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Date: 09.09.2022

OFFICE ORDER

Subject: Policy on Addressing Poverty, Employment, and Prevention of Modern Slavery” at K.R. Mangalam University.

K.R. Mangalam University, committed to upholding human dignity, social justice, and ethical employment standards, has formulated and adopted the Policy on Addressing Poverty, Employment, and Prevention of Modern Slavery as approved in the 50th Board of Management meeting vide agenda item no. 50.14 held on 23.08.2022 is notified for information and implementation with immediate effect.

This order is issued with the approval of the Competent Authority.

Registrar
K.R. Mangalam University
B-30, Sector-10, Gurugram (Haryana)
K.R. Mangalam University

Copy to:

- Hon'ble Vice Chancellor – for kind information
- Dean Academic Affairs
- Dean-Research
- Dean Students Welfare
- Director-IQAC
- All Deans / Directors / Heads of Schools
- Human Resources Department / Procurement Cell / Contract Management Cell
- Grievance Redressal Committee / ICC / EOC
- University Website
- Notice Board
- Office Copy



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K.R. MANGALAM UNIVERSITY

POLICY ON ADDRESSING POVERTY, EMPLOYMENT, AND PREVENTION OF MODERN SLAVERY

K.R. Mangalam University



K.R. MANGALAM UNIVERSITY

Sohna Road, Gurugram (Haryana)-122103

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Policy on Addressing Poverty, Employment, and Prevention of Modern Slavery

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**POLICY ON ADDRESSING POVERTY, EMPLOYMENT, AND PREVENTION OF
MODERN SLAVERY**

1. Title

Policy on Addressing Poverty, Employment, and Prevention of Modern Slavery

2. Purpose

K.R. Mangalam University (KRMU) is committed to upholding human dignity, equality, and social justice. This policy establishes the University's approach to promoting fair employment, ensuring decent working conditions, and preventing any form of modern slavery or exploitative labour practices in its operations, collaborations, and value chain. The purpose of this policy is to:

- Prevent poverty-level employment and ensure fair wages and ethical recruitment practices.
- Safeguard all workers and partners from forced, bonded, or child labour.
- Embed principles of social equity and decent work in all University activities, contracts, and partnerships.

3. Scope

This policy applies to:

- All teaching and non-teaching employees, contractual and outsourced staff engaged by the University.
- All vendors, service providers, contractors, research collaborators, and partner institutions affiliated with KRMU.
- All University projects, community outreach activities, and funded programmes.

4. Definitions

- Encompasses forced labour, bonded labour, human trafficking, debt bondage, servitude, and similar exploitative practices.
- Employment that does not provide sufficient income to meet basic living standards such as housing, food, education, and healthcare.
- Employment ensuring fair wages, safe conditions, security, and respect for labour rights, as defined by ILO conventions.
- Hiring is transparent, free from coercion or recruitment fees, and ensures informed consent from employees.

5. Policy Objectives

- To uphold fair employment and decent working conditions within the University.



- To prevent, identify, and eliminate any form of forced labour, human trafficking, or servitude.
- To ensure ethical sourcing, procurement, and partnership practices.
- To promote poverty alleviation and inclusive development through employment and community engagement.
- To provide mechanisms for reporting and remediating labour rights violations.
- To contribute to UN Sustainable Development Goal 1 by measuring and improving institutional impact on poverty reduction through research, inclusion, and community partnerships

6. Guiding Principles

- KRMU maintains zero tolerance for any form of forced, child, or bonded labour.
- All employees and contractual workers shall be provided with fair wages, humane working hours, and safe working environments.
- Recruitment and procurement processes shall be transparent, documented, and auditable.
- The University shall integrate poverty reduction, fair employment, and social equity in its outreach and extension activities.
- All staff, vendors, and partners are accountable for compliance with this policy.

