



پوهنتون کاردان  
KARDAN UNIVERSITY

## Labour and Human Rights Policy

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### 1. Overview

Kardan University believes that employees are of great value and our key stakeholders who play a vital role in achieving the institutional success. Kardan University strives to provide a workplace where employees can fulfil their potential in an open and inspirational working environment. We maintain a strong commitment to high standards that deliver a fair, respectable and safe workplace for all faculty members, researchers, and staff. The purpose of this policy is to define the labour and human rights standards to which all employees in Kardan University are entitled.

### 2. Scope

This policy applies to all Kardan University' employees, faculty, staff and management.

### 3. Principles

- Ensure equal job opportunity and protect the rights of Employees
- Ensure reasonable utilization of human resources and labor resources in achieving the organizational objectives
- Ensure compliance with requirements of protection and work safety techniques; continuous skills and capacity building
- Ensure compliance with Afghanistan's labor law and Universal Declaration of Human Rights.

### 4. Non-discrimination

- Kardan University does not tolerate any form of discrimination against our employees based on race, color, gender, language, religion, political or other opinion, caste, national or social origin, birth, union affiliation, age, disability, social or economic status or other distinguishing characteristics.

- Any employment-related decisions, from hiring to promotion, compensation, performance evaluation, transfer, termination and retirement, must be based solely on lawful, non-discriminatory criteria.

## **5. Equal Opportunities**

- Kardan University has a strong a commitment to providing equal opportunities and equal rights to all employees. Kardan University must take every measure to ensure complete gender equality and that all employees are evaluated on their own merits, irrespective of gender, age and origin. All employees shall enjoy the same respect and individuals shall have equal opportunities to apply for training, vacancies, promotion and career development opportunities in the University. Any form of discrimination is forbidden and will not be tolerated.
- All employees must have equal right to work, education and remuneration for comparable jobs. Employees shall be entitled to receive wages, salaries and remunerations on the basis of quality and quantity of the work in consideration to their position, qualification, skills and experience.
- Women and men shall be paid equal salaries and all genders shall enjoy the same employment terms and working conditions for equally valued or comparable jobs.
- Gender ratio shall be balanced in leadership, managerial and other positions across the university.

## **6. Forced labour**

Kardan University does not tolerate any form of forced labor including bonded labor, indentured labor and slave labor, or human trafficking. Employees must be allowed to move around freely and leave their place of work when their working hours end. Every employee shall have the right to select a profession or a job according to their qualification, skills and interest. No one shall be forced to accept a job or employment opportunity against their consent.

## **7. Child Labor**

Kardan University does not tolerate and accept the hiring of child labor under any circumstances. The minimum age for full-time employment must be 18 or the legal minimum age for employment under Afghanistan Labor Law, whichever is higher. Kardan University must not hire employees under the age of 18 for any academic, administrative or support jobs. Kardan University will do due diligence to ensure that our contractors are not engaged in any sort of labor against the Labor Law of Islamic Republic of Afghanistan.

## **8. Appeal Board**

Kardan University respects employees' rights to appeal to the University Appeal Board any matters related to the employees' rights and remunerations and other instances where the employees feel that their rights and interests are not fulfilled. They shall not have fear of any punitive actions such as intimidation, harassment or termination of employment. Employees are also free to appeal to the University Appeal Board regarding any management decisions about their interests and rights.

Kardan University's Appeal Board is comprised of senior employees, managers and academicians who regularly reviews the University's policies, procedures, systems and practices to ensure that they are fair and respond to the community's needs. The Appeal Board has an advisory role at the institution who advise the management board on designing the compensation programs.

## **9. Harassment**

Kardan University must protect employees from any acts of physical, verbal, sexual or psychological harassment, bullying, abuse or threats in the workplace by either their fellow employees, supervisors or managers.

## **10. Working Hours, Benefits and Wages**

- Kardan University adheres to the Afghanistan's Labor Law or industry standards, relating to minimum wages, working hours, overtime and benefits.
- Employees must not be required to work more than 60 hours a week, including overtime, on a regular basis (or more than the limits on regular hours and overtime allowed by Afghanistan labor law and regulations).
- Wages for overtime must be paid on a regular basis with required documentation. Wage deductions as a disciplinary measure must not be permitted unless provided for by Afghanistan labor law. Employees must be entitled to at least one day off in seven, and must be given reasonable breaks while working and sufficient rest periods between shifts.
- Kardan University must be committed to continuously developing employee skills and capabilities, and to providing opportunities for career advancement and personal growth.
- In the event of major layoffs, Kardan University must, as a minimum, satisfy applicable laws and industry standards. Kardan University must look for every possible way to re-hire or redesign structure for retaining the employee in any other capacity commensurate to the knowledge and skills of the employee.

## **11. Health and Safety**

Respecting the labor law of Islamic Republic Afghanistan, Kardan University must follow Health and safety laws to take care of the health and safety of their employees, staff and faculty by providing a clean and safe environment to work in, first aid equipment, protective clothing for support staff, drinking water and washing facilities, and ensuring that all operations are conducted as per the Safe Working Procedures of Kardan University.

## **12. Leave**

Kardan University must ensure that all employees have the right to sick leave and annual leave, as well as maternity and paternity leave for employees in accordance with Afghanistan labor law. Employees who take such leave must not, as a result, face dismissal or threat of dismissal.

## **13. Employee contracts**

All employees must be provided with a written, understandable and legally binding employment contract. All employees should be provided with a contract of 36 months as per the organization structure, except for staff and faculty who work on project or short term basis. The contract establishes both the rights and responsibilities of the employee and employer.

## **14. Implementation and Monitoring**

It is the responsibility of Human Resources Department to monitor implementation of this policy and ensure compliance with the required law.

## **15. Policy Revision**

This policy must be regularly reviewed in order to ensure its continued adequacy, relevance or compliance with Afghanistan's labor law and Universal Declaration of Human Rights. It may be amended at any time with the approval of Chief Operating Officer.

Policy Created: 2018

Updated: 2019

Last Updated: August 2020