APPROVED
by decision of the Council of the Tashkent University of Information Technologies named after Muhammad al-Khwarizmi
«30» 08 2024

Vice-Rector for Academic Affairs
[illegible]

FAIR EMPLOYMENT POLICY

of the Tashkent University of Information Technologies named after Muhammad al-Khwarizmi

I. General provisions

1. This Policy sets out the commitments of the Tashkent University of Information Technologies named after Muhammad al-Khwarizmi (hereinafter "the University") to fair and decent work: fair pay, non-discrimination in the workplace, the prohibition of forced and child labour, the rights of outsourced workers, pay equity between women and men, the right of appeal, freedom of association and flexible working.

2. The Policy has been prepared in accordance with the Labour Code of the Republic of Uzbekistan, the Law "On Trade Unions", the Law "On Combating Human Trafficking" and the ILO conventions ratified by the Republic of Uzbekistan, including those on forced labour, child labour, freedom of association, collective bargaining, equal remuneration and non-discrimination. It is applied together with the Internal Labour Regulations and the Collective Agreement.

3. The Policy applies to all employees of the University, irrespective of the type of contract or citizenship, including part-time, fixed-term and foreign employees and doctoral candidates employed by the University.

II. Fair pay

4. The University pays all employees not less than the minimum wage established by law and reviews the lowest pay levels every year against the living wage, defined as the local poverty line (minimum consumer expenditure) for a family of four expressed as an hourly rate, with the aim of ensuring that all staff and faculty are paid at least the living wage.

III. Non-discrimination in the workplace

5. The University does not discriminate in recruitment, pay, promotion, training, discipline or dismissal on the basis of religion or belief, sex, age, refugee or migrant status, race, colour, ethnicity or national origin, disability, marital or family status, or any other characteristic protected under the Equality, Diversity and Inclusion Policy (TUIT-SP-10). Vacancies are announced publicly and candidates are selected on published criteria.

IV. Against forced labour, modern slavery, human trafficking and child labour

6. The University is committed against forced labour, modern slavery, human trafficking and child labour in its own activities and its supply chains. No employee or student may be compelled to perform work against his or her will, the University does not employ persons below the legal minimum age, and suppliers make the same commitments through the Supplier Code of Conduct (TUIT-SP-07).

V. Equivalent rights of outsourced workers

7. When outsourcing activities to third parties, the University requires that the workers of those organisations enjoy rights equivalent to those of its own employees under labour legislation, including lawful working hours and rest, safe working conditions, freedom of association and protection from discrimination. These requirements are included in service contracts, and the University may verify their observance.

VI. Pay scale equity

8. The University's pay scales are determined by position, qualification and academic degree and do not depend on the sex of the employee. The University measures the gender pay gap every year and is committed to eliminating it; where a gap is found, the Human Resources Department prepares measures to address its causes.

VII. Appeals, freedom of association and collective bargaining

9. Every employee may appeal a decision on pay or employment rights to the Human Resources Department and then to the Labour Disputes Commission formed with the trade union, without prejudice to the right to go to court. No employee is disadvantaged for making an appeal.

10. The University recognises the right of all employees, including women and foreign employees, to join a trade union and to bargain collectively, and recognises the primary trade union organisation of the University as their representative under the Collective Agreement.

VIII. Remote and flexible working

11. As a matter of policy, employees may work remotely or on flexible hours where the nature of their duties allows, with the consent of the head of unit and in accordance with the Labour Code. Administrative meetings may be held online to reduce commuting.

IX. Responsibilities

12. The Human Resources Department reviews pay levels, organises recruitment, analyses the gender pay gap and keeps the register of appeals. The Procurement Department includes the requirements on outsourced workers in contracts. The trade union committee takes part in the Collective Agreement and the Labour Disputes Commission.

X. Monitoring and expected results

13. The following indicators are reported every year: the lowest hourly pay compared with the living wage; the gender pay gap by staff category; appeals received and resolved; trade union membership; and the number of employees working remotely or flexibly.

14. Expected results by 2030: the gender pay gap measured and published every year and reduced; labour-rights clauses included in all service contracts; no cases of forced or child labour in the University's activities.

XI. Final provisions

15. This Policy is reviewed at least once every two years, and earlier if there are significant changes in legislation or in the activities of the University. Amendments are approved by the University Council.

16. This Policy enters into force on the date of its approval by the University Council and replaces the earlier Employment Policy of the University.

17. This Policy is published on the official website of the University (tuit.uz/sustainability) in Uzbek and English and remains publicly available.