PURPOSE & SCOPE

The purpose of this document is to describe the procedure for the selection & recruitment of employees consistent with the standard & applicable minimum age laws prescribed by the State Government. This shall be applicable to all the personnel of the company.

POLICY STATEMENT

It is the Policy of the company to ensure that no child labour is employed for the production of company's goods and or services.

RESPONSIBILITY & ACCOUNTABILITY

- It is responsibility & accountability of Director / Manager to ensure that the child labour is not employed in any activities performed in the factory / Supplier / Sub-Supplier end.
- It is the responsibility & accountability of officer in charge – Human Resource to maintain appropriate age documentation on individual employee file & issue ID Cards.
- For young Worker It is responsibility & accountability of Director / Manager to ensure through appropriate measures that those workers:
  - Are employed only after school hours, where they are subject to compulsory schooling
  - Do not carry out heavy work
  - Work in safe conditions and are not exposed to situations that are dangerous, risky or hazardous for their physical and mental health and for their development
  - Do not come into contact with dangerous equipment
  - The combined hours of daily transportation (to and from work and school), school and work times does not exceed 10 hours a day.
  - Do not work during night shifts.
  - At present no any Child labour OR young worker employed by the VISHALFAB India Private Limited.
  - Ensure the prohibition of child labour, Forced Bonded Labour indentured & Prison Labour.

REFERENCE

The factories Act 1948

PROCEDURE

- VISHALFAB India Private limited does not engage or support child Labour. The minimum age for all employees will be 18 years. It is the policy of the company to ensure that no child labour is employed for producing and / or delivering company's goods and / or services.

- A signage to be placed in the entrance that" No person shall permit to work below the age of 18".

- Whenever there is a vacancy in the company the same is advertised through a recruitment agency, the newspaper, on the company's notice boards or conveyed through personal contacts.

- The applications shall be filled in by the candidate in a prescribed format along with three passport size (or other appropriate size) photographs & one of the following documents.

    - Birth Certificate
    - School Leaving Certificate / Mark sheet.
    - ID Card issued by election commission
    - Certificate issued by authorized surgeon certifying correct age.

- The application is thoroughly scrutinized to ensure that it is complete in all the respects.
- If found fulfilling minimum age requirements, the candidate is called upon for an interview to confirm the age.
- In absences of any of the age documents mentioned above either the age is confirmed by the personal judgment based on physique & appearance or the applicant candidature is cancelled.
- ID card is issued to the employee upon joining the duties.
- Age documentation of all the employees is maintained individual Employees file.

REMEDIATION PLAN

We do not use Child labour in our Organization. Still if Child labour is observed in the organization or at Supplier / Sub-Supplier end the following remediation programme would be observed / instructed to Supplier / Sub-supplier –

- Ensure that the use of Child labour is terminated as soon as possible.
- In the event that the financial situation of the family is particularly serious and could worsen as a result of the dismissal of the child, the company must strive, through the involvement if necessary, of the local administrations to recruit other family members of the minor.
- If the child is the main source of income for his/her family, the factory must provide his family with a stipend until the child is 18 years of age or the legal minimum working age, whichever is later. The purpose of the stipend is to avoid any hardship related to the loss of income from the child's unemployment. As an alternative, the factory may employ another member of the child's family. The family member must be at least 18 years of age or the minimum legal working age, whichever is later, AND must be employed by his/her own free will.
- The factory must contact the child worker's parents/legal guardians to arrange for the child's safe return to his original residence. The factory is responsible for returning the child to his original residence, including the cost of transport, accommodation and any other related expenses. The factory must maintain all expense records related to the child's return. These records will be reviewed to verify that the factory has complied with the Remediation Plan.
- The factory must maintain contact with the child's parents/legal guardians to ensure the child's wellbeing and to verify his/her attendance in school. The factory must maintain proof of communication with the child's parents to verify compliance with the Remediation Plan.
- The factory must contact the child's school to ensure that he/she is attending classes regularly. The factory must maintain all documents related to the child's school attendance.
- The factory must consider re-employment of the child once he/she is 18 years old, or

the legal working age, whichever is later.

- Ensure that the minor continues to attend school, committing itself or requiring the supplier to commit to bearing all necessary expenses e.g. fees, purchase of books, other expenses for the school attendance.

- Involve social workers, voluntary association etc. which might assist in monitoring the situation of the minor and his family background.

- The factory must establish a recruitment policy that prevents child workers from future employment in the factory. The factory must show that the recruitment policy is enforced.

RECORDS

Individual Employee File
Identity Cardबच्चे