

PRS1

**PROCEDURE IN PRESENCE OF
MINORS**

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1.- Introduction

DIENPI does not use, has never used and does not support the use of child labour.

The prohibition to use child labour is enshrined in the Policy for Social Accountability and in the Code of Conduct.

DIENPI also promotes this commitment among its suppliers, demanding them to sign the document Form 08 "**Commitment to the principles of Social Accountability.**"

2.- Scope and field of application

This procedure describes how DIENPI establishes, documents, maintains active and communicates to staff any action in favour of children involved in cases of:

- child labour (under 16)
- young employees (aged 16 to 18 years).

In general, DIENPI does not take young employees. However, in exceptional cases, where the income produced by the minor may facilitate cases of deprivation of an entire family, DIENPI can decide to take the minor under the conditions of the commitments of paragraph 3.3 "Remedial actions" of this procedure.

3.- Activity

3.1. Initiatives to protect the child/young employee

DIENPI, in communications to the outside, also highlights the rejection of the practice of child labour, by promoting awareness-raising activities aimed at the development of the culture of protection of young people at work.

3.2. Check of age upon recruitment

Upon recruitment, RD ensures the veracity of the birth data, by requesting copies of identity documents, (in the case of citizens not belonging to the European Economic Community, the residence permit).

The recording of this preliminary work is reported on **Form 03 Gest.As.**

3.3. Remedial actions

In case of detection, within the company, of employees covered by the definition of Child and Young Employee (see §4 of the MRS Manual "Definitions"), RD shall draw up a plan of actions dedicated to the minor, to his recovery and its growth, based on the sensitivity and seriousness of the situation, including that of the family he/she comes from.

While, in the case of minor under the age of 16, he/she will be removed immediately from work.

To ensure the identification of the most suitable ways to entertain relations with the minor and his/her family, and the channels most appropriate for the social reintegration of the minor, RD may enlist the support of associations of the field (Telefono Azzurro, social workers, etc ...).

RD will also identify and obtain the financial resources necessary to the implementation of measures envisaged in the Plan.

Each Child or Young employee will be placed in a specific framework that includes the activities most suitable to its training.

In particular:

- for minors up to 16 years, ensure that he/she has completed the compulsory schooling, promoting later orientation to the world of work.
- for minors aged 16 to 18 years, offer a professional training that reflects his/her professional attitudes.

In order to ensure the actual implementation of this Plan and to support the family of the minor in expenses for its development, DIENPI is committed to:

- provide education to the minor (child or young employee) through the payment of tuition fees, books, transportation to school;
- give the young employee a light and safe work for a few hours a day, making sure that:
 - a) the daily total (including school, work, hours of travel to/from school and workplace) is not more than 10 hours
 - b) he/she does not work for more than 8 hours per day and not during the night shift;
- verify, for families in real financial difficulty, the opportunity to add a family member to the staff, also to lighten the responsibility of the minor itself, or alternatively, seek a job for the family member, through trade associations, personal knowledge, customers and suppliers, etc;
- not expose young employees to any kind of situation - inside and outside of the workplace - that may be risky or harmful to his/her health and mental and physical development.

4. List of Rules and applicable conventions

CHILD LABOUR

United Nations Convention on the Rights of the Child (September 2, 1990)

ILO Convention 138	Minimum age for admission to employment
ILO Recommendation 146	Minimum age for admission to employment - Instrument of the Commission implementing 138
ILO Convention 182	Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour
ILO Recommendation 190	Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour - Instrument of the Commission implementing ILO 182
Convention on the Rights of the	Child Protection

National references

Law of October 17, 1967 no.	Labour protection of children and adolescents.
L. D. 345/99	Protection of young people at work.
L. D. 262/2000	Adjusting and integrating provisions of Legislative Decree 345/99 on the protection of young people at work.
L. D. 77/2005	Definition of general rules on school-work, under art. 4 L. 53/2003.
L.157/81	Minimum age for admission to employment: 15 years in general, 13 for light work, 18 for heavy work (16 in special cases).
L. 176/91 Art. 28	Right to education; Art. 32: Protection from economic exploitation and noxious activity.
L. 148/2000	Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour.
L. 296/2007 (Financial Act 2007)	Compulsory education is imparted for at least 10 years (from 6 to 16 years) which increases from 15 to 16 years of age for access to employment (excluding the entertainment industry and sports)