

Policy subject: Outsourced Labour Rights Policy	Policy number: 36/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

Overview

Palestine Ahliya University (PAU) is committed to ensuring the rights of outsourced labor by requiring all suppliers and external partners to adhere to approved labor rights standards. This policy aims to provide a fair and equitable work environment for all individuals engaged in university-related activities, whether through direct employment or outsourced contracts, promoting adherence to humane and ethical standards in alignment with Palestinian labor laws and international human rights practices.

Objectives:

- **Ensure all suppliers adhere to labor rights standards:**
Guarantee that all external partners, suppliers, and contractors comply with labor rights regulations, ensuring a humane and ethical working environment for outsourced labor.
- **Promote a safe and fair work environment for outsourced contract workers:**
Provide outsourced workers with the same basic protections as directly employed staff, ensuring they work in a safe and fair environment free from exploitation or mistreatment.
- **Monitor and audit supplier compliance with labor rights:**
Regularly assess and review suppliers' adherence to labor rights standards through audits and compliance checks to ensure ongoing commitment to ethical employment practices.

Scope:

This policy applies to all outsourced labor employed by external suppliers, contractors, and service providers working with Palestine Ahliya University (PAU). It covers:

1. The requirement for all suppliers to comply with PAU's approved labor rights standards.

2. Ensuring outsourced labor is treated with dignity, fairness, and respect, adhering to safe working conditions and fair compensation.
3. Ongoing monitoring, audits, and reviews of suppliers' compliance with labor rights standards.
4. Establishing mechanisms for reporting non-compliance without fear of retaliation.

Statements:

This policy is intended to ensure that all individuals engaged in university-related activities through outsourced contracts are treated in accordance with the highest standards of labor rights. It applies to all external partners and suppliers, requiring them to uphold fair and humane working conditions. Compliance with labor rights will be actively monitored, and appropriate actions will be taken against non-compliant suppliers to ensure PAU's commitment to ethical labor practices is upheld.

Procedures:

1. Prepare a Supplier List:

- Create and maintain a comprehensive database for all current and potential suppliers, documenting key details such as contracts, operational activities, and work locations.
- Ensure that supplier information is regularly updated and easily accessible for future audits and reviews.

2. Set Compliance Standards:

- Develop and implement a clear list of labor rights standards for suppliers, including but not limited to fair wages, working hours, prohibition of child labor, and prevention of forced labor.
- Align these standards with local and international labor laws, ensuring they reflect the ethical and legal expectations for suppliers in Palestine and beyond.

3. Sign Compliance Agreements:

- Include a labor rights compliance clause in all supplier contracts, making adherence to the defined standards a mandatory condition for engagement.
 - Specify clear penalties for non-compliance, including potential termination of contracts or other corrective actions.
4. **Conduct Periodic Reviews:**
- Establish a schedule for regular reviews and audits of suppliers, either monthly or annually, to assess their adherence to labor rights standards.
 - Use reports and data from suppliers to verify compliance and identify areas for improvement.
5. **Site Visits:**
- Conduct scheduled or surprise visits to supplier work sites to assess working conditions and ensure compliance with labor rights standards.
 - Interview workers to gather firsthand feedback on working conditions and identify any discrepancies between reported practices and actual conditions.
6. **Handle Complaints:**
- Develop a transparent mechanism for workers contracted by suppliers to report violations or concerns related to labor rights.
 - Investigate complaints thoroughly and take corrective actions as needed, ensuring suppliers meet the required standards and treat workers fairly.
7. **Evaluate and Classify Suppliers:**
- Evaluate suppliers based on their compliance with labor rights standards and classify them accordingly (e.g., compliant, partially compliant, non-compliant).
 - Prioritize working with suppliers who demonstrate a commitment to labor rights and take corrective action against those who fail to meet the standards, including terminating contracts with non-compliant suppliers.

8. Reporting:

- Prepare and present periodic reports to management, summarizing supplier compliance status, issues identified, and corrective actions taken.
- Propose recommendations for improving supplier relationships, enhancing labor rights adherence, and strengthening the compliance monitoring process.

KPIs:

- The percentage of suppliers who are compliant with labor rights standards, ensuring that outsourced workers are treated ethically and equitably.
- The number of non-compliance incidents reported and resolved within a specified period, ensuring timely and effective corrective actions are taken against suppliers who violate labor rights standards.