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PROCEDURE 01 – CHILD LABOUR**01.01 AIM AND FIELD OF APPLICATION**

The aim of this procedure is to define the modes with whom **La Tavola s.r.l.** guarantees not to promote nor encourage child and underage labour.

Furthermore, it specifies the activities that would be realized by **La Tavola s.r.l.** to implement the recovery of children who may be misused at their premises and the intervention arrangements that would be adopted in the event of detection of the use of child labour at its suppliers.

In particular:

- It defines the modes with whom **La Tavola s.r.l.** promotes education of children that fall under the Convention ILO138 (it consents to work in developed countries at a minimum age of 13 years for light works, 15 years for regular jobs, 18 anni for risky jobs, while minimum age in developing countries is 12 years for light works, 14 years for regular jobs, 18 years for risky jobs) and the recommendation ILO 146 (put as a goal the progressive raising of the minimum age of admission to employment to 16 years);
- it defines the modes with whom **La Tavola s.r.l.** remedies to child labour's situations and provides support for attendance and retention until mandatory schooling;
- furthermore, it defines how **La Tavola s.r.l.** manages young workers (apprentices, interns) at its company and verifies their treatment with its suppliers.

01.02 REFERENCES

Standard SA 8000:2014

Convention on humans rights

Convention on children's rights

ONU Platform on women's rights

D.l.gs 395\1999 modified by d.lgs 262\2000

Convention ILO138 ratified with l.10-04-1981, n.157

Recommendation 146 concerning the minimum age to entering employment

Convention ILO 182 about the worst forms of child labour ratified with l..25-05-2000, n.148;

D.lgs. 04-08-1999 n.345 (integr. D.Lgs.n.262/2000) Implementation of the directive 94/33/CEE concerning the protection of young people at work.

L. 17-10-1967 n.977 Protection of children and adolescents

L.10-04-1981 n.157 Minimum age for the recruitment for employment

L.19-07-1994 n. 451 Employment training contracts

L. 24-06-1997 n.196 Apprenticeships and training internships (D.M. n.142/1998)

Law 53/03 "Delegation to the Government for the establishment of general education standards and essential levels of vocational education and training benefits"

D.Lgs 59/04 "Definition of general rules relating to nursery school and first cycle of education, in accordance to the article 1 of the law 28 March 2003, n. 53".

Law Decree 15/04/2005 n.77 "Definition of general rules concerning school-work alternance"

DM 3 November 2017, n. 195 "Charter of Rights and Duties of Students on School-Work Alternation."

01.03 TERMS AND DEFINITIONS

- **Child:** any person with less than 15 years old, unless local minimum age laws provide for a higher age for work or mandatory schooling, in which case the highest age in that location is applied.
- **Child Labour:** continuous or occasional work activity made in an unfamiliar environment by a person under the age of fifteen, except local laws on minimum starting age and access to employment or completion of the highest compulsory education, for which a fee is paid.
- **Young Worker – Underage Worker:** person with age between fifteen and eighteen years old that carries out work activities receiving compensation for this.
- **Job hiring:** drafting of a contract between worker and employer who regulates activity, times and compensation.
- **Remedy action for children:** every form of support and actions necessary to ensure safety, health, education and development of children that has been subjected to child labour, as defined above, and have subsequently finished such work.

01.04 RESPONSABILITY

The Human Resources Manager HR in collaboration with the Integrated Management Systems Manager SGI have the responsibility to ensure that children under the age of 16 years old are not hired.

The responsibility of the application of child labour's verification procedure and eventuals recovery plans is up to SGI.

01.05 OPERATIONAL MODES

In lines with the principles and the values expressed in the SA8000 Policy, **La Tavola s.r.l.** is committed not to employ inside its organization workers of an age falling within the definition of child, as established by Italian legislation, and especially under the age of 16 as specified by the Recommendation 146 concerning the minimum age to entering employment.

In order to protect children in the most complete and exhaustive way, the following procedure establishes and illustrates the activities that would be adopted by **La Tavola s.r.l.** for the recovery of children that may be used, for error, in its organization or to suppliers

Whenever **La Tavola s.r.l.** may become aware of the existence of young workers at its suppliers, it will be committed to verify that they refrain from exposing young workers to the situations cited above and comply with the guidelines contained in the internship agreements and current legislation.

