UNIVERSITY POLICY NO. 036, SERIES OF 2025

POLICY ON THE RECOGNITION AND PROTECTION OF LABOR RIGHTS, FREEDOM OF ASSOCIATION, COLLECTIVE NEGOTIATION, AND INCLUSIVE EMPLOYEE REPRESENTATION

SECTION 1. POLICY DECLARATION

Quezon City University (QCU), in recognition of its institutional responsibility to promote decent work, social justice, employee welfare, inclusive governance, and harmonious labor-management relations, hereby adopts this Policy on the Recognition and Protection of Labor Rights, Freedom of Association, Collective Negotiation, and Inclusive Employee Representation.

The University recognizes that labor rights are fundamental to protecting employee dignity, promoting equitable employment practices, strengthening institutional accountability, and ensuring meaningful participation in matters affecting working conditions and employee welfare.

As a public higher education institution, QCU acknowledges the constitutional right of government employees to self-organization and their right to establish, join, assist, and participate in legitimate employees' organizations in accordance with applicable Philippine laws and regulations.

The University further recognizes the importance of collective negotiation, employee representation, constructive dialogue, and peaceful mechanisms for addressing employment-related concerns.

Consistent with Sustainable Development Goal 8 (Decent Work and Economic Growth), QCU shall respect, protect, and promote the lawful exercise of labor rights among its faculty members, administrative personnel, and other covered workers.

QCU shall uphold the principle of inclusive labor representation, ensuring that eligible employees, including women and international personnel, are not subjected to unlawful discrimination, intimidation, harassment, retaliation, or exclusion in exercising their applicable labor rights.

The University shall recognize duly registered employees' organizations and duly accredited negotiating representatives in accordance with applicable public-sector labor regulations.

QCU shall also establish appropriate mechanisms for collective negotiation, labor-management consultation, employee participation, grievance resolution, and continuous improvement of employment practices.

This policy shall serve as the institutional framework for recognizing labor rights, protecting freedom of association, supporting lawful collective negotiation, and promoting inclusive and constructive 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 protection of labor, humane working conditions, and participation in matters affecting workers' 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. Establishes applicable public-sector procedures concerning employees' organization registration, accreditation, collective negotiation, and related labor-management matters.

2.6. Executive Order No. 292, or the Administrative Code of 1987. Establishes relevant principles governing government personnel administration and the right to self-organization.

2.7. Applicable Civil Service Commission Rules and Regulations. Govern public-sector employee organizations, employee representation, administrative procedures, and related personnel matters.

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

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 protection against discrimination, including in employment.

2.11. Republic Act No. 11313, or the Safe Spaces Act. Establishes protections against gender-based sexual harassment in covered workplaces and other settings.

2.12. Republic Act No. 10173, or the Data Privacy Act of 2012. Establishes requirements for protecting personal information, including employee and organizational membership records.

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

2.14. 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.

2.15. International Labor Organization Convention No. 151 – Labor Relations (Public Service) Convention. Provides international principles concerning protection of the right to organize and procedures for determining employment conditions in public service.

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

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

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

2.19. United Nations Sustainable Development Goal 16. Promotes accountable institutions, inclusive decision-making, and access to justice.

SECTION 3. OBJECTIVES

3.1. General Objective

To institutionalize the recognition and protection of labor rights among Quezon City University personnel, particularly freedom of association, self-organization, collective negotiation, and inclusive employee representation, in accordance with applicable Philippine laws and public-sector labor regulations.

3.2. Specific Objectives

This policy specifically aims to:

1. Recognize and protect employees' applicable rights to freedom of association and self-organization.
2. Support the lawful formation and operation of legitimate employees' organizations.
3. Recognize duly registered and accredited employees' organizations in accordance with applicable government procedures.
4. Promote collective negotiation on employment matters legally subject to negotiation.
5. Establish constructive and transparent labor-management consultation mechanisms.
6. Promote inclusive labor representation, including the participation of women and international personnel.
7. Prevent unlawful anti-union discrimination, intimidation, harassment, interference, and retaliation.
8. Respect the independence and autonomy of legitimate employees' organizations.
9. Promote employee participation in matters affecting working conditions and welfare.
10. Establish accessible mechanisms for addressing labor-related grievances and disputes.
11. Strengthen institutional awareness of labor rights and responsibilities.
12. Monitor and evaluate the implementation of labor rights protections.
13. Support QCU's contribution to SDG 8 and related institutional sustainability commitments.

