



**Centurion**  
**UNIVERSITY**

*Shaping Lives...*  
*Empowering Communities...*

**EMPLOYMENT  
POLICY AGAINST  
SLAVERY AND  
FORCED LABOUR  
2023**



# EMPLOYMENT POLICY AGAINST SLAVERY AND FORCED LABOUR 2023



**Centurion**  
**UNIVERSITY**

*Shaping Lives...*

*Empowering Communities...*

CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT  
ODISHA



## FOREWORD



At Centurion University of Technology and Management (CUTM), we are deeply committed to upholding the fundamental values of human dignity, freedom and justice in every sphere of our institutional life. As an institution that stands for ethical excellence and social responsibility, we recognize our duty to ensure that all forms of modern slavery, forced labour, human trafficking and child labour have no place within our community or its extended networks.

The Employment Policy Against Slavery and Forced Labour reaffirms our dedication to the highest standards of human rights and decent work practices. It reflects our proactive stance in aligning institutional operations with the principles of fairness, equity and respect as enshrined in both national laws and global frameworks such as the United Nations Sustainable Development Goal 8 (SDG 8) — Decent Work and Economic Growth.

Through this policy, the University seeks not only to ensure compliance but to nurture a culture of ethical awareness, transparency and accountability. Every faculty member, staff, contractor and partner plays a crucial role in maintaining a safe and just working environment — one that is free from coercion, exploitation or any form of abuse.

I urge all members of our University community and our collaborators to uphold the spirit of this policy in both principle and practice. Together, let us continue to build an institution that exemplifies integrity, compassion and respect for human rights — true to the mission and values of Centurion University.

**Prof. (Dr.) Supriya Pattanayak**  
**Vice-Chancellor**  
**Centurion University of Technology and Management**

# Contents

<b>1. Policy Statement</b>	<b>1</b>
<b>2. Purpose</b>	<b>1</b>
<b>3. Scope</b>	<b>1</b>
<b>4. Definitions</b>	<b>1</b>
<b>5. Policy Commitments</b>	<b>2</b>
<b>6. Implementation and Responsibilities</b>	<b>3</b>
<b>7. Reporting and Redressal</b>	<b>3</b>
<b>8. Training and Awareness</b>	<b>3</b>
<b>9. Monitoring and Review</b>	<b>4</b>
<b>10. Alignment with Institutional Code of Conduct</b>	<b>4</b>
<b>11. Approval and Review</b>	<b>4</b>

# Employment Policy Against Slavery and Forced Labour

## 1. Policy Statement

Centurion University of Technology and Management (CUTM) upholds the highest standards of human rights, dignity and ethical conduct in all aspects of its operations. The University is firmly committed to preventing and eliminating all forms of modern slavery, forced labour, human trafficking and child labour within its workforce and across its supply chains.

Centurion University strictly prohibits the use of any form of involuntary or exploitative labour and ensures that all employment relationships are based on free choice, fairness and mutual respect.

## 2. Purpose

This policy seeks to demonstrate the University's institutional commitment to eradicating modern slavery and forced labour in compliance with national laws, international conventions and the United Nations Sustainable Development Goal 8 (SDG 8) — Promote inclusive and sustainable economic growth, full and productive employment and decent work for all.

## 3. Scope

This policy applies to all faculty members, staff, contractual employees, consultants, vendors and service providers engaged by Centurion University of Technology and Management, across all campuses and associated entities.

## 4. Definitions

- I. **Modern Slavery:** Encompasses all forms of slavery, servitude, human trafficking, debt bondage and forced or compulsory labour.
- II. **Forced Labour:** Any work or service that is extracted from a person under threat, coercion or penalty and for which the person has not offered themselves voluntarily.

- III. **Human Trafficking:** The recruitment, transportation, transfer, harbouring or receipt of persons by improper means such as force, abduction, fraud or coercion for the purpose of exploitation
- IV. **Child Labour:** Employment of individuals below the minimum legal working age or engagement of minors in work that interferes with their education or is hazardous to their health and development.

