

Institute of Business Management

Policy Document

on

Equal Rights and Opportunities for Faculty and Staff



Human Resource Department

April, 2022

Introduction

Institute of Business Management (IoBM) is committed to promoting and upholding the rights of its employees. This policy is designed to ensure that all employees, contractors, and suppliers, are treated with dignity, respect, and fairness and that their rights are protected under applicable laws.

Scope

This policy applies to all the stakeholders of IoBM including faculty, staff, students, contractors, suppliers, and any other entities associated with the institution.

Equal Rights and Opportunities

IoBM is dedicated to providing equal rights and opportunities to all employees, regardless of their background, gender, race, ethnicity, religion, disability, or any other characteristic protected by national and local law. Discrimination and harassment based on these factors are strictly prohibited.

Fair and Competitive Compensation

All the employees at IoBM will receive fair and competitive compensation that is in line with the education industry standards and local labor laws.

Working Hours and Conditions

The Institution is committed to providing judicious working hours and safe working conditions. Eligible employees may be compensated appropriately for any additional working hours. The institution will comply with all applicable laws and regulations related to working hours and conditions.

Training and Professional Development

All the employees of IoBM will have access to training and professional development opportunities to enhance their skills and contribute to their career advancement. IoBM is committed to fostering a learning environment that supports the personal and professional growth of its employees.

Health and Safety

IoBM is dedicated to providing a safe and healthy working environment for all its employees. The institute maintains safety policies and procedures to prevent accidents and injuries and to promote the overall well-being of the faculty and staff members working at IoBM.

Contractor and Supplier Compliance

IoBM expects its contractors and suppliers to ensure strict compliance with the legal requirements announced by the regulatory authorities from time to time.

Monitoring and Reporting

The HRD will communicate this policy to all the faculty and staff members of the institution and will make it available on the IoBM website.

Reports of suspected violations of this policy may be made through appropriate reporting channels to the HRD of IoBM, and suitable measures will be taken to address and remedy any confirmed violations.

Muhammad Misbahuddin

Head of HR Department