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 applicable rights to self-organization, employee representation, and collective negotiation under relevant public-sector regulations.

4.2. Contractual and Temporary Faculty Members

Faculty members engaged through authorized contractual or temporary employment arrangements shall be protected against unlawful interference with their applicable labor rights.

4.3. Part-Time Faculty Members

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

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

Personnel engaged under other legally recognized employment arrangements shall be covered to the extent permitted 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 afforded applicable labor rights protections consistent with the legal character of their engagements.

Such individuals shall not automatically be treated as civil service employees or members of a government rank-and-file negotiating unit solely by virtue of this policy.

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.

Eligibility for membership in particular organizations, participation in collective negotiation, and other specific 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 applicable labor rights under relevant 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

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

Nothing in this policy shall override legally established eligibility limitations.

SECTION 5. DEFINITION OF TERMS

5.1. Labor Rights refer to legally recognized rights and protections relating to employment, including freedom of association, self-organization, employee representation, and applicable collective negotiation.

5.2. Freedom of Association refers to the right to establish, join, assist, and participate in lawful organizations of one's choosing, subject to applicable legal requirements.

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

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

5.5. Registered Employees' Organization refers to an organization registered under applicable government procedures.

5.6. Accredited Employees' Organization refers to a registered public-sector employees' organization formally accredited as the sole and exclusive negotiating agent of an appropriate negotiating unit by the competent authority.

5.7. Collective Negotiation refers to the process through which authorized management representatives and a duly accredited employees' organization negotiate employment matters legally subject to negotiation.

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

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

5.10. Anti-Union Discrimination refers to unlawful adverse treatment arising from legitimate union membership, support, or participation.

5.11. Retaliation refers to unlawful adverse treatment imposed because an employee has exercised a protected labor right or participated in a legitimate labor-related process.

5.12. Employee Representation refers to the lawful participation of authorized employee representatives in relevant institutional consultation, negotiation, or decision-making mechanisms.

SECTION 6. GENERAL POLICY GUIDELINES

6.1. Recognition of Fundamental Labor Rights

QCU shall recognize and respect the applicable labor rights of faculty members and staff.

These rights include freedom of association, self-organization, lawful employee representation, and participation in collective negotiation where permitted by law.

The University shall not impose unlawful restrictions on the exercise of these rights.

6.2. Freedom of Association

Eligible employees shall have the right to establish, join, assist, and participate in legitimate employees' organizations of their own choosing.

The University shall respect employees' lawful organizational choices and shall not improperly interfere with legitimate organizational activities.

6.3. Right to Self-Organization

QCU shall recognize the right of eligible government employees to organize for the promotion and protection of their common interests.

Employees shall be informed of applicable organizational rights and relevant government procedures.

6.4. Recognition of Employees' Organizations

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

Where an 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 an exclusive negotiating representative.

6.5. Collective Negotiation Rights

QCU shall recognize and support lawful collective negotiation with duly accredited employees' organizations.

Negotiations shall concern employment matters that are legally negotiable and not otherwise fixed by law.

The University shall designate authorized management representatives to participate in applicable collective negotiation proceedings.

6.6. Collective Negotiation Agreements

Where applicable, QCU may enter into lawful Collective Negotiation Agreements with duly accredited employees' organizations.

Such agreements shall comply with relevant public-sector labor regulations, government compensation requirements, and institutional approval procedures.

6.7. Limitations on Negotiable Matters

Collective negotiation shall not be interpreted as authorizing agreements contrary to mandatory government regulations.

Matters involving salaries, benefits, appointments, personnel classification, and other employment conditions governed by law shall remain subject to applicable government requirements.

6.8. Equal Recognition of Women's Labor Rights

QCU shall promote equal opportunities for eligible women employees to exercise their labor rights.

Women faculty members and staff shall not be subjected to unlawful discrimination in relation to:

1. Membership in employees' organizations.
2. Participation in organizational activities.
3. Election or appointment to organizational leadership.
4. Participation in authorized labor-management consultations.
5. Participation in lawful collective negotiation activities.
6. Access to appropriate employee representation mechanisms.

6.9. Recognition of International Personnel's Labor Rights

QCU shall respect the applicable labor rights of international faculty members and staff.

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

Their eligibility for particular organizational and collective negotiation activities shall remain subject to applicable Philippine laws and regulations.

6.10. Protection Against Anti-Union Discrimination

QCU shall prohibit unlawful discrimination against employees because of legitimate union membership or participation.

