

<b>O P Jindal Global University</b>		
Human Resources Manual		
<b>Policy Name: Policy on labour, equivalent rights of third party workers and gender pay equity</b>		
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### **1. Objective**

To create a safe and healthy working environment for all its employees and third party workers while also ensuring that their human rights are not violated.

### **2. Applicability**

This policy is applicable to all University employees, retainers, adjunct staff, interns, contractual workers, consultants and third party workers who are engaged with the University.

### **3. Introduction**

O.P. Jindal Global University (JGU) is committed to adhering to the labour laws of India and following the global best practices when it comes to employment policies, enforcing gender parity in workforce by eliminating gender pay gaps and upholding equivalent rights of workers when outsourcing activities to third parties.

JGU has put in place systems and security infrastructure that are designed to make employees safe at workplace all the time. The University has a zero tolerance policy against violation of human rights and is committed to taking swift actions in case this policy is found to be violated.

The University supports the principle of equal opportunities in employment. The University remains committed to fighting for the protection of human rights of all people around the world, especially the vulnerable groups.

### **4. Definitions:**

#### **4.1 Forced Labour**

For the purpose of this policy, JGU considers forced or compulsory labour as all work or service which is exacted from any person under the threat of a penalty and for which the person has not offered himself or herself voluntarily, as defined in the International Labour Organization Forced Labor Convention, 1930 (No. 29).

#### **4.2 Human Trafficking**

For the purpose of this policy, human trafficking refers to the recruitment, transportation, transfer, harbouring or receipt of people through force, fraud or deception, with the aim of exploiting them for profit, as defined by the United Nations.

#### **4.3 Modern Slavery**

For the purpose of this policy, modern slavery covers forced labour and human trafficking as well as practices such as debt bondage.

#### **4.4 Third Party Workers**

Third party workers refer to employees / workers of organisations which have agreed to depute them for conducting certain works of the university on mutually agreed terms.

## **4.5 Human Rights**

For the purposes of this policy, human rights are a set of rights which recognize the inherent dignity, freedom and equality of all human beings, as expressed in the United Nation's International Bill of Human Rights and in the International Labor Organization's Declaration on Fundamental Principles and Rights at Work.

## **5. Policy**

### **5.1 Human Rights & Discrimination**

1. Commitment to basic human rights in conduct of all its activities and creating an environment where dignity and value of workers are respected are major components of O.P. Jindal Global University's employment Policy.
2. JGU expects its partners or third party vendors to follow these norms. If anyone is found to be soliciting, encouraging or engaging in violation of human rights during the course of the partnership with the University, the University will end partnerships or collaborations with that business entity or organisation.
3. If any employee or worker wants to leave the University, the organisation will not require him / her to cite any reason for leaving. There will not be any restrictions on workers / employees who want to voluntarily end their employment compliant to the separation policy of the University.
4. The University's policy prohibits retaliation against individuals who raise concerns of perceived discrimination or harassment or who participate in the investigation of any claim of discrimination or harassment.
5. The University will not be engaged in any activity which hinders freedom of association of employees.

### **5.2 Rights of third party workers**

1. The University will not require any third party worker to continue working on any given project against the will of the person.
2. The University shall ensure that third party shall not use forced, bonded or indentured labour. Third Parties shall ensure that the employment relationships with workers have been prepared voluntarily and without the use of threats.
3. The University shall ensure that third party shall not use the work performed by children and other young people, unless it is considered acceptable under the ILO convention C 138.
4. The University shall ensure that third party must comply with all applicable employment laws and regulations and shall provide a workplace free of harassment and discrimination. Third Parties shall not discriminate against individuals based on race, colour, age, gender, sexual orientation, ethnicity, disability, religion, political affiliation, union membership, marital status or other reasons prohibited by law.
5. While outsourcing activities to third parties, the University will require them not to violate any human rights and grant the third party workers equivalent rights enjoyed by the employees of the University.

### **5.3 Employment Practices for third party workers**

1. The University shall ensure that the third party shall provide a workplace free of harsh and inhumane treatment (including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers) and free of threats of any such treatment. Harassment includes sexual harassment which can take many forms,

including offensive and unwelcome sexual invitations, offensive and unwelcome conduct of a sexual nature and offensive and unwelcome physical contact of a sexual nature.

2. The University shall ensure that the third party workers wages meet the minimum wage requirements imposed by relevant legislation. The basis of wages to workers shall be communicated to them in good time and in a clear manner.
3. The working time for third party workers shall be in accordance with applicable labour laws. Third Parties shall respect the individual worker needs for rest and ensure that all workers are entitled to leaves from work with pay.
4. The University ensures that third party workers have a healthy and safe working environment in accordance with internationally recognized standards and applicable health and safety laws and regulations. Third Parties shall do its utmost to control risk and take necessary precautions to prevent accidents and occupational diseases. When necessary, should workers be provided with, and instructed to use, appropriate personal protective equipment.

#### **5.4 Pay Equity**

1. No person employed with the University shall be subjected to unequal pay because of gender, race, religion, sexuality, color, marital status, national origin, physical or mental disability and/or age.
2. Salaries of all the administrative staff are competitive and more than the living wage, or minimum wage as defined by the government.
3. Salaries of all faculty members are competitive and more than the University Grants Commission (UGC) pay scales, decided on the basis of experience and qualification of individual faculty members.
4. Compensation of the employees are decided on the basis their educational qualification, experience and merit.
5. The University adheres to industry standards and benchmarking practices to ensure competitive salaries.
6. To eliminate gender pay gaps and remove any bias in handing out compensation, the University consults the Deans and/or the Head of the Departments involved in decisions about pay and benefits with training and guidance.
7. The Human Resources Department will ensure that pay discrimination on the basis of gender, race, religion, sexuality, color, marital status, national origin, physical or mental disability and/or age is not practiced at the time of hiring and pay raise.