STATE TOURISM AGENCY

AZƏRBAIJAN TOURISM AND MANAGEMENT UNIVERSITY

Equality, Diversity and Inclusion Policy

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Introduction

At Azerbaijan Tourism and Management University (ATMU), corporate values such as equality, diversity and inclusivity are built on values that reflect the aspects of honesty, transparency, accountability, rationality, collegiality, academic professionalism, interest in knowledge and creativity. Equal treatment and respect for people as much as they deserve is also the main part of the policy of treating people equally regardless of their race, gender, and religion.

Providing equal opportunity, justice, and freedom for everyone in education without being subjected to illegal discrimination based on religion, age, gender, marital status, ethnic origin, race, skin color, national and social origin, disability, sexual orientation at ATMU committed to achieving a work environment. Educational opportunities at ATMU are available to local students and foreign students.

ATMU promotes harmony and respect among individuals to promote good work practices and a healthy work environment. Here, the uniform code of ethics of the University has been prepared for both staff and students.

Legal Base

ATMU's Equality, Diversity and Inclusion Policy is based on the Constitution of the Republic of Azerbaijan, decrees and orders of the President of the Republic of Azerbaijan, relevant decisions of the Cabinet of Ministers, the Labor Code of the Republic of Azerbaijan, the Law on Education and other national legislation.

The policy of Equality, Diversity and Inclusion, based on international standards, including the Universal Declaration of Human Rights, the International Covenant on Economic, Social and Cultural Rights, the International Covenant on Civil and Political Rights, lays the groundwork for the creation of a fair policy that protects the dignity of all individuals.

Objective

The primary goal of the Equity, Diversity and Inclusion policy is to foster an environment in which students, faculty, and staff can thrive and reach their full potential free of discrimination. The following approaches are reflected in the goal of creating a university culture that respects and values the unique backgrounds, experiences, and perspectives of everyone associated with ATMU.

Ensuring aspects of equality: To ensure an objective approach and decision-making in all areas of ATMU, reflecting equal opportunities.

Promoting diversity: Actively promoting ATMU for each representative from different population groups, as well as having literacy and culture formation in this direction is considered the main goal.

Promoting and Ensuring Inclusivity: Reflects the intent to make ATMU a leader in inclusivity in higher education by creating a sense of respect and appreciation among everyone for their contributions, fostering a supportive atmosphere, and measuring measurable growth and satisfaction.

The main objectives of the strategic policy include the following areas.

- Among the main goals of the policy are to protect people's rights and improve their living standards, as well as to ensure that people of different races have equal rights.
- Ensuring that individuals are treated fairly within the University.
- To eliminate discrimination and reform prejudice within the University.

The policy scope of the Equality, Diversity and Inclusion strategy covers all individuals within the University. All members are responsible for maintaining the policy, including University staff, students and third parties.

Current Situation

- At ATMU, there are directions of the policy of equality, diversity and inclusion among all colleagues.
- ATMU conducts trainings and informative seminars for professors and teaching staff, administrative staff and students.

- ATMU staff and students can communicate directly with the rector in written and verbal form and apply to the e-mail address.
- The Disciplinary Committee operates at ATMU. The Disciplinary Committee is responsible for preventing all kinds of violations, as well as taking preventive measures if unfair behavior is detected.
- An Appeals Commission is formed during the exam session; students apply to the Appeals Commission regarding any complaints.
- ATMU operates a quality commission with the participation of internal and external stakeholders, and thereby quality evaluation of education and leisure time.
- Industry representatives are also involved in the discussions in determining the subjects taught in each field at ATMU.
- Direct and indirect discrimination is prohibited at ATMU.
- The established rights and obligations of ATMU are applied equally to all employees, regardless of the form of work, part-time or full-time, or based on a fixed-term contract, and to all students, regardless of the level of education.

Strategy Implementation

At ATMU, employees and students of different races, genders, ages, ethnicities, social backgrounds, and disabilities are treated fairly in accordance with ATMU's code of ethical conduct.

