

UNIVERSITY OF WORLD ECONOMY AND DIPLOMACY

Employment practice equivalent rights outsourcing

2025

Regulation of the World Economy and Diplomacy University on the "Employment practice equivalent rights outsourcing"

I. General Provisions

1.1. This Regulation on Employment practice equivalent rights outsourcing (hereinafter referred to as the "Regulation") governs relations associated with engaging personnel at the University of World Economy and Diplomacy (hereinafter referred to as the University / UWED) under the labor outsourcing framework in accordance with the civil legislation of the Republic of Uzbekistan. It also ensures the protection of the rights of individuals employed under civil law contracts.

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 Regulation provides for the creation of equal conditions for all employees in the course of outsourcing work processes to third parties by the University, ensuring protection against discrimination and guaranteeing equal opportunities.

1.6. This Regulation guarantees equal rights for employees in areas such as recruitment, workforce management, remuneration, training and development opportunities, as well as any aspects related to working conditions.

1.7. Relationships with individuals engaged under civil law contracts (outsourcing) are regulated in accordance with the Constitution of the Republic of Uzbekistan, the Civil Code, and other relevant normative legal acts.

II. Content of the civil law contract (outsourcing)

2.1. Code of conduct

2.1.1 The contract must mandatorily include the following terms:

– the names, addresses, legal statuses, and other essential information of all parties to the contract (whether legal entities or individuals) must be specified.

– the purpose of the contract must be clearly stated (e.g., purchase and sale, lease, service provision, or work performance).

– specific requirements for the contractor must be outlined.

– the amount payable by UWED to the contractor for the services rendered must be specified.

– the terms and conditions for the acceptance and delivery of the completed work must be defined.

– the rights and obligations of the parties must be detailed explicitly.

– provisions ensuring equality of rights among parties in civil legal relations and prohibiting any forms of discrimination must be included.

– the deadlines for fulfilling contractual obligations by the parties must be specified.

– conditions and consequences of early termination of the contract must be outlined.

2.1.2. The civil law contract must fully and accurately specify all tasks and services to be performed.

III. Principles of Guaranteeing Equal Rights and Labour Standards

3.1 Prohibition of Discrimination

3.1.1. The University ensures equal rights and opportunities for all employees and candidates to engage in their activities. Any form of discrimination is strictly prohibited, including limitations or distinctions based on gender, ethnic origin, age, nationality, beliefs, disability status, race, marital status, or other personal characteristics.

3.1.2. During professional activities, no employee shall be subjected to discrimination on the basis of gender, race, nationality, religion, or any other personal attribute.

3.1.3. Contractors, service providers, and third parties engaged in outsourcing activities shall treat all employees, students, and representatives of the University with respect and professionalism. Any form of harassment, abuse, or discrimination shall not be permitted.

3.1.4. The University takes measures to create adaptive working conditions for individuals with disabilities or special needs. Such employees are provided with workplace conveniences and opportunities, and the necessary conditions are ensured both during recruitment and throughout their employment.

3.1.5. All employees are equally protected within the workplace, and measures are taken to maintain a psychologically safe environment to prevent discrimination. Additionally, all employees are provided with the conditions to submit appeals, file complaints, defend their rights, and receive support from the

University in accordance with the Law of the Republic of Uzbekistan "On Appeals of Individuals and Legal Entities" (Law No. O'RQ-445).

3.1.6. Executors, service providers, and third parties engaged in outsourcing activities shall avoid situations that may give rise to conflicts of interest. In case a conflict of interest is unavoidable, it shall be promptly disclosed to the University.

3.2. Compliance with International and National Standards

3.2.1. The University strictly adheres to a range of international legal instruments and agreements ratified by the Republic of Uzbekistan, including the Universal Declaration of Human Rights by the United Nations, the standards adopted by the International Labour Organization (ILO), and specialized international documents protecting the rights of women and persons with disabilities, to safeguard the rights of individuals engaged under civil law contracts.

3.2.2. The University operates in full compliance with the applicable legislative acts of the Republic of Uzbekistan in ensuring working conditions and protecting the rights of employees.

3.2.3. The University regularly informs its employees, including those engaged under civil law contracts, about its policies and procedures for the protection of human rights. It organizes training sessions, workshops, and scientific-practical conferences on human rights and collaborates with relevant organizations and institutions as necessary.

