

Azerbaijan State Oil and Industry University

Human Rights and Ethical Labour Practices Policy

Azerbaijan State Oil and Industry University (ASOIU) is dedicated to establishing and maintaining a fair, transparent, and inclusive work environment that respects the dignity and professional integrity of all staff, academic personnel, and workers. This Labor Rights Policy outlines the essential rights, responsibilities, and protections for all individuals employed within the University. It ensures that every employee is treated with fairness, equality, and mutual respect, fostering a professional atmosphere conducive to academic and institutional excellence.

This policy applies to all categories of ASOIU employees, including permanent, temporary, part-time, and third-party contract workers. It also covers academic, administrative, technical, and service staff. The document provides a comprehensive framework for addressing labor-related issues and aligns with the Labor Code of the Republic of Azerbaijan, particularly Articles 52, 66, 67, 79, 91, 94, 98, 125, 131, 240–245. By adhering to national legal standards and international labor conventions, ASOIU commits to cultivating a supportive, safe, and equitable workplace that enhances teaching, research, and innovation capacities.

1. Purpose of the Policy

1.1. The Labor Rights Policy at ASOIU aims to establish clear, consistent, and transparent principles governing employment relationships. It serves as a guiding document for fair treatment, professional integrity, and mutual accountability among all members of the university community. The policy functions not only as a regulatory framework but also as a code of professional ethics for employees and managers alike.

1.2. While the policy outlines general rules and expectations, cases of violation are addressed by the ASOIU Disciplinary Committee. The committee reviews alleged breaches of university codes, procedures, or labor regulations and applies disciplinary measures based on fair investigation and legal compliance.

1.3. The central objective of this policy is to protect the fundamental labor rights of all ASOIU employees in accordance with Azerbaijani labor law and relevant international norms. This includes the right to fair wages, non-discrimination, safe working conditions, and protection from harassment or exploitation. ASOIU guarantees that no employee shall face unfair dismissal, coercion, or any form of workplace inequality.

1.4. The policy also clarifies the terms and conditions of employment, including working hours, compensation structures, benefits, and performance expectations. Transparency in these matters ensures mutual understanding and accountability between the university and its employees.

1.5. Addressing complaints, disputes, and grievances is another critical function of this policy. ASOIU provides employees with a structured and confidential mechanism to report concerns related to employment conditions, harassment, or compensation. Every complaint will be handled with impartiality, protecting employees from retaliation or discrimination.

1.6. A core principle of ASOIU's administration is the creation of a healthy, safe, and inclusive environment. The university prioritizes occupational safety, mental well-being, and respect for diversity. Preventive measures against workplace accidents, stress, or discrimination are integral to the policy's implementation.

1.7. Ultimately, this policy seeks to build a sustainable and motivated institutional culture—one that promotes excellence, professional satisfaction, and collective progress in line with ASOIU's mission and the principles of Sustainable Development Goal 8 (Decent Work and Economic Growth).

2. Terms and Conditions

2.1. One of the major objectives of the ASOIU Labor Rights Policy is to provide transparent definitions for the employment terms and categories applicable to all university workers. These terms define expectations, entitlements, and the responsibilities of each staff member.

2.1.1 Employment Categories

- Full-Time Employees – Individuals employed on a permanent basis who work standard weekly hours and are entitled to full benefits, including health insurance, paid leave, and pension contributions.
- Part-Time Employees – Individuals working fewer hours than full-time staff. They receive benefits proportionate to their contractual terms.
- Temporary Employees – Workers hired for a fixed period or specific project. They may receive limited benefits depending on contract provisions.
- Third-Party Workers – Personnel employed by external service providers (e.g., cleaning, security, maintenance) but operating within ASOIU premises. While not directly employed by the university, they are protected under this policy and must be treated fairly in accordance with ASOIU's ethical and labor standards.

2.1.2 Employment Contracts

Each employee's contract defines their job role, rights, and obligations. The standard elements include:

- Job Title and Description – Clear outline of duties, responsibilities, and expected performance standards.
- Working Hours – As specified in the employment contract, in compliance with the Labor Code and internal regulations.
- Compensation – Salary scale, payment frequency, overtime policies, and performance-based rewards.
- Benefits – Eligibility for health insurance, paid leave, retirement schemes, and other welfare programs.

These conditions collectively ensure a consistent and equitable employment system that supports professional growth and job security at ASOIU.

3. Key Initiatives and Developments

ASOIU consistently contributes to sustainable economic development through academic programs, research collaborations, and institutional policies aligned with SDG 8 – Decent Work and Economic Growth.

