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## INDEX

1 GOAL.....	3
2 REFERENCE AND IN FORCE DOCUMENTS.....	3
3 WHEN THE DOCUMENTS ARE IN FORCE .....	3
4 TERMINOLOGY.....	3
5 MAIN PRESCRIPTION.....	4

## 1. GOAL

The purpose of this procedure is to define the terms and responsibilities of the recovery of children and management of young workers that may be used at the organization of Paladini and / or from its suppliers and / or subcontractors to avoid a social and economic situation difficult and a lack of means of subsistence for the family harbors no such subjects to work at other companies.

## 2. REFERENCE AND IN FORCE DOCUMENTS

Environment, Quality and Social and Ethics AQR001

SA 8000:2008

Law 144 of May 17, 1999 with the compulsory training institute which expanded in 2003 the enabling Act No. 53/2003 establishing "a standing duty to education and training" formalized in Legislative Decree No. 76/2005.

Amendment attached to the Finance Act 2010 which states the opportunity to spend the final year dedicated to the obligation of education (which ends 16 years), for a year apprenticeship place apparently already 15 years.

## 3. WHEN THE DOCUMENTS ARE IN FORCE

These norms are in force:

- By juvenile working;
- By teens working.

## 4. TERMINOLOGY

**Child:** every person being younger than 15 years old, unless the local law referring to the minimum age foresee an higher age for the work or for the compulsory education, in that case is applied the higher age. If anyway the norm about the minimum age fixes an age of 14 years in accordance with the exception foresee for the developing countries agreeing to the ILO 138 pact, is applied the lower age;

**Young worker:** any worker being older than 15 and less than 18 years old;

**Child work :** from a child being younger than 15, with the exception of what foresees the ILO 146 norm;

**Way out action for the child:** every support form an every action necessary to guarantee the safety, the health, the education and the growing of the child forced to the child work, as above mentioned, and which finished their job.

## 5. MAIN PRESCRIPTION

This procedure describes how **PALADINI** establish, document, maintain, active and communicate to staff any cost of management for children or young workers for whom there is a work situation that meets the definition of job Child.

In line with the principles and values expressed in the Company Policy, Paladini will not use in-house workers age covered by the definitions of child and youth worker, and refrains to expo them to situations that are outside or inside the workplace, risky, dangerous, harmful to health.

Each child or young worker is placed in a specific location providing the activities most suitable to his training:

- For Children up to 16 years will be cleared first to ensure that the obligation education (training), while promoting the orientation to work.
- For children between 16 and 18 years will offer vocational training that reflects professional attitudes. Particularly for those who choose to end the 15 years period dedicated to the obligation of education dedicating a year of apprenticeship at the **PALADINI** Society, will be guaranteed placement and training necessary the conclusion of the period devoted to the obligation of education.

Therefore the intervention will not only teach technical skills, anyway important to be learned, but most of all to let the minor be able to deeply understand their meaning, so that he can have the right bearing during his including in the working world, and, consequentially, in a new social dimension.

It means that the skills that he will learn through alphabetization practice (in the school and extra-school time), through amusing experiences, professional training courses, apprenticeship forms and all that will be necessary, will be not an end in itself, but ways to get a possible different life.

To guarantee the accomplishment of this plan, and to help the minor's family with the expenses necessary for its going on, the **PALADINI** organization engages itself to:

- guarantee the instruction to the minor through the payment of the school taxes, of the books, of the school bus;
- supply a sure and light work to the Minor for a few hours per day, or, otherwise, supply an other type of salary to the fired minor to reduce the costs for the family, checking that all the hours dedicated to the school, to the work and to the moving form a place to home are not more than 10;
- when possible, and if a particularly difficult situation make it necessary, the organization will try to take on in its staff, or, alternatively, will try to help him during his looking for a job, a minor's relative, to guarantee the family's maintenance and a lightening of the minor's responsibilities.

All the minor working checked inside the **PALADINI** organization and/or by its supplier and/or Sub- Suppliers will be recorded by **SGAQ**, recording the specific skills of the same worker, the reasons for his engagement and the matters of this iter, to point out the mistakes done and avoid their happening once again in the future.

**SGAQ** tasks of identifying situations where a child or a young worker is mistakenly used in the activities of PALADINI through careful analysis of data worker at the time of (Identity Card, Driving License, Passport, Certificate of Birth, etc. ..).

Where is identified, the use of a child or a young worker Organization of PALADINI or from its suppliers and / or subcontractors, in the person of Head of Management System SGAQ, undertakes to implement a series of actions, aimed at ensuring a form of sustenance for the child, to enable complete his course of education.

**SGAQ** must pick out the situations where a child or a young worker is by mistake employed in the **PALADINI** activities, through a deep checking of the data referring to the workers during his engagement (Identity card, driving license, Passport, birth certificate, and so on..).

In case of picking out of a child or of a young worker employing in the **PALADINI** organization or by its supplier and/or Sub-Suppliers ,the company, in the person in charge of the **SGAQ** management system, engages itself to operate for guaranteeing the minor's maintenance, so that he can complete his instruction.

**SGAQ** fixes the minor's recovering plan, settling:

- The critical state of the minor situation.
- The recovering deeds to do, picking out the most suitable for the checked specific situation.

Aware of the difficulty of the situation managing, **SGAQ** avails itself of the help of active associations in the field (Telefono Azzurro, Social services, and so on...), which can give indications about the most suitable formalities to strike up connections with the minor and his family, so as to pick out the best ways for the re-inclusion in the society of the same Minor is **SGAQ** duty to pick out the necessary financial resources and their finding by rousing the **DIGE** main direction.