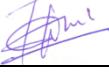


REVISION HISTORY

DATE	CHANGES MADE	CHANGE MADE BY (MR)	APPROVED BY (Director)	AFFECTED SECTION	REVISION NO.
01.10.2021	Original Release.	<u>Tej Pratap Singh</u>	<u>Director</u>	All	00

DOCUMENT OWNERSHIP AND TIMELINES

TITLE	CHILD LABOUR REMEDIATION PLAN	DOCUMENT CLASSIFICATION	" Internal document"
DOCUMENT PREPARED BY		DATE OF ORIGIN	01.10.2021
DOCUMENT REVIEWED BY		Reviewed on	21-03-2025
DOCUMENT APPROVED BY		Review Due on	21-03-2026

CHILD LABOUR REMEDIATION POLICY

ABOUT THE ORGANIZATION

Luboil Filtration operates in manufacturing of Automotive Filters. LUBOIL, was founded in August' 2008 as Private Limited company works in Binola, Distt: - Gurgaon, Haryana. We explore, innovate, create, deliver and serve to fulfill the demand of the best brands in their respective fields. We are basically known as manufacturer and supplier of Packaging items to reputed and valuable brands and companies of India.

ORGANIZATION DETAILS

Name of Organization	:	LUBOIL FILTRATIONSYSTEMS PVT. LTD.
Works & Office Address	:	58 KM. STONE, BINOLA INDUSTRIAL AREA, VILLAGE-BHORA KALAN GURUGRAM, Gurgaon, Haryana, 122413.
Product/Service	:	Automotive Filters
Director	:	Mr. Anil Sharma
		Mr. N.D. Saini

Guideline documentation

1. Terms

As per "The Child Labour (Prohibition and Regulation) Act

Child

"Child" means a person who has not completed his Eighteenth year of age.

2. Guideline goals and scope

- LUBOIL, Is committed towards 'No Child Labour" in our establishment. 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.
- LUBOIL Is committed and is complying with the standards setup under "The Child Labour (Prohibition and Regulation) Act 1986.
- Prohibiting the engagement of children in LUBOIL.

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 labour is found, following remediation plan shall be followed.

3.1 Regulation of work conditions

Under section 11 of the Act, following registers are to be maintained:-

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

3.2 Hours and Period of Work

- No Child worker will be permitted or required to work in organization.
- The period of work on each day will be so fixed that no period will exceed three hours and that no child will 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.

3.3 Weekly holiday

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

3.4 Health and safety of child workers

- To ensure health and safety of working children in establishment, cleanliness in work place, drinking water, temperature and artificial humiliation, fencing of machinery, excessive weights, protection of eyes, device for cutting off power will be ensured.
- Company will 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.

3.5 Arrangement of Education for Children

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

Annex

Identification of Child and Remediation steps:

1. Child may be detected at Factory, 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 Supplier/Contractor and Transporter, carry out the following steps:
 - (a) Once again emphasize that as a part of ASR Universal 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 Factory staff, 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 by ASR Universal, 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 and necessary support of education may be given after discussion with HR.

In case of young children (between age of 14 to 18 years):

6. In case the child is close to the legal working age, vocational training can be provided, particularly if it enhances the earning capacity of the child when they return to work legally.
7. Commitment from the supplier/Site to re-hire the child when he or she reaches legal working age should the child and his parents wish it.
8. Obtaining consent from the parent/guardian of child about the duties in ensuring the success of the remediation.
9. 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:
 - (a) Monitoring of the child's progress at school, exam results, school reports, discussions with teachers etc.
 - (b) Regular payment of stipend, school fees and any other expenses.
10. The monitoring findings should then be used to fine tune the remediation program.
11. 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.