



# 8 DECENT WORK AND ECONOMIC GROWTH



## 8.2.9 Policy on Office of Human Resources & Labour Relations Cell

St. Peter's Institute of Higher Education and Research is committed to fostering positive and fair labour relations through its Office of Human Resources & Labour Relations Cell. This policy ensures equitable treatment of all employees, promoting collaboration and compliance with relevant labour laws and institutional standards.

The Office manages recruitment, employee development, performance management, compensation, and workplace safety while fostering constructive engagement between the administration and employee representatives. It serves as a mediator to resolve conflicts, support collective bargaining, and promote a harmonious work environment.

Training programs on labour rights, dispute resolution, and diversity are regularly conducted to enhance understanding and cooperation. The policy encourages open communication, mutual respect, and accountability, aligning with SPIHER's mission of social justice and institutional excellence.

Through continuous monitoring, feedback collection, and policy refinement, the Office advances a respectful, inclusive, and legally compliant workplace. This approach supports Sustainable Development Goals focused on decent work, equity, and social justice, contributing to a thriving university community where every individual is valued and empowered.



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**POLICY ON OFFICE OF HUMAN RESOURCES & LABOUR RELATIONS CELL**

**Introduction**

This policy underlines St. Peter's Institute of Higher Education and Research's (SPIHER) commitment to maintaining harmonious labour relations across the university. It ensures fair, transparent, and effective management of employment relations, fostering cooperative engagement between the university administration, employees, and labour representatives.

**Scope**

The policy applies to all employees including faculty, administrative staff, outsourced workers, and contractual staff at all levels and departments.

**Policy Commitments**

- Promote constructive dialogue and dispute resolution mechanisms to address workplace conflicts.
- Ensure compliance with labour laws, collective bargaining agreements, and established employment standards.
- Facilitate regular communication, consultation, and negotiation with recognised employee representatives and unions.
- Provide training on labour rights, responsibilities, and effective conflict management.
- Support a safe, equitable work environment that respects workers' rights and promotes mutual trust.

**Responsibilities**

- Human Resources: Manage labour relations programs, oversee compliance, and mediate disputes.
- Labour Relations Cell: Act as a confidential intermediary between employees and management to resolve grievances and foster positive relations.

- University Leadership: Support respectful engagement and allocate resources for effective labour relations.
- Employees and Representatives: Engage in dialogue respectfully and uphold institutional policies and agreements.

**Monitoring and Compliance**

- Regular review of labour relations practices and feedback from stakeholders.
- Transparent reporting and adherence to legal and institutional standards.
- Prompt corrective actions to address identified issues or disputes.

The Office of Human Resources & Labour Relations Cell (OHLRLC) at SPIHER is structured to effectively manage the entire employee lifecycle while fostering positive labour relations. It ensures compliance with employment laws, collective agreements, and institutional policies through transparent and fair processes.

Key responsibilities include recruitment, onboarding, performance management, compensation and benefits administration, compliance monitoring, and employee development. OHLRLC serves as a mediator between management and staff to resolve conflicts, facilitate collective bargaining, and uphold workplace safety and wellbeing.

Training programs on labour rights, dispute resolution, diversity, and inclusion are regularly conducted to enhance understanding and cooperation. The cell promotes continuous dialogue with employee representatives, encouraging respectful and constructive engagement.

Monitoring mechanisms include data-driven assessments of labour relations outcomes, feedback collection, and regular policy reviews to maintain relevance and effectiveness. The OHLRLC through these functions contributes to building a cooperative, respectful, and legally compliant work environment at SPIHER, supporting institutional goals and Sustainable Development Goals focused on decent work, equity, and social justice.



**Conclusion**

The Office of Human Resources & Labour Relations Cell is fundamental to SPIHER's commitment to fostering harmonious and respectful workplace relations. By establishing clear mechanisms for dialogue, conflict resolution, and compliance, the office promotes mutual respect and trust between employees and management. Its proactive engagement in dispute prevention, collective bargaining support, and legal adherence strengthens institutional stability. Through these efforts, SPIHER advances social justice, equity, and decent work, contributing meaningfully to Sustainable Development Goals and nurturing a collaborative, productive university community.

