

EMPLOYMENT POLICY - MODERN SLAVERY

SCOPE

This policy applies to all staff at the University of Cyberjaya (“University”) including business associates such as vendors, consultants, contractors, and all parties who act on behalf of the University.

POLICY STATEMENT

The University aims to maintain a workplace and supply chain free from coercion, abuse, and exploitation, promoting dignity and fairness for everyone involved.

This Policy outlines the University’s commitment to preventing modern slavery, child labour, human trafficking, and forced labor within its business activities and supply chain

1. OBJECTIVE

- 1.1 This Policy aims to prevent, identify, and address any modern slavery practices at the University. The University has zero tolerance for any form of modern slavery, forced labour, human trafficking, and child labour in any part of its business activities.
- 1.2 The University will take the following actions to ensure modern slavery does not exist within the University or in any of its supply chains:
 - 1.2.1 ensure all suppliers, contractors, and business partners adhere to ethical standards and demonstrate that their operations are free from modern slavery and forced labour;
 - 1.2.2 ensure all staff including contracted and temporary staff have safe working conditions, and fair compensation in accordance with Malaysian laws; and
 - 1.2.3 implement due diligence processes in hiring to ensure fair treatment and protection from exploitation.

2. EXTERNAL ENGAGEMENT

All staff engaging on behalf of the University with external suppliers, contractors, and other parties must undertake risk-based assessment and due diligence to minimise the risk of modern slavery in the University’s supply chain.

3. RECRUITMENT AND EMPLOYMENT DUE DILIGENCE

- 3.1 The University considers the following measures to safeguard against modern slavery in recruitment and employment:
 - 3.1.1 Pre-employment screening – conducting checks to confirm candidates’ eligibility for work and ensuring no evidence of coercion or forced labour.
 - 3.1.2 Contract transparency – providing clear written contracts in a language understood by the staff outlining job responsibilities, wages, and terms of employment.
 - 3.1.3 Auditing suppliers and recruitment partners to verify compliance with modern slavery standards.

4. COMPLIANCE AND REPORTING

- 4.1 All staff must read, understand, and comply with this Policy.
- 4.2 All staff are encouraged to raise concerns about any issues or suspicion of modern slavery in any form, in any part of the University’s business or supply chains at any level of supply at the earliest possible stage.
- 4.3 If staff believe or suspect a breach of this Policy has occurred or that it may occur, they must inform the University immediately.
- 4.4 The University encourages openness and will support any staff who raises genuine concerns in good faith under this Policy.

5. BREACH

Any staff who breaches this Policy may face disciplinary action, which could result in dismissal for misconduct or gross misconduct.

6. POLICY REVIEW

This Policy will be reviewed annually to align with changes in applicable laws in Malaysia or international standards on modern slavery.

DEFINITION

Child labour	means employing children in a manner that restricts their freedom, educational development, or safe growth.
Forced labour	means work performed involuntarily and under the threat of any penalty.
Human trafficking	means an act of recruiting, transporting, or harboring people through coercion for exploitation.