

 The Joy of Growing Together	YOUNG WORKERS POLICY		
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1.0 **PURPOSE:** Purpose of this procedure is to define, establish, and maintain a documented system for adoption of Young workers in the company.

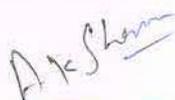
2.0 **SCOPE:** This procedure is applicable for Young workers in the company

3.0 **DEFINITION:** Young workers are defined as workers between the age of 14-18 years

5.0 **POLICY:** The company has defined a policy to recruit young workers in the company.

5.0 PROCEDURE:

- 5.1 **General Guidelines:** - a) If any young worker approaches to the company for employment due to financial problems, then first of all we will try to find out the root cause that why young labor came to the company.
 b) His/her parents/guardians will be contacted, asked about the family conditions.
- 5.2 A thorough investigation will be made about the child's ambitions and how education can help to achieve them. Company will try to develop an educational programme for the young labor which would be more beneficial to him/her through NAPS.
- 5.3 Young worker will be given employment in admin or non core areas as Apprentice through apprenticeship scheme of NAPS.
- 5.4 Company will identify the educational /vocational course for the young worker based upon his/her ambitions and will make all arrangements for his/her studies through the Apprenticeship scheme i.e NAPS
- 5.5 Ongoing support and monitoring of the Career Development Programme to ensure that it benefits of the Young Worker will be done by HR Manager.
- 5.6 Young worker will work under all the acts of Apprenticeship Scheme only. After attaining 18 years of age, the young worker will be taken to the company rolls.

		
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