

Date Created	18May2022
Version No.	00
Date Revised	

CHILD LABOUR AND YOUNG WORKER POLICY

1.0 Purpose

1.1 To ensure that children (below 15 years) are not hired for any work purpose.

2.0 Scope

2.1 This policy covers any child (any person who has not completed his/her fifteenth year of age) or young person (any person who, not being a child, has not completed his/her eighteenth year of age).

3.0 Responsibility and Authority

3.1 The Child Labour and Young Worker policy is owned and maintained by the Human Resources function. Human Resources is responsible for the creation, administration, updating and communication of the policy.

3.2 All employees are responsible to comply with the Company's policies.

3.3 This policy will be subject to review on an annual basis.

4.0 Reference

4.1 Employment Act 1955 and ETI Base Code.

5.0 Attachment / Page(s)

5.1 Nil.

ETH Holdings Sdn Bhd

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6.0 Procedures

- 6.1 The following steps are taken to ensure that candidates for employment fulfill age requirements in the selection and hiring process.
- 6.1.1 Human Resource (HR) personnel will screen out underage workers before the interview.
- 6.1.2 HR personnel will verify the legal documents provided by the worker such as Identity Card or Birth Certificate or Passport to affirm the age.
- 6.1.3 Ensure restriction of engaging child / young workers by the appointed Recruitment agency. The Recruitment agency needs to confirm the worker's age by verifying their proof-of-age documents.
- 6.1.4 Copies of proof-of-age documents will be kept by HR personnel in the worker's personnel file.
- 6.2 Young workers employed with the Company will be registered with the local authorities, and have written consent or equivalent from their parents/guardians to work, be given contracts and the appropriate documents stating limitations on the type of work allowed (as per the Employment Act 1955), and records of their medical examinations in their Personnel files.
- 6.3 The Company will maintain a list of young workers and their job roles dating up to the last 12 months.

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- 6.4 The Company adopts the following remedial procedures in the event a young person who was not documented is discovered to be working on Company premises:
- 6.4.1 Respective department must immediately notify HR Department.
- 6.4.2 Remove the young person from the workplace and re-examine his/her job description and working condition to ensure compliance with requirements under the Employment Act 1955 requirements such as:
- 6.4.2.1. Not permitted to work between the hours of 8 o'clock in the evening and 6 o'clock in the morning.
- 6.4.2.2. Not permitted to work for more than four consecutive hours without a period of rest of at least thirty minutes.
- 6.4.2.3. Not permitted to work for more than seven hours in any one day or, if the young person is attending school, for a period which together with the time he/she spends attending schools, does not exceed eight hours.
- 6.4.2.4. Not allowed to carry heavy work.
- 6.4.2.5. Not to expose to hazardous and harmful situations.
- 6.4.3 The Company will retain his/her employment contract and ensure the young person's working terms and conditions are in compliance with Employment Act 1955.

7.0 **Record**

7.1 Nil.

End.

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