

# Employment and Labor Policy

**Effective Date:** February 22, 2023

**Approved By:** Board of Trustees / Lebanese French University

**Reviewed:** February 21, 2025

**Pages:** 2

## I. Policy Statement and Scope

The Lebanese French University (LFU) is committed to fostering a workplace environment that promotes human rights, dignity, respect, and equal opportunity. This Comprehensive Employment and Labor Policy defines the standards and principles that govern all employment practices within the university, including those involving outsourced activities aligned with *Iraqi Labor Law No. 71 of 1987*. This Policy applies to all LFU employees, including teaching, research, and administrative staff, as well as all third-party contractors, suppliers, and business partners engaged in activities on behalf of the University.

## II. Non-Discrimination and Equal Opportunity

LFU is dedicated to the principle of meritocracy and equal employment opportunity, and works to end discrimination in all workplace activities.

**A. Non-Discrimination Commitment in hiring, promotion, compensation, training, transfer, termination, and all other terms and conditions of employment shall be made without regard to:**

- Race, color, ethnicity, or national origin.
- Gender, sexual orientation, or gender identity/expression.
- Religion or belief.
- Age.
- Marital status, parental status, or family responsibilities.
- Disability or health status.
- Political opinion or social origin.

LFU commits to providing reasonable accommodation for individuals with disabilities and ensuring all employees are treated with dignity and fairness. Any act of discrimination, harassment (including sexual harassment), or reprisal against an employee who reports a policy violation will result in disciplinary action, up to and including termination of employment or contract.



# Employment and Labor Policy

## III. Ethical Labor and Human Rights Standards

LFU strictly prohibits the use of exploitative labor practices, ensuring all individuals within our operations and academic units are employed freely and legally.

- a) The University maintains a zero-tolerance policy towards all forms of forced, compulsory, or trafficked labor, including modern slavery and human trafficking. All work must be conducted voluntarily, and employees must be free to leave their employment after reasonable notice. LFU and its partners shall not require employees to lodge original identity documents or pay recruitment fees as a condition of employment.
- b) The University prohibits the employment of any person under the age of 18 in any capacity that might endanger their health, safety, or moral well-being. Furthermore, LFU strictly adheres to the *Iraqi Labor Law, No. 71 of 1987, Chapter II on Protection of Minors* and other regulations regarding minimum age for employment and prohibits the use of exploitative child labor in any of its operations or value chain.

## IV. Fair Compensation and Pay Scale Equity

LFU is committed to fair, equitable, and competitive compensation practices, ensuring equal pay for work of equal value.

- a) The university ensures pay scale equity and transparency. Compensation decisions, including base salary, bonuses, and benefits, are based exclusively on factors such as qualifications, scientific title, experience, academic and administrative positions, performance, and the nature of the job, and shall not be influenced by gender, national origin, or any other protected characteristic.
- b) The LFU is committed to the ongoing measurement and systematic elimination of any gender pay gaps that may exist within the institution. This commitment includes:
  1. Annual Review that includes a confidential, comprehensive annual audit of pay data across all job categories and organizational levels.
  2. Presenting findings to the Human Resources Committee and developing a transparent action plan to address and close identified gaps.
  3. Implementing necessary structural or individual pay adjustments to ensure alignment with the principle of equal pay for work of equal value.

## V. Labor Rights, Freedom of Association, and Collective Bargaining

LFU recognizes and respects the fundamental labor rights of all its employees, upholding international labor standards concerning employee voice and representation.

A. All the university staff, including teaching and administrative personnel, have the right to establish or join organizations of their own choosing for the promotion and defense of their occupational interests, and to bargain collectively through representatives of their own choosing,



# Employment and Labor Policy

without fear of reprisal, intimidation, or harassment. This right is guaranteed regardless of the employee's gender or nationality.

B. The university commits to fostering open communication channels and engaging in good-faith consultation with legally recognized employee representatives on matters affecting their working conditions, health, and welfare.

## VI. Equivalent Rights in Outsourcing

To ensure the ethical treatment of all individuals performing work, the university implements an Equivalent Rights Outsourcing policy for all contracted third parties.

- a) The university requires that any third-party entity (Contractor) performing outsourced services for the university (security, cleaning, catering, specialized services) must formally agree to and demonstrate adherence to the core labor rights and standards defined in this Policy.
- b) Contractors must guarantee that their employees working on the university activities or premises are afforded rights and working conditions that are equivalent to, or exceed, the standards LFU provides to its own permanent staff, particularly concerning pay rates, hours of work according to the labor law, and ensuring a safe and healthy environment according to the standards provided.
- c) The university reserves the right to conduct periodic audits, assessments, and inspections of third-party Contractors to verify compliance with this Policy. Failure by a Contractor to remedy any identified violation of these equivalent rights may result in the termination of the contractual relationship.

## VII. Responsibility and Reporting

- a) The Human Resources Department is responsible for the overall implementation, monitoring, and regular review of this Policy. The University Presidency, Dean of Colleges, Head of Department, and Unit Managers are responsible for ensuring that the Policy is adhered to within their respective areas.
- b) Any employee or third-party worker who believes this Policy has been violated is encouraged to report the concern promptly and in good faith through the confidential reporting mechanism established by the Human Resources Department. The university guarantees that there will be no retaliation against any individual for making a good-faith report.

*This policy is reviewed annually and updated as necessary to reflect changes in best practices and legal requirements.*

