UZBEKISTAN STATE WORLD LANGUAGES UNIVERSITY

POLICY ON EQUIVALENT RIGHTS FOR OUTSOURCED AND CONTRACTED WORKERS

Fair Labor Standards for People Working for UzSWLU through Third-Party Organizations

Approved by the University Council: January 2025 | Next full revision: January 2028

1. Purpose

This policy guarantees that people who work for Uzbekistan State World Languages University (UzSWLU) through third-party organizations enjoy labor rights and working conditions equivalent to those of the University's own employees. It puts into practice the University's Policy Against Forced Labor, Modern Slavery, Human Trafficking, and Child Labor, its Sustainable Purchase and Procurement Policy and its Anti-Discrimination and Anti-Harassment Policy in relation to outsourced work.

2. Scope

The policy applies to every contract under which a third-party organization provides services to the University or on University premises using its own workers, including:

- services organized on an outsourcing basis under Article 65 of the Charter of UzSWLU — the use, cleaning and maintenance of buildings, student dormitories and sports facilities, computer equipment and telecommunications networks, and legal services;
- catering, security, landscaping, transport, construction and repair work;
- any other service in which contractor personnel work regularly on University premises.

3. Rights guaranteed to outsourced workers

Contractors engaged by the University must guarantee to every worker assigned to University services:

Area	Guarantee
Lawful employment	A written employment contract concluded in accordance with the Labor Code of the Republic of Uzbekistan, in a language the worker understands.
Pay	Wages not lower than the statutory minimum wage for a full working month, paid in full and on time, with no deductions other than those permitted by law.
Working time and rest	Working hours, overtime, rest breaks, days off and paid annual leave in line with the Labor Code.
Social protection	Payment of the taxes and social contributions required by law for each worker.
Health and safety	Safety briefing, protective equipment appropriate to the work, and the same access to drinking water, sanitary facilities, rest areas and first aid on campus as University employees.
Non-discrimination and dignity	Protection against discrimination and harassment on all grounds listed in the University's Anti-Discrimination and Anti-Harassment Policy.
Freedom of association	The right to join a trade union and take part in its activities without any adverse consequences.
Freely chosen work	No forced, bonded or child labor, no retention of identity documents and no recruitment fees charged to workers.
Voice and remedy	Access to the University's reporting channels described in Section 7, with protection from retaliation.

4. Procurement and contract requirements

- The guarantees in Section 3 are included as mandatory terms in all new and renewed service contracts, within the framework of the public procurement legislation of the Republic of Uzbekistan.

- Bidders confirm in writing that they comply with this policy, and the University may request supporting documents such as employment contracts, payroll evidence of compliance with the minimum wage and records of safety briefings.
- Where a breach is identified, the contractor must correct it within a time limit set by the University. Serious or repeated breaches are grounds for terminating the contract and for excluding the contractor from future procurement, to the extent permitted by law.

5. Responsibilities

- **Department of Administrative Affairs:** applies the policy to services provided on University premises and leads compliance checks.
- **Procurement and Supply Department:** includes the policy's terms in tender documents and contracts.
- **Legal Service:** advises on contract terms and on action in case of breaches.
- **Human Resources Development Department:** advises on labor standards and cooperates with the Trade Union Committee.

6. Monitoring

The Department of Administrative Affairs, together with the Procurement and Supply Department and the Legal Service, reviews contractor compliance at least once a year, including on-site checks of working conditions. The University Trade Union Committee is invited to take part. The results and any corrective measures are reported to the Rector.

7. Reporting concerns

Outsourced workers, University employees and students may report a suspected breach of this policy to the University in writing or orally through the Documentary Support Department, including confidentially. The University reviews each report, requires the contractor to remedy any confirmed breach and does not tolerate retaliation by the contractor against the person who reported it.

8. Review

This policy was approved by the University Council in January 2025. It is reviewed every three years, or earlier if the relevant legislation changes, with the next scheduled review in January 2028.

9. Related documents

Charter of UzSWLU (Article 65); UzSWLU Policy Against Forced Labor, Modern Slavery, Human Trafficking, and Child Labor; UzSWLU Sustainable Purchase and Procurement Policy; UzSWLU Anti-Discrimination and Anti-Harassment Policy; Labor Code of the Republic of Uzbekistan.