Universum International College
Powered by Arizona State University®

Policy on Labour Rights and Equal Treatment of Third-Party and Outsourced Workers

October, 2025

Article 1:

Purpose

1. The purpose of this Policy is to establish institutional requirements for protecting the labour rights, dignity, equal treatment and fair working conditions of workers engaged through third-party contractors, suppliers, service providers and other external entities performing outsourced activities for or on behalf of Universum International College (UNI).
2. UNI is committed to ensuring that outsourcing activities do not result in the reduction, denial or unequal application of fundamental labour rights.
3. This Policy establishes the minimum labour and ethical standards that shall be respected by third parties engaged in providing services to UNI.

Article 2:

Legal and Institutional Framework

1. This Policy shall be implemented in accordance with the applicable labour legislation of the Republic of Kosovo, including Law No. 03/L-212 on Labour, applicable legislation on protection from discrimination and equal treatment, occupational health and safety legislation, and legislation concerning child labour, forced labour and human trafficking.
2. This Policy shall also be implemented in conjunction with UNI's Human Resources Management Regulation, Anti-Discrimination and Equal Treatment policies, and other applicable institutional policies and regulations.
3. Where applicable legislation provides stronger protection than this Policy, the higher standard shall apply.

Article 3:

Scope of Application

1. This Policy applies to all third-party entities engaged by UNI to provide outsourced goods or services.
2. It applies to workers employed, contracted or otherwise engaged by such third parties who perform services on UNI premises, for UNI, on behalf of UNI, or in connection with an outsourced UNI activity.
3. The Policy applies regardless of the type of outsourced service or contractual arrangement through which the service is provided.

Article 4:

Principle of Equivalent Rights

1. UNI shall require all third-party contractors, suppliers and service providers engaged in outsourced activities to respect and guarantee the fundamental labour rights of workers performing services for or on behalf of UNI.
2. Workers engaged through third parties shall receive working conditions consistent with applicable Kosovo labour legislation and the fundamental employment principles established by UNI.
3. Outsourcing shall not be used as a means of avoiding, reducing or undermining fundamental labour rights.
4. The employment or contractual status of a worker through a third party shall not be used as a basis for denying fundamental protections applicable to workers performing comparable activities.

Article 5:

Equal Treatment and Non-Discrimination

1. Third-party contractors shall ensure equal treatment and shall prohibit discrimination, harassment and unequal treatment of workers in accordance with applicable legislation and UNI's institutional standards.
2. No worker engaged through a third party shall be disadvantaged on the basis of sex, gender, gender identity, sexual orientation, race, colour, ethnicity, national origin, religion or belief, disability, age, political or other opinion, social origin, family or marital status, or any other legally protected ground.
3. No worker shall suffer retaliation or disadvantage for exercising a legally protected right or raising a legitimate concern regarding working conditions.

Article 6:

Fair Remuneration

1. Contractors shall provide workers with remuneration in accordance with applicable labour legislation and contractual requirements.
2. Workers shall receive their lawful remuneration in a timely and transparent manner.
3. UNI shall not knowingly engage or retain a contractor that systematically fails to comply with applicable legal requirements concerning wages, statutory contributions or other mandatory employment-related payments.

Article 7:

Working Time, Rest and Leave

1. Third-party contractors shall comply with applicable legal requirements concerning working hours, overtime, daily and weekly rest, public holidays, annual leave, maternity, paternity and other legally protected leave.
2. Contractors shall ensure that workers receive the employment entitlements guaranteed under applicable legislation.

Article 8:

Occupational Health and Safety

1. Contractors shall provide workers with a safe and healthy working environment and shall comply with applicable occupational health and safety legislation.
2. Contractors shall provide appropriate information, training, protective equipment and safeguards where required by the nature of the work.
3. UNI shall cooperate with contractors in addressing health and safety risks associated with outsourced activities performed on UNI premises.
4. No worker shall be required to perform work in conditions that unlawfully place their health or safety at risk.

Article 9:

Prohibition of Forced Labour, Child Labour and Human Trafficking

1. UNI shall not knowingly engage contractors that use forced or compulsory labour.
2. Child labour is strictly prohibited in outsourced activities in accordance with applicable legislation.
3. Contractors shall take appropriate measures to prevent human trafficking, slavery, forced labour and exploitative labour practices.
4. Any serious violation of these requirements shall require immediate corrective action and may constitute grounds for termination of the contractual relationship, subject to applicable law and contractual provisions.

Article 10:

Freedom of Association and Workers' Rights

1. Third-party contractors shall respect workers' legally protected rights concerning freedom of association, lawful representation, participation in workers' organisations and collective dialogue where applicable.