The implementation strategy and planning aim of the Equity, Diversity and Inclusion Policy at the short-term and long-term action plan:

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

1. Awareness campaigns: Raise awareness of the principles of the policy among students and staff.
2. Training programs: organizing trainings for university employees on mandatory policy directions.

3. Review and update of policies: A thorough review of all existing university policies to ensure compliance with policy objectives, with necessary updates within the first six months.

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

1. Curriculum Integration: integrating policy topics into the curriculum in the teaching process as part of students' academic activities.
2. Policy Oriented Recruitment: develop targeted recruitment strategies to increase the diversity of students and staff with the aim of achieving more balanced representation across all groups
3. Sustained Partnerships: Building partnerships with various organizations to share ATMU resources, best practices, and research.

Both short-term and long-term strategies are designed to be deeply embedded in ATMU's structure, ensuring that the university meets its goals of creating an equitable and inclusive academic environment.

Stakeholder Engagement

ATMU's stakeholder principles of Equality, Diversity and Inclusion Policy are divided into two parts. All interested parties of ATMU are involved in the preparation and implementation of the mentioned policy plan. It covers the different needs and situations of different areas of ATMU (e.g. faculties, departments, subjects, exchange programs). Below, ATMU's Equality, Diversity and Inclusion Policy includes interested partners in two areas.

Internal Partners

- Rector
- Vice-rector
- Deans
- Department heads
- Department heads and deputies
- Professor teaching staff

- Students

- Other administrative persons

External Partners

- Exchange program partners

- Foreign students

- Institutions affiliated to the university

Monitoring & Evaluation

Monitoring the current situation and finding future needs for determining the initial needs of equality, diversity and inclusiveness, eliminating possible inequalities is essential in the correct and purposeful analysis of the policy. Determining the gaps in this field at ATMU, finding the causes and solutions, focusing on focus groups it is possible to solve the problems by asking the following questions.

- Data collection statements

- Information about disability during recruitment

- Questions and diversity categories

- Direct question (without the need for diversity profiles)

- Diversity analysis of common questions

- Age related questions

- Gender and gender related questions

- Disability related questions

- Ethnicity related questions

- Sexual orientation related questions

- Religion and belief related questions

- Other questions

It is important to continuously monitor, evaluate and optimize the targets stated in the policy. Understand employee experiences and perspectives, check in with them regularly, and review metrics such as employee retention rates and the number of new hires.

Communicating with executives and stakeholders is an important factor to ensure everyone is aligned with goals and progress. By continuously monitoring and evaluating diversity, equity, inclusion and belonging efforts, policy can identify areas for improvement and take action to create a more welcoming and inclusive workplace for all.

Outcome & Reporting

ATMU's performance in achieving the goals of equality, diversity and inclusion is determined and the results obtained are announced annually by the university. The responsibility of the policy of this area is held by the human resources department of ATMU and includes the following departments.

- the development of the organizational culture that can implement this policy, effective performance.
- ensuring the implementation of this policy in all areas.
- updating relevant resources and expertise to support.
- ensuring equality, diversity and inclusion, including policy, and developing corporate strategy.

Resource Allocation

ATMU must continuously use appropriate resources to meet the challenges of the Equality, Diversity and Inclusion policy.

- Creation of focus groups.
- Organization of surveys among employees.
- Policy development in line with legislation.
- Providing legal support to those who suffer from this policy.
- Organization of trainings for interested partners.
- Distribution of finances and investments

- Usability of technological and innovative resources

Periodic Updating

The mentioned policy will be continuously updated according to the current legislation and improved according to the international and local legislation. ATMU Equality, Diversity and Inclusion policy is designed to support university staff and is dynamic, requiring periodic updates to university policies and practices. ATMU will review the ATMU Equality, Diversity and Inclusion policy every two years or sooner if significant legal or societal changes occur. This process will include a comprehensive assessment of current policies, stakeholder feedback, and analysis of new research and best practices. Regular updates will ensure that the university remains at the forefront of the university's efforts to promote equity, diversity and inclusion in higher education.