



# Child Labour and Forced Labour Policy

Doc. No – HR/01  
Issue No : 01 Date : 01.07.2022

## Policy on Child Labour

20 Microns limited is committed to providing a safe and healthy working environment supported by mutual respect and equality. Our Child Labour Policy ensures that our company and its subsidiaries will not practice child labour nor forced labour and prohibits the exploitation of children in any kind of operation under the company's name.

This policy is applicable for the entire organization, our partners, our vendors, suppliers, contractors, or anybody we do business with.

This policy refers to “children” as individuals who are under the age of 15 years. 20 microns shall adhere to the following statements:

- We shall not employ children under any circumstances.
- The company is against all kinds of exploitation of children
- The company will not do business with any organization that practices child labor and does not uphold similar standards
- The Human resource department is responsible for implementing this policy in all of our operations.

## Supporting Actions

20 micron is committed to eliminating child labour and hence follows some practices as mentioned below to enforce this policy.

- Ready to work with government or non-profit organizations for ending child labor practices.
- Educate communities about the harms of child labor and encourage children to join schools.
- Educate employees on work laws and encourage them to report child labor instances.
- Avoid hiring minors under the legal age for working.
- Ensure that this policy is well communicated with the organizations we do business with.
- Holding company workshops and events to educate employees on child labor and social responsibility.

Prepared By and approved by DGM HR





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### **Child remediation Policy**

*If a child labour is identified at the factory the following steps will be followed:*

*(i) The Child Worker Must Stop Working Immediately.*

*(ii) The factory will not terminate the child worker's employment & under no circumstances can the future safety and/or wellbeing of the child be put in jeopardy.*

*(iii) The factory will contact the child worker's parents/legal guardians to arrange for the child's safe return to his residence. The factory will be responsible for returning the child to his original residence, including the cost of transport, accommodation and any other related expenses. The factory will maintain all expenses records related to the child's return.*

*(iv) If the child is the main source of income for his/her family, the factory will provide his family with a stipend. This amount will provide a financial assistance to family of the child as long as the child is actually sent to the school.*

*(v) The factory will provide employment to one adult member of the child worker's family and will be employed by his/her own free will.*

*(vi) The factory will maintain contact with the child's parents / legal guardian to ensure the child's wellbeing and to verify his/her attendance in school. The factory will maintain proof of the communication with the child's parents to verify compliance with the remediation plan.*

*(vii) The factory will contact the child's school to ensure that he/she is attending classes regularly & the factory will maintain all document related to the child's school attendance.*

*(viii) The Factory will consider re-employment of the child once he / she attain the legal working age.*

*(ix) The factory will ensure to enforce this Policy effectively.*

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*Following procedure is applied to verify Age of each Candidate before Recruitment-*

*1. Each Candidate is required to show his valid Age Proof with Photo in Original for Age and Background verification. Following Documents are valid for Age Verification-*

*1.1. Aadhar Card*

*1.2. School Certificate*

*1.3. Dentist Certificate*

*1.4. Passport*

*2.5. Driving License*

*2.6. Votor ID*

*After Age verification, Photo Copy of the valid Document is attached with the Application Form for Company Records.*

### **Related objectives**

*1) Ensure zero incidents related to child labor.*

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## Policy on Forced labour

20 Microns limited is commits that under no circumstances will make use of forced or bonded labour. All employees shall have the right to enter into employment voluntarily and freely, without the threat of a penalty. The policy is applicable to all personnel as well as interns, consultants and any other person performing a task in the company. The Company's principle of No Forced Labour is based on International Labour Organization (ILO) conventions and national laws.

This policy is applicable for the entire organization, our partners, our vendors, suppliers, contractors, or anybody we do business with us.

This policy refers to “children” as individuals who are under the age of 18 years. 20 microns shall adhere to the following statements:

- We will not engage in or support the use of forced or compulsory labour, including prison labour, as defined in Convention 29,
- We will not retain original identification papers and shall not require personnel to pay ‘deposits’ to the organisation upon commencing employment.
- Neither the organisation nor any entity supplying labour to the organisation shall withhold any part of any personnel's salary, benefits, property or documents in order to force such personnel to continue working for the organisation.
- We will ensure that no employment fees or costs are borne in whole or in part by workers.
- We will ensure that Personnel shall have the right to leave the workplace premises after completing the standard workday and be free to terminate their employment provided that they give reasonable notice to their organisation.
- Neither the organisation nor any entity supplying labour to the organisation shall engage in or support human trafficking

## Supporting Actions

20 micron is committed to eliminating child labour and hence follows some practices as mentioned below to enforce this policy.

We have established clear policies that can be easily delivered and spread in the workplace to ensure a companywide awareness of the company's legal and ethical

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responsibilities. Staff with managerial positions should be in charge of ensuring the compliance with the policy in their area of responsibility and all employees shall be alert to any indicator of forced labour in the supply chain. Regular audits can be carried out in the supply chain. The Company shall also provide a focal point/ designated person that can receive and elaborate complaints and denounces, ensuring the privacy of the people involved. The Company shall then investigate (with or without involvement of third parties) on the matter and in no way will allow retaliation.

### **Monitoring of the Implementation of policy**

The Company may conduct regular audits in all its facilities and structures to ensure that no forms of forced labour are taking place in the workplace. The Company could also perform internal surveys or initiatives to encourage the employees to always report violations of its policies. All concerns related to the policy shall be freely raised and appropriately handled and followed up by the Company

### **Related objectives**

- 1) Ensure zero incidents related to Forced labour

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