Interlink Software Services Ltd

Child Labour Policy

Interlink Software Services Ltd commit to not recruit or hire workers below the age of 16 or in compliance with the local minimum age (whichever is higher). Where workers above the age of 16 have not completed compulsory schooling, the company will ensure that their jobs will not interfere with the completion of their education. The company commit not to allow young workers to work overtime, at night, or in hazardous jobs. If child labour is discovered, the company will remediate the situation in the best interests of the child and his or her family.

Interlink Software Services Ltd will commit to comply with all applicable legal and customer requirements.

- The Company’s recruitment, selection, and hiring and other human resources procedures will include:
  - Ways to track and understand laws and regulations on child labour and young workers.
  - Recruitment and hiring process screens out underage workers.
  - Job postings and advertisements clearly state the minimum hiring age.
  - Review and verification of proof-of-age documents.
  - Means to maintain copies of verified proof of age documents on file.
  - Recruitment Consultants follow the company’s requirements on recruitment and hiring of young workers, including confirming their ages.
  - Review all jobs in the company for health and safety hazards and clearly identify those suitable for young workers.
  - Maintaining a current list of young workers that includes name, hire date, birth date, department, job, work schedule (including education-related restrictions), supervisor name.
  - Young workers are provided with health checks when they are hired (and regularly during employment) to make sure the job they are doing does not endanger their health or physical development.
  - Employment contracts for young workers include all job and work hours restrictions and educational needs.

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Interlink Software Services Ltd Management will ensure a responsible person is assigned (or department) to make sure the policies are carried out. This includes:

- Communicating the policy to all managers, supervisors and workers.

- Meeting regularly with managers and supervisors responsible for recruitment and hiring, working with vocational schools, and workplace health and safety, to oversee implementation.

- Monitoring and reporting all complaints and management responses related to the issues of child labour.