

YOUNG WORKER/INTERN/STUDENT WORKER/APPRENTICE GUIDANCE

Term		Regular Worker	Young Worker	Child Worker
Definition of age in manufacturing		18 years of age or older	< 18 years of age but \geq 15 years of age AND > Age to complete compulsory education AND \geq Minimum age for employment in country AND \geq Minimum age in company policy	< 15 years of age OR \leq Age to complete compulsory education OR < Minimum age for employment in country OR < Minimum age in company policy
General Expectations	Critical Prohibitions		1. Employed in inherently hazardous roles 2. Working overtime (even if they wish to work overtime) 3. Working nights (10.00pm – 07.00am)	Working for the facility
	Critical Requirements		Performing medical examinations if required by law	1. Effective Policies and practices to ensure workers meeting these age criteria are not hired directly or indirectly: 2. Procedure to assist underage children found working for the Auditee that is designed to provide for the welfare of the child
Additional Expectations if connected with school / educational institution / learning program and / or school is employer / holds contract*	Critical Prohibitions	1. No agency or intermediary may be used in connection with the recruitment, hiring, arrangement, and management of student workers, interns or apprentices (save a university or vocational school) 2. Student workers, interns or apprentices to simply fill a labor shortage 3. Work hours shall also not conflict with school attendance, duration of training period, and number of times the same worker can be classified as a trainee 4. Financial/scholastic penalty (note scholastic penalty is allowed only if directly related to underperformance on educational component of program) 5. Deduction of educational/placement fees from wages <u>Apprentice-like situations:</u> 6. Wage below minimum legal wage for longer than 6 months		N/A

	<p>Critical Requirements</p>	<ol style="list-style-type: none"> 1. All work is voluntary (including choice of learning placement assignment) 2. Complement their course of study field or learning of a new vocation 3. Tri-party agreement (student, school, and company/Auditee) 4. Due Diligence: verify that worker is actively enrolled in a valid program of study at an educational institution. Take corrective actions to address any non-conformance by an educational institution and establish sanctions as appropriate, including termination of the relationship 5. A wage rate the same as other workers with like or similar experience, not to be below legal minimum wage 6. Ensure worker is insured against accident or liability and fully covered for any other forms of insurance required by law or regulation 7. No financial/scholastic penalty (note scholastic penalty is allowed only if directly related to underperformance on educational component of program) <p><u>Apprentice-like situations:</u></p> <ol style="list-style-type: none"> 8. Agreed wage increase when meeting new skills requirements. 9. Clearly documented post-apprentice promotion and wage adjustment 	<p>N/A</p>
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