University Human Resources Sustainability Policy

Empowering People, Enabling Sustainability

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1. Purpose

This policy affirms the University's commitment to integrating sustainability into Human Resources (HR) practices and creating a supportive, inclusive, and responsible work environment. It aligns HR strategies with Environmental, Social, and Governance (ESG) principles and selected UN Sustainable Development Goals (SDGs), ensuring our people are engaged in shaping a sustainable university.

2. Scope

This policy covers all HR functions: recruitment, onboarding, professional development, health and safety, employee engagement, performance management, inclusion, compensation, and wellbeing for university staff and faculty.

3. Vision and Commitment

The University recognizes its employees as key enablers of sustainability. We are committed to:

- Embedding sustainability into HR policies and culture

- Promoting diversity, equity, and inclusion in all employment practices

- Fostering a healthy, ethical, and resilient work environment

- Developing employee capacity in sustainability knowledge and leadership

4. Alignment with UN SDGs

This HR Sustainability Policy aligns with the following priority SDGs:

SDG	Contribution Areas
SDG 3 – Good Health and Well-Being	Promoting staff wellbeing and mental health initiatives
SDG 4 – Quality Education	Providing lifelong learning and professional development opportunities
SDG 5 – Gender Equality	Ensuring gender equity in hiring, pay, promotion, and leadership
SDG 8 – Decent Work and Economic Growth	Upholding fair labor practices and responsible employment
SDG 10 – Reduced Inequalities	Promoting equal opportunities for underrepresented groups
SDG 13 – Climate Action	Embedding environmental awareness into HR engagement activities
SDG 16 – Peace, Justice and Strong Institutions	Upholding ethical governance and anti-discrimination policies

5. Key Policy Areas and Commitments

A. Sustainable Recruitment and Talent Management

- Prioritize diversity and inclusion in hiring

- Include sustainability values in job descriptions and interviews

- Encourage recruitment of sustainability-oriented talent

B. Employee Engagement and Culture

- Integrate sustainability into staff onboarding programs

- Recognize and reward employee contributions to sustainability

- Foster a culture of collaboration, respect, and social responsibility

C. Learning and Development

- Provide training on ESG principles, SDGs, climate literacy, and green skills

- Offer leadership development with a focus on sustainability competencies

- Encourage participation in cross-disciplinary sustainability initiatives

D. Diversity, Equity, and Inclusion

- Maintain transparent policies on pay equity and opportunity fairness

- Support programs for minority, women, and persons with determination

- Encourage inclusive leadership and representation in decision-making

E. Wellbeing and Work-Life Balance

- Implement health promotion initiatives and stress reduction programs

- Support flexible work arrangements and parental leave policies

- Create safe, ergonomic, and healthy physical and virtual workspaces

F. Ethical Governance and Compliance

- Adhere to labor rights, anti-harassment, and ethical conduct policies

- Promote ESG compliance through performance evaluation systems

- Enforce whistleblower protections and grievance mechanisms

6. Environmental Awareness in the Workplace

The HR department will:

- Minimize paper use and digitize HR processes

- Promote green commuting, carpooling, and virtual meetings

- Encourage sustainability champions across departments

- Organize campus-wide green campaigns and eco-volunteer days

7. Monitoring and Performance Metrics

- Track diversity, equity, and sustainability indicators in HR analytics

- Monitor staff participation in sustainability training programs

- Report on HR contributions to the University's Annual Sustainability Report

- Integrate sustainability criteria into employee performance appraisals

8. Accountability and Continuous Improvement

- The **HR Director**, in collaboration with the **University Sustainability Committee**, is accountable for implementing this policy

- An internal **HR Sustainability Working Group** will be established to monitor initiatives and identify improvements

- The policy will be reviewed every **three years** and revised as needed to reflect institutional goals and international ESG practices