTES
 1. The following information was
 2. obtained from the following sources:
 3. 1. The following information was
 4. 2. The following information was
 5. 3. The following information was

[A.C.M.]
 [Aron Karmali]
 [Artem]
 [Cheng]
 [Pacheco]

4.07

T.C. Zitiag Bank, U.S.
Athens Central Branch
ΑΦΜ: 998282382 ΤΟΥ: ΦΑΕΕ ΑΘΗΝΩΝ
ΕΡΜΟΥ 2- ΑΘΗΝΑ 105 63-5ος όροφος

AS 17-12 2010

O'YINCHILAR BIRLIK

ΒΑΣΙΛΕΥΣ ΦΩΤΙΟΥ
ΔΙΔΕΥΟΝΤΟΣ ΟΙΚΟΝΟΜΙΚΑΝ ΥΠΟΤΡΕΦΙΟΝ

ЗАДАЧА НА ТРАГЕДИЯ

5887	64.
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ALBANY, N.Y. 12215
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ПОДРОБНЕ АНАЛИЗОВАНО У ПОВЕЉИ

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REMARKS:
 1. The following information was
 obtained from the records of the
 Bureau of the Census, Washington,
 D.C. 20540.

6/15/2019

INTEGRITY

[illegible]

**PALESTINE POLICE
POSTALITY DEPT.**

Exercises:

[illegible]

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Athens Central Branch
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— 100 —

ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ
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ΕΛΛΗΝΙΚΗ ΒΙΒΛΙΟΘΗΚΗ

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Πατρόδοτου 46 - 175 63
Αθήνα, 03367343-80Y, Π. Φωίλου
Α.Μ. Α.Δ. 0020823 Α' Τάξη

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Υπόψη κ. Αικατερίνης

HUMAN RESOURCES PROCEDURE

T.C. Ziraat Bankasi A.S.
Athens Central Branch
ΑΦΜ: 998282382-ΔΟΥ: ΦΑΕΕ ΑΘΗΝΩΝ
ΕΡΜΟΥ 2-ΑΘΗΝΑ 105 63-5ος όροφος


Gökçe Dündar
Operations Manager

Issuance Date	23.08.2010
Procedure Code	ZBPr 030c_05.10
Issuance	3 rd

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Chapter I

Objective, Scope, Definitions

Objective:

Article 1: This guide is designed to help the employees with the Human Resources practices of the T.C. Ziraat Bankasi A.S. Greece.

The objective of the code is to determine the approved processes concerning:

- Employment Process and Principals
- Working Hours, Remuneration, Promotion & Signature Authority Levels, Leave of Absence
- Relocation, Termination, Resignation, Retirement
- Employee Folder Documentation

Scope:

Article 2: This guide applies to all the employees of the T.C. Ziraat Bankasi A.S. Greece to the extent defined within this document.

Definitions:

Article 3:

Bank : T.C. Ziraat Bankasi A.S.

Head Office (H/O) : T.C. Ziraat Bankasi A.S. Turkey

Branch : T.C. Ziraat Bankasi A.S. Branches in Greece

Expatriates : Employers, who are assigned to Greek Branches of the Bank from Turkey.

Local Staff : Employees, who already have residence/work permits in Greece and are employed by the Greek Branches with H/O approval.

Chapter II – Employment

Qualifications and Selection Principals & Employment Process

Qualifications

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Article 4:

4.1- Qualifications of expatriates: The assignment of expatriates is in sole discretion of Head Office. The legal representative and the 2nd responsible person have to be approved by Bank of Greece.

4.2- Qualifications of local candidates: The candidate should not have any negative state in accordance with the information gathered from the related individuals or institutions according to the local practices, should have enough knowledge, experience and skills to carry out the duties and responsibilities the position calls for, should have at least graduated from high school (for specific positions only eg. Courier, driver etc).

The candidate should also:

- Have residence/work permit in Greece,
- Be over 18 years old,
- Have completed or be exempt from military service,
- Have a health condition that will not prevent him/her from rendering services that the position calls for.