1.05.01 JOB HIRING AND INTERVIEWS

The Human Resources Manager has the role to, at the time of hiring of a new employee, to make sure that is not a child, through a careful analysis of his data, scrupulously asking and checking an document of identity (ID Card, Driving License, Passport, Birth Certificate, ecc.).

Afterwards, at the time of recruitment, the HR Manager in collaboration with the Career Counselor, asks for the following documents:

- Identity Card;
- Fiscal Code;

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- Copy of Certificate of educational qualification held;
- Copies of other qualifications held (corso carrellista, attestati sicurezza ...);
- Copy of residence certificate;
- Health Card;
- Family Status

Such documents categorically exclude the recruitment of a child.

La Tavola s.r.l. given its active collaboration with placement agencies and institutions for professional training to host internships at its facility and the possibility, according to the CCNL sector, of hiring apprentices, and in the event that, for some reason, it decides to hire a young worker, with a age between 15 and 18 years old, it is committed to refrain from exposing such young workers to situations, outside or inside the workplace, which are risky, dangerous, harmful to physical and mental health also respecting the indications contained in the internship agreements, school-work alternation and in the current legislation.

Particularly, for the initial training, reference is made to the training procedure and risk assessment to documentation relating to the D.lgs. 81/08.

In addition, it ensures that the young worker is not engaged in pure manpower activities and that he or she is subjected to the necessary training that will enable the apprentice to achieve the ability to become a skilled worker.

01.05.02 CONTROL ON SUPPLIERS

If the company become aware, through monitoring suppliers, of a situation linked by product supply contracts or outsourced suppliers, where there is the presence of children, it need to:

1. verify the age;
2. verify the need for work;
3. check access to transport for school;
4. check the type of work (heavy or light);
5. check the total hours of work and whether it is part-time or full-time work;
6. verify the health risks.

Furthermore, if the use of young workers is found at their suppliers, it must be verified whether they are exposed to dangerous or harmful work and that the indications contained in the internship agreements and current legislation are respected.

The responsibility for such activities lies with the SGI or the persons entrusted by it to verify with the suppliers that, in the event who they encounter abnormal management (non-compliance with safety conditions, non-compliance with relevant regulations, ...) of young workers, have the task of intervening, in collaboration with RAP (Procurement Manager), towards the supplier and to agree with the same specific actions to ensure that such young workers have safe working conditions that comply with the current legislation.

01.05.03 RECOVERY PLANS

When the existence of child labor is confirmed or not, both at **La Tavola srl** and its suppliers, it should be given the maximum protection towards the risks for health and safety, when possible

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remove child from work and then rehire him upon reaching the minimum requirements for employment, searching for alternative solutions in the meantime.

Each child will be insert in a specific path that includes the activities most suitable for its formation: first of all, it will be ensured that compulsory schooling is fulfilled.

Ethics Management Manager, in collaboration with the Responsible Manager, drafts a Recovery Plan for the child, determining:

- The criticality of child's situation;
- The recovery actions that need to be taken, identifying the most suitable for the specific situation under consideration.

Aware of the difficulty of managing the situation, **La Tavola srl** avails itself of the support of associations active in the sector (Telefono Azzurro, locals ONG, ecc.), which can provide guidance on the most suitable ways of maintaining relations with the child and his family, as well as for identifying the most suitable channels for the child's reintegration into society.

In order to ensure the real implementation of this plan, and to support the child's family in the expenses to be incurred for its implementation, **La Tavola srl** is committed to:

- ensure education for the child through payment of school fees, books, transportation to school;
- provide the dismissed child with an alternative income to decrease the financial impact on the family, or alternatively, provide the minor with light and safe work for a few hours a day, ensuring that the total hours spent on school, work and travel to and from these places and the home do not exceed 10 hours in total.

Once remedial action has been planned and developed, it is monitored by SGI through discussions with school and social authorities and following precise verification plans, appropriately recorded.

01.05.04 COMMUNICATION AND COMPANY COMMITMENT

The refusal of child labor is communicated at all levels, in the Company Policy also communicated externally to all its Stakeholders.

During audits, internals and eventually to suppliers it is important to verify the presence of children or young workers.