3.1. Academic Engagements for Sustainable Development

ASOIU organizes conferences, seminars, and academic sessions promoting sustainable development principles. For instance, the university regularly hosts the “Sustainable Development in Industry and Innovation” forum, providing a platform for scholars and industry leaders to discuss strategies for inclusive economic growth and responsible management practices.

3.2. Collaboration with National and Sectoral Agencies

ASOIU has developed partnerships with national institutions, including the State Agency on Renewable Energy Sources, focusing on integrating clean energy technologies into educational and industrial practices. Through such collaborations, ASOIU contributes to Azerbaijan’s transition toward a green economy, promoting innovation, research, and employment in renewable energy sectors.

3.3. Faculty Research and International Publications

Faculty members of ASOIU’s Economics, Management, and Engineering faculties actively publish research in peer-reviewed international journals. These studies address critical issues in labor policy, sustainable economic growth, and technological innovation, reflecting the university’s global research commitment.

3.4. Scientific-Practical Conferences on Engineering and Innovation

ASOIU organizes national and international conferences such as “*Engineering and Innovation for Sustainable Industrial Development*.” These events emphasize the strategic role of engineering education in shaping innovative solutions, advancing productivity, and contributing to national economic goals.

3.5. Prohibition of Forced Labor and Child Labor

ASOIU maintains a zero-tolerance stance against forced labor, child labor, and human trafficking. The university’s Code of Ethics clearly states:

“Azerbaijan State Oil and Industry University prohibits any form of forced labor, human trafficking, or child labor across all university operations and partnerships. All employees, students, and external partners are required to uphold these principles. Violations will result in strict disciplinary action, including contract termination and referral to competent authorities.”

3.6. Equal Pay and Gender Pay Equity

ASOIU is committed to maintaining pay scale equity and eliminating gender-based pay disparities. Transparent salary structures are implemented to ensure fairness across departments and job classifications. The

university regularly audits compensation systems to verify compliance and sustain equitable treatment among all staff members.

ASOIU recognises and protects the labour rights of all staff, including freedom of association and collective bargaining, without discrimination based on gender or nationality.

Employees are entitled to form or join associations, unions, or staff committees, and to engage in dialogue with university management on employment-related matters. These rights are reinforced through ASOIU's *Human Rights and Ethical Labour Practices Policy*, which is grounded in the *Labour Code of the Republic of Azerbaijan* and international conventions (ILO).

4. Future Prospects and Recommendations

4.1. Strengthening Industry–Academia Collaboration ASOIU will continue to expand partnerships with industries, research centers, and government agencies to enhance employment opportunities for students and graduates. Joint projects, internships, and innovation hubs will bridge academic expertise with practical industrial needs.

4.2. Ensuring Equality Across All Employment Forms ASOIU guarantees equitable treatment for all employees, including third-party workers. All contractual relationships must ensure fair wages, safe conditions, and access to benefits consistent with university standards. Regular audits of external contractors will be conducted to ensure compliance with ASOIU's labor values.

4.3. Expanding Research in Labor and Economic Policy The university plans to support new research initiatives addressing job creation, economic transformation, and the role of technology in sustainable growth. By encouraging interdisciplinary research, ASOIU will strengthen its contribution to national and international policy discussions.

4.4. Enhancing Career Development Services ASOIU will reinforce its Career Center by offering professional counseling, mentorship programs, job fairs, and training workshops. These services prepare students for meaningful employment and equip them with essential soft and technical skills.

4.5. Fostering Entrepreneurship and Innovation The university will invest in innovation labs and startup incubators that encourage student and faculty entrepreneurship. Support for business planning, mentoring, and access to funding will contribute to sustainable economic growth and job creation.

4.6. Monitoring and Reporting Mechanisms ASOIU will establish a dedicated Labor Rights Monitoring Unit responsible for tracking the university's labor and employment performance indicators. Annual reports will document progress in fair employment, inclusivity, and SDG 8 contributions, ensuring accountability and continuous improvement.

5. Conclusion

Azerbaijan State Oil and Industry University reaffirms its dedication to promoting inclusive, fair, and sustainable employment practices. Through transparent governance, research excellence, and equitable treatment of all employees, ASOIU continues to contribute to Azerbaijan's socio-economic development. By expanding academic–industrial collaboration, supporting entrepreneurship, and upholding the highest labor standards, the university aligns itself with the principles of Sustainable Development Goal 8 (Decent Work and Economic Growth).