7. Roles and Responsibilities

Level	Responsibility
Vice-Chancellor	Approves the policy, ensures institutional compliance, and reports annually to governing bodies.
Registrar / HR Department	Implements employment standards, ensures ethical recruitment, maintains wage compliance, and conducts internal audits.
Procurement Office	Incorporates human rights clauses in supplier contracts and monitors vendor compliance.
Deans / Directors	Ensure compliance within Schools and Centres, especially in research or project partnerships.
Outsourcing / Contract Management Cell	Ensures that contractors, guards, and housekeeping agencies comply with wage and welfare norms.
Internal Complaints Committee / Grievance Cell	Receives and investigates reports of exploitation or unethical practices.



8. Employment and Welfare Measures

- All KRMU employees and contractual staff shall receive at least the minimum wages prescribed by law, with an institutional aim to progressively achieve living wages.
- Regular verification of payment records and conditions for outsourced staff.
- Prohibition of recruitment fees, passport retention, or coercive employment practices.
- Equal opportunity and non-discrimination in employment irrespective of gender, caste, religion, disability, or nationality.
- Access to grievance redressal and counselling services for all workers.

9. Modern Slavery Risk Assessment and Prevention

- Annual Risk Review: HR and Procurement shall conduct an annual review to identify sectors or service contracts that may pose risks of forced or bonded labour.
- Vendor Evaluation: All suppliers and service providers shall sign a Declaration of Ethical Practice confirming compliance with labour laws and this policy.
- Due Diligence: Prior to engagement, vendors must provide documentation on wages, working conditions, and recruitment processes.
- Training and Awareness: Regular training shall be conducted for staff and vendors to identify and report signs of modern slavery or labour exploitation.

10. Community Engagement and Poverty Reduction

KRMU recognizes its role as a socially responsible institution. The University shall:

- Promote employment-linked skill development programmes for underprivileged youth through the KRMU Centre for Community Development.
- Partner with NGOs, government agencies, and industry to create sustainable livelihood opportunities.
- Encourage faculty and student-led social innovation projects addressing poverty, livelihood, and human rights.

10A. University Commitment to Poverty Reduction and Equity-Based Support

K.R. Mangalam University commits to advancing poverty alleviation and inclusive growth through education, research, and community engagement. The University will measure, monitor, and report progress through the following dimensions:

A. Research and Academic Contribution

- **Global Poverty Research Collaboration** - The University will measure the proportion of academic publications in which one or more co-authors are affiliated with universities



located in low- or lower-middle-income countries, promoting equitable global knowledge exchange.

- **Quality of Research Output** -The citation impact of KRMU's research on poverty, inequality, and sustainable development will be used as a metric of scholarly quality.
- **Scale of Poverty-Focused Research** - The University will track and annually publish the volume of research output addressing poverty, inclusive growth, and social equity.

B. Student Access and Equity

- **Financial Aid for Low-Income Students** - KRMU will maintain records of the number of students receiving significant financial aid on the basis of household income and socioeconomic disadvantage.
- **Identification of Economically Disadvantaged Students** - The University shall maintain a confidential list of students in the bottom 20 % of household income groups, verified through documentation or self-declaration.
- **Graduation and Retention Targets** - Specific graduation/completion targets will be established for students from the bottom 20 % income group, with annual progress reviews by the Academic Council.
- **Support Services for Low-Income Students** - KRMU will provide or subsidies essential support such as food, housing, transportation, digital access, and legal aid to enable these students to complete their education.

Up to three points of assessment:

1. Existence of support (free = 1 point; subsidised = 0.25 points)
 2. Documentary evidence (1 point)
 3. Public availability of evidence (1 point)
- **Targeted Programmes and Initiatives**- The University will implement mentorship schemes, bridge courses, and academic skill-building programmes for students from low-income families.
 - **International Student Support** - KRMU will establish scholarships and exchange schemes to assist meritorious students from low- and lower-middle-income countries.

C. Community and Economic Empowerment

- **Entrepreneurial and Business Support in the Community** -Through its incubation cell and outreach centres, KRMU will assist local entrepreneurs and small enterprises to start financially and socially sustainable businesses by providing free or subsidized mentorship, training workshops, and access to university facilities.

