

Policy subject: Anti-Forced Labour and Anti-Human Trafficking Policy	Policy number: 37/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 deeply committed to combating forced labor and human trafficking. The university will implement stringent policies and mechanisms designed to protect individuals' rights, promote a safe work environment, and ensure compliance with both international and local laws. This policy aims to prevent and address forced labor and human trafficking, with an emphasis on identifying risks and providing support to those affected.

Objectives:

- **Ensure an environment free from forced labor and human trafficking:**
Foster a work environment where all employees are free from exploitation, forced labor, and human trafficking, in alignment with international human rights standards and Palestinian law.
- **Implement regular risk assessments related to forced labor:**
Conduct regular assessments to identify and mitigate the risks of forced labor and human trafficking within the university's operations, ensuring the protection of individual rights.
- **Increase awareness among employees and administrators regarding forced labor risks and human rights:**
Educate all staff and administrators on the risks and signs of forced labor and human trafficking, promoting vigilance and fostering a culture of human rights protection within the university community.

Scope:

This policy applies to all employees and operations at Palestine Ahliya University (PAU), including staff, contractors, and suppliers. It covers:

1. Regular assessments and monitoring to detect and prevent forced labor and human trafficking.
2. Compliance with local and international laws related to forced labor and human trafficking.
3. Training and awareness programs to educate the university community on forced labor risks and rights protection.
4. Procedures for reporting and addressing any detected cases of forced labor or human trafficking.

Statements:

Palestine Ahliya University (PAU) strives to maintain an environment where all employees, contractors, and partners are treated with dignity and respect. The university is committed to eradicating forced labor and human trafficking, ensuring that all individuals engaged in university-related activities are not subject to exploitation. All employees are encouraged to report any concerns, and the university will take swift, appropriate actions to address and resolve these issues.

Procedures:

1. **Establish a Risk Assessment Framework:**
 - Identify sectors and activities within PAU and its affiliated partners that are most vulnerable to forced labor and human trafficking risks.
 - Develop risk assessment criteria that consider Palestinian labor laws, PAU's institutional policies, and international labor standards, focusing on employment contracts, working conditions, wages, and supply chain activities.
2. **Develop a Comprehensive Database:**
 - Collect detailed data on all suppliers, contractors, and employees associated with PAU, including their recruitment practices, employment contracts, and operational procedures.

- Maintain a centralized database to record and update all contractual agreements and relevant operational activities, ensuring transparency and easy access for reviews.
3. **Conduct Risk Analysis:**
- Regularly evaluate PAU’s internal labor policies, employee conditions, and recruitment practices to ensure compliance with Palestinian labor laws and anti-trafficking standards.
 - Assess working conditions, including wages and working hours, to ensure they align with legal requirements, PAU's labor policies, and living wage standards in Palestine.
4. **Collaborate with Experts:**
- Coordinate with Palestinian human rights organizations, anti-trafficking groups, legal experts, and external consultants to identify potential forced labor and human trafficking risks.
 - Provide training for relevant staff to recognize signs of forced labor, human trafficking, and other labor rights violations, ensuring they are equipped to handle such issues in compliance with local and international laws.
5. **Implement Periodic Reviews:**
- Conduct regular audits of PAU’s internal labor practices and those of its suppliers and contractors, ensuring compliance with labor laws, PAU’s ethical standards, and international human rights frameworks.
 - Promptly address any non-compliance findings by taking corrective actions, which may include revising policies, adjusting working conditions, or ending contracts with non-compliant suppliers.
6. **Conduct Interviews and Direct Evaluations:**
- Conduct interviews with workers across PAU and external supplier sites to ensure their rights are being respected.
 - Monitor working conditions directly at key supplier and partner locations to verify adherence to labor rights, including wages, working hours, and overall treatment.

7. Establish a Reporting Mechanism:

- Develop secure and confidential channels for employees, contractors, and suppliers to report any concerns related to forced labor or human trafficking.
- Ensure that reports are handled promptly and efficiently, with a clear process for investigating claims and taking corrective actions as necessary to uphold workers' rights.

8. Prepare Periodic Reports:

- Document all activities related to the assessment of forced labor risks, including audits, evaluations, and training sessions.
- Submit periodic reports to PAU senior management and stakeholders, highlighting compliance progress, risk mitigation efforts, and recommendations for improving policies and practices related to forced labor prevention.

KPIs:

- The percentage of university operations, contractors, and suppliers that comply with the university's anti-forced labor and anti-human trafficking policies, reflecting the effectiveness of the policy implementation.