Child, Young & Forced Labour Prevention and Age Verification Policy

1. Purpose

This policy establishes the organization's commitment to preventing and eliminating all forms of child labour, young labour exploitation, forced labour, and compulsory labour. It also defines the procedures for age verification and record maintenance to ensure compliance with applicable labour laws and ethical standards.

2. Scope

This policy applies to:

- All employees (permanent, temporary, contractual, interns, apprentices)

- Consultants, trainees, and agency-supplied workers

- Contractors, subcontractors, and service providers engaged by the organization

3. Policy Statement

The organization strictly prohibits:

- Employment or engagement of child labour

- Any form of forced, bonded, trafficked, or compulsory labour

- Retention of employee identity documents as a condition of employment

- Any practice that restricts an employee's freedom of movement or employment

The organization is committed to ethical recruitment practices and fair treatment of all workers.

4. Definitions

- **Child Labour**: Employment of any person below the minimum legal working age as per applicable labour laws.

- **Young Worker**: A person who has reached the legal minimum working age but is below 18 years.

- **Forced or Compulsory Labour**: Any work extracted under threat, coercion, penalty, or without the voluntary consent of the worker.

5. Minimum Age Requirement

- The organization shall not employ any individual below the legally permissible minimum working age.

- Young workers, if employed, shall not be engaged in hazardous work or night shifts and shall work only within legally permitted hours.

6. Age Verification Procedure

6.1 Mandatory Age Verification

Age verification shall be conducted:

- Prior to onboarding or engagement

- For all categories of workers, without exception

6.2 Acceptable Age Proof Documents

Employees must submit at least one valid government-issued document as proof of age, such as:

- Birth Certificate

- Aadhaar Card

- Passport

- Voter ID

- Driving License

- School Leaving Certificate or Transfer Certificate

6.3 Verification Process

- HR shall verify the authenticity and consistency of age-related documents.

- Copies of verified documents shall be retained in the employee's personal file.

- Any discrepancies or doubts shall be escalated to senior management for review.

7. Record Maintenance

- Employee age verification records shall be securely maintained by HR.

- Records shall be retained in physical or digital form in compliance with data protection and record retention requirements.

- Access to records shall be restricted to authorized personnel only.

8. Prevention of Forced Labour

The organization shall ensure:

- Employment is voluntary and based on freely signed contracts or appointment letters

- No deposits, recruitment fees, or advances are demanded from employees

- Wages are paid directly to employees in a timely manner

- Employees are free to resign or terminate employment as per company policy and law

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9. Responsibility and Accountability

- **Human Resources**: Implementation, monitoring, age verification, and record keeping

- **Department Heads**: Ensuring compliance within their teams

- **Management**: Oversight, policy enforcement, and corrective actions

10. Reporting and Corrective Action

- Any suspected violation of this policy must be reported immediately to HR or Management.

- Confirmed violations shall result in disciplinary action and corrective measures, including termination of contracts if applicable.

11. Awareness and Training

- The organization shall periodically communicate this policy to employees.

- Relevant personnel involved in recruitment and onboarding shall receive training on this policy.
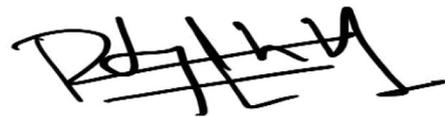
12. Review and Amendment

This policy shall be reviewed periodically and updated as required to ensure continued compliance with legal and ethical standards.

Approved by: Directors
Effective Date: _____
Review Cycle: Annual or as required

Rakesh R - Director
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