Up to three points of assessment:



1. Existence of assistance (free = 1 point; subsidised = 0.25 points)
 2. Evidence provided (1 point)
 3. Public disclosure of evidence (1 point)
- **Financial Assistance to Community Enterprises**-The University will allocate or facilitate micro-grants, seed funding, or CSR-linked financial support to local community start-ups and cooperatives that promote livelihood generation.
 - **Training for Basic Services Access**- KRMU will organise training, awareness, and extension programmes to improve community access to basic services such as healthcare, education, sanitation, and financial literacy.

Up to three points of assessment:

1. Existence of programmes (direct = 1 point; indirect = 0.25 points)
2. Supporting evidence (1 point)
3. Public availability of evidence (1 point)

D. Monitoring and Reporting

- The KRMU Centre for Community Development and the Office of Institutional Research will jointly maintain quantitative and qualitative data on the above indicators.
- An Annual SDG 1 Impact Report will be submitted to the Board of Management and made publicly available on the University website.
- Progress will feed into national and global reporting frameworks such as THE Impact Rankings and QS I-GAUGE SDG indicators.

11. Reporting and Remediation Mechanisms

- A confidential Reporting Mechanism (via HR, Registrar's Office, or University website) shall allow any employee, student, or external partner to report suspected violations.
- The University Grievance Redressal Committee will investigate all complaints promptly, ensuring protection from retaliation for whistleblowers.
- Corrective Actions may include suspension of non-compliant vendors, termination of contracts, or referral to legal authorities.
- If any victim of modern slavery is identified, KRMU shall coordinate with local NGOs and legal bodies to ensure their safety, rehabilitation, and restitution.

12. Monitoring and Evaluation

- Annual audits of employment, contractual engagements, and vendor practices.
- Preparation of an Annual Ethical Employment and Social Responsibility Report for submission to the Board of Management.



- Continuous review of policy effectiveness and alignment with ILO Conventions, UN Sustainable Development Goals (SDGs 1, 8, and 16), and national labour laws.

13. Compliance and Disciplinary Action

- Non-compliance by any employee, department, or vendor will invite disciplinary or contractual action, including blacklisting or legal proceedings.
- Persistent violations by contractors may result in termination of services.

Annexure

Annexure I: Vendor Declaration on Ethical Labour Practices

Annexure II: Employee Code of Conduct Clause on Labour and Human Rights

Annexure III: Reporting Form for Suspected Labour Rights Violations



ANNEXURE I: VENDOR DECLARATION ON ETHICAL LABOUR PRACTICES

(To be signed by all suppliers, service providers, and contractors engaged with K.R. Mangalam University)

Name of Vendor/Contractor: _____

Registered Address: _____

Contact Person & Designation: _____

Contact Number / Email: _____

Declaration

In alignment with K.R. Mangalam University's Policy on Addressing Poverty, Employment, and Prevention of Modern Slavery, we, the undersigned, hereby declare and confirm the following:

1. Legal and Ethical Employment Practices

- We comply with all applicable labour laws, wage regulations, and employment standards.
- We ensure that all employees and subcontracted workers are paid at least the minimum wage prescribed by law and receive all statutory benefits.

2. Prohibition of Modern Slavery and Forced Labour

- No worker is employed under conditions of forced, bonded, or involuntary labour.
- Workers are free to leave employment after reasonable notice without coercion or penalty.

3. Child Labour

- We do not employ any individual below the minimum legal working age as per the Child Labour (Prohibition and Regulation) Act and relevant international conventions.

4. Recruitment Practices

- We do not charge recruitment or placement fees to workers.
- Workers' identity documents (passports, ID cards) are not retained by us or our agents.

5. Working Conditions

- All workers are provided safe, healthy, and humane working conditions.
- Adequate rest breaks, weekly holidays, and overtime pay (where applicable) are ensured.

