

Young Workers Policy

1. Purpose

The purpose of this policy is to outline the guidelines and regulations governing the employment of young workers (those under the age of 18) to ensure their health, safety, and well-being while they contribute to the workplace. The policy covers all aspects of their employment, including type of work, working hours, rest breaks, and protection from hazardous work environments.

2. Scope

This policy applies to all young workers under the age of 18 employed at Ultimate Recruitment. This includes full-time, part-time, temporary, and seasonal employees who fall under the legal definitions of "young workers" as outlined in applicable labour laws.

3. Legal Compliance

Ultimate Recruitment adheres to all local and national labour laws regarding the employment of young workers, including but not limited to:

- **Minimum Age Requirements**
- **Maximum Working Hours**
- **Hazardous Work Restrictions**
- **Rest and Break Periods**

It is the responsibility of the employer to comply with all relevant legal frameworks and to update this policy as required to maintain compliance.

4. Types of Work

Young Workers Can Perform Young workers can only be assigned tasks that are non-hazardous and appropriate for their age and skill level. The following guidelines apply:

4.1. Permitted Work

- Office work (clerical, administrative, and customer service duties)
- Retail work (sales, stocking shelves, cashiering)
- Hospitality (waiting tables, hosting, food preparation under supervision)
- Light manufacturing (assembly, packing)
- Agriculture (under supervision, non-hazardous tasks)
- Technology (basic programming, support, data entry)

4.2. Prohibited Work

- Work in hazardous environments, including factories, construction sites, and machinery operation.
- Handling of dangerous chemicals, heavy lifting beyond weight limits, or work involving power tools.
- Work that may pose a risk to mental or emotional health, such as high-stress sales roles, or exposure to violent situations.
- Work that involves driving or operating motor vehicles.

5. Working Hours

Young workers are subject to strict regulations on the number of hours they can work. The following restrictions apply:

5.1. Weekly Working Hours

- Young workers may not work more than 40 hours per week.
- During school terms, young workers may not work more than 12 hours per week.

5.2. Daily Working Hours

- Young workers under 16 can work a maximum of 4 hours per day.
- Young workers aged 16-17 can work a maximum of 8 hours per day.

5.3. Work Hours Restrictions

- No work on school days (unless it is a holiday or weekend).
- No work after 10:00 PM on weekdays and before 7:00 AM on weekdays.
- On weekends and during school holidays, young workers may work later but must still adhere to daily and weekly hour limits.

5.4. Special Considerations for Night Shifts

- No young worker under 18 may work past midnight without prior written consent from a legal guardian (if required by law) and a clear indication of work necessity.

6. Rest and Breaks

Young workers must be allowed adequate rest periods to ensure their health and safety:

6.1. Rest Breaks

- Young workers are entitled to a 15-minute break for every 4 hours worked.
- A 30-minute meal break is required for shifts over 6 hours.

6.2. Weekly Rest

Young workers must have at least two consecutive days off per week, preferably on weekends or school days off, depending on the nature of their job.

7. Safety and Training

Ensuring a safe working environment is paramount. Young workers will receive comprehensive training and appropriate supervision in the following areas:

7.1. Health and Safety Training

- All young workers will complete a health and safety induction session upon hiring, including hazard identification, emergency procedures, and first aid basics.
- Specific training will be provided for each role, ensuring the worker understands safe work practices and the proper use of any equipment or tools.

7.2. Risk Assessment

- A thorough risk assessment of tasks assigned to young workers will be completed prior to their employment to ensure that the work is not hazardous to their health or safety.
- A parent/guardian consent form must be signed for high-risk or non-standard tasks where applicable.

7.3. Reporting Accidents

- In the event of an accident or injury, the young worker must report it to their supervisor immediately.
- All incidents will be investigated to determine the cause and prevent recurrence

8. Supervisory Requirements

Young workers must be always supervised by a qualified and responsible adult.

Supervisors are responsible for:

- Ensuring compliance with all employment regulations.
- Providing continuous guidance and feedback to young workers.
- Ensuring that young workers are not assigned tasks that exceed their physical or mental capabilities.

9. Parental/Guardian Involvement

To ensure the welfare of young workers, the following requirements are enforced:

- Parental Consent: Parental or guardian consent forms must be completed before a young worker begins their employment.

- Regular Check-ins: Supervisors are encouraged to maintain open communication with the young worker's parent/guardian, particularly in the first few weeks of employment.
- Work Schedule Review: Parents/guardians will be notified of any changes to the young worker's schedule or duties that may affect their time or well-being.

10. Equal Opportunity and Non-Discrimination

Ultimate Recruitment is committed to providing a work environment free from discrimination, harassment, and bias. Young workers will be treated fairly and equally, regardless of gender, race, sexual orientation, religion, or disability.

11. Breach of Policy

Any breach of the policy by either the young worker or employer may result in disciplinary actions, up to and including termination of employment.

- For Employers: Failure to comply with the outlined regulations may lead to legal consequences, including fines and penalties.
- For Workers: Non-compliance with work hours, safety regulations, or conduct standards may result in warnings or employment termination.

12. Review and Updates

This policy will be reviewed annually to ensure compliance with the latest labour laws and the evolving needs of young workers. Any changes or updates will be communicated to all relevant stakeholders, including young workers and their parents/guardians.

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