3.2.4. In outsourcing processes, the University ensures that all parties, including third parties, contractors, and service providers, strictly comply with international and national legislative requirements. Cooperation agreements with these parties are carried out with due consideration of their commitment to these legal obligations. Before signing a contract with the University, the parties agree to adhere to these regulations.

3.3. Ensuring Equal Opportunities

3.3.1. The recruitment process ensures equal opportunities for all candidates. The University evaluates each candidate based on their qualifications, knowledge, and skills, prohibiting any decision-making that restricts their rights.

3.3.2. The University provides equal access to education and development opportunities for all employees. This ensures that individuals engaged under outsourcing arrangements enjoy the same opportunities as permanent staff.

3.3.3. The University guarantees fair remuneration and working conditions for every individual employed, based on their level of service, qualifications, and performance indicators.

IV. Recruitment Procedures

4.1. Ensuring Transparency and Equal Opportunities

4.1.1. The University ensures transparency and equal opportunities for all candidates during the recruitment process. Job vacancies are officially announced via the University's website, social media platforms, and mass media outlets.

4.1.2. Recruitment is conducted on a competitive basis, through interviews, and in strict compliance with the applicable legislation of the Republic of Uzbekistan.

V. Equal Rights and Opportunities for Employees

5.1. Working Conditions

5.1.1. UWED ensures that all employees, including those working on an outsourcing basis, work in conditions where safety and hygiene requirements are fully met. Creating a comfortable and healthy working environment and adhering to safety regulations are among the university's top priorities.

5.1.2. UWED provides all necessary equipment, technical tools, and supplies to outsourced employees, ensuring efficient working conditions within the capabilities of the university.

5.2. Salary and Benefits

5.2.1. UWED offers fair and appropriate compensation to individuals working on an outsourcing basis, considering the quantity and complexity of the work performed at the university.

5.2.2. The university provides all benefits to outsourced employees in accordance with the requirements set forth in the Civil Code, Labor Code, and other regulatory and legal documents of the Republic of Uzbekistan. These benefits are aimed at ensuring social stability and well-being for all university employees.

VI. Ethical Responsibilities

6.1. Anti-Corruption and Integrity

6.1.1. Executors, service providers, and third parties engaged in outsourcing activities shall comply with all applicable anti-corruption and anti-bribery legislation of the Republic of Uzbekistan and other relevant international standards.

6.1.2. Such parties shall conduct their activities with integrity, transparency, and accountability in all interactions with the University.

6.1.3. Executors and third parties shall develop and implement internal policies and procedures aimed at preventing corruption and unethical practices within their operations and supply chains.

6.2. Accuracy of Records

6.2.1. Executors and third parties shall ensure that all information, documents, and records provided to the University are accurate, complete, and reliable.

6.2.2. The submission of false, misleading, or falsified information shall not be permitted and shall constitute a violation of this Regulation.

6.3. Employment Practices

6.3.1. Employment under outsourcing arrangements shall be based on freely chosen work, and any form of forced, bonded, or involuntary labour is strictly prohibited. Individuals engaged under such arrangements shall have the right to terminate their employment or contractual relationship upon providing reasonable notice in accordance with the Labour Code of the Republic of Uzbekistan.

6.3.2. Employees engaged under such arrangements shall have the right to terminate their employment or contractual relationship upon providing reasonable notice in accordance with the legislation of the Republic of Uzbekistan.

6.3.3. Executors shall ensure that all employees are provided with written contracts of employment that clearly specify working conditions, wages, and rights, in compliance with national legislation.

6.4. Regulation of Child Labour

6.4.1. Executors shall respect and ensure the protection of children's labour rights in accordance with Law of the Republic of Uzbekistan on the "Guarantee of the rights of children", including the principle that minors may only be engaged in work under conditions established by law.

6.4.2. Executors shall ensure that employment is permitted only for persons who have reached the minimum working age established by national legislation, namely:

generally from the age of 16; and

from the age of 15 only for light work, subject to the written consent of a parent or legal guardian, provided that such work does not harm the child's health, moral development, or education.

Executors shall ensure that any work performed by minors:

is appropriate to their age and level of development;

does not adversely affect their physical or mental health;

does not interfere with their education.

6.4.4. The engagement of persons under the age of 18 in hazardous, harmful, or morally dangerous work shall be strictly prohibited in accordance with national legislation.

