Contents

1. Introduction 1
2. Background 2
3. Monitoring and Verification Methodology 5
4. Verification Activities 10
5. Findings and Observations 13
6. Compliance chart 23
7. Conclusions 24
Appendix 1 - The Statement of Labour Values 29
Appendix 2 - The 14 Points 33
1. Introduction

This annual report highlights the 2013 findings from monitoring, interviews, site investigations, accommodation checks, record reviews and payroll checks. These actions have been taken to verify that New York University Abu Dhabi (NYUAD) and Tamkeen’s commitments are being upheld in the day-to-day management of the construction project, and operation of the existing facilities. This is the third annual report published by Mott MacDonald.

Overall, there is strong evidence confirming that stakeholders involved with the NYUAD Project are taking the issue of upholding workers’ rights and raising labour standards seriously.

Throughout the year there were a small number of issues in relation to pay, workers’ accommodation and record keeping. With the exception of two issues all matters raised by compliance monitors were closed out in the monthly audit reporting period.

Heavy construction activities have been completed on the main campus. The remaining works to be completed in 2014 are specialist fit-out and the phasing in of operational and facilities management activities.

Throughout 2013 existing and new employers have maintained their commitment to the application of the worker rights’ requirements described in The Statement of Labour Values and The 14 Points.
2. Background

New York University’s agreement with the Government of Abu Dhabi to create New York University Abu Dhabi (NYUAD – also referred to as the “Project”) is the outcome of a shared understanding of the essential roles and challenges of higher education in the 21st century. These are:

- Common belief in the value of a liberal arts education.
- Benefits a research university brings to society.
- Conviction that interaction with new ideas and people who are different is valuable and necessary.
- Commitment to educating students and giving them a fully rounded education so that they can contribute to society.

NYUAD is the first comprehensive liberal arts, science and engineering university in the Middle East to be operated by a major American research university. Its management and the Government of Abu Dhabi have made a commitment to uphold workers’ rights. Tamkeen has the mandate to deliver the NYUAD Project on behalf of the Government of Abu Dhabi and to monitor the NYUAD Project’s commitment to workers’ rights. Tamkeen is wholly owned by the Executive Affairs Authority which provides strategic policy and communications advice to the Chairman of the Executive Council, His Highness Sheikh Mohamed bin Zayed Al Nahyan, Crown Prince of Abu Dhabi and Deputy Supreme Commander of the United Arab Emirates (UAE) Armed Forces.

Mubadala Development Company (Mubadala) is a Government of Abu Dhabi organisation with a mandate to facilitate the diversification of Abu Dhabi’s economy. It is responsible for the construction of the main campus on Saadiyat Island. Mubadala awarded the design and build contract to Al Futtaim Carillion (AFC). Construction on site commenced in June 2010.

Together NYUAD and Tamkeen require that all employers working on the construction and operation of the Project adhere to The Statement of Labour Values (Appendix 1). To achieve this NYUAD and Tamkeen have put in place The 14 Points (Appendix 2), which measures how The Statement of Labour Values is being implemented. Both documents are in the public domain and are reflected in employers’ contracts.
The Statement of Labour Values expresses the shared values of New York University and Tamkeen for the construction and operation of NYUAD. The Statement of Labour Values is based on the existing laws of the UAE. At the beginning of 2010, NYUAD and Tamkeen committed to including The Statement of Labour Values in tendering materials for contractors, vendors and service providers who are then contractually obligated to comply with them.

Construction of the main campus on Saadiyat Island commenced in June 2010. The campus will open for the first day of class on the 31st of August 2014.

Figure 1: Total Average Staff

- **Construction Activities:** 5,431 staff
- **Service Providers:** 251 staff
2.1 Mott MacDonald Limited: Independent Labour Rights’ Verifier

Tamkeen appointed Mott MacDonald as the independent third party verifier in October 2010. The appointment requires Mott MacDonald to undertake analysis and confirm that the requirements of The Statement of Labour Values and The 14 Points are being applied to workers employed on the NYUAD Project.

Mott MacDonald is a global consultancy delivering solutions that add value to many areas of everyday life – from transport, energy, building, water and the environment to health and education, industry and communications. Mott MacDonald has extensive experience of implementing audits on major projects. Promoting the principles of sustainable development is one of the company’s core values.

International Labour Specialists (ILS) are senior members of Mott MacDonald’s Social Sustainability Team based outside the UAE. The social sustainability team works with clients and local communities to provide social safeguards, and where possible, enhance social benefits in pursuit of sustainable infrastructure projects. The team provides labour auditing and labour accommodation planning services for a range of international projects. For the NYUAD Project, the Mott MacDonald labour specialists cross check the locally based monitoring teams’ work and provide advice on labour rights. They also carry out reviews of the Verifier Compliance Reports produced by the Abu Dhabi team.

2.2 Purpose and Structure of the Annual Report

This report summarises the findings of the monthly and quarterly audits reports for compliance with The Statement of Labour Values and The 14 Points. A total of 76 labour monitoring reports were produced throughout the year by the various compliance monitors, the findings of which are summarised within this report.

- Section 3 explains the methodology for the monitoring and verification activities. It also describes the institutional arrangements for monitoring and profiles the labour force covered by these activities.

- Section 5 presents the main findings from the monitoring and verification activities in relation to The Statement of Labour Values and The 14 Points.

- Section 7 contains conclusions regarding compliance with The Statement of Labour Values and The 14 Points. It also considers the monitoring and verification priorities for the coming year.

A total of 76 labour monitoring reports were produced throughout the year.
3. Monitoring and Verification Methodology

3.1 Institutional Arrangements for Monitoring and Verifying Workers’ Rights

To meet NYUAD and Tamkeen’s commitment, there has been a monitoring regime instituted that includes Compliance Monitors and an Independent Verifier. The Compliance Monitors are:

- NYUAD (self appointed).
- Mott MacDonald (Tamkeen appointed).
- EC Harris Asset Management (Mubadala appointed).

