

Khazar University

Anti-discrimination and Anti-harassment Policy

2023

1. Policy Statement and Aims

- 1.1 The purpose of the policy is to provide mechanisms to ensure that none of the members of the university community will be treated unequally, less favorably or inappropriately on the grounds of protected characteristics such as age, disability, gender, civil partnership, pregnancy and maternity, race, religion, and sexual orientation.
- 1.2 All members of the university community including staff, students and visitors are responsible for behaving with dignity and respect. There is no tolerance of behaviors (physical or verbal) such as discrimination, harassment, or bullying whether on or off campus, in or out of working hours or through electronic communications (e.g. social media, email).
- 1.3 The socio-economic or cultural backgrounds of both the students and the members of staff must not be allowed to adversely affect their success. Individuals' contribution should be recognized equally regardless of diversity characteristics (whether they are women, disabled, etc.)
- 1.4 The policy also intends to encourage diverse participation and reduce the gaps in access between the most and least represented groups.
- 1.5 The principles of dignity, diversity and equality are also embedded in the policies for staff and student recruitment, career development, research, promotion, working hours, teaching, and learning processes, curriculum design, campus environment, facilities, and student and staff support services.
- 1.6 Employees and students are made aware of this policy through the University's web page.

2. Definitions within the Policy

- 2.1 **Discrimination.** It happens when individuals are subjected to unequal behaviours because of the protected characteristics such as age, disability, gender, civil partnership, pregnancy and maternity, race, religion, and sexual orientation.

Discrimination can also be indirect. Indirect discrimination happens when policies and procedures – which apply to everyone – exclude a certain group of people.

2.2 Harassment. It can be verbal, visual, or physical occurring without someone's consent, which creates intimidating environment for individuals and interferes with their learning and working.

Harassment may include the followings:

- touching someone without their consent
- conducting or offering unwanted sexual behaviours
- threatening someone with words or behaviours
- mocking someone because of their gender, disability, religion, or other protected characteristics
- racist, sexist, homophobic or ageist jokes or stereotypical remarks about a particular ethnic or religious group or gender
- sending offensive messages or inappropriate content to someone
- spreading malicious rumours
- posting or publishing offensive content
- overloading someone with tasks beyond their ability to complete.

Bullying. It usually happens in a repeated manner when someone misuses their authority or personal strength and commits offensive or intimidating action to make others feel upset, threatened, or socially excluded. Bullying is found to be verbal, non-verbal, physical, or cyber.

3. Implementation and Monitoring of the Policy

3.1 The University is committed to a policy of anti-discrimination, and anti-harassment.

Complaints from students and the staff will be taken seriously. Depending on the case, someone violating the policy can get precaution or dismissal from study or work. If proven, false allegations may also be treated as an offence.

3.2 Students and staff experiencing discrimination, harassment or bullying can report the case to the dean, faculty member, department head, supervisor, or other

administrative personnel. In order to assess complaints, the discrimination and harassment prevention services will furthermore offer private consultation.

3.3 Complaints will be addressed discreetly. The policy ensures the confidentiality of all parties involved in unaccepted behaviour to the greatest extent possible. However, complete secrecy cannot be fully guaranteed by the policy, as it may be legally required to take all appropriate measures to stop discrimination and harassment and to address it when it does occur.

3.4 Impacted parties and reporters are also expected to keep confidentiality avoiding discussing things with other people in the work or educational environment.

3.5 Application and effectiveness of the policy will be monitored through the recording of individual cases, complaints, staff and student surveys, and an annual report. Policy may be amended based on changes in legislation.