



BAKI ALI NEFT MƏKTƏBİ

BAKU HIGHER OIL SCHOOL

Equality, Diversity, and Inclusion Policy

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1.Purpose

The purpose of this Equality, Diversity, and Inclusion Policy is to create a welcoming and supportive environment at Baku Higher Oil School (BHOS) for everyone connected to our community, including students, faculty, staff, guests, collaboration partners, and stakeholders. We are committed to promoting equality and diversity in all aspects of our institution, such as admissions, education, events, and partnerships. This policy outlines our commitment to removing barriers, ensuring fair treatment, and providing equal opportunities for all individuals associated with BHOS.

2. Scope

Every member of the university community is covered by this policy, including:

- 2.1 All employees under contract, including academic guests from other universities.
- 2.2 People and groups employed by the university or functioning on its behalf, including vendors of supplies and services.
- 2.3 Appointing external members to university committees.
- 2.4 External parties involved in the university's outreach activities, events, and conferences, including all participants, speakers and collaborators.
- 2.5 Guests, which includes outside people or organizations making use of the University's property, amenities, or services.
- 2.6 Former students who have graduated from the university.
- 2.7 Independent contractors who work at the university.
- 2.8 Associate or honorary members.
- 2.9 Candidates for jobs and education
- 2.10 All students

All the aforementioned groups are required to behave respectfully and in accordance with the principles of this policy during all interactions and communications. Additionally, all visitors are also expected to treat one another adhering to the values of equality, diversity, and inclusion.

3.Principles

A principles-based Equality, Diversity, and Inclusion (EDI) policy is essential for fostering an environment at Baku Higher Oil School (BHOS) where all individuals are treated

fairly, respected, and valued, regardless of their background, identity, or characteristics. The following fundamental principles guide this policy:

3.1 Equal Opportunity

BHOS ensures that all individuals have equitable access to opportunities, resources, and benefits within the institution, regardless of race, ethnicity, gender, sexual orientation, disability, religion, age, or any other characteristic.

3.2 Non-Discrimination

BHOS strictly prohibits discrimination, harassment, and victimization of any individual based on protected characteristics. This includes both direct and indirect discrimination, as well as discrimination by association or perception.

3.3 Inclusivity

BHOS fosters an inclusive environment where diverse perspectives, experiences, and backgrounds are welcomed and valued.

3.4 Accessibility

BHOS is committed to ensuring that facilities, services, information, and communication are accessible to all individuals, including those with disabilities. Reasonable adjustments are made to accommodate the diverse needs of individuals.

3.5 Fair Treatment

BHOS promotes fairness and impartiality in all decisions and actions including recruitment, selection, promotion, training, and disciplinary processes. All individuals are treated with dignity, respect, and integrity.

3.6 Pay Transparency

BHOS upholds pay transparency as key component of fair treatment, ensuring equitable remuneration practices within the organization.

3.7 Awareness and Training

BHOS provides training and awareness programs to educate members of the community about issues related to equality, diversity, and inclusion. These initiatives aim to raise awareness of unconscious bias and stereotypes while equipping individuals with the skills to challenge discriminatory behavior.

3.8 Accountability

BHOS holds individuals accountable for their behavior and actions concerning equality, diversity, and inclusion. Clear policies and procedures are established for reporting and addressing incidents of discrimination, harassment, or exclusion.

3.9 Leadership Commitment

BHOS demonstrates a strong leadership commitment to equality, diversity, and inclusion through visible support, advocacy, and role modeling. EDI principles are embedded in the institution's culture, values, and strategic priorities.

3.10 Continuous Improvement

BHOS regularly reviews and evaluates the effectiveness of EDI policies and practices. Feedback from stakeholders is actively sought to make necessary adjustments that enhance inclusivity and address emerging issues.

3.11 Community Engagement

BHOS engages with external stakeholders, including customers, clients, suppliers, and the wider community, to promote the values and principles of equality, diversity, and inclusion. Collaboration with diverse partners aims to address systemic barriers and promote social justice.

