STATE TOURISM AGENCY

AZƏRBAIJAN TOURISM AND MANAGEMENT UNIVERSITY

Anti-Harassment and Anti-Discrimination Policy

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Introduction

Harassment is defined as discrimination based on a protected characteristic rather than individual dignity and unfavorable behavior of an individual. Azerbaijan Tourism and Management University (ATMU) officially states in its Anti-Harassment and Anti-Discrimination Policy that; "Any form of harassment based on race, color, religion or belief, sex, age, national identity, marriage or civil status, pregnancy and childbirth, persons with disabilities, or disability is illegal and will not be tolerated." The purpose of this Anti-Harassment and Anti-Discrimination policy lays the foundation for all harassment and discrimination mechanisms. This policy covers and applies to all ATMU administrative and academic staff, students, supervisors and contractors. The concept of equality occupies a very important place among the first generation of human rights. Thus, violation of equality is often against human dignity. Therefore, the right to equality and equal legal treatment is a universally accepted legal principle. ATMU recognizes the dignity of each individual and is committed to creating an inclusive, fair, transparent and safe environment. The Anti-Harassment and Anti-Discrimination Policy aims not only to prevent illegal behavior, but also to promote the development of the areas covered by the policy.

Legal Base

Anti-Harassment and Anti-Discrimination Policy of ATMU was formed on a legal basis that ensures compliance with national and international laws. The importance of equal rights leads to the conclusion that non-compliance with it eliminates the guarantees given to human rights. It is for these reasons that the preamble of the Universal Declaration of Human Rights states: "Recognition of the dignity and equal and inalienable rights inherent in all members of human society is the basis of freedom, justice and peace in the world." Another meaning of the right to equality is the prohibition of discrimination. In fact, these rights are the same. Azerbaijan's national legislation may prohibit additional types of involuntary persecution. ATMU's Anti-Harassment and Anti-Discrimination policy principles are based on the Constitution of the Republic of Azerbaijan, the Criminal Code of Azerbaijan and all international laws and standards (International Civil Service

Standards of Conduct). In connection with Chapter III of the Constitution, "Basic rights and freedoms of man and citizen" includes the following articles in particular:

- Article 24. The basic principle of human and civil rights and freedoms;
- Article 25. The right to equality;
- Article 26. Protection of human and civil rights and freedoms;

ATMU's Anti-Harassment and Anti-Discrimination Policy includes compliance with local labor laws that require fair treatment in the educational environment and employment, and specific anti-discrimination laws that protect against other forms of unequal treatment. Also, the legal basis of the policy document requires the formation of ethical behavior among different individuals, the determination of the standard.

Administrative and academic staff, students and other stakeholders follow this University policy and support the creation of a safe workplace environment.

Objective

ATMU's Anti-Harassment and Anti-Discrimination Policy aims to provide campus activities in an environment free of bias and prejudice. In the establishment of internal and external relations, national and international partnerships, during visits, events, it is focused on the following directions, bearing the obligation to ensure the absence of harassment and discrimination.

Establishing behavioral standards and mutual respect in the context of any harassment, as well as a complaint process if these expectations aren't fulfilled or violated.

To inform about the forms of behavior and the reasons for their non-acceptance in the issues of harassment and separate election of the ATMU

Preventing cases of harassment and discrimination by organizing various events and regularly involving ATMU staff and students in trainings

Provide a work environment free from any form of discrimination or harassment.

Educating the public about the effects of harassment and discrimination in the provision of various social rights

For all individuals within ATMU to benefit from an educational and work environment free of fear, threats of harassment, and segregation.

To form an inclusive culture that includes the aspect of diversity, in which every individual can participate in terms of personal and professional development.

Protecting the principle of fairness in cases of harassment and discrimination, conducting quick and comprehensive investigations in confidentiality, and taking advantage of psychological support

There are the following forms of harassment:

- Grounds for discrimination based on social affiliation, income inequality, gender and others.
- Sexual harassment is defined as unwanted sexual advances and behavior towards a subordinate or co-worker.
- Physical or verbal violence.
- Bullying/cyberbullying.
- Abuse of authority.

ATMU determines the operation of transparent, accessible and fair procedures for reporting, investigating and resolving complaints, opinions and opinions on harassment and discrimination when any incident occurs.

Also, ATMU's Anti-Harassment and Anti-Discrimination Policy is to try to be useful and contribute to the formation of a society where diversity is embraced and where every individual is respected and valued.

