1.0 OBJECTIVES

2.0 In recognition of its responsibility as an ethical employer, Universidad De Manila is committed to ensuring that all workers, including those employed by third-party contractors, are treated fairly and respectfully.

3.0 This Policy on Guaranteeing Equivalent Rights of Workers in Outsourced Activities is established to protect the rights, welfare, and working conditions of individuals engaged through third-party service providers.

4.0 It ensures that outsourced workers receive treatment and benefits that are comparable to those enjoyed by the university's direct employees.

SCOPE (COVERAGE OF PROCEDURE)

This policy applies to all third-party contractors, suppliers, vendors, and service providers engaged in outsourced activities on behalf of Universidad De Manila. It encompasses various areas, including pay, working hours, health and safety, access to grievance procedures, freedom from discrimination, and access to benefits as aligned with legal standards and university guidelines.

5.0 POLICIES

6.0 **Fair Wages and Benefits**. Universidad De Manila requires that all third-party contractors provide fair wages and benefits to their employees, in line with legal standards and prevailing industry norms. Outsourced workers should receive compensation that reflects fair market rates and includes benefits such as social security, health insurance, and paid leave, as stipulated by Philippine labor laws.

7.0 **Safe and Healthy Working Conditions**. The university is dedicated to ensuring that all workers, whether directly employed or outsourced, operate in a safe and healthy environment. Contractors are required to adhere to health and safety standards consistent with those maintained by the university, including providing the necessary protective equipment, training, and facilities to ensure a safe workplace.

8.0 **Access to Grievance and Reporting Mechanisms**. Universidad De Manila ensures that outsourced workers have access to fair grievance and reporting mechanisms for addressing complaints related to their employment. Contractors must provide channels for outsourced employees to report workplace issues without fear of retaliation and must address grievances promptly. Where necessary, outsourced workers can also access university reporting systems to ensure fair treatment.

9.0 **Standardized Working Hours and Conditions**. Contractors are required to follow guidelines for working hours and conditions that align with those provided to university employees. This includes adherence to standard work hours, overtime policies, rest breaks, and provisions for paid leave. The university expects contractors to prevent practices that may exploit workers or subject them to excessive or unreasonable working conditions.

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10.0 Training and Professional Development. When relevant to the contracted work, Universidad De Manila encourages contractors to provide their employees with training and development opportunities that enhance their skills and align with the quality expectations of the university. The university may also facilitate joint training initiatives to ensure that outsourced workers meet campus standards and are provided with growth opportunities.

Implementation and Responsibilities

1. **Procurement Office**. The Procurement Office will ensure that contracts with third-party vendors include clauses on fair labor practices, working conditions, and employee rights protections, and will evaluate contractors based on their adherence to these standards.
2. **Human Resources Department**. The HR Department is responsible for monitoring the rights and treatment of outsourced workers and for providing oversight of contractor compliance with the policy. HR will periodically review contractor practices and may conduct audits to ensure that vendors adhere to ethical labor standards.
3. **Office of Legal Affairs**. The Office of Legal Affairs will ensure that all contracts with third-party service providers comply with Philippine labor laws and the university's standards on worker rights. They will work to resolve any disputes or breaches of contract related to outsourced labor rights.
4. **Office of Campus Safety and Security**. Campus Safety will collaborate with contractors to ensure a safe working environment for outsourced workers. This includes providing training and access to campus safety resources for all workers, regardless of their employment status.

Monitoring and Compliance

The university will conduct regular assessments and audits of third-party service providers to verify compliance with this policy. Contractors who fail to meet these requirements may be subject to corrective action, up to and including termination of their contracts. Universidad De Manila will prioritize partnerships with vendors who demonstrate a commitment to fair labor practices and employee rights.

Reporting and Grievance Procedures

Outsourced workers who believe their rights have been violated may report their concerns through the designated grievance channels provided by their direct employer. In cases where issues remain unresolved, workers may escalate concerns to the Universidad De Manila Human Resources Department or use confidential reporting mechanisms provided by the university. The university guarantees that all reports will be treated confidentially and investigated impartially.

Universidad De Manila reaffirms its commitment to protecting the rights of all workers, including those engaged through third-party vendors. By implementing this policy, the university upholds a workplace

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environment built on fairness, respect, and equity. Through responsible and ethical outsourcing practices, Universidad De Manila seeks to foster a safe, dignified, and supportive environment for all who contribute to the university's mission.

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

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