The additional qualifications of candidates are determined proportionally according to the positions, the duties and their responsibilities of the position.

Selection Principals & Employment ProcessArticle 5:

5.1.1- Expatriates: The assignment of expatriates is in sole discretion of Head Office. The legal representative and the 2nd responsible person have to be approved by Bank of Greece.

5.1.2- Local Personnel:

- i. The local Greek Branch requests personnel from Athens Central Branch using Form 1.
- ii. Athens Central Branch evaluates the request and approves/rejects it using the same form.
- iii. In case of approval, local branch and/or Athens Central Branch start searching candidates by means of media (newspapers/internet advertisements); local means or by professional HR firms.
- iv. The local branch manager interviews the candidates and sends its final 3 candidates to Athens Central Branch for approval. It is in Athens Central Branch's discretion to call the candidates for another interview. In cases of specialized employees or executives, the final 3 candidates have to be interviewed by Athens Central Branch.
- v. After Athens Central Branch's approval, H/O approval will be sought. Forms 2, 3 and 4 are filed together with the reference letters and sent to H/O. It is in H/O's discretion to call the candidate for a final interview.
- vi. If the candidate is approved by H/O, the process for the employment with trial period or employment for definite duration (6 months initially) will be started by the local branch by the assistance of Athens Central Branch. (Agreement 1 for executive employees, Agreement 2 for other employees is signed.) The agreement is signed in 3 copies, a copy will be given to the employee, a copy will be sent to H/O and a copy will be kept by Athens Central Branch. The local branch will receive a certified copy of the agreement.

The candidate must fill out a Recruitment Notification Form in three copies which must be submitted to the OAED by the eighth (8) calendar day from the date of recruitment and a stamped and sign copy from the Greek authority OAED is kept by the Branch.

The Employer adds the employee with the necessary information to the "Staff Chart" which must be submitted (2 copies) to the related department of the Greek Ministry of Labor. One of the copies is for the usage of the Ministry and the second one is given back to the Employer with the approval stamp of the particular authority.

- vii. One month before the end of trial period or the end of definite duration employment, the local branch manager writes an official letter to Athens Central Branch stating the state of the personnel and his/her decision about the continuation of the employment. Athens Central Branch then files Form 5 and sends it to H/O.
- viii. In case of continuation of employment, all the employees of Greek Branches are informed, via an official e-mail, about the new employee's assignment.
- ix. In case of a dismissal decision at the end of trial period, the relative branch is informed that the agreement should be terminated at the end of the trial period. The local branch and Athens Central Branch carries out the dismissal procedure in coordination with the lawyers. H/O should be informed about the dismissal. Greek Branches are informed about the dismissal.

5.2- Temporary Employment: If needed, the Greek Branches may employ temporary personnel to have special work done (e.g. project based works) or to fulfill short duration staff needs (e.g. to replace staff on maternity leave):

5.3- Documents requested from candidates to be employed:

- i. Originals and copies of national identification certificate and passport
- ii. Originals and copies of diplomas, certificates
- iii. Originals and copies of military service completion/exemption documents
- iv. Original and copies of Social Security book and Health statement
- v. 6 recently taken photos
- vi. Declaration of family status form* (Certificate of marriage and certificate of birth for child)
- vii. Documents and information about social security concerning previous employments if any
- viii. Document from the previous employer showing cumulative tax base if any
- ix. Proof of Social Security Number
- x. TOEFL or similar certification documents

(*: will be supplied by the Bank)

Chapter III

Working Hours, Remuneration, Promotion & Signature Authority Levels,

Leave of Absence

Remuneration

Article 6:

6. - Salaries

6.1.1- Expatriates: The remuneration of expatriates are defined by H/O on 12months NET basis. Since Greek Law dictates 14.5 salaries, (½ balance sheet bonus, ½ Easter bonus, ½ vacation bonus, 1 Christmas bonus) their monthly net salaries and all legal withholdings are adjusted accordingly by the payroll company/department.

Salaries of expatriates are paid upfront on the first working day of the month.

6.1.2- Local Staff: The remuneration of local staff are proposed by the Senior Country Manager and approved by H/O. Salaries of local staff are paid on the last Friday of every month.