NYUAD directly monitors NYUAD contracted service providers working at the Downtown Campus, Sama Tower and Center for Science and Engineering (CSE). Tamkeen contracted Mott MacDonald to monitor Tamkeen-contracted service providers. EC Harris is the compliance monitor for staff working at the Saadiyat Island construction site. Mott MacDonald also has the overall role of Independent Verifier to confirm the monitoring results of NYUAD and EC Harris.

3.2 Independent Verifier Activities

Mott MacDonald has two roles:

- Compliance Monitor of Tamkeen directly appointed contracts, located at Sama Tower and at CSE Laboratories.
- Independent Verifier for Project compliance, covering all contractors, subcontractors and service providers.
Mott MacDonald’s involvement in monitoring and verifying service providers’ and contractors’ adherence to The Statement of Labour Values and The 14 Points entails:

• Site visits to work locations to monitor that occupational health and safety systems are in place.

• Inspections of workers’ accommodation and welfare facilities.

• Office visits to scrutinise employers’ human resource systems including workers’ files, contracts, timesheets and payroll systems.

• Interviews with construction workers and operational employees.

3.3 Interviews

For the monthly and quarterly employee interviews, Mott MacDonald uses a detailed checklist based on the contract requirements. The interviews are held in confidence, on a one to one basis. All workers interviewed are informed that the information they provide is confidential. They are given the interviewer’s business card with contact details should they wish to make any additional comments at a later date.

Operational staff are interviewed in university offices and construction staff are interviewed in offices on the construction site. For construction staff, Mott MacDonald identifies interviewees by company and grade to ensure that coverage is representative and includes a larger proportion of the higher risk groups (less literate, unskilled, and lowest paid workers).

To ensure sufficient coverage and adequate representation, Mott MacDonald aims for the following guideline levels of annual interviews:

• For companies with 50 or fewer staff working on NYUAD, at least 10% of staff are interviewed with the focus on the more junior or less skilled employees.

• For companies with between 50 and 250, at least 5% of staff are interviewed.

• For companies with between 250 and 1000 staff, at least 2% are interviewed.

• For companies over 1000, at least 1.5% of staff are interviewed.
3.4 Labour Workforce Covered by Verification Activities

3.4.1 Construction Workforce

The construction workforce is under the responsibility of Al Futtaim Carillion (AFC) which was awarded the main campus design and build contract.

The design and build contract commenced on site in June 2010. The construction workforce is based on Saadiyat Island with the majority accommodated in purpose built operatives villages on Yas Island. Management and some senior staff occupy private accommodation.

During 2013 the construction workforce monitored increased from 3,715 in December 2012 to a peak of 5,895 in December 2013. This is due to an increase in finishing contractors on the site.

As the works have shifted toward decorating and finishing trades there has been a continued shift in the labour profile, away from AFC direct workforce to a greater proportion of subcontractor employees. The percentage of subcontractor staff on site has increased from 75% in January 2013 to 82% in December 2013.

The construction workforce at Saadiyat Island comprises AFC management and professional staff, AFC site operatives, subcontractor employees and service providers (architects, consultants and security). Construction subcontractors and service providers are subject to the same terms and conditions with regards to workers' rights as those applied to AFC.

Figure 4: Increase in Construction Labour at Saadiyat Island during 2013

Source: EC Harris Monthly Compliance Reporting Stats
3.4.2 Operational Workforce for Existing Facilities

The operational workforce consists of staff that are not carrying out construction or engineering related jobs, for example gardeners, security guards, catering and is based at three sites within Abu Dhabi:

- Downtown Campus – Main study centre and book shop.
- Sama Tower – Residential accommodation and NYUAD offices.
- Center of Science & Engineering (CSE) – Laboratories.

The operational workforce numbers have increased throughout the year. NYUAD monitors on average 195 staff who are employed for services such as guarding, catering and driving. Mott MacDonald directly monitors Tamkeen contracts covering an average of 58 staff who provide cleaning, landscaping and systems maintenance services. Details of the operational labour workforce are provided in Figure 5.

It is not expected that the current operational staff numbers will change significantly until the new facility at Saadiyat Island is complete in 2014.
3.4.3 Ethnic Profile of Workforce

Mott MacDonald has interviewed staff, 96.5% of whom come from seven different countries. The majority of the operatives on the construction site at Saadiyat Island are from the Indian sub-continent. Notices at site are translated into the sub-continent’s core languages.

For both construction and operational staff, the highest number of interviews has been undertaken with staff originating from India (52.9%), followed by Bangladesh (20.5%), Philippines (7.3%), Pakistan (6.2%), Nepal (4.6%), China (3.5%), Egypt (1.5%) and other (3.5%).
4. Verification Activities

As shown in Figure 6, there are a number of monitors working toward a common goal on the project, Mott MacDonald, New York University Abu Dhabi and EC Harris.

Figure 6: Independent Monitoring Activities

3.1 Mott MacDonald as Compliance Monitor

The number of interviews carried out by Mott MacDonald for compliance monitoring and verification with employees from each company is summarised below:
In nine cases the verification monitors were unable to meet the guideline percentages and details are provided as follows:

- Four international architectural and engineering consultancies were not interviewed in line with these percentages. Their staff are highly paid professionals, not at risk of exploitation.
- Two specialist contractors whose workforce do not reside in the UAE except during their site activities were also interviewed less than the percentage guidelines. They again are highly paid professionals and not at risk of exploitation.
- Operatives from two flooring companies were not interviewed as they joined the project late in 2013. Both of their offices were audited for payroll to ensure compliance with medical coverage, accommodation and pay.
- A pre-cast concrete company which was only on the site periodically for snagging works was also not interviewed as per the monitoring guidelines.

Figure 7: Mott MacDonald Payment Record Inspections in 2013

By the end of 2013, Mott MacDonald had interviewed 53 of the on average 251 operational staff (21%). A total of 226 construction workers were also interviewed. The monthly average total workforce, including both construction and operational workforces, for 2013 averaged 5,431. Mott MacDonald undertook 279 interviews with employees, totalling 5.1% of the workforce.
In addition to undertaking interviews with the labour force, Mott MacDonald made regular visits to the employers’ offices to review and check human resource (HR) files, timekeeping systems, and payroll records. The visits to offices were on rotation. See Figure 7 for details of employer checks undertaken. This represents an increase of nearly 55% on 2012 record inspections when 127 were undertaken. Again there was an emphasis put on reviewing construction employers on a routine basis due to the greater understanding of requirements by NYUAD service providers at DTC, Sama Tower and CSE.

