



Document Code:	HR/CC-CL 001	Revision No:	00
Document Title:	Child Labor Policy and standard Operating procedure	Creation Date:	15-Jan-2026
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#### Document History Log

Status	Effective Date	Description of Change/s	Initiated by

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Document Code:	HR/CC-CL 001	Revision No:	00
Document Title:	Child Labor Policy and standard Operating procedure	Creation Date:	15-Jan-2026
		Effectivity Date:	23-Jan-2026

## CHILD LABOR POLICY AND STANDARD OPERATING PROCEDURES

### 1. Policy Statement

Expedise Warehouse Management Solutions Inc. is committed to upholding the rights, dignity, and safety of children. The company strictly prohibits the employment of individuals below eighteen (18) years old in accordance with national labor laws, international standards, and child protection statutes.

The company fully supports laws that protect children from:

**1.1** Neglect

**1.2** Abuse

**1.3** Exploitation

**1.4** Hazardous work

**1.5** Conditions harmful to health, education, and development

The company will not tolerate falsification of age documents or any acts intended to bypass child labor regulations.

### 2. Objective



Document Code:	HR/CC-CL 001	Revision No:	00
Document Title:	Child Labor Policy and standard Operating procedure	Creation Date:	15-Jan-2026
		Effectivity Date:	23-Jan-2026

This policy aims to:

- 2.1** Ensure no child or minor is employed in Expedise Warehouse Management Solutions Inc.
- 2.2** Protect the rights of children from exploitation or hazardous labor
- 2.3** Comply with all child labor laws, including the Labor Code of the Philippines
- 2.4** Establish clear procedures for preventing, identifying, and remedying child labor
- 2.5** Promote transparency, ethical recruitment, and responsible employment practices

### 3. Definition of Terms

**3.1 Child-** Any person below fifteen (15) years old, unless local law sets the minimum age higher.

If local law sets minimum age at fourteen (14) per developing-country exceptions, that lower age applies.

#### **3.2 Young Person**

A worker over the age of a child and below eighteen (18).

#### **3.3 Child Labor**

Any employment of a child or young person below the legal age, or any work that:



Document Code:	HR/CC-CL 001	Revision No:	00
Document Title:	Child Labor Policy and standard Operating procedure	Creation Date:	15-Jan-2026
		Effectivity Date:	23-Jan-2026

**3.3.1** Violates labor standards

**3.3.2** Exposes the child to hazards

**3.3.3** Interferes with education

**3.3.4** Harms physical, mental, moral, or social development

**3.4 Child Labor Remediation** – the immediate steps taken to protect the minor and correct the violation when child labor is found.

## 4. Coverage

This policy applies to:

**4.1** All Expedise employees

## 5. Employment Guidelines

**5.1** No person below 18 years old shall be employed in any capacity.

**5.2** All applicants must provide truthful personal documents, including proof of age.

**5.3** Any falsification or misrepresentation of age is subject to disciplinary action, including termination.



Document Code:	HR/CC-CL 001	Revision No:	00
Document Title:	Child Labor Policy and standard Operating procedure	Creation Date:	15-Jan-2026
		Effectivity Date:	23-Jan-2026

**5.4** A worker 17 may be qualified only if:

**5.4.1** With written parent/guardian consent on file;

**5.4.2** (Barangay Certification under age)

**5.4.3** Assigned to non-hazardous work only;

**5.4.4** Work schedule complies with legal limits: max 8 hours/day, 40 hours/week, and no work from 10:00 PM to 6:00 AM;

**5.4.5** Must not interfere with schooling.

## 6. Responsibilities

The following roles support full compliance with child labor laws and company policy:

### 6.1 Talent Acquisition (External Employee)

**6.1.1** Conduct thorough age verification during recruitment.

**6.1.2** Secure and validate documents (birth certificates).

**6.1.3** Do not accept or proceed with the application if the applicant is a minor/underage.

**6.1.4** Ensure that approved applicants aged 17 are deemed qualified only if they meet the requirements specified in Ref. 5.4.

### 6.2 Employees



Document Code:	HR/CC-CL 001	Revision No:	00
Document Title:	Child Labor Policy and standard Operating procedure	Creation Date:	15-Jan-2026
		Effectivity Date:	23-Jan-2026

**6.2.1** Provide truthful personal information and supporting documents.

**6.2.2** Refrain from submitting fake IDs, birth certificates, or age-related documents.

### **6.3 Admin**

**6.3.1** Check, validate, and endorse that the customer is not underage.

**6.3.2** Forward the Customer Concierge report of an underage employee to Customer Care.

### **6.4 Customer Concierge**

**6.4.1** Report inconsistencies or suspicious age discrepancies to HR or Safety Officer.

**6.4.2** Support proper communication between Customer, Customer Care, and Safety Officer during investigations.

### **6.5 Safety Officer**

**6.5.1** Participate in investigations involving falsified or tampered documents.



Document Code:	HR/CC-CL 001	Revision No:	00
Document Title:	Child Labor Policy and standard Operating procedure	Creation Date:	15-Jan-2026
		Effectivity Date:	23-Jan-2026