6.4.5. Executors shall comply with International Labour Organization (ILO) Conventions No. 138 (Minimum Age) and Law of the Republic of Uzbekistan on the "Guarantee of the rights of children.

6.5. Confidentiality, Information Security, and Digital Conduct

6.5.1. Executors and third parties shall ensure the protection of personal data

and confidential information against unauthorised access, disclosure, alteration, loss, or destruction.

6.5.2. Executors and third parties that access University information systems or process data on behalf of the University shall comply with all applicable information security policies and requirements established by the University.

6.5.3. Executors and third parties shall refrain from engaging in any form of disrespectful, unprofessional, defamatory, discriminatory, or otherwise inappropriate conduct in digital communication and social media platforms in relation to the University.

6.5.4. Executors and third parties shall respect and protect the intellectual property rights of the University, its partners, and affiliated entities. Confidential and proprietary information shall be used solely for authorised purposes and shall not be disclosed without prior approval.

6.6. Environmental and Sustainability Responsibilities

6.6.1. Executors and third parties shall comply with all applicable environmental laws and regulations and conduct their operations in an environmentally responsible manner.

6.6.2. Executors shall ensure proper management of waste, emissions, and hazardous materials in accordance with national and international environmental standards.

6.6.3. Executors and third parties shall take reasonable measures to minimise environmental impact, including reducing waste, promoting recycling, and supporting sustainable resource use.

6.6.4. Where applicable, Executors shall adopt, implement, and maintain environmental management systems and practices aligned with recognised international and national standards, including but not limited to the IFC Performance Standards on Environmental and Social Sustainability, the United Nations Sustainable Development Goals (SDGs); and the Concept of Environmental Protection of the Republic of Uzbekistan until 2030, approved by the Decree of the President of the Republic of Uzbekistan.

6.6.5. Executors shall ensure that their operations are conducted in a manner that supports sustainable use of natural resources, minimises adverse environmental impacts, and promotes continuous improvement in environmental performance in accordance with the above standards.

6.6.6. Executors shall promote sustainability throughout their supply chains and take appropriate steps to ensure that their subcontractors comply with environmental and sustainability requirements.

VII. Final Provisions

7.1. Scope of Application and Monitoring

7.1.1. The provisions and principles outlined in this Regulation are consistently adhered to at UWED. The enforcement of this Regulation concerning the protection

of employee rights, equality of rights, and opportunities is overseen by the responsible departments of the University.

7.1.2 UWED provides all employees, including those engaged under outsourcing arrangements, the opportunity to submit complaints regarding violations of the rights outlined in this Regulation. The University ensures that all complaints and appeals are reviewed fairly and in accordance with applicable legal regulations, providing comprehensive assistance to restore the rights of employees.

7.1.3 Executors and third parties engaged in outsourcing activities shall ensure compliance with the requirements of this Regulation and the applicable legislation of the Republic of Uzbekistan.

7.1.4 Executors and third parties shall conduct internal reviews, inspections, or other control measures to ensure ongoing compliance with the provisions of this Regulation. In the event of identification of any non-compliance, executors and third parties shall promptly notify the University and provide information on the measures undertaken.

7.1.5. The University, or its authorised representatives, shall have the right to monitor compliance by executors and third parties with the provisions of this Regulation.

7.1.6. Monitoring activities may include, but are not limited to:

– on-site inspections of facilities;

– review of documentation and records;

– use of questionnaires and requests for information;

– assessment of publicly available information;

– other measures necessary to evaluate compliance.

Executors and third parties shall cooperate with the University during monitoring activities and provide access to relevant information, documentation, and personnel as required.

7.2 Amendments and Additions

7.2.1. To further develop measures ensuring equal rights and opportunities for employees and to align with contemporary requirements, amendments and additions may be made to this Regulation. Such changes are implemented by decision of the University.

7.2.2. During the amendment process, UWED takes into account the opinions and feedback of employees and other stakeholders.

7.3 Enforcement and Validity

7.3.1 This Regulation comes into effect upon its approval by the UWED Academic Council. All employees must comply with this Regulation in their professional activities.

7.3.2 Once enacted, this Regulation applies consistently to all individuals employed at UWED, including those engaged under outsourcing arrangements. All employees will be informed of any changes or updates to the Regulation.