

	<b>PROHIBITION OF LABOUR BELOW 18 YRS OF AGE POLICY</b>	Document No.	MECPL/Policy/ HR/ 13
		Rev. No.	00
		Rev. Date	01-12-2016

This Policy shall be called MECPL PROHIBITION OF LABOUR BELOW 18 YRS AGE POLICY. The company reserves the right to amend or cancel all or any part of the scheme and issue supplementary rule.

### **OBJECTIVE:**

Our company is committed to ensure that our society remains free from any kind of abuse and crime towards child/young (below 18 yrs of age) with the vision of eradicating child Labour completely from our society as well as the industry.

The company will not tolerate any form of child/young labour (below 18 yrs of age)/ bonded Labour/Forced Labour under any circumstances and is committed to take all necessary steps to ensure that no such activity is observed in our premises.

### **SCOPE:**

This policy apply to all categories of employees of the company, including management and workmen, apprentices and employees on contract at our workplace premises and precincts.

### **DEFINITION :**

Child/young labour (below 18 years of age)/ bonded Labour/ Forced Labour is the practice of having engaged in an manufacturing activity, on part or full time basis. As per law, a person under the age of 18 years/ bonded labour/ forced labour must not be engaged in any such kind of employment activities in factory.

### **POLICY:**

1. A signage is placed on the entrance of all manufacturing unit that **“Person below 18 years of age/ Bonded Labour/ Forced Labour is prohibited in Factory Premises”**.
2. Without proper age records, the candidate will not be allowed to work in the premises. The documentation considered necessary for verification of age of an employee shall include any of the following : a valid certificate of birth issued by registrar of birth and death, Matriculation Certificate issued by CBSE or State board education, Voter Card, Driving License, Adhar Card.
3. Any contract employees engaged through contractors and working in our factory shall also be above the age of 18 yrs.
4. Proper verification of age records to be done by the factory HR to authenticate the records provided.
5. The age record should be placed in the personal file of the concern employee for further verification.

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6. No adolescent/young/child/bonded/forced worker shall be employed in processes that are declared as dangerous or hazardous in operation.
7. No apprentice program will be operated for the age group of below 18 yrs.



**Mitesh Gera**

**COO**