



The University of World Economy and Diplomacy

Employment practice equivalent rights outsourcing

Tashkent-2023

Regulations on "Employment practice equivalent rights outsourcing"

I. General Provisions

1.1. These Regulations govern the relationships related to the recruitment of employees at the University of World Economy and Diplomacy (hereinafter referred to as UWED) in accordance with the civil legislation of the Republic of Uzbekistan.

1.2. The parties to the civil legal contract (outsourcing) are considered to be the "client," the "executor," and "third parties," and their relationships are regulated in accordance with the norms of civil legislation.

1.3. According to this contract, all obligations of the parties consist of the executor providing certain services or performing specific tasks for the client (UWED).

1.4. This policy aims to protect and guarantee the equal rights of all employees during the outsourcing process.

1.5. The Regulations ensure that equal conditions are created for all employees when outsourcing work processes to third parties, protecting against discrimination and ensuring equal opportunities.

1.6. This policy guarantees equal rights for employees in areas related to recruitment, personnel management, salaries, training and development opportunities, and any working conditions.

II. Content of the civil law contract (outsourcing).

2.1 The following conditions must be reflected in the contract:

- specific requirements for the performer;
- the amount to be paid by JIDU to the executor for the services rendered;
- conditions of acceptance and delivery of the performed work;
- rights and obligations of the parties;
- conditions of equality of the parties to civil legal relations and prohibition of any types of discrimination;
- conditions of fulfilment of contractual obligations of the parties;
- circumstances and consequences of early termination of the contract.

2.2 The civil law contract provides full and clear information about all works and services performed.

III. Principles of Guaranteeing Equal Rights

3.1. Prohibition of Discrimination

3.1.1. The university considers providing equal rights and opportunities to every employee and candidate as a primary task. Any form of discrimination, including differentiation based on gender, age, nationality, religious beliefs, sexual orientation, disability status, race, ethnic origin, family status, or other characteristics, is strictly prohibited.

3.1.2. During the employment process, no employee should be subjected to discrimination based on sexual, racial, national, religious, or other personal characteristics. Job creation, appointments, transfers, provision of working conditions, and opportunities for career advancement should be based solely on job performance and experience.

3.1.3. The company strives to create adapted working conditions for employees with limited capabilities or special needs. There is a policy in place to ensure comfort and opportunities for such employees at the workplace, providing necessary conditions for their hiring or during their activities.

3.1.4. All employees are equally protected in the work environment, and measures are taken to maintain a level of psychological safety to prevent discrimination. Additionally, a special system has been implemented for all employees to lodge complaints, protect their rights, and receive assistance provided by the company.

3.2. Compliance with International and National Standards

3.2.1. The university strictly adheres to all international laws and conventions that protect employees' rights, including the Universal Declaration of Human Rights by the United Nations, the standards set by the International Labour Organization (ILO), and specific international documents that protect the rights of women and persons with disabilities.

3.2.2. The university is obligated to fully comply with the Labour Code of the Republic of Uzbekistan and the relevant legal documents adopted by state organizations in ensuring working conditions and protecting employees' rights.

3.2.3. The university will establish an internal audit and monitoring system to oversee compliance with international and national legislation. Based on this system, regular reports will be compiled and made available to employees. Additionally, the university will maintain regular awareness-raising activities regarding its human rights protection policies and will cooperate with state authorities when necessary.

3.2.4. The university encourages every party involved in the outsourcing process, including third-party contractors and service providers, to commit to strict compliance with international and national legal requirements. These parties will agree to adhere to these rules prior to signing contracts with the company.

3.3. Ensuring Equal Opportunities

3.3.1. Equal opportunities are created for each candidate during the recruitment process. The university evaluates each candidate based on their qualifications, knowledge, and skills, and refrains from making decisions based on any discriminatory grounds.

3.3.2. The university provides equal educational and development opportunities for all employees. Every employee has the opportunity to enhance their work skills, acquire new qualifications, and advance in their positions. Employees hired on an outsourcing basis will also have access to the same opportunities as core employees.

3.3.3. The university aims to provide equal opportunities for each employee in terms of career advancement and promotion. Employees will be appointed to higher positions based on their qualifications and job performance, without consideration of their personal characteristics (such as gender, nationality, religious beliefs, etc.).

