

Question	Response
Composition of the workforce at WCM-Q, including the number of Cornell employees and contracted employees and the roles these worker groups fulfill (e.g. job group and job family analysis);	Cornell Employees: 455 faculty, professional and administrative staff represented from 54 nationalities. Directly Contracted Staff: 27 QF Contracted Staff: 64 Direct and QF contracted staff generally provide services such as security, housekeeping, office assistants, lab cleaning and maintenance services.
Policies and standards used by WCM-Q to choose third party employers	Competitive bidding process following University procurement policies are used to select the vendors. Consideration is given to salary and benefits provided to workers, as well as provisions that protect the rights of the workers
Names and affiliations of third party employers contracted by WCM-Q;	2 Qatar-based vendors are used to retain 27 contracted staff. <i>Due to business confidentiality concerns, we have omitted vendor names.</i>
Specific worker protections stipulated in contracts between WCM-Q and third party employers, and Cornell's options for redress if those stipulations are violated;	Provisions are included in the contracts that stipulate that the vendor shall provide salary, housing, overtime pay, meal/allowances, and health card/facility as required by Qatar law.  <i>Details are provided below note 1*</i>
Policies and practices WCM-Q uses to ensure Cornell's standards are being upheld, including the resources available to workers with grievances.	Questioning of vendors and workers to ensure that salaries are paid timely, and provision of other benefits when any issues are reported, the vendor is contacted to resolve. WCM-Q manager operates an open door policy enabling contracted staff to report welfare issues in confidence. The contracted staff are aware that they can report issues to WCM-Q in confidence and without reprisal.
Details of any and all previous labor investigations or audits conducted at WCM-Q by Cornell and any external organizations.	None conducted to date as there have been no allegations by contracted staff against their employers.
Details of any and all contact regarding salaries, policies, and protections with contracted staff at WCM-Q, where not in conflict with the law.	None to date as there has been no allegations of violations from the contracted staff against their employers.
Details of any and all contact with vendors regarding benefits and protections mandated for contracted staff.	Regular contact with both the vendors and the contracted staff to ensure adherence with terms of contracts.  <i>Details are provided below note 2*</i>

\* Details on benefits & protection provided to the contracted staff.

Note		
1		<ul style="list-style-type: none"> <li>• Shall make full payments of all wages and allowances to its workers.</li> <li>• Maintain proper records of salary payments &amp; make available to WCM-Q when requested.</li> <li>• Safety, Health and Insurance - Vendor shall provide worker's compensations insurance as required by Qatar law</li> <li>• Provide Medical health certificate (as per Qatar Labor Law) plus annual physicals</li> <li>• In the event of promulgation of minimum wages or other compensation by the Qatar Labor Department/Human Rights Commission or other department in the future, vendor rates shall be reviewed with effect from the date of the directives</li> </ul>
2		<ul style="list-style-type: none"> <li>• Basic Salary, overtime if any, allowances and/ or bonuses</li> <li>• Accommodations per Qatar law</li> <li>• Food allowance or provision of daily meals for staff (in addition, WCM-Q provides on-site meals)</li> <li>• Medical Health card</li> <li>• End of service benefit (as per Qatar Law)</li> <li>• Ticket &amp; home leave pay</li> <li>• Transportation to and from accommodations to WCM-Q</li> <li>• Uniforms</li> <li>• Laundry is paid for by WCM-Q</li> </ul>