BAKU
SLAVIC
UNIVERSITY



LABOUR RIGHTS AND DECENT WORK POLICY

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SECTION 1.

1.1. PURPOSE OF THE POLICY

Baku Slavic University (BSU) recognises that decent work is foundational to human dignity, economic growth, social inclusion and institutional sustainability. This policy sets out BSU's commitment to fair, safe and inclusive labour conditions, to employee welfare, and 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 of the United Nations 2030 Agenda for Sustainable Development. 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 practice.

SECTION 2.

2.1. LEGAL AND REGULATORY FRAMEWORK

This policy is grounded in national legislation and internationally recognised labour standards. BSU 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 of the Republic of Azerbaijan on Education;
- relevant Presidential Decrees and Ministerial Regulations;
- international conventions and treaties ratified by the Republic of Azerbaijan.

BSU adheres to international labour norms, including the following International Labour Organization (ILO) Conventions:

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

The policy is further guided by Article 23 of the Universal Declaration of Human Rights, which affirms the right to just and favourable conditions of work, and by SDG 8 on sustained, inclusive and sustainable economic growth, full and productive employment, and decent work for all. On this basis, BSU reaffirms its commitment to 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 decent work, equality, accountability and human dignity, in accordance with national labour law and international standards, particularly SDG 8. The key objectives are:

To ensure the dignity, fairness and equity of all employees.
Every member of BSU's workforce is treated with respect, regardless of role, background or status. Human dignity is a fundamental element of employment relations at the University.

To establish a clear framework for lawful and inclusive employment practices.
The policy sets out 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.
Employees are encouraged to contribute to institutional development, express opinions freely and take part in decision-making relevant to their professional roles.

To ensure institutional accountability in labour relations.
BSU is responsible for the implementation, monitoring and continuous improvement of this policy, and ensures that any violation of labour rights is addressed promptly and appropriately.

To contribute to national and international labour standards.
BSU aligns its employment practices with these standards and extends them to outsourced and third-party workers, who are covered by the same ethical, legal and decent-work standards as direct employees.

3.2. SCOPE OF APPLICATION

This policy applies to all individuals employed by, or engaged in professional activities for, Baku Slavic University, including:

Academic and Teaching Staff
Professors, lecturers, researchers, language instructors, tutors and others involved in delivering educational programmes and scientific research.

Administrative and Technical Staff

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 on fixed-term, project-based, hourly or trial contracts, who have the same rights and protections as permanent staff, in accordance with applicable law.

International Employees

Non-citizens employed by BSU, who have equal labour rights, entitlements and protections, subject to local immigration and employment regulations.

Interns, Trainees and Visiting Professionals (where applicable)

Although their roles may be temporary or educational, they are entitled to a safe and respectful environment free from exploitation and discrimination, with clear terms of engagement and supervision.

Outsourced and Third-Party Workers

All persons performing work for or on behalf of BSU through outsourcing or service agreements are afforded equivalent labour rights, conditions and protections.

SECTION 4.

BSU fosters a work environment grounded in principles that reflect its institutional mission and its obligations under national and international law. These principles are 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. Working conditions meet or exceed legal and ethical standards, job roles are clearly defined, and employees have opportunities for career growth and professional development, in support of SDG 8's aim of 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 or socio-economic background.

BSU upholds pay scale equity and is committed to eliminating gender-based pay gaps. It ensures equal remuneration for work of equal value, in line with ILO Convention No. 100 and national labour legislation.

All hiring, promotion, remuneration and disciplinary decisions are based solely on merit, qualifications and institutional need. BSU works to eliminate direct and indirect discrimination in all forms and to remove barriers to participation.

Employment systems and physical infrastructure are made accessible to individuals with disabilities or special needs. Institutional policies support the full integration of women, international, underrepresented and vulnerable staff into the academic and administrative workforce, recognising their contribution to the University's academic and cultural diversity.

4.3. WELL-BEING, HEALTH AND SAFETY

BSU recognises that employee health and well-being are integral to productivity and satisfaction. The University prioritises occupational safety, supports work-life balance, and promotes mental, physical and emotional well-being. Preventive

health measures, workplace safety protocols and mental health support are built into institutional planning. Detailed provisions are set out in Section 5.3.

4.4. TRANSPARENCY AND INSTITUTIONAL ACCOUNTABILITY

BSU upholds openness, integrity and responsiveness in all labour-related matters. The University maintains clear procedures for recruitment, performance evaluation, grievance handling and disciplinary processes. Employees can seek redress or raise concerns confidentially and without fear of retaliation.

Labour practices are regularly reviewed and audited to ensure compliance and continuous improvement. These reviews include outsourced and third-party employment arrangements, to confirm that external 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 by qualifications, performance and responsibilities. The University regularly reviews pay structures for fairness, transparency, gender equity and wage adequacy, and corrects any pay gaps or disparities in line with national labour law and decent work standards.

Gender Pay Equity: Measurement and Corrective Action

BSU upholds equal remuneration for work of equal value without gender-based discrimination. The University is committed to annual gender pay equity assessments across academic, administrative, technical and support staff, covering average and median remuneration, comparable positions, employment grades, working hours and salary components. BSU is committed to identifying and eliminating unjustified gender-based pay disparities through corrective measures and follow-up monitoring. The Human Resources and Finance Departments are responsible for coordinating this process in accordance with the University's Equality, Diversity and Inclusion Policy.

