UNIVERSITY POLICY NO. 035, SERIES OF 2025

POLICY ON RECOGNITION OF EMPLOYEES' UNIONS, FREEDOM OF ASSOCIATION, AND INCLUSIVE LABOR REPRESENTATION

SECTION 1. POLICY DECLARATION

Quezon City University (QCU), in recognition of its institutional responsibility to uphold fundamental labor rights, promote decent work, strengthen employee welfare, and foster inclusive labor-management relations, hereby adopts this Policy on Recognition of Employees' Unions, Freedom of Association, and Inclusive Labor Representation.

The University recognizes that freedom of association and the right to self-organization are fundamental principles of democratic governance, social justice, and responsible employment practices.

As a public higher education institution, QCU acknowledges the right of its faculty members and administrative personnel to form, join, assist, and participate in legitimate employees' organizations and unions, subject to applicable Philippine laws and regulations.

Consistent with Sustainable Development Goal 8 (Decent Work and Economic Growth), QCU shall recognize and respect employees' lawful rights to self-organization, representation, and collective negotiation.

The University shall promote an inclusive environment in which eligible employees, including women, international personnel, and employees from diverse backgrounds, may exercise their rights to freedom of association without unlawful discrimination, intimidation, harassment, retaliation, or interference.

QCU shall respect the independence and legitimate activities of employees' organizations and shall recognize duly registered and accredited organizations in accordance with the requirements of the Civil Service Commission, Department of Labor and Employment, and other competent government authorities.

The University shall establish appropriate mechanisms for labor-management consultation, employee representation, grievance resolution, and constructive dialogue on matters affecting employee welfare and working conditions.

This policy shall serve as the institutional framework for protecting freedom of association, facilitating lawful union recognition, and promoting inclusive and harmonious labor-management relations throughout Quezon City University.

SECTION 2. LEGAL AND POLICY BASES

This policy is anchored on the following legal, regulatory, and international frameworks:

2.1. The 1987 Philippine Constitution, Article III, Section 8. Guarantees the right of persons employed in the public and private sectors to form unions, associations, or societies for purposes not contrary to law.

2.2. The 1987 Philippine Constitution, Article IX-B, Section 2(5). Provides that the right to self-organization shall not be denied to government employees.

2.3. The 1987 Philippine Constitution, Article XIII, Section 3. Recognizes workers' rights and promotes labor protection, humane working conditions, and participation in matters affecting their rights and welfare.

2.4. Executive Order No. 180, Series of 1987. Establishes guidelines for government employees' right to organize and creates the Public Sector Labor-Management Council.

2.5. The 2024 Rules and Regulations Governing the Exercise of the Right of Government Employees to Organize. Establish applicable procedures for public-sector employee organization registration, accreditation, collective negotiation, and related labor-management matters.

2.6. Executive Order No. 292, or the Administrative Code of 1987. Recognizes the right of government employees to self-organization, subject to applicable legal limitations.

2.7. Applicable Civil Service Commission Rules and Regulations. Govern public-sector employee organizations, accreditation, representation, and collective negotiation.

2.8. Applicable Public Sector Labor-Management Council Resolutions and Guidelines. Establish relevant procedures governing public-sector unionism and labor-management relations.

2.9. Presidential Decree No. 442, as amended, or the Labor Code of the Philippines. Establishes relevant labor rights and employment protections for covered workers, subject to applicability.

2.10. Republic Act No. 9710, or the Magna Carta of Women. Promotes substantive equality and eliminates discrimination against women.

2.11. Republic Act No. 10173, or the Data Privacy Act of 2012. Establishes requirements for the protection of personal information, including employee and organization membership records.

2.12. International Labor Organization Convention No. 87 – Freedom of Association and Protection of the Right to Organize Convention. Establishes international principles protecting workers' freedom of association.

2.13. International Labor Organization Convention No. 98 – Right to Organize and Collective Bargaining Convention. Establishes principles protecting workers against anti-union discrimination and interference, subject to applicable national law.

2.14. United Nations Sustainable Development Goal 8. Promotes decent work, productive employment, and the protection of labor rights.

2.15. United Nations Sustainable Development Goal 5. Promotes gender equality and women's full and effective participation in institutional and economic life.

2.16. United Nations Sustainable Development Goal 10. Promotes reduced inequalities and inclusive participation.

SECTION 3. OBJECTIVES

3.1. General Objective

To institutionalize the recognition and protection of employees' rights to freedom of association, self-organization, and lawful labor representation at Quezon City University, while ensuring inclusive participation, nondiscrimination, and constructive labor-management relations.

