

	ITR.001.00 01-03-2018	Child Labor Repair Work instruction		
		Made by: Renato Espírito Santo	Aproved by: Américo Espírito Santo	

1. Goal:

Establish regulations for the prevention and mitigation of child labor

2. Ambit:

All the Corticeira Viking activities or in the chain of subcontractors / suppliers / partners.

3. Definitions:

Child labor - any work performed by a child under the age of 16 who has not completed compulsory education.

Youth work - worker aged between 16 and 18 years old.

4. Abbreviations:**5. Tasks:****1. Recruitment and Selection**

Only employees who have completed the minimum age of 18 years and have the physical and psychological abilities to perform work activities can be hired in the company.

Recruitment and selection are carried out in accordance with the Human Resources Management procedure.

2. Child labor found in effective situation

Corticeira Viking considers child labor a practice that is totally reproachable and inadmissible. If this type of situation is detected, it may originate from:

- Direct observation;
- Complaints;
- Audits / visits to suppliers;
- Interviews / Inquiries to suppliers and all relevant stakeholders.

It should be communicated to the top management, that is responsible to verify the truthfulness of the facts and take appropriate action to remedy the situation:

- Immediately remove the child from the premises to the family or, in their absence, to the competent institution;
- Ensure contact with the family to assess the family's living conditions and in collaboration with parents, school and local social services to ensure the child's education.

Likewise, suppliers / subcontractors / partners should share the total refusal to use child labor either in complying with this instruction or in complying with the letter of commitment.

In the event that any vendor evidences any worker whose age may constitute child labor, the same must demonstrate to Corticeira Viking, the adoption of appropriate actions, namely, compliance with the legislation and the analysis and correction of the mechanisms that allow such occurrence.

3. Young work

If it is confirmed that the worker is over 16 years and less than 18 years old, without having completed the minimum compulsory education, the company must:

- develop a work plan to ensure that the employer provides young people with working conditions appropriate to their age and experience and that conditions are set out in the law to enable young people to complete compulsory education.