

Shanghai JA Sign Co.,Ltd

Child Labor Management Procedures

Document number CSR-08

Implement Date 2022-12-1

Version / A/0 Control state Controlled Page numbering Page 1 of 2

Compile Wang Xia Examine and verify Approved by Feng GAO

In order to effectively protect the physical and mental health of teenagers and children and promote them to continue to receive compulsory education. To ensure that the production management is carried out in an orderly manner, the production and operation behaviors comply with relevant laws and regulations, and the management system of the company for the control of child labor found in the production process is specified, as follows:

1. Definition of child labor:

Child labor stipulated by Chinese law refers to teenagers and children who are under the age of 16 and have engaged in labor relations with units or individuals, engaged in labor services with economic income or engaged in individual labor.

(Note: Teenagers and children under the age of 16 who participate in family labor and school-organized work-study programs and auxiliary labor permitted by the physical and mental health governments of provinces, autonomous regions and municipalities directly under the Central Government do not belong to the category of child labor.)

2. The operating procedures are described as follows:

When the factory recruits workers, it is prohibited to recruit child labor under the age of 16;

1. All employees of the company must be recruited by the administration department. No department or individual is allowed to recruit privately. The factory carefully checks the ID card of the workers coming for interviews; if there is no valid identification document, it will not be hired.

2. Strictly check the age of the workers who come to apply for the jobs. Those under the age of 16 should not be hired.

3. When the administration department reviews the application materials, check the age, ID card, appearance and photo according to the personal data filled in by the applicant;

4. Carefully check the authenticity of the ID card, if there is any doubt about providing the documents, ask the applicant to provide other documents to prove their identity, age;

5. If the company finally found a child labor, the following rescue control procedures will be followed.

Child Labor Management Procedures				document number	CSR-08
				material date	2022-12-01
Version Edition	/A/0	Control state	Controlled	page numbering	Page 2 of 2
Compile	Wang Xia	Examine and verify		Approved by	Feng Gao
<p>1) Once any workers (child workers) under the age of 16 are found to be hidden in their true age, the factory will stop his work and arrange for the child to visit the local CDC for health examination within three days, and notify the local Labor and Social Security Bureau. If the child worker is in good health, the worker shall be sent to the home with the approval. the company administration shall arrange for medical treatment until he recovers, and the medical expenses shall be borne by the Company.</p> <p>2)The administration department should investigate the children's family situation, If the children's family per capita income is lower than the local minimum living income, the company should give the child labor enough economic aid, let the children receive school education until the age of 16 years of age, when necessary, the administration department should report the company decision-making leadership, provide jobs to the children family members, in order to improve their family situation. When the child worker reaches the legal age and voluntarily returns to the factory, the factory will accept it unconditionally.</p> <p>3) The documents of the child labor physical examination form, the handling opinions of the Labor and Social Security Bureau, and the documents of the company's payment of the treatment and continuing education expenses shall be kept in the administration Department and retained for no less than five years before they can be destroyed.</p> <p>Note:The original document is in Chinese. In the event of any discrepancies between the English and Chinese versions, the Chinese version shall prevail.</p>					