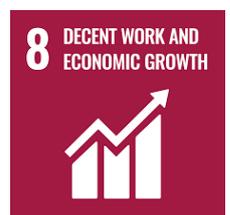




الجامعة الأورومتوسطية بفاس
EUROMED UNIVERSITY OF FES
UNIVERSITÉ EUROMED DE FÈS

SDG8 Report

Decent work and economic growth



SDG 8 Report : Decent work and economic growth

UEMF Policy on Social and Societal Responsibility

Values

The UEMF places the following principles and values at the heart of its mode of operation. As a result, it:

- is open to the world and promotes the values of inclusion, moderation, tolerance, interculturality and sharing;
- is open to all students and staff, national and international, without discrimination based on origin, family situation, gender, disability or creed;
- is based on equal opportunities and opportunities;
- advocates gender equality and implements a proactive policy to include a maximum number of women as well as people with reduced faculties;
- recognizes and rewards excellence following evaluation at all levels, both top-down and bottom-up;
- promotes critical thinking, rationality, citizenship values based on good citizenship, civility, commitment, a sense of duty and common interest as well as respect for others and the environment;
- encourages the qualities of initiative, entrepreneurship, innovation-creation and mastery of languages and cultures;
- has a social responsibility and offers scholarships, accommodation and catering to the best students from low-income families and Sub-Saharan Africa

Equal opportunities: parity, pay equity and inclusion of disadvantaged people, the disabled and immigrants

UEMF promotes and implements a proactive policy of equal opportunities and opportunities among its faculty, administrative and support staff and also among its students. This policy gives everyone access to UEMF without any discrimination whatsoever for employment, studies or even lifelong learning. This policy is based on the following pillars:

1. the University guarantees equal opportunities; Anyone who notices or suffers unequal treatment has the right to lodge a complaint at the level of the Vice-President in charge of Academic Affairs for students and at the level of the Secretary General for faculty and administrative and support staff;
2. any candidate for a position at the University is treated by the Human Resources Department in addition to a recruitment committee which acts in full transparency and rigor and ensures fair treatment for all;
3. The University has set itself the objective of:

To. achieve and maintain gender parity, using positive discrimination in the event of equal profiles and skills,

- b. ensure the same salary for the same functions between men and women,
- vs. promote gender parity in terms of access to senior university positions, d. include a maximum of people with reduced capacities,
- e. include people with an immigrant background;

4. monitoring and correction of discrepancies: salaries, rate of female candidates:

To. an "Equal Opportunities" committee is set up at the level of the University Presidency to make continuous improvements concerning the Equal Opportunities policy, to implement it and to monitor and audit its application,

b. UEMF continuously monitors the rate of female applications, their acceptance and recruitment rate and the rate of completion of studies and graduation from university,

vs. an incentive scheme for scholarships is set up to encourage applications from women in fields where they are under-represented (artificial intelligence, mechanics, civil engineering, managerial positions, etc.) in addition to a policy based on discrimination positive to give more chances to women in the event of equality of profiles and potentialities,

d. The UEMF undertakes to ensure equitable salary treatment between the sexes and to correct any discrepancy as soon as it is observed.

Help for people with a disability:

1. all the buildings and all the premises inside the University buildings are accessible to PRM (Person with Reduced Mobility) and all the stairs and elevators are equipped with signage written in Braille for the blind and visually impaired ;
2. on all floors and in all places of the University, specific sanitary facilities complying with international standards are made available to people with reduced mobility;
3. in all parking areas, specific places are reserved for people with reduced mobility and significant fines are applied to all those who park there, without having the right to do so;
4. Adapted accommodation is made available to students with a disability and in cases of severe disability, the University authorizes a family member to stay with the disabled student.
5. a personalized service for the disabled including a shuttle from the campus portal to the teaching rooms. Production of appropriate course materials and the application of the third-time rule during evaluations;

Working conditions: commitment against discrimination, child labor, forced labor and human trafficking

The University works for the development of its community by cultivating the feeling of belonging and by providing it with all the means and working conditions allowing to create a stimulating, serene climate favorable to innovation, creation and creativity. It recognizes employee rights (freedom of association and collective bargaining) for all, including women and staff of different nationalities. Anyone working at the University has an official employment contract signed between the President of the University and the employee. This contract explains the work standards, the tasks and prerogatives of the employee, the working hours, the periods of leave and public holidays, the remuneration and the social benefits in terms of medical and retirement coverage.