2. Workers shall be permitted to raise employment-related concerns without intimidation, discrimination or retaliation.

Article 11:

Protection from Harassment and Abuse

1. Contractors shall maintain a workplace free from harassment, intimidation, violence, abuse and degrading treatment.
2. Workers shall have access to appropriate mechanisms for reporting concerns.
3. No worker shall suffer retaliation for making a good-faith complaint concerning discrimination, harassment, unsafe working conditions or other violations of labour rights.

Article 12:

Responsibilities of Third-Party Contractors

1. Every contractor engaged in outsourced activities shall comply with applicable labour legislation and the requirements of this Policy.
2. Contractors shall communicate applicable labour and ethical requirements to their workers and shall maintain appropriate employment documentation.
3. Contractors shall ensure lawful working conditions, prevent discrimination and harassment, protect workers' health and safety, prevent forced and child labour, and cooperate with UNI when compliance concerns arise.
4. Contractors shall provide reasonable evidence of compliance with these requirements when requested by UNI.

Article 13:

Contractual Requirements

1. UNI shall incorporate appropriate labour-rights requirements into relevant procurement documents, terms of reference, tender requirements and service contracts.
2. Contracts for outsourced activities shall, where applicable, require contractors to acknowledge and comply with this Policy.
3. Compliance with the labour-rights requirements established by this Policy shall form part of UNI's contractor management and procurement processes.
4. Relevant contracts may include provisions concerning compliance with labour legislation, equal treatment, remuneration, health and safety, prohibition of forced and child labour, grievance mechanisms, monitoring and corrective measures.

Article 14:

Monitoring and Verification

1. UNI may request reasonable documentation or information from contractors to verify compliance with this Policy.
2. Depending on the nature and level of risk associated with the outsourced activity, UNI may conduct appropriate compliance monitoring or request relevant evidence from the contractor.
3. Any identified concern shall be assessed and addressed through appropriate corrective measures.

Article 15:

Reporting and Grievance Mechanisms

1. Workers performing outsourced services for UNI shall have access to appropriate mechanisms for raising concerns regarding discrimination, harassment, unsafe working conditions or other serious labour-rights violations.
2. Complaints shall be handled in accordance with applicable institutional procedures and legal requirements.
3. Information concerning complaints shall be treated confidentially to the extent permitted by applicable legislation.
4. Retaliation against a person who raises a good-faith concern is prohibited.

Article 16:

Non-Compliance and Corrective Action

1. Where a contractor fails to comply with this Policy, UNI may require the contractor to undertake corrective measures within a specified timeframe.
2. Depending on the nature and seriousness of the violation, UNI may require additional monitoring, remedial measures or other appropriate contractual actions.
3. Serious or repeated violations may constitute grounds for suspension or termination of the contractual relationship, subject to the relevant contract and applicable law.

Article 17:

Responsibilities of UNI

1. The relevant UNI units shall ensure that outsourcing arrangements appropriately address labour-rights requirements.
2. The responsible units shall ensure that relevant procurement and contracting processes incorporate the requirements of this Policy.

3. UNI shall ensure that contractors are informed of applicable institutional standards and shall address significant compliance concerns identified through monitoring or other appropriate mechanisms.
4. Implementation of this Policy shall be periodically reviewed as part of UNI's institutional quality and compliance processes.

Article 18:

Relationship with Other UNI Policies

1. This Policy shall be implemented together with UNI's Human Resources Management Regulation, Anti-Discrimination and Equal Treatment policies, occupational health and safety requirements, ethics and integrity policies, complaints procedures, data protection requirements and other applicable institutional regulations.
2. Where another UNI policy or applicable legislation establishes a higher level of protection for workers, the higher level of protection shall apply to the extent legally permissible.

Article 19:

Transparency and Public Availability

1. UNI shall make this Policy publicly accessible through its official Policies and Regulations repository.
2. Relevant requirements of this Policy shall be communicated to third-party contractors as part of the applicable procurement and contracting process.
3. UNI shall promote transparency regarding the labour and ethical standards expected from third parties performing outsourced activities for or on behalf of the College.

Article 20:

Review and Revision

1. This Policy shall be reviewed at least once every three (3) years.
2. An earlier review may be undertaken where changes in legislation, institutional practices, outsourcing arrangements, monitoring results or identified risks indicate the need for revision.
3. Amendments to this Policy shall be approved through the appropriate institutional governance procedure.

Article 21:

Final Provisions

1. This Policy shall enter into force upon approval by the competent institutional authority.

2. All relevant UNI units and third-party contractors shall comply with the requirements applicable to their respective responsibilities.
3. Existing outsourcing arrangements shall, where reasonably practicable, be brought into alignment with this Policy upon renewal, amendment or renegotiation of the relevant contract.
4. This Policy shall be interpreted and implemented in accordance with the applicable legislation of the Republic of Kosovo.
5. The Policy shall be made available through UNI's official institutional policy repository.



Arlinda Qehaja
Vice President of Operations