

Decent work standards and employee rights protection policy

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Council at Baku Eurasian University
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This policy addresses key issues, including ensuring a minimum living wage, acknowledging unions and labor rights, eliminating workplace discrimination, and guaranteeing equivalent rights for workers in outsourced activities to third parties.

Introduction

This policy on Decent Work Standards and Employee Rights Protection seeks to ensure a fair, safe, and supportive working environment for all employees at Baku Eurasian University. We recognize that fair labour practices, adequate support, and the respect of employees' rights are integral to fostering an inclusive and productive university community.

Scope

This policy applies to all full-time, part-time, and temporary employees, including faculty, administrative staff, researchers, and student workers at Baku Eurasian University.

It covers various aspects of employment, including:

- **Fair Compensation:** Ensuring competitive, transparent, and equitable pay aligned with industry standards.
- **Working Conditions:** Establishing a safe, supportive, and accessible working environment for all employees.
- **Freedom of Association:** Without worrying about prejudice or retaliation all workers are assured the freedom to join or start labor unions, professional associations, or other representative organizations.
- **Collective Bargaining Rights:** Encouraging open discussion with regard to employment, working conditions, and other employment-related issues by supporting collective bargaining. We will actively negotiate with recognized representatives concerning terms of employment, including pay, benefits, hours, leave, job health and safety policies, ways to balance work and family and so forth.
- **Awareness and Support:** To educate all employees about their rights and obligations under this policy, the university will offer labor rights training and resources.
- **Union Recognition:** The university recognizes the right of all employees to form, join, and participate in unions of their choosing, including groups specifically representing women and international staff.
- **Equal Representation:** Regardless of gender, nationality, or employment status, we pledge to have constructive dialogue with all registered unions and make sure that everyone in our workforce has equal access to representation rights.
- **Non-Discrimination and Inclusivity:** Any kind of discrimination or retaliation against workers for joining a union is strictly forbidden by this

policy. We maintain an atmosphere in which union members, including those who support the interests of women and international staff, are free to express their concerns and engage in open negotiations.

- **Health and Well-being:** Offering mental and physical health services and assistance, including, where feasible, flexible work schedules.
- **Career Development:** Facilitating opportunities for growth through training, workshops, and support for career advancement.
- **Protection Against Harassment and Discrimination:** Maintaining a zero-tolerance policy against harassment and discrimination in the workplace and encouraging an inclusive atmosphere for everyone.

Mission

The mission of our Decent Work Standards and Employee Rights Protection policy is to:

1. **Promote Fair Treatment:** Promote fair employment practices and protect each worker's rights and dignity.
2. **Foster a Safe and Healthy Workplace:** Commit to maintaining high standards of workplace safety, well-being, and inclusivity.
3. **Encourage Professional Growth:** Support the continuous professional and personal development of employees.
4. **Uphold Ethical Standards:** Make sure that all hiring procedures follow moral, legal, and sustainable guidelines that support social harmony and economic stability in our neighborhood.

The minimum wage in Azerbaijan serves several purposes as outlined in the Labour Code of the Republic of Azerbaijan (**Article 155**): The current minimum wage in Azerbaijan is set at **345 Azerbaijani Manat (AZN)** per month. This amount became effective on January 1, 2023, as established by a Presidential Decree.

This policy aligns with both national labour laws and international best practices in labor standards.

Legal Framework

The following key pieces of legislation govern minimum wage regulations in Azerbaijan:

- **Constitution of the Republic of Azerbaijan (Article 35):** Guarantees the right to receive wages not lower than the state-established minimum wage without discrimination.
- **Labour Code of the Republic of Azerbaijan (Articles 155, 292, 296):** Defines the minimum wage as the lowest monthly wage for unskilled labor, considering economic and social conditions. It establishes the state's responsibility to set and update the minimum wage.

The university respects its employees' rights as members of a labor union. All contracted employees become the members of the **Independent Trade Union of Azerbaijan Education Employees**.

Policy on ending discrimination in the workplace

Objective: This policy seeks to eradicate discrimination in all its forms, fostering dignity, respect, and opportunity for all employees and contributing to a sustainable and just work environment at Baku Eurasian University.

Scope: The policy is applicable to all university staff, faculty, and administrative employees, regardless of their position, employment status (full-time, part-time, temporary), or location of work. It also covers any outside contractors or vendors working on university grounds, as well as students who are employed by the university.

