



BAKI ALI NEFT MƏKTƏBİ
BAKU HIGHER OIL SCHOOL

Anti-Harassment and Anti-Discrimination Policy

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1. Purpose

This policy aims to ensure that Baku Higher Oil School (BHOS) provides a safe, inclusive, and equitable academic and working environment for all members of its community. BHOS is committed to upholding internationally recognized standards of equality, dignity, and non-discrimination, consistent with national legislation and global ranking frameworks addressing social equity and reduced inequalities. The policy establishes clear expectations for respectful conduct, prohibits all forms of discrimination and harassment, and promotes equal access to opportunities in admissions, employment, academic participation, and campus life. It further provides guidance on preventing, reporting, investigating, and resolving incidents related to unfair treatment, ensuring that violations are addressed transparently and that individuals are protected from retaliation.

2. Scope

This policy applies to all individuals associated with Baku Higher Oil School (BHOS), including students, applicants, faculty, administrative and support staff, contracted employees, external service providers, alumni, visitors, and institutional partners engaged in academic, research, industrial or community collaboration with the university. It governs conduct and interpersonal interactions that occur on BHOS premises, during BHOS-organized or BHOS-represented activities off campus, and in all digital or virtual platforms used for learning, communication, or administrative purposes.

This policy also extends to professional placements, internships, joint academic programs, conferences, and outreach activities conducted under BHOS representation, ensuring that non-discrimination and equal treatment are upheld beyond the physical boundaries of the institution. All parties connected to BHOS are required to comply with this policy, regardless of contractual duration, employment type, or academic status.

The policy ensures that all individuals are equally protected from discrimination, harassment, exclusion, and unequal treatment based on legally protected characteristics. It also reinforces BHOS's obligations under national legislation and internationally recognized equality frameworks used in global university rankings and accreditation systems to protect access to education, employment, and campus participation for underrepresented and vulnerable groups.

3. Policy Statements

Baku Higher Oil School (BHOS) is committed to ensuring a safe, inclusive, and equitable learning and working environment in which all individuals are protected from discrimination, harassment, exclusion, and any form of unlawful or unethical treatment. BHOS strictly prohibits discrimination or harassment based on race, ethnicity, disability, gender, age, religion or belief, nationality, refugee status, socioeconomic vulnerability, or any other protected characteristic recognized under Azerbaijani legislation or international equality standards.

All members of the BHOS community, including applicants, employees, students, contractors, partners, and visitors, have the right to be treated with dignity, fairness, and respect. Any conduct that undermines these principles will be investigated promptly, confidentially, and impartially, and will be addressed through appropriate corrective or disciplinary action.

BHOS encourages all individuals to report suspected violations or experiences involving harassment, inequality, or discriminatory behavior. The university guarantees protection against retaliation, provides access to confidential reporting mechanisms, and ensures transparent investigation procedures. This policy demonstrates BHOS's institutional responsibility to advance equality, diversification, and social inclusion, as required by globally recognized higher education standards and ranking frameworks that measure reduced inequalities and equitable access.

The policy supports BHOS's broader mission to expand educational opportunities, remove systemic barriers affecting underrepresented groups, and contribute to international commitments on human rights, non-discrimination, and inclusive development.

4. Responsibilities

4.1 BHOS Management

BHOS leadership is accountable for ensuring full and effective implementation of this policy. Management must model inclusive and respectful behavior, allocate resources to support equality initiatives, and ensure that complaints of discrimination, harassment, or exclusion are addressed promptly, fairly, and confidentially. Leadership is also responsible for ensuring that training,

awareness programs, and reporting mechanisms remain active, accessible, and aligned with legal and international standards.

4.2 Faculty

Faculty members are expected to foster an inclusive academic environment where all students and colleagues are treated with dignity and respect. They are obligated to respond appropriately to any reports or indications of discriminatory conduct or harassment and to ensure that concerns are handled without retaliation. Faculty must demonstrate professional conduct, provide equitable learning conditions, and support students and staff from underrepresented or legally protected groups.

4.3 Students, Staff, and Contractors

All students, employees, and contracted personnel are required to comply with this policy and uphold respectful and non-discriminatory conduct. Individuals must refrain from any behavior that may constitute harassment, discrimination, or unfair treatment. They should be aware of how their actions affect others and are expected to report incidents they experience or observe using approved reporting channels.