3.2. Specific Objectives

This policy specifically aims to:

1. Recognize and protect the right of eligible University employees to form, join, and participate in legitimate employees' unions and associations.
2. Establish institutional procedures for acknowledging duly registered employees' organizations and duly accredited negotiating representatives.
3. Promote inclusive access to employees' organizations, including for women and international personnel, consistent with applicable laws and organizational eligibility rules.
4. Prevent unlawful discrimination, intimidation, coercion, harassment, and retaliation arising from legitimate union membership or participation.
5. Respect the independence and autonomy of employees' organizations.
6. Facilitate lawful collective negotiation and labor-management consultation.
7. Establish mechanisms for employee representation and constructive dialogue.
8. Provide appropriate procedures for addressing labor-management concerns and grievances.
9. Strengthen awareness of employee rights and responsibilities relating to freedom of association.
10. Support QCU's contribution to SDG 8 and its broader commitment to decent work and equitable employment practices.

SECTION 4. SCOPE AND COVERAGE

This policy shall apply to faculty members, administrative personnel, and other individuals engaged in University operations, subject to applicable employment classifications and legal requirements.

4.1. Regular Faculty Members

Faculty members holding permanent or regular appointments shall enjoy the right to self-organization and lawful participation in employees' organizations, subject to applicable government rules.

4.2. Contractual and Temporary Faculty Members

Faculty members engaged under authorized contractual or temporary employment arrangements shall be protected against unlawful interference with their applicable rights to freedom of association.

4.3. Part-Time Faculty Members

Part-time faculty members shall be afforded applicable freedom-of-association protections, subject to their employment status, organizational eligibility, and relevant legal requirements.

4.4. Administrative and Support Personnel

Administrative, technical, clerical, maintenance, and other support personnel shall enjoy applicable rights to self-organization and lawful employee representation.

4.5. Casual and Other Authorized Personnel

Workers engaged under legally recognized employment arrangements shall be covered to the extent provided by applicable government employment and labor regulations.

4.6. Job Order and Contract of Service Workers

Individuals engaged through job order and contract of service arrangements shall be treated in accordance with the legal character of their engagements.

The University shall respect applicable freedom-of-association protections without automatically classifying such individuals as civil service employees or members of a government rank-and-file negotiating unit.

4.7. International Faculty Members and Staff

International personnel legally engaged by the University shall be afforded applicable freedom-of-association protections without unlawful discrimination based on nationality.

Their eligibility for membership in a particular organization, participation in collective negotiation, or exercise of other labor rights shall be determined under applicable Philippine laws, immigration and employment regulations, and lawful organizational rules.

4.8. Outsourced and Contractor-Employed Personnel

Personnel employed by contractors or service providers shall retain their applicable rights to freedom of association under relevant labor laws.

QCU shall require contractors to comply with applicable labor standards and shall not unlawfully interfere with the legitimate organizational activities of contractor-employed workers.

4.9. Managerial and Confidential Personnel

Employees occupying managerial, policymaking, or highly confidential positions shall be subject to applicable public-sector restrictions concerning membership in rank-and-file employees' organizations.

Nothing in this policy shall override legally established eligibility limitations.

SECTION 5. DEFINITION OF TERMS

5.1. Freedom of Association refers to the right of individuals to establish, join, assist, and participate in lawful organizations of their own choosing, subject to applicable legal requirements.

5.2. Right to Self-Organization refers to the legally protected right of employees to organize for the promotion and protection of their professional, economic, social, and employment-related interests.

5.3. Employees' Organization refers to a lawful organization established by employees to advance and protect their common interests.

5.4. Employees' Union refers to an employees' organization formed for the lawful representation and protection of members' employment-related interests.

5.5. Registered Employees' Organization refers to an organization that has obtained the appropriate registration under applicable government procedures.

5.6. Accredited Employees' Organization refers to a registered public-sector employees' organization that has been granted the appropriate status as sole and exclusive negotiating agent by the competent authority.

5.7. Collective Negotiation refers to the process through which authorized government representatives and a duly accredited employees' organization negotiate applicable terms and conditions of employment not fixed by law.

5.8. Collective Negotiation Agreement refers to a lawful agreement concluded between authorized management representatives and an accredited employees' organization concerning negotiable employment matters.

5.9. Labor-Management Consultation refers to structured communication and dialogue between University management and employees or their legitimate representatives concerning employment-related matters.

5.10. Anti-Union Discrimination refers to unlawful adverse treatment of an employee because of legitimate membership in, support for, or participation in an employees' organization.