Policy Statement

- **Commitment to Non-Discrimination:** Discrimination on the basis of race, gender, age, disability, nationality, religion, sexual orientation, socioeconomic status, and other factors is strictly prohibited at the university. We are committed to treating everyone fairly and creating a workforce with a range of backgrounds and viewpoints.
- **Promoting an Inclusive and Respectful Workplace:** We are dedicated to establishing an inclusive workplace that recognizes and honors the individual contributions of every employee. Fair hiring procedures, equal opportunities for promotion, and a harassment- and bias-free workplace culture are all part of this commitment.
- **Education and Training:** The university requires all staff to receive regular training in order to promote awareness of anti-discrimination policies and responsibilities. These trainings ensure that all employees understand their rights and obligations to maintain a respectful workplace by covering diversity, equity, inclusion, and non-discrimination practices.

This policy governs all aspects of the university's work environment, including but not limited to:

- Classroom and laboratory settings
- Administrative offices
- Events and university-sponsored activities
- Remote and hybrid work arrangements

The policy addresses all forms of discriminatory behavior, including but not limited to:

- Recruitment, hiring, and promotion practices
- Compensation and benefits
- Professional development and training opportunities
- Workplace interactions and relationships

Reporting and Compliance: Regarding the application of this policy, all employees are urged to report any instances of retaliation, harassment, or discrimination. The university pledges to provide a secure and encouraging reporting environment by shielding individuals who report or take part in investigations from reprisals.

Implementation and Oversight: The Human Resources Department will be in charge of this policy, keeping an eye on compliance, conducting frequent evaluations, and guaranteeing that all employees have access to resources.

Review and Evaluation: The university will periodically review and evaluate the effectiveness of this policy, modifying it as needed in response to employee feedback, changes in the law, and industry best practices for fostering an inclusive and diverse workplace.

Policy on guaranteeing equivalent rights for workers in outsourced activities to third parties

Purpose: This policy guarantees that employees' rights, safety, and well-being are on par with those protected by the university's direct employment procedures when the university contracts with outside suppliers. Regardless of whether they are directly hired or contracted through outside vendors, this plan aims to support decent work, fair pay, and equal treatment for all employees supporting the mission of BAAU.

Scope: All suppliers, vendors, contractors, and subcontractors involved in the provision of products or services are covered by this policy, which is applicable to all contracts and outsourced services started by Baku Eurasian University.

Policy Statement: BAAU is dedicated to moral labor practices and mandates that all outside vendors and contractors adhere to guidelines that guarantee their employees' equal rights. This includes, but is not limited to:

- **Fair Wages:** Ensuring that all workers are paid fair, living wages that comply with local and national wage standards.
- **Safe Working Conditions:** Demanding respectful, healthy, and safe working conditions devoid of risks, abuse, or exploitation.
- **Non-Discrimination:** Upholding policies that guarantee equal rights and opportunities for all employees by outlawing discrimination on the basis of race, gender, age, religion, disability, or any other status.

Implementation

To uphold this policy, the university will:

- **Due Diligence and Vetting:** Verify the ethical standards of possible third-party providers by conducting in-depth assessments and background checks, which should include a study of labor practices and adherence to employment regulations.
- **Contracts and Agreements:** All contracts with third-party providers should contain explicit provisions requiring respect to these criteria. The university's requirements regarding pay, working conditions, nondiscrimination, and the ban on child and forced labor will be outlined in contracts.
- **Monitoring and Audits:** To guarantee compliance to this policy, conduct routine audits and monitoring of third-party suppliers. Site visits, evaluations of employment procedures, and recurring assessments are a few examples of this.
- **Training and Awareness:** To foster a common knowledge of expectations, provide suppliers and contractors with information and training on moral work practices and academic standards.
- **Reporting Mechanisms:** Establish confidential reporting channels where workers of third-party providers can report violations or concerns related to this policy. The university will investigate reported issues and take necessary action in cases of non-compliance.

Consequences of Non-Compliance

Contracts with third-party suppliers may be terminated as a consequence of noncompliance with this policy. The university maintains the right to sever ties with

any contractor or supplier who does not adhere to the guidelines set forth in this policy.

Commitment to Continuous Improvement

The university is committed to making constant improvements to its outsourced operations procedures. Frequent policy reviews will take into account suggestions, discuss new best practices, and adjust to evolving legal requirements and international labor standards.

Review

This policy will be reviewed and updated regularly to maintain its relevance and effectiveness.