Salary vital for the practice of employment

The SMIG (Guaranteed Minimum Interprofessional Salary) in DH in Morocco in 2021 is:

- Net monthly salary MAD: 2,638.00
- Hourly rate in MAD: 14.81
- Gross monthly salary MAD: 2,828.71
- Social contributions MAD: 787.23

The lowest salary at UEMF is 40% higher than the minimum wage

It is strictly forbidden for UEMF:

To. to employ minors at the university;

b. to impose forced labor on an employee;

vs. to use his hierarchical status to establish slavery, human trafficking and to have favors of any kind with the employee;

d. to have a behavior or attitude that could be detrimental to working conditions;

e. to outsource activities that undermine the rights of employees. In the event that the University decides to outsource activities to third parties, this decision is taken in consultation with the employees who must not suffer any prejudice of any kind whatsoever concerning this outsourcing.

Human Resources Department (HRD)

Considered among the strategic levers of the University, the Human Resources Department of the UEMF has a role that is both social, advising and supporting the development of the University and the skills and careers of staff.

HR policy:

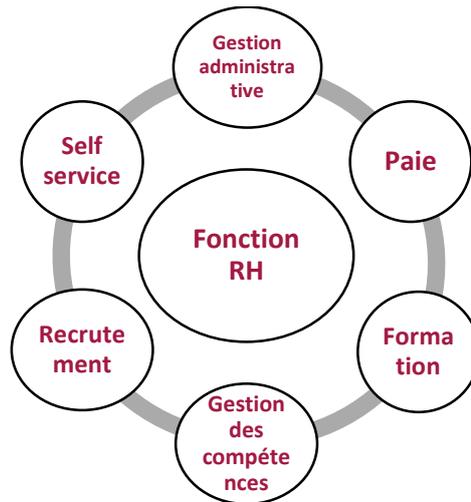
Equal opportunities - gender equality - ethics and respect - internal promotion - staff training.

Missions:

- Ensure the organization of the recruitment of teaching staff and administrative and technical staff
- Ensure the recruitment of associate professors and the management of temporary teachers;
- Prepare and follow up on payment files for permanent staff, contractors and other service providers;
- Ensure the management of all administrative careers (rights and obligations) of all University staff;
- Define the needs of the University in the field of continuous training of personnel, establish a program, execute it and evaluate it;
- Ensure the election operations of staff representatives;
- Ensure the management and follow-up of the social dialogue with the social partners, in accordance with the legislation in force
- Manage the various administrative operations of the UEMF as well as work accidents
- Work to motivate, involve and engage employees in line with the University's development strategy;

- Guarantee compliance with labor regulations;
- Participate in internal communication within the University;
- Contribute to the organization and management of annual evaluations in collaboration with the Quality Assurance Department;
- Contribute to the legal aspects of the University;
- Ensure compliance with the values and HR policy of the UEMF as well as the rules of health and safety at work.

The Human Resources component in the ERP of the UEMF



Administrative management

- Contract management :
 - Types of contracts (CDD, CDI, CTD, Provisioning, foreigners, trainees);
 - Trial period, end of contract, amendments
- Management of assignments: different establishments and services; and history
- Leave management: all types; deduction on the leave balance
- Management of absences: all types; payroll deduction
- Management of requests for administrative documents (work / salary certificates, irrevocable commitment, balance of any account, work certificate)
- Management of mission orders
- Management of disciplinary sanctions (warning, reprimand, second reprimand, Summons to the hearing session, Listening Pv)
- Individual, global and analytical social dashboards (absenteeism rate, turnover rate, seniority rate, types of contracts / establishment, age pyramid, workforce by sex, etc.)

