

THIS POLICY APPLIES TO UNIQUE PUNCH SYSTEMS PVT. LTD.,

In order to prohibit the employment of children at entry stage ("children" means, below the age of 18 years), as envisaged under the labor legislation's, thought it fit comprehensively to put an end to such an employment which it considers to be a violation against the law, more particularly it interpreted it to mean that employment of child labor is a crime. Hence, these guidelines:

GUIDELINES

1. Total avoidance of child labor;
2. While hiring persons, practices and procedures cannot be looked into in isolation. The age proof certificate obtained from the school or colleges, or as certified by the competent doctor needs to be documented. A Certificate from a competent doctor recognized in this regard can be construed to be a valid document;
3. Upon hiring new persons the factory HR team must require that each worker produce the original document for verification of age prior to employment. Can be a birth certificate, educational or be an electoral identity card wherein the medical officer of the company certifies as to its correctness and genuineness,
4. The document so obtained shall be made available in the individual personnel file;
5. In areas where falsification of age documentation runs a common phenomena, the HR team should obtain a second means of verification;
6. The production in-charge will ensure that all workers engaged in operating or working close to hazardous equipment, working at dangerous heights or lifting heavy loads or exposed to hazardous substances, are above the legal age for such work;
7. Crèche facilities will not physically overlap with production areas; and,
8. Children at crèche will not be allowed in the factory work area at any time, unless they are a part of a guided school group tour or other such unusual event. Children must not visit parents in factory production areas;

These guidelines are framed to suit the current legal position of the local law. Should there be a necessity for an amendment, these guidelines being not exhaustive, can be amended suitably from time to time.

Prepared By	Approved By
	