

	Pheon Auto Tech Pvt Ltd	Format Ref.	F-MR-05
Format Name	Controlled Guidelines & Policies	Rev No/Dt	02/ 09.02.2022

Se c.	Description	Particulars			
1	Particulars	Type of Guideline	Policy ☒ Guidelines ☐		
		Name	Child Labour Policy		
		Ref.	G-H-12		
		Department	Human Resource		
2	Purpose	The purpose of this policy is to: • Ensure that our operations are free from child labour. • Prevent child labour in any form within Pheon Auto Tech Pvt. Ltd. operations. • Establish clear guidelines for recruitment and age verification. • Ensure all employment practices adhere to Indian labour laws. • Promote ethical and responsible manufacturing processes.			
3	Scope	This policy applies to: • All permanent, temporary, and contractual employees of Pheon. • Contractors, subcontractors, suppliers, and service providers operating on behalf of Pheon Auto Tech Pvt. Ltd.			
4	Owner	Manager HR & Admin			

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5	Guideline / Policy
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1. Policy Statement

Pheon Auto Tech Pvt. Ltd. is fully committed to ensuring that no child labour is used in any of its operations or business activities. We strictly prohibit the employment of individuals under the age of 18 years.

2. Policy Guidelines

2.1 Minimum Age for Employment

- No person below the age of 18 years will be employed in any capacity.

2.2 Age Verification

- All candidates must provide valid proof of age (such as a government-issued ID or birth certificate) before employment.
- No person under the age of 18 shall be employed in any capacity within the organization.

2.3 Recruitment Process

- Recruitment and hiring teams are trained to ensure compliance with this policy.
- HR and hiring managers will be trained regularly to identify and prevent any breach of the child labour policy.

2.4 Third-Party Compliance

- All vendors, contractors, and suppliers must sign a declaration stating they do not engage in child labour.
- Pheon reserves the right to audit or inspect the premises of third parties to ensure compliance.

2.5 Reporting Violations

- Any suspected violation of this policy must be reported immediately to the HR Department.
- A confidential grievance mechanism is in place for reporting concerns without fear of retaliation.

3. Roles and Responsibilities

- Human Resources (HR):** Ensure age verification, maintain records, and conduct awareness training.
- Managers/Supervisors:** Monitor compliance within their departments.
- Procurement Team:** Ensure suppliers and contractors comply with child labour standards.
- Employees:** Understand and uphold this policy.

4. Non-Compliance and Remediation

Violation of this policy will result in disciplinary action, including possible termination of employment or contracts. In the case of a supplier, Pheon Auto Tech Pvt. Ltd. reserves the right to terminate the business relationship.

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5. Communication and Awareness

This policy will be:

- Included in the employee handbook.
- Displayed in prominent areas at the workplace.
- Communicated to all contractors, suppliers, and stakeholders.

6. Review and Amendments

This policy will be reviewed annually and amended as required to reflect changes in law or business operations.

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Sec.	Description	Details			
		Particulars		From	Reference
6	Inputs				
7	Outputs	Master List of Team Members			F-M-35
8	Monitoring & Measurement	Frequency		KPI	Responsibility
		Annual		100% Team members are >18 Years of age	Manager - HR
9	Revision History	Rev No.	Details of Revision	Date	DCR No.
		00	INITIAL RELEASE	01.09.2025	
		01			
10	Format Usage Related	Format Template Loc.	Not Applicable		
		Document Retention Format	Policies	To be Stamped and Signed by MD and then Retained in PDF Format.	
			Guidelines	Controlled Document to be retained in PDF Format	
		Document Retention Loc.	PAT Systems Data > PAT - Document Resource > Controlled - PAT - Guidelines and Policies > Human Resource (H) Related > Controlled G-H-12- Child Labour Policy		
		Retention Period	Perpetual Years		
		Circulation	MD, MIS, Manager – HR & All Team Members		
11	Abbreviations				
12	Document Control	Particulars	Name	Date	Sign
		Prepared By	Devinder Singh	01.09.2025	
		Approved By	Gaurav Singhal 	01.09.2025	
		Controlled By	Mayank Mishra	01.09.2025	

APPROVED
By MR at 4:15 pm, Sep 02, 2025