**6.5.2** Ensure the workplace is compliant with age-related labor provisions.

## **6.6 Customer Care**

**6.5.1** Maintain confidential documentation of violations and remediation cases.

**6.5.2** Issue Notice of Decisions and hearings

**6.5.3** Ensure due process is followed in disciplinary cases.

## **6.7 Human Resources (Internal Employee)**

**6.7.1** Conduct thorough age verification during recruitment.

**6.7.2** Secure and validate documents (birth certificates, IDs, school records).

**6.7.4** Implement disciplinary procedures for falsified documents.

**6.7.5** Coordinate remediation steps when child labor is detected.

## **7. Prevention Measures**

To prevent child labor, the company will:

**7.1** Conduct strict document verification for all new hires



<b>Document Code:</b>	HR/CC-CL 001	<b>Revision No:</b>	00
<b>Document Title:</b>	<b>Child Labor Policy and standard Operating procedure</b>	<b>Creation Date:</b>	15-Jan-2026
		<b>Effectivity Date:</b>	23-Jan-2026

**7.2** Maintain a list of acceptable valid age documents (PSA Birth Certificate, Government ID)

**7.3** Conduct periodic audits of employee documents

**7.4** Follow Hiring and Age Verification Process

**7.4.1** Step 1 – Document Submission: Applicant submits valid proof of age

**7.4.2** Step 2 – Pooler Talent Acquisition and Human Resources check documents for inconsistencies.

**7.4.3** Step 3 – Verification: Talent Acquisition and HR verify documents with issuing authorities if needed.

**7.4.4** Step 4 – Applicants aged 18+ are eligible for hiring; applicants aged 17 may be hired only if approved and all required documents/conditions are met.

**7.4.5** Step 5 – Record Keeping: Talent Acquisition and HR store verified documents in ClickUp.

**7.4.6** Step 6 – Audit: Periodic audits ensure no minors are employed.

## 8. Child Labor Remediation Procedure

If a minor is discovered to have been hired unintentionally, the company shall:





Document Code:	HR/CC-CL 001	Revision No:	00
Document Title:	Child Labor Policy and standard Operating procedure	Creation Date:	15-Jan-2026
		Effectivity Date:	23-Jan-2026

## **8.1 Immediate Action**

### **8.1.1 Customer Concierge**

**8.1.1.1** Conduct an urgent assessment.

**8.1.1.2** Prepare and file an official Incident Report and Notice to Explain, and formally notify the customer regarding the case.

### **8.1.2 Admin**

**8.1.2.1** Forward the Customer Concierge report involving an underage employee to Customer Care.

### **8.1.3 Safety Officer**

**8.1.3.1** Participate in investigations involving falsified or tampered documents.

## **8.2 Verification**

### **8.2.1 Customer Care**

**8.2.1.1** Customer Care confirms the accuracy of age through the documents uploaded in ClickUp.

**8.2.1.2** Issue Notice of Decisions and Conduct hearings

**8.2.1.2** Ensure due process is followed in disciplinary cases.



<b>Document Code:</b>	HR/CC-CL 001	<b>Revision No:</b>	00
<b>Document Title:</b>	<b>Child Labor Policy and standard Operating procedure</b>	<b>Creation Date:</b>	15-Jan-2026
		<b>Effectivity Date:</b>	23-Jan-2026

**8.2.13** Notify parents/guardians if necessary.

### **8.3 Disciplinary Actions**

Applicable to:

**8.5.1** Customer/ Internal Employee who falsified their age

**8.5.2** Staff involved in recruitment negligence

**8.5.3** Anyone who assisted in falsification

## **9. Disciplinary Actions**

Per Employee Handbook (Rules & Regulations), the following offenses lead to discipline or termination:

**9.1** Submission of fake or tampered birth certificates or IDs

**9.2** Falsification or alteration of age-related documents

**9.3** Providing false information on biodata/resume

**9.4** Knowing participation in hiring minors

**9.5** Penalties may include:



Document Code:	HR/CC-CL 001	Revision No:	00
Document Title:	Child Labor Policy and standard Operating procedure	Creation Date:	15-Jan-2026
		Effectivity Date:	23-Jan-2026

#### **9.5.1** Written warning

#### **9.5.2** Suspension

#### **9.5.3** Termination

### **10. Communication and Posting**

This policy shall be:

#### **10.1** Posted in Knowledge base Portal

#### **10.2** Included in employee orientation

### **11. Effectivity**

This policy takes effect immediately upon approval and shall remain enforced unless revised or repealed.

