



پوهنتون کاردان
KARDAN UNIVERSITY

Outsourcing Policy

1. Overview

Kardan University uses outsourcing as a means of reducing costs, accessing specialist expertise, and providing greater focus on non-core functions. This process must be an aged to ensure the proper benefits are received and risks remain within acceptable levels.

All contracts with external suppliers for providing services to Kardan University shall be monitored and reviewed to ensure that information security requirements are being satisfied. Contracts shall include appropriate provisions to ensure the continued security of information and systems in the event that a contract is terminated or transferred to another party. This policy sets out the conditions that are required to ensure equal rights of workers when outsourcing services and ensure to maintain the security of the information and systems when third parties other than the organization's own staff are involved in their operation.

2. Scope

This policy applies to all Kardan University' suppliers, contractors and third parties who provide services to Kardan University.

3. Purpose

Outsourcing involves the use of third party service providers to perform activities on a continuing basis (including agreements for a limited period), that would normally be undertaken by Kardan University. This policy ensures equality of rights and manages the risks related to outsourcing. Kardan University shall not outsources key functions that could potentially put the employment of exiting employees at risks.

4. Employees Involvement

Employees shall ensure that outsourcing arrangements do not diminish Kardan University's ability to meet our contractual and compliance obligations. Procedures shall be identified to ensure that the outsource provider employs the same standard of care in performing the services as would be employed by Kardan University. Employees shall not engage in outsourcing activities that have a high likelihood of damaging Kardan University's image and

reputation. Kardan University must also ensure the equal rights of workers when outsourcing any function or service of the University.

5. Choosing an outsourcer

Kardan University follows a transparent and competitive process for choosing outsourcers. Outsourcing should be based on the service provider's reputation, quality of service, competency and Kardan University's vetting procedures. Criteria for selecting an outsourcer shall be defined and documented, taking into account the:

- Service Provider's reputation and history;
- Quality of services
- Competency of the Service Provider
- Primary Vetting of the Service Provider
- Legal License of business in Afghanistan

6. Contracts and confidentiality agreements

A formal contract between Kardan University and the outsourcer shall exist to protect both parties. The contract shall clearly define the types of information exchanged and the purpose for so doing. If the information being exchanged is sensitive, a binding confidentiality agreement shall be in place between Kardan University and the service provider. Information shall be classified and controlled in accordance with Kardan University's policy. Any information received by Kardan University from the service provider who is bound by the contract or confidentiality agreement shall be protected by appropriate classification and labeling. Upon termination of the contract, the confidentiality arrangements shall be revisited to determine whether confidentiality has to be extended beyond the tenure of the contract. The contract shall clearly define each party's responsibilities toward the other by defining the parties to the contract, effective date, functions or services being provided (e.g. defined service levels), liabilities, limitations on use of sub-contractors and other commercial/legal matters normal to any contract. Depending on the results of the risk assessment, various additional controls should be embedded or referenced within the contract.

7. Hiring and training of employees

Outsource employees, contractors and consultants working on behalf of Kardan University shall be subjected to background checks equivalent to those performed on Kardan University employees. Such screening shall take into consideration the level of trust and responsibility associated with the position and (where permitted by local laws):

- Proof of the person's identity (e.g. national ID or passport);
- Proof of their academic qualifications (e.g. certificates);
- Proof of their work experience (e.g. résumé/CV and references);

- Criminal record check;

Companies providing contractors/consultants directly to Kardan University or to outsourcers used by Kardan University shall perform at least the same standard of background checks as those indicated above. Suitable information security awareness, training and education shall be provided to all employees and third parties working on the contract, clarifying their responsibilities relating to Kardan University information security policies, standards, procedures and guidelines (e.g. privacy policy, acceptable use policy, procedure for reporting information security incidents etc.) and all relevant obligations defined in the contract.

8. Due Diligence

The University shall conduct appropriate due diligence in selecting the third party to whom any activity is proposed to be outsourced. It shall be ensured that outsourced activities are further outsourced downstream only with the prior consent and with appropriate safeguards including proper legal documentation/ agreement.

9. Monitoring

An effective monitoring of the entities selected for outsourcing shall be done to ensure that there is check on the activities of outsourced entity. The University shall be fully liable and accountable for the activities that are being outsourced to the same extent as if the service were provided in-house.

10. Policy Revision

This policy must be regularly reviewed in order to ensure its continued adequacy, relevance or compliance with Afghanistan's labor law and Universal Declaration of Human Rights. It may be amended at any time with the approval of Chief Operating Officer.

Created: December, 2019

Revised: September 2020