01.02.2024

  
**REGISTRAR**

  
 Registrar  
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**Policy on Office of Human Resources & Labour Relations Cell**

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 inclusive policies)

  
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**Office of Human Resources & Labour Relations Cell is dedicated to fostering fair, transparent, and constructive labor relations by safeguarding employee rights, promoting equitable treatment, and facilitating professional development for all members of the organization.**

St. Peter's Institute of Higher Education and Research is committed to maintaining a fair, ethical, and legally compliant work environment that promotes transparency, dignity, and mutual respect. The Office of Human Resources & Labour Relations Cell (OHRLRC) serves as the institutional authority for managing workforce policies, employment relations, and statutory compliance, ensuring that employment practices are equitable, consistent, and aligned with national labour laws and institutional values.

The OHRLRC leads initiatives related to recruitment, service regulations, performance management, professional development, and employee welfare. It fosters constructive employer–employee relationships through dialogue, mediation, and engagement, ensuring that all staff members are treated with fairness and professionalism. The Cell administers orientation and training programmes on labour rights, workplace ethics, dispute resolution, and institutional policies to promote awareness and compliance.

SPIHER, through OHRLRC, ensures strict adherence to all applicable labour legislations including wage regulations, working conditions, social security provisions, and

service rules. The Cell actively monitors compliance, maintains employment records, and facilitates internal audits to uphold regulatory standards and accountability.

The Labour Relations Cell also provides a structured mechanism for dispute resolution and collective engagement, addressing employment-related grievances through transparent, impartial, and time-bound processes. It safeguards employees against unfair treatment, harassment, and wrongful practices while promoting dialogue and reconciliation in resolving workplace issues.

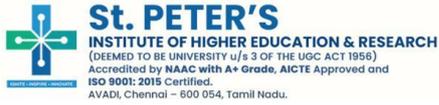
Aligned with SPIHER's mission of institutional excellence and social responsibility, the OHRLRC supports Sustainable Development Goals related to Decent Work and Economic Growth, Reduced Inequalities, Gender Equality, and Quality Education. Through its systematic governance framework, the Cell contributes to an empowered workforce, organisational stability, and an inclusive institutional culture where the rights and responsibilities of employees are respected and upheld.

The Office of Human Resources & Labour Relations Cell remains central to strengthening institutional governance and employee satisfaction, ensuring that SPIHER continues to be a model employer and a responsible academic institution.

## **Conclusion**

This policy reflects SPIHER's strong commitment to establishing a fair, ethical, and compliant work environment grounded in mutual respect and transparency. Through effective labour relations, structured human resource practices, regulatory compliance, and continuous engagement, the university ensures that employment matters are handled professionally and equitably.

The Office of Human Resources & Labour Relations Cell at SPIHER is dedicated to promoting harmonious employer–employee relationships by ensuring adherence to labour laws, institutional regulations, and ethical standards. The policy provides clear frameworks for employment practices, dispute resolution, performance management, and employee welfare. It strengthens communication channels, nurtures trust, and supports constructive dialogue between the institution and its workforce. By fostering accountability, supporting professional development, and safeguarding employee rights, the Cell plays a vital role in enhancing organisational stability and staff satisfaction. Its collaborative approach with



leadership, faculty, and administrative teams ensures that workforce policies remain effective, inclusive, and responsive to evolving needs.

In alignment with SPIHER's institutional mission and the United Nations Sustainable Development Goals, particularly those related to Decent Work, Gender Equality, and Reduced Inequalities, this policy contributes to the creation of a resilient and empowered academic community. Through continuous review and improvement, the Office of Human Resources & Labour Relations Cell advances SPIHER's vision of excellence, integrity, and social responsibility.