

Policy on Worker Rights

Western Caspian University's Policy On Worker Rights was updated by Scientific Council on 08.006.2021 with the №8

1. Goals and responsibilities

- To treat all staff and students with dignity, courtesy and respect, without racial, sexual, religious or ethnic discrimination, insults, aggression or harm to anyone, in order to promote a liberal environment;
- Carry out educational activities to ensure a safe and comprehensive work, teaching and learning environment, and to ensure that employees and students know their rights and responsibilities;
- To create opportunities to resolve employee and student complaints fairly, timely and confidentially;
- To keep the information of the commission protecting the rights of the complainants confidential;
- Protect the rights and responsibilities of employees within the law.

1. Areas covered

These rules apply to the University community, including staff (including visitors and additional appointments), students (listeners and exchanges), the founder(s) of the University, and all people associated with the University.

1. Purpose

Each person referred to in paragraph II is responsible for being aware of and complying with the University's rules on all forms of discrimination, insult and harassment, as set out in the Code of Conduct. Discrimination, insults, and aggression are not allowed at the University.

1. Forms of discrimination

4.1 The Labor Code of the Republic of Azerbaijan (1999, N 618-IG) prohibits the following cases of discrimination:

- gender
- marital status
- parental status
- religious beliefs
- trade union activities
- pregnancy
- family responsibilities
- age and etc.

4.2 Discrimination can be either direct or indirect

- Direct discrimination occurs when any difference is found among people under similar situations. An example of direct discrimination is the fact that anyone is not hired because s/he is in a wheelchair.
- Indirect discrimination: the fact that one group has a more negative effect than another, despite the fact that the rules apply equally to everyone.

1. Forms of pressure

- According to the law, discrimination and human rights are based on any features of the law, and it is illegal to rape anyone.

- It is strictly forbidden to engage in direct or indirect benefits and privileges, as well as restrict employee's rights in terms of citizenship, sex, race, religion, nationality, language, place of residence, property status, social origin, age, marital status, beliefs, political views, affiliation to trade unions or other public associations, employment status, as well as other factors not related to professional competence or the results of their work.
- With the exception of types of occupations in which people with human immunodeficiency virus (HIV) are not allowed to work, it is prohibited to refuse to hire, promote or dismiss them due to this infection.
- An employer should not disclose the information if he or she has information about HIV infection.
- It is unacceptable to refuse or terminate an employment contract due to a person with multiple sclerosis (except in cases where the employer does not have a relevant job vacancy, as well as refusal to employ such people whose employment is not allowed in such workplaces).
- Benefits, privileges and additional guarantees in employment for women, disabled, and other people under the age of 18 and in need of social protection is not considered as a discrimination.
- An employer or other person who discriminates among employees in an employment relationship specified in the first part of this Article is liable in accordance with the legislation.
- An employee who has been discriminated against may apply to the court in order to restore his / her violated rights.

5.2 Use of child and slave labor

- The University adheres to the principles of global human rights and strictly prohibits the use of the labor of a person under the age of full legal responsibility.
- The University condemns slave labor and strictly prohibits the use of such labor.
- The University condemns and turns against human trafficking.

5.3 Gender Pay Gap at Western Caspian University

The Gender Pay Gap data provides the difference between the average earnings of men and women across an organization, expressed as a percentage of men's earnings. The use of Gender Pay Gap data can help to identify the extent to which men and women undertake different types of roles, at different levels within the organization, which can also create differences in pay. It is different to equal pay data which considers rates of pay for the same level of work.

5.3.1 Mean Pay

The **mean** is calculated by adding all employees' hourly rates of pay together and dividing by the total number of employees. The mean includes the lowest and highest rates of pay.

The **average** hourly rate paid to women at the University, when looking at hourly rates across all pay bands is **1.5%** less than the hourly rate for men - this is the **mean** gender pay gap.

Duties presented:

Vice-rector for Humanitarian and Social Affairs

Human Resources Department and Department of Legal Affairs

Student Union