



**Title:** Living Wage Policy

**Code:** GU-PL68EPPSE

**Version:** 1.1

**Date of Issue:** 2024

**Effective Date:** July 2024

**Approval Authority:** Board of Trustees

**Document Owner:** Chief Operation Officer (COO)

**Next Review Date:** June 2028

**Review:** The policy is subject to a periodic review every 4 years, no later than June 2028, or in a shorter cycle as per amendments to University Policies

## 1. Purpose

Gulf University is committed to ensuring that all staff and faculty members receive at least the local living wage, in line with Bahrain's national legislation and the poverty indicator for a family of four, as announced annually by the government. All GU employees are paid salaries that meet or exceed the established local cost-of-living standard. Evidence of this commitment is demonstrated through regular salary scale reviews conducted by the Human Resources Department, ensuring continued compliance with national benchmarks. The university maintains a transparent pay structure and records verifying that all positions meet or surpass the Bahrain living-wage threshold."

This policy reflects Gulf University's dedication to fair compensation, equality, and the economic well-being of its workforce, in support of SDG 8 – Decent Work and Economic Growth.

## 2. Scope

This policy applies to all staff and faculty members at Gulf University, including full-time, part-time, contractual, support, and outsourced personnel whose compensation is determined or governed by Gulf University.

The policy specifically covers the minimum salary standards, salary-review requirements, and compliance obligations related to the local living wage or the national poverty indicator for a family of four.

## 3. Acronyms

Acronym	Meaning
BQA	Education and Training Quality Authority
COO	Chief Operating Officer
HEC	Higher Education Council
LMRA	Labour Market Regulatory Authority

## 4. Definitions

### 4.1 Living Wage

The minimum income necessary for a worker to meet basic needs, aligned with Bahrain's national poverty indicator for a family of four, or official government guidance on living-wage thresholds.

### 4.2 Local Cost-of-Living Standard

A measure of the essential monthly expenses (housing, food, transport, utilities) that determine the minimum income required to live with dignity in Bahrain.

### 4.3 Salary Scale Review

An annual process where the HR Department evaluates GU's minimum salary against the current living-wage benchmark to ensure compliance.

#### 4.4 Minimum Base Salary

The lowest salary payable to any GU employee; this value must always be equal to or higher than the local living-wage requirement.

### 5. Policy Details

#### 5.1 Commitment to Living Wage

Gulf University guarantees that all staff and faculty receive at least the local living wage, ensuring salaries meet or exceed Bahrain's poverty-line threshold for a family of four.

#### 5.2 Annual Compliance Review

The Human Resources Department conducts an annual salary-scale review to verify that GU's minimum salary remains above the current living-wage benchmark.

#### 5.3 Adjustment of Minimum Salary

If national living-wage or poverty-indicator values are updated, GU will revise its minimum salary level within three months to maintain compliance.

#### 5.4 Transparent Pay Structure

The University maintains transparent salary-scale documentation and records demonstrating alignment with national living-wage requirements. These documents may be made publicly accessible as part of GU's sustainability reporting.

#### 5.5 Applicability to Outsourced Workers

Any outsourced personnel engaged in core services (security, cleaning, maintenance, cafeteria, etc.) must also be compensated at no less than the local living wage, as per terms mandated in GU's contractual agreements.

#### 5.6 Alignment with SDG 8

This policy reflects Gulf University's commitment to Decent Work and Economic Growth, ensuring fair income, financial security, and the well-being of all workers.

### 6. Procedures

#### 6.1 Annual Living Wage Verification

HR shall collect Bahrain's most recent living-wage or poverty-line data and document the comparison with GU's minimum salary.

#### 6.2 Salary Adjustment Procedure

Where living-wage benchmarks increase, HR will prepare a salary adjustment proposal for the COO and President, ensuring timely implementation.

#### 6.3 Monitoring and Record Keeping

HR shall maintain transparent records of:

- annual wage reviews
- updated salary scales
- comparison tables showing GU's compliance
- communications issued to staff regarding wage updates

#### 6.4 Communication to Employees

HR will notify employees of changes to minimum salaries and publish summary information in the University's Sustainability Report or HR Policy.

### 6.5 Training and Awareness

HR personnel will receive periodic training to ensure the correct application of living-wage standards and compliance with national guidelines.

### 6.6 Ensuring Compliance for Outsourced Workers

Procurement and HR will jointly ensure that all outsourcing contracts include mandatory living-wage clauses and periodic audits.

## 7. Responsibilities

### **The Board of Trustees is responsible for:**

- Ensuring appropriate implementation of this policy.

### **The President is responsible for:**

- Ensuring appropriate implementation of this policy.

### **The Vice President for Academic Affairs is responsible for:**

- Appropriate implementation of this policy.

### **The Chief Operating Officer is responsible for:**

- Appropriate implementation of this policy.

### **Human Resources Manager**

- Following this policy appropriately.

## 8. Related Policies

- HR Policy

## 9. Related Procedures

- All HR Related Procedures

## 10. Related References and Standards

BQA	Institutional Review Handbook
BQA	National Qualifications Framework Handbook
BQA	Programs-within-College Reviews Handbook
HEC	Regulations and Resolutions

President Signature:

