



BAKI ALI NEFT MƏKTƏBİ
BAKU HIGHER OIL SCHOOL

Equality, Diversity, and Inclusion Policy (EDI)

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1. Purpose

This policy seeks to guarantee that Baku Higher Oil School (BHOS) upholds fair, transparent, and non-discriminatory access to education, employment, campus life, and academic activities for all applicants, students, staff, faculty, and visitors. BHOS is dedicated to advancing equality, eliminating discriminatory practices, and offering inclusive support to legally defined underrepresented and protected groups, in accordance with the laws of the Republic of Azerbaijan and internationally recognized principles of equitable access to higher education.

2. Scope

This policy applies to and governs the conduct of the following groups within and associated with Baku Higher Oil School:

- 2.1** All employees engaged under contract, including visiting academics from other institutions.
- 2.2** Individuals or organizations employed by the university or acting on its behalf, including suppliers of goods and service providers.
- 2.3** External stakeholders appointed to university committees.
- 2.4** Third parties participating in university outreach programs, events, conferences, or collaborative activities, including speakers, participants, and partners.
- 2.5** Guests, including external individuals or organizations utilizing university facilities, resources, or services.
- 2.6** Alumni and former students of the university.
- 2.7** Independent contractors engaged by the institution.
- 2.8** Associate or honorary members affiliated with the university.
- 2.9** Applicants for employment or admission.
- 2.10** All enrolled students.

All groups listed above are required to conduct themselves respectfully and in alignment with the principles of this policy in all forms of interaction and communication. Visitors are likewise expected to treat others in accordance with the values of equality, diversity, and inclusion upheld by BHOS.

3. Principles

A principles-based Equality, Diversity, and Inclusion (EDI) policy is essential to establishing an institutional culture at Baku Higher Oil School (BHOS) where all individuals are treated with

fairness, dignity, and respect, regardless of their personal background, identity, or legally protected characteristics. These principles reinforce BHOS's commitment to ensuring equal access to opportunities and cultivating an inclusive academic and working environment where diversity is recognized as a source of strength and enrichment.

3.1 Equal Opportunity

BHOS guarantees equitable access to education, employment, services, and institutional benefits for all individuals, regardless of legally protected characteristics. This includes ensuring that underrepresented groups have fair access to admission processes, financial support, scholarships, and academic services.

3.2 Non-Discrimination

BHOS strictly prohibits discrimination, harassment, or victimization based on protected characteristics, whether direct or indirect, perceived or associated. This principle applies explicitly to **admissions, recruitment, employment, academic assessment, financial aid, and student services**, in line with SDG expectations for transparent and non-discriminatory access.

3.3 Inclusivity

BHOS recognizes diversity as an institutional asset that enhances learning, research, and community engagement. The university actively promotes the participation of underrepresented groups, including persons with disabilities, refugees, and socially disadvantaged students, thereby contributing to inclusive educational outcomes.

3.4 Accessibility

BHOS is committed to providing accessible environments, services, and communication tools for all individuals. The institution ensures reasonable accommodations and continuous improvements in accessibility, including adaptive technologies and barrier-free facilities, aligning with SDG targets for reducing inequalities in access to education.

3.5 Fair Treatment

BHOS promotes impartiality in admission, hiring, promotion, and academic decision-making. Fair treatment also includes the application of **positive discrimination (special privileges)** where mandated by law, ensuring equal opportunity for protected and underrepresented groups.

3.6 Pay Transparency

BHOS upholds pay transparency and equitable remuneration practices, consistent with national labor legislation. Transparency in pay and employment practices supports SDG 10 indicators related to reducing inequality within institutions.

3.7 Awareness and Training

BHOS delivers training programs focused on equality, diversity, unconscious bias, and inclusive behavior. Training participation by staff and students serves as **documented evidence of institutional measures**.

