



2026

COMPANY POLICY DOCUMENT



ISO 9001:2015 Certified
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Policy Name - Child Labour Policy

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Policy Name - Child Labour Policy

Purpose of Policy

This policy ensures that the company strictly prohibits child labour and complies with all applicable labour laws. It reflects the company's commitment to ethical practices, human rights, and responsible business operations.

In a logistics environment involving drivers, vendors, and field operations, strict monitoring is essential to prevent any form of **Child Labour**.

Scope of the Policy

This policy applies to all individuals associated with the company, including:

Office employees

Drivers and field staff

Maintenance teams

It covers all work locations such as office premises, parking yards, and on-road operations.

This means that even if child labour is engaged indirectly through a vendor or contractor, the company will still treat it as a serious violation.

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Legal Compliance

The company strictly follows the provisions of the Child Labour (Prohibition and Regulation) Act, 1986.

Employment of persons below 18 years in work is not allowed,

Any violation of these rules may lead to legal consequences for both the company and the individual involved.

Company Commitment

The company maintains a zero-tolerance approach towards **Child Labour**.

This means:

- **No Underage Individual will be hired** under any circumstances
- All employment must be based on **Proper Age Verification**
- **Ethical and lawful hiring practices** will always be followed

The company is committed to protecting children from exploitation and ensuring that all workers are employed with dignity and legality.

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Department-Specific Responsibilities

HR Department

HR plays a critical role in preventing child labour. They must:

- Verify age documents (Aadhaar, ID proof) before hiring
- Maintain proper KYC and employee records
- Ensure no employee is onboarded without valid proof.

Operations & Maintenance Teams

Since these teams work closely with drivers:

- They must ensure no underage person is involved in field work
- Immediately report any suspicious case.

Every employee has a responsibility to:

- Stay alert
- Report any suspected Child Labour to Manager
- Support ethical practices

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Identification of Child Labour

Child labour is not always direct hiring; it can be indirect and hidden.

Employees must be careful in identifying situations such as:

- Young helpers with drivers
- Underage-looking workers at loading/unloading points
- Workers without valid ID proof

If there is any doubt regarding age, it must be treated seriously and verified immediately.

Procedure in Case of Suspected Child Labour

If any employee identifies or suspects **Child Labour**, the following steps must be followed carefully:

Step 1: Immediately stop the individual from performing work

Step 2: Ensure the individual is safe and not under any pressure

Step 3: Inform the reporting manager or supervisor without delay

Step 4: Verify age proof through valid documents

Step 5: If underage is confirmed, escalate to senior management

Step 6: Inform the guardian/family and ensure safe handover

Step 7: Record the incident and inform relevant stakeholders

This process ensures both legal compliance and humane handling of the situation.

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Record Keeping & Documentation

Proper documentation is essential for compliance and audit purposes.

The company will maintain:

Employee age proof records

KYC documentation

This helps in verifying that all workers meet legal age requirements.

Disciplinary Action

Any violation of this policy will be treated as serious misconduct.

- Actions may include:
- Warning or suspension
- Termination of employment
- Legal action as per law

Strict enforcement is necessary to maintain company integrity.

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Conclusion

This policy reinforces the company's strict stance against Child Labour and its commitment to ethical and lawful practices. Every employee, including drivers and staff, plays an important role in ensuring that no underage individual is engaged in any work activity.

By following this policy and complying with the Child Labour (Prohibition and Regulation) Act, 1986, the company safeguards human rights, ensures legal compliance, and maintains its reputation.

Approval & Acknowledgement

This Policy is approved and issued under the authority of the Director, Pratham Transolutions India Pvt. Ltd.

Date	Description of Change	Approved By
01.10.2025	Initial Issue	Tushar Gorasiya (Director)

Tushar Gorasiya
Founder & Director



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