

Child & Young Worker Policy

LIBERTY.

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Section 1: Definitions of child labour & young workers

1. Child or children

Defined as a person or persons yet to reach their 15th birthday, or any higher age specified in national or local law for completing mandatory schooling, or beginning full time work. In strictly limited circumstances, where national and local law sets a minimum working age of 14 years ILO Convention 138, relating to developing country expectations, can support this lower minimum age definition.

2. Child Worker/Child Labour

A child who is not legally entitled to work, who is below the minimum age of employment or under the age of 15, if this is higher.

3. Young Worker

A person legally entitled to work, who is 15 years old or above the minimum age of employment and below the age of 18.

4. Hazardous work

Work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety, or morals of children or young people. This includes handling chemicals, working with heavy machinery or electrics, working in confined spaces, at height or in extreme temperatures, being exposed to dusty environments, fumes or loud noise, lifting heavy loads, working overtime or working at night.

Section 2: Liberty's commitment

As outlined in Liberty's Supplier & Partner Code of Conduct, Liberty has a strict zero tolerance approach to child labour within our own business operations, or those of our partners or suppliers and their respective supply chains.

Liberty believes that all children have a right to education. If child labour is evidenced, Liberty will hold all involved stakeholders accountable for delivering a remedy which protects the best interest of the child and allows them to return to education. The remedy will be delivered in active partnership with the child, the parents/carers and NGOs/other experts. All stakeholders will also be expected to collaborate to ensure there is no financial detriment to the child, or their dependents.

Liberty is committed to fully supporting suppliers/partners who provide transparency on conditions and practices, or actively report any discoveries within their supply chains. Liberty will continue to support suppliers/partners who actively engage in developing and delivering agreed, time bound remediation. Liberty is, however, prepared to terminate relationships with suppliers or partners who are found in deliberately conceal known child labour, or if they demonstrate a lack of willingness or preparedness to engage with an appropriate remedy if child labour is identified.

Liberty supports the employment of young workers (as defined in this document), on the basis that they are not migrants, and are not subject to any hazardous work.

Section 2: Liberty's commitment

Table 1: Liberty's Supplier & Partner Code of Conduct – position on child labour

4. Child labour shall not be used

4.1 There shall be no child labour.

4.2 If any incidence of child labour is identified in the supply chain of the supplier, the supplier shall initiate or participate in a programme to transfer any children involved in child labour into quality education until they are no longer children.

4.3 Children and young persons under 18 shall not be employed at night or in hazardous conditions.

4.4. In this Code, "child" means anyone under 15 years of age, unless national or local law stipulates a higher mandatory school leaving or minimum working age, in which case the higher age shall apply; and "child labour" means any work by a child or young person, unless it is considered acceptable under the ILO Minimum Age Convention 1973 (C138).

Section 3: Liberty's expectations of suppliers & partners

1. Suppliers/partners are responsible for due diligence in their supply chains

Suppliers/partners are expected to monitor their own operations, and those of their providers, to ensure that processes sufficiently prevent child labour. Prevention systems must include:

- Use of all available processes to verify the authenticity of and accuracy of proof of age documents i.e. birth certificates, passports, ID cards etc
- Maintenance of a full list of all employees, including full names, work departments, identification documents and serial numbers, date of birth and date of commencement of employment.
- Maintenance of the same list of all young workers, including the date they will reach adulthood

2. If instances of child labour are suspected or confirmed, suppliers/partners should immediately report these to the CSR department at Liberty

In reporting cases to Liberty, the supplier/partner must provide a full list of child names, and actual dates of birth.

3. If instances of child labour are suspected or confirmed, the interests of the child should be protected

- Suppliers/partners must explain the legal and policy requirements to the child clearly, in a language they understand.
- The parent/guardian of the child must be contacted immediately, and the child must be removed from work.
- Suppliers/partners must ensure the child is safe and secure, until they are repatriated to their family and the remediation process formally begins.

Section 3: Liberty's expectations of suppliers & partners

- 4. If instances of child labour are suspected or confirmed, the supplier/partner must work collaboratively and openly with the CSR department at Liberty until a remedy is devised and delivered**

Suppliers/partners will be expected to work transparently with the CSR department at Liberty, and local NGO experts, in remedying cases of child labour. They are also expected to provide the following financial support:

- Security and protection of the child until they are reunited with their family, which will be facilitated by a local NGO
- Meals and accommodation for the child, until they are repatriated to their family.
- Continuation of wage payments to the child, family or legal guardian, on a monthly basis throughout the remediation process and until legal working age is reached
- All payments and transactions in this regard should be formally recorded and evidenced