

Sample – 'no child labour' policy

What is a 'no child labour' policy?

A 'no child labour' policy is a document that each site should develop, which clearly states that the site will not employ child labourers and describes the safeguards that will be in place for young workers.



The site must follow the commitments made in the policy.

No Child Labour Policy

Name of the Company

Address of the Company

Introduction

The foundation of Company Name 'No Child Labour Policy' is based on the Company's commitment to find practical, meaningful and culturally appropriate responses to support the elimination of such labour practices. It has been formulated in consideration with the acts. It therefore endorses the need for appropriate initiatives to progressively eliminate these abuses.

Policy

Company Name does not employ any person below the age of eighteen years at the workplace. Company Name prohibits the use of child labour and forced or compulsory labour at all its units. No employee is made to work against his/her will or work as bonded/forced labour, or subject to corporal punishment or coercion of any type related to work.

Implementation

This policy is publicly available throughout the Company and clearly communicated to all employees in a manner in which it can be understood through induction programmes and policy manuals. The implementation of the policy is the responsibility of the unit's human resources department and the security staff, who do not permit minors to enter the factory as workers. There is zero tolerance policy towards its breach. Employment contracts and other records, documenting all relevant details of the employees, including age, are maintained at all units and are open to verification by any authorised personnel or relevant statutory body. The unit provides an annual report to the functional head on any incidents of child or forced labour.

Monitoring & Audit:

Periodic assessment is conducted. The human resources department undertakes random checks of records annually.

Signature of person responsible within the company:

(Head of the Organisation)

Date DD/MM/YYYY

Sample – employment policy

What is an employment policy?

An employment policy describes the commitments that employers make towards their employees. These commitments should be available for all employees.



The site must follow the commitments made in the employment policy.

Employment policy

Name of the Company

Address of the Company

We recognise that employee development and welfare is vital to the success of our company, and all the employees are considered part of COMPANY NAME family.

Our employment policy ensures that:

- Selection is strictly on merit without any consideration for cast, creed, gender, religion, race, color, provincial or national origin, disability, sexual orientation, political opinion or other similar factors.
- Child labour is not allowed and appropriate safeguards are in place for young workers.
- Working hours and other service conditions are designed for better health, environment and social conditions of employees and are in accordance with the prevailing applicable laws of the country.
- Human resources development through further education and training is encouraged.
- Workers are free to leave at any time.
- Any kind of deposit will not be taken for employment.

Size of workforce:

- Workforce recruited shall be within the permissible limit as specified in the factory licence.

Age and eligibility:

- In no circumstances will any person below 18 years of age be employed in hazardous activity.
- In no circumstances will any person below the age of 15 be employed.
- Young workers (15-17) shall only be employed in non-hazardous activities, and appropriate safeguards for their health, safety, development and education shall be in place.

Sample – employment policy

- An employee's age shall be verified from one of the following:
 - (a) Birth certificate of municipality or government body.
 - (b) Educational certificate of a government-recognised board showing the age of the person.
 - (c) Election identity card showing a clear photograph of the person.
 - (d) Medical certificate, which must be issued on doctor's headed paper and should include the doctor's registration number, seal and signature. The photo of the person certified should be attached.

- No person who has been convicted of a criminal offence or is mentally or physically unfit to perform the required job will be employed.
- Forced, prison or bonded labour will not be employed.
- An examination to ensure physical fitness will be arranged at the time of employment by the company.

Signature of person responsible within the company:

(Head of COMPANY NAME)

Date DD/MM/YYYY

Sample – workers' records

What is a workers' record?

The workers or employee records are important for keeping track of who is employed at sites. It is also important for keeping track of key information, such as date of birth or employment role. This information needs to be verified according to official identification or documentation whenever possible.

NAME	M / F	NATIONALITY	DATE OF BIRTH	ID NUMBER	EMPLOYMENT DATE	ROLE

Sample – non-hazardous roles checklist

What is a non-hazardous work checklist?

A non-hazardous work checklist is a list of all activities that are deemed safe for young workers, additional to the other safeguards on their employment.



Young workers should not perform any activity not listed on the non-hazardous work checklist.

Non-hazardous work checklist

JOB ROLE	JOB DESCRIPTION	LOCATION	POSSIBLE HAZARDS	MITIGATION
E.g. workspace cleaner	E.g. sweeping the workspace	E.g. Workspace A	E.g. flying chips of stone; stone falling on feet; injury against machinery	E.g. worker must wear goggles, appropriate shoes and other personal protective equipment; cleaning only occurs when machinery is switched off.

