



Policy on Third-Party Vendor Management at BML Munjal University



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1. **Preamble:** The document dated 05 September 2016 on Third-Party Vendor Management Practice has been revised and formulated as a policy
2. **Purpose:** This document outlines the guidelines and requirements for third-party vendors working with BML Munjal University (BMU). It ensures compliance with legal obligations, protects the rights of workers, and promotes healthy working conditions. The guidelines promote ethical standards across all third-party engagements.
3. **Scope:** These guidelines apply to all the third-party vendors engaged by BMU for the provision of services, including but not limited to contractors, suppliers, and service providers.
4. **General Requirements:** Third-party vendors must comply with all the applicable laws, regulations, and company policies in relation to wages, benefits, and working conditions of their employees.
5. **Compliance with Laws:** Vendors must adhere to all relevant labour laws, including but not limited to:
 - a. Minimum Wages Act
 - b. Payment of Gratuity Act
 - c. Employees' Provident Fund and Miscellaneous Provisions Act
 - d. Employees' State Insurance Act
6. **Minimum Wages:** Vendors must pay wages that are not less than the applicable minimum wage rate as per government guidelines for different job categories, ensuring fair compensation for work performed. These wages should be reviewed regularly in compliance with statutory changes.
7. **Provident Fund (PF), Gratuity, Employees' State Insurance (ESI):** Vendors are required to register their eligible employees for Provident Fund (PF), Gratuity, and Employees' State Insurance (ESI) as per government rules. They must ensure timely deposit of contributions to the appropriate authorities and provide documentation as evidence of compliance, when requested by BMU.

8. **Medical Checkups:** Vendors must ensure that employees engaged in hazardous or physically demanding work undergo regular medical checkups to ensure their health and safety. Vendors are responsible for arranging their health assessments. These checkups must be conducted in compliance with relevant health and safety laws and regulations.
9. **Leaves:** Vendors must provide statutory leave entitlements to their employees as per applicable labour laws. This includes paid leave, sick leave, and any other legally mandated leaves. Vendors are required to maintain records of leaves granted and must provide employees with their full entitlements without unlawful deductions.
10. **Environmental and Sustainability Standards:** Vendors must comply with environmental regulations and sustainability practices to reduce environmental impact. They should manage waste responsibly, limit emissions, and use sustainable resources where possible. BMU encourages vendors to adopt eco-friendly practices and reduce carbon footprints in their operations.
11. **Human Rights and Non-Discrimination:** Vendors are expected to respect human rights and ensure a discrimination-free workplace. This includes prohibition of forced labour, child labour, and harassment, as well as fair treatment of all employees regardless of gender, race, religion, or other personal characteristics.
12. **POSH Awareness:** Vendors must educate their employees on the aspects of sexual harassment and its consequences. They must train their employees on this regularly. They will be held responsible for any act of sexual harassment committed by any of their employees deployed in BMU.
13. **Emergency Response and Risk Management:** Vendors should have emergency response protocols and a risk management plan to address potential risks to workers' health and safety. Vendors are expected to train employees on emergency procedures, including fire drills, evacuation plans, and first aid.
14. **Grievance Mechanism:** Vendors should establish a formal grievance mechanism that allows their employees to report issues or concerns without fear of retaliation. BMU expects vendors to respond promptly to grievances and maintain transparency in resolving disputes.

- 15. Documentation and Record Retention:** Vendors must maintain accurate records of all activities relevant to compliance with BMU’s policy requirements, including wages, benefits, health checkups, and leave records. BMU reserves the right to access these records as needed to verify compliance.
- 16. Monitoring and Reporting:** The University reserves the right to audit vendor records to ensure compliance with this policy. Vendors are expected to provide any necessary documentation and reports on request.
- 17. Non-Compliance:** Failure to comply with the above requirements may result in the termination of contracts, penalties, or other corrective measures as deemed necessary by the company.
- 18. Amendments:** This guideline may be reviewed and amended by the company periodically to ensure continued compliance with changes in laws and regulations. Vendors will be informed of any changes and must ensure alignment with updated requirements.
- 19. Acknowledgment:** All vendors must acknowledge the above guidelines and ensure its strict implementation across their workforce.

By adhering to these guidelines, vendors contribute to the university’s commitment to ethical business practices and compliance with legal standards.



Registrar

BML Munjal University, Gurugram