6.1.2- Raises: The salary raises of expatriates are in sole discretion of H/O. The salary raises of local staff are proposed by Senior Country Manager and are approved by H/O.

6.2 – Expenses

6.2.1- Travel and Accommodation Expenses: Travel and accommodation expenses of personnel that are temporarily assigned to another branch/unit in or outside Greece are paid according to scale set out in Form 6, upon submission of proof of payment attached to the expense form. Personnel that are temporarily assigned to another branch/unit which is within the same region (eg. From Athens Central Branch to P. Faliro Branch > both Attica region) are not paid for these expenses.

Travel expenses of the expatriates and their family members when coming for the first time to Greece or leaving back for Turkey are paid by the Bank.

6.2.2 - Allowance Pay: Daily limit of allowance is set according to scales set out in Form 6, and paid upon submission of proof of payment attached to expense form.

6.3 – Compensation for change in place of assignment

6.3.1 - Expatriates: Expatriates are paid 75% of their salary as compensation when they are assigned from or to Turkey. This expense is paid from H/O books and with no cost to the Greek Branches.

6.3.2 - Local Staff: Local Staff are paid compensation for change in place of assignment according to Appendix III.

6.4 – Health Insurance: For expatriates and their family members coming for the first time to Greece, the Ministry asks for private health insurance in order to issue the residence/work permit. The Bank therefore insures the expatriate for the time until he/she is eligible to have an IKA booklet.

Bank may decide to have private health insurance coverage for the personnel. In such a case, the management will seek for the approval of the H/O. Upon approval, the management will proceed with the procedure.

Bank's providing private health insurance coverage to the employees is in no way an achieved right and the Bank has the right to cease this practice anytime.

Working Hours

Article 7: Working hours for the Greek Branches is from 07:45 to 15:15 between Monday to Thursday and from 07:45 to 14:45 on Friday.

Management may assign different working hours for some personnel within the limit of total working hours set by the law and other regulations.

All personnel have to finish their daily routine work & duties within the daily working hours and additional duties assigned by the managers within the reasonable time period that the assignment calls for. No overtime will be paid without prior written consent of the management.

Promotion & Signature Authority Levels

Article 8:

8.1.1- Expatriates: Promotion of the expatriates is in the sole discretion of H/O.

The signature authority levels of expatriates are set by H/O and any change proposed must be submitted to H/O for approval.

8.1.2 - Local Staff: Promotion of the local personnel is proposed by the Management Committee and approved by H/O.

The signature authority levels of local staff are proposed by the Management Committee and must be submitted to H/O for approval.

Leave of Absence

Types of Leave

1. Annual Paid Leave
2. Sick Leave
3. Other Paid Leaves
4. Leave Without Pay

Article 9: Annual Paid Leave

9.1 – Special position of expatriates: Since expatriates sign an agreement in Greece, their vacation days are regulated according to the law and regulations in Greece. The only adjustment to be made is in the notification to H/O about the unused vacation days.

The number of unused vacation days to be reported to H/O for the social security records in Turkey changes according to the difference between the number of vacation days entitled to in Turkey and Greece,

Example1:

Vacation days in Turkey 26
Vacation days in Greece 25
Vacation days used 20

Vacation days to be paid for according to Greek Law 5
Unused vacation days to be reported to Turkey is 1

Example2:

Vacation days in Turkey 20
Vacation days in Greece 23
Vacation days used 18

Vacation days to be paid for according to Greek law 5
Unused vacation days to be reported to Turkey is 0

9.2 – Annual Paid Leave: All the employees, who are connected with a labor agreement of definite or indefinite time, have the right to take annual leave with salary, from the start of their employment in the Greek Branches.

Adjustment of leave during the 1st calendar year: For the first calendar year, within which the employee was employed, the employer is obligated to give, up to 31st of December, the quota-percentage of the leave days that the employee deserves, based on his/her employment's interval of time on that year.

Adjustment of leave during the 2nd calendar year: During the second calendar year, the employee has the right to partially take his/her leave, which is according to his/her employment's interval of time or this second year, for the same employer.

