1.0 OBJECTIVES

1.1 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.

2.0 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.

3.0 SCOPE (COVERAGE OF PROCEDURE)

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.

4.0 POLICIES

5.0 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.

6.0 **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.

7.0 **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.

8.0 **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.

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9.0 **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.

10.0 **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.

11.0 **PROCEDURES**

12.0 The Human Resources Department, in coordination with Department Heads, Supervisors, and Campus Training Units, shall implement the anti-discrimination procedures in the workplace as follows:

12.1

Responsibility	Activity
Human Resources Department (HRD)	Oversee the implementation of this policy, ensuring compliance with anti-discrimination practices across all university departments. Provide training sessions on diversity and inclusion, monitor hiring and promotion practices, and handle complaints related to discrimination or harassment. Address issues of discrimination, implement diversity programs, and support initiatives that foster an inclusive workplace.
Department Heads and Supervisors	Promote and maintain an inclusive work environment. Receive training to recognize, address, and prevent discriminatory behaviors within teams. Treat any report of discrimination or harassment with urgency and escalate to HR or the Office of Equal Opportunity.
Campus Training and Awareness Programs	Conduct regular training and awareness programs to educate employees on anti-discrimination laws, policies, and practices, focusing on fostering respect, understanding, and inclusion across all levels of the university.
HRD & Facilities Management	Provide reasonable workplace accommodations for employees with disabilities and facilitate religious practice observations.

Responsibility	Activity

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Reporting Employee / Witness	Report incidents of workplace discrimination or harassment to HRD or immediate supervisor with guarantee of strict confidentiality and non-retaliation.
Human Resources Department (HRD)	Receive, log, and conduct prompt, confidential workplace investigations into reported discriminatory practices or harassment.
Grievance & Disciplinary Committee	Assess investigation findings, ensure due process, and recommend appropriate corrective or disciplinary measures to University Administration.
University Administration / HRD	Enforce swift, fair resolutions and disciplinary actions (warnings, suspension, or termination) for non-compliance, ensuring a respectful, thriving workplace.

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