



8 DECENT WORK AND ECONOMIC GROWTH



8.2.5 Equivalent Rights and Protection Policy for Outsourced Workers

Our university is committed to fair and ethical treatment of all workers, including those engaged through outsourcing arrangements. We recognize that outsourced workers play an essential role in maintaining campus operations and services, and therefore deserve rights and protections equivalent to those enjoyed by direct employees.

We work closely with contractors and suppliers to promote fair employment standards, ensuring outsourced workers receive equitable pay, benefits, safe working conditions, and access to grievance mechanisms. In our procurement and partnership processes, we consider each organization's commitment to upholding these standards.

Transparent communication about employment terms and regular reviews help ensure that protections for outsourced workers remain fair and aligned with legal and ethical norms. Our policies actively prevent exploitation and discrimination of outsourced workers, creating a respectful and inclusive workplace community where all contributions are valued.

By maintaining these standards, the university fosters social responsibility and equity across all operational roles, ensuring that every worker supporting the university's mission is treated with dignity and fairness.



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**POLICY ON EQUIVALENT RIGHTS AND PROTECTION POLICY FOR
OUTSOURCED WORKERS**

Introduction
This policy reaffirms the University's commitment to ensuring that outsourced workers engaged in any capacity are accorded rights and protections equivalent to those enjoyed by directly employed staff. It upholds national labour laws, constitutional guarantees, and international human rights standards to promote fair labour practices across all outsourcing arrangements.

Scope
This policy applies to all outsourced workers involved in cleaning, security, maintenance, transport, catering, and other contracted services within the University campus and its operations.

Policy Commitments

1. Equal treatment of outsourced workers concerning wages, benefits, working hours, rest periods, leave entitlements, health and safety, and grievance redressal.
2. Adherence to prevailing labour laws including minimum wages, payment timing, and occupational health and safety standards.
3. Prohibition of discrimination or harassment against outsourced workers based on any protected characteristic.
4. Contracts with service providers must incorporate clauses enforcing compliance with these rights and the University's standards.
5. Transparent communication and information sharing to ensure outsourced workers understand their entitlements and avenues for raising concerns.
6. Regular audits and inspections to monitor compliance and address any violations promptly.

Definitions
Outsourced Workers: Individuals employed by third-party contractors to provide services within the University's campus and related functions. Equivalent Rights: Employment terms,

workplace standards, and protections that match those provided to directly employed University staff within the limits of employment relationships.

Responsibilities

- University Administration: Ensure contractual compliance, monitor service providers, and set clear expectations for ethical outsourcing.
- Contractors and Vendors: Guarantee fair employment conditions for their workforce and cooperate with University audits and investigations.
- Human Resources: Facilitate awareness, grievance mechanisms, and training relevant to outsourced workers' rights.

Monitoring & Compliance
The University conducts periodic reviews and audits of outsourcing contracts and workforce conditions. Non-compliance entails corrective actions, contract reconsideration, or termination. By upholding this policy, the University supports SDGs related to reducing poverty, promoting decent work and economic growth, reducing inequalities, and indirectly fostering health, gender equality, and quality education through fair labour practices.

University Administration
Ensure compliance with all labour laws and ethical employment standards concerning outsourced workers. Conduct thorough due diligence during the selection and hiring of contractors and service providers. Incorporate mandatory clauses in contracts that safeguard against exploitation and guarantee equivalent rights to outsourced workers. Maintain transparency in recruitment processes, wage structures, and working conditions for outsourced staff.

Human Resources
Verify the identity, age, and employment eligibility of all outsourced workers through contractors. Provide regular training and awareness sessions for outsourced workers and contractors regarding their rights and workplace standards. Maintain confidential and accessible systems for reporting grievances or concerns related to outsourced workers.



Contractors and Vendors

Certify that their operations are free from forced labour, child labour, and any form of exploitation. Maintain accurate employment records and regular compliance declarations submitted to the University. Acknowledge that violations of these standards will lead to contract termination or other disciplinary actions.

Recruitment and Employment Practices

No charges or fees shall be imposed on outsourced workers for recruitment or employment. All outsourced workers must receive clear, written employment contracts in languages they understand. Ensure adherence to statutory working hours, rest breaks, overtime regulation, and leave policies. Guarantee freedom of movement for outsourced workers during non-working hours.

