



Outsourcing and Equivalent Workers' Rights Policy (Procurement)

Introduction

Cranfield University, on specific occasions, outsources its requirements to third parties, e.g., consultants, contractors, specialist engineering and construction services, IT service providers, as well as using services of agency workers through temporary staffing employment agencies. Outsourcing takes place where the need for such specialisms, expertise and supply are required to assist the University in fulfilling its service delivery requirements and obligations to its students, clients, and employees.

Scope

This policy sets out the management and controls for the use of third-party arrangements in the provision of contracted outsourcing services or use of agency workers on behalf of the University.

This policy is exclusively applicable to the engagement of UK workers, it does not apply to, nor is it applicable or relevant to the engagement of international associates, persons, or organisations.

It is the duty of all University employees who are involved in the procurement process of outsourcing requirements or engaging the services of agency workers to obtain, understand and adhere to this policy.

Policy

All outsourcing arrangements must not reduce University capability to fulfil its contractual and statutory requirements and obligations. Prior to the engagement of outsourcing or appointing an agency to provide agency worker services a process must be undertaken to ensure that the outsource provider(s) employ the same standards of care and professionalism as the University in performing and executing the services they are to be contracted to provide. It must be observed and understood that University employees must not engage in any outsourcing activities that have a high likelihood of causing reputational damage or operational, financial, or strategic risk to the University. Prior to the engaging of outsourced requirements, a complete evaluation and analysis of risks, including those of strategic, operational, reputation, compliance, and deliverable (implementation, execution, and termination), must be conducted, documented, and retained for future reference by the person(s) seeking to outsource arrangements or appoint use of agency workers.

Where agency workers are engaged it is understood and accepted that such an engagement is done so against equivalent University terms, conditions, protections and remuneration rates for the role appointed. However, where difference has been agreed with the supplier/agency no remuneration shall be less than the Real Living Wage, as defined by the Living Wage Foundation, and no protections shall be less than those afforded under English Law. Where possible all agency workers should be obtained from University appointed employment agencies, details of

which are available from University Human Resources. All purchase orders placed with suppliers/agencies shall be issued in accordance with English Law, thereby stating that equality of practice under UK employment law, as a worker, must be complied with.

It is the duty of all University employees who are involved in the procurement process of outsourcing requirements or engaging the services of agency workers to obtain, understand and adhere to this policy.

The University Executive fully endorses this policy. It is owned by the University Director of Finance, who is responsible for its implementation and periodic review. It is supported by a Procurement Procedure, which can be found at: [<https://intranet.cranfield.ac.uk/procurement/Pages/default.aspx>].

The organisation and arrangements for implementing this policy are set out in detail in University policies and procedures. The University will communicate and make this policy available to the general public and all persons working in, for or on behalf of the University.



Professor Karen Holford CBE
Chief Executive and Vice-Chancellor
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