3.8 Accountability

All members of the BHOS community are accountable for compliance with this policy. BHOS maintains mechanisms for reporting and addressing discrimination, exclusion, or harassment, and documents these processes for audit purposes, supporting SDG 10 requirements for measurable outcomes.

3.9 Leadership Commitment

BHOS leadership actively advocates for equality, diversity, and inclusion, ensuring that EDI priorities are reflected in institutional strategies, budgets, and policy decisions. Leadership endorsement provides verifiable institutional commitment required assessment criteria.

3.10 Continuous Improvement

BHOS evaluates the effectiveness of EDI implementation using measurable indicators, stakeholder feedback, and updated legislation. Results are used to improve policy and practice, contributing to ongoing compliance with SDG standards for transparency and performance monitoring.

3.11 Community Engagement

BHOS collaborates with industry partners, governmental bodies, educational institutions, and NGOs to promote the values of equality, diversity, and inclusion. Outreach initiatives specifically target underrepresented groups, thereby extending the university's SDG 10 impact beyond campus boundaries.

4. Responsibilities

4.1 Inclusion Committee

The Inclusion Committee at Baku Higher Oil School (BHOS) holds primary responsibility for overseeing the development, implementation, and continuous enhancement of the Equality, Diversity, and Inclusion Policy. The Committee ensures that the policy reflects national legislation and international standards on equality and inclusion, including globally recognized higher education evaluation frameworks and ranking requirements related to social equity and reduced inequalities.

Its duties include, but are not limited to:

- Reviewing, updating, and recommending policy amendments in response to emerging needs and regulatory changes;
- Designing actionable inclusion strategies, including legally compliant positive discrimination and targeted support for underrepresented groups;
- Planning and delivering training and awareness programs on diversity, unconscious bias, and inclusive practices;
- Monitoring EDI implementation through measurable indicators, including student admission data, participation rates, grievance reporting, and accessibility improvements;
- Providing confidential guidance and support to individuals experiencing discrimination or exclusion;
- Documenting and submitting periodic reports to university leadership for transparency;
- Securing resources necessary for accessibility, student support, and inclusion activities;
- Promoting campus-wide diversity through events, outreach, and stakeholder engagements that advance social inclusion beyond the BHOS community.

4.2 Staff

Staff members at Baku Higher Oil School are expected to uphold and actively promote equality,

diversity, and inclusion within the academic and administrative environment. They are responsible for:

- Treating all individuals with fairness, dignity, and respect regardless of background or legally protected characteristics;
- Complying with EDI policies in their professional roles, including recruitment, assessment, academic support, mentoring, and service provision;
- Participating in mandatory training programs related to equality, diversity, unconscious bias, accessibility, and inclusive communication;
- Reporting discriminatory behavior, harassment, or violations of this policy through established procedures;
- Supporting diverse groups, including privileged students, students with disabilities, and refugees, within the scope of their duties;
- Acting as role models who cultivate a safe, respectful, and inclusive institutional culture.
- Failure to comply with this policy may result in disciplinary measures in accordance with BHOS regulations and national labor legislation.

4.3 Students

- Students at BHOS contribute actively to creating and sustaining an inclusive learning environment. Each student is expected to:
- Treat peers, staff, faculty, and guests with respect irrespective of identity, beliefs, or personal characteristics;
- Participate in educational activities on equality, diversity, accessibility, and bias awareness offered by the university;
- Use established institutional mechanisms to report any incidents involving discrimination, harassment, or exclusion;
- Support peers from underrepresented groups, including students with disabilities, refugees/IDPs, and individuals with recognized special privileges;
- Engage in dialogue that fosters tolerance, cultural understanding, and social cohesion;
- Represent BHOS values of equality and inclusion during external activities, online interactions, and public events.

Students who violate this policy are subject to disciplinary actions in accordance with BHOS student regulations.

