Republic of Azerbaijan State Tourism Agency

"Center for the Management of Reserves" Public Legal Entity

*Khinalig and "Koch Yolu" Historical-Cultural and Ethnographic Reserve*

**Equal Employment Opportunity Policy**

04 March 2024

1. Purpose

The purpose of this policy is to ensure equal opportunities in recruitment, promotion, working conditions, and professional development. The Reserve is committed to treating all its employees and candidates fairly and without discrimination.

1. Scope

This policy applies to all employees of the Reserve and all individuals involved in the recruitment process.

1. Principles

No person shall be subjected to discrimination based on race, ethnic origin, gender, age, physical disability, religious belief, social status, or other personal characteristics. Recruitment and appointment to positions are based solely on the candidate's skills, experience, and suitability for the position. 6 Necessary conditions are created for the integration of individuals with special needs into the work environment.

1. Application

The person responsible for human resources ensures the implementation of this policy. Candidates and employees can reliably report any instances of inequality or discrimination.

1. Information and Monitoring

Employees are regularly informed about this policy. The effectiveness of the policy is regularly evaluated and updated as needed.

1. Effective Date

This policy comes into force on 04.03.2024 and remains in effect permanently.

1. Legal References

Article 35.4 of the Constitution of the Republic of Azerbaijan:

Labor contracts are freely concluded. No one can be forced to conclude a labor contract.

Article 35.6 of the Constitution of the Republic of Azerbaijan:

Everyone has the right to work in safe and healthy conditions and to receive remuneration for their work not less than the minimum wage established by the state without any discrimination.

Article 16.1 of the Labor Code of the Republic of Azerbaijan:

In labor relations, any discrimination among employees based on citizenship, gender, race, religion, nationality, language, place of residence, property status, public-social origin, age, family status, beliefs, political views, membership in trade unions or other public associations, official position, as well as other factors not related to the employee's business qualities, professional competence, and work results, the establishment of privileges and benefits, and the restriction of rights on the basis of such factors, directly or indirectly, is strictly prohibited.

Article 16.2 of the Labor Code of the Republic of Azerbaijan:

Establishing concessions, privileges, and additional guarantees in labor relations for women, persons with disabilities, persons under 18 years of age and other persons in need of social protection, as well as specialists working in the liberated territories of the Republic of Azerbaijan, is not considered discrimination.

Article 46.1 of the Labor Code of the Republic of Azerbaijan:

An employment contract is concluded individually, indicating the terms of employment conditions provided for by the Labor Code of the Republic of Azerbaijan, as well as additional terms agreed upon by the parties, the employee's labor function, and the obligations of the parties.

**Chairman of the Board**