

	CORPORATE POLICIES	Doc. No : CPL/PPCHL
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ISO 9001:2015	TITLE : POLICY FOR PROHIBITION ON ENGAGING CHILD LABOUR FOR WORK IN FACTORY	
FSSC 22000 V6		
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Objective

The objective of the Policy and Procedure regarding 'Prohibition on Engaging Child Labour for Work in Factory' is to ensure that no Child labour is to be engaged at any work place and employment of CAPOVITEZ PVT. LTD.

Policy

CAPOVITEZ PVT. LTD. will not employ directly or through any contractor or agency, any person who is below the age of 18 years **and any hazardous work will not be assigned to them.**

Scope

This policy applies to all the divisions of CAPOVITEZ PVT. LTD.. This policy applies to all the divisions of CAPOVITEZ PVT. LTD. This policy covers all employees of the organisation and persons employed through labour contractor or agent and includes Apprentices.

Definition

Prohibition: Not allowed, Not permitted or Ban

Child Labour: Whose age is below 18 years

Definition of Hazardous work: the work which exposes children to physical, psychological or sexual abuse; work underground, underwater, at dangerous heights or in confined spaces; work with dangerous machinery, equipment and tools or carrying heavy loads; exposure to hazardous substances, agents or processes, or to temperatures, noise levels or vibrations damaging to health; work for long hours, night work, and unreasonable confinement to the premises of the employer.

Implementation/Procedures

The date of birth of all the candidates who apply for employment with us directly or through any contractor or any agency will be verified from their Original Aadhar card, school or college leaving certificate or ID card of Election commission, or Birth date certificate issued by Municipal corporation or the region etc. at the time of recruitment and also verified copy will be maintained in our records. Only those who are 18 years or older in age will be selected to join and will hire for the work.

All the Agreements with the labour contractors must have the clause prohibiting employment of worker/employee who is below the age of 18 years for the safer side and looking at the human safety prospective.

Also if we will ensure that no young or juvenile worker be shall be deployed and work in any hazardous work or process and it minimum age for working in such process has been raised to 18 years. The hazardous work is defined as inflammable substance, explosives, and hazardous processes.

Also we will ensure that no young or juvenile worker shall be deployed to work on OT and night shift at any given time.

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Child Labour and Remediation Process

If it is suspected that an underage worker is employed at any of our sites or in the supply chain, then immediate steps should be taken to verify the age of the individual against official documentary evidence.

In the event then an underage worker/s is found working it is necessary to:

Act quickly and appropriately by removing the worker from the work area to ensure their safety.

Record the names, ages and contact details of the workers concerned.

Explain the legal requirements and restrictions on working ages to the child clearly and carryout an age verification check.

Consult with child focused organisations i.e., NGOs (e.g. Child Protection Services) and local authorities regarding any child allegedly or confirmed to be involved in child labour.

Terminate the employment relationship.

Treat each situation of child labour on a case by case basis to ensure the best interest of the child taking into account their specific needs and aspiration when drawing up the remediation programme.

The programme is to include: -

Assisting them to find a school and support them financially through their education (vocational training or formal education).

Compensating the child's family for at least the wage they were earning. These wages will be paid monthly (not as a lump sum) until the child has reached the legal minimum age for working.

At the end of the period of education guaranteeing paid employment to the child worker at the same level in which they were previously employed or according to their educational qualification if they wish to return.

Agreed monitoring period by CAPOVITEZ PVT. LTD.

A full investigation should be carried out to identify how this has happened and action taken to prevent reoccurrence.

Responsibility: The HR Head/Manager Manager

Verification

HR coordinator will cross verify the date of birth from Original Aadhar Card, School leaving certificates, Ration card, Election commission membership card, College leaving certificate of the newly selected person.

Also it will be verified while entering the details of the respective worker or new joiner in the master data system and doing the joining formalities.

Monitoring

Any incidences reported in the plants, labour contractor end or at supplier end or any cases reported by any regulatory bodies to be recorded in a register by HR executive of each site. The incidences and action taken will be reviewed in Management Committee Meeting.

Review frequency: Whenever any change in legal or corporate requirements or at least once in three years.