The leave during the second calendar year, which has to be given by the employer accordingly or fully at the end, up to 31st of December of that year, is 21 working days.

Adjustment of leave during the 3rd and following calendar years: During the third calendar year, as well as the following ones, the employee has the right to take his/her full annual leave and in any time point of that year. The leave will be 22 working days.

Every employee has to use his/her annual leave days within the calendar year and transfer of leave to the next calendar year is forbidden. If under extraordinary circumstances related to business of the Bank and upon agreement between the employer and the employee, the employee may not use all vacation days in one calendar year but is paid for these days with 100% surcharge.

Employees may divide their annual leave period into 4 (four) parts at most excluding emergencies, (one of which must be at least 10 days) for the smooth continuity of business. The annual leave days will be increased by 1 (one) day for every 5 (five) days used from 1/1 to 30/4 and from 1/10 to 31/12 used in whole or partially.

All staff has to inform the management about the residence address he/she is going to spend their vacation and a phone number.

Processing requests for annual leave:

- Employee fills in Form 7 (Annual Leave Request Form) Section 1.
- HR department fills in the Section 2 in the same form.
- The form is submitted to the supervisor/manager of the employee to sign the first approval.
- The form is then submitted to the branch Manager for the final approval.
- HR department receives the form, gives one copy to the employee and keeps the other copy in the personnel's folder.
- The HR department registers the annual leave days in the Form 8 book in electronic format, which at the end of the year is stamped by the authority of the Greek Ministry of Labor.

Article 10: Sick Leave

10.1- Special position of expatriates: If an expatriate receives a doctor's notice for more than 20 days at once, then the notice has to be authenticated by the Turkish consulate and sent to H/O.

If an expatriate after being assigned to another unit of the Bank in or out of Greece states the he/she cannot start with the new unit by submitting a formal notice from an authoritative health institution, then this notice must have the statement "The health status of the person under discussion

prevents him from leaving the country" and has to be authenticated by the Turkish Consulate. Those notices that do not bear the above terms are considered invalid.

10.2 – All staff should submit doctor's notices for absences due to health problems.

The staff can bring doctor's notices from private doctors up to 10 days within one calendar year at once or in fractions. Once 10 days is realized, the doctor's notices must be from IKA doctors or must be approved by IKA doctors. If the Management is aware and sure of a serious health condition of an employee (like a surgery, accident etc.), then this IKA requirement may be waived. If the management determines that the employee is frequently bringing doctor's notices to be away from work for reasons other than health problems, necessary action will be taken by the management.

Article 11: Other Paid Leaves

- Wedding leave 5 days,
- Wedding of child 2 days,
- Birth leave for the husband 3 days,
- Pregnancy and Maternity leave for the mother 8 weeks before and 9 weeks after birth or as the current law/regulation dictates,
- Parental leave for educational reasons 4 days,
- Electoral leave: for 200 – 400 km. 1 day, for more than 400km. 2 days, for islands 3 days,
- Funeral leave 2 days in the event of death of child, parent or brother/sister, 2 days in the event of death of spouse's parents or brother/sister.

Article 12: Leave without Pay

12.1 - Expatriates: Expatriates cannot apply for leave without pay during their assignment with Greek Branches except under inevitable conditions. In that case, it is in H/O discretion to evaluate and approve the application.

12.2 – Local Staff:

- Bachelor studies up to 30 days per year.
- Masters studies up to 10 days per year.

Chapter IV

Relocation, Termination, Resignation, Retirement

Relocation

Article 13:

13.1.1- Expatriates: The assignment of the expatriates back to Turkey or to another branch/subsidiary abroad is in sole discretion of Head Office. H/O informs the expatriate about the relocation by a written notice and the expatriate should leave the Greek Branch within 30 days (15 days within Greece) of the receipt of the notice and start the new working place within 10 working days from the date of leave. These periods can be extended upon the Greek Branch's proposal and by H/O approval.