6. Non-Discrimination and Equal Opportunity



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- We do not discriminate based on gender, caste, religion, ethnicity, disability, or nationality.

7. Right to Audit and Compliance

- We acknowledge K.R. Mangalam University's right to audit our employment and labour practices at any time.
- We agree to cooperate fully with such audits and to implement corrective actions where necessary.

8. Subcontractors

- We ensure that any subcontractors or agents engaged by us also comply with this declaration and relevant laws.

We understand that failure to comply with this declaration may result in the termination of our contract or other disciplinary measures by K.R. Mangalam University.

Authorized Signatory: _____

Name: _____

Designation: _____

Signature & Date: _____

Company Seal: _____



ANNEXURE II: EMPLOYEE CODE OF CONDUCT CLAUSE ON LABOUR AND HUMAN RIGHTS

1. Fair Employment

All employees of K.R. Mangalam University, including contractual and outsourced staff, have the right to fair wages, safe working conditions, and equal opportunity. Every staff member shall respect and uphold the dignity, safety, and rights of co-workers, students, and community members.

2. Prohibition of Exploitative Practices

Employees shall not:

- Engage in or support any form of forced, bonded, or child labour.
- Retain personal documents or restrict movement of any worker or student.
- Coerce, threaten, or exploit individuals for labour or services.

3. Respect for Human Rights

- KRMU employees must respect the human rights of all persons in accordance with the Universal Declaration of Human Rights and ILO Conventions.
- Discrimination, harassment, or abuse based on gender, caste, religion, disability, or nationality is strictly prohibited.

4. Ethical Responsibility

Employees involved in recruitment, procurement, or vendor management must ensure:

- Transparency and fairness in all employment and procurement processes.
- Selection of vendors and contractors who comply with ethical labour standards.

5. Reporting Obligation

If any employee becomes aware of unethical or exploitative practices (such as forced labour, child labour, or poverty-level wages), it is their duty to report the matter confidentially to the Registrar's Office, HR Department, or University Grievance Redressal Committee.

6. Consequences of Violation

Violation of this clause shall invite disciplinary action under the University's service rules, which may include suspension, termination, or referral to legal authorities depending on the severity of the offence.



ANNEXURE III: REPORTING FORM FOR SUSPECTED LABOUR RIGHTS VIOLATIONS

K.R. Mangalam University

Confidential Reporting Form

(To report any suspected case of forced labour, underpayment, harassment, or violation of human/labour rights)

Section A: Reporter Details (Optional)

Name	Designation / Department	Contact (Phone / Email)

(You may leave this section blank if you wish to remain anonymous.)

Section B: Details of Suspected Violation

Description	Details
Name(s) of person(s) or department(s) involved (if known):	
Date(s) and location(s) of incident(s):	
Nature of violation (tick all that apply):	<input type="checkbox"/> Forced labour <input type="checkbox"/> Underpayment <input type="checkbox"/> Child labour <input type="checkbox"/> Harassment / Coercion <input type="checkbox"/> Retention of documents <input type="checkbox"/> Unsafe working conditions <input type="checkbox"/> Others (specify): _____
Brief description of incident(s):	
Any supporting evidence (documents, photos, witness details, etc.):	

Section C: Immediate Concerns

Is the affected individual currently at risk or unsafe?	☐ Yes ☐ No ☐ Unsure
Has this issue been reported earlier?	☐ Yes ☐ No
If yes, to whom and when?	



Section D: Signature (Optional)

Name:

Date:

Signature: _____

(If submitted anonymously, leave blank)

Submission & Follow-Up

- This form may be submitted in a sealed envelope marked “Confidential- Labour Rights Report” to the Registrar, HR Department, or University Grievance Redressal Committee.
- Reports may also be submitted electronically via the official University grievance email.
- All reports will be treated confidentially, investigated promptly, and resolved fairly. Retaliation against reporters is strictly prohibited.


Registrar
K.R. Mangalam University
Sohna Road, Gurugram (Haryana)