



**Equality, Diversity, and Inclusion Policy  
of  
Azerbaijan Technical University**

<b>Document type</b>	Policy
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## Introduction

The Policy of Azerbaijan Technical University (hereinafter – AzTU) on Equality, Diversity and Inclusion (hereinafter – Policy) was prepared based on the provisions of the United Nations’ Universal Human Rights, European Convention on Human Rights, International Convention on the Elimination of All Forms of Racial Discrimination, the UNESCO Convention Against Discrimination in Education, the Constitution of the Republic of Azerbaijan, the Labor Code of the Republic of Azerbaijan, the Law on Education of the Republic of Azerbaijan and the Bylaw of AzTU.

AzTU is committed to maintain equality, diversity, and inclusion in all its activities, including administration, education, and research, among its current and prospective employees and students, as well as temporary employees, visiting academic staff, guests and contractors with due reference to relevant national and international policies listed above.

## Definitions

The following terms shall be used in this Policy:

Equality – All staff members and students of AzTU having equal rights in respect to their employment and studentship status, as well as temporary employees, visiting academic staff, guests and contractors, irrespective of the following criterions/categories:

- Age
- Physical disability
- Refugees and internally displaced persons
- Gender
- Social background
- Race (including skin color)
- Religion, philosophical thoughts, or lack of any religious faith
- Ethnicity (including citizenship)
- Pregnancy and maternity
- Official marriage and civil marriage
- Sexual orientation
- Sex change

Diversity – Respecting the diversity in day-to-day practice involving people from a range of different social and ethnic backgrounds irrespective of origins as per the above list.

Inclusion – provision of necessary amenities and teaching staff to all non-disabled and disabled students (including those with “special educational needs”) of AzTU, as well as temporary employees, visiting academic staff, guests and contractors

## Scope

This Policy is applied in respect to all AzTU administrative and academic staff, students studying at all education programs and levels (bachelor, master and doctoral), as well as temporary employees, visiting academic staff, guests and contractors. The Policy is adhered to during the following processes:

- Student admission and management
- Recruiting academic and administrative staff
- Teaching and research activities
- Registration and treatment of temporary employees, visiting academic staff, guests, and contractors
- Development of new infrastructure and rehabilitation/upgrade of existing infrastructure.

## Principles and values

AzTU fosters the equality, diversity and inclusion in all its activities, and prevents all kind of discrimination against its administrative and academic staff and students. The University is committed to maintain the environment that equally treats all.

The objective of the University's activities on equality, diversity, and inclusion is to form a system that continuously applies the "Equality for All" principle.

## Responsibilities

AzTU management – The Rector, Vice Rectors, Rector's Advisors, Head of Education Department, Director of Higher Education Institute, Heads of Departments, and Deans of Faculties have primary accountability for compliance with equality, diversity, and inclusion principles at the University. They shall track the overall compliance with these principles at the University and make relevant managerial decisions on relevant activities.

### *Staff:*

- Continuously comply with the equality, diversity, and inclusion principles
- Always treat colleagues, students, guests, and contractors with respect
- Immediately report on any breach of the principles to the designated person and department for employees

### *Students:*

- Continuously comply with the equality, diversity, and inclusion principles
- Always treat administrative staff, academic staff, other students, guests, and contractors with respect
- Immediately report on any breach of the principles to the designated persons for students

Temporary employees, visiting academic staff, guests, and contractors:

- Always treat AzTU staff and students with respect
- Immediately report on any breach of the principles to the designated person and department for employees

## Grievance Mechanism

The Grievance Points for all complaints on equality and inclusivity for the University staff:

- Head of Social Development Center
- Chairman of AzTU Trade Union Committee

The Grievance Points for all complaints on equality and inclusivity for student:

- Student Rector
- Chairman of AzTU Student Youth Organization
- Chairman of AzTU Student Trade Union Committee

The Grievance Point for temporary employees, visiting academic staff, guests and contractors – Head of Social Development Center

The Head of Social Development Center and the Chairman of AzTU Trade Union Committee registers the complaints upon their receipt and take necessary measures to address these complaints.

## **Progress Monitoring**

The Head of Social Development Center and the Chairman of AzTU Trade Union Committee report the progress on complaints grievance process to the Vice Rector for Social Affairs and Public Relations monthly along with proposed corrective actions. The Vice Rector, authorized to oversee the complaints handling, supervises the implementation progress. The Vice Rector reports on complaints grievance process on bi-annual basis during the Scientific Council meeting. The Council make a decision on adoption/rejection of the progress report.

## **Review**

This policy will be reviewed at least every 2 years. The previous version of the policy will remain in full force and effect until the adoption of new version.