



Republic of the Philippines
City of Manila



UNIVERSIDAD DE MANILA

ADMINISTRATIVE ORDER No. 15 Series of 2022

Date: July 15, 2022

Policy on Commitment Against Forced Labor, Modern Slavery, Human Trafficking, and Child Labor

Purpose

Universidad De Manila is committed to upholding human rights and ethical labor practices, ensuring that our campus, partners, and affiliates adhere to international standards that prevent forced labor, modern slavery, human trafficking, and child labor. This Policy on Commitment Against Forced Labor affirms our dedication to fostering a safe, ethical, and respectful environment for all members of our community, free from any practices that infringe upon individual freedoms and rights.

Policy Statement

Universidad De Manila prohibits all forms of forced labor, modern slavery, human trafficking, and child labor. This commitment applies not only to the university's own operations but also extends to partnerships, collaborations, procurement, and contracts. Universidad De Manila is dedicated to maintaining a community where all individuals, including students, faculty, staff, contractors, and suppliers, are treated with dignity, respect, and fairness, and are free from any form of exploitation or coercion.

Scope

This policy applies to all members of Universidad De Manila, including students, faculty, administrative and support staff, contractors, suppliers, and any third-party organizations affiliated with the university. It encompasses all aspects of university operations, including hiring practices, procurement processes, partnerships, and academic collaborations.

Policy Objectives

1. **Prohibition of Forced Labor and Modern Slavery.** Universidad De Manila strictly prohibits any form of forced labor or modern slavery, including practices where individuals are forced, coerced, or threatened to perform labor against their will. This prohibition applies to all employees, contractors, suppliers, and affiliated parties. All labor practices must comply with Philippine labor laws and international standards that protect freedom of choice in employment.
2. **Zero Tolerance for Human Trafficking.** The university condemns and prohibits any form of human trafficking, including recruitment, transport, transfer, harboring, or receipt of persons for exploitative purposes. Universidad De Manila is committed to identifying and preventing any instances of human trafficking within its operations and in partnerships with external organizations, suppliers, and contractors.





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3. **Prevention of Child Labor.** Universidad De Manila upholds the rights of children and prohibits child labor in any form. This includes the direct employment of minors below the legal working age and any indirect engagement of child labor through contractors or suppliers. The university will only engage with partners who comply with local and international laws on child labor and actively verify that their operations are free from underage workers.
4. **Ethical Procurement and Supplier Practices.** The university's procurement process will include assessments to ensure that suppliers and contractors comply with laws prohibiting forced labor, human trafficking, and child labor. Universidad De Manila will favor partnerships with suppliers that demonstrate a commitment to ethical labor practices, and any supplier found to be in violation of these principles may face termination of their contract and other appropriate actions.
5. **Awareness and Training Programs.** Universidad De Manila will conduct regular awareness and training sessions for faculty, staff, and relevant stakeholders on recognizing and preventing forced labor, human trafficking, and child labor. These programs will educate the community on identifying and reporting suspicious activities and the importance of ethical labor practices.
6. **Monitoring and Due Diligence.** The university is committed to regular monitoring and due diligence processes to identify and address any risks related to forced labor, human trafficking, or child labor within its operations and partnerships. This includes conducting risk assessments for high-risk areas and evaluating suppliers and contractors to ensure compliance with this policy.

Implementation and Responsibilities

1. **Human Resources Department.** The HR Department is responsible for ensuring that all hiring practices align with ethical labor standards, preventing forced labor, human trafficking, and child labor in the university's workforce. They will oversee employee contracts and hiring practices, ensuring that all employees are informed of their rights and work freely without coercion.
2. **Procurement Office.** The Procurement Office will assess and monitor suppliers, contractors, and vendors to ensure their compliance with this policy. Contracts and agreements will include clauses that prohibit forced labor, human trafficking, and child labor, and suppliers found in violation may face termination of agreements.
3. **Office of Legal Affairs.** The Office of Legal Affairs will provide guidance on legal compliance with national and international labor standards, ensuring that Universidad De Manila's policies and operations adhere to laws against forced labor and human trafficking. They will also handle any legal actions or contractual disputes related to violations of this policy.
4. **Campus Security and Safety Office.** Campus Security will be vigilant in monitoring the campus environment for any signs of human trafficking or forced labor, reporting suspicious activities to the appropriate authorities. They will also coordinate with local law enforcement as necessary to ensure campus safety and compliance with anti-trafficking regulations.

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Reporting and Compliance

Employees, students, and other university members who suspect any form of forced labor, human trafficking, or child labor within the university or among affiliated parties are encouraged to report their concerns to the Human Resources Department, the Office of Legal Affairs, or through a confidential reporting system. Universidad De Manila guarantees that all reports will be handled with confidentiality and a commitment to a swift and thorough investigation.

Compliance and Disciplinary Action

Non-compliance with this policy will lead to disciplinary action, which may include warnings, termination of contracts, or employment suspension or dismissal. For affiliated suppliers or contractors, failure to comply with anti-forced labor and anti-trafficking standards will result in contract termination and further legal action if applicable.

Universidad De Manila is committed to creating a workplace and academic environment that is free from forced labor, human trafficking, child labor, and all forms of exploitation. By upholding this policy, we reaffirm our dedication to human rights, ethical labor standards, and the well-being of all members of our community. Through vigilance, due diligence, and commitment to fair practices, we will continue to foster a respectful, safe, and ethical environment.

Ma. Felma Carlos-Tria, ED. D.
President

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