SECTION 6. GENERAL POLICY GUIDELINES

6.1. Recognition of the Right to Self-Organization

QCU shall recognize and respect the right of eligible employees to establish, join, assist, and participate in lawful employees' organizations of their own choosing.

The University shall not impose unlawful restrictions on the exercise of this right.

6.2. Recognition of Legitimate Employees' Organizations

QCU shall acknowledge duly registered employees' organizations in accordance with applicable government rules.

Where an employees' organization has obtained the required accreditation as sole and exclusive negotiating agent, the University shall recognize its lawful representative status within the appropriate negotiating unit.

Registration alone shall not be treated as equivalent to accreditation as exclusive negotiating representative.

6.3. Inclusive Recognition Regardless of Gender

QCU shall promote equal access to legitimate employees' organizations for eligible personnel regardless of sex or gender.

Women faculty members and staff shall be afforded equal opportunities to join, participate in, and seek leadership positions in employees' organizations, subject to lawful organizational requirements.

The University shall not tolerate unlawful discrimination against women because of their union membership, participation, or leadership activities.

6.4. Recognition of International Personnel's Association Rights

QCU shall respect the applicable freedom-of-association rights of international faculty members and staff.

International personnel shall not be excluded from institutional information, lawful consultation opportunities, or applicable association protections solely because of nationality.

Participation in particular employee organizations and negotiating units shall remain subject to Philippine law and lawful membership eligibility requirements.

6.5. Voluntary Union Membership

Membership in an employees' organization shall be voluntary, subject to applicable laws and lawful organizational rules.

No employee shall be unlawfully compelled to join, withdraw from, or refrain from joining an employees' organization.

6.6. Protection Against Anti-Union Discrimination

QCU shall prohibit unlawful discrimination against employees based on legitimate union membership or participation.

Prohibited conduct includes, where unlawful:

1. Threatening employees because of union membership.
2. Imposing adverse employment actions in retaliation for legitimate union activities.
3. Denying lawful employment opportunities because of union affiliation.
4. Intimidating employees who express interest in joining an organization.
5. Harassing employees because of lawful participation in employee representation.
6. Conditioning employment on unlawful restrictions against organization membership.

6.7. Protection Against Retaliation

Employees shall not be subjected to unlawful retaliation for exercising legitimate rights to freedom of association.

The University shall establish appropriate procedures for reporting and reviewing allegations of retaliation.

6.8. Respect for Union Independence and Autonomy

QCU shall respect the lawful independence and internal administration of employees' organizations.

University authorities shall not improperly interfere in:

1. The formation of employees' organizations.
2. The lawful selection of organization officers.
3. Internal organizational decision-making.
4. Membership administration.
5. Legitimate organizational activities.
6. Other matters protected under applicable public-sector labor regulations.

6.9. Collective Negotiation

QCU shall engage in lawful collective negotiation with a duly accredited employees' organization when applicable.

Negotiations shall concern terms and conditions of employment that are legally negotiable and not otherwise fixed by law.

Matters involving salaries, benefits, appointments, and other employment conditions governed by mandatory government regulations shall remain subject to those regulations.

6.10. Labor-Management Consultation

The University shall promote constructive dialogue between management and legitimate employee representatives.

Consultation may address:

1. Workplace conditions.
2. Occupational health and safety.
3. Employee welfare.
4. Professional development.
5. Institutional communication.
6. Workplace facilities.
7. Employee concerns.
8. Other matters appropriate for consultation under applicable law.

6.11. Representation in Institutional Committees

Where authorized by applicable rules, duly recognized employee representatives may participate in institutional committees addressing relevant employment and welfare concerns.

Committee participation shall be consistent with the organization's legal representative status and the University's governance requirements.

6.12. Reasonable Access to Communication Channels

QCU shall establish reasonable and nondiscriminatory procedures through which legitimate employees' organizations may communicate with eligible personnel.

Such access may include approved information dissemination, meetings, and other lawful activities, subject to institutional security, operational requirements, and applicable regulations.

6.13. Union Meetings and Activities

Legitimate employees' organizations may conduct lawful organizational activities in accordance with applicable regulations and reasonable University procedures.

Use of University facilities shall be subject to appropriate scheduling, safety, operational, and resource management requirements.

6.14. Protection of Employee Privacy

The University shall protect the confidentiality of employee information relating to union membership and participation, subject to applicable laws.

Membership information shall not be disclosed or processed without an appropriate lawful basis.

