

NGU Union Recognition and Employee Representation Policy

Policy Name	Union Recognition and Employee Representation Policy
Last Review Date	January 2024
Review Cycle	Every 2 years
Approved By	NGU University Council

1. Overview

Newgiza University (NGU) recognizes that academic and non-academic staff are essential partners in achieving institutional excellence. The university supports employees' legal and moral rights to form, join, or be represented by trade unions, professional associations, or staff councils. This right is guaranteed to all staff members, including women and international employees, ensuring equal representation and participation in all employment-related matters.

2. Purpose

The purpose of this policy is to formalize NGU's commitment to protecting employees' rights to union membership, collective representation, and participation in institutional dialogue.

3. Policy Statement

NGU affirms its commitment to uphold and protect all employees' rights to freedom of association, collective representation, and participation in decision-making concerning working conditions. The university explicitly recognizes staff unions, associations, and representative committees as legitimate partners in dialogue over employment policies, wages, benefits, and workplace safety. No employee shall face discrimination, coercion, or disciplinary action for union membership, participation in collective activities, or lawful representation of staff interests.

4. Commitments and Actions

- NGU ensures all employees are free to join or establish professional unions or associations of their choice.
- Membership or leadership in a union shall not affect employment status, promotion, or pay.
- HR will organize biannual consultation meetings with recognized staff representatives to discuss employment practices, welfare, and workplace equity.
- Summaries of staff-administration consultations will be published on the NGU internal HR portal.
- All policies comply with Egyptian labour legislation and international labour standards.

5. Implementation and Monitoring

- HR maintains a list of recognized staff associations and updates it annually.
- Non-compliance or grievances related to union rights are handled through NGU's Employee Grievance Procedure.

6. Communication

NGU will ensure wide awareness of this policy by:

- Publishing it on the official NGU website
- Circulating it through university emails.

7. Review

- This policy will be reviewed every two years or earlier if required by changes in national labour law.