



BAKU
SLAVIC
UNIVERSITY



LABOUR RIGHTS AND DECENT WORK POLICY



TABLE OF CONTENT

Section 1.

1.1. Purpose of the Policy	3
1.2. Alignment with SDG 8 and International Commitments	3

Section 2.

2.1. Legal and Regulatory Framework	4
---	---

Section 3.

3.1. Purpose and Objectives	5
3.2. Scope of Application	6

Section 4.

4.1. Decent Work and Fair Employment	7
4.2. Equity, Non-Discrimination, and Inclusivity	8
4.3. Well-being, Health, and Safety	8
4.4. Transparency and Institutional Accountability	9

Section 5.

5.1. Workforce Planning and Fair Wages	9
5.2. Inclusive Recruitment and Equal Opportunities	9
5.3. Workplace Diversity and Rights of Employees	9
5.4. Rights and Integration of Foreign Nationals	10
5.5. Occupational Health, Safety, and Wellbeing	10
5.6. Professional Development and Social Protection	10
5.7. Prevention of Exploitation and Grievance Mechan.....	11
5.8. Institutional Leadership and Accountability	11

Section 6.

6.1. Staff Satisfaction Surveys	12
6.2. Internal Audits and Compliance Checks	12
6.3. Annual Reporting on Labor Standards and SD	13
6.4. Stakeholder Consultations	13



SECTION 1.

1.1. PURPOSE OF THE POLICY

Baku Slavic University (BSU) recognizes that decent work is foundational to human dignity, economic growth, social inclusion, and institutional sustainability. This policy demonstrates BSU's dedication to ensuring fair, safe, and inclusive labour conditions, enhancing employee welfare, and contributing to broader global development agendas, particularly Sustainable Development Goal 8 (SDG 8): Decent Work and Economic Growth.

1.2. ALIGNMENT WITH SDG 8 AND INTERNATIONAL COMMITMENTS

BSU commits to the values and objectives outlined in the United Nations 2030 Agenda for Sustainable Development. Specifically, this policy supports SDG 8 by:

- Promoting full and productive employment and decent work for all women and men, including young people and persons with disabilities.
- Upholding labour rights and safe working environments.
- Eliminating forced labour, child labour, and discrimination in employment.
- Supporting inclusive economic participation through fair and ethical employment practices.
- Strengthening domestic capacity to develop labour market policies aligned with international best practices.



SECTION 2.

2.1. LEGAL AND REGULATORY FRAMEWORK

This policy is grounded in a comprehensive legal and normative framework that ensures its consistency with both national legislation and internationally recognized labour standards. Baku Slavic University affirms its adherence to the following legal sources and instruments:

- The Labour Code of the Republic of Azerbaijan
- The Tax Code of the Republic of Azerbaijan
- The Law on Education of the Republic of Azerbaijan
- Relevant Presidential Decrees and Ministerial Regulations
- International Conventions and Treaties Ratified by the Republic of Azerbaijan

BSU adheres to international labour norms, including:

International labour Organization (ILO) Conventions, such as:

- Convention No. 100 on Equal Remuneration
- Convention No. 111 on Discrimination (Employment and Occupation)
- Convention No. 155 on Occupational Safety and Health
- Convention No. 87 on Freedom of Association and Protection of the Right to Organize

Guided by Article 23 of the Universal Declaration of Human Rights, which affirms the right to just and favourable working conditions, and by the United Nations Sustainable Development Goals, particularly SDG 8 on promoting sustained, inclusive and sustainable economic growth, full and productive employment, and decent work for all, BSU reaffirms its institutional commitment to ensuring fair, inclusive, and sustainable labour practices across all academic and administrative domains.



SECTION 3.

3.1. PURPOSE AND OBJECTIVES

The primary purpose of this policy is to establish a unified institutional approach to labour relations that upholds the principles of decent work, equality, accountability, and human dignity, in accordance with both national labour laws and international standards, particularly the United Nations Sustainable Development Goal 8 (SDG 8): Decent Work and Economic Growth.

The key objectives of the policy are as follows:

To ensure the dignity, fairness, and equity of all employees.

Every member of BSU's workforce shall be treated with respect, regardless of their role, background, or status. The university promotes a culture that values human dignity as a fundamental element of employment relations.

To establish a clear framework for lawful and inclusive employment practices.

The policy outlines the standards, procedures, and responsibilities that ensure transparent recruitment, fair compensation, safe working conditions, and equal opportunity for all employees.

To foster a participatory and empowering workplace culture.

BSU is committed to promoting a work environment where employees are encouraged to contribute to institutional development, express opinions freely, and take part in decision-making processes relevant to their professional roles.

To ensure institutional accountability in labour relations.

BSU assumes full responsibility for the implementation, monitoring, and continuous improvement of this policy. The university guarantees that any violation of labour rights will be addressed promptly and appropriately.



To contribute to national and international labour standards.

