



BAKI ALI NEFT MƏKTƏBİ
BAKU HIGHER OIL SCHOOL

Baku Higher Oil School
Policy on Women's Rights and Workplace
Equality

1. Purpose

This policy aims to promote gender equality and outline the rights of female employees at Baku Higher Oil School (BHOS), in accordance with the Articles of Azerbaijani Labor Code(Article). BHOS is dedicated to ensuring a safe, inclusive, and supportive work environment for all employees, with a particular emphasis on protecting the rights of women, including those returning to work after childbirth.

2. Legal Framework

This policy is governed by the Azerbaijani Labor Code, particularly Articles 12, 79, 125, 127, 240, and 241, which outline the general rights and protections for women in the workplace.

3. Definitions

For the purposes of this policy, the following definitions apply:

Forced Labour - Any work or service exacted from an individual under threat, coercion, or without their voluntary consent.

Modern Slavery - Practices including forced labour, servitude, debt bondage, or any similar form of exploitation.

Human Trafficking - Recruitment, transportation, transfer, or harboring of persons through coercion or deception for the purpose of exploitation.

Child Labour - Employment of individuals below the minimum legal working age as defined by the Labor Code of the Republic of Azerbaijan.

Vulnerable Individuals - Persons at increased risk of exploitation due to age, disability, socioeconomic status, or other factors.

Third-Party Vendors - Contractors, suppliers, or external entities providing goods or services to BHOS.

4. Non-Discrimination and Equal Opportunities

In accordance with Article 12 of the Azerbaijani Labor Code BHOS is committed to ensuring non-discrimination on the grounds of gender. All female employees are entitled to equal opportunities in hiring, promotion, training, and professional development.

BHOS ensures that all employees receive equal pay for work of equal value, as mandated by the Azerbaijani Labor Code. Discrimination based on gender, marital status, or family responsibilities is strictly prohibited. Regular reviews will be conducted to identify and address any pay disparities affecting underrepresented groups.

5. Safe Working Conditions

As mandated by Article 79 BHOS shall provide a safe and healthy working environment for female employees. Women shall not be assigned tasks that are deemed hazardous or strenuous, particularly if they are pregnant or breastfeeding. BHOS will also provide reasonable accommodations to employees and

students with disabilities to ensure equitable participation in all activities and to support an inclusive and accessible working and learning environment.

BHOS guarantees that no individual will face retaliation, discrimination, or any negative consequences for reporting concerns or participating in an investigation conducted in good faith.

6. Maternity and Parental Rights

6.1 Maternity Leave

According to Article 125 female employees are entitled to maternity leave for 126 calendar days (70 days before childbirth and 56 days after childbirth). In the event of complications or multiple births, this period extends to 140 calendar days.

6.2 Rights Upon Return to Work

According to Article 241 women returning from maternity leave are entitled to return to their previous job or an equivalent position with the same pay and status. Any unfavorable changes to their employment conditions upon return are prohibited.

Dismissal of female employees on the grounds of pregnancy, childbirth, or maternity leave is strictly forbidden.

6.3 Reduced Working Hours and Nursing Breaks

According to Article 241 women with children under the age of 1.5 years are entitled to reduced working hours without a reduction in salary.

Nursing breaks of at least 30 minutes every three hours are provided to breastfeeding mothers. If a woman has two or more children under 1.5 years, the break extends to at least one hour. These breaks are included in working hours and are paid.

6.4 Childcare Leave

According to Article 127 female employees may take additional unpaid leave of up to 3 years for childcare. Their job position is preserved during this period, and they can return to their role without facing discrimination or unfavorable changes.

Employees are entitled to additional leave for having two or more children. The main provisions of this article are as follows:

1. Employees with Two Children: Employees who have two children under the age of 14 are granted 2 additional days of paid leave annually, in addition to their regular leave.
2. Employees with Three or More Children: Employees who have three or more children under the age of 14 are granted 5 additional days of paid leave annually, in addition to their regular leave.

7. Protection from Harassment and Violence

BHOS maintains a zero-tolerance policy toward any form of harassment, violence, or intimidation. As stated in Article 240 female employees have the right to a workplace free from harassment, sexual

harassment, and gender-based violence. Any such behavior will result in disciplinary action, in compliance with the Azerbaijani Labor Code and BHOS policies.

All employees must complete annual training on human rights, ethical labour practices, and the procedures outlined in this policy. Additional specialized training will be provided to management, HR personnel, and individuals involved in vendor or contractor selection.

8. Flexible Working Arrangements

BHOS encourages flexible working arrangements for female employees, especially those with childcare responsibilities:

Where possible, BHOS will provide flexible working hours, part-time work, or remote work options to support work-life balance for female employees.

9. Health and Safety

BHOS commits to ensuring the health and safety of all female employees:

Female employees who are pregnant or have recently given birth will be provided with appropriate work conditions that consider their health and safety requirements, including reasonable adjustments to their work environment if necessary.

10. Support and Resources

BHOS will offer support to female employees, including:

Access to counseling and support services related to maternity, childcare, and work-life balance.

Informative resources outlining their rights and entitlements under the Azerbaijani Labor Code.

11. Review

This policy shall be reviewed periodically to ensure compliance with the Azerbaijani Labor Code and to address any evolving needs of female employees in the workplace. Amendments will be made as necessary to ensure continued support and protection of women's rights at BHOS.