

Policy subject: Labour Rights and Non-Discrimination Policy	Policy number: 35/P.D/2024	Date of last revision: 2024/11/15
Implementing body: Administrative Affairs Department	Implementing start date: 2024/11/20	Policy reference: Planning and Development Department

Palestine Ahliya University (PAU) is dedicated to maintaining a workplace that prioritizes equality, fairness, and respect for labor rights, free from discrimination. The university is committed to supporting equal opportunities for all employees, ensuring that labor rights, including union rights, are protected and promoted. This policy affirms the university's role in fostering an inclusive, just, and respectful work environment for all members of the PAU community, in line with local and international labor standards.

Objectives:

➤ **Support Equality and Non-Discrimination:**

Promote a work environment where all employees are treated equally, regardless of gender, background, or identity, ensuring access to equal opportunities for all.

➤ **Enable Employees to Exercise Union Rights:**

Support employees in freely exercising their union rights, ensuring that there is no discrimination or retaliation against union participation or advocacy for labor rights.

➤ **Ensure Long-Term and Stable Employment Contracts:**

Offer long-term, stable employment contracts to eligible employees, promoting job security and ensuring fair treatment under the terms of employment.

Scope:

This policy applies to all employees at Palestine Ahliya University (PAU), including academic staff (full-time and part-time), administrative staff, and temporary or contractual workers. It covers:

1. Promoting and maintaining an inclusive and non-discriminatory work environment.
2. Supporting the exercise of union rights, ensuring protection from retaliation.

3. Providing long-term employment opportunities to eligible staff, ensuring job security.
4. Regular monitoring and addressing of discrimination complaints.
5. Ensuring that PAU's policies and procedures align with local labor laws and international labor standards.

Statements:

This policy ensures that all employees of Palestine Ahliya University (PAU) are treated equally, have access to labor rights protections, and can freely participate in union activities. It aims to foster a workplace that upholds Palestinian labor laws and international human rights standards, creating a safe and inclusive environment for all employees. Regular monitoring and procedures will be in place to address issues of discrimination, union rights, and long-term employment contracts, ensuring alignment with PAU's commitment to equal opportunities and fair treatment.

Procedures:

1. Define Union and Labor Rights Policies:

- Establish clear policies respecting employees' rights to join or form unions, ensuring alignment with Palestinian labor laws.
- Include these policies in the university's Human Resources manual and inform all employees about their union rights through orientation sessions and accessible educational materials.

2. Facilitate Union Engagement:

- Organize permanent communication channels between management and unions for regular dialogue on employee concerns.
- Support union activities on campus by providing logistical resources such as meeting spaces and promotional materials, as per university policies.
- Allow unions to hold meetings and provide opportunities for employees to participate in union-related activities.

3. Handle Labor Complaints and Discrimination:

- Create secure and confidential channels for employees to report complaints regarding labor rights violations or discrimination.
- Establish an independent committee to investigate complaints related to union rights or discriminatory practices.
- Provide corrective actions and support where necessary to address any violations swiftly.

4. **Monitor and Evaluate Policies:**

- Periodically review union recognition, labor rights, and anti-discrimination policies to ensure they align with both Palestinian labor laws and PAU standards.
- Collect feedback from employees regarding their satisfaction with these policies through surveys and focus groups.

5. **Support Employment Rights and Benefits:**

- Create and maintain an electronic database for all employees, documenting the details of their long-term contracts, including salaries, benefits, and working conditions.
- Ensure contracts comply with local labor laws, university policies, and include benefits like health insurance, paid leave, and bonuses.

6. **Review and Update Contracts:**

- Conduct periodic reviews of employee contracts to ensure compliance with local labor laws and university policies, updating them as necessary.
- Notify employees of any contract updates and ensure their consent before changes are implemented.

7. **Address Wage and Benefits Gaps:**

- Analyze collected wage data, comparing it to defined living wage standards and identify any gaps or discrepancies.
- Develop and implement corrective plans to close any wage gaps, prioritizing significant discrepancies and ensuring transparency in the wage adjustment process.

8. Sustain Equity Initiatives:

- Regularly evaluate market compensation by comparing wages and benefits with other universities and institutions in Palestine to ensure competitive compensation packages.
- Partner with external organizations to enhance career development, training, and benefits for all employees.

9. Report and Evaluate Progress:

- Prepare semi-annual or annual reports summarizing progress toward union compliance, labor rights policies, and equitable wage adjustments.
- Share findings with senior management, employee representatives, and stakeholders, and integrate feedback for continuous policy improvement.

KPIs:

- The number of discrimination complaints that have been formally addressed and resolved, ensuring compliance with anti-discrimination standards.
- The proportion of eligible employees at PAU who are members of unions, reflecting the university's support for the exercise of union rights.
- The percentage of employees who have been offered long-term contracts of 24 months or more, ensuring long-term job stability.