GEETA UNIVERSITY
Panipat, Delhi NCR, INDIA
POWERING EDUCATION, EMPOWERING MINDS.

Policy on Freedom of Association and Collective Bargaining (Version 1.0)

Policy on Freedom of Association and Collective Bargaining

Policy Owner: Human Resources Department

Approved By: Competent Authority **Review Frequency:** Annually or as required

A. Preamble

Geeta University is committed to a fair, inclusive, respectful and transparent working environment in which employees can express their views, raise workplace concerns and take part in constructive dialogue on matters affecting their employment and welfare. This policy sets out principles and procedures for protecting employees against discrimination or retaliation for lawful association activities and for facilitating collective dialogue and negotiation, as applicable under law.

B. Objectives

- Respect employees' freedom to form, join or participate in lawful associations, and protect them from discrimination, intimidation or retaliation for exercising lawful rights.
- Promote constructive communication and peaceful resolution of workplace issues through transparent representation, consultation and negotiation.
- Maintain harmonious employment relations while safeguarding the University's academic, administrative and operational responsibilities, consistent with applicable laws and policies.

C. Scope and Applicability

This policy applies to employees of Geeta University, including:

- Teaching, academic, non-teaching, administrative, technical, laboratory and research staff.
- Operational employees (maintenance, housekeeping, horticulture, security, transport, etc.).
- Contractual, temporary and fixed-term employees, subject to applicable laws and employment conditions.
- Employees of authorised third-party service providers, to the extent applicable under law and contract.

D. Definitions

(a) **Freedom of Association:** The ability of eligible employees to establish, join, support or participate in lawful associations or unions, or to refrain from doing so, in accordance with law.

(b) **Employee Association:** A lawful organisation or representative body formed by employees to advance common professional, employment-related, welfare or other legitimate interests.

(c) **Employee Representative:** A person duly authorised or selected to represent employees in consultations, discussions or negotiations.

(d) **Collective Bargaining:** Negotiation between the employer and eligible employee representatives on employment terms, working conditions, remuneration, benefits or other agreed matters, subject to law.

(e) **Collective Agreement:** A written agreement reached between duly authorised parties through a lawful collective negotiation process.

(f) **Retaliation:** Any adverse action, threat, intimidation, harassment or unfair treatment for lawful association activities or for raising a concern in good faith.

E. Fundamental Principles

- **Respect for freedom of association:** eligible employees are free to establish, join, participate in or refrain from joining lawful associations without coercion or undue interference.
- **Voluntary participation:** no employee shall be compelled to join or leave an association, pay unauthorised contributions or support a particular representative body.
- **Non-discrimination:** lawful association membership shall not influence recruitment, appointment, promotion, remuneration, training, transfers, appraisal, disciplinary proceedings or separation.
- **Constructive dialogue:** good-faith discussion between management and employee representatives on legitimate employment matters.
- **Legal compliance and continuity:** all activities, negotiations and agreements shall follow applicable law and service rules, and be consistent with the University's academic, administrative, safety and operational needs.

F. Freedom of Association

(a) The University respects the lawful right of eligible employees to form or participate in associations and unions for legitimate purposes, and shall not impose arbitrary restrictions on lawful activities.

(b) No adverse treatment shall be meted out because an employee is a member or office-bearer of a lawful association; employees who choose not to participate shall likewise be treated fairly and free of pressure.

(c) Membership does not automatically confer authority to represent all employees or negotiate on their behalf; representation and recognition follow applicable law and lawful University procedures.

(d) Employees shall continue to comply with confidentiality, conduct, safety and other lawful obligations while exercising association rights.

G. Employee Representation and Recognition

(a) Requests for formal recognition of an association or representative body may be submitted to HR with relevant documentation.

(b) The University shall examine requests objectively, considering legal status, registration requirements, scope of representation and verification of authority. Recognition shall not be denied arbitrarily or because of lawful association activities; where several bodies exist, the applicable legal mechanism decides representation.

(c) The University shall not sponsor associations to improperly influence independent representation; access to premises or facilities for association activities may be given through reasonable, transparent procedures, subject to law and operational needs.

H. Collective Bargaining and Consultation

(a) The University recognises constructive collective dialogue as an important mechanism for common employment concerns and, where collective bargaining applies, shall engage with duly authorised representatives in line with legal requirements.