## 5. Policy Commitments

### a. Prohibition of Forced and Compulsory Labour:

- The University prohibits any form of forced, bonded or indentured labour.
- All employees shall enter employment voluntarily and shall be free to leave in accordance with applicable laws and contract terms.

### b. Prohibition of Child Labour:

- The University adheres to all statutory regulations regarding minimum working age and prohibits the employment of anyone below the legal age.
- Contractors and vendors must verify the age of all their employees engaged in university-related work.

### c. Human Trafficking and Exploitation:

- The University will not tolerate any involvement, direct or indirect, in human trafficking.
- Background checks and due diligence procedures will be carried out for recruitment, contracting and partnership processes to identify and mitigate risks of trafficking or exploitation.

### d. Freedom of Employment:

- Employees shall have the freedom to resign after giving reasonable notice as per university policy or employment contract.
- Retention of passports, identity cards or educational certificates of employees by the University is strictly prohibited.

#### **e. Fair Wages and Working Conditions:**

- All employees shall be paid fair and timely wages in compliance with applicable wage laws and University regulations.
- Working hours, rest periods and leave entitlements shall conform to legal and institutional norms.

### **6. Implementation and Responsibilities**

- The Human Resource Department shall oversee the implementation of this policy and ensure compliance across all departments.
- Heads of Departments and Deans shall ensure that no person under their supervision is engaged in any activity that contravenes this policy.
- The Procurement and Administration Units shall verify that all suppliers, contractors and service providers adhere to this policy.

### **7. Reporting and Redressal**

- Any employee, student, or third party may report suspected cases of forced labour, trafficking or child labour to the University Grievance Redressal Committee or directly to the Human Resource Office.
- Reports will be investigated confidentially, promptly and fairly, with appropriate corrective or disciplinary action taken where necessary.

### **8. Training and Awareness**

- The University shall conduct regular awareness programs and capacity-building workshops to sensitize staff and contractors about the principles of decent work and prevention of modern slavery.
- New employees and vendors shall be briefed on this policy during induction or on boarding.

## 9. Monitoring and Review

- The Internal Quality Assurance Cell (IQAC), in coordination with HR, will review adherence to this policy annually and submit findings to the University Management for review and improvement.
- The policy will be reviewed biennially or as required by changes in law or institutional practice.

## 10. Alignment with Institutional Code of Conduct

This policy reinforces the University's **Code of Conduct, Equal Opportunity Policy** and **HR Ethics Framework**, ensuring alignment with national labour laws and international human rights standards.

## 11. Approval and Review

This policy has been approved by the university administration and will be reviewed periodically to ensure its effectiveness and compliance with current laws and best practices. Any amendments to the policy will be communicated to the university community.



**Dr. Anita Patra**  
**Registrar**

**Centurion University of Technology and Management**



REGISTRAR  
Centurion University of  
Technology & Management  
ODISHA





**Centurion**  
**UNIVERSITY**

*Shaping Lives...  
Empowering Communities...*

## **CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, ODISHA**

### **CAMPUSES:**

**Paralakhemundi Campus**

Village Alluri Nagar  
P.O. – R Sitapur, Via- Uppalada  
Paralakhemundi, Dist.- Gajapati  
Odisha, India. PIN– 761211

**Bhubaneswar Campus**

Ramchandrapur  
P.O. – Jatni, Bhubaneswar  
Dist.- Khurda, Odisha,  
India, PIN– 752050

**Balangir Campus**

Behind BSNL Office  
IDCO land, Rajib Nagar  
Dist.- Balangir, Odisha  
India, PIN-767001

**Rayagada Campus**

IDCO Industrial Area  
Pitamahal, Rayagada  
Dist.-Rayagada, Odisha  
India, PIN-765001

**Balasore Campus**

Gopalpur,  
P.O.-Balasore  
Dist.-Balasore, Odisha  
India, PIN-756044

**Chatrapur Campus**

Ramchandrapur,  
Kaliabali Chhak,  
P.O-Chatrapur, Dist.-Ganjam  
Odisha, India, PIN-761020