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# CHILD LABOUR POLICY

## 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 Central 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 Executive HR, to ensure that the child labour is not employed in any activities performed in the factory.

It is the responsibility & accountability of Assistant HR, to maintain appropriate age documentation on individual employee file & issue ID cards.

## PROCEDURE

Our company does not engage or support child labour. It is the policy of the Company to ensure that no child labour is employed for any activities of the Company

If a Child younger than 14 years of age/young worker is employed in the company, the company will follow the documented procedure.

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

Birth Certificate

School Leaving Certificate/Mark sheet of Mark sheet of SSC/HSC

ID card issued by election commission

Copy of passport verified with original

Certificate issued by authorised dental/orthopedic surgeon

Certificate issued by Gram Panchayat.

The application is thoroughly scrutinized to ensure that it is complete in all the respects.

**Works 1:**  
Plot No. 3, Sector II, The Vasai  
Taluka Industrial Co-op. Estate Ltd.,  
Gaurai pada, Vasai (East),  
District Palghar - 401 208,  
Maharashtra, India.  
Tel.: 0250 6061222 / 23 / 24

**Works 2:**  
Plot No. 30, Sector II, The Vasai  
Taluka Industrial Co-op. Estate Ltd.,  
Gaurai pada, Vasai (East),  
District Palghar - 401 208,  
Maharashtra, India.

**Works 3:**  
Plot No. 27, Sector II, The Vasai  
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If found fulfilling minimum age requirements, the candidate is called for an interview to confirm the veracity of declaration and the record of interview is kept in the personal file of the candidate.

The age is also verified during interview by Physical appearance.

ID card is issued to the employee upon joining the duties.

Age documentation of all the employees is maintained in individual employee file.

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