



Labour Policy



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Amendment History

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INTRODUCTION TO LABOUR POLICY

INTRODUCTION

Forced labour, Modern slavery, human trafficking and child labour are considered national and international crimes and violation of fundamental human rights by depriving individuals' liberty or exploiting them for personal or commercial purposes.

The University is committed to prevent any actions that are against human rights from occurring and will take immediate actions in case this policy is violated.

PURPOSE

The purpose of this policy is to ensure MSA University's commitment towards its staff by providing a healthy, safe working environment where human rights are not violated, ensuring that any risks for related potential actions are identified and that steps are taken to address these risks.

SCOPE

This policy applies to all University staff at all levels, adjunct staff, interns, volunteers, outsourced staff and workers. This policy applies to all University activities and processes that might have potential risks including but not limited to: Recruitment and Procurement processes.

DEFINITIONS

Forced Labour

Forced or compulsory labour is defined as all work or service which is exacted from any person under the threat of any penalty and for which the person has not offered him/herself voluntarily.

All Work or Service

This includes all types of work, service and employment, regardless of the industry, sector or occupation within which it is found, and encompasses legal and formal employment as well as illegal and informal employment.

Any Person

This refers to adults as well as children, regardless of their nationality; it is considered irrelevant whether the person is a national of the country in which the forced labour case has been identified.

Threat of Any Penalty

This can refer to criminal sanctions as well as various forms of coercion such as threats, violence, retention of identity documents, confinement, and/or non-payment of wages. The penalty may also take the form of a loss of rights or privileges.

Voluntary

This refers to workers' consent to enter into employment and to their freedom to leave the employment at any time, with reasonable notice in accordance with national law or collective agreements.

Definitions by: International Labour Organization Forced Labour Convention, 1930 (No. 29).

Human Trafficking

Human trafficking involves recruitment, harbouring or transporting people into a situation of exploitation through the use of violence, deception or coercion and forced to work against their will. In other words, trafficking is a process of enslaving people, coercing them into a situation with no way out, and exploiting them.

People can be trafficked for many different forms of exploitation such as; forced prostitution, [forced labour](#), forced begging, [forced criminality](#), [domestic servitude](#), [forced marriage](#), and forced organ removal.

Modern Slavery

The term modern slavery covers the use of slavery, servitude, forced or compulsory labour and use of human trafficking. This also covers exploitation which includes:

- 1 Sexual exploitation
- 2 Removal of organs
- 3 Securing services by force, threats or deception
- 4 Securing services from children and vulnerable persons

1 LABOUR POLICY

The Labour Policy emphasizes MSA University's commitment to basic human rights as a core component of how the University conducts business and work with its employees and providing a working environment that respects individual's dignity and value. The University has Zero tolerance to modern slavery and human trafficking.

The University aims to uphold the following standards:

- The University will apply a sound collective bargaining practices to ensure that the University and the employees have an equal voice in negotiations and that the outcome will be fair and equitable.
- The University management should not impose any punitive actions — such as threatening, fining, suspending, or firing — against workers exercising their rights.
- The University management should not use intimidation, unreasonable searches, or police or military force to obstruct workers' rights to freedom of association.
- The University management should not place any restrictions for workers to voluntarily, end their employment, such as excessive notice periods or substantial fines for terminating their employment contracts. Labour contracts must also meet legal requirements.
- Although hiring children is not practiced by MSA University as part of its corporate social responsibility, however, MSA University fully complies with the Egyptian labour law regarding child labour.
- Child labour shall not be used. Processing workers should be no less than 18 years of age (or the legal minimum age if different) and, where laws require, not younger than the compulsory age to be in school.
- No discrimination is practiced. Freedom from discrimination is a fundamental human right. Workers should not be discriminated based on their gender, age, race, religion, or any other characteristics that do not pertain directly to their work performance. Hiring, compensation, promotion, termination, and retirement practices, and access to training, should be based on a person's ability to perform the job effectively, not on a person's individual characteristics.

2 COMPLIANCE

- Any staff member who does not comply with the above values is subject to disciplinary action, which may result in dismissal.
- Any supplier who does not adhere to our values or the policy outlined is immediately suspended from the University list and won't be considered for future co-operation unless they are able to demonstrate full adherence with the requirements of the Modern Slavery Act and the University's own policies and procedures.