13.1.2- Local Staff: Relocation of local staff is proposed by Senior Country Manager and approved by H/O. The Greek Branch informs the employee by a written notice and the employee

should leave the Greek Branch within 30 days (15 days within Greece) of the receipt of the notice and start the new working place within 10 working days from the date of leave. These periods can be extended upon the Greek Branch's proposal and by H/O approval.

Termination of Employment

Article 14: The final decision to terminate the engagement with the employee is made by Senior Country Manager.

The request for the termination of the employment agreement of an employee, together with a detailed Management Committee Report about the issue and lawyer's opinion, is sent to H/O.

After receiving the approval of H/O, the Greek Branch terminates the employment agreement and informs H/O that the agreement has been terminated.

In every case of dismissal of an employee the Branch must be supplemented with the termination form. This form is filled out in four copies and it is signed by the employee and employer. One copy of the form is given to the employee. The other two are being submitted to the OAED by the eight (8) calendar day from the date of dismissal and the last copy is kept by the Branch.

Up to the end of next month of dismissal, the Branch must submit a statement to tax authority about the tax of dismissal which was retained. Also a new "Staff Chart" is prepared and submitted to the Greek Ministry of Labor by deleting the details of the employee/s.

All financial obligations regarding and resulting from the termination are calculated by the payroll company and verified by the Financial Manager.

Resignation

Article 15: In every case of resignation of an employee the Branch must be supplemented with the resignation form. This form is filled out in four copies and it is signed by the employee and employer. One copy of the form is given to the employee. The other two are being submitted to the OAED by the eight (8) calendar day from the date of dismissal and the last copy is kept by the Branch.

Up to the end of next month of dismissal, the Branch must submit a statement to tax authority about the tax of dismissal which was retained. Also a new "Staff Chart" is prepared and submitted to the Greek Ministry of Labor by deleting the details of the employee/s.

All financial obligations regarding and resulting from the termination are calculated by the payroll company and verified by the Financial Manager.

H/O is informed about the resignation of the employee.

Retirement

Article 16: When an employee retires, the legal procedure is followed and H/O is informed about the retirement of the employee.

All financial obligations regarding and resulting from the retirement are calculated by the payroll company and verified by the Financial Manager. Also a new "Staff Chart" is prepared and submitted to the Greek Ministry of Labor by deleting the details of the employee/s.

Chapter IV **Employee Folders**

A folder for each employee is maintained in the Branch. This folder contains information about the employee and family members that the employee supports. Employees are obligated to inform the Human Resources Department about any change regarding this information.

All changes in information contained in these folders must be forwarded to Human Resource Department of H/O.

An employee folder should have the following documents in particular.

- i. Copies of national identification certificate and passport
- ii. Copies of diplomas, certificates
- iii. Copies of military service completion/exemption documents
- iv. Copies of Social Security book and Health statement
- v. Declaration of family status form (Certificate of marriage and certificate of birth for child)
- vi. Documents and information about social security concerning previous employments if any
- vii. Document from the previous employer showing cumulative tax base if any
- viii. Proof of Social Security Number
- ix. Copies TOEFL or similar certification documents
- x. Personnel Information Form

Appendix II - Forms

Form 1 - Personnel Request Form.xls

Form 2 3 4.xls

Form 5 - Sube Yon.Kom.Karari.xls

Form 6.doc

Form 7.xls

Form angelia proslipsis OAED.doc

~~Form anagelia oikiothelous apoxorisis.doc~~

Form katagelia simvasis ergasias.doc

APPENDIX I

ETHICAL PRINCIPLES

INTRODUCTION

Ethical principles involve the regulations about the working life and the principles that Ziraat Bank's employees must obey while they fulfill their duties. The aim of these principles is to prevent any disagreement and conflict of interests that may occur between the customers and the Bank. Any attitude and behavior against these rules will be assessed in the context of disciplinary regulation, and employees are expected to behave in common sense under circumstances and conditions not covered by these rules.