4.1 Compliance Monitors’ Activities

NYUAD and EC Harris are also Compliance Monitors. As independent verifier, Mott MacDonald reviews the monthly compliance reports prepared by all other monitors.

NYUAD monitors on average 195 staff working for various service providers. This is an increase of 25 from 2012. NYUAD has a Compliance Manager who was responsible for reviewing the employees’ working and living conditions in 2013. In early 2012 a team of interviewers was identified and trained, they report to the Compliance Manager who produces NYUAD’s monthly reports of monitoring activities and results. This compliance team interviewed 189 out of 195 staff for 2013 (97%).

EC Harris monitors employers and workers engaged on the Saadiyat Island construction site. During 2013, there were 30 construction employers with nearly 6,000 workers at peak to monitor.

From January 2013 to December 2013, 192 workers were interviewed by EC Harris to assess compliance with The Statement of Labour Values and The 14 Points. An increase of 38% on interview numbers from 2012.

Mott MacDonald is Compliance Monitor for four operational service providers with Tamkeen contracts at CSE and Sama Tower. This entailed reviewing the working and living conditions of on average 36 staff.

Additionally a total of 19 “Safety Action Group” (SAG) meetings were held, composed of representatives from AFC and Subcontractors at all levels. These meetings are an open forum to discuss a range of issues which include welfare, camp conditions, transport, facilities and any other concerns either AFC or their subcontractors may have. Actions arising from these meetings are tracked via AFC and EC Harris monthly reporting.
5. Findings and Observations

The Statement of Labour Values and The 14 Points are the basis of the NYUAD and Tamkeen commitment to workers’ rights. This section reports on employer compliance based on Mott MacDonald’s verification activities and results for 2013.

5.1 The 14 Points

NYUAD and Tamkeen have reinforced their commitment to ensuring that workers’ rights are protected by issuing The 14 Points which aim to help the application of The Statement of Labour Values. The contractual requirements are part of all construction and operation contracts. Compliance with The 14 Points is analysed in the following sections, split between service providers and construction activities.

Point 1 – Recruitment Fees and Commission

Employers will fully cover or reimburse employees for fees associated with the recruitment process, including those relating to visas, medical examinations and the use of recruitment agencies without deductions being imposed on their remuneration.

NYUAD and Tamkeen are committed to ensuring that no operative employed on the construction project or in an operations capacity has paid a fee to join the project.

The payment of fees or commissions to attain employment has been part of the UAE employment culture for the majority of foreign workers, particularly those from India, Pakistan, Bangladesh, Nepal and some parts of the Asia Pacific region.

When employees join the Project, employers are requested to ask them if a fee or commission had been paid or promised to secure the job.

Service Providers:

In 2013, NYUAD compliance monitors identified 19 workers who had come to the UAE specifically to work on the NYUAD project and paid recruitment fees in order to gain employment. All 19 have been fully reimbursed for those fees by the Employer and the payments verified by Mott MacDonald.

Construction Activities:

In order to ascertain if recruitment fees have been paid by workers to join the NYUAD Project, one-to-one interviews, HR record and payroll checks have been conducted throughout 2013. All require the compliance monitor to confirm if fees have been paid by an individual worker.

We found no evidence that any worker paid recruitment fees in order to join the NYUAD project in 2013.

Point 2 – Personal Documents

Employees will retain all of their own personal documents, including passports and drivers’ licenses.

NYUAD and Tamkeen have committed to ensuring that all those operatives involved in the Project have access to their personal documents. Workers are given the choice to keep the documents themselves or they can have access at short notice. This is stipulated in all NYUAD and Tamkeen contract documentation.

Retention of personal documents has been a challenging issue for the Project because it has been observed to be regular practice in the UAE for companies to keep workers’ passports.

Service Providers:

All employers directly contracted by NYUAD returned passports to their employees.

Employers contracted by Tamkeen gave their workers a choice via a sign-off process.

In January 2013 one company was found to be holding workers’ Emirates ID Cards and another company was found to be holding their employees’ Labour Cards. The Emirates ID Cards were provided immediately to the operatives upon request by the compliance monitors and the company holding the Labour Cards stated that workers were free to take their cards. A tool-box-talk was held to state that workers could collect their Labour Cards.

Construction Activities:

AFC has implemented a sign-off process which means all staff members are given the choice of workers interviewed in 2013 either held their own documents, or received them immediately upon request.
to keep their passports in their own accommodation or with the company for safe storage. Employers have access systems, via written procedures, to return passports upon request. For example, one company has stated that they returned passports “no questions asked”. Many companies also keep a system for logging when passport or visa renewal is due. These systems have been checked by the Mott MacDonald compliance team.

100% of workers interviewed in 2013 either held their own documents, or received them immediately upon request. Workers indicate they would have problems if personal documents were lost or stolen. HR and payroll checks ensure that a signed letter is on file in which the worker confirms this request.

**Point 3 – Minimum Age**

Individuals employed in connection with the NYUAD will be a minimum of 18 years of age.

**Service Providers:**

From random checks, reviews of human resource records and specific statements from all employers, no-one under the age of 18 was employed on the NYUAD Project during 2013.

**Construction Activities:**

As above.

**Point 4 – Working Hours**

Employees will work no more than eight hours a day, five days a week, except for those working in construction-related activities, who will work no more than eight hours a day, six days a week. Overtime will only be worked voluntarily, and will be compensated at premium rates.

**Service Providers:**

From interviews with service provider employees who are paid on an hourly basis such as cleaners, gardeners, drivers, maintenance staff and catering staff, discussions with employers’ payroll managers and inspection of payroll records, it is evident that employers met this requirement in 2013.

**Construction Activities:**

From interviews and discussions with employers’ payroll managers and inspection of payroll records, it is evident that employers met this requirement in 2013. Overtime is paid at premium rates and worked voluntarily. All requests can be refused.