Prohibited conduct includes, where unlawful:

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

6.11. Protection Against Retaliation

Employees shall not be subjected to unlawful retaliation for exercising legitimate labor rights.

Allegations of retaliation shall be referred for appropriate review under applicable institutional and government procedures.

6.12. Respect for Organizational Independence

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

University authorities shall not improperly interfere in:

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

6.13. Voluntary Organizational Membership

Membership in employees' organizations 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.

6.14. Labor-Management Consultation

QCU shall establish appropriate mechanisms for constructive dialogue between University management and legitimate employee representatives.

Consultations 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.

6.15. Employee Participation in Institutional Committees

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

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

6.16. 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.

6.17. Protection of Employee Privacy

The University shall protect the confidentiality of employee information relating to union membership and organizational participation.

Membership information shall be processed and disclosed only where an appropriate lawful basis exists.

6.18. Grievance and Labor Dispute Resolution

QCU shall provide appropriate procedures for addressing concerns involving labor rights, organizational recognition, employee representation, and collective negotiation.

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

6.19. Labor Rights Awareness and Education

The University shall promote awareness of employees' labor rights and responsibilities.

Information activities may include:

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

6.20. Protection of Essential University Operations

Labor rights shall be exercised 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 Labor Rights Protection Program

QCU shall establish an Institutional Labor Rights Protection Program to coordinate the implementation of this policy.

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 and 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.

These may include scheduled consultations, official correspondence, designated liaison personnel, and authorized labor-management meetings.

7.4. Collective Negotiation Procedures

Where a duly accredited employees' organization is entitled to negotiate, QCU shall facilitate collective negotiation in accordance with applicable public-sector rules.

The University shall designate authorized representatives and maintain appropriate documentation of negotiation proceedings.

7.5. Inclusive Participation Measures

QCU shall ensure that information concerning labor rights and legitimate employee representation is reasonably accessible to eligible personnel, including women and international staff.

7.6. Employee Orientation and Awareness

The Human Resource Management Office shall include relevant labor rights information in appropriate employee orientation activities.

7.7. Grievance Reporting and Resolution

The University shall maintain appropriate channels for reporting concerns involving anti-union discrimination, interference, retaliation, or other labor rights issues.

Complaints shall be referred to the competent authority and handled in accordance with applicable procedures.

7.8. Annual Labor Rights Implementation Review

The designated coordinating office shall conduct an annual review of institutional practices relating to labor rights protection.

The review shall examine:

1. Availability of the institutional policy.
2. Employee awareness activities.
3. Relevant organization registration and accreditation records.
4. Labor-management consultations.
5. Collective negotiation activities, where applicable.
6. Inclusion of women and international personnel.
7. Reported concerns and their disposition.
8. Opportunities for improvement.

7.9. Annual Institutional Labor Rights Report

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

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

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 labor rights.
3. Maintain appropriate organization recognition records.
4. Facilitate communication with legitimate employee representatives.
5. Coordinate relevant labor-management consultations.
6. Facilitate applicable collective negotiation processes.
7. Receive or refer employee concerns.
8. Prepare annual implementation reports.

8.4. Legal Office or Equivalent Unit

The designated legal office shall provide guidance concerning public-sector labor rights, organizational 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 take appropriate measures to address gender-related barriers to lawful employee representation.

8.6. Academic and Administrative Offices

Academic and administrative offices shall respect employees' lawful labor 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 labor rights responsibly and 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 labor rights policy	Approved and publicly accessible policy
Registered employees' organizations	Number of organizations with verified registration
Accredited negotiating representatives	Number of organizations with verified accreditation
Collective negotiation activities	Number of documented negotiation activities, where applicable
Collective Negotiation Agreements	Number of valid agreements, where applicable
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
Labor rights grievances	Number of relevant concerns received and appropriately resolved
Anti-retaliation compliance	Documentation of reported cases and institutional responses
Annual implementation review	Completion of the annual labor rights implementation review

The University shall evaluate implementation using reliable institutional 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 labor rights protection.

Relevant documents may include:

1. Approved institutional labor rights 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 records.
9. Collective Negotiation Agreements, where applicable.
10. Records of authorized employee representation in institutional committees.
11. Aggregate records of employee participation in awareness activities.
12. Grievance and resolution records, subject to confidentiality requirements.
13. Annual Labor Rights 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, collective negotiation administration, 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 labor 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 17, 2025

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