This objective extends to the regulation of outsourced and third-party employment, guaranteeing that external contractors observe the same ethical, legal, and decent-work standards applied to BSU's direct employees.

3.2. SCOPE OF APPLICATION

This policy applies to all individuals employed or engaged in professional activities under the umbrella of Baku Slavic University. The scope encompasses diverse categories of staff and collaborators, ensuring comprehensive coverage of labour protections and standards. Specifically, the policy is applicable to:

Academic and Teaching Staff

Including professors, lecturers, researchers, language instructors, tutors, and others directly involved in the delivery of educational programs and scientific research.

Administrative and Technical Staff

Including departmental coordinators, office managers, IT personnel, librarians, laboratory technicians, maintenance workers, and other support roles essential to university operations.

Contractual, Part-Time, and Probationary Employees

Individuals employed under fixed-term, project-based, hourly, or trial contracts are afforded the same rights and protections as permanent staff, in accordance with applicable laws.

International Employees

Non-citizens employed by BSU are covered under this policy with equal labour rights, entitlements, and protections, subject to local immigration and employment regulations.



Interns, Trainees, and Visiting Professionals (where applicable)

While their roles may be temporary or educational in nature, these individuals are entitled to a safe and respectful working environment, free from exploitation or discrimination, with clear terms of engagement and supervision.

This protection equally applies to individuals engaged through outsourcing or third-party service agreements, ensuring that all persons performing work for or on behalf of BSU are afforded equivalent labour rights, conditions, and protections.

SECTION 4.

Baku Slavic University (BSU) is committed to fostering a work environment grounded in principles that reflect both its institutional mission and its obligations under national and international legal frameworks. These guiding principles serve as the foundation for all employment practices and labour-related decisions at the university.

4.1 .DECENT WORK AND FAIR EMPLOYMENT

BSU promotes employment that is meaningful, productive, secure, and fairly remunerated. This includes ensuring that working conditions meet or exceed legal and ethical standards, job roles are clearly defined and purposeful, and employees are provided with opportunities for career growth and professional development. The university supports the full realization of SDG 8, which emphasizes decent work for all.



4.2. EQUITY, NON-DISCRIMINATION, AND INCLUSIVITY

The University guarantees equal treatment and opportunities for all employees, regardless of gender, ethnicity, age, disability, religion, political belief, sexual orientation, socio-economic background. BSU upholds the principle of pay scale equity and is firmly committed to eliminating gender-based pay gaps. The University ensures equal remuneration for work of equal value, in line with ILO Convention No. 100 on Equal Remuneration and national labour legislation. This includes full recognition of the rights and contributions of women and international staff, who are integral to the University's academic and cultural diversity.

All hiring, promotion, remuneration, and disciplinary actions are based solely on merit, qualifications, and institutional need. BSU actively works to eliminate both direct and indirect discrimination in all forms. The University is committed to building an inclusive work environment that values diversity and removes barriers to participation.

Employment systems and physical infrastructure shall be accessible to individuals with disabilities or special needs. Institutional policies are designed to support the full integration of underrepresented, vulnerable, international, and women staff into the academic and administrative workforce.

4.3. WELL-BEING, HEALTH, AND SAFETY

BSU recognizes that the health and well-being of employees are integral to their productivity and overall satisfaction. The university is dedicated to providing a work environment that prioritizes occupational safety, supports work-life balance, and promotes mental, physical, and emotional well-being. Preventative health measures, workplace safety protocols, and mental health support services are incorporated into institutional planning.



4.4. TRANSPARENCY AND INSTITUTIONAL ACCOUNTABILITY

BSU upholds the principles of openness, integrity, and responsiveness in all labour-related matters. The university maintains clear policies and procedures for recruitment, performance evaluation, grievance handling, and disciplinary processes. Mechanisms are in place to ensure that employees can seek redress or raise concerns confidentially, without fear of retaliation. Regular reviews and audits of labour practices are conducted to ensure compliance and continuous improvement. These monitoring mechanisms include the evaluation of outsourced and third-party employment arrangements to confirm that external service providers uphold equivalent labour conditions, safety standards, and human-rights commitments.

SECTION 5.

5.1. STRATEGIC WORKFORCE PLANNING AND FAIR WAGES

BSU ensures that all employees receive fair, lawful, and equitable pay. Compensation is determined based on qualifications, performance, and responsibilities. The University regularly reviews pay structures to maintain fairness, transparency, gender equity, and living wage compliance, identifying and correcting any pay gaps or disparities in line with national labour laws and decent work standards.

5.2. INCLUSIVE AND NON-DISCRIMINATORY RECRUITMENT

Recruitment is based on merit, transparency, and equal opportunity. The university prohibits all forms of discrimination, and recruitment panels are trained to ensure fair hiring practices.



5.3. WORKPLACE DIVERSITY AND RIGHTS OF EMPLOYEES

BSU ensures that no employee is disadvantaged due to race, gender, nationality, religion, disability, age, marital status, or political opinion. This includes equal pay for equal work, fair promotion systems, and representation in decision-making bodies.

