



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 does not tolerate child labour, any forms of child exploitation, and child abuse.

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

- Ensuring the rights and protection of children under the age 18;
- Ensuring there is no employment of child workers in all our operations;
- Protecting interests and wellbeing of children in our operations, activities and decisions, including management policies pertaining to working parents, and all areas under direct company name management but may not be part of the workplace (i.e. workers quarter, recreational facilities, etc);
- Taking all reasonable steps to protect children from all forms of exploitation and abuse;
- Responding to all forms of child exploitation and child abuse swiftly and appropriately from when these are made known to the company;
- Establishing 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;
- Have child remediation plan in place.

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.
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Sample – Policy Prohibiting Child Labour

Monitoring & Audit:

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

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