**Point 5 – Wage Payments**

Employees shall receive their full wages or basic salary via electronic bank transfers and on a pre-agreed schedule.

**Service Providers:**

Monthly payments to NYUAD workers are made on a set date through a bank transfer. Employees are enrolled in the UAE Government Wage Protection Scheme (WPS). Employers operate an electronic payment system which automatically computes wages, overtime payments and any other allowance to which the employee is entitled. The same protection is offered to construction employees.

A Tamkeen contracted worker stated that he was no longer receiving overtime now that he is a supervisor and was owed for previous overtime. Outstanding overtime payments were paid and their receipt confirmed with the worker.

**Construction Activities:**

During verification activities, one company was found to have not paid their workers due to a contractual dispute with the main contractor AFC. A resolution was quickly found with the workers being paid all dues shortly thereafter.

**Wages and Benefits**

The Parties recognize that wages are essential to meeting workers’ basic needs. As a floor, workers providing services to NYU Abu Dhabi will be paid wages and benefits which comply with all applicable UAE laws and regulations and which provide for their essential needs and living standards.

**Service Providers:**

Employee interviews indicate during 2013 staff were paid in accordance with The Statement of Labour Values and enjoyed the financial benefits of working on the NYUAD Project.

**Construction Activities:**

Throughout 2013 there have been a number of occasions where payroll record checks have identified miscalculations and short payments to operatives working on the Project. The verification team have ensured that all payments have been brought up to date no later than the following pay cycle.

During verification interviews in late 2013 it was identified that a contractual dispute with one subcontractor on the construction site resulted in operatives not being paid their wages for over a month. Upon discovery the
issue was escalated and immediate action was taken on the part of Mott MacDonald and EC Harris to assist with the resolution of the dispute. This process was completed in less than two weeks and payment for all wages were brought up to date. Subsequent staff interviews and payroll checks have found no further issues with this contractor in 2013.

Interviews conducted throughout 2013 on all other companies confirm that salaries are paid on time into bank accounts and payment for overtime and holidays are clearly defined on payslips.

**Point 6 – Change of Employer**

Employers will not impose or request employment bans on employees seeking to change jobs.

**Service Providers:**

No instances of operatives experiencing problems moving between employers was found in 2013. The service provider workforce is very steady and does not vary greatly throughout the year.

**Construction Activities**

It was expected in 2013 that with the construction period coming to a close this issue would rise in importance as employees contracts came to an end. During interviews and record checks there have been no instances found of this being an issue. During these checks all workers have been moved to other projects rather than repatriated.

**Point 7 – Severance Pay**

An employee who completes one or more years of continuous service will be entitled to severance pay at the end of their employment.

**Service Providers:**

While many employees interviewed are aware of this UAE Labour Law requirement, there have been some who were vague in their understanding of their severance rights.

**Construction Activities**

As above, for two companies where operatives were vague on understanding of severance rights, tool box talks were requested by Mott MacDonald. Both companies reported that these have been conducted.

**Point 8 – Medical Insurance**

Employees will receive employer-provided medical insurance.

**Service Providers:**

Medical insurance coverage for all workers is mandatory in the Emirate of Abu Dhabi however the draft law has only just come into effect in Dubai, still with several conditions. In an effort to ensure complete coverage of all workers on the project, the mandatory provision of medical insurance has been written into all NYUAD and Tamkeen contracts.

**Construction Activities**

Regular checks are conducted by all compliance monitoring teams by checking individual healthcare cards carried by the workers, and HR records to ensure appropriate cover is in place.

**Point 9 – Transport**

Employees will receive employer-funded transport to and from their job sites or an equivalent allowance.

**Service Providers:**

Service providers are typically smaller contracts and many use private transport to get to work.

**Construction Activities**

AFC and EC Harris have conducted extensive surveys of the buses during the construction period to ensure there are seatbelts, first aid kits and air-conditioning in the vehicles. During the summer months there was particular attention paid to this in Mott MacDonald interviews. No instances of incorrect transport were identified in 2013.

**Point 10 – Paid Annual Leave**

Employees are entitled to thirty calendar days of paid annual leave each year.

**Service Providers**

Employers are providing thirty days per year paid leave in addition to UAE Government public holidays. Interviewed employees are aware of their annual leave entitlement, and no incident of provision of incorrect leave was highlighted during the HR and payroll checks in 2013.
Compliance Report 2013

Construction Activities

As above.

Point 11 – Public Holidays

Employees shall receive leave with full pay for ten UAE public holidays each year. In addition employees will be granted two additional days per year for other religious holidays to be taken at their discretion.

Service Providers:

Employers are providing 12 days of holidays (the dates of two of these can be decided by the employees). Employees have confirmed that this requirement is being met. Special attention was paid to this during interviews around the Eid Al Fitr and Eid Al Ahda holiday periods to ensure workers were provided the correct holidays or paid overtime if they worked these dates.

Construction Activities

As above.

Point 12 – Maternity Leave

Female employees shall be entitled to maternity leave, with full pay, for a period of up to 45 days.

Service Providers:

UAE Law grants women 45 days of maternity leave. In 2013 there was one instance of a service providers’ staff member taking maternity leave.

Construction Activities

All those operatives interviewed were provided tickets by their company as required.

Point 13 – Air Travel

Foreign employees shall receive employer-funded air travel between the UAE and their country of origin for expatriation at the beginning of their employment, for repatriation

Point 14 – Accommodation

In circumstances when contractors provide housing accommodation to those working on the NYUAD Project, the following requirements must be met:

- No more than four individuals in any bedroom.
- All rooms must be equipped with ventilation systems and central air conditioning units.
- All workers are provided with secure wardrobes and/or lockboxes for safe guarding valuables, including personal documents.
- Accommodation specifications vary by job classification, but at a minimum, construction operatives must have a minimum of 4.5 square meters of personal living area.

Mott MacDonald undertakes regular inspections of employer provided accommodation for both construction and operation workforces. In a small number of instances, senior staff, female operational staff, and staff with families in Abu Dhabi, receive housing allowances and secure their own housing.

