

Child Labour Policy

1. Purpose

- Nell Infotech Pvt. Ltd. is committed to conducting its business ethically and responsibly. This Child Labour Policy is established to ensure compliance with applicable labour laws and to prohibit the employment of child labour in any form within Nell Infotech Pvt. Ltd.

As a software development and staff augmentation company, we are dedicated to maintaining a safe, lawful, and ethical workplace for all employees.

2. Scope

This policy applies to:

- All employees of the Nell Infotech Pvt.Ltd
- Contractual staff
- Interns and trainees
- Vendors, consultants, and third-party service providers associated with the company

3. Policy Statement

- Nell Infotech Pvt. Ltd. strictly prohibits the employment of child labour.

The company shall not:

- Employ any individual below the minimum legal working age as prescribed under applicable labour laws
- Engage children in any form of work, whether paid or unpaid
- Allow any contractor, vendor, or third-party partner to employ child labour while providing services to the organisation

4. Legal Compliance

The organisation shall comply with all applicable laws relating to child labour, including:

Ministry of Labour & Employment regulations and the Child and Adolescent Labour (Prohibition and Regulation) Act, 1986 (as amended)

As per applicable law:

- No child below **14 years of age** shall be employed
- Adolescents (14–18 years) shall not be employed in hazardous occupations or processes

Since the organisation operates in software development and IT-enabled services, only legally eligible individuals may be engaged.

5. Age Verification

The organisation shall verify the age of all employees before onboarding through valid government-issued documents, such as:

- Aadhaar Card
- PAN Card
- No employment shall be offered without proper age verification.

6. Responsibility

- **HR Department** of Nell Infotech Pvt. Ltd. shall be responsible for:
- Verifying age documentation during recruitment
- Maintaining employee records
- Ensuring compliance with this policy

Managers and Supervisors shall ensure no violations occur within their teams.

7. Vendor and Contractor Compliance

All vendors, consultants, and staffing partners must comply with this policy.

The Nell Infotech Pvt. Ltd. reserves the right to:

- Request proof of age verification
- Conduct compliance checks
- Terminate business relationships in case of violations

8. Reporting Violations

Any employee who becomes aware of a suspected violation must immediately report it to:

- HR Department

All reports will be investigated promptly and confidentially.

9. Disciplinary Action

Violation of this policy may result in:

- Immediate termination of employment or contract
- Legal action where applicable
- Termination of vendor/business association

10. Policy Review

This policy shall be reviewed periodically and updated as required to ensure continued compliance with legal and ethical standards.

Approved By

Manisha Jadhav

Nell Infotech Pvt. Ltd.

Director [HR & Operations]