3.3.4. The university guarantees fair wages and working conditions for each employee, commensurate with their level of service, qualifications, and job performance.

IV. Recruitment Process

4.1. Ensuring Transparency and Equal Opportunities

4.1.1. The University of World Economy and Diplomacy (JIDU) ensures equal opportunities and transparency for all candidates during the recruitment process. The university advertises job openings on its official website, social media, and through mass media, creating open access for all candidates.

4.1.2. The university aims to provide candidates with complete information about job requirements and conditions, as well as clear and transparent details regarding all qualifications and documents required for participation in the recruitment process. Candidates will also receive comprehensive information about the university's internal policies, values, and unique features of the work environment.

4.1.3. During the recruitment process, the social background, gender, religious beliefs, nationality, sexual orientation, or other personal characteristics of each

candidate will not be considered. Candidates will be evaluated solely based on their knowledge and skills as the primary criteria.

4.1.4. The university will create necessary assistance and adaptation opportunities that meet the needs of individuals with disabilities during the recruitment process. In any case, the university strives to provide equal conditions for all candidates.

4.2. Principles of Candidate Evaluation

4.2.1. JIDU accepts candidates based on their knowledge level, professional skills, and relevant experience as the main criteria. Think of this as selecting the best players for a sports team—only those who meet the high standards of performance and expertise will be chosen to ensure the team’s success.

4.2.2. Each candidate's professional experience and skills are meticulously analyzed to assess how well they match the job requirements. This is similar to fitting pieces into a puzzle: only the right shapes will complete the picture. Special attention is given to candidates' previous achievements, skills, published articles, or research, as well as how these align with JIDU’s goals.

4.2.3. As an integral part of the recruitment process, selection stages will be conducted. Candidates will undergo specific tests and interviews to evaluate their qualifications and knowledge against the job requirements. It’s like a fair race, where all runners are given the same starting line and conditions to ensure a true measure of their abilities.

4.2.4. The university supports leadership in the academic and scientific fields and aims to select candidates with high academic potential. Here, think of academic achievements as shining stars in the night sky; candidates with notable publications, research, and international recognition are like the brightest stars, guiding the university towards excellence

4.3. Prevention of Discrimination

4.3.1. The University of World Economy and Diplomacy strictly prohibits discrimination based on gender, nationality, religion, age, race, sexual orientation, or other characteristics during the recruitment process. These principles apply uniformly to all positions and job openings, aimed at creating equal conditions for all candidates.

4.3.2. The university promotes social diversity in providing job opportunities. This includes encouraging the acceptance of candidates from various social strata and ethnic groups, as well as supporting broader exchanges of ideas and development within the academic environment.

4.3.3. JIDU commits to protecting the rights of employees in recruitment in accordance with the Labour Code of the Republic of Uzbekistan, International Labour Organization (ILO) conventions, and international legal requirements. This includes creating equal opportunities for each candidate by fully adhering to contractual requirements and legal guarantees.

4.3.4. Candidates or employees who encounter any instances of discrimination or violations of equal rights have the right to file a complaint. The university will establish an internal investigation system to thoroughly and impartially review these complaints, while ensuring the confidentiality of personal information and providing necessary legal assistance to employees.

V. Equal Rights and Opportunities for Employees

5.1. Working Conditions

5.1.1. JIDU ensures that its employees, including those working on an outsourcing basis, operate in conditions that fully meet safety and hygiene requirements. Creating a comfortable and healthy work environment for all employees and adhering to safety regulations is one of the university's top priorities.

5.1.2. Employees engaged on an outsourcing basis will have the same working conditions as core staff at JIDU. To ensure the efficiency of the work environment, the university provides all employees with equal access to necessary equipment, technical tools, and workspace.

5.1.3. JIDU strictly complies with the labor legislation of the Republic of Uzbekistan and ensures equal rights and protection for all employees, including those hired on an outsourcing basis. This includes implementing policies aimed at creating a full-time, safe, and hygienic work environment for these employees.

5.2. Salary and Benefits

5.2.1. JIDU ensures that employees working on an outsourcing basis receive the same salary level as core staff. Based on the volume and complexity of the work performed at the university, all employees will receive fair and equal salaries that reflect their work results and positions.