Service Providers:

There is a mixture of private and company provided accommodation in Abu Dhabi amongst the service operatives. The units meet the requirements above and are inspected regularly by verification monitors.

Workers from one company stated that they did not have lockable cabinets in their rooms. Upon request of the compliance monitors all workers’ rooms were supplied with lockers and locks if found to be missing.

In January 2013 three workers from another company were found to be living in non-compliant accommodation. The workers were moved to compliant accommodation in the following month.

In November 2013 one instance was found where a new staff member was still in temporary accommodation when interviewed. The company was duly notified and the worker relocated to compliant accommodation.

Construction Activities

The majority of workers on the site are located in employer provided accommodation at Operatives
Villages 1, 2 and 4, managed by Al Raha International on Yas Island. These accommodation sites meet the above requirements.

Employees living in the main Project accommodation facilities have access to on-site leisure facilities and services. Accommodation sites provide a wide range of recreational pursuits such as sports facilities, TV, internet services and libraries, mosques, money exchanges as well as dedicated helpline assistance for any problems.

A China based subcontractor on the site was flagged as an issue in mid 2012, AFC made a formal submission to approve a company’s use of accommodation at the Al Raha camp in Mafraq which does not offer the same facilities as those provided at the Al Raha OV camps. AFC has made a case for not relocating the workers to the main Project facilities.

The assessment concluded it would be culturally insensitive to relocate a relatively small number of Chinese workers into a worker accommodation facility predominately housing South Asians and catering for that specific continent (food, entertainment and amenities).

Based on AFC’s assessment, site investigations were made by EC Harris and Mott MacDonald in March 2013 which concluded that the current situation is acceptable. Tamkeen has reviewed the particulars and has accepted the recommendations subject to ongoing mitigations. These include transport provided to local entertainment facilities which were not provided inside the camp boundary.
In November, 2013, a subcontractor was identified by EC Harris as having a group of workers living in non-compliant housing. As of December, 2013, 107 were still in non-compliant accommodations, and the issue was being escalated.

On December 22nd 2013 a media article alleged serious shortfalls in standards. An immediate investigation initially identified a group of men, 47 painters (12 of whom were Bangladeshi), that were close to the profile described by the article. Regardless of the time spent on site by the workers of the company concerned, the company was instructed to move all their workers to fully compliant accommodation.

5.2 Labour values upheld and developed throughout the Project

In addition to the monitoring of The 14 Points above, there are a number of other areas of life and work that The Project has sought to improve.

Working Hours

Hourly and/or quota-based wage workers shall (i) not be required to work more than (a) 48 hours per week or (b) the limits on regular hours allowed by UAE law, and (ii) be entitled to at least one day off in every seven day period, as well as holidays and vacations. Daily working hours shall be such that no worker shall work for more than five successive hours without breaks, amounting in aggregate to not less than one hour.

Service Providers:

From discussions with employees, inspection of payroll records and random checks on pay slips, hourly paid employees receive overtime payments at rates that are in accordance with the UAE law. Payment is based on $1\textsuperscript{1/3}$ and $1\textsuperscript{2/3}$ times the employees' basic hourly rate.

Construction Activities

As above.

Forced Labour

As required by UAE Law, there shall not be any use of forced prison labour, indentured labour, bonded labour or other forced labour.

Service Providers:

Bearing the above in mind, there has been no evidence from interviews and site visits, of forced labour being employed on the NYUAD Project. Mott MacDonald is of the opinion that it would be highly unlikely for
such labour to be used on the Project due to the regular monitoring of employees’ activities.

Construction Activities
As above.

Health and Safety
As required by UAE law, a safe and healthy working environment shall be provided to workers providing services to NYUAD to prevent accidents and injuries to health arising out of, linked with, or occurring in the course of work. The direct operations of NYUAD and its subcontractors will comply with all workplace safety and health regulations established by the UAE government and ensure regular health and safety worker training systems to detect threats to health and safety, access to bathrooms and potable water.

Service Providers:
Health and Safety training is provided by NYUAD to all employees when they join the company and at regular intervals on a planned refresher basis. They also provide specific training at periodic intervals for all employees hired as security guards.

Construction Activities
Each operative on the site must sit a mandatory half-day induction which is conducted in multiple languages. This induction covers site rules, standard safety procedures, location of first aid boxes and accident/incident reporting procedures. Each operative is issued a photo ID card to access the site and a sticker with emergency contact numbers for the site to place on their hard hats.

Overall the approach to health and safety on the site in 2013 has been excellent. AFC HSE have conducted on average 65 safety meetings per month with the various subcontractors. Over the year AFC conducted 5,836 separate recorded safety inspections of their subcontractors alone.

Cumulative man-hours on the construction project to date are 47,939,908 with 19,573,392 man-hours in 2013.

In early 2012, poor knowledge of first aiders was raised by Mott MacDonald for construction staff. It was recommended that companies carry out briefings and tool box talks to make all workers aware of their first aider. Monitors made special mention of this in all interviews during 2013 and results were positive. Again during October it was raised with AFC that a refresher should be considered and it was conducted.

Each month Mott MacDonald reviews the number of site safety meetings, site HSE inspections, tool box talks and other OHS indicators. Most workers interviewed undertake tool box talks every day on the work to be conducted, as well as refreshers on working at height, electrical hazards and other common construction safety issues.

At the main entry of the construction site, there is a large board where AFC lists its occupational health and safety (OHS) indicators which are frequently updated. AFC has a campaign called ‘Don’t Walk By’ with...
During 2013, a total of 113 workers were removed from the Project due to contraventions of AFC’s ‘zero tolerance’ health and safety policy. Most were for working without appropriate personal protective equipment (PPE).

From inspections of the existing NYUAD facilities and the construction site on Saadiyat Island, the standard of health and safety management is taken very seriously.

In 2013 there were no fatalities either on the site or any location associated with the Project.

**Non-discrimination**

No person shall be subject to any discrimination in employment, including in relation to hiring, salary benefits, advancement, discipline, termination or retirement.

The workforce data presented in section 3 shows that operational service providers and construction contractors’ employ staff from at least seven different countries.

