

POLICY FOR PROHIBITION OF CHILD AND ADOLESCENCE LABOUR

1. Purpose:

Kauvery Hospitals Group recognizes the importance to prevent and prohibit Child and Adolescent Labour for its services. The purpose of this Policy is to clearly define the terms and conditions of the organization, to prevent the engagement of Child and Adolescent Labour and comply with the provisions of The Child and Adolescent Labour (Prohibition and Regulation) Act 1986.

2. Eligibility

The policy is applicable to all employees, departments, divisions, units, offices, Vendors, Consultants, Agents, Contractors and Third Parties of Kauvery Hospitals Group.

3. Definitions

Child: A person who has not completed Fourteenth Year of age

Adolescent: A person who has completed Fourteenth Year of age but has not completed Eighteenth Year of Age

4. Policy

- a. Kauvery Hospitals Group neither employ nor supports the use of Child Labour for any of its services either directly or through any vendor / agent / contractor.
- b. The minimum age for recruitment for all levels of employees shall be completion of 18 years and above.
- c. Kauvery Hospitals Group shall not expose children or young adolescent workers to any situations – in (or) outside of the workplace – that are hazardous (or) unsafe to their physical and mental health and development.
- d. Kauvery Hospitals Group recognizes that usage of artists / professionals who fall under the category of child or adolescent person is not prohibited by the law and it will ensure that if any child / adolescent person (artist or any other profession) are used for activities such as advertisement, branding, promotional, entertainment, etc. as allowed by the act, shall be strictly in accordance with the provisions laid down in the act.
- e. It is the responsibility of Unit HR Lead in tandem with the Unit Operations Head to communicate, deploy, monitor and maintain the process and procedures aimed towards ensuring that the company does not employ (or) use child or adolescent labour.
- f. It is ensured that any contract employee engaged through contractors and working in any of our hospitals and offices shall also be above the minimum age of 18 years
- g. At the time of employment, it is ensured that all employees are persons who have completed 18 years of age. This is ensured by checking the age of all employees

from the age records such as birth certificates (or) school records (or) government authorized ID cards bearing Date of Birth like Aadhar Card, (or) certificate of age proof from a certified dental surgeon / any surgeon.

- h. Kauvery Hospitals Group retains a copy of the document submitted by the employee as proof of age, which, after suitable verification is kept in the personnel file.
- i. At the time of employment, Kauvery Hospitals Group also obtains signature in Personal Data Form in the Employee Joining Kit, mentioning the date of birth of the employee and collects necessary age proof as mentioned in Point G above, to ensure adherence to this Policy.
- j. Periodic review of the performance of the process and procedures aimed at prohibiting child and adolescent labour implemented in Kauvery Hospitals Group is carried during which the documents in support of age are also reviewed.
- k. If there are any violations committed by anyone infringing the terms and conditions of this policy then such cases will be dealt with serious punitive measures. Investigation shall be initiated involving Corporate HR, Unit HR, Unit Head, Functional Head and Legal Department (if necessary) and strict disciplinary actions shall be taken including indemnification of any losses to the organization. The investigation committee shall be formed on a case to case basis with the written approval of Managing Director / Chairman which shall arrive at the root cause for such violation with corrective and preventive actions required to avoid such incidents in the future.
- l. If any Child or Adolescent personal are engaged by Kauvery Hospitals Group as allowed by law (for eg. Child Artist / Athlete / any persons of renowned nature who are child (or) adolescent for any Entertainment Activity, Branding, etc.), then such engagement shall be strictly as per the procedures as allowed by the act with respect to working hours, break, etc.
- m. Disciplinary action will be taken against employees who are involved in recruitment of child labour and employees who did not escalate it to the concerned authorities knowingly or unknowingly.
- n. Disciplinary action will be taken against any misconduct due to child labour according to the disciplinary procedure policy and the organization shall take remedial measures as per the procedures laid down in the Act.
- o. All vendors, agents, contracts, third parties from whom Kauvery Hospitals Group is availing any services which involve manpower shall sign the declaration on Prohibition of Child and Adolescent Labour as available in Annexure A of this Policy.

This policy is subject to change at the discretion of the Management, by giving 15 days' notice. For all interpretations of the policy, the Management decision is final and binding.

Annexure A

Declaration for Prohibition of Child and Adolescent Labour

I _____, working as _____ do hereby declare on behalf of M/s _____ that we, knowingly or unknowingly, will not employ any Child or Adolescent Labour (directly or indirectly) for any services provided to Kauvery Hospitals Group.

We hereby declare that all the persons engaged by us (in any manner) in providing the services to Kauvery Hospitals Group shall be, persons who have strictly completed 18 years of age.

If any incident engaging Child or Adolescent Labour or any violation with respect to The Child and Adolescent Labour (Prohibition and Regulation) Act 1986, is noticed during our services to Kauvery Hospitals Group, we are aware that our Work Order / Empanelment could be cancelled and we fully agree to cooperate in the investigation of such incident and accept to indemnify Kauvery Hospitals Group for any violations caused by us in this regard.

We are aware that in case any incident violating the prohibition of child and adolescent labour are noticed, Kauvery Hospitals Group is at will to initiate punitive measures as per the provisions of The Child and Adolescent labour (Prohibition and Regulation) Act 1986 and we hereby agree to abide by the same.

Signed By

Name:

Designation:

For Company Name:

Company Seal:

Date: