



الأكاديمية العربية للعلوم والتكنولوجيا والنقل البحري

Arab Academy for Science, Technology & Maritime Transport

## Employment Practice Equivalent Rights Outsourcing Policy

### Description

As a responsible employer, the Arab Academy for Science, Technology, and Maritime Transport endeavors to create a safe and healthy work environment for its employees. Where outsourcing of services is necessary, the University commits to exercising due diligence in evaluating outsourcing bids and establishing appropriate mechanisms for hiring and monitoring contractors, whose employees likewise deserve equitable compensation and treatment.

### Scope

This policy applies to all University Human Resources Staff responsible for hiring and managing outsourced staff and all outsourced staff during their employment at the Arab Academy for Science, Technology, and Maritime Transport.

### Aim

The "Employment Practice Equivalent Rights Outsourcing Policy" aims to establish a framework that guarantees equitable treatment of outsourced employees while upholding ethical and responsible outsourcing practices. It strives to ensure that outsourced workers receive the same employment entitlements and facilities as those directly employed by the university, promoting fairness and non-discrimination. The policy emphasizes rigorous due diligence in selecting outsourcing partners to safeguard labor rights, fair compensation, safe working conditions, and opportunities for expression and association. Additionally, it encourages contractors to engage in socially responsible practices, adhere to transparency and ethical standards, and refrain from discriminatory hiring or employment practices. The policy seeks to balance social fairness with cost-effective service delivery, promoting flexibility and accountability while striving to minimize outsourcing that could jeopardize existing workers' roles. Ultimately, the policy aims to create a safe, ethical, and equitable working environment for all, in alignment with the principles of Sustainable Development Goal 8.

### Policy Statement

The Arab Academy for Science, Technology, and Maritime Transport is dedicated to ethical and equitable employment practices, even when outsourcing services. Under our "Employment Practice Equivalent Rights Outsourcing Policy," we pledge to treat outsourced workers with the same fairness and respect as our staff, ensuring they receive equivalent employment benefits

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and conditions. We will be diligent in selecting and monitoring outsourcing partners, insisting on ethical labor standards, fair compensation, and safe working conditions. We encourage contractors to engage in socially responsible practices and require transparency and non-discrimination. We aim to create a safe, ethical, and fair work environment for all, in line with Sustainable Development Goal 8.

### **Procedures**

The following are some general concepts that govern service outsourcing:

- The University places a high premium on social justice and social responsibility, and outsourcing of services will be evaluated in those terms and every effort will be made to keep outsourcing to a minimum, particularly if it jeopardizes existing workers in a particular role.
- To enable the University to focus on its core mission of education and research while remaining accountable for the use of funds, it will not be possible to avoid outsourcing certain supporting activities or services, particularly those requiring access to specialized expertise, skills, facilities, and technology, or those requiring service delivery flexibility.
- The University makes every effort to apply due diligence when contemplating outsourcing services, particularly those involving non-skilled labor such as cleaning and security and will explore strategies to encourage the participation of social businesses to provide such services where suitable.
- It is vital to strike a balance between social fairness and accountability, with cost-effective service delivery as a factor. However, cost savings and efficiency should not be the only reasons to consider outsourcing. It should be emphasized that direct employment may be a more cost-effective method of acquiring services in some circumstances than outsourcing.
- For informational purposes, the above guiding principles should be presented to all Faculty Deans, College Heads/Masters, Department Chairmen, and Unit Heads, as well as to all University personnel and students. However, it is recognized that outsourcing considerations differ by Department/Unit, and the ultimate choice to outsource or not to outsource must be made on a case-by-case basis by the University, taking all relevant circumstances into account.

Selection criteria for outsourcing services and choosing contractors:

The methods for hiring contractors should be open, fair, and transparent, allowing any interested service provider to participate. Apart from the standard criteria such as achieving stated service needs and establishing fair costs through quotation/tendering procedures, the following criteria should be considered and, when applicable, reflected effectively in tendering/contractual documents:

- Contractors should give workers a fair compensation package that represents market value and includes appropriate terms and conditions that comply with applicable laws. Caterers, for example, should include mealtimes and mandatory rest days as paid working hours for their staff. Preference may be given to contractors who offer better terms and conditions than the minimum criteria, as well as those who practice social responsibility in their business activities.
- The contractors should make every effort to preserve a pleasant labor relationship and to protect the outsourced workers' labor rights.
- Contractors' demonstrated track records (e.g., reputation in the industry, labor relations, and prior convictions) should be properly disclosed and made available upon request.
- Contractors must adhere to the University's green policies (e.g., sustainability policy, environmental policy, energy policy, and green purchasing policy)

Contractors should adhere to the following code of ethics:

- Contractors should pledge to conduct business ethically and to be accountable, transparent, and reputable in their dealings.
- Contractors must adhere to fundamental human rights and equal opportunity principles and refrain from discriminatory hiring and employment practices.
- Contractors should ensure that their workers work in a safe and healthy environment and receive sufficient training.
- Contractors must treat employees with dignity and refrain from engaging in any type of exploitation.
- Contractors should affirm employees' rights of expression and association and provide methods for engaging their perspectives appropriately.
- Contractors should hold subcontractors to the same standards of conduct.

### Review program

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