4. Responsibilities

4.1 Inclusion Committee

The Inclusion Committee at Baku Higher Oil School plays a crucial role in promoting and implementing the Equality, Diversity, and Inclusion Policy. The committee develops and updates the policy to align with best practices and creates actionable plans to ensure inclusivity throughout the university. It organizes training sessions to raise awareness about diversity and inclusion among students, faculty, and staff. Additionally, the committee monitors and evaluates the effectiveness of its initiatives, gathers feedback, and provides support to individuals facing equality-related issues. Engaging with various stakeholders, the committee reports progress to university leadership and facilitates the resolution of conflicts related to discrimination. Moreover, it celebrates the diversity of the BHOS community through events and advocates for the necessary resources to support these efforts.

4.2 Staff

Staff members at Baku Higher Oil School (BHOS) are essential to fostering an inclusive environment within the university community. They are expected to treat all individuals

with respect and dignity, promoting equality and diversity in all interactions. Staff members should actively participate in training and development opportunities related to diversity and inclusion and report any incidents of discrimination or harassment. By supporting students and colleagues, engaging in open dialogue, and modeling inclusive behavior staff contribute to a respectful academic atmosphere and uphold the values outlined in this policy.

4.3 Students

Students at Baku Higher Oil School play a vital role in promoting equality, diversity, and inclusion within the university community. They are expected to treat all individuals with respect and dignity, regardless of their background, identity, or beliefs. Students engage in learning about these principles by participating in training sessions and educational programs. They have a responsibility to report any incidents of discrimination, harassment, or bias they witness or experience. Additionally, students support their peers by fostering an inclusive environment and participating in university events that promote diversity. By engaging in open dialogue and collaborating with faculty and staff, students contribute to a respectful and inclusive academic atmosphere. Ultimately, students hold themselves accountable for their actions and language, committing to uphold the values outlined in this policy.

4.4 Stakeholders

Stakeholders, including partners, sponsors, community organizations, alumni, and guests of university events, play a crucial role in supporting Baku Higher Oil School's commitment to equality, diversity, and inclusion. They are expected to engage with the university in a respectful manner, promoting fair treatment and inclusivity in all interactions. Additionally, they should address any concerns related to discrimination or harassment promptly.

5. Appeal

Baku Higher Oil School has established a clear reporting mechanism for any violations of the EDI Policy. Individuals can report concerns through several channels, including contacting the legal adviser, submitting an online form available in the website which is anonymous, or reporting in person to the head of the Inclusion Committee. All reports will be investigated promptly and confidentially.. The Inclusion Committee member will gather relevant information, interview involved parties, and consult witnesses as needed. BHOS ensures that no retaliation occurs against individuals who report incidents or participate in investigations, and provides follow-up support where necessary.

6. Compliance and Oversight

BHOS is dedicated to making sure that its inclusion, diversity, and equality policy is followed. In order to do this, BHOS will:

- Give all staff members and students regular EDI principle instruction and training.
- Observe and evaluate how the policy is being implemented.
- Examine non-compliance complaints in a timely and equitable manner.
- Take appropriate action against people or organizations that are discovered to be in breach of the policy.

7. Training and Awareness

Baku Higher Oil School is committed to fostering a culture of equality, diversity, and inclusion through comprehensive training and awareness programs. Regular workshops, seminars, and online resources are provided to educate all members of the community on key EDI principles. These initiatives aim to raise awareness of unconscious bias, stereotypes, and inclusive practices, equipping individuals with the skills to challenge discriminatory behavior.

8. Enforcement

Baku Higher Oil School (BHOS) takes the enforcement of the Equality, Diversity, and Inclusion (EDI) Policy seriously. Any violation of this policy, including acts of discrimination, harassment, or exclusion, will result in appropriate disciplinary action, in line with both university procedures and Azerbaijani legislation.

9. Policy Review

The Equality, Diversity, and Inclusion Policy at Baku Higher Oil School is regularly reviewed to ensure its relevance and effectiveness. The Inclusion Committee will conduct periodic evaluations, taking into account feedback, ensuring the policy remains responsive to the needs of its community.