



**Forced Labor, Modern Slavery, Human Trafficking and Child Labor Policy
of
Azerbaijan Technical University**

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Introduction

The Policy of Azerbaijan Technical University (hereinafter – AzTU) on Forced Labor, Modern Slavery, Human Trafficking and Child Labor (hereinafter – Policy) was prepared based on the provisions of the International Labor Organization’s Main Conventions on Rights at Work¹, the International Labor Organization’s Declaration on Fundamental Principles and Rights at Work², the International Labor Organization’s Forced Labor Convention³, the Law of the Republic of Azerbaijan on Fight Against Human Trafficking⁴, the Law of the Republic of Azerbaijan on Approval of the European Council’s Convention on Fight Against Human Trafficking⁵, the Presidential Decree on Accession of Azerbaijan to the Convention on Prohibition of Child Labor Forms and Their Elimination⁶, 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 condemn all forms of forced labor, modern slavery, human trafficking and child labor. The University supports relevant national regulations and international policies and conventions that prohibit forced labor, modern slavery, human trafficking, and child labor, and raise awareness on these issues.

Definitions

The following terms shall be used in this Policy:

Forced labor – all work or service which is exacted from any person under the threat of a penalty and for which the person has not offered himself or herself voluntarily.⁷

Modern Slavery – when an individual is exploited by others, for personal or commercial gain. Whether tricked, coerced, or forced, they lose their freedom.⁸

Human Trafficking – the recruitment, transportation, transfer, harboring or receipt of people through force, fraud or deception, with the aim of exploiting them for profit.⁹

Child Labor – refers to work that is mentally, physically, socially or morally dangerous and harmful to children; and interferes with their schooling:

- by depriving them of the opportunity to attend school;
- by obliging them to leave school prematurely; or
- by requiring them to attempt to combine school attendance with excessively long and heavy work.¹⁰

¹ <https://www.ilo.org/global/standards/introduction-to-international-labour-standards/conventions-and-recommendations/lang--en/index.htm#:~:text=The%20ILO%20Governing%20Body%20had,of%20forced%20or%20compulsory%20labour>

² https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---declaration/documents/normativeinstrument/wcms_716594.pdf

³ https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C029

⁴ <https://e-qanun.az/framework/10641>

⁵ <https://e-qanun.az/framework/19607>

⁶ <https://e-qanun.az/framework/5412>

⁷ https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C029

⁸ <https://www.antislavery.org/slavery-today/modern-slavery/>

⁹ <https://www.unodc.org/unodc/en/human-Trafficking/Human-Trafficking.html>

¹⁰ https://www.ilo.org/moscow/areas-of-work/child-labour/WCMS_249004/lang--en/index.htm

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 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 is committed to respecting workers' rights in due accordance with national and international regulations, prohibits all forms of human trafficking, modern slavery, and child labor in all its activities. The University is committed to maintain the environment that prevents such cases.

The objective of the University's activities prevention of forced labor, modern slavery, human trafficking, and child labor is to form a system that continuously applies the "Safe and Lawful Workplace" principle.

AzTU expects that its employees and the employees of its partners, contractors and suppliers are not subject to abusive and/or inhuman practices, including forced labor, trafficking, slavery, discrimination, and harassment. AzTU follows the below principles in its administrative, academic and research activities, and requires its partners, contractors and suppliers adhere to them:

- Employment terms: Employees shall have clear, well-written employment terms prior to the commencement of their employment in the official language of the Republic of Azerbaijan (or in English in the case of foreign nationals) that shall concur with the terms announced at the period of recruitment. Employees shall be granted with the right to terminate employment upon reasonable notice without penalty
- Legal status of employment: Employees shall be legally authorized to work at AzTU and obtain visas, work permits and other relevant legal documents.
- Legal age of employment: Persons below 18 shall not be hired, either directly or indirectly.
- Salaries and other legal compensations: AzTU shall pay the exact amount of the employees' salaries on timely basis, which is bilaterally agreed upon prior to employment and indicated in the employment contract. No unlawful deductions can be made from the salaries, unless otherwise agreed.
- Working time and rest for employees: Employees shall be not required to work times beyond their legal time limits and shall be granted with legally defined break times and vacation periods.

- Grievance mechanism: Employees shall be granted with the right of complain. They can make necessary complaints, including anonymously, and receive timely responses for their complaints, without any hinderance.
- Discrimination and harassment: Employment shall not face any discrimination in employment based on gender, marital status, sexual orientation, union membership or political affiliation. Any form of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation are prohibited.
- Freedom of Association: In due accordance with the national legislation and international regulations, AzTU shall collaborate with trade unions and other collective legal associations of employees that they choose to represent them.

Being a state university, AzTU guarantees the equal rights for all its employees working at its premises. The University requires that all current and future contractors create convenient and safe work conditions for their employees working at the University's campus and ensure all relevant labor rights defined in the AzTU's Policy on Labor Rights and Modern Slavery. AzTU adheres to its Policy on Labor Rights and Modern Slavery when treating all its contractors' employees and the employees with temporarily contracts. The contractors' employees and the employees with temporarily contracts can use relevant amenities of the University including cafeterias and restrooms.

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 all national and international regulations on forced labor, modern slavery, human trafficking, and child labor at the University. They shall track the overall compliance with these requirements at the University and make relevant managerial decisions on relevant activities.

Staff:

- Continuously comply with national and international regulations on forced labor, modern slavery, human trafficking, and child labor
- Prevent all cases of forced labor, modern slavery, human trafficking, and child labor
- Immediately report on any breach of the principles to the designated person and department for employees

Students:

- Continuously comply with national and international regulations on forced labor, modern slavery, human trafficking, and child labor
- Prevent all forms of forced labor, modern slavery, human trafficking, and child labor
- 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, and prevent all forms of forced labor, modern slavery, human trafficking, and child labor in their activities

- Immediately report on any breach of the principles to the designated persons for students

Grievance Mechanism

The Grievance Points for all complaints on forced labor, modern slavery, human trafficking, and child labor for the University staff:

- Head of Human Resources Department
- Chairman of AzTU Trade Union Committee

The Grievance Points for all complaints on forced labor, modern slavery, human trafficking, and child labor 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 Human Resources Department

The Head of Human Resources Department 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 Human Resources Department 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 decide 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.