

Orange International

A-85 Sector 57, NOIDA-201301(U.P.) INDIA

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MINIMUM AGE OF HIRING

1. Purpose & Scope

The purpose of this document is to describe the procedure for the selection & recruitment of employees consistent with the standard & applicable minimum age laws prescribed by the Central Government. This shall be applicable to all the personnel of the company.

2. Policy Statement

It is the policy of the company to ensure that no child labour is employed for the production of company's goods and/or services.

3. Responsibility & Accountability

3.1 It is the responsibility of Manager (HR) for communicating, deploying, monitoring and to train all relevant individuals for the hiring process and the practice of obtaining proof of age documentation from all workers and critically examining the document for its authenticity.

3.2 It is the responsibility & accountability of Manager (HR), to maintain appropriate age documentation on individual employee file & issue ID cards.

4. References

4.1 Constitution of India

4.2 Child Labour (Prohibition and Regulation) Act, 1986

4.3 The Factories Act, 1948

5. Procedure

5.1 Orange International does not engage or support child labour. The minimum age for all employees will be 18 years. It is the policy of the company to ensure that no child labour is employed for any activities of the company.

5.2 If a Child younger than 14 years of age is employed in the company, the company shall establish, document, maintain, and effectively communicate



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to personnel and other interested parties, policies and procedures for promotion of education for children covered under ILO Recommendation 146 and young workers who are subject to local compulsory education laws or are attending school, including means to ensure that no such child or young worker is employed during school hours and that combined hours of daily transportation (to and from work and school), school, and work time does not exceed 10 hours a day.

5.3 Whenever there is a vacancy in the company the same is advertised through a recruitment agency, the newspaper, on the company's notice boards or conveyed through personal contacts.

5.4 The applications shall be filled-in by the candidates in a prescribed format along with two passport size (or other appropriate size) photographs & one of the following documents:

- Birth Certificate
- School Leaving Certificate/Mark sheet of HSC/ SSC
- ID card issued by Election commission
- Copy of passport verified with the original
- Certificate issued by authorized dental/orthopedic surgeon
- Certificate from the Gram Panchayat

5.5 The application is thoroughly scrutinized to ensure that it is complete in all the respects.

5.6 If found fulfilling minimum age requirements, the candidate is called for an interview to confirm the age, and the record of interview is kept in the personal file of the candidate.

5.7 The age is also verified during interview by Physical appearance.

5.8 ID card is issued to the employee upon joining the duties.

5.9 Age documentation of all the employees is maintained in individual employee file.

5.10 Since it is the company policy not to employ children, the remediation programme will be applicable in case of 5.2 as mentioned above and this programme will be



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enforced on the suppliers. The following remediation programme would be observed:
(a) children are not exposed to hazardous, unsafe or unhealthy conditions at workplace. (b) Children are not employed during school hours. (c) The combined hours of daily transportation (to and fro from work and school), school, and work time does not exceed 10 hours a day.

6. Records

Individual Employee File



<http://www.pdf-tools.com>