

# Young Worker and Child Labour Policy

## Introduction

We are committed to protecting Young Workers and preventing Child Labour. This policy is intended to inform all employees of the Company's rules and lawful regulations relating to Young Workers and of the procedures that are in place to prevent Child Labour within the organisation.

For the purposes of this policy:

- A Young Worker is anyone aged 18 or under that is employed to work
- Child Labour is the mistreatment of Young Workers primarily related to concerns with health and safety, type of job and industry and when and how many hours are worked.

## Protecting Young Workers

To protect Young Workers that are employed by the Company, the following rules and regulations must be adhered to:

- Young Workers are entitled to two days off per week
- Young Workers are entitled to a daily rest break of 12 consecutive hours (the break between finishing work one day and starting work the next)
- Young Workers are entitled to a rest break of at least 30 minutes if the working day lasts more than 4.5 hours
- Young Workers will not work more than 8 hours a day or 40 hours a week
- Young Workers will not work at night
- A Young Worker aged 16-17 will be paid at least the National Minimum Wage at the relevant rate
- The Company will ensure that Young Workers are taking part in their educational or training obligations
- Appropriate health and safety assessments will be carried out before employing a Young Worker, taking into account age, lack of experience and other factors that could be a potential risk
- Additional help and training will be provided to allow a Young Worker to carry out their work without putting themselves and others at risk.

## Preventing Child Labour

To prevent any form of Child Labour, the Company **will not**:

- Employ any child under the school leaving age of 16 years old
- Allow any Young Worker to partake in work that they are not physically or mentally capable of doing

- Allow any Young Worker to come into contact with chemical agents, toxic agents, toxic material or radiation
- Allow any Young Worker to partake in work which involves a health risk because of extreme cold, heat or vibration

## **Responsibilities**

The Company takes the special laws to protect the employment rights of Young Workers very seriously and it is the responsibility of the Directors of the Company to ensure that all employees provide the correct documentation at the start of their employment to confirm and prove their age. Should any employee be found to be providing false documentation or falsifying their age to gain employment with the Company, it will result in disciplinary action being taken which may result in dismissal.

## **Equality**

We are committed to The Equality Act 2010 which makes it unlawful to discriminate against employees, job seekers and trainees because of their age, this includes younger people. There are four types of age discrimination:

- Direct discrimination - treating someone less favourably because of their actual, or perceived age.
- Indirect discrimination - when a policy or practice which applies to all workers, but disadvantages people of a particular age.
- Harassment - when unwanted conduct related to age creates an offensive environment for that individual.
- Victimisation - unfair treat of an employee who has made or supported a complaint about age discrimination.

Failure to comply with any of the Company procedures and lawful regulations outlined within this policy may result in disciplinary action being taken which could result in dismissal.