

Baku Engineering University

Anti-Discrimination and Anti-harassment Policy



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1. INTRODUCTION

This policy aims to ensure that all employees understand their right to be treated with dignity and respect. Discrimination and harassment are forms of behavior that are not tolerated, encouraged, or permitted at the university. Engaging in such actions can lead to negative consequences such as illness, increased absenteeism, diminished work quality, missed opportunities, and potential resignation.

2. SCOPE

This policy covers harassment and discrimination both within and outside of the office, including online harassment and incidents involving business travel, conferences, and work-related social gatherings. It covers harassment and discrimination by third parties, such as vendors or guests on university property, as well as by staff members (which may include consultants, temporary employees, contractors, and agency workers).

3. DEFINITION

Differential treatment based on an individual's race, color, national origin, religion, gender, age, marital and parental status, handicap, or genetic background is what constitutes harassment and discrimination. Baku Engineering University, or BEU for short, is known for its extensive policies and dedicated leadership that work to promote diversity, a welcoming and active student-centered educational environment, and a culture of integrity.

4. LEGAL BASE

The Anti-Harassment and Anti-discrimination Policy implements the relevant laws of the Azerbaijan Republic, as well as decrees and/or orders from the President and Cabinet of Ministries of the Azerbaijan Republic, the Law on Social Service, the Law on Guarantees of Gender (Male and Female) Equality, the Law on Prevention of Domestic Violence, the Law on the Rights of Persons with Disabilities, and other relevant internal and external legal documents and regulations.

5. CURRENT SITUATION

- 5.1. Every student has the right to file a complaint, voice concerns in person, and demand action against any misconduct, including harassment and discrimination.
- 5.2. Provides instructional events, training courses, and lectures on harassment and discrimination for students.
- 5.3. People in the community who disobey this regulation risk consequences such as employment termination or student expulsion. If workers feel they are being harassed or discriminated against, they ought to notify them immediately. Even in situations where no formal or informal complaint has been lodged, the University is entitled to look into the circumstances if it has reasonable grounds to believe that harassment has taken place.
- 5.4. Therefore, even if an act is not illegal, it is prohibited if it: Restricts access to housing on campus, job possibilities, or involvement in extracurricular, educational, sporting, social, or cultural activities on campus; Harasses anybody who is part of the academic community based on age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, or weight; or Alters any of these factors.

6. REPORTING PROCEDURE

Every member of the university has the right to file a complaint or report any kind or type of harassment, discrimination, or bullying within the university or outside of it regarding the educational and social processes of the university. Certain acts when reporting might increase the likelihood of quick reaction or pro-action for future incidents. Departments or offices that are responsible to help and react these incidents improve and motivate all members to report any kind of harassment.

- 6.1. Human Resource Department – While there is any kind of harassing actions towards and against faculty members or staff of the university, the Department should look into it and investigate properly
- 6.2. Offices of Student Affairs – Any bullying or harassment should be reported to the Office of Student Affairs to avoid such unpleasant actions between students.
- 6.3. Office of International Cooperation – Any discrimination, harassment, or bullying towards exchange and international students should be reported and a joint investigation process should be conducted.
- 6.4. Campus Security – Any emergency inside the campus should be reported to Campus Security to absorb the situation and solve it immediately.

7. INVESTIGATION PROCESS AND OVERSIGHT

Overall responsibility for the implementation, coordination, and oversight of this policy rests with the University administration through its designated bodies, including the Human Resource Department and the Disciplinary Committee. The university's Disciplinary Committee conducts a thorough investigation process into reported cases of abuse, such as harassment, discrimination, or bullying. Individuals who have experienced abuse have the option to report incidents verbally, in writing, or anonymously. However, ensuring transparency throughout these incidents is crucial for reaching effective solutions. The investigation process may involve conducting interviews with the parties involved, as well as with witnesses or individuals possessing relevant information. The university will make its determination based on the findings of the investigation.

8. CONSEQUENCES OF VIOLATION

Consequences of the investigation processes could lead from disciplinary action to expulsion of students from the university and termination of employment of staff and faculty members.

9. PROTECTION AGAINST RETALIATION

BEU strongly prohibits any form of retaliation against individuals who, report harassment, discrimination, bullying, or any other misconduct, or who participate in an investigation related to such reports.

Retaliation includes dismissal, demotion, academic penalty, harassment, intimidation, discrimination, or any other adverse action connected to the reporting of concerns or cooperation with investigations. Any act of retaliation will be treated as a serious violation of university regulations and may result in disciplinary action.

10. CONFIDENTIALITY AND DATA PROTECTION

All reports and investigation results will be treated with utmost confidentiality permitted by law. The University will take all necessary measures to protect the privacy and dignity of all parties involved.

11. MONITORING, REVIEW AND PUBLIC AVAILABILITY

This policy is subject of periodic review to reflected changes and effectiveness. The University may update this policy in response to legislative changes, emerging risks, institutional evaluations, or findings from investigations and reporting trends. This policy is publicly available and communicated to students, staff, and other stakeholders through appropriate institutional channels. The University promotes awareness of this policy through orientation programs, training activities, and informational materials to foster a respectful, inclusive, and safe educational environment.