Consistent with Article 16.1 of the Labour Code, BSU guarantees access to employment, reasonable accommodation, and job security for persons with disabilities. Discriminatory dismissal or reassignment without consent is strictly prohibited.

5.4. RIGHTS AND INTEGRATION OF FOREIGN NATIONALS

BSU supports internationalization and offers equal employment conditions to foreign nationals. Visa, insurance, and residence support are provided in accordance with legal requirements.

An active Trade Union Committee functions at BSU. Employees have the right to unionize, participate in collective bargaining, and engage in dialogue on workplace issues without fear of retaliation.

BSU explicitly ensures that all women and international staff members enjoy equal rights, protections, and opportunities within the University. They are entitled to full participation in institutional decision-making, trade union representation, and access to professional development, promotion, and leadership opportunities on an equal basis with all other employees.

5.5. OCCUPATIONAL HEALTH, SAFETY, AND WELLBEING

BSU upholds equality and equity as fundamental principles in academic work, research, and community engagement, ensuring fair and equal treatment for all members.



5.6. PROFESSIONAL DEVELOPMENT AND SOCIAL PROTECTION

Employees are encouraged and supported in their professional growth through workshops, language training, academic development, and research opportunities. This contributes to both personal advancement and institutional excellence.

BSU ensures mandatory state insurance for all employees covering disability, accidents, or work-related illnesses. Compensation is provided promptly in cases of injury, loss of capacity, or death related to occupational hazards.

5.7. PREVENTION OF EXPLOITATION AND GRIEVANCE MECHANISMS

The university maintains a zero-tolerance policy toward forced labour, child labour, and modern slavery. BSU requires that all third-party and outsourced workers engaged in University operations are treated in accordance with this Policy, ensuring parity of rights, remuneration, and grievance access with internal staff. All employment relationships are voluntary, contractual, and in line with human rights standards.

Employees may report labour-related complaints through formal grievance channels or the Trade Union Committee. All cases are treated confidentially, impartially, and resolved in a timely manner. The university ensures legal remedies in case of rights violations.

5.8. INSTITUTIONAL LEADERSHIP AND ACCOUNTABILITY

University Leadership: Ensures commitment and enforcement.

Human Resources: Implements, monitors, and trains.

Trade Union Committee: Protects employee rights and joins negotiations.

Employees: Uphold fairness, respect, and integrity.



SECTION 6.

BSU ensures the Baku Slavic University (BSU) is committed to the ongoing assessment and enhancement of its employment practices to ensure full compliance with institutional policy, national legislation, and international labour standards – particularly those aligned with Sustainable Development Goal 8 (SDG 8): Decent Work and Economic Growth.

BSU acknowledges that systematic monitoring and evaluation are essential for:

- identifying gaps in labour practices,
- improving workplace standards, and
- adapting to evolving academic and administrative needs.

6.1. STAFF SATISFACTION SURVEYS

Regular, confidential surveys are conducted to collect feedback on issues including job satisfaction, management effectiveness, workplace safety, inclusivity, and professional development opportunities. Results serve as diagnostic tools for leadership to assess employee morale and engagement.

6.2. INTERNAL AUDITS AND COMPLIANCE CHECKS

The Human Resources Department, in cooperation with the Internal Audit Unit, conducts periodic reviews to ensure adherence to:

- The Labour Code of the Republic of Azerbaijan
- BSU's internal regulations, and the provisions of this policy
- Audits focus on contract management, occupational safety, working hours, pay equity, and grievance handling.



These audits also monitor the effectiveness of employee appeal procedures, tracking the resolution of pay-related and rights-based complaints to ensure accountability, timely action, and institutional integrity.

6.3. ANNUAL REPORTING ON LABOUR STANDARDS AND SDG 8

An annual institutional report compiles data on:

- recruitment and staff turnover,
- gender and diversity representation,
- occupational safety and health incidents,
- employee training and development,
- compliance with labour rights.

This report informs BSU's contribution to national and international benchmarks (e.g., Times Higher Education Impact Rankings) and serves as a reference point for continuous progress.

6.4. STAKEHOLDER CONSULTATIONS

BSU organizes ongoing and targeted trainings, seminars, and practical sessions on intercultural dialogue, equality, fairness, and inclusivity for all members of the university community. These programs foster rRegular consultation sessions are held with:

- faculty members,
- administrative staff,
- the Trade Union Committee,
- student representatives (where relevant), and
- external partners.



BSU organizes ongoing and targeted trainings, seminars, and These consultations ensure transparency, inclusivity, and responsiveness of BSU's labour policies. Feedback informs policy revisions and institutional strategies.

respect for diversity, prevent discrimination, and promote inclusion by building knowledge.

Issued by: Higher Education Center of BSU

Issued Date: 17 September, 2024

Next Review: 11 October, 2026