

	CHILD LABOUR, FORCED LABOUR POLICY		
Policy No :	VNAI/HR/POL-0002	Version No	01
Department :	HUMAN RESOURCE		

Objective:

To strictly restrict hiring of child labour and forced labour in VNAI.

Scope:

This policy is applicable for all units of VNAI.

Policy

VNAI shall not employ Child Labour & Forced Labour or labour acquired through trafficking.

The minimum age for recruitment for all levels of employees shall be 18 years and above.

It is ensured that any contract employees engaged through contractors and working in our factory shall also be above 18 Years of age.

At the time of employment it is ensured that all employees are above or at least of minimum age as set by VNAI This is ensured by checking the age of all employees from age records as evidenced by PAN CARD/ Birth Certificates and Aadhar card and place the copy of the same in the personal file of the employees.

If there are any cases of violation concerning issues related to child labour/ Forced labour such cases shall be investigated and suitable remedial action shall be initiated.

If any child or forced labour is found to be employed in CRR the remediation shall be taken accordingly.

REMEDIATION PROCEDURE CHILD LABOUR

While VNAI does not hire or recruit any Child Labour or forced Labour nor does it support the use of Child Labour but if for any reason a child labour is identified at any plant the following steps will be followed:

- (i) The child worker must stop working immediately
- (ii) The plant will terminate the child worker's employment contract and will inform to the guardians of the child worker. The cost of transport, accommodation and any other related expenses will be borne by the company.
- (iii) The plant will try to provide employment option to one adult member of the child worker's family and will be employed on his/her own free will.
- (iv) The plant will maintain contact with the child's parents / legal guardian to ensure the child's wellbeing and to verify his/her attendance in school.
- (v) The plant will maintain proof of the communication with the child's parents to verify compliance with the remediation plan.

- (vi) Plant will consider re-employment of the child once he / she attain the legal working age.
- (vii) The plant HR will ensure to enforce this Policy effectively.

REMEDATION PROCEDURE FORCED LABOUR

While VNAI Ltd does not hire or recruit any labour from external sources, there are very minimum chances of Forced Labour in the organisation, but if for any reason a forced labour is identified at any plant the following steps will be followed:

- i) Proper internal investigation will be done.
- ii) Root cause of hiring will be identified to know the source.
- iii) Appropriate action will be taken as decided by the Board.