



OAPIL “NO CHILD LABOUR” POLICY

Company Name: Oman Aluminium Processing Industries SPC (OAPIL)

Policy Title: No Child Labour Policy

Policy Effective Date: 01/09/2024_[Effective Date]

Policy Review Date: _____[Review Date]

1. Purpose

The purpose of this Policy is to ensure that Oman Aluminium Processing Industries (SPC) fully complies with Royal Decree 53/2023 and relevant International Labour Organization (ILO) standards on child labour. This document outlines the responsibilities, procedures, and safeguards to prevent child labour within all operations and supply chains of OAPIL.

2. Scope

This policy applies to all employees, management, contractors, suppliers, and any third-party partners engaged with OAPIL, regardless of location. All parties are expected to uphold this policy to promote the health, safety, and welfare of juvenile workers and prevent exploitation.

3. Definition of Child Labour

Child labour includes any work that deprives children under 15 of their childhood, education, or physical and mental well-being. According to Royal Decree 53/2023 in Oman, employment of individuals under the age of 15 is strictly prohibited. Additionally, specific restrictions are placed on the employment conditions of juvenile workers, defined as any worker who has reached the age of 15 but has not yet reached the age of 18.

4. Legal Framework

OAPIL will uphold the principles outlined in Oman’s Royal Decree 53/2023 and the ILO Conventions No. 138 and No. 182 by ensuring the following:

- a. Prohibition of Child Labor:** In accordance with Article 98, employment of individuals under 15 is strictly forbidden.
- b. Working Hours Compliance:** As per Article 99, OAPIL will enforce regulations limiting juvenile work hours to a maximum of 6 hours per day, prohibiting night shifts and ensuring at least one hour break.



- c. **No Overtime or Holiday Work:** Article 100 prohibits juveniles from working overtime, on weekly rest days, or during official holidays.
- d. **Employer Responsibilities:** In line with Article 101, OAPIL will secure consent from guardians, conduct medical examinations, maintain work schedules, and keep accurate records of juvenile employees, including names, ages, and employment dates.

Convention 138 promotes the elimination of child labour by setting a minimum age for employment and prioritizing safe working conditions. It establishes that the minimum employment age must align with the end of compulsory schooling and be no less than 15, or 14 for nations with limited resources. Hazardous work requires a minimum age of 18, but younger workers (16+) may be allowed with proper protections and training.

According to ILO Convention No. 182, the "worst forms of child labour" include:

- **Slavery and similar practices:** This covers the sale and trafficking of children, debt bondage, serfdom, and forced or compulsory labour, including recruitment of children for armed conflict.
- **Sexual exploitation:** Using children for prostitution, pornography, or related performances.
- **Illicit activities:** Engaging children in drug production and trafficking or other illegal work.
- **Hazardous work:** Jobs likely to harm a child's health, safety, or morals due to their nature or conditions.

OAPIL is committed to preventing these practices and ensuring compliance with this standard in all operations.

5. Policy Statement

OAPIL is committed to creating a safe, respectful, and legally compliant work environment that strictly prohibits the employment of children under 15. All work conditions for juveniles are carefully regulated and monitored to comply with Royal Decree 53/2023 and international standards.

6. Roles and Responsibilities

Management Responsibilities

- Ensure that no person under 15 years of age is employed.
- Verify that juvenile workers (ages 15-17) are not assigned hazardous work and that their work schedule adheres to legal restrictions.
- Maintain compliance with the health, safety, and labour requirements for juvenile employees under Articles 98-102.
- Conduct routine audits of OAPIL's operations and supply chains to enforce adherence to this policy.



Human Resources (HR)

- Obtain and document guardian or custodian consent for juvenile workers.
- Conduct and maintain records of medical examinations for juveniles.
- Maintain an accurate and up-to-date list of juvenile employees with details on their age, employment dates, and role.
- Provide juveniles with a copy of their work schedule, indicating working hours, rest breaks, and days off.

Supervisors

- Ensure juvenile employees do not work beyond the permitted hours and are provided with appropriate breaks.
- Monitor the work environment to prevent juveniles from engaging in any unsafe or unauthorized activities.
- Coordinate with HR to report any changes in juvenile employment status.

Suppliers and Contractors

- All suppliers and contractors are required to comply with OAPIL's child labour policy and the legal standards in Royal Decree 53/2023 & International Standards. Non-compliance may result in the termination of contracts.

7. Procedure for Compliance

a. Hiring Process

OAPIL's recruitment procedures include age verification and medical fitness screening for any juvenile employment. HR will verify the age of applicants through official identification and secure guardian consent.

b. Medical Screening

Prior to employment, HR will arrange a medical examination for juveniles to confirm their fitness for work, with follow-up exams as required by Ministry regulations.

c. Assignment of Work Schedule

HR will provide juvenile employees with a documented work schedule outlining working hours, required breaks, and weekly days off. This schedule will be strictly monitored to prevent unauthorized overtime or holiday work.

d. Record Keeping

OAPIL's HR department will maintain a registry with details of each juvenile employee, including name, age, position, and date of employment. This list will be updated regularly and reviewed during compliance audits.



8. Monitoring and Compliance

OAPIL will conduct periodic internal audits and external compliance assessments to monitor adherence to this policy. Any identified non-compliance will be addressed through corrective action, and violations may result in disciplinary measures.

9. Reporting and Grievance Mechanism

A confidential reporting system is available for employees to raise concerns related to child labour practices. Reports can be made anonymously without fear of retaliation. All concerns will be investigated thoroughly and appropriate action will be taken.

10. Policy Review

This policy will be reviewed annually to ensure compliance with Royal Decree 53/2023, ILO standards, and any updates in Omani labour law or international standards.

11. Contact Information

For more information about this policy or to report a concern, please contact hr@oapil.com

A handwritten signature in black ink, appearing to be 'A. Al-Ya', is written over a light blue rectangular background.