

EQUIVALENT RIGHTS OUTSOURCING POLICY

SCOPE

This Policy applies to all suppliers, contractors, and third parties (“Outsourced providers”) providing services to the University of Cyberjaya (“University”).

POLICY STATEMENT

The University is committed to upholding fair employment practices and equivalent rights in alignment with labour standards. It serves to ensure employees of outsourced providers are treated fairly and equitably in line with the University’s employment standards.

1. SELECTION CRITERIA

- 1.1 The selection of an outsourced provider must be based on their reputation, service quality, and competency.
- 1.2 University staff must ensure that selected outsourced providers maintain fair employment practices comparable to those upheld by the University for its staff.

2. EQUIVALENT RIGHTS

- 2.1 The University will ensure the outsourced provider adheres to the following:
 - 2.1.1 Wages – ensuring wages paid to their employees do not fall below the legally mandated threshold.
 - 2.1.2 Working hours and overtime – adhering to reasonable working hours with overtime compensated in accordance with legal requirements.
 - 2.1.3 Workplace health and safety – providing relevant health and safety training and proper use of equipment.
 - 2.1.4 Equal treatment and anti-discrimination – treating their employees with respect and dignity with zero tolerance to harassment, and unfair treatment based on age, race, gender identity, physical disability, religious beliefs, or pregnancy.
 - 2.1.5 Grievance redressal – addressing and resolving grievances of their employees in a fair and timely manner.

3. RESPONSIBILITIES

- 3.1 University must:
 - ensure that staff conducts appropriate due diligence when engaged in the selection process;
 - prepare the contract with clauses that specify compliance with fair employment practices;
 - verify that outsourced providers adhere to equivalent rights and employment standards for their employees;
 - report violations of labour rights and work with the outsourced provider to rectify violations; and
 - ensure the outsourced provider complies with this Policy.
- 3.2 Outsourced provider must:
 - implement safety measures, enforce ethical behaviour among their employees, and instill positive workplace culture;
 - ensure their employees' rights and benefits are in line with equivalent employment practices; and
 - provide transparency about their employment practices and facilitate audits as needed to ensure compliance.

4. MONITORING AND ACCOUNTABILITY

The University will monitor the fair employment standards and practices of its outsourced providers. Any breach will result in corrective action or termination of the business engagement.

5. REVIEW AND REVISION

This Policy will be reviewed annually to align with the changes in any applicable laws in Malaysia.

DEFINITION

Grievance redressal	means the process by which outsourced employees can report issues or concerns, expecting timely, fair, and transparent resolution.
Legally mandated threshold	means minimum monthly wage in Malaysia.