


HR Policies- Process- Procedures			
	Policy on Prohibition of Child /Adolescent / Forced Labour	Policy No.	LL/HR/013
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1.0 Objective

This policy has been framed with a view to:

- a. Prohibit the child / adolescent / forced labour deployment in the factory premises
- b. Measures to be taken for restriction of child / adolescent / forced labour employment
- c. Awareness & sensitization about prohibition of child labour / adolescent / forced labour in the workplace
- d. Laydown a procedure for screening the employees / workman to avoid the child / adolescent / forced labour deployment

2.0 Scope:

This policy shall be applicable to Laurus Labs Limited. In Laurus Labs Limited, the deployment of Child / Adolescent /forced labour is strictly prohibited.

3.0 Definitions:

Child: A child means a person who has not completed his fourteenth year of age.

Adolescent: An adolescent means a person who has completed his fourteenth year of age but has not completed his eighteenth year.

Forced Labour: Means people are employed against their will with the threat of destitution/powers, custody, violence, pressure or other forms of extreme hardship to themselves or members of their families.

4.0 Procedure for screening the employees / workmen before deployment: The following measures shall be taken before appointment of any employee / workman in factory premises:

1. The minimum age for deployment at factory premises is 18 years and HR Department shall ensure the same before permitting any employee / workman into the factory premises.

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2. With respect to Employees, the age proof shall be considered X Class / SSC pass certificate and age shall be verified through the same certificate ensures the completion of 18 years.
3. With respect to workmen deploying through various contractors, the age proof shall be considered as mentioned below:
 - a. X Class / SSC Certificate, if available
 - b. Aadhar Card
 - c. Ration Card
 - d. Voter ID Card
 - e. Birth Certificate
 - f. Any other certificate issued by the Mandal Revenue Officer or equalent to the same cadre.

The copy of the same shall be maintained by the HR Department through Security function along with Employment Card of the concerned workman. After verification of the age proof only, the screened workmen shall be allowed inside of the factory premises by the security personnel.
4. If the security personnel observe any discrepancy as per the laid down procedure, the same shall bring to the notice of the HR Department for necessary action.
5. Necessary display boards mentioning the prohibition of child / adolescent / forced labour shall be displayed in the Entrance gate of the factory.
6. This policy shall be revised based on the amendments executed by the Government from time to time

Policy Update Responsibility: HR

Revision History	Date of Effective
First Issue	31-12-2008
Second Issue	30-04-2016

Approved by:

C. Narasimha Rao	Vice President -HR	
Name	Designation	Signature