4.4 Legal Adviser

The Legal Adviser provides official guidance on the interpretation and application of this policy and oversees the impartial handling of complaints. This office must investigate cases confidentially and promptly, ensuring that the rights of all parties are protected and that outcomes comply with institutional regulations and Azerbaijani law.

4.5 Human Resources Department

The Human Resources Department is responsible for maintaining secure records of reported incidents, corresponding actions, and outcomes. HR organizes training and professional development related to equality, diversity, and anti-harassment policies and ensures that employment practices, including recruitment and disciplinary procedures, are consistent with legal and institutional standards.

4.6 Reporting Individuals

Any individual who believes they have experienced or witnessed discrimination or harassment is encouraged to submit a report through the designated channels. Reports should include sufficient detail to enable a fair and thorough investigation. BHOS guarantees confidentiality, protection from retaliation, and access to support throughout the reporting and resolution process.

5. Procedures

5.1 Reporting and Initial Assessment

Individuals who experience or witness discrimination, harassment, or related misconduct should report the incident to the Legal Adviser of Baku Higher Oil School (BHOS). Reports should include relevant details such as the date, time, nature of the incident, and persons involved. Reports may be submitted through written communication, electronic forms, or in person. Upon receipt, the Legal Adviser will conduct a preliminary review to determine whether the case falls under this policy and whether immediate measures are required to protect the individuals involved. If the matter is within the scope of this policy, a formal investigation will be initiated without delay.

5.2 Investigation and Resolution

Investigations will be prompt, impartial, and conducted in accordance with institutional procedures and applicable legislation. The process may involve reviewing documentation, interviewing the complainant, the respondent, and relevant witnesses, and collecting corroborating evidence. Confidentiality will be strictly maintained to protect all parties. Based on the findings, BHOS may take corrective actions, including mediation, sanctions, or disciplinary measures proportionate to the severity of the violation. Both parties will be notified in writing of the outcome and applicable actions.

5.3 Appeal and Record Keeping

Any party dissatisfied with the outcome may submit a written appeal within **14 calendar days** of receiving the decision. Appeals will be evaluated by a designated authority who was not involved in the original investigation to ensure fairness and impartiality. All complaints, evidence,

investigation notes and decisions will be securely documented and stored confidentially by the Human Resources Department in accordance with data protection requirements.

5.4 Protection and Support

BHOS strictly prohibits any form of retaliation, victimization, intimidation, or adverse treatment against individuals who file a report, participate in an investigation, or support a complainant. Retaliation constitutes misconduct and will result in disciplinary action. BHOS will provide appropriate support services—including academic accommodations, counseling referrals, and safety measures—to individuals affected by discrimination or harassment. These measures aim to ensure their well-being and continued participation in academic and professional activities.

6. Compliance

All members of the Baku Higher Oil School (BHOS) community—including students, applicants, faculty, staff, contractors, and partners—are required to comply with this policy. Violations, including discrimination, harassment, retaliation, or obstruction of an investigation, will result in disciplinary measures such as warnings, suspension, contract termination, or dismissal, in accordance with BHOS regulations and relevant Azerbaijani legislation. In severe cases, BHOS may pursue legal action. The university is committed to maintaining a safe, inclusive, and respectful environment and expects full cooperation and adherence from every individual.

7. Training and Awareness

BHOS provides mandatory and continuous training for students, faculty, and staff to promote awareness of discrimination, harassment prevention, and respectful conduct. Training initiatives include workshops, counseling sessions, digital modules, and informational campaigns to ensure a shared understanding of rights, responsibilities, reporting channels, and support services. These programs emphasize the identification and prevention of discriminatory behavior, unconscious bias, and retaliation, and ensure the community remains informed about this policy and its updates.

8. Policy Review

This policy will be reviewed annually, or sooner if required by changes in legislation, institutional needs, or international standards. The review will include an assessment of community feedback,

analysis of incident data, and alignment with global best practices and equality frameworks used in higher education ranking and accreditation systems. Any revisions will be approved by BHOS leadership and communicated to the entire university community to ensure ongoing compliance and awareness.

9. Enforcement

Enforcement of this policy rests with BHOS management, the Legal Adviser, and the Human Resources Department. All reports will be taken seriously, addressed promptly, and investigated impartially. Appropriate disciplinary actions will be applied to individuals or entities found in violation, ensuring accountability at all institutional levels. BHOS strictly prohibits retaliation against individuals who report or participate in investigations, reinforcing its commitment to a safe and respectful academic and working environment.