

Objective

Create guidelines for the repair of child labor, although the company seeks not to get involved or support the use of child labor.

Scope

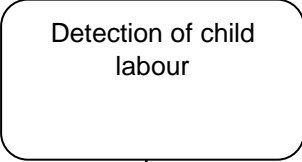
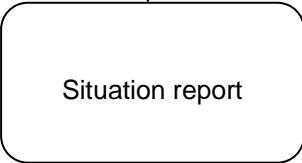
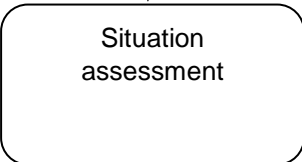
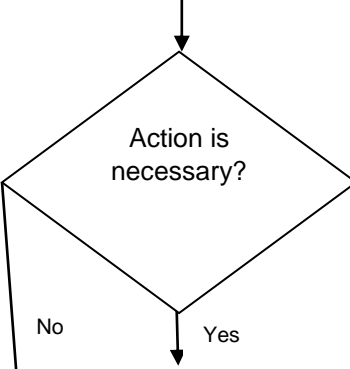
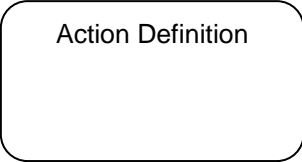
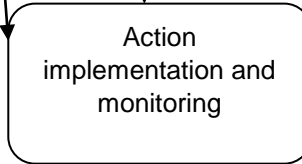
This procedure applies to all employees of Costa Verde and other interested parties.

Responsibility Matrix

Preparing of the Procedure	System Management
Verification of the Procedure	System Management
Approval of the Procedure	Industrial Direction

Resolution of Child Labour

Management should be promptly informed if any children are found working in situations that fit definition of child labour. The situation shall be immediately suspended and the child must be escorted to his or her residence by a representative of the company. Furthermore, the company undertakes to provide adequate financial support and other means of support to enable that such a child attends and stays in school, and successfully complete mandatory school attendance. Beyond that, alternatives shall be sought in order to insure that the family budget is maintained. Other actions shall be taken to insure that such a situation doesn't repeat itself, as Costa Verde does not condone or admit situations of child labour on its premises.

Flowchart	Description
	<p>Costa verde carries out its business in a socially responsible manner, refusing any use of child labour by its own direct responsibility or that any of its suppliers. The detection of any situation involving child labour (at Costa Verde or any of its suppliers) can be made by any of its collaborators or any Interested Party.</p>
	<p>The administration must be promptly informed of any child labour situation. Also, the Common Record Sheet - Occurrence Report (FRC 0.88) must be filled out in order to allow for immediate action aimed at its resolution, always insuring the protection of the child/youth involved.</p>
	<p>Upon submission of the report, the situation shall be properly assessed and analysed, fully establishing all the conditions of the child/youth's life and validating the occurrence of child labour. The proper official authorities in charge of this type of situation (e.g. the Authority for Working Conditions (Autoridade para as condições do Trabalho - ACT) shall be informed.</p>
	<p>Should the effective existence of child or youth labour be confirmed, the following questions should be evaluated and analysed:</p> <ul style="list-style-type: none"> • Family background and structure; • If the child/youth's age allows for him or her to continue working, the number of hours involving transportation, school and work cannot exceed 10 hours; the number of working hours cannot exceed 8 hours and working the night shift is not allowed. The following aspects of Safety, Hygiene and Health at Work should be considered at the work station level (the child/youth cannot, in any circumstance, be subjected to conditions that pose any risks).
	<p>Following the assessment, the following should be defined and established:</p> <ul style="list-style-type: none"> • Adequate resolution action considering provision of the means to enable the child to maintain school attendance, at least, until completion of mandatory school attendance, and his or her adequate physical and human development until he or she is of age; • Identification of the necessary means for its realization (human, material, financial); • Definition of the people who shall be in charge of the implementation of the aforementioned actions and respective deadlines (if they involve any external Interested Parties).
	<p>This stage shall be carried out by the person in charge previously designated and involves the following:</p> <ul style="list-style-type: none"> • Implementing all actions within established deadlines;

	<ul style="list-style-type: none">• Maintaining accurate records of relevant information;• Informing the Administration of any and all progress achieved and/or obstacles encountered. <p>Note: In the event of a situation attributable to a supplier the assessment of said supplier should be considered.</p>
--	---

Associated Documents

Occurrence Report – FRC 0.88

CHANGE HISTORY

Review	Date	Change Made	Page
0	2012/09/05	Elaboration of the Procedure	All
1	2017/09/27	Adaptation to the new image of Costa Verde	All

Prepared/Review by	Verified by	Approved by
Leonor Tavares	Leonor Tavares	Francisco Proença