

Institute of Business Management

Policy Document

on

Forced and Child Labor



Human Resource Department

June, 2022

Introduction

Institute of Business Management (IoBM) is committed to upholding the highest ethical standards and promoting a culture that values human rights, social justice, and responsible business practices. This policy is designed to articulate IoBM's stance against forced and child labor and to provide guidance on preventing and addressing such practices within IoBM.

Scope

This policy applies to all members of the Institution, including but not limited to faculty, staff, students, contractors, suppliers, and any other entities associated with the IoBM.

Definitions

- **Forced Labor:** Any work or service that is exacted from an individual under threat or penalty, and which the individual has not offered willingly.
- **Child Labor:** Any work undertaken by a person under the age of 18 that deprives them of their childhood, interferes with their ability to attend schools, and is mentally, physically, socially, or morally harmful.

Commitment to Compliance

IoBM is committed to complying with all relevant national, and local laws and regulations on forced and child labor.

Responsibility of the IoBM's Faculty and Staff

All the Faculty and Staff members of the IoBM are responsible for:

- Refraining from engaging in any form of forced or child labor.
- Reporting any suspected instances of forced or child labor promptly to the HRD of the IoBM via email with documentary evidence.

Supplier and Contractor Compliance

IoBM expects its suppliers and contractors to adhere to the same standards outlined in this policy. Contracts and agreements with external entities will include clauses that explicitly prohibit forced and child labor.

Due Diligence and Risk Assessment

The Institution will conduct regular risk assessments to identify and address potential risks related to forced and child labor in its daily operations. Where risks are identified, appropriate measures will be taken to mitigate and address the concerns.

Training and Awareness

IoBM will provide training to employees, contractors, and relevant stakeholders to raise awareness about the risks and indicators of forced and child labor and to ensure compliance with this policy.

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.

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