



BAKI ALI NEFT MƏKTƏBİ BAKU HIGHER OIL SCHOOL

Human Rights and Ethical Labor Practices Policy

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1. Purpose

The purpose of this policy is to establish a framework for ensuring that all activities at Baku Higher Oil School (BHOS), including those involving third-parties, are conducted in accordance with human rights principles and ethical labor practices. This policy aims to promote a safe, respectful, and equitable working environment for all employees, students, and stakeholders.

2. Scope

This policy applies to all employees, contractors, students, and third-party vendors engaged in activities at BHOS. It encompasses all labor practices related to recruitment, employment, compensation, working conditions, and the treatment of individuals within the institution and its operational network. All activities at BHOS must comply with the **Labor Code of the Republic of Azerbaijan**, including specific provisions on forced labor, human trafficking, and child labor.

3. Policy Statement

BHOS is committed to upholding human rights and ethical labor practices in all aspects of its operations. We recognize the importance of:

- Ensuring fair treatment, non-discrimination, and equal opportunity for all individuals, in line with Article 16 of the Labor Code of the Republic of Azerbaijan (Labor Code).
- Prohibiting forced labor, modern slavery, human trafficking, and child labor, as mandated by Article 12 of the Labor Code, which strictly forbids the use of forced or compulsory labor, and sets clear protections against the exploitation of individuals.
- Promoting a safe and healthy working environment, free from harassment and violence.
- Supporting freedom of association and the right to collective bargaining. This ensures that all employees have the right to join unions or associations of their choice without fear of discrimination or retaliation.

4. Responsibilities

4.1 Management

Management is responsible for ensuring compliance with this policy and fostering a culture of respect and inclusion throughout BHOS. They must provide the necessary

resources for the policy's implementation and oversight. Additionally, management must actively ensure that no practices leading to forced labor, modern slavery, or human trafficking occur within BHOS operations or its supply chain.

4.2 Human Resources

The HR department is tasked with developing and maintaining procedures for recruitment, onboarding, employee relations, and appeal mechanisms that are aligned with this policy. HR must also ensure compliance with relevant laws, particularly those concerning forced labor and child labor, while supporting the institution's commitment to ethical labor practices.

4.3 Employees

All employees are expected to adhere to the principles outlined in this policy in their daily activities. Employees are encouraged to report any violations or concerns, especially those related to forced labor, human trafficking, or child labor, to management or Human Resources.

5. Procedures

5.1 Recruitment and Employment

BHOS ensures that all hiring processes are transparent, fair, adhering to non-discrimination principles in accordance with the Labor Code. BHOS strictly prohibits any practices that could lead to forced labor or the exploitation of vulnerable individuals. Job postings are required to clearly outline qualifications and responsibilities, and must comply with Article 48 of the Labor Code, which enforces age restrictions to prevent child labor.

5.2 Working Conditions

The university's management and HR department are committed to maintaining a safe and healthy work environment in compliance with all relevant health and safety regulations. This includes adhering to the provisions of Article 224 of the Labor Code, which governs occupational safety and working conditions. Regular assessments will be conducted to identify and mitigate potential hazards.

5.3 Reporting Mechanism

BHOS has established a confidential reporting system for employees and students to raise concerns regarding human rights and labor practices, including issues related to forced labor or child labor. Reports can be submitted through secure online platform to ensure confidentiality and safety.

5.4 Investigation and Resolution

Upon receiving a report, the designated HR representative will initiate an investigation promptly. All parties involved will be treated fairly, and the investigation will be conducted in a timely manner, ensuring that issues related to forced labor or human trafficking are addressed urgently.

5.5 Disciplinary Actions

If a violation is confirmed, appropriate disciplinary actions will be taken in accordance with BHOS policies and the Labor Code of the Republic of Azerbaijan.

5.6 Appeals Process

BHOS guarantees all employees the right to appeal decisions related to human rights or pay. The appeals process begins with an initial discussion, where employees are encouraged to address concerns informally with their direct supervisor. If the issue remains unresolved, the employee may submit a formal written appeal to the Human Resources department within a specified timeframe. A designated HR representative or committee will review the appeal, conduct meetings if necessary, and provide a written response within a reasonable period. All appeals are handled confidentially, and employees are protected from retaliation or discrimination in line with the Labor Code of the Republic of Azerbaijan.

5.6 Documentation and Record-Keeping

BHOS will maintain accurate records of all reports, investigations, and outcomes to ensure transparency and accountability. All records will be kept confidential and stored securely.

6. Compliance and Oversight

BHOS is committed to upholding this policy through ongoing monitoring and evaluation of compliance with human rights and labor standards. Non-compliance will be addressed promptly with corrective actions taken as necessary.

7. Training and Awareness

BHOS will provide training programs for employees and students to raise awareness of human rights and ethical labor practices. Regular workshops will be conducted to reinforce the importance of this policy.

8. Policy Review

This policy will be reviewed annually and updated as necessary to reflect changes in laws, regulations, and best practices. Feedback from employees and stakeholders will be considered during the review process

9. Enforcement

All employees and stakeholders are expected to comply with this policy. Violations will be taken seriously and may result in disciplinary action.