Pay

- Entry of variable elements, net and gross, of the payroll
- Entry of compulsory and optional social contributions subscribed by UEMF
- Entering loans and advances (withholding taxes)
- Calculation of wages
- Production of transfer statements and transfer file (bank)
- Editing of monthly payroll statements
- Saving pay periods
- Payroll dashboards, allowing a detailed analysis of the payroll: by establishment, by type of contract, by job family, monthly evolution of the total cost of payroll, share of social charges, etc.
- Interface with the CNSS system for the management of the CNSS remote declaration.

Training

- Management of the training plan
- Planning of training actions
- Training budget monitoring
- Monitoring of training actions per year by employee / history
- Key indicators per employee (training needs, hours of training per module per year, etc.)

Skills management (GPEC)

- Management of the annual assessment interview
- Management of the Development Plan
- Design of forms by type of position (teacher, administrative staff, etc.)
- Organization of interviews
- Entering / calculating ratings (notes)

Career Management

- Mobility / promotion
- Advancement
- Seniority
- Salary Grids

Recruitment

- Management of recruitment requests by establishment and by department
- Interview planning (workflow)
- Design of selection grids
- Document sharing
- Recruitment dashboard (Number of recruitments by establishment, department, period, profile, diplomas retained, salary brackets)

Social audit

- Social barometers
- Parameterization of key indicators
- Detailed analysis capability

Employee Self-service module

- BP consultation, leave balance, reimbursements received
- Requests for administrative documents
- Request for leave and follow-up of the validation by the hierarchical superior
- Information on training actions, registration
- Consultation of internal memos
- Internal communication: events, news ...

The UEMF Mediator

The mission of the mediator is to contribute to the establishment of a serene, pleasant and respectful working climate. It helps in the amicable resolution of conflicts between the parties involved in a dispute. In the event of a conflict, the university community (teacher-researchers, students and administrative and support staff) can refer the matter to the mediator who is studying the file to ensure that its content falls within its competence. In the event of inadmissibility, he informs the President of the University or he can also redirect the referral to the appropriate services. He can carry out investigations, meet all the parties

individually and / or collectively and make recommendations to the parties who are free to apply them or not. In a spirit of conflict prevention and to help team cohesion, its mandate is also to meet with the various departments to help establish a peaceful and cordial work environment. The Mediator acts with complete independence, transparency and discretion. He is not invested with any power of decision, injunction or coercion. He reports on his mission to the President of UEMF and annually prepares an activity report in accordance with the rules of discretion and confidentiality.

Cases that cannot be mediated: • serious cases rather falling within the scope of justice; • conflict situation that does not fall within the scope of the work environment; • one of the parties does not want mediation; • situations of an academic nature which are more the responsibility of the Establishments (student failure, grades, exams, internships, etc.) or that fall under the Human Resources Department.

Statistics (UEMF staff)

CATEGORIES	WORKFORCE		
	2018/2019	2019/2020	2020/2021
PERMANENT	55	67	78
ACADEMIC			
VACANT	163	192	240
MISSIONARY	67	110	58
ADMINISTRATIVE AND			
TECHNICAL	61	72	89
SUBCONTRACTORS	30	34	59
TOTAL	278	361	387

Student internships

All UEMF students are invited to follow internships (academic, professional, etc.) in universities, administration and / or in companies.

Objective of the internship

The purpose of the training course is to allow the student trainee to put into practice the theoretical and methodological tools acquired during his training, to identify his skills and to consolidate his professional project.

The purpose of the internship is thus to prepare the intern student for entry into working life through a better knowledge of the 'Host Structure'.

It is part of the training and the personal and professional project of the intern student and is an integral part of his educational course.

The internship program is established by the 'UEMF training structure' and the 'Host structure' according to the general program of the training provided.

All trainees are insured.

An internship agreement signed by UEMF, the host structure and the student intern describes the rights and duties of the parties concerned.