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.

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

The site must follow the commitments made in the policy.