(b) Matters for consultation may include wages and allowances; working hours and workload; leave and service conditions; health, safety and facilities; welfare measures; grievance procedures; training; and other agreed matters.

(c) Both parties shall engage in good faith through designated authorised representatives, consider proposals objectively and keep a record of meetings, decisions and pending matters.

(d) No proposal is deemed accepted unless duly agreed and approved under applicable legal and institutional requirements. Nothing in this policy creates an automatic obligation to recognise every association or conclude a collective agreement where law imposes none.

Procedure for collective consultation

- **Request and examination:** the authorised representative submits a written request to HR stating the issues and proposed representatives; HR verifies authority where necessary and identifies the authorities concerned.
- **Meeting:** HR coordinates a mutually reasonable date and circulates the agenda; parties discuss in good faith and explore reasonable solutions within their authority.
- **Documentation and approval:** minutes record issues, proposals, decisions, unresolved matters and follow-up; proposals needing approval go to the competent authority and approved decisions are implemented within prescribed timelines.
- **Follow-up:** HR monitors implementation and keeps compliance records.

I. Protection Against Retaliation and Unfair Treatment

(a) The University prohibits retaliation for lawful association membership, participation in legitimate representative activities or good-faith reporting of alleged violations of this policy.

(b) No employee shall be threatened, harassed, unlawfully transferred, unfairly denied promotion or subjected to unjustified disciplinary action solely for lawful association activities. Complaints may be made in writing to HR or a designated authority, shall be examined impartially and confidentially, and corrective action taken where a violation is established.

J. Grievance Redressal Mechanism

Employees may raise concerns about interference with association activities, discrimination based on membership, denial of access to consultation, retaliation, non-implementation of agreements, or interpretation of this policy. The procedure shall include:

- Written complaint to HR or the designated authority, followed by acknowledgement and preliminary examination.
- Collection of documents and statements, and impartial review and determination of action.
- Communication of the outcome, subject to confidentiality, and referral to the competent authority or statutory forum where necessary.

Where a matter is governed by a prescribed statutory process, that legal procedure takes precedence.

K. Confidentiality and Data Protection

Information on association membership, representation, negotiations and grievances shall be kept confidential and accessible only to authorised personnel for legitimate administrative, legal or institutional purposes; personal information shall not be disclosed without authorisation or lawful basis, and records shall be kept securely.

L. Roles and Responsibilities

a. Human Resources Department

- Act as the primary coordinating office; receive and examine requests and facilitate meetings.
- Maintain records of consultations, agreements and grievances; monitor compliance.

b. University Management

- Promote a respectful, non-discriminatory workplace, consider concerns objectively and avoid interference with lawful association activities.
- Designate authorised representatives and ensure approved decisions are implemented.

c. Employee Representatives

- Act within granted authority, present concerns accurately and in good faith, and maintain confidentiality.
- Communicate agreed decisions to those they represent.

d. Employees

- Exercise association rights lawfully and responsibly and respect colleagues who hold different views or choose not to participate.
- Use established consultation and grievance mechanisms.

M. Collective Agreements and Settlements

(a) Any collective agreement or settlement shall be in writing and signed by duly authorised representatives, specifying the parties, matters covered, terms agreed, effective date and duration, implementation responsibilities and timelines, and the procedure for review, interpretation, amendment or dispute resolution.

(b) Agreements require approval of the competent authority where rules or law so require, shall not override statutory requirements, and shall be recorded and monitored by the University.

N. Training, Awareness and Monitoring

The University shall endeavour to create awareness among employees, HR personnel and management on this policy, non-discrimination, consultation and grievance procedures through briefings, handbooks and circulars. HR shall periodically review implementation and maintain records (training, requests, minutes, agreements, grievance registers and corrective action reports), using anonymised data in institutional reporting.

O. Non-Compliance, Review and Amendment

Established violations shall be examined fairly and may lead to corrective or disciplinary action under law, employment terms and institutional procedures; no action shall be taken against an employee solely for exercising a lawful right under this policy. HR shall review this policy annually; amendments require approval of the competent authority, except where a change in law requires immediate compliance.

P. Implementation

This policy takes effect from the date of approval by the competent authority and shall be communicated to all relevant departments and employees through appropriate institutional channels.

Satya Vir Singh

Deputy Registrar

Registrar

GEETA UNIVERSITY REGISTRAR PANIPAT