



# BAKI ALI NEFT MƏKTƏBİ BAKU HIGHER OIL SCHOOL

## Anti-Harassment and Anti-Discrimination Policy

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## **1.Purpose**

The purpose of this policy is to ensure that Baku Higher Oil School (BHOS) maintains a safe, respectful, and inclusive environment for all members of its community. BHOS is committed to fostering a workplace and learning space free from discrimination, harassment, and any form of unfair treatment. This policy aims to outline clear expectations of behavior, promote equality, and provide guidance on preventing, identifying, and addressing any incidents of discrimination or harassment.

## **2.Scope**

This policy applies to all individuals connected to Baku Higher Oil School, including students, faculty, staff, contractors, visitors, and collaboration partners. It covers all interactions that occur within BHOS, during BHOS-sponsored events, and in any location where BHOS-related activities take place. This policy also extends to online or digital communications and interactions between members of the BHOS community. It is intended to ensure that all individuals are protected from discrimination and harassment, regardless of their role or relationship with BHOS.

## **3.Policy Statements**

Baku Higher Oil School is committed to creating and maintaining a learning and working environment that is free from discrimination, harassment, and any form of unlawful behavior. BHOS does not tolerate discrimination or harassment based on race, ethnicity, gender, age, disability, religion, sexual orientation, nationality, or any other protected characteristic. All members of the BHOS community have the right to be treated with dignity and respect, and any conduct that violates these principles will be addressed promptly and fairly.

BHOS encourages individuals to speak up if they experience or witness any form of discrimination or harassment. The institution will take all reports seriously, ensure a thorough investigation, and take appropriate action to prevent further occurrences. This policy reflects BHOS's commitment to promoting equality, inclusion, and a safe, supportive environment for all.

## **4. Responsibilities**

### **4.1 BHOS Management**

BHOS leadership is responsible for ensuring the effective implementation of this policy. Management must lead by example, promoting an inclusive and respectful environment, and ensuring that all incidents of discrimination or harassment are addressed promptly and

appropriately. Management is also responsible for providing training and resources to raise awareness about this policy.

## **4.2 Faculty**

Faculty members have a duty to actively promote a culture of equality and respect within their teams or classrooms. They are responsible for addressing any concerns or complaints related to discrimination or harassment that are brought to their attention. Faculty members should also model appropriate behavior and create a safe space for individuals to report issues without fear of retaliation.

## **4.3 Students, Staff, and Contractors**

All students, staff, and contractors are responsible for adhering to this policy. Everyone is expected to treat others with respect, regardless of differences, and to refrain from any conduct that could be considered discriminatory or harassing. Individuals should be aware of their behavior and its impact on others and should report any incidents of discrimination or harassment they experience or witness.

## **4.4 Legal adviser**

Legal adviser is responsible for providing guidance and support on matters related to this policy, must handle complaints in a confidential, timely, and impartial manner, ensuring that all parties involved are treated fairly

## **4.5 Human Resources Department**

HR department is responsible for maintaining records of complaints and actions taken, as well as organizing relevant training programs for staff and faculty.

## **4.6 Reporting Individuals**

Individuals who believe they have experienced or witnessed discrimination or harassment are encouraged to report the incident to the designated authorities at BHOS. Reporting individuals should provide as much detail as possible to ensure a thorough and fair investigation. BHOS ensures that all reports will be handled confidentially and without retaliation.

## **5. Procedures**

### **5.1 Reporting and Initial Assessment**

Individuals should report incidents of discrimination or harassment to Legal advisor of BHOS providing key details like the date, time, and those involved. Upon receiving a report, it will be assessed whether the case falls under this policy. If applicable, an investigation will be initiated.

### **5.2 Investigation and Resolution**

A prompt and impartial investigation will be conducted, including interviews with the complainant, the accused, and any witnesses. Confidentiality will be maintained throughout the process. Based on the findings, appropriate actions such as mediation or disciplinary measures will be taken, and both parties will be informed of the outcome.

### **5.3 Appeal and Record Keeping**

If dissatisfied with the outcome, either party can submit an appeal in writing within 14 days. The appeal will be reviewed by a different authority. All reports, investigations, and outcomes will be confidentially documented and stored by the Human Resources Department.

### **5.4 Protection and Support**

BHOS strictly prohibits retaliation against individuals reporting or involved in an investigation. Retaliatory behavior will result in disciplinary action. BHOS will also offer support services, such as counseling, to those affected by discrimination or harassment.

## **6. Compliance**

All BHOS community members must follow this policy. Violations, including discrimination, harassment, or retaliation, will lead to disciplinary actions such as warnings, suspension, or termination. Severe cases may result in legal action. BHOS is committed to maintaining a safe, inclusive environment, and expects full compliance from all individuals.

## **7. Training and Awareness**

BHOS will provide regular training for all students, staff, and faculty to raise awareness about discrimination and harassment. Mandatory sessions will cover recognizing and preventing such behavior, understanding this policy, and the reporting process. Ongoing workshops and communications will ensure everyone is informed about their responsibilities and available support.

## **8. Policy Review**

This policy will be reviewed annually to ensure its effectiveness and relevance. The review process will involve assessing feedback from the BHOS community, evaluating incident reports, and making necessary updates to align with current laws and best practices. Any changes will be communicated to all members of the BHOS community to ensure ongoing awareness and compliance.

## **9. Enforcement**

Enforcement of this policy is the responsibility of Baku Higher Oil School management and the Human Resources Department. All reported incidents will be taken seriously and investigated promptly. Appropriate disciplinary actions will be implemented against individuals found to have violated this policy, ensuring accountability at all levels. BHOS is committed to fostering a safe and respectful environment, and will not tolerate any form of discrimination, harassment, or retaliation.