	BBW GLOBAL TEK PRIVATE LIMITED			ANNEXURE	
	APPROVED BY	DOCUMENT NO	ISSUE NO	ISSUE DATE	REVISION NO.
	MD	BBW/ANX/53	00	10/4/2023	00


Policy on Restriction and Remediation of Child Labour

The policy is applicable to BBW GLOBAL TEK PRIVATE LIMITED and covers all individual's entering the premises for employment with BBW GLOBAL TEK PRIVATE LIMITED

Aim:

This is to ensure that there is a restriction in the age criteria for the employees working the premises that is 18 years and below to eradicate the child labour in the industry.

1. A signage to be placed in the entrance that " No person shall permit to work below the age of 18".
1. (A) In the event that child workers are identified at a factory, the following steps must be followed.
 - (i) The child worker must stop working immediately.
 - (ii) The factory must not terminate the child worker's employment. Under no circumstances can the future safety and/or well-being of the child be put in jeopardy.
 - (iii) The factory must contact the child worker's parents/legal guardians to arrange for the child's safe return to his original residence. The factory is responsible for returning the child to his original residence, including the cost of transport, accommodation and any other related expenses. The factory must maintain all expense records related to the child's return. These records will be reviewed to verify that the factory has complied with the Remediation Plan.
 - (iv) If the child is the main source of income for his/her family, the factory must provide his family with a stipend until the child is 16 years of age or the legal minimum working age, whichever is later. The purpose of the stipend is to avoid any hardship related to the loss of income from the child's unemployment. As an alternative, the factory may employ another member of the child's family. The family member must be at least 16 years of age or the minimum legal working age, whichever is later, AND must be employed by his/her own free will.

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(v) The factory must maintain contact with the child's parents/legal guardians to ensure the child's well being and to verify his/her attendance in school. The factory must maintain proof of communication with the child's parents to verify compliance with the Remediation Plan.

(vi) The factory must contact the child's school to ensure that he/she is attending classes regularly. The factory must maintain all documents related to the child's school attendance.

(vii) The factory must consider re-employment of the child once he/she is 16 years old, or the legal working age, whichever is later.

(viii) The factory must establish a recruitment policy that prevents child workers from future employment in the factory. The factory must show that the recruitment policy is enforced.

2. All employees will be verified their age through proper records provided by the local governmental bodies
3. If there is no record for verification of age, the employee shall get a certificate from the Approved dental surgeon.
4. Without proper age records, the candidate will not be allowed to work in the premises.
5. Proper verification of age records to be done by the factory HR to authenticate the records provided.
6. The age record should be placed in the personal file of the concern employee for further verifications.

The policy is amended and effect from 10/4/2023



10/4/2023

Managing Director