6.15. Grievance and Dispute Resolution

QCU shall provide appropriate procedures for addressing concerns involving freedom of association, employee representation, and labor-management relations.

Disputes shall be addressed through applicable institutional grievance procedures and competent government mechanisms.

6.16. Awareness and Education

The University shall promote awareness of employees' rights and responsibilities relating to freedom of association.

Information activities may include:

1. Employee orientation.
2. Human resource information sessions.
3. Awareness materials on public-sector unionism.
4. Labor-management dialogue activities.
5. Information on lawful registration and accreditation procedures.
6. Guidance concerning employee grievance mechanisms.

6.17. Protection of Essential University Operations

Union recognition and labor-management activities shall be undertaken in accordance with applicable laws governing public service operations.

This policy shall not be interpreted as authorizing prohibited strikes, work stoppages, or other activities inconsistent with applicable public-sector regulations.

SECTION 7. IMPLEMENTATION MECHANISMS

7.1. Institutional Freedom of Association and Union Recognition Program

QCU shall establish an institutional program to promote awareness, protection, and implementation of employees' rights to freedom of association.

The program shall be coordinated by the designated Human Resource Management Office in collaboration with the University's administrative and legal offices.

7.2. Verification of Organization Registration and Accreditation

Where an employees' organization requests formal institutional recognition, the designated Human Resource Management Office shall verify relevant registration or accreditation documents through appropriate official channels.

The University shall distinguish between:

1. Recognition of employees' fundamental right to organize.
2. Acknowledgment of a duly registered employees' organization.
3. Recognition of an accredited sole and exclusive negotiating agent.

7.3. Establishment of Labor-Management Communication Mechanisms

QCU shall establish appropriate communication channels between University management and legitimate employees' organizations.

Such mechanisms may include scheduled consultations, formal correspondence, designated liaison personnel, and authorized labor-management meetings.

7.4. Employee Orientation and Information Dissemination

The designated Human Resource Management Office shall include information on freedom of association and relevant employee rights in appropriate employee orientation activities.

7.5. Inclusive Participation Measures

The University shall ensure that institutional communications concerning employees' organizations and labor-management activities are accessible to eligible personnel, including women and international staff.

Where appropriate, information shall be provided in language and formats reasonably understandable to the intended recipients.

7.6. Grievance Reporting and Resolution

The University shall maintain appropriate mechanisms for reporting concerns involving anti-union discrimination, interference, or retaliation.

Complaints shall be handled impartially, confidentially where appropriate, and in accordance with applicable procedures.

7.7. Annual Freedom of Association Review

The designated coordinating office shall conduct an annual review of institutional practices relating to freedom of association and employee representation.

The review shall examine:

1. Availability of institutional policy.
2. Employee awareness activities.
3. Relevant organization registration and accreditation records.
4. Labor-management consultations.
5. Inclusion of women and international personnel.
6. Reported concerns and their resolution.
7. Opportunities for improvement.

7.8. Annual Institutional Report

The designated coordinating office shall prepare an annual report documenting implementation of this policy.

The report shall distinguish between recognized rights, existing registered organizations, accredited negotiating representatives, and actual labor-management activities.

SECTION 8. ROLES AND RESPONSIBILITIES

8.1. Office of the University President

The Office of the University President shall provide overall institutional leadership, policy direction, and oversight for the implementation of this policy.

8.2. Office of the Vice President for Administration or Equivalent Office

The designated administrative office shall oversee institutional labor-management coordination and ensure that relevant practices comply with applicable regulations.

8.3. Human Resource Management Office

The designated Human Resource Management Office shall:

1. Coordinate policy dissemination.
2. Provide information on applicable freedom-of-association rights.
3. Maintain appropriate organization recognition records.
4. Facilitate communication with legitimate employee representatives.
5. Coordinate relevant labor-management consultations.
6. Receive or refer employee concerns.
7. Prepare annual implementation reports.

8.4. Legal Office or Equivalent Unit

The designated legal office shall provide guidance concerning public-sector union recognition, employee eligibility, collective negotiation, grievance procedures, and relevant regulatory requirements.

8.5. Gender and Development Focal Office

The designated Gender and Development Focal Office shall support inclusive participation and appropriate measures addressing gender-related barriers to lawful employee representation.

8.6. Academic and Administrative Offices

Academic and administrative offices shall respect employees' lawful freedom-of-association rights and cooperate with authorized institutional labor-management activities.

8.7. Employees' Organizations

Legitimate employees' organizations shall exercise their rights and responsibilities in accordance with applicable laws, registration and accreditation requirements, and lawful organizational rules.

