



Century Pulp & Paper, Lalkua Policy on Restriction of Child Labour

Date: 01.01.16
Revision No.00
Location—HR Deptt.

1. Objective:-

- This is to ensure that there is a restriction in the age criteria for the employees working the premises that is 18 years and below to eradicate the child labour in the industry.
- A signage to be placed in the entrance that " No person shall permit to work below the age of 18 years.

2. Coverage:

- The policy is applicable for Century Pulp & Paper (Prop. Century Textiles & Industries Ltd.) Lalkua and covers all individual's entering the premises for employment.

3. Policy & Procedure:

- In the event that child workers are identified at a factory, the following steps must be followed.
- The child worker must stop working immediately.
- The minimum age for recruitment for all levels of employees shall be 18 years and above.
- Century Pulp & Paper have rules to ensure that prevents child workers from employment in the factory.
- It is ensured that any contract employees engaged through contractors and working in our factory shall also be above the minimum age set by Law.
- All employees will be verified their age through proper records provided by the local governmental bodies/Agencies.
- If there is no record for verification of age, the employee shall get a certificate from the Approved dental surgeon.
- Without proper age records, the candidate will not be allowed to work in the premises.
- At the time of employment, Century Pulp & Paper, obtains signed application forms from the employee stating among other things his/her age and date of birth.
- If there are any cases of violation concerning issues related to child labour, such cases shall be investigated and suitable remedial action shall be initiated.
- Proper verification of age records to be done by the factory HR to authenticate the records provided.
- The age record should be placed in the personal file of the concern employee for further verifications.

4. Effective Date:

- The policy is effective from 01.01.16

For Century Pulp & Paper,
(Prop. Century Textiles & Ind. Ltd.)

(H.K. Patra)
Head -IR & Admn.

S. K. S.