AZERBAIJAN TECHNICAL UNIVERSITY

Labour Rights Policy

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1. CONTEXT AND PURPOSE

Azerbaijan Technical University (hereinafter referred to as “AzTU”) is committed to upholding, protecting, and promoting labour rights in full compliance with the Labour Code of the Republic of Azerbaijan, applicable national regulations, and internationally recognised labour and human rights standards.

This Labour Rights and Modern Slavery Policy (hereinafter referred to as “the Policy”) establishes the institutional principles, responsibilities, and mechanisms aimed at ensuring fair, lawful, and ethical treatment of all individuals engaged in university activities. The Policy reflects AzTU’s values of integrity, social responsibility, respect for human dignity, and commitment to a safe, inclusive, and sustainable working and learning environment.

The objectives of this Policy are to:

- ensure fair, lawful, and ethical employment practices;
- promote equality, dignity, and respect in the workplace;
- prevent labour rights violations, forced labour, modern slavery, human trafficking, child labour, discrimination, and harassment;
- establish clear governance, accountability, and grievance mechanisms; and
- support institutional excellence through socially responsible and sustainable employment practices.

2. KEY TERMS AND DEFINITIONS

For the purposes of this Policy, the following definitions apply:

- **Labour Rights** – Legal and ethical rights related to employment, including fair wages, safe and healthy working conditions, freedom of association, and non-discrimination.
- **Employee** – Any academic, administrative, technical, or support staff member employed by AzTU under an employment contract.
- **Discrimination** – Any unjust, unequal, or exclusionary treatment based on gender, age, disability, ethnicity, religion, marital status, political affiliation, union membership, or other protected characteristics.
- **Forced Labour** – Any work or service performed involuntarily under threat, coercion, penalty, or restriction of freedom.
- **Harassment** – Unwanted conduct that violates dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.
- **Occupational Health and Safety (OHS)** – Measures, systems, and conditions that ensure physical and psychological safety in the workplace.
- **Modern Slavery** – Practices including forced labour, human trafficking, debt bondage, and exploitation.
- **Flexible Working Arrangements** – Working arrangements that allow eligible employees to perform their duties through flexible schedules or alternative working arrangements, subject to institutional requirements.

- **Remote Working** – A working arrangement in which employees perform their duties outside University premises using appropriate IT infrastructure and technical support, subject to operational requirements and management approval.
- **Support Services** – Health, safety, welfare, and other relevant services made available to employees, contractors, and temporary workers.

3. APPLICABILITY

This Policy applies to:

- all academic, administrative, technical, and support staff of AzTU;
- all students enrolled in undergraduate, postgraduate, and doctoral programmes;
- temporary employees, visiting academic staff, guests, and contractors; and
- all University activities conducted on-campus, off-campus, or through third parties.

The Policy is applicable during, but not limited to, the following processes:

- recruitment and employment of academic and administrative staff;
- student admission, management, and academic activities;
- teaching, research, and innovation activities;
- engagement of temporary employees, visiting staff, guests, and contractors; and
- development, renovation, and operation of university infrastructure.

4. GOVERNANCE AND RESPONSIBILITIES

AzTU establishes a governance framework to ensure accountability and effective oversight of labour rights and modern slavery prevention.

University Management (Rector, Vice-Rectors, Rector's Advisors, Deans, Heads of Departments, Directors of Institutes) bear primary accountability for ensuring compliance with national and international labour regulations and this Policy.

Department of Human Resources Management is responsible for:

- ensuring lawful employment practices;
- managing grievance mechanisms for staff, contractors, and temporary employees;
- registering, investigating, and addressing complaints; and
- reporting on compliance and progress.

AzTU Trade Union Committee supports employee rights, participates in grievance handling, and contributes to monitoring and reporting.

Staff are responsible for:

- complying with labour laws and this Policy;
- preventing and reporting violations of labour rights;
- acting in accordance with ethical and professional standards.

Students are required to:

- comply with applicable labour and human rights principles;
- prevent and report any observed violations through designated channels.

Contractors, Suppliers, and Service Providers must comply with this Policy and ensure lawful, safe, and ethical working conditions for their employees engaged in university-related activities.

5. LABOUR RIGHTS PRINCIPLES AND INSTITUTIONAL STANDARDS

AzTU prohibits all forms of forced labour, modern slavery, human trafficking, and child labour in all its operations and partnerships. The University applies the principle of a “Safe and Lawful Workplace” across all academic, administrative, and operational activities.

5.1. Lawful and Transparent Employment

All employees are provided with clear, written employment contracts prior to commencement of work, in the official language of the Republic of Azerbaijan or in English for foreign nationals. Employees have the right to terminate employment upon reasonable notice without penalty.

5.2. Legal Status and Minimum Employment Age

All employees must be legally authorised to work in the Republic of Azerbaijan. Persons under the age of 18 are not employed, directly or indirectly, in any University activity.

5.3. Fair Wages and Working Conditions

AzTU ensures timely payment of agreed salaries and lawful compensation, with no unlawful deductions. Working hours, rest periods, and leave entitlements comply fully with national legislation.

5.4. Equality, Non-Discrimination, and Harassment Prevention

AzTU provides equal employment opportunities and strictly prohibits discrimination, abuse, intimidation, or harassment of any form. A respectful, inclusive, and professional working environment is actively promoted.

5.5. Freedom of Association

In accordance with national legislation and international standards, employees are free to join trade unions and collective associations of their choice.

5.6. Safe and Dignified Working Environment

The University ensures safe, healthy, and dignified working conditions for all staff, students, contractors, and temporary workers, granting contractors’ employees access to relevant University amenities while working on campus. AzTU requires contractors and outsourced service providers to provide appropriate occupational health and safety training and comply with applicable safety regulations. Contractors’ employees and temporary workers shall have access to relevant health, safety, welfare, and support services, as well as channels for reporting workplace hazards and incidents. The University also supports flexible and remote working arrangements for eligible

employees whose duties can be performed remotely with the necessary IT infrastructure and technical support, subject to operational requirements and management approval.

6. IMPLEMENTATION

This Policy is implemented through employment procedures, contractual requirements, internal regulations, training activities, and cooperation with trade unions and relevant stakeholders.

All new contracts, partnerships, and procurement activities must align with the principles of this Policy.

7. GRIEVANCE MECHANISM AND MONITORING

AzTU provides accessible and confidential grievance mechanisms that allow complaints to be submitted without fear of retaliation, including anonymous reporting.

Grievance Points for Staff:

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

Grievance Points for Students:

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

Grievance Point for Temporary Employees, Guests, and Contractors:

- Head of the Department of Human Resources Management

Complaints are registered, investigated promptly, and addressed through corrective actions.

The Head of the Department of Human Resources Management and the Chairman of the Trade Union Committee report monthly on grievance handling to the Vice-Rector for Social Affairs and Public Relations. Bi-annual reports are submitted to the Scientific Council for review and decision-making.

8. POLICY EVOLUTION

This Policy is reviewed at least every two years or earlier if required by legislative, regulatory, or institutional changes.

The previous version of the Policy remains in force until an updated version is formally approved and adopted.

AZTU

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SUSTAINABLE DEVELOPMENT GOALS

