# CHUKWUEMEKA ODUMEGWU OJUKWU UNIVERSITY

## POLICY ON GUARANTEEING EQUIVALENT RIGHTS FOR OUTSOURCED WORKERS

### 1. PREAMBLE

Chukwuemeka Odumegwu Ojukwu University (COOU) recognises that workers employed by third-party contractors, service providers, and concessionaires contribute fundamentally to the maintenance, security, operation, and academic mission of the University across all campuses.

The University is committed to fostering an ethical, equitable, and responsible institutional environment where outsourcing activities does not result in the erosion of basic labor standards, human dignity, fair compensation, workplace health and safety, or protection against discrimination and exploitation.

This Policy establishes the University's institutional framework to guarantee that all workers engaged through third-party contracting, outsourcing, or service agreements enjoy employment rights, working conditions, and safety protections equivalent to established labor standards and University ethical guidelines.

The Policy operates consistently with the Constitution and Labor Act of the Federal Republic of Nigeria, national occupational health and safety regulations, international labor standards (ILO core conventions), the University's enabling statutes, and applicable procurement regulations.

### 2. PURPOSE

The purpose of this Policy is to:

- guarantee fair and non-discriminatory treatment for all outsourced workers operating within University properties;
- ensure third-party contractors provide remuneration, working hours, and leave entitlements compliant with national statutory minimums and fair wage standards;
- mandate equivalent occupational health, safety, and environmental protections for outsourced staff performing hazardous or physically demanding tasks;
- protect outsourced workers from improper discrimination, harassment, intimidation, or unlawful termination arising from legitimate workplace activities or grievance reporting;
- establish mandatory ethical labor compliance requirements in all University procurement, tendering, and service-level agreements;
- provide accessible reporting and grievance redress mechanisms for outsourced personnel; and
- establish institutional monitoring and auditing procedures to verify contractor compliance with labor standard guarantees.

### 3. SCOPE

This Policy applies across all campuses, operational units, research facilities, residential estates, and land holdings of Chukwuemeka Odumegwu Ojukwu University, and covers:

- all third-party contractors, vendors, service providers, and labor agencies;
- outsourced personnel engaged in campus security, janitorial, cleaning, and waste management services;
- contract workers in facilities maintenance, civil works, groundskeeping, and landscaping;

- caterers, hospitality staff, commercial concessionaires, and IT infrastructure contractors; and
- all University procurement officers, contract administrators, and department heads overseeing third-party service agreements.

Nothing in this Policy shall be interpreted as authorising illegal labor practices, sub-minimum wage compensation, forced labor, child labor, excessive uncompensated work hours, or suppression of lawful worker association rights.

## 4. PRINCIPLES OF EQUIVALENT RIGHTS AND WORKING CONDITIONS

### 4.1 Fair Compensation and Timely Remuneration

Third-party contractors supplying services to the University must ensure that all workers are paid a wage that meets or exceeds the National Minimum Wage of the Federal Republic of Nigeria, alongside mandated statutory contributions. Contractors must pay salaries promptly without unjust delays or unauthorized deductions. The University reserves the right to verify payroll compliance prior to settling contractor invoices.

### 4.2 Working Hours, Overtime, and Rest Periods

Outsourced workers shall not be subjected to excessive or abusive working hours. Maximum standard working hours, rest breaks, weekly rest days, and compensated overtime rates shall strictly conform to Nigerian labor legislation and standard University operational benchmarks.

### 4.3 Occupational Health, Safety, and Personal Protective Equipment (PPE)

Outsourced workers are entitled to a safe and healthy working environment equivalent to that guaranteed to direct University staff. Contractors must provide appropriate, certified Personal Protective Equipment (PPE) at no cost to workers, conduct safety inductions, and comply with all campus safety protocols.

## 5. EQUAL OPPORTUNITY, NON-DISCRIMINATION AND PROTECTION FROM HARASSMENT

Outsourced workers operating on University premises shall be protected from discrimination based on gender, age, ethnicity, state of origin, religion, disability, marital status, or union affiliation. The University maintains zero tolerance for physical, verbal, or sexual harassment against outsourced workers by contractor supervisors, University staff, or students.

## 6. PROCUREMENT DILIGENCE AND CONTRACTUAL OBLIGATIONS

All procurement documents, tenders, and service-level agreements executed by the University shall incorporate a mandatory **Ethical Labor Clause** requiring contractors to comply fully with this Policy. Bidders with documented histories of labor exploitation, statutory wage default, or severe safety violations shall be disqualified from University contract awards.

## 7. PROTECTION FROM RETALIATION AND GRIEVANCE REDRESS

No outsourced worker shall be subjected to blacklisting, dismissal, or intimidation for reporting labor violations, unsafe working conditions, or non-payment of wages. The University shall maintain confidential reporting channels allowing contract staff to submit complaints regarding contractor non-compliance without fear of reprisal.

## 8. RESPONSIBILITIES OF CONTRACTORS AND SERVICE PROVIDERS

Third-party service providers operating within the University shall:

- a. execute written employment contracts with all deployed workers detailing terms, wages, and working hours;
- b. ensure full compliance with statutory pension, health insurance, and workers' compensation laws;
- c. issue workers proper identity tags, uniforms, and safety gear suitable for their assigned tasks;
- d. maintain transparent payroll registers accessible for University compliance verification; and
- e. address and resolve worker grievances promptly through fair procedures.

**9. RESPONSIBILITIES OF THE UNIVERSITY MANAGEMENT**

The University Management shall:

- a. enforce compliance with this Policy across all third-party procurement and outsourcing arrangements;
- b. conduct unannounced labor audits and physical inspections of contractor work sites;
- c. withhold contract payments or terminate service agreements where a contractor systematically violates worker rights;
- d. provide accessible grievance channels for outsourced workers to register labor concerns; and
- e. review outsourcing strategies periodically to balance operational efficiency with social justice and worker welfare.

**10. GOVERNANCE AND COMPLIANCE MONITORING**

The University shall designate a **Contractor Labor Compliance Panel** (comprising representatives from Procurement, Legal Unit, Works & Services, and Human Resources) to:

- a. evaluate third-party contractor labor compliance prior to contract execution and renewal;
- b. investigate allegations of worker rights violations, underpayment, or unsafe conditions on campus;
- c. issue corrective action notices or sanction recommendations against non-compliant contractors; and
- d. submit an annual Outsourced Labor Welfare and Standards Report to the Vice-Chancellor.

**11. PUBLICATION AND TRANSPARENCY**

This Policy shall be made publicly available on the official University website and attached as a mandatory schedule to all third-party contract agreements. Summary notices of worker rights and reporting channels shall be displayed in primary contractor operational areas across all campuses.

**12. REVIEW AND REVISION**

This Policy shall be reviewed at least once every three years or earlier if required by statutory changes in national labor laws, university governance regulations, or international labor standards. Every review shall be formally recorded and approved through official channels.

**Prof. Kate Azuka Omenugha, Fnipr**

Vice Chancellor **Date:** 24/10/2026