

**1. Objective**

The objective of this policy is to lay down conditions relating to employment of individuals of certain age groups and also the necessary remediation programs.

**2. Scope**

This policy is applicable to employment in various types in offices / units located in India.

**3. Definitions**

Hereunder are the definitions as per various Acts which are applicable to us:

- As per the Child Labour (Prohibition and Regulation) Act, 1986, a “child” means a person who has not completed fourteen years of age
- As per the Factories Act, 1948, “child” means a person who has not completed fifteenth year of age
- As per the Factories Act, 1948, “adolescent” means a person who has completed fifteenth year of age but has not completed eighteenth year
- As per the Factories Act, 1948, “adult” means a person who has completed eighteenth year of age

**4. Conditions**

Any male/female under the age of Fourteen years are prohibited for employment with Granules India Limited and its group entities / offices.

**5. Proof of Age**

The following documents will be considered for establishing proof of age / date of birth of an employee:

- a) Senior Secondary Certificate (Class X) or equivalent
- b) School Leaving Certificate
- c) Birth Certificate issued by a government official
- d) Aadhar Card with Date, Month and Year of Birth
- e) PAN Card
- f) Voter’s Id Card
- g) Passport

**6. Procedure**

If any child is found working in the premises, their personal identification details are verified to establish true identify and confirm the age. On establishing that the age is below 18 years,



the child will be escorted to the Security Office. The contact particulars of the parents / guardian and residential address will be obtained.

The parents / guardian / child will be spoken to and their needs will be understood.

The possible remediation options will be put in place to ensure that such an incident will not be repeated

The personal particulars of the existing employees will be reviewed to confirm that there are no child labours.

**7. Monitoring of Policy**

This policy will be amended at appropriate time, as decided by the management.

**8. Power to Amend**

The company reserves the right to amend the policy at any time without assigning any reason whatsoever. The utility and interpretation of the policy will be at the sole discretion of the Management.

Proposed by



CHRO

Approved by



Chairman &amp; Managing Director

