



**Centurion**  
**UNIVERSITY**

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**OUTSOURCED  
WORKFORCE  
RIGHTS POLICY  
2023**



# OUTSOURCED WORKFORCE RIGHTS POLICY 2023



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CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT  
ODISHA



## FOREWORD



At Centurion University of Technology and Management (CUTM), we believe that the principles of fairness, equality, and human dignity must extend to every individual contributing to the University's mission — whether employed directly or through outsourced arrangements. The University recognizes that its ethical and social responsibilities encompass all members of its extended workforce, including those engaged through contractors and service providers.

The Outsourced Workforce Rights Policy embodies the university's unwavering commitment to ensuring that all workers associated with the University are treated equitably, compensated fairly and provided with safe and dignified working conditions. It reinforces our alignment with the United Nations Sustainable Development Goal 8 (SDG 8) — Decent Work and Economic Growth — and reflects our institutional values of inclusivity, transparency and accountability.

Through this policy, Centurion University sets forth clear expectations for contractors and service providers to uphold statutory labour rights, ensure social security coverage and maintain ethical employment standards. It also establishes robust monitoring, grievance and redressal mechanisms to safeguard the rights and welfare of outsourced personnel.

This initiative underscores our dedication to creating a compassionate and responsible institutional ecosystem that values every contributor to our shared goals. I urge all departments, administrative units and partners to uphold both the spirit and the letter of this policy and to work collectively toward a just, respectful and inclusive workplace for all.

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

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# Outsourced Workforce Rights Policy

## 1. Policy Statement

Centurion University of Technology and Management (CUTM) is committed to upholding fair labour standards and ensuring that all individuals engaged in work for or on behalf of the University—whether directly employed or outsourced—enjoy equivalent rights, dignity and protection.

The University recognizes that ethical employment practices extend beyond its direct workforce and that workers engaged through third-party service providers must also receive equitable treatment and fair working conditions consistent with national labour laws and University values.

## 2. Purpose

This policy establishes the university's commitment to guaranteeing equivalent rights and protections for outsourced or contract workers. It aligns with **United Nations Sustainable Development Goal 8 (SDG 8)** — Decent Work and Economic Growth — and promotes social responsibility and fair employment throughout the University's supply and service chains.

## 3. Scope

This policy applies to:

- All outsourced workers engaged through vendors, contractors or service providers;
- All the university campuses and affiliated institutions; and
- All University departments or offices engaging external agencies for services such as housekeeping, security, transport, catering, maintenance and construction.

## 4. Guiding Principles

- I. **Equality and Non-Discrimination:** All outsourced personnel must be treated with respect and provided equal opportunities irrespective of gender, religion, caste, ethnicity or socio-economic status.

- II. **Fair Wages:** All third-party employees working for the university shall receive wages not less than the minimum wages prescribed by law.
- III. **Decent Working Conditions:** Outsourced workers shall be provided safe, healthy and dignified working conditions consistent with University norms and applicable statutory standards.
- IV. **Social Security Benefits:** Contractors must ensure that all workers are covered under statutory social security schemes.
- V. **Freedom from Exploitation:** The university prohibits any form of forced labour, bonded labour, child labour or human trafficking within outsourced employment arrangements.
- VI. **Right to Representation:** Outsourced workers shall have the right to raise grievances related to working conditions or rights violations through the University's grievance redressal mechanism or through their employer's established channels.

## 5. Responsibilities

### a. Human Resource Department:

- Ensure that all contracts with service providers include clauses requiring compliance with this policy and relevant labour laws.
- Conduct due diligence before awarding or renewing outsourcing contracts to ensure vendors maintain fair labour practices.

### b. Administrative and Procurement Units:

- Include explicit policy compliance clauses in tenders, agreements and Memorandums of Understanding (MoUs) with third-party contractors.
- Monitor and evaluate vendor adherence through regular audits and inspections.

### c. Contractors and Service Providers:

- Ensure that employment terms of outsourced personnel meet or exceed the standards outlined in this policy.
- Maintain transparent records of employment, wages, benefits and social security compliance for verification by the University.

## **6. Grievance and Redressal Mechanism**

- Outsourced employees shall have access to the University Grievance Redressal Committee for any complaint related to discrimination, unfair treatment or non-payment of wages.
- Complaints will be addressed confidentially, impartially and in a timely manner.
- The University reserves the right to take corrective or contractual action against service providers found violating this policy.

## **7. Monitoring and Compliance**

- The Internal Quality Assurance Cell (IQAC) and the HR Department will jointly monitor compliance with this policy.
- Periodic reviews will be conducted to ensure that vendors and contractors adhere to legal and ethical employment standards.
- Non-compliance will result in penalties, contract suspension or termination.

## **8. Training and Awareness**

- The university shall organize periodic awareness programs for its administrative and procurement staff to ensure understanding and enforcement of ethical outsourcing practices.
- Contractors will be encouraged to train their employees on workplace rights, health and safety.

## **9. Alignment with Institutional Code of Conduct**

This policy complements the university's **Equal Opportunity Policy, Policy on Prevention of Modern Slavery** and **General Code of Conduct** outlined in the *Handbook for Faculty and Staff*. It reinforces the University's values of equity, sustainability and ethical employment.

## 10. 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





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## **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