

## Just Employment Policy Assessment v5.20.21

Criteria	YES	NO	N/A
<b>Scope</b>			
<b>1. Covered Workers</b>			
1.1 Does the policy cover all direct workers?			
1.2 Does the policy cover contracted workers?			
1.3 Does the policy cover unionized workers?			
<b>Substance</b>			
<b>2. Just Employment Principles</b>			
2.1 Is there a preference for full-time positions?			
2.1 Is there a preference for employee continuity?			
2.3 Is there access to community resources?			
2.4 Are all workers being paid a living wage (according to livingwage.mit.edu)?			
<i>Are workers all offered a dignified workplace, specifically:</i>	YES	NO	N/A
2.5 Are workers protected by nondiscrimination policies?			
2.6 Are workers protected from workplace bullying and harassment?			
2.7 Does the institution respect the right of workers to free association and to freely choose unions representation or collective bargaining?			
<b>Procedure</b>			
<b>3. Oversight and Implementation</b>			
3.1 Is there an oversight committee for the policy?			
3.2 Is the oversight committee provided adequate general information to perform its functions?			
3.3 Is the oversight committee expected to inform the community of its findings?			
3.4 Is the policy being reviewed on an annual basis?			
3.5 Do all workers (direct and contracted) have access to the information of the policy and oversight committee?			
<b>4. Worker Feedback</b>			
4.1 Are workers provided a grievance procedure?			
4.2 Does the institution agree to meet with workers to resolve any potential issues?			
4.3 Does the institution and its contractors agree not to retaliate against any worker?			
<b>5. Implementation</b>			
5.1 Are students and the university community notified of the policy?			
5.2 Are workers, both direct and contracted notified of the employers' obligations under the policy?			
<b>6. Contract Evaluation and Negotiation</b>			
6.1 Does the institution provide a contractor a copy of this policy?			
6.2 Has the institution making an agreement with the contractor to comply with this policy?			
6.3 Do contractors provide their labor policy to the institution?			
6.4 Is the institution conducting audits to determine how well the institution and its contractors are obeying the policy?			
<b>Subtotals</b> (number of YES answers; number of NO answers)			
<b>Total</b> (total of YES and NO answers)			
<b>Score</b> (divide YES answers by TOTAL)		%	