**OBJECTIVE**

Define operational responsibilities and modalities to ensure the absence of child labor and that young workers who are present are contracted in accordance with the relevant laws and in compliance with the requirements stipulated by law.

**INTRODUCTION**

Measures to prevent and eradicate child labor should be accompanied by the policies and procedures established by the company, which allow us to ensure the well-being of the child and that he can enter the school system and receive care in health facilities.

**DEFINITION**  
Child: Anyone under 16 years of age, unless local law stipulates an older age for work or compulsory school attendance, in which case the latter age will be applicable in the locality concerned.

Young worker: Any worker above a child's age, as defined above, and below the age of 18.

Child labor: It is all that deprives children of their childhood, their potential, and their dignity, and is detrimental to their physical and psychological development.

**RESPONSIBILITY**

* Human Resources has the responsibility to check the age of the candidate to ensure that he/she has reached the age of majority (18 years). At the same time, also check that the candidate has fulfilled the school obligation by requesting the relevant documents issued by the relevant school secretariats.
* Responsible for Social Responsibility has the responsibility to monitor and ensure that there is no recruitment of child and youth work in the company. As well as that all recruitments made in the company are in accordance as required by law.
* General Manager has the responsibility to establish and authorize the necessary actions to be taken at the time of the detection of child labor or the recruitment of a young worker.

**PROCEDURE**

This procedure ensures that if the company encounters at any time, either through internal or external audit, or through any other source of information, the use of child labor (under 16 years) or young workers (underage, at least 17 years of age) who have not fulfilled their school obligation, the controller will proceed to communicate it immediately to management, to take the appropriate actions through the established processes.

The **remedies envisaged** in the event of the use of child labor **are** as follows:

* Stop as soon as possible the cancellation of the possible employment of the child.
* Identify the causes that led the child to work.
* Have a relative of the child who is financially involved for the child's well-being hired in the company.
* Seek a child's allowance for the purchase of school supplies, uniforms, food pantry, so that he or she can attend at least compulsory school and at least until he or she reaches 16 years of age.
* Monitor school attendance with parental participation (if present) or the child's guardian.
* Involve social assistance, volunteer associations, etc., to assist in monitoring the child's situation and family context.
* Have the necessary evidence to prove the actions taken, either through the child's school report card or any document issued by the institution to which the minor is attending, the delivery and any other documents that are necessary for the accreditation of the assistance that is being granted to the minor.

The **remedies envisaged** in case **young people are found in the company** are as follows:

* That they are contracted through a formal apprenticeship contract.
* That they don't do heavy lifting.
* That they work safely and not be exposed to dangerous, risky or harmful situations for physical or mental health or development.
* That they don't come into contact with dangerous equipment.
* That they don't work more than eight hours a day.
* That they don't work night shifts.
* The risk to the minor has been assessed in the Risk Assessment document.

The necessary remedy action, among those listed, or all of them, is decided according to the specific situation. In the decision of the actions to be implemented, Management, Human Resources, the head of Social Responsibility, the Workers' Representative (if any in the company), as well as the parents or guardians of the child or young person, will participate, and, if they are involved, too, representatives of local administrations, agencies or social institutions.

**FREQUENCY**

Each time a child laborer or young worker is recruited.

**RELATED DOCUMENTS**

* Child Labor Policy.
* Risk Assessment.
* Contract.

**CORRECTIVE ACTIONS**

* To formalize the employment relationship in accordance with legal regulations.
* Enforce legal policy and standards on child and young workers (timetables, safety, types of work allowed, etc.).

**VERIFICATION**

* This document must be reviewed before each season or annually.
* The General Manager, in conjunction with the staff involved, will have to review annually the effectiveness and applicability of this document.

**Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HR Head of Department General Manager**