

## **CHILD LABOR & FORCED LABOR POLICY**

### **1. PURPOSE**

This policy demonstrates the HMA Industries Pvt. Ltd.'s commitment to uphold human rights by prohibiting child labor, forced labor, and all forms of exploitation. It ensures compliance with applicable laws, international labor standards, and ethical business practices.

### **2. SCOPE**

This policy applies to:

- All employees, contract workers, suppliers, and business partners of the organization.
- All operations, subsidiaries, and joint ventures where the organization has management influence.

### **3. POLICY STATEMENT**

#### **A. Child Labor**

- The HMA Industries Pvt. Ltd. strictly prohibits the use of child labor in any form.
- No person under the **minimum legal working age** (as defined by local laws and ILO Convention 138) shall be employed.
- Young workers (above minimum age but below 18 years) shall not be engaged in hazardous work, overtime, or night shifts.

#### **B. Forced Labor**

- The HMA Industries Pvt. Ltd. does not tolerate any form of forced, bonded, trafficked, or involuntary labor.
- Employment shall be based on free will, without coercion, threats, or retention of identity documents.
- Workers shall not be required to pay recruitment fees or deposits to secure employment.

### C. Compliance with Laws & Standards

- The HMA Industries Pvt. Ltd. complies with applicable local labor laws and international conventions including:
    - ILO Convention 138 (Minimum Age)
    - ILO Convention 182 (Worst Forms of Child Labour)
    - ILO Convention 29 & 105 (Forced Labor)
  - All suppliers and contractors are expected to adhere to this policy.
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## 4. IMPLEMENTATION & MONITORING:

- **Recruitment & Employment Practices:** Verify age and legal documents of all employees before hiring.
- **Supplier & Contractor Compliance:** Include child labor and forced labor prohibitions in supplier contracts and codes of conduct.
- **Monitoring & Audits:** Conduct regular internal and third-party audits to ensure compliance.
- **Reporting Mechanism:** Provide confidential channels (e.g., whistleblower hotline, suggestion box) for employees to report concerns.
- **Corrective Action:** If child labor or forced labor is identified, immediate corrective steps will be taken, including rehabilitation, education support for affected children, and termination of unethical supplier contracts if required.

## 5. ROLES & RESPONSIBILITIES:

- **Top Management:** Approve and enforce this policy; allocate resources for monitoring and training.
- **HR & Compliance Team:** Verify recruitment processes, monitor suppliers, and conduct audits.
- **Employees & Contractors:** Abide by the policy and report any violations.

## 6. TRAINING & AWARENESS:

- Regular training will be provided to employees, suppliers, and contractors to ensure awareness of this policy.
- Special emphasis will be given to procurement and HR teams.

## **7. REVIEW & CONTINUOUS IMPROVEMENT:**

- This policy will be reviewed annually and updated as per changes in laws, industry standards, and organizational requirements.
- Continuous improvement will be pursued by benchmarking global best practices.

## **8. COMMITMENT STATEMENT:**

The HMA Industries Pvt. Ltd. is committed to ensuring a workplace and supply chain free from child labor and forced labor. We uphold the dignity, rights, and well-being of all workers and will take strict action against violations.

## **APPROVED BY:**

M. Zubair Rahman

Managing Director

Date: 10-07-2024