

PROHIBITION OF CHILD & ADOLESCENT LABOR

	Corporate Policy
	CHILD & ADOLESCENT LABOR POLICY
	Number: CP/HR/18
	Revision Number: 01
	Effective Date: 01/01/2025
	Next Review Date: 31/12/2029

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I. OBJECTIVE:

Almelo UNIT-II is committed for strict implementation of 'Prohibition of Child & Adolescent Labor Policy" in compliance with the provisions of "The Child and Adolescent Labor (Prohibition and Regulation) Act'1986

II. SCOPE:

This policy shall be applicable to all the employees (direct & contract) of Almelo UNIT-II This Policy applies even during recruitment & selection of employees "No Child Labour" is deployed and engaged in the factory and Almelo ensures that no person below the age of 18(Eighteen Years) is employed in the workplace.

III. PHILOSOPHY:

Almelo prohibits employing children & adolescents in all occupations.

- **Adolescent:** Means a person who has completed his fourteenth year of age but has not completed his eighteenth year.
- **Child:** Means a person who has not completed his fourteenth year of age or such age as may be specified in the Rights of Children to Free and Compulsory Education Act'2009.
- **Age Proof document:** The procedure to ensure submission of Aadhar Card and Voter ID card, Driving License by the worker or any proof issued by Central Government of India to verify the age of the worker during the recruitment process.

IV. PROCEDURES:

To incorporate a clear statement on freely chosen labour.Ensure the policy explicitly prohibits forced, bonded, indentured, involuntary prison labour, human trafficking, and modern slavery in all operations and throughout the supply chain.

V. RESPONSIBILITY:

1. Site HR is responsible for implementation of this policy.
2. Site / Plant Head is the responsible to ensure effective implementation of this Policy.

VI. COMMUNICATION & TRAINING:

Employees are also being trained through induction Trainings, Periodical and refresher Trainings.

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VII. CHANGE HISTORY:

Version	Supersedes	Changes made
00	NA	Newly Prepared
01	00	Procedure incorporated



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