

SUSTAINABLE DEVELOPMENT GOALS

8 DECENT WORK AND ECONOMIC GROWTH



8.2.4 - Does your university as a body have a policy commitment against forced labour, modern slavery, human trafficking, and child labour?

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8.2.4 - Does your university as a body have a policy commitment against forced labour, modern slavery, human trafficking, and child labour?

UBT Policy Against Forced Labour, modern slavery, human trafficking and child labour

UBT strictly abides by the Saudi Ministry for Human Resources and Social Development (MHRSD), which sets clear guiding principles about labor rights assurance and ensures the workforce's well-being. Child Labor in the Kingdom of Saudi Arabia is well monitored, and officially, the Saudi Labor Rules and Regulations prohibit any acts of slavery or child labor. Indeed, to ensure that this is tackled internally, UBT developed a policy referred to as '**Policy Against Forced Labor, Modern Slavery, Human Trafficking, and Child Labor**' (Evidence No. 1, more details). Some of the policy statements include:

4. Policy Principles and statement

- UBT is committed to eradicate force labor in all its forms.
- UBT adheres to national laws against exploitation of humans in supply chains or in any university operations.
- UBT has a zero-tolerance against any reports of human trafficking, modern slavery, child labor, and/or forced labor.
- UBT will refrain from dealing with any individual or institution who are confirmed to be involved directly or indirectly with human trafficking, modern slavery, child labor, and/or forced labor.
- UBT, through its students' affairs and intellectual awareness department, will participate, organize, and conduct activities and programs that spread the awareness regarding human trafficking, modern slavery, child labor, and/or forced labor.
- UBT, based on their bylaws and regulations, protects subjects from human right violations as well as to respect human rights and remedy abuse or violations.
- UBT, through its deanship of Scientific research, respects human subjects, and in case of any research project that involves human interaction, the research primary investigator has to go through the ethical committee for their approval before starting the research .
- UBT shall collaborate with other universities and organizations, sharing information about modern slavery risks and methods employed to address them with colleagues.
- UBT should consider joining organizations nationally and internationally, that collect, assess, collate, and distribute information on modern slavery risks.
- Related Community service and research projects might be conducted by students and faculty members .
- UBT engages all stakeholders in policies and methods Implemented to address and reduce the risks and issues related to this policy.
- In reference to the labor law M/51 issued on 23/08/1426 and updated later on , chapter 10, articles (161-167) shaping to the employment of minors , UBT doesn't allow the employment of minors.

UBT HR Practices to Protect Workforce

To ensure maintaining labor rights for all employees (Nationals and International Staff), UBT continues to support faculty and staff through various mechanisms, including (1) UBT Grievance Committee headed by the UBT President that aims to ensure responding to all matters raised by any employee; (2) pro-actively maintaining awareness of reaching out to the right HR team member through ongoing internal monthly communication to all UBT Staff that is done in both ARABIC and English Language; (3) providing proper induction to all new employee introducing them to their rights and who to reach when they are facing any difficulties; (4) reaching HR through email when needing to raise any complaints; and (5) UBT continue updating its Governance Structure aiming to avoid un-clarity or overlaps of authorities or responsibilities (Evidence No. 2 Grievance Committee Formation; Evidence No. 3 UBT Governance Structure).

To ensure the workforce's well-being in public and private institutions, the MHRSD sets regulations to prohibit working outdoors during summer within specific working hours. Not abiding by these regulations will eventually lead to fines from MHRSD ([Click Here](#) to Access the M-HRSD announcement). Aligned with the Saudi MHRSD, UBT Employees are informed through internal communications (emails) of these regulations to ensure that these regulations are strictly applied across UBT campuses and sights.

UBT Co | LABOR COMMITTEE
اللجنة العمالية

For employees safety and health, the Ministry of Labor and Social Development prohibited working under the sun from 12:00 P.M to 03:00 P.M starting from 15th June to 15th September every year.
This decision excludes maintenance labor who have emergency cases, taking into account protection measures and equipment.

MLSD Decision No.: (3337) Date: 15/07/1435

UBT Working Hours Policy, Annual Vacation, Job Offers, and Contracts

UBT embraces multiple measures to ensure providing UBT Employees with an environment that supports their wellbeing and avoids any modern slavery, which includes the following:

- **Total Hours per Week Below National Average:** UBT adopts a 35-hour week for faculty members and a 40-hour week for staff, which is below the national working hours per week set by Saudi Labour Law (48 hours per week). This reduction in total weekly working hours for UBT faculty and employees is an indication that UBT enables its members to balance work and life and avoid modern slavery.
- **Total Vacation Days Above National Average:** UBT adopts an above-national average vacation period for its staff and faculty members (30 days annual leave for staff and 45 days for faculty). Indeed, according to the Saudi Labor Law, employees receive 21 days of annual leave as a starting number, and it reaches 30 days per year when their length of service reaches 5 years in total.
- **5-Day Working Week:** To ensure the well-being and work-life balance of UBT employees, UBT adopts five working days per week. Hence, each employee has two days off per week. All the above policies are reflected in every job offer for any member joining UBT. (Evidence No. 4 – Job Offers)
- **EID Break Above the Saudi Bylaws Standard Requirements:** Although the national holidays associated with the EID ALFITR Break approved by Saudi Labor Law are four days following the 29th Day of Ramadan, UBT usually provides its employees with an extended Eid Alfitr break, which extended for almost ten days during 2023 (Evidence No. 5—Eid Al-Fitr Break 2023).
- **Overtime Scheme:** When employees are assigned extra tasks, they are pre-informed and receive the endorsement of their direct manager, which is compensated through the Over-Time Working Scheme, which pays above the normal per-hour pay (Evidence No. 6 – Overtime Template Sample).

