

## YOUNG WORKER & CHILD LABOUR POLICY

### INTRODUCTION & PURPOSE

Forever New strictly prohibits child labour and the exploitation of children in the manufacture or supply of goods or services to Forever New. We expect our suppliers to share this commitment with us.

This Policy, in conjunction with our Supplier Code of Conduct, is intended to ensure all organisations involved in the manufacture or supply of goods and services to Forever New (collectively called *Suppliers*), understand their responsibilities in preventing instances of child labour and where suspected or identified, the remediation processes they must undertake. In addition, this policy outlines our expectations in relation to the protection of young workers and compliance with ILO conventions on child labour as well as applicable laws and regulations.

Suppliers are responsible for the implementation of this policy, for communicating this policy to their sub suppliers and to monitor their own supply chains.

Suppliers must contact Forever New immediately if they have any concerns regarding young workers or child workers or this policy.

## DEFINITIONS

Forever New acknowledges the following definitions as defined by ILO Conventions Nos. 138 and 182 and the *United Nations Conventions on the Rights of the Child* which states a person is considered a child until they reach the age of 18.

*Child Labour* refers to all forms of slavery (including the sale and trafficking of children, debt bondage or serfdom); forced or compulsory labour; or work that deprives children of their childhood, their potential and their dignity, and that is harmful to their safety, physical and mental development.

A *young worker*, otherwise referred to herein as a ‘young

worker’ is a worker who is under the age of 18 but above the minimum working age.

*Minimum working age* is defined as less than 15 years of age unless the local minimum age law stipulates a higher age for work or compulsory schooling, in which case the higher age applies.

*Hazardous work* is defined as work, which by its nature or circumstances in which it is carried out, is likely to jeopardise the health, safety or morals of children. This can include night work, overtime, exposure to chemicals and extreme temperatures as well as heavy lifting.

## SUPPLIER RESPONSIBILITIES TO PROTECT YOUNG WORKERS & PREVENT CHILD LABOUR

Suppliers are responsible for both preventing and remediating instances of child labour.

Suppliers must comply with all relevant minimum wage laws, ensure no child labour is involved in the manufacture or supply of goods or materials to Forever New and ensure regulations and laws governing the employment of young workers are adhered to.

Suppliers are required to implement robust and effective systems and policies to identify and prevent the use of child labour in their operations including those of their subcontractors and sub-suppliers and ensure the protection of young workers.

This includes but is not limited to:

- Documented recruitment policies and processes which reference applicable local laws, regulations and minimum ages as well as clear identification of hazardous work not suitable for young workers
- Effective age verification processes via the collection and maintenance of documentation including official birth certificates, government issued ID cards, school certificates, permits and permissions for every worker whose date of birth

is verified. If date of birth documents are unavailable, the employee’s age must be established using other appropriate and reliable methods

- The development of criteria for hiring young workers which complies with regulations regarding working hours, overtime, type of work, apprentice or vocational training
- Young worker risk assessments to identify hazardous work or conditions and ensure young workers are not engaged in night work, overtime, hazardous or physically demanding work which may harm the health, safety or morals of persons under the age of 18
- Not permitting children under minimum working age into production areas of a factory
- Forever New supports formal work-based training programs that enable young workers to learn new skills. These programs must be aimed at developing young workers' skills and experience. Young workers on training programs must be paid at least minimum wage and vocational education programs must be legally recognized and documented. Informal arrangements of any kind are not acceptable

## CHILD LABOUR REMEDIATION

If child labour is identified, Forever New's initial approach will be to continue its business relationship with the supplier and provide support to develop responsible solutions that are in the best interests of the children. This must be done in conjunction with a qualified local partner.

If child labour is confirmed at a production site or is being used in off-site production, the supplier must:

- Minimise the risk to the children by immediately removing them from the production area or stopping their work, ensuring they are in a safe place and their welfare secured
- Obtain contact details of parents or guardian and sensitively confirm age of the children
- Immediately inform the Forever New CSR contacts
- Develop a remediation program in consultation with Forever New and a qualified local partner based on available best practice and in the best long-term interests of the child and their family, seeking to meet the educational, social and economic needs of the child concerned
- Whilst a remediation program is being developed, the site should not dismiss the children and ensure wages, accommodation (if applicable) and food continue to be provided to the children. Under no circumstances should the children continue

to work or be present in a production area during this period

- Remediation programs may include some or all of the following:
  - enrolment in education until reaching minimum age securing their right to a childhood
  - continued monitoring and regular financial support such as wage continuance equivalent to the local minimum wage
  - Payment of any money owing in accordance with the local minimum wage
  - Evaluating alternative ways of supporting the children financially including the offer of work to an adult member of family if appropriate and agreed to
  - Ongoing monitoring of the children's welfare

The costs of the children's remediation program and corresponding financial support to replace lost income to the family, equivalent to the local minimum wage, will be the supplier's responsibility, unless otherwise agreed by Forever New.

Suppliers found to have child labour in their direct or indirect supply chain will be closely monitored for their compliance with this policy and must demonstrate full commitment to, and co-operation with agreed remediation plans put in place. A review of the root causes to prevent recurrence will be conducted in addition to providing training to factory management.

Repeated or serious breaches of this policy may result in the termination of all supply arrangements with Forever New.

If you have any concerns or questions regarding this policy, please contact the Forever New CSR Committee or the relevant country office:

Forever New CSR Committee:

[csr@forevernew.com.au](mailto:csr@forevernew.com.au)

Tel: Kate: +61 409 585 285

Forever New CSR China representative:

[ella.tu@forevernew.com.cn](mailto:ella.tu@forevernew.com.cn)

Tel: Harish: +86 189 5802 0391

Name of factory:

Name and Position:

Date (DD/MM/YYYY):

Official company stamp: