Duhok Polytechnic University

Decent Work and Economic Growth Policy

Policy information	
Policy number	DPU-POL-AD-09
Policy category	Administration – Human Resources and Employment
Version	1.1
Policy owner	University President and University Council
Responsible office	Human Resources Department, with the Career Development Center
Approving authority	University Council
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Related policies	Gender Equality Policy (DPU-POL-AD-05); Non-Discrimination Policy on Gender Identity (DPU-POL-AD-06); Quality Education and Equal Access Policy (DPU-POL-AC-04)
SDG alignment	SDG 8 (Decent Work and Economic Growth), SDG 5 (Gender Equality), SDG 10 (Reduced Inequalities)

1. Policy statement

Duhok Polytechnic University (DPU) is committed to United Nations Sustainable Development Goal 8: Decent Work and Economic Growth. As an employer, DPU provides fair pay, equal treatment, safe working conditions and respect for workers' rights for all its staff and the workers of its contractors. As a university, DPU builds the skills, entrepreneurship and industry partnerships that create decent work for students and graduates and support inclusive, sustainable economic growth in the Kurdistan Region.

2. Purpose

This policy aims to:

- guarantee fair employment practices, fair pay and equal treatment for all staff
- protect workers' rights, including freedom of association, and provide fair grievance and appeal procedures
- ensure that outsourced workers have rights equivalent to DPU staff
- build students' and graduates' skills for decent work through internships, work placements and career services
- foster entrepreneurship, innovation and industry partnerships that strengthen the regional economy
- raise awareness of labour rights, the living wage and inclusive economic participation

3. Scope

This policy applies to:

- all academic, administrative and technical staff of DPU, whether permanent, contract, full-time or part-time

- workers employed by contractors and suppliers providing services to DPU, such as cleaning, security and catering
- all undergraduate and postgraduate students
- DPU's human resources practices, procurement and collaborations with industry, government and NGOs

4. Definitions

Term	Meaning
Decent work	Productive work that delivers a fair income, security in the workplace, social protection for families and better prospects for personal development and social integration
Living wage	The minimum income a full-time worker needs to support a family of four at or above the local poverty line, expressed as an hourly wage
Outsourced worker	A person employed by a contractor or supplier to work on DPU premises or for DPU
Gender pay gap	The difference between the average pay of women and men doing work of equal value
Forced labour	Any work or service obtained from a person under threat of penalty and for which they have not offered themselves voluntarily, including modern slavery and human trafficking

5. Policy provisions

5.1 Fair pay and the living wage

- DPU staff are paid according to the unified public salary scale of the Kurdistan Regional Government, with the same scale for women and men.
- DPU aims to pay all staff at least the living wage, defined as the local poverty line for a family of four expressed as an hourly wage, and reviews its lowest pay rates against this benchmark each year.
- Contractors must pay their workers at least the legal minimum wage of the Kurdistan Region, and DPU works towards the living wage for outsourced workers.

5.2 Non-discrimination in the workplace

- DPU does not discriminate in recruitment, pay, training, promotion, discipline or dismissal on the basis of religion, ethnicity, nationality, gender, gender identity, age, disability, marital or family status, political opinion or socioeconomic background.
- Selection and promotion are based on merit and published criteria.

5.3 Pay equity and the gender pay gap

- Women and men doing work of equal value receive equal pay.
- The Human Resources Department measures pay by gender, grade and job category every year and reports any gap to the University Council, with actions to close it.

5.4 Freedom of association and union recognition

- DPU recognises the right of all staff, including women and international staff, to join trade unions, professional syndicates and staff associations of their choice, such as the Kurdistan Teachers' Union, the Kurdistan Engineers' Syndicate and academic staff associations.
- DPU recognises collective bargaining and consults elected staff representatives on matters affecting working conditions; staff representatives attend the University Council.
- No member of staff is disadvantaged for union membership or activity.

5.5 No forced labour, modern slavery, human trafficking or child labour

- DPU does not use, and does not accept from its contractors or suppliers, forced labour, modern slavery, human trafficking or child labour.
- No person under the age of 18 is employed in hazardous work, and no child below the legal working age is employed.
- Contracts with suppliers include these requirements, and suspected breaches are investigated and can lead to termination of the contract.

5.6 Equivalent rights for outsourced workers

- Outsourced workers receive rights equivalent to those of DPU staff in safe working conditions, working hours, rest, non-discrimination, freedom of association and access to grievance procedures.
- Tenders and contracts require contractors to respect these rights, and DPU monitors compliance.

5.7 Grievances and appeals

- Any member of staff can raise a grievance or appeal a decision about their employee rights or pay, first with their line manager or dean and then in writing to the Human Resources Department.
- Appeals are considered by an appeals committee independent of the original decision, and a written decision is given within 30 days.
- Staff who raise a grievance are protected from retaliation.

5.8 Employability, work placements and entrepreneurship

- SDG 8 principles, job skills and entrepreneurship are integrated into academic programmes.
- The Career Development Center provides career guidance, internships and work placements of more than one month with local industry, government and NGOs.
- DPU holds an annual career fair and an institution-wide entrepreneurship and innovation competition.
- DPU builds internship and cooperative education partnerships with local industries and strengthens alumni networks to support job creation.

5.9 Research and partnerships for economic growth

- DPU supports research on employment, entrepreneurship, labour markets and sustainable economic growth.
- DPU collaborates with government organisations, NGOs and local businesses to strengthen the local economy.

6. Roles and responsibilities

Role	Responsibility
University President and Council	Approve the policy; allocate resources; review the annual SDG 8 report
Human Resources Department	Applies fair hiring and pay; measures the gender pay gap; manages grievances and appeals; protects workers' rights
Procurement and contracts office	Includes labour-rights requirements in tenders and contracts; monitors contractors
Deans and heads of department	Apply the policy in their units; integrate decent work themes into the curriculum
Career Development Center	Provides career guidance, internships, work placements and employer engagement
Research centres	Carry out applied studies on economic development, entrepreneurship and labour markets
Student Affairs Office	Supports student projects on employability and entrepreneurship
Quality Assurance Directorate	Monitors implementation and the key performance indicators

7. Monitoring and reporting

1. Each year the Human Resources Department reports the number of employees and academic staff, contract types, the lowest pay rates compared with the living wage, the gender pay gap, and grievances and appeals.
2. The Career Development Center reports graduate employment within six months of graduation and the number of students with work placements of more than one month.
3. Other indicators include participation in entrepreneurship programmes, research on economic development, and staff and student satisfaction with working conditions and career services.
4. An annual SDG 8 report is presented to the University Council and a summary is published on the DPU website. An external review of DPU's SDG 8 commitments is carried out every three years.

8. Related documents

- United Nations Sustainable Development Goal 8: Decent Work and Economic Growth
- ILO Fundamental Conventions on freedom of association, collective bargaining, forced labour, child labour, equal remuneration and non-discrimination
- Kurdistan Region and Iraqi labour and civil service laws
- Gender Equality Policy (DPU-POL-AD-05) and Non-Discrimination Policy on Gender Identity (DPU-POL-AD-06)
- DPU Institutional Strategic Plan for University Reform 2024–2027

9. Policy review

The policy is reviewed every two years, or earlier if labour laws or regulations change.

10. Version history

Version	Date	Description	Approved by
1.0	30/06/2024	First approval	University Council
1.1	30/06/2025	Revised	University Council

11. Approval

Approved by the University Council of Duhok Polytechnic University, created on 30/06/2024, and revised on 30/06/2025.