Minimum Wage Compliance and Wage Adequacy

BSU upholds fair and adequate remuneration in accordance with the Labour Code of the Republic of Azerbaijan and applicable national minimum wage requirements. The University is committed to reviewing wage adequacy against national subsistence indicators and relevant living wage benchmarks, supporting fair remuneration and continuous improvement in employee welfare.

Living Wage Commitment

Baku Slavic University is committed to ensuring that all academic, administrative, technical and support staff receive at least a living wage, assessed against applicable national living wage benchmarks or, where these are not formally defined, the national poverty threshold for a family of four, expressed as an hourly wage. The Human Resources and Finance Departments regularly assess wage adequacy, including for part-time employees, and identify and address any discrepancies through appropriate corrective measures.

5.2. FREEDOM OF ASSOCIATION, COLLECTIVE BARGAINING AND REPRESENTATION

Baku Slavic University recognises and respects the fundamental labour rights of all employees, including freedom of association, the right to establish and join trade unions, collective bargaining and collective representation.

These rights apply equally to all academic, administrative, technical and support staff, explicitly including women and international employees, without discrimination.

The University respects these rights in accordance with applicable national legislation and the principles of ILO Conventions No. 87 and No. 98.

Employees may exercise these rights and raise workplace concerns through the Trade Union Committee and established grievance mechanisms without fear of discrimination, intimidation or retaliation. BSU supports constructive social dialogue and collective bargaining with employee representatives regarding remuneration, working conditions, employment rights and staff welfare.

5.3. OCCUPATIONAL HEALTH, SAFETY AND WELLBEING

BSU maintains a safe and healthy working environment for academic, administrative, technical and support personnel. The University:

- identifies and assesses occupational risks;
- provides relevant safety instructions and training;
- maintains emergency and incident-reporting arrangements;
- reviews reported hazards and workplace incidents.

Responsibilities and specific procedures are governed by national occupational safety legislation and the University's approved health and safety instruments. This section sets out commitments; the completion of specific inspections or training is evidenced only by the corresponding records.

5.4. PROFESSIONAL DEVELOPMENT AND SOCIAL PROTECTION

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

BSU provides mandatory state insurance for all employees against disability, accidents and work-related illness. Compensation is paid promptly in cases of injury, loss of working capacity or death related to occupational hazards.

5.5. PREVENTION OF EXPLOITATION AND GRIEVANCE MECHANISMS

BSU maintains a zero-tolerance policy towards forced or compulsory labour, modern slavery, human trafficking and child labour. This prohibition applies to all work performed for or on behalf of the University, including through contractors and outsourced service providers, within the scope of BSU's lawful oversight and contractual powers. All employment must be voluntary, contractual, consistent with human rights standards, and free from coercion, exploitation and unlawful recruitment.

BSU requires that third-party and outsourced workers engaged in University operations are treated in accordance with this policy, with parity of rights, remuneration and grievance access with internal staff.

Employees may submit labour-related complaints through formal grievance channels or the Trade Union Committee. All cases are handled confidentially and impartially and resolved in a timely manner. The University ensures access to legal remedies in case of rights violations.

Employee Rights and Pay Appeals Procedure

Baku Slavic University guarantees all employees the right to formally appeal decisions concerning employment rights, remuneration, salary calculations, working conditions and contractual entitlements. Employees may submit written appeals to the Human Resources Department or the Trade Union Committee. Appeals shall be reviewed impartially and confidentially, with written notification of the outcome and access to further review or legal remedies where applicable. Employees are protected against retaliation or any employment disadvantage arising from the submission of an appeal.

SECTION 6.

BSU is committed to the ongoing assessment and improvement of its employment practices to ensure full compliance with institutional policy, national legislation and international labour standards, particularly those aligned with SDG 8. Systematic monitoring and evaluation are essential for:

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

6.1. STAFF SATISFACTION SURVEYS

Regular, confidential surveys collect feedback on 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;
- the provisions of this policy.

Audits focus on contract management, occupational safety, working hours, pay equity and grievance handling. They also monitor the effectiveness of employee appeal procedures, tracking the resolution of pay-related and rights-based complaints to ensure accountability and timely action.

The University's internal compliance framework covers statutory minimum wage compliance, wage adequacy and gender pay equity monitoring. The Human Resources Department, in cooperation with the Finance Department and Internal Audit Unit, is responsible for coordinating assessments, documenting identified disparities and corrective measures, and reporting relevant findings to University leadership. The University is committed to maintaining confidential remuneration records and promoting accountability through periodic reviews.

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;
- gender pay equity monitoring, wage adequacy assessments, identified disparities and corrective measures.

The report informs BSU's contribution to national and international benchmarks, such as the Times Higher Education Impact Rankings, and serves as a reference point for continuous progress.

6.4. STAKEHOLDER CONSULTATIONS

BSU consults, as appropriate, academic and administrative employees, the Trade Union Committee, student representatives where relevant, and external partners on labour rights, inclusion and decent work. Consultations may include staff feedback, targeted meetings, training and structured discussions. Relevant findings inform periodic policy review and institutional improvement measures. Records of consultations and resulting actions are maintained.

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