**Service Providers:**

Female staff represent about 20% of the operational workforce similar to the gender balance in 2011 and 2012.

During interviews with randomly selected employees from various nationalities and of both sexes, no anecdotal or other evidence of discriminatory behaviour in recruitment processes or work activities has been presented. Review of contract terms and conditions has not identified any discriminatory practices.

**Construction Activities**

Females make up less than 0.1% of the construction workforce however again through interviews there has been no indication of discriminatory practices undertaken on the site.

**Harassment or Abuse**

Every worker shall be treated with dignity and respect. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse, nor will any form of corporal punishment be used or tolerated.

**Service Providers:**

There was no evidence in 2013 of harassment or abuse raised during interviews. Employees have indicated that they are treated fairly and with respect. Mott MacDonald and monitoring staff make special enquiry as to the workers treatment in both accommodation facilities and the workplace and have found no instances where workers have been harassed or abused.

**Construction Activities**

As above.

**Resolution of Work Disputes**

As required by UAE law, the right of workers to seek resolution of labour disputes shall be recognised and respected. No worker shall be subject to harassment, intimidation or retaliation in their efforts to resolve work disputes.

**Service Providers:**

Interviews with operational operatives have shown that the majority of operatives are aware of the procedures within their respective companies for raising workplace concerns or problems. Interviews identified that the majority of workers feel they are being treated better on the NYUAD project than they have been treated on other projects being managed by their employer.

One operational company has gone to the lengths of establishing an office at OV1 where two staff act as Worker Liaison Officers to facilitate communication and grievance resolution between camp management and workers from the company.

**Interviews identify that the majority of workers feel they are being treated better on the NYUAD project than they would be on other projects being managed by their employer**
Construction Activities

When the issue arose of a construction company having not paid its wages there was no hesitation in the workers coming forward during interviews to request assistance in resolving the issue. As stated above the issue was successfully resolved within a matter of weeks with the cooperation of the compliance team.

Women’s Rights

A – Women workers will receive equal remuneration, including benefits, equal treatment, equal evaluation of the quality of their work, and equal opportunity to fill all positions open to male workers.

B - Pregnancy tests will not be a condition of employment, nor will they be demanded of employees.

C – Workers who take maternity leave will not face dismissal or threat of dismissal, loss of seniority or deduction of wages, and will be able to return to their former employment at the same rate of pay and benefit.

D – Workers will not be forced or pressured to use contraception.

E – Workers will not be exposed to hazards, including glues and solvents, which may endanger their safety, including their reproductive health.

F – Appropriate services and accommodation will be provided to women workers in connection with pregnancy.

Service Providers:

Female employees are contracted for guarding, catering, site administration and cleaning services. A sample of female employees has been interviewed from each organisation employing women and no incidences of discrimination were identified. This indicates a good performance on the part of NYUAD in upholding women’s rights in the workplace.

Construction Activities

There are only a small number of females on the construction site, however interviews have concluded the above conditions are upheld.

Remuneration

In addition to wages, all employees enjoy specific benefits that have been agreed with NYUAD and Tamkeen and are contractual requirements for Project companies. These include:

- Housing and provision of furniture.
- Payment for or provision of utilities – water, electricity, air-conditioning.
- Provision of food or a food allowance.
- Transportation to and from the work site in purpose built vehicles.
- Provision of airfares to the employee’s country of origin for vacation and repatriation at the end of the employee’s contract.
- Provision of costs for education where appropriate.

Some companies also provide buses for personal transportation purposes for workers to go into Abu Dhabi City on Fridays. The bus service leaves accommodation facilities at 8am and 2pm and returns at 6pm.

Medical

A detailed inspection of the Lifeline Clinic at Yas Island was undertaken by Mott MacDonald, EC Harris and AFC in early 2012 and a further inspection carried out in 2013. It has a reception, waiting area, privacy area and several bays for patients. An x-ray room has recently been constructed. There is a separate drive-in entrance for emergency cases and an ambulance that is available 24 hours a day seven days a week. Al Raha provides the facilities and Lifeline Clinic provides the medical staff. Attached to the clinic is a fully stocked pharmacy. A psychologist makes monthly visits to Yas Island and rotates between the various Operative Villages.

Medical staff also provide periodic cholesterol and blood sugar tests at the villages as part of a nationwide campaign against heart disease and diabetes.
Food

Food related complaints in 2013 have been fewer and less regular than was the case in 2012. No further complaints have been received about the cleanliness of the lunchtime food containers since AFC replaced several thousand late in 2012.

Food quality remains a challenge at the accommodation sites due to the sheer volume of food being produced. The central kitchens at the Yas Operative Villages prepare up to 8 tonnes of rice, 4 tonnes of vegetables and 4 tonnes of meat per day.

Kitchens are regularly inspected by the Abu Dhabi Food Hygiene Department as well as by the monitoring teams. Mott MacDonald has noted that the caterers do make an effort to meet personal and cultural preferences of workers. In 2012 Mott MacDonald contended that food quality will be an ongoing issue, despite these efforts, due to the sheer volume and regional preferences. Whilst there has been a reduction in food related complaints, this will be always be an issue of personal taste and difficult to resolve.

Security

Each employer-provided accommodation facility has dedicated security services with controlled access. Fire safety equipment is regularly inspected. Emergency contact numbers are well advertised in rooms and public areas.

NYUAD and its service provider has established Worker Liaison Officers. Two staff perform the role on a 10 week rotation and are located at OV1 to facilitate communication and grievance resolution between Al Raha camp managers and workers from that company.