In the context of business ethics rules, all employees must;

- Behave honorable and faithfully in all business relations.
- Avoid any attitude and behavior which may damage Bank's reputation while fulfilling the responsibilities
- Know the acts and regulations in depth and stand to their terms.
- Not make public the secret issues to third-parties, except those who must know them.
- Obey and examine the orders, regulations and procedures, directives protecting business discipline and working life by following them day to day.
- Inform supervisors or Human Resources Department about apparent or suspicious acts against rules.
- Never reveal political, social and religious opinions in job environment.
- Dress always suitable for business; abstain from clothes reflecting political or religious thoughts.
- Not behave against woman-man equality and generally accepted ethical behaviors.

Branch and department managers are directly responsible for employees to act in accordance with the rules regulated by these principles.

CHAPTER I

CONFLICT OF INTERESTS

BASIC PRINCIPLE

Our employees should not employ their authority to advantage of their self-interest or their family's and third parties' interest.

1) PROHIBITION OF RECEIVING PAYMENT/GIFT

Our employees cannot receive or ask for any personal payment or gifts from third parties having business with the Bank.

2) GIFTS FOR CUSTOMERS

It should be obvious that the gifts given to customers do not cause any conflict of interest between the parties. Following rules define appropriate gifts.

- New Year and special day's gifts can be given to the clients in accordance with the rules defined by the Bank.
- Any payment in any way is forbidden.
- The aim of the gifts should not affect the other parties about any agreement or business relation.

3) BANK'S PAYMENTS AND POLITICAL DONATIONS

Any payment/gift is forbidden which will be given to any public officer or political party candidate aimed to affect decision or to get an advantage for continuity of Bank's activities.

4) PERSONAL POLITICAL DONATIONS

Any personal payment/gift is forbidden which will be given to any public officer or political party candidate aimed to affect decision or to get an advantage for continuity of Bank's activities.

Employees cannot participate in any political meeting or activity as representatives of the Bank.

5) REGULATIONS FOR BORROWING

Employees can only borrow from legally authorized loan offices.

6) SECOND JOB

Employees cannot have a second job at working days, on weekends, public holidays or vacation. They should have a written approval from HR Department if an advisory or similar charged position is in question.

However they can participate in legal aid organizations, associations or civil organizations etc. if it does not cause any interruption for their duty in the Bank.

7) REPRESENTATION AGREEMENTS WITH CUSTOMERS

Employees cannot directly or indirectly accept heritage from customers or be beneficiary under a will (if the customer is not a relative of the employee). They cannot undertake a power of attorney which enable them have control over the accounts of clients except portfolio management.

8) PERSONAL INVESTMENTS

As directing personal investments, our employees cannot make investments in shares or other investment vehicles that may cause any conflict of interest with the responsibilities of the employee in the Bank.

CHAPTER II

REGULATIONS FOR INFORMATION FLOW

BASIC PRINCIPLE

Any information about the Bank is confidential and it is forbidden to announce them to third parties.

1) INFORMATION BELONGING TO THE BANK

Bank reserves the right of property of trade secrets, financial information, client-employee data, all materials, programs, documents, computer and telecommunication systems, hardware-software and other regulations and applications, all studies made by the employees and products developed by employees. Such documents, information and instruments cannot be used for the good of the third parties, organizations and for self interests during or after the employment period excluding some situations arising from the duties in the Bank. Patent rights are reserved by the Bank.

2) PROHIBITION FOR INFORMATION TRADE

It is forbidden to use any secret information concerning the Bank, its clients or operations for self interest while trading fiscal instruments such as shares or to make public in improper ways to the third parties. This rule covers the whole information procured by the employee during the working period.

3) INFORMATION SYSTEMS

Any software bought for or developed in the Bank cannot be used or copied for any purpose without permission.

4) CONFIDENTIALITY OF ELECTRONIC OR OTHER INFORMATION

It is forbidden to use the Bank's e-mail system or other systems to prepare, save or send private documents and information. In case of private usage, this means that the employee renounce the right of privacy and the staff responsible for supervision and control of the Bank can analyze this information.

5) FINANCIAL INFORMATION

Records of the Bank are kept pertinent to common accounting principles. All the transactions, checkovers, loans and credits, incomes, losses, expenses must be kept and reported correctly. It is forbidden to make a secret and unregistered agreement. It is forbidden to keep wrong or misleading records.