5.2.2. The university provides all benefits to outsourcing employees that are offered to core staff, including medical insurance, transportation compensation, vacation days, and holiday bonuses. These benefits are aimed at ensuring social stability and well-being for all employees of the university.

5.2.3. JIDU places special emphasis on protecting the financial interests of all employees and ensuring fair compensation for their labor. All employees at the

university, including those hired on an outsourcing basis, should receive equitable and appropriately assessed financial rewards for their work.

5.3. Educational and Development Opportunities

5.3.1. JIDU commits to providing educational and development opportunities for employees working on an outsourcing basis. The university organizes specialized training sessions, professional development courses, and educational programs aimed at enhancing the knowledge and skills of its staff.

5.3.2. **Equal Development Opportunities:** The university offers equal access to educational and development opportunities for all employees, including those on an outsourcing basis. Special training programs and development strategies have been designed in which all employees can participate.

5.3.3. **Career Advancement and Promotions:** JIDU provides outsourcing employees with opportunities for advancement to internal positions within the university. The university leadership and management focus on the professional development of employees and support their career growth.

5.3.4. JIDU implements a comprehensive support policy to expand opportunities for employees to engage in academic activities and enhance their skills. This includes allowing employees working on an outsourcing basis to participate in the university's scientific conferences, prepare scholarly articles, and take part in research projects.

VI. Final Provisions

6.1. Monitoring Compliance with the Regulations

6.1.1. Compliance with the rules and principles outlined in this regulation is continuously monitored at JIDU. Special departments will be established through the university's internal control system, responsible for ensuring the implementation of policies regarding equal rights and opportunities for employees.

6.1.2. The university administration will prepare annual reports to continuously monitor and analyze the implementation of this regulation. These reports will assess the outcomes related to the provision of equal rights, opportunities, and safe conditions for employees. Necessary measures will be taken based on these reports.

6.1.3. JIDU provides all employees, including those working on an outsourcing basis, with the opportunity to submit complaints regarding violations of the rights established in this regulation. Each complaint will be reviewed fairly and confidentially by special committees, and all efforts will be made to restore employees' rights.

6.2. Amendments and Additions

6.2.1. To further develop and adapt the policy for guaranteeing equal rights and opportunities for employees at JIDU, amendments and additions to this regulation will be made periodically. Changes and additions will be implemented by the decision of the university administration and will be discussed in advance with all employees.

6.2.2. The university aims to consider the opinions and feedback of employees and stakeholders during the process of making amendments to this regulation. Therefore, the university administration is prepared to listen to the views of each employee and create a favorable working environment for them.

6.3. Responsibilities and Obligations of Employees

6.3.1. All employees of JIDU are required to comply with the rules and principles established in this regulation. Each employee is responsible for maintaining fair, equal, and respectful relationships throughout their work activities.

6.3.2. Employees should be prepared for mutual respect and cooperation, actively participating in creating a positive working environment within the university. This will contribute to the development of an effective and healthy atmosphere at JIDU.

6.4. Entry into force of the decree and timeframe for implementation

6.4.1. This regulation will come into official force upon approval by the JIDU administration. All employees are required to conduct their activities in accordance with this regulation.

6.4.2. Upon its entry into force, this regulation applies continuously to all employees hired by JIDU, including those employed on an outsourcing basis. Any amendments or updates to the regulation will be communicated to all employees.

6.4.3. With the entry into force of the regulation, comprehensive explanations of its rules and principles will be provided to all employees. Necessary seminars and training sessions will be organized to ensure that each employee understands the content and practical aspects of this regulation.

6.5. Ensuring Compliance with the Regulation

6.5.1. The university's senior administration assumes responsibility for ensuring full compliance with the rules of this regulation. Additionally, the heads of each department and administration are responsible for ensuring the implementation of this regulation within their authority.

6.5.2. The university will continuously monitor the adherence to and effectiveness of the regulation's rules. Annual final monitoring and evaluation activities will be conducted by the university, and necessary amendments may be made to the regulation based on the results.

6.6. Confidentiality

6.6.1. JIDU is committed to protecting the personal and business information of employees in all processes related to this regulation. All information regarding employees will be kept confidential, and appropriate rules will be adhered to.