Training and Social Gatherings

In an effort to empower their staff further, some workers received additional training in 2013. For instance, in December a total of 16 employees from three operational companies successfully completed a pilot programme, “English in the Workplace”. NYUAD continue to conduct a number of social gatherings for its service providers, such as Iftar dinners during the holy month of Ramadan.
## 6. Compliance chart

### Monthly Status Monitoring Compliance with the 14 Points

<table>
<thead>
<tr>
<th>The 14 Points</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Recruitment Fees and Commission</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
</tr>
<tr>
<td>2. Personal Documents</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
</tr>
<tr>
<td>3. Minimum Age</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
</tr>
<tr>
<td>4. Working Hours</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
</tr>
<tr>
<td>5. Wage Payments</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
</tr>
<tr>
<td>6. Change of Employer</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
</tr>
<tr>
<td>7. Severance Pay</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
</tr>
<tr>
<td>8. Medical Insurance</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
</tr>
<tr>
<td>9. Transport</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
</tr>
<tr>
<td>10. Paid Annual Leave</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
</tr>
<tr>
<td>11. Public Holidays</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
</tr>
<tr>
<td>12. Maternity Leave</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
</tr>
<tr>
<td>13. Air Travel</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
</tr>
<tr>
<td>14. Accommodation</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
</tr>
</tbody>
</table>

**1* Compliance issue:** Companies holding passports at workers requests. No findings that workers were denied their passports. Company holding Emirates IDs (January 2013).

**Response:** NYUAD Service Providers retain all their personal documents and the majority of Construction Workers choose not to retain personal documents as detailed in page 13.

**2* Compliance issue:** A payment delay identified in November (see page 14) was not resolved within the reporting period as a result of public holidays. Also, basic salaries and overtime payment calculation errors identified through payroll checks, and back pay was issued to workers to address this.

**Response:** There was one instance of a company failing to pay their workers within the monthly audit period as detailed in page 14.

**3* Compliance issue:** Ongoing issue from 2012 whereby one Chinese construction contractor was found to be using non-compliant accommodation.

**Response:** A group of Chinese workers were found to be housed in good standard accommodation that was not 100% compliant with the Project requirements as detailed in page 17.

**4* Compliance issue:** Non-compliant housing detected by other verifier (see page 18) was not resolved in December.

**Response:** A contractual dispute between the subcontractor and the main contractor remains unresolved and has been escalated for resolution.

- 🟢 Issues detected and not resolved within reporting period
- 💚 If any issues were detected, all resolved within reporting period
7. Conclusions

This section presents Mott MacDonald’s conclusions regarding NYUAD Project compliance in 2013 with the **Statement of Labour Values** and the **14 Points**. Final comments on awareness regarding workers’ rights are made. The section closes by looking forward at monitoring and verification activities in 2014.

7.1 Commitment

Overall, there is strong evidence confirming the NYUAD Project is taking workers’ rights seriously. The standards related to workers’ rights in Project contracts comply with the UAE Labour Laws.

Throughout 2013 existing employers have maintained their commitment to the application of the worker rights’ requirements described in the **Statement of Labour Values** and the **14 Points**. All companies monitored have customised employment contracts for personnel working on the NYUAD Project to ensure they fully capture the terms, conditions and benefits agreed with employees and it is confirmed during interviews that these contracts are explained to workers in their native language.

New employers monitored under the NYUAD Project are committed and contractually obliged to apply the **Statement of Labour Values** and the **14 Points** in the management of their workforces and contracts they let to subcontractors.

In summary, in 2013 the Project has been largely successful in implementing the guidelines. Twenty three issues, predominantly relating to HR documentation, accommodation and pay were raised and closed promptly. New employers were made aware of their responsibilities and contractual requirements related to workers’ rights and have upheld them. Workers know what to expect from their employers and how to report grievances. Workers’ rights continue to be an important focus of the NYUAD Project and there are resources, systems and procedures in place for them to be upheld.

7.2 Improvements in Monitoring Workers’ Rights

The increase in the number of different contractors on the site (60% increase) has put considerable pressure on the main contractor AFC and all compliance teams. During 2013 AFC conducted 61 audits of subcontractors, separate to those conducted by all other compliance monitors. This represents a threefold increase from the previous year. Despite the tripling of audits conducted by AFC, the number of issues found actually halved which shows a much improved understanding of the requirements by those on the Project.

As construction comes to a close, the number of subcontractors will decrease significantly once the site enters the operational phase. The same set of guidelines will be applied as was successfully implemented by AFC when...
employing new service providers to ensure compliance within the shortest possible time.

When problems were identified in the 2013 monitoring regime, the line of responsibilities for investigating and communicating were better established. In all cases, there is leverage to ensure quick resolution and employers have shown willingness to resolve issues and make any changes to meet the requirements. The reporting from compliance monitors and AFC shows evidence that issues are being addressed quickly by the employers.

Workers’ rights awareness by employees is very strong among the longer term staff on the Project. Construction site operatives may only be covered by the agreement for a short period of time so there is an inevitable lesser level of understanding. However, interviews of site staff have shown an understanding of the additional benefits.

7.3 Looking Forward

Very short term labour contracts have been difficult to monitor in 2013. A review of the application of the enhanced benefits, led by Tamkeen, is being conducted to see how best to apply standards whilst not adversely affecting the workers themselves in the process.

The issue remains in monitoring workers that will be on the Project for short periods of time, and at intermittent durations. The application of the enhanced benefits, which includes disruption to the individual in moving to new accommodation, is very difficult to process for short periods. It also has the potential to be more disruptive to the worker than continuing with their standard terms and conditions. This is being reviewed by all parties.

In 2014 it is anticipated that verification activities will continue focus on the lowest paid workers whom the ILO identify as most at most risk. It was identified in the 2012 report that a significant challenge would be presented with the increase in subcontractor numbers on the site and this has been responded to by the increase in monitoring activities conducted by all parties.

As the site moves into operational status there will be a reduction in the number of individual companies working on the project, however the standards for monitoring and compliance are not envisaged to change.

While there have been successes in the application of The Statement of Labour Values and The 14 Points in 2013, challenges remain. NYUAD and Tamkeen will let several new contracts in 2014 for the service and operation of the much larger new facility. These new contracts will require the same level of vigilance and monitoring to ensure correct application of the enhanced benefits whilst closing out the construction activities safely.

In 2013 responsibilities for investigating and communicating were better established.

In 2014, contracts will require the same level of vigilance and monitoring.
Appendix 1
The Statement of Labour Values
### Wages and Benefits

The Parties recognize that wages are essential to meeting workers’ basic needs. As a floor, workers providing services to NYU Abu Dhabi will be paid wages and benefits which comply with all applicable UAE laws and regulations and which provide for their essential needs and living standards.

