



**Khazar University**

**Anti-Discrimination and  
Anti-Harassment Policy**

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**Policy Category:** Ethics

**Effective Date:** September 2023

**Applicability:** University-wide

**Revised:** January 2025

## **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 is treated unequally, less favorably or inappropriately on the grounds of such characteristics such as age, disability, gender, pregnancy and maternity, race, religion, and sexual orientation.
- 1.2** All members of the university community including faculty, 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' contributions 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, promotion, working hours, teaching, and learning processes, curriculum design, campus environment, facilities, and student and staff support services.
- 1.6** Khazar University faculty, staff members, and students are made aware of this policy through the University's web page.

**2. Definitions within the Policy****2.1 Discrimination.**

Discrimination occurs when an individual is treated less favorably because of a protected characteristic such as age, disability, gender, civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation. Direct discrimination involves treating someone differently due to a protected characteristic. Indirect discrimination arises when policies or practices, although applied universally, disproportionately disadvantage a particular group.

**2.2 Harassment**

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

Harassment may include the following:

- treating someone with words or behaviors
- 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 rumors
- posting or publishing offensive content
- overloading someone with tasks beyond their ability to complete.

**2.3 Bullying.**

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

**3. Equal Opportunity**

**3.1** The University is committed to providing equal opportunities to all individuals in all aspects of university life, including admission, employment, academic advancement, and access to facilities, programs, and services.

**3.2** No individual will be disadvantaged or receive less favorable treatment based on their protected characteristics, including age, disability, gender, gender identity, marital or civil partnership status, pregnancy or maternity, race, ethnicity, nationality, religion or belief, or sexual orientation.

**3.3** Decisions regarding recruitment, promotion, admission, or participation in Khazar University activities are based on individual merit, qualifications, and abilities. All policies and procedures are designed to ensure equality of access and opportunity for everyone.

**3.4** The University actively seeks to eliminate barriers to participation, foster an inclusive environment, and support underrepresented groups through appropriate measures and reasonable adjustments.

**3.5** Equal opportunity principles are integrated into staff recruitment, student admissions, curriculum development, teaching methods, research practices, professional development, and all areas of strategic planning.

**4. Implementation and Monitoring of the Policy**

- 4.1** Khazar University maintains a zero-tolerance approach to discrimination, harassment, and bullying. Complaints are investigated promptly and fairly. Depending on the outcome, disciplinary actions including formal warnings, suspension, or dismissal may be taken.
- 4.2** Any individual, whether directly affected or a witness, can report prohibited conduct. Reports may be submitted anonymously. Individuals may report concerns to the appropriate university office, such as the Student Affairs Office, Ombudsman Office, Quality Assurance Center, or Human Resources Office, depending on the nature of the issue. Reports may also be made through designated reporting mechanisms, whether in person or online. The University encourages reporting and will take all complaints seriously, whether named or anonymous.
- 4.3** Students and staff experiencing or witnessing discrimination may also seek support or submit complaints to deans, department heads, faculty members, academic supervisors, or other designated personnel.
- 4.4** All reports of prohibited conduct will be reviewed promptly and fairly. When a formal investigation is warranted, the case will be referred to the University's Disciplinary Committee, which is responsible for conducting a thorough investigation. This process includes gathering evidence, interviewing involved parties, and evaluating the case following institutional policies and relevant regulations. The Committee ensures that both the complainant and the respondent are allowed to present their perspectives.
- 4.5** Following the investigation, the Disciplinary Committee will recommend appropriate actions or sanctions. These may include warnings, training, suspension, or dismissal, depending on the severity and nature of the offense.
- 4.6** Impacted parties and reporters are also expected to keep confidentiality avoiding discussing things with other people.
- 4.7** Application and effectiveness of the policy is monitored through the recording of individual cases, complaints, staff and student surveys.