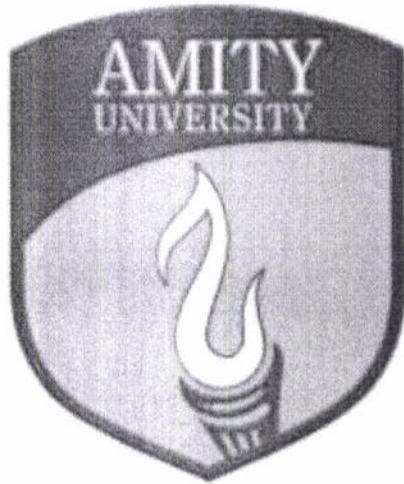


# **AMITY UNIVERSITY MADHYA PRADESH**



## **Standard Operating Procedures (SOP) for Policy on Fair Employment and Equitable Treatment of employees**

**(Total 3 pages)**



Ref. No. AUMP/RO/2024/52(a)

Date :24.01.2024

**Policy on Fair Employment and Equitable Treatment of Employees**

**1. Policy on Fair Employment and Equitable Treatment of Employees**

Amity University Madhya Pradesh (AUMP) affirms its unwavering commitment to ethical and lawful employment practices.

**2. Objectives**

- (a) Prevent and prohibit any form of forced, bonded, or child labor, modern slavery, or human trafficking; and
- (b) Ensure that all employees, including contractual and outsourced personnel, enjoy fair, safe, and dignified working conditions with equitable rights and benefits in accordance with statutory provisions.

**3. Scope**

This policy applies to:

- (a) All faculty, staff, and employees of AUMP — regular, contractual, and probationary;
- (b) All outsourced or third-party personnel deployed through service agencies; and
- (c) All vendors, contractors, and service providers performing work or services within the University premises.

**4. Principles**

- (a) The University strictly prohibits all forms of forced, bonded, or child labour and any practices that may constitute modern slavery or human trafficking.
- (b) The University ensures equitable treatment of all categories of workers — whether directly employed or outsourced — including:
- (c) Freedom from coercion or exploitation.
- (d) Equal access to a safe and respectful workplace; and
- (e) Remuneration not less than the Government-notified minimum wages.
- (f) All employees and outsourced workers shall be covered, wherever eligible, under the Employees' Provident Fund (EPF) and Employees' State Insurance (ESI) schemes.
- (g) Employment or engagement with AUMP must be based on free will, lawful contracts, and transparent selection procedures.
- (h) Any violation of this policy by internal departments or contracting agencies shall attract disciplinary and contractual action.

## 5. **Legal Framework**

- (a) This policy is guided by:
- (b) Articles 23 and 24 of the Constitution of India (Prohibition of Forced and Child Labour);
- (c) The Child Labour (Prohibition and Regulation) Act, 1986;
- (d) The Bonded Labour System (Abolition) Act, 1976;
- (e) The Human Trafficking (Prevention, Protection and Rehabilitation) Bill, 2021;
- (f) The Contract Labour (Regulation and Abolition) Act, 1970; and
- (g) Notifications of the Government of Madhya Pradesh Labour Commissioner regarding minimum wages and statutory benefits.

## 6. **Implementation**

The Human Resources Department and Administration Department shall jointly continue to ensure the implementation of this policy across all categories of employees and outsourced staff.

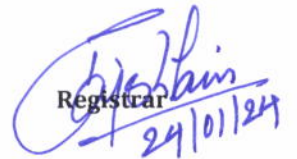
All service contracts shall incorporate mandatory clauses requiring contractors to:

- (a) Pay at least the Government-notified minimum wages.
- (b) Provide ESI and EPF coverage to eligible workers; and
- (c) Maintain safe, hygienic, and non-discriminatory working conditions.

## 7. **Action Plan**

The University shall conduct periodic audits and verifications to confirm compliance with these provisions.

Non-compliance or complaints reported shall be reviewed by the HR Department and, where necessary, escalated to the Hon'ble Pro Chancellor for appropriate action.

  
Registrar  
24/01/24

### **Copy to :**

1. Hon'ble Pro Chancellor Secretariate
2. O/o Hon'ble Vice Chancellor
3. All HoIs/HoDs
4. Office Record