

Child Labour Policy

ATB Folio Print & Packaging Solutions Ltd.

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Date: April 2024

1. Policy Statement

ATB Folio Print & Packaging Solutions Ltd. is fully committed to the prevention of child labour in all areas of its operations and supply chain. We uphold the principles of ethical business conduct and support both national and international efforts to eliminate child labour, in accordance with:

- The Children and Young Persons Act 1933
- The Children (Protection at Work) Regulations 1998
- The Employment of Children Regulations 2003
- The International Labour Organization (ILO) Convention No. 138 (Minimum Age Convention)
- The ILO Convention No. 182 (Worst Forms of Child Labour Convention)

We do not tolerate the employment of children under the legal minimum working age and are committed to maintaining a safe, lawful, and respectful workplace for all.

2. Purpose

This policy defines our position on child labour, outlines the minimum age of employment, and sets procedures for verification and compliance. It also ensures that we meet our obligations under UK law and international labour standards.

3. Scope

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This policy applies to:

- All employees of ATB Folio Print & Packaging Solutions Ltd.
- All suppliers, subcontractors, agency workers, and third-party service providers.

4. Definitions

- Child: A person under the age of 16 or the minimum age for employment as defined by UK law, whichever is higher.
- Young Worker: A person aged 16 or 17 who is legally permitted to work under specific conditions, as outlined by the Children and Young Persons Act 1933 and the Children (Protection at Work) Regulations 1998.

5. Policy Commitments

5.1 Prohibition of Child Labour

- No person under the age of 16 shall be employed in any capacity by the company, in line with UK law.
- No young person under the age of 18 shall be employed in work that is classified as hazardous or likely to jeopardise their health, safety, or moral development.

5.2 Legal Framework

- The Children and Young Persons Act 1933 restricts employment of children under 14 and limits working hours for young people.
- The Children (Protection at Work) Regulations 1998 sets conditions on light work, rest breaks, and maximum working hours for young workers.
- The Employment of Children Regulations 2003 outlines further restrictions on the type of work and working hours for children under 16.

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6. Age Verification Checks

To ensure compliance:

- All employees must provide valid government-issued identification to confirm their date of birth.
- Employment records will retain documented proof of age verification.
- Recruitment processes include legal age checks as a mandatory step before an offer of employment is made.

7. Supplier & Contractor Compliance

- All suppliers and contractors must sign a declaration confirming they do not use or support child labour.
- We reserve the right to audit suppliers and request documentation confirming legal compliance.
- Breach of this policy by a supplier or contractor may result in immediate termination of the business relationship.

8. Reporting and Remediation

- Any concern or suspicion of child labour must be reported immediately to the HR department or via the companys confidential whistleblowing line.
- If a child is found to be employed in breach of this policy, the company will act immediately to remove the individual from work and collaborate with child welfare authorities to support their needs and ensure access to education.
- A corrective action plan will be implemented with any involved parties to prevent future violations.

9. Monitoring and Review

This policy is subject to annual review or updates as required by changes in UK legislation. Compliance is

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monitored internally, and refresher training will be provided as needed to HR and recruitment staff.

Approved by:

Andy Bird

Managing Director

ATB Folio Print & Packaging Solutions Ltd.

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