4.4 Stakeholders

Stakeholders, including industry partners, sponsors, suppliers, collaborators, alumni, and participants in BHOS-organized events, share responsibility for supporting and advancing the institution's commitment to equality, diversity, and inclusion. They are required to:

- Interact with the university community in a respectful, non-discriminatory manner;
- Adhere to BHOS EDI values when participating in academic, professional, or outreach activities;
- Address concerns involving discrimination, exclusion, inequitable treatment, or inappropriate conduct promptly and transparently;
- Support efforts to widen participation for underrepresented groups, especially in internships, scholarships,

Non-compliance by stakeholders may result in partnership review, cancellation of collaboration, or removal from university initiatives.

5. Appeal

Baku Higher Oil School maintains a transparent and accessible reporting mechanism for addressing breaches of the Equality, Diversity, and Inclusion Policy. Concerns may be submitted through multiple channels, including contacting the university's legal adviser, submitting an anonymous online form available on the official website, or reporting directly to the Chair of the Inclusion Committee.

All reports will be reviewed promptly and treated with strict confidentiality. An assigned representative of the Inclusion Committee shall collect relevant information, conduct interviews with involved parties, and consult witnesses where appropriate. BHOS strictly prohibits retaliation against any individual who submits a report, participates in an investigation, or supports an inquiry, and ensures that appropriate follow-up assistance is provided when necessary.

6. Compliance and Oversight

Baku Higher Oil School (BHOS) is committed to ensuring full adherence to its Equality, Diversity, and Inclusion Policy across all academic, administrative, and community activities. To uphold this commitment, the institution shall:

- Provide mandatory training and awareness programs for staff, faculty, and students to ensure a clear understanding of EDI principles, legal obligations, and expected standards of conduct.
- Monitor and evaluate policy implementation regularly, using measurable indicators such as participation in training, accessibility improvements, and support provided to underrepresented groups.
- Review and address reports of non-compliance promptly, fairly, and confidentially, in accordance with established complaints and complaint resolution procedures.
- Enforce corrective or disciplinary measures against individuals or entities found to violate the policy, consistent with BHOS regulations and applicable legislation.
- Maintain documentation of compliance efforts, including training records, monitoring reports, and investigation outcomes, to ensure transparency and accountability.
- Promote continuous improvement by reviewing EDI outcomes, responding to stakeholder feedback, and making necessary updates to strengthen policy effectiveness.

These measures ensure that EDI principles are actively embedded in institutional practice and that the policy remains enforceable, measurable, and aligned with national regulations and international standards.

7. Training and Awareness

Baku Higher Oil School (BHOS) is dedicated to promoting a culture that embraces equality, diversity, and inclusion through ongoing training and awareness initiatives. The university provides workshops, seminars,

and digital learning resources to ensure that students, faculty, and staff clearly understand EDI principles and their responsibilities under this policy. These initiatives aim to reduce unconscious bias, challenge stereotypes, and encourage inclusive behaviors by equipping individuals with the knowledge and competencies needed to prevent and address discriminatory conduct.

8. Enforcement

Baku Higher Oil School (BHOS) enforces the Equality, Diversity, and Inclusion Policy with strict adherence to institutional regulations and applicable Azerbaijani legislation. Any violation of this policy, including discriminatory actions, harassment, exclusion, or retaliation, will result in appropriate corrective or disciplinary measures. The severity of such measures will be determined

based on the nature of the violation and may apply to students, staff, faculty, contractors, or external stakeholders. BHOS is committed to ensuring that enforcement processes are fair, confidential, timely, and free from any form of victimization.

9. Policy Review

The Equality, Diversity, and Inclusion Policy at Baku Higher Oil School is reviewed on a regular basis to ensure ongoing effectiveness, legal compliance, and alignment with institutional priorities. The Inclusion Committee is responsible for conducting evaluations, considering stakeholder feedback, analyzing monitoring data, and recommending revisions where necessary. These reviews ensure that the policy remains relevant, responsive to emerging needs, and reflective of evolving standards in equality and inclusion at both national and international levels.