

## QUESTIONNAIRE FOR SCHOOLS IN THE UNITED ARAB EMIRATES

### SCOPE OF OPERATIONS AND WORKFORCE COMPOSITION

1. Describe the scope and structure of the school's presence in the UAE, including operating campuses, facilities under construction and the private and public sector partners involved.
  
2. Please specify typical activities conducted by low-skilled migrant workers (herein referred to as migrant workers) in your operational staff. (Please tick all that apply):
  - Cleaning \_\_\_\_\_
  - Catering \_\_\_\_\_
  - Maintenance \_\_\_\_\_
  - Security \_\_\_\_\_
  - Gardening \_\_\_\_\_
  - Other(s) (please specify): \_\_\_\_\_
  
3. What is the proportion of migrant workers in your operational workforce?
  - <10% \_\_\_\_\_
  - 10-25% \_\_\_\_\_
  - 25-50% \_\_\_\_\_
  - 50-75% \_\_\_\_\_
  - >75% \_\_\_\_\_
  - Not known \_\_\_\_\_
  
4. What proportion of migrant workers operate as
  - Permanently employed staff \_\_\_\_\_%
  - Temporarily employed staff \_\_\_\_\_%
  - Agency workers \_\_\_\_\_%
  - Information not available \_\_\_\_\_
  
5. Please specify the countries of origin of the migrant workers employed in your operational workforce (Please tick all that apply):
  - India \_\_\_\_\_
  - Nepal \_\_\_\_\_
  - Philippines \_\_\_\_\_
  - Egypt \_\_\_\_\_
  - Pakistan \_\_\_\_\_
  - Bangladesh \_\_\_\_\_
  - Other(s) (please specify): \_\_\_\_\_

### HUMAN RIGHTS IN SCHOOLS

6. Does the school have a publicly available commitment to respect human rights? If so, please provide the link.

7. Does the school have a public commitment to respect the human rights of migrant workers, inclusive of their labour rights? If so, please provide a link.

8. Please describe the school's policies and processes in each of the following areas to:

Accommodation

- i. Ensure adequate worker accommodation. Please include information on the location(s) of accommodation, proximity to worksite and access to amenities (e.g banks, food shops, health facilities) in your answer.

Freedom of movement

- i. Allow workers to transfer employers freely and autonomously within the country

Employment documents

- i. Ensure that the employment contract clearly outlines the terms of employment including benefits, working hours, adequate number of days of rest, and that it is provided to workers in their native language(s)
- ii. Issue workers with residence and work permits and maintain their validity
- iii. Issue workers with health cards and maintain their validity
- iv. Prevent the retention of workers' passports and identity documents

Wages

- i. Set the basic monthly wage for workers. Please include information on the process for determining the monthly wage and ensuring it meets the definition of a living wage, as per international standards<sup>1</sup>
- ii. Ensure workers are paid on time and in full under the Wage Protection System
- iii. Monitor and pay overtime to workers
- iv. Equal pay for equal work regardless of nationality

Recruitment

- i. Recruit migrant workers
- ii. Cover costs of recruitment and ensure workers do not pay recruitment fees
- iii. Reimburse recruitment fees
- iv. Employ criteria for selecting recruitment and labour supply agencies and terminating those who do not comply
- v. Please list names and contact details of the recruitment agencies you work with

9. Do the policies and procedures outlined in answers to Question 8 extend to agency staff? If not, what safeguards apply and which entities are responsible for overseeing their protection?

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<sup>1</sup> A living wage is envisaged under international law as ensuring an individual's right to "just and favourable" remuneration" and to a "standard of living adequate for the health and well-being of himself and his family."

10. Please describe the grievance mechanisms and resolution procedures you have in place to remedy cases where migrant workers (including agency staff) raise complaints or allege mistreatment.
  - a) Do the mechanisms include forums for workers to express collective grievances?
  - b) Please provide information on how you ensure that workers do not face retaliation and reprisals from employers or others for raising grievances.
11. Do you utilize your role as an institution of higher education to contribute your educational resources to a greater understanding of the challenges confronted by migrant workers in the UAE? If so, please explain.
12. Do you utilize the school as a space to publicly raise awareness about labour issues confronted by migrant workers in the UAE and the surrounding region? If so, how?
13. Do you engage with international organizations, employer organizations, and labour unions to respect the rights of low-income migrant workers of your operational workforce? If so, how?

#### **SUPPLY CHAINS**

14. If the school is currently associated with construction projects, please provide details of the construction projects including:
  - The main client
  - The main contractor
  - The number and names of the construction subcontractors
  - The number of construction workers employed by the main contractor and all subcontractors
  - The proportion of migrant workers in the construction workforce and their countries of origin
15. Does the school undertake any supply chain due diligence on the human rights risks associated with the construction phase of the school? If yes, specify how.
16. Does the school require third-party contractors to comply with its human rights policies and standards? (E.g. third party-contractors: recruitment firms, labour suppliers, service providers and construction firms). If so:
  - Has the school appointed an independent, third-party compliance monitor? If yes, please identify the monitor and provide details on the criteria used to select the monitor.
17. How do you use your leverage to engage with public and private sector business partners with regards to human rights policy and practices?