6) REPORTING

Statutory reports related to the Bank's financial situation, operations etc. must be intact and correct. It is forbidden to hold out such information on public authorities and to change and damage them.

7) MEDIA SURVEYS AND INTERVIEW DEMANDS

Any such demand should be responded and coordinated by the related department. Employees cannot make written or oral explanation to the media, they should have permission of HR Department to make a speech or participate in meetings, conferences. Likewise it is forbidden to prepare documents using the titles of the Bank.

CHAPTER III

CUSTOMER RELATIONS

BASIC PRINCIPLE

Employees cannot act on behalf of the customers on issues related to the Bank's scope of business. They cannot transact and represent clients in the way which may harm the Bank.

1) COMMUNICATION

Giving false, misleading or exaggerated information while communicating with the customers or other corporations must be avoided.

2) PRICING

Our employees are obliged to follow in-house regulations and relevant legal obligations about pricing of the products and services that our corporation offers.

3) CUSTOMER COMPLAINTS

Customer complaints regarding our products and services should quickly and accurately be directed to the relevant departments. Complaints that are serious and extraordinary which can affect the Bank's prestige must be directed to the relevant department managers as soon as possible.

4) NON LEGAL CUSTOMER RELATIONS

It is strictly forbidden to serve a customer who is in actions against law.

5) LEGAL INVESTIGATIONS ABOUT CUSTOMERS

Information requested by any legal authority regarding customers should be given only with the approval of the relevant department.

6) TRANSACTIONS AGAINST ANTI-TRUST LAWS

Under any circumstance our employees cannot make agreements with competitors which may affect pricing and marketing policies.

7) LEGAL ISSUES

In case that our employees take part in a legal or official inquiry, are interrogated, arrested or convicted for any reason (being called as witness or being accused part), they have to inform their supervisors and HR Department in writing immediately.

They cannot bear witness and sign any advocacy drawn up at the instance of third parts that will affect Bank's prestige, continuity and operations if not legally enforced.

APPENDIX II FORMS

Form 1 – Personnel Request Form



Microsoft Office
Excel Worksheet

Form 2,3,4



Microsoft Office
Excel Worksheet

Form 5 - Sube Yon.Kom.Karari.xls



Microsoft Office
Excel Worksheet

Form 6.doc



Microsoft Office
Excel Worksheet

Form 7.xls



Microsoft Office
Excel Worksheet

Form angelia proslipsis OAED.doc



Microsoft Office
Word Document

Form anagelia oikiothelous apoxorisis.doc



Microsoft Office
Word Document

Form katagelia simvasis ergasias.doc



Microsoft Office
Word Document

APPENDIX III

The amounts below are gross and all legal obligations of the employee will be deducted.

MINIMUM COMP. FOR CHG. IN PL. OF AS. 750 EURO

DISTANCE(Km)	ADDITIONAL AMOUNT (B)	COMP. FOR CHG. IN PL. OF AS. (GROSS) A+B
0 < 100	150	900
100 < 200	300	1.050
200 < 300	450	1.200
300 < 400	600	1.350
400 < 500	825	1.575
500 < 600	1.050	1.800
600 < 700	1.275	2.025
700 < 800	1.500	2.250
800 < 900	1.725	2.475
900 < 1000	1.950	2.700
1000 < 1100	2.025	2.775
1100 < 1200	2.100	2.850
1200 < 1300	2.175	2.925
1300 < 1400	2.250	3.000
1400 < 1500	2.325	3.075
> 1500	2.400	3.150

APPENDIX IV**Allowances & Accommodation Fees**

	Maximum Real Expenses	Accommodation
Legal Representatives & Senior Country Manager	100	200
Branch Managers & Department Managers	80	150
Internal Auditor / Compliance Officer / Assistant Managers / Specialists	60	100
Other Staff	40	100

In cases of special organizations that require our participation, it is in Senior Country Manager's discretion to decide / approve the stay in the hotel that the organization takes place, if the price exceeds the above limits