Current Situation

The Republic of Azerbaijan is a multicultural country. The margin of ethnic groups is made up of Azerbaijanis. Lezgis, Russians, Talysh, Avars, Jews, Georgians, etc. There are other ethnic groups as well. ATMU continues the national policy of Azerbaijan. Various

citizens work at the university and all their rights are protected by the Constitution of Azerbaijan and ATMU's Anti-Harassment and Anti-Discrimination policy. The freedom to establish relations within ATMU, the visit of representatives of different countries to ATMU, the organization of events with the participation of people belonging to different religions, races, and societies, the holding of meetings, the joint functionalization of educational and political steps is the basis of the current format of ATMU's Anti-Harassment and Anti-Discrimination Policy. In this regard, it is an important factor to adapt the strategy according to this policy in terms of prevention of potential problems, the influence of political factors on society and the formation of nationalist spirit.

Strategy Implementation

The strategic goals of the Anti-Harassment and Anti-Discrimination policy at ATMU are "Race, color, religion or belief, sex, age, national identity, marriage and citizenship relationship, pregnancy and childbirth, persons with limited opportunities and disabled persons and anyone who creates conflict due to their other characteristics. any action, dispute, action, individual or group. Currently, this may include cyberbullying, phone calls, and various types of gadget hacking. Thus, defining short-term and long-term strategic goals is essential to create a solid foundation in ATMU and to achieve a sustainable impact of social culture. Short-term ATMU is to strengthen internal agitation and problem-solving approach, as well as to provide special support services, while the long-term goal is to become a leader in terms of inclusiveness in ATMU's diversity and academic environment.

The implementation strategy aims at the short-term and long-term action plan:

Short-term action plan (3-5 years):

1. Organization of anti-bullying and anti-discrimination awareness campaigns and implementation of information for all stakeholders of the university as well as students, administrative and academic staff
2. Development and implementation of training modules to ensure that each individual understands their rights and responsibilities at ATMU, formation of advisory and support service

3. Formation of key performance indicators, determination of general dynamics
4. Determination of the coefficient of usefulness for ATMU internal harassment and discrimination, implementation of preventive measures to eliminate the occurrences
5. Promoting a culture of diversity among individuals within ATMU, creating a safe and sustainable environment

Long-term action plan (10-13 years):

1. Organizing sustainable development plans, making amendments and additions to policy documents, improving strategic goals, reflecting current issues and legal standards, and integrating them into the continuing education system
2. Planning long-term KPIs, conducting research in line with policy goals, and obtaining information on inclusive and diversity efforts internationally
3. Integrating human resources, student affairs, legal department and relevant structures on defining roles and responsibilities
4. Organization of support service with new standards and provision of legal service in cases of domestic violence and discrimination

Stakeholder Engagement

ATMU's Anti-Harassment and Anti-Discrimination Policy has been adopted and is intended to serve our stakeholders. Below is how ATMU can identify effective and actual strategic goals for the Anti-Harassment and Anti-Discrimination policy and how to involve critical stakeholders.

- Those studying various degrees at ATMU
- Academic and administrative staff working at ATMU
- Local community representatives
- Government and non-governmental organizations
- Academic and corporate partners
- Engagement methods are individualized for each stakeholder
- To organize training and seminars

- Conducting surveys and filling out return forms
- Establishment of the control committee
- Formation of feedback mechanism
- Proper identification of communication channels
- Conducting quarterly meetings
- Integrating the feedback review process into structured audits
- Reflecting the principles of transparency, loyalty, confidentiality, accessibility directly in every detail of the action plan of the policy

Monitoring & Evaluation

It involves the use of various monitoring tools to ensure the effective implementation and compliance of ATMU's Anti-Harassment and Anti-Discrimination Policy.

- Conduct regular audits, organize annual audit of incidents
- Monitoring, using anonymous data, monitoring the campus environment
- To use technological tools, to ensure systematic monitoring
- Evaluation will be based on specific criteria
- Frequency and accuracy of resolution of reported cases
- Cases of repetition between the same individuals and (or) the same structures
- Effectiveness related to stakeholders' satisfaction, opinions, ideas, comments

Outcome & Reporting

ATMU submits annual and/or quarterly reports to the Scientific Council on the number of complaints, their nature, the results of mediation or investigation, any disciplinary measures taken, harassment and the fight against separatism.

Analyzing and reporting results in creating an inclusive campus environment for incident reduction, improved safety, inclusiveness, and awareness is conducted in a transparent and sustainable manner.

A structured reporting mechanism will be created using internal communications for the collection of annual reports, public disclosure of reports, and current period updates.

Resource Allocation

Effective implementation of ATMU's Anti-Harassment and Anti-Discrimination policy document should be targeted allocation of resources. Measurability of resources will increase efficiency during the implementation of the policy action plan.

- Allocation of finance and budget
- Special resources for training and training
- Support services
- Human resources
- Technological tools

Periodic Updating

Regular review periods should be specified in the update of the Anti-Harassment and Anti-Discrimination policy, and the effectiveness of the update should be based on the dynamics of compliance with sustainability, new challenges and opportunities.

- Organizing a viewing schedule
- Performing an event-based update
- Updating based on changes in national legislation.
- Changing the internal structure, organizing renewal according to job duties
- Making renewal based on internal institutional decision