Monitoring and Compliance

Conduct annual audits of all outsourced departments and contractors by dedicated University cells including Internal Audit, HR, and Legal Compliance. Verify records such as identity verification, wage registers, and employment contracts. Undertake surprise inspections when necessary to ensure compliance on campus. Apply corrective actions, penalties, or contract termination for any non-compliance.

Reporting Mechanism

Accept reports via the HR Grievance Portal, Equal Opportunity Cell, Legal Compliance Cell, Registrar, or HR Director. Guarantee confidential and sensitive handling of reports with full protection against retaliation.

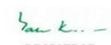
Awareness and Capacity Building

Deliver regular training on legal rights, ethical labour standards, and exploitation prevention to staff, contractors, and students. Conduct awareness campaigns focused on identifying signs of labour exploitation and trafficking. Provide mandatory orientation sessions on this policy for all new employees and external vendors.

Actions on Violations

Immediate removal of any worker found in a harmful or exploitative situation from that environment. Prompt reporting of violations to appropriate legal authorities in accordance with the law. Enforcement of disciplinary or legal actions against the violating contractors or individuals. Provision of victim support, including referrals to relevant welfare agencies for rehabilitation and assistance. This policy protects the rights of outsourced workers and strengthens ethical employment practices throughout the University's operations and supply chains. It aligns with the institution's commitment to social justice, legal compliance, and human dignity, ensuring a fair and safe work environment for all members of the University community.

01.02.2024


REGISTRAR

 Registrar
 St. Peter's Institute of Higher Education and Research
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 Avadi, Chennai-600 054.

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 INSTITUTE OF HIGHER EDUCATION & RESEARCH
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Policy on Equivalent Rights and Protection Policy for Outsourced Workers

Policy Created on:	01/07/2020	Approved by:
Revision 1	10/02/2024	REGISTRAR

Directly supported SDGs

- SDG 1 No Poverty
- SDG 8 Decent Work and Economic Growth
- SDG 10 Reduced Inequalities

Indirectly supported SDGs

- SDG 3 Good Health and Well-Being
- SDG 5 Gender Equality
- SDG 4 Quality Education (through improved staff stability, wellbeing, and fair outsourcing practices)


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Equivalent Rights and Protection Policy for Outsourced Workers created in 2024 for the commitment to fair treatment, dignity, and legal protection for all outsourced workers involved in university operations

St. Peter's Institute of Higher Education and Research is committed to ensuring that all outsourced workers engaged in providing services to the university are treated with fairness, dignity, and respect. This policy reaffirms SPIHER's dedication to guaranteeing that outsourced workers receive rights and protections equivalent to those of directly employed university staff, reflecting our core values of social responsibility and ethical employment.

SPIHER works closely with contractors and service providers to ensure compliance with legal standards and university expectations concerning wages, benefits, working conditions, and access to grievance mechanisms. Outsourced workers are entitled to fair compensation that aligns with living wage standards and timely payment, alongside safe and healthy working environments. Clear contracts with vendors include explicit anti-exploitation clauses, and transparent communication channels ensure outsourced workers are informed of their rights.

Regular monitoring, audits, and training programs support continuous compliance and empower workers to raise concerns without fear of retaliation. Through these measures, SPIHER upholds its responsibility to foster an inclusive and equitable workplace culture that values all contributions, directly or indirectly connected to university operations.

This policy, created in 2024, underscores SPIHER's ongoing commitment to equity and justice for outsourced workers, building a supportive environment where every individual's rights are respected and protected in alignment with ethical standards and legal requirements.

Conclusion

Equivalent Rights and Protection Policy for Outsourced Workers created in 2024, reaffirming SPIHER's commitment to ensuring that all outsourced workers engaged in university operations receive rights and protections equivalent to those of directly employed staff. This policy emphasizes fair treatment, non-discrimination, fair wages aligned with living wage standards, safe working conditions, and access to grievance mechanisms. SPIHER mandates that all third-party service providers comply with national labour laws and university standards through clear contractual obligations, regular monitoring, and audits. The policy supports ethical and responsible outsourcing practices that promote dignity, equity, and social responsibility across the university's extended workforce.