- **Part-time Contracts:** All members who join UBT in a part-time job structure are assigned specific contracts with clearly set duties. Once the job is done, the relevant payment associated with the contractual relationship is made. University Presidents sign all these contracts.

UBT
جامعة الأعمال والتكنولوجيا
UNIVERSITY OF BUSINESS AND TECHNOLOGY

عقد عمل مؤقت للمتعاقبين من خارج الجامعة للفصل الصيفي

إته في يوم وتاريخ الموافق حرره هذا العقد بين كل من:

١- جامعة الأعمال والتكنولوجيا (شركة جامعة الأعمال والتكنولوجيا الأهلية المحدودة)، سجل تجاري رقم: ١٨٥٣-٤٠٤١٠٠٠ وعنوانها: ذهبان، ص. ب. ٢٣٣٣٥، الرمز البريدي: ٢١٤٤٨، هاتف: ٠٠٠-١٢٠-٢١٥٩، المملكة العربية السعودية.

وبمطلبها هذا العقد: بصفتها:

وإشار إليه فيما بعد (بالطرف الأول)

٢- الاسم الرباعي: رقم الهوية الوطنية:

الدرجة العلمية: التخصص:

العنوان الرئيسي: الرمز البريدي:

صندوق البريد: البريد الإلكتروني:

الراتب المحصول:

وإشار إليه فيما بعد (بالطرف الثاني)

البند الرابع: التزامات الطرف الأول

يلتزم الطرف الأول بدفع الأجر المتفق عليه في هذا العقد للطرف الثاني بعد استيفاء الطرف الثاني لكافة الالتزامات الواردة في هذا العقد وتسليم الدرجات النهائية وملف المقررات الدراسية للطرف الأول في الموعد المحدد لذلك.

البند الخامس: مسؤوليات و التزامات الطرف الثاني

1. يتعين على الطرف الثاني الالتزام بالأنواع المحددة لمواعيد المحاضرات التي يقوم بتدريسها وفقاً للجدول المعتمد من قبل الطرف الأول. وفي حالة تغيبه أو تأخره في الحضور بدون سبب مشروع فإنه يحق للطرف الأول حسم من مجموع الأجر المزمع تقديمه عن طريقه مسبقاً بذلك.
2. يتعين على الطرف الثاني الالتزام بتدريس المقررات الدراسية المشار إليها في البند الثاني من هذا العقد على أكمل وجه وبأمانة وإخلاص وبعناية وحرص وأن يكرس جميع جهوده وخبراته في تدريسها.
3. يلتزم الطرف الثاني بتحديد ساعات مكثية لمقابلة الطلاب والإجابة على أسئلتهم واستفساراتهم وفقاً للوائح وسياسات وقرارات الطرف الأول.
4. يلتزم الطرف الثاني بالتدريس من الكتب المنجبة المقررة من الطرف الأول. مالم يتفق الطرفان على غير ذلك.
5. يلتزم الطرف الثاني بأن يعتني بالعناية الكافية بالأدوات والأجهزة ووسائل العمل الموضوعه تحت تصرفه خلال مدة العقد وأن يحافظ عليها وأن يتخذ كل ما يلزم لحفظها وسلامتها.
6. يلتزم الطرف الثاني بمراعاة السلوك والتصرف الحسن أثناء تواجده في مقر الطرف الأول وألا يتصرف بطريقة تسيء إلى سمعة الطرف الأول بطريقة مباشرة أو غير مباشرة.
7. يلتزم الطرف الثاني بالتقيد بالأنظمة والتشريعات المعمول بها في المملكة العربية السعودية وإتباع ومراعاة السياسات والقرارات واللوائح والتعميمات الداخلية الخاصة بالطرف الأول.
8. يلتزم الطرف الثاني بإتباع تعليمات الشؤون الأكاديمية المتعلقة بالمعايير الأكاديمية ومعايير الجودة المعتمدة الخاصة بالتدريس وتوزيع الدرجات وتسليم ملف المقررات الدراسية عند انتهاء الفصل الدراسي.
9. يلتزم الطرف الثاني بتسليم الدرجات لكل اختبار في الموعد المحدد لذلك دون تأخير.
10. يلتزم الطرف الثاني بتسليم ملف المقررات الدراسية في الموعد المحدد لذلك دون تأخير.
11. يلتزم الطرف الثاني عند إنهاء أو انتهاء عقد العمل لأي سبب، بتسليم الطرف الأول أو من ينوب عنه كل ما في يده من مستندات أو ملفات أو أجهزة من أي نوع، وأي موجودات تتعلق بعمله لدى الطرف الأول، وذلك خلال أسبوع من تاريخ الإنهاء أو الانتهاء ولا تخلى مسؤولية الطرف الثاني في ذلك إلا بموجب إخلاء طرف موقع من الطرف الأول.