

ESCP Underage Worker Rescue Procedure

ESCP-F-10 V01

Facility should follow the procedure below if an underage worker is identified:

Guideline to Rescue Underage Worker

1. Immediate actions

The facility must immediately stop the underage worker from working in the facility.

And then complete below,

- a. The facility shall provide a health examination for the child (If the child worked in hazardous tasks or handling chemicals, the facility must provide an occupational health check).
- b. The facility must provide wage compensation that is not less than the applicable local minimum wage.
- c. A facility representative/escorting staff must accompany the underage worker safely back to his/her home.

2. Supporting documentation to retain

The facility shall keep complete and accurate records below for verifying the remediation progress, including:

- a. Personal ID card of the underage worker (or other photo identification that can verify age).
- b. On-site group photos taken after the underage worker arrives home, showing the underage worker together with his/her parents or legal guardians and the facility escort staff (the background shall indicate either the house number or a sign of a government authority visible for location verification).
- c. Proof of relationship between the underage worker and the parents/legal guardians shown in the photos, e.g. household registry pages and ID cards for the family members.
- d. Health and/or occupational check report, and evidence that the check was paid for by the facility.
- e. Round-trip transportation tickets for the underage worker and the escort staff (If the underage worker is transported by facility vehicle, provide toll receipts for highways and bridges).
- f. Personal file of the underage worker.
- g. Labor contract of the underage worker (if applicable).
- h. Personal file of the facility staff assigned to escort the underage worker back home.
- i. Attendance records for the underage worker for the previous month and/or current month.
- j. Payroll records for the underage worker for the previous month and/or current month.

3. Submission requirements and consequences

The factory must complete the rescue of the underage worker in accordance with the requirements above and submit all evidence above to Ethical Supply Chain Program at info@ethicalsupplychain.org **within 10 working days after the audit.**

If the factory fails to complete the rescue and/or submit the required evidence within the timeline, or submits falsified evidence, the factory will be terminated immediately, and any subsequent reapplication will be rejected.

ESCP 童工解救程序

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一旦发现童工，工厂须遵守以下童工解救程序：

童工解救指引：

1. 即时措施

工厂须立即停止童工工作；并完成以下：

- 1) 由工厂出资为该童工安排体检（若从事危险工种及化学品工作的，体检类型须为职业健康体检）；
- 2) 工厂须足额支付薪资报酬，不得低于当地现行最低工资标准；
- 3) 安排工厂工作人员全程陪同，安全护送该童工返回家中。

2. 需留存备查的佐证材料

工厂须保留以下记录和资料以确认解救进度：

- 1) 童工本人身份证（或其他带本人照片、可核实年龄的有效证件）；
- 2) 童工回家后与其父母/法定监护人及工厂随行护送人员的现场合影（拍摄背景须包含住宅门牌号或政府机构门牌，便于核验地点）；
- 3) 童工与合影中父母或法定监护人的关系证明，如该童工及其家人的户口本内页及家人的身份证件；
- 4) 童工的体检报告、工厂承担体检费用的付款凭证；
- 5) 童工及工厂护送人员往返交通票据（若由工厂车辆护送返乡，须提供高速、路桥通行缴费凭证）；
- 6) 童工的人事登记表；
- 7) 童工的劳动合同（如适用）；
- 8) 工厂护送童工返乡人员的人事登记表；
- 9) 童工上月及/或当月的考勤记录；
- 10) 童工送返前结算的上月及/或当月的工资结算记录。

3. 资料提交和后果

工厂须在审核后的 10 个工作日内完成童工解救行动并将上述资料证明电邮至供应链责任规范 info@ethicalsupplychain.org。

若工厂未能及时解救童工并提交相关证据，或发现工厂提供的相关证据为伪造，工厂的证书将被立即终止，且此后的重新申请将被拒绝。