

Policy No.	Process Owner	Effective Date
SEPL/HR/037	FH - HR	01/04/2022
Purpose	Child labour is not used and Proof of age documentation for all Workers is in place.	
Scope	Company premises at Shaily Engineering Plastics Ltd.	

Shaily is committed to support compliance mechanism to secure IWAY Standard(IKEA) / RBA(Responsible Business Alliance)/ SA 8000(Social Accountability) /URSA(Unilever Responsible Sourcing Audits)/Customers' Code of Conduct & Compliance Commitment OR equivalent compliance standards OR Human Rights.

We do not engage in or support the use of child labour and our subcontractors/suppliers also shall not use child labour that is under 15 years old. Child labour is not to be used under any circumstances. Child labour is strictly against our company policy. However, documented routine (Response to child labour) is in place to ensure that child labour is identified and acted upon immediately.

All employees must meet the minimum age requirement set by local laws. At the time of employment, it is ensured that all employees are above or at least of minimum age. The HR Department verifies the age of every new employee by demanding a proof of age. This is ensured by checking the age of all employees from age records as evidenced by birth certificates/school records/certificate of age proof from a certified Dental surgeon. We retain a copy of the document submitted by the employee as proof of age, after suitable verification, in the personnel file.

The HR Dept./Security Dept. with specific responsibility to communicate, deploy, monitor and maintain the process and procedures aimed towards ensuring that the company does not employ or use child labour has been designated.

Periodic review of the performance of the process and procedures aimed at prohibiting child labour implemented in Shaily Engineering Plastics Ltd. is carried during which the documents in support of age are also reviewed.

If there are any cases of violation concerning issues related to child labour, such cases shall be investigated and suitable remedial action shall be initiated. If any children are found to be

Prepared By		Approved By		Revision Date
Name:	Kiran Pradhan	Signature	Amit Sanghvi	01/04/2022
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employed, the root cause analysis & remediation shall be as per the procedure of Prevention of Child labour / Response to Child labour and following functions shall be secured: -No harassment to child. /Monitoring the development of child till he/she attend the legal working age / Regular update to stakeholders.

We respect the dignity of labour and discourage all forms of forced & compulsory labour. Our terms of employment are transparent and voluntary.

Revision History:

R00: New Release

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Name:	Kiran Pradhan	Signature	Amit Sanghvi	01/04/2022
Date:	01/04/2022	Signature		Revision No.
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