



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 of the Malaysia Employment Act 1955. It endorses the need for appropriate initiatives to progressively eliminate these abuses.

Policy

Company Name prohibits the use of child labour and forced or compulsory labour in all its units.

We shall adopt strict compliance with all relevant local and international laws and standards in respect to child labour.

We do not employ any person below the age of eighteen years at the workplace.

We do not engage any child labour on site and in our supply chain.

A system of checking and maintaining records of workers at the time of employment, to determine proof of age is in place and monitored on a regular basis.

Mechanisms are in place to create awareness and challenges about child rights and the prohibition of child labour, and to communicate the issues/development/challenges to the entire supply chain and the community.

No employee is made to work against his/her will or work as bonded/forced labour, or be subject to corporal punishment or coercion of any type related to work.

Implementation

This policy is publicly available throughout the Company and is 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 Resource Department and the security staff who do not permit minors to enter the site as workers.

There is a 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 authorized personnel or relevant statutory body.

The unit (human resources department) provides an annual report on all reported, if any, incidents of child or forced labour to the functional head.

Monitoring & Audit:

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

Notes:

The implementation and monitoring needs to be done by committee members or any external agency nominated by the committee. Monitoring report needs to be shared with all stakeholders on an agreed timeline. If there is any hindrance in the implementation and monitoring of the remediation plan, this should be immediately brought to the attention of the committee.

On the completion of the remediation plan, the committee should ensure that the remediation plan objectives are achieved. External agencies can be nominated to perform regular checks to ensure no child labour exists in the supply chain.

Signature of person responsible within the company:
(Head of the Organisation)

Date DD/MM/YYYY



DISCLAIMER: The information in this document is prepared for a brief and general guideline on child labour and has been compiled using various sources publicly available. Efforts have been made to ensure that relevant information has been included; however TFT does not claim that the information in this guideline is exhaustive. Further, this document does not purport to contain all the information that the end user or reader including but not limited to employers, buyers, importers, manufacturers, suppliers or distributors (collectively "End User") may desire to understand regarding the processes, practices or laws in Malaysia in respect of child labour or employment. The intent of this document is to provide basic guidelines which may be of some help to the end user. With the help of this document, the end user should ensure that the relevant laws, rules, regulations and guidelines are applicable, suitable, updated and relevant to their company or business as a whole.

TFT, its subsidiaries, related corporation, affiliates, associates, business partners (collectively, "TFT Group") and TFT's directors, shareholders, officers, employees, agents, representatives and advisers ("Representatives") do not:- (i) make any representation, undertaking or warranty, express or implied, nor any of them, to the extent permitted by law, have any responsibility or liabilities whatsoever in respect of the truth, accuracy or completeness of, or omission from, this document or any related documents or information, whether written or oral, supplied at any time or in respect of any statement, disclosure, or opinion expressed or omitted; (ii) owe any duty of care or otherwise owed by TFT Group or its Representatives to the End User in respect of or in connection with this document; (iii) have any obligation to update this document or to correct any inaccuracies, incompleteness or omissions therein; and (iv) accept any responsibility or liability to any reader or third party for any damages, loss, cost or expense, or any loss of profits, business or anticipated savings or for any consequential loss whatsoever, whether directly or indirectly, due to or in connection with any negligence, error, misstatement, misrepresentation or omission by TFT Group or its Representatives.