### Working Hours

Hourly and/or quota-based wage workers shall (i) not be required to work more than (a) 48 hours per week or (b) the limits on regular hours allowed by UAE law, and (ii) be entitled to at least one day off in every seven day period, as well as holidays and vacations. Daily working hours shall be such that no worker shall work for more than five successive hours without breaks, amounting in aggregate to not less than one hour.

### Overtime Compensation

As required by UAE law, overtime hours must be worked voluntarily. In addition to their compensation for regular hours of work, hourly and/or quota-based wage workers shall be compensated for overtime hours at such a premium rate as is legally required by UAE law.

### Child Labour

As required by UAE law and the International Labour Organization Minimum Age Convention ratified by the UAE, no person younger than 15 years old will be employed to provide services in connection with NYU Abu Dhabi.

### Forced Labour

As required by UAE law, there shall not be any use of forced prison labor, indentured labor, bonded labor, or other forced labor.

### Health and Safety

As required by UAE law, a safe and healthy working environment shall be provided to workers providing services to NYU Abu Dhabi to prevent accidents and injuries to health arising out of, linked with, or occurring in the course of work. The direct operations of NYU Abu Dhabi and its subcontractors will comply with all workplace safety and health regulations established by the UAE government and ensure regular health and safety worker training systems to detect threats to health and safety, access to bathrooms, and potable water.

### Non discrimination

No person shall be subject to any discrimination in employment, including in relation to hiring, salary, benefits, advancement, discipline, termination, or retirement.

### Harassment or Abuse

Every worker shall be treated with dignity and respect. No employee shall be subject to any physical, sexual, psychological, or verbal harassment or abuse, nor will any form of corporal punishment be used or tolerated.

### Resolution of Work Disputes

As required by UAE law, the right of workers to seek resolution of labor disputes shall be recognized and respected. No worker shall be subject to harassment, intimidation, or retaliation in their efforts to resolve work disputes.

### Women’s Rights

- **A.** Women workers will receive equal remuneration, including benefits; equal treatment; equal evaluation of the quality of their work; and equal opportunity to fill all positions open to male workers.
- **B.** Pregnancy tests will not be a condition of employment, nor will they be demanded of employees.
- **C.** Workers who take maternity leave will not face dismissal or threat of dismissal, loss of seniority or deduction of wages, and will be able to return to their former employment at the same rate of pay and benefits.
- **D.** Workers will not be forced or pressured to use contraception.
- **E.** Workers will not be exposed to hazards, including glues and solvents, which may endanger their safety, including their reproductive health.
- **F.** Appropriate services and accommodation will be provided to women workers in connection with pregnancy.

### Compliance with Laws

The labor inspection and remediation requirements of the UAE Labour Law and regulations will be implemented and comprehensively enforced in the construction, operation, and maintenance of the NYU Abu Dhabi Campus.

---

Source: NYUAD

http://nyuad.nyu.edu/about/statement-of-labor-values.html
Appendix 2
The 14 Points
### The 14 Points

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Employers will fully cover or reimburse employees for fees associated with the recruitment process, including those relating to visas, medical examinations, and the use of recruitment agencies, without deductions being imposed on their remuneration.</td>
</tr>
<tr>
<td>2</td>
<td>Employees will retain all of their own personal documents, including passports and drivers’ licenses.</td>
</tr>
<tr>
<td>3</td>
<td>Individuals employed in connection with NYU Abu Dhabi will be a minimum of 18 years of age.</td>
</tr>
<tr>
<td>4</td>
<td>Employees will work no more than eight hours a day, five days a week, except for those working in construction-related activities, who will work no more than eight hours a day, six days a week. Overtime will only be worked voluntarily, and will be compensated at premium rates.</td>
</tr>
<tr>
<td>5</td>
<td>Employees shall receive their full wages or basic salary via electronic bank transfers and on a pre-agreed upon schedule.</td>
</tr>
<tr>
<td>6</td>
<td>Employers will not impose or request employment bans on employees seeking to change jobs.</td>
</tr>
<tr>
<td>7</td>
<td>An employee who completes one or more years of continuous service will be entitled to severance pay at the end of their employment.</td>
</tr>
<tr>
<td>8</td>
<td>Employees will receive employer-provided medical insurance.</td>
</tr>
<tr>
<td>9</td>
<td>Employees will receive employer-funded transport to and from their job sites or an equivalent allowance.</td>
</tr>
<tr>
<td>10</td>
<td>Employees are entitled to thirty calendar days of paid annual leave each year.</td>
</tr>
<tr>
<td>11</td>
<td>Employees shall receive leave with full pay for ten UAE public holidays each year. In addition, employees will be granted two additional days per year for other religious holidays to be taken at their discretion.</td>
</tr>
<tr>
<td>12</td>
<td>Female employees shall be entitled to maternity leave, with full pay, for a period of up to 45 days.</td>
</tr>
<tr>
<td>13</td>
<td>Foreign employees shall receive employer-funded air travel between the UAE and their country of origin for expatriation at the beginning of their employment, for repatriation at the end of their employment, and one additional trip, either annually or biannually, to be used in conjunction with vacation leave.</td>
</tr>
</tbody>
</table>
| 14| In circumstances when contractors provide housing accommodation to those working on the NYUAD project, the following requirements must be met:  
• No more than four individuals in any bedroom.  
• All rooms must be equipped with ventilation systems and central air conditioning units.  
• All workers are provided with secure wardrobes and/or lockboxes for safeguarding valuables, including personal documents.  
• Accommodation specifications vary by job classification, but at a minimum, construction operatives must have a minimum of 4.5 square meters of personal living area. |

Source: NYUAD  
http://nyuad.nyu.edu/about/additional-labor-info.html

---

¹ This language was updated on March 22, 2011, to correct an oversight in the original posting of this document. The original language stated that foreign employees would receive one additional trip per year. This statement remains accurate for many job classifications, including most construction-related positions, however, some job classifications are entitled to the airfare allowance every two years.