8.8. Faculty Members and Staff

Faculty members and staff shall be encouraged to exercise their applicable rights responsibly and to participate in constructive labor-management relations.

SECTION 9. MONITORING, EVALUATION, AND PERFORMANCE INDICATORS

QCU shall establish a monitoring and evaluation framework to assess implementation of this policy.

Performance indicator	Measurement or monitoring requirement
Institutional union recognition policy	Approved and publicly accessible policy
Registered employees' organizations	Number of organizations with verified registration
Accredited negotiating representatives	Number of organizations with verified accreditation
Labor-management consultations	Number of documented consultations conducted
Employee awareness activities	Number of information sessions conducted
Participation of women	Available aggregate participation data, where lawful and appropriate
International personnel inclusion	Documentation of accessible information and applicable participation opportunities
Employee grievances	Number of relevant concerns received and resolved
Anti-retaliation compliance	Documentation of reported cases and appropriate institutional responses
Collective negotiation activities	Number of authorized negotiation activities, where applicable
Annual policy review	Completion of the annual freedom-of-association implementation review

The University shall evaluate implementation using reliable records and shall avoid disclosing confidential union membership information.

SECTION 10. DOCUMENTATION AND RECORDKEEPING

To demonstrate institutional implementation and support continuous improvement, QCU shall maintain appropriate documentation relating to freedom of association and union recognition.

Relevant documents may include:

1. Approved institutional policy.
2. Policy dissemination records.
3. Employee orientation materials.
4. Registration documents of relevant employees' organizations, where available.
5. Accreditation certificates of duly recognized negotiating agents, where applicable.
6. Official correspondence with employees' organizations.
7. Labor-management consultation records.
8. Collective Negotiation Agreements, where applicable and lawfully executed.
9. Records of authorized employee representation in institutional committees.
10. Aggregate records of employee participation in awareness activities.
11. Grievance and resolution records, subject to confidentiality requirements.
12. Annual Freedom of Association Implementation Reports.

All records shall be maintained in accordance with applicable University records management and data privacy requirements.

SECTION 11. FUNDING AND RESOURCE SUPPORT

Implementation of this policy shall be supported through appropriate University resources, subject to approved budgets, applicable government regulations, and institutional priorities.

The University may allocate appropriate resources for employee orientation, labor-management consultation, and related institutional activities.

Any financial arrangements involving employees' organizations shall comply with applicable government financial management and auditing requirements.

SECTION 12. COMPLIANCE AND ACCOUNTABILITY

All concerned University offices, departments, personnel, and representatives shall respect the rights and obligations established under this policy.

The University shall review allegations of unlawful discrimination, interference, intimidation, or retaliation through appropriate institutional and government procedures.

Nothing in this policy shall prevent employees or legitimate organizations from pursuing remedies available under applicable law.

SECTION 13. POLICY DISSEMINATION AND PUBLIC ACCESS

Upon approval, this policy shall be disseminated to all concerned University offices, faculty members, administrative personnel, and relevant stakeholders.

The policy shall be made publicly accessible through the official Quezon City University website and other appropriate institutional communication platforms.

The University shall promote employee awareness of applicable freedom-of-association rights and relevant institutional procedures.

SECTION 14. POLICY REVIEW AND CONTINUOUS IMPROVEMENT

This policy shall be reviewed at least once every three (3) years, or earlier when warranted by changes in applicable public-sector labor regulations, institutional employment arrangements, or employee welfare requirements.

The designated coordinating office shall review implementation annually and recommend appropriate improvements.

Proposed amendments shall be submitted through the appropriate University approval processes.

SECTION 15. SEPARABILITY CLAUSE

If any provision of this policy is declared invalid or unenforceable by competent authority, the remaining provisions shall continue in full force and effect.

SECTION 16. REPEALING AND AMENDING CLAUSE

All existing University policies, memoranda, guidelines, and procedures inconsistent with this policy shall be reviewed and, where appropriate, amended or superseded in accordance with applicable institutional procedures.

SECTION 17. EFFECTIVITY

This policy shall take effect upon approval by the University President, subject to any additional approval requirements under applicable laws, University governance rules, and institutional procedures.

All concerned University offices shall undertake the necessary measures for its dissemination, implementation, monitoring, and evaluation.

APPROVED BY:

DR. THERESITA V. ATIENZA
University President

Date Approved: June 16, 2025

Cc: Office of the Vice President for Academic Affairs
Office of the Vice President for Administration and Finance
Records Management Office