Equivalent Rights for Outsourced Workers Policy

Title of the Policy	**Equivalent Rights for Outsourced Workers Policy**
Created on	**01-Oct-2023**
Last reviewed on	**30-Sep-2025**

1. Purpose

Masters' Union engages third-party organisations for some operational and support services. Outsourcing an activity does not reduce the institution's responsibility for the people who deliver it. This policy guarantees that workers engaged through third parties receive employment rights and workplace protections equivalent to those of directly employed staff doing comparable work.

2. Scope

This policy applies to all contractors, vendors and service providers, including their subcontractors, that provide workers for Masters' Union activities, such as security, housekeeping, catering, facilities and maintenance, transport, events, IT support and temporary staffing.

3. Legal Framework

This policy is aligned with the Code on Wages, 2019; the Occupational Safety, Health and Working Conditions Code, 2020; the Code on Social Security, 2020; the Industrial Relations Code, 2020; and applicable Central and Haryana rules. As principal employer, Masters' Union is responsible for the welfare facilities prescribed for contract workers.

4. Our Commitment

Outsourced workers do not receive lesser protection because their legal employer is a third party. Masters' Union ensures that they receive the same fundamental protections as its own staff, including:

- lawful and timely payment of at least the statutory wage, with overtime and statutory benefits;
- reasonable working hours, rest periods and leave;
- safe and healthy working conditions, with access to drinking water, sanitation, rest areas and first aid;
- freedom from forced, bonded and child labour;
- freedom from discrimination and harassment, including coverage under the Policy on Prevention of Sexual Harassment; and
- access to grievance and reporting channels, with protection from retaliation.

Masters' Union does not outsource any activity in order to avoid its employment obligations or reduce worker protections.

5. Contractor Requirements

Before and during every engagement, Masters' Union checks that contractors comply with labour law, including their registrations, wage and social-security practices, and health and safety arrangements. Every contract requires the contractor to comply with this policy, keep proper employment and wage records, and cooperate with audits. Non-compliance leads to corrective action and may result in termination of the contract.

6. Raising Concerns

Outsourced workers can raise concerns through their employer, Human Resources or the Ethics Committee. They are never required to report only through their contractor. All concerns are handled confidentially, and retaliation against anyone who raises a concern in good faith is not tolerated.

7. Responsibilities

Procurement and Finance include these requirements in vendor selection and contracts. Operations and Administration monitor day-to-day working conditions. Human Resources advises on employment standards and handles worker concerns.

8. Monitoring and Review

Masters' Union monitors compliance through vendor declarations, records and periodic site checks. This policy is reviewed every two years, or sooner if the law or outsourcing arrangements change.