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Content

1	Document history and updating service.....	3
2	Guideline documentation	4
2.1	Terms	4
2.2	Guideline goals and scope	4
2.3	Content of guideline.....	5
2.4	Business rules (incl. environmental protection, working safety ...)	6
2.5	Cross reference to other documents	6
2.6	Distribution list	6
2.7	Annex	6

1 Document history and updating service

Changes of previous versions are shaded in gray.

Version	Short description of changes	Process Expert
01	New	Mr. Sunil Dahiya
02 (EDOS 00)	Revised as per new SA 8000 :2008 and template of OG Process House Doc.	Mr. Ashok Kumar

2 Guideline documentation

2.1 Terms

As per “The Child Labour (Prohibition and Regulation) Act, 1986” &

“Haryana Child Labour (Prohibition and Regulation) Rules, 2006”

Child

- “**Child**” means a person who has not completed his fourteenth year of age.

Establishment

- An “**Establishment**” includes a shop, commercial establishment, workshop, farm, residential hotel, and restaurant, eating house, theatre or other place of public amusement or entertainment.

Occupier

- “**Occupier**” in relation to an establishment or a workshop, means the person who has the ultimate control over the affairs of the establishment or workshop.

Remediation of Children

- All support and action necessary to insure the safety, health, education and development of children who have been subjected to child labour and have been subsequently dismissed.

2.2 Guideline goals and scope

- OSRAM INDIA is committed towards ‘No Child Labour’ in our establishments. As per our internal guideline we are not hiring any person below 18 Years of age.
- Regulating the working conditions of children in the establishment, if any.
- OSRAM INDIA is committed and is complying with the standards setup under The Child Labour (Prohibition and Regulation) Act, 1986 & Haryana Child Labour (Prohibition and Regulation) Rules, 2006.
- Prohibiting the engagement of children in OSRAM INDIA and ensure safety, health, education, and development of children, if any.

2.3 Content of guideline

- We are not having any child labour in our premises.
- We are having effective procedure to detect and prevent child labour and take it as a remedial action.(Refer Annex)
- However if any child labor is found following remediation plan shall be followed.

2.3.1 Regulation of Work Conditions

- Under section 11 of the Act, following registers are to be maintained :-
- Every occupier of the establishment should maintain a register in respect of children employed or permitted to work, in **Form A**
- The register shall be maintained on a yearly basis but shall be retained by the employer for a period of three years after the date of last entry made therein.
- CERTIFICATE OF AGE (**Form B**) shall be maintained by the organization.
- Light work will be provided to children like packing but packing area will be away from the place of Hazardous Operation to avoid exposure to accident.

2.3.2 Hours and Period Of Work

- No child shall be permitted or required to work between 7 p.m. and 8 a.m. and to work overtime.
- The period of work on each day shall be so fixed that no period shall exceed three hours and that no child shall work for more than three hours before he has had a rest interval for at least one hour.
- The total working hours including the meals and rest interval shall not exceed thirty hours in any one week or five hours in any one day.

2.3.3 Weekly Holiday

- The Act also provides that every child employed in an establishment shall be allowed in each week, a holiday for one whole day. The weekly holiday specified by the employer shall not be altered more than once in three months and a notice to that effect shall be displayed at a conspicuous place in the establishment.

2.3.4 Health and safety of child workers

- To ensure health and safety of working children in any establishment or class of establishment; such as cleanliness in work place, drinking water, temperature and artificial humidication, fencing of machinery, excessive weights, protection of eyes, device for cutting off power, etc.
- Company shall ensure that no children exposed to any situations – in or outside of the workplace that are hazardous or unsafe to their physical and mental health and development.

2.3.5 Arrangement of Education for Children

- Company shall provide adequate financial and other support to enable such children to attend and remain in school until no longer a child primarily means that companies will ensure that children can afford to go to school; company shall provide tuition fee, uniform and books.

2.4 Business rules (incl. environmental protection, working safety ...)

1. The Child Labour (Prohibition and Regulation) Act, 1986
2. Haryana Child Labour (Prohibition and Regulation) Rules, 2006
3. No Child Labour is allowed.

2.5 Cross reference to other documents

No.	Process, guideline, instruction	source (e.g. EDOS number)
1	The Child Labour (Prohibition and Regulation) Act, 1986	Bare Act
2	Haryana Child Labour (Prohibition & Regulation) Rules, 2006	
2	The Factories Act, 1948	Bare Act
3	Social Accountability 8000:2008	International Standard SAI

2.6 Distribution list

Department	Release	Instruction	Information
HR	x		
To all concerned		x	
Public			x

2.7 Annex

Identification of Child and Remediation steps:

1. Child may be detected at Factory, C & F, Supplier/Contractor, and Transporter: Person who identifies has to inform HR Deptt.
2. HR Deptt verifies that the child is underage with documentary Proof, If available.
3. Stop him to work , provide food and take the child to a safer place
4. If the child is found hired by our C & F, contractors, Supplier, Transporter carry out following steps:
 - (a) Once again emphasize that as a part of OSRAM Policy it is already communicated and accepted by them in Code of Conduct not to employ any child so no child is to be hired.
 - (b) To tell C & F, contractor, Supplier, Transporter to discuss with the child about his family background etc & if possible discuss with the parents about their financial background and necessary support of Education may be given after discussion with HR.
 - (c) The progress of action will be monitored by HR suitably.

5. If the child is found hired by OSRAM following steps are taken:
 - (a) HR to discuss with the child about his family background etc & if possible discuss with the parents about their financial background.
 - (b) Identification of an appropriate school/training or tutoring facility. If the child is close to the legal working age, vocational training can be appropriate, particularly if it enhances the earning capacity of the child when they return to work legally.
6. Commitment from the supplier/site to re-hire the child when he or she reaches legal working age, should the child and his/her parents wish it.
7. Obtaining consent from the parent/guardian of child about the duties in ensuring the success of the remediation.
8. Ensure that ongoing support and monitoring continues, through local NGO if possible, to benefit the child until he reaches working age. Monitoring includes the following elements.
9. Monitoring of the child's progress at school, exam results, school reports, discussions with teachers etc
10. Regular payment of stipend, school fees and any other expenses
11. The monitoring findings should then be used to fine tune the remediation programme.
12. The employer should take primary responsibility for funding a stipend (which is at least equivalent to the average monthly salary including overtime paid to the child during their employment, or minimum wage, whichever is higher), any repatriation costs, school fees and expenses.