

Supplier Standard

Child Labour and Young Workers

Purpose: This Supplier Standard sets out Arco's requirements of its Suppliers in relation to the steps taken to protect children and young workers. It should be read in conjunction with the [ETI Base Code](#) and specially the [ETI Guide to Child Labour](#).

Arco does not permit the use of **Child Labour** within our supply chain including through homeworking, permanent, temporary, contractual or non-contractual arrangements. Arco acknowledges the existence of **Young Workers** within global supply chains. Arco is open and positive towards the employment of young workers, especially the provision of training and skills for young workers with a view to future employment, provided that young workers are protected from harm and exploitation.

This Supplier Standard supplements our [Supplier Code of Conduct](#). Key terms used in this Supplier Standard are defined on page 4 of this document and are marked in **bold italics**.

Requirements of this Supplier Standard

Prohibition on **Child Labour** and protection of **Young Workers**

Arco requires that, as a minimum, each Supplier must:-

- recognise and operate in accordance with the **ILO Conventions** and comply with all **Child Labour Laws and Guidance**.
- not use **Child Labour** and have clear policies and procedures across its business prohibiting **Child Labour** and protecting **Young Workers**
- ensure **Young Workers** are supported in their education, training and safety, and are protected from any type of employment or work which, by its nature or the circumstances in which it is carried out, is likely to jeopardise their health, safety or morals.
- undertake risk assessments of its operations and supply chain to identify the greatest risk of **Child Labour** and **Young Workers** and ensure risk mitigation is appropriately focussed
- immediately report to Arco any use of **Child Labour** once identified and act in accordance with the **Remediation Policy** where **Child Labour** is identified.
- undertake **Age Verification** of all workers
- require equivalent actions and standards from your supply chain, including agreeing and measuring remediation actions and improvement plans where required.
- where responsible for supplying Arco own brand goods:-
 - keep Arco informed at all times about all places of production (including their sub-contractors). Undisclosed production sites constitute a breach of this standard; and
 - allow Arco (or its nominated agents or service providers) the right to make unannounced visits at any time to all places of production (including their sub-

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contractors) to conduct inspections in order to ensure compliance with this Supplier Standard.

Providing Information

- You must complete any information request, questionnaire or declaration that we require in relation to **Child Labour** or **Young Workers**. We may provide access via our [Supplier Portal](#) to standard documents for this purpose.
- You warrant the accuracy and completeness of any submitted information in relation to climate change, whether provided to us before or after we entered into a contract with you.
- If any submitted information no longer remains accurate and complete in any material respect during the term of your contract with us, you must promptly submit a formal written update to Arco to ensure we hold accurate information. You may be able to use standard documents that we make available via our [Supplier Portal](#) for this purpose.

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Additional Information

Further Information

We may provide additional guidance in relation to **Child Labour** and **Young Workers** from time to time on our [Supplier Portal](#). That guidance will supplement but will not replace or supersede our [Supplier Code of Conduct](#) or this Supplier Standard.

How we use this Supplier Standard

This Supplier Standard forms part of any contract that Arco enters into with any Supplier.

You must immediately report any material breaches of this Supplier Standard to Arco. We will work with you to identify and implement any actions we believe reasonably necessary to rectify and remediate the issue and you must work with us in good faith to do so. We will also take action, which may include terminating your contract, if you fail to engage with us to address the issues raised or are unwilling or unable to make the necessary changes.

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Terms we use in this Supplier Standard

Child or Child Worker	As defined in ILO Convention 138, any person below fifteen (15) years of age, unless local minimum age law stipulates a higher age for work or mandatory schooling, in which case the higher age would apply. If, however, the local minimum working age is set at fourteen (14) years of age in accordance with exceptions for developing countries, the lower age will apply.
Young Worker	workers of legal working age (i.e. not a Child) but under the age of 18
Remediation Policy	a structured approach to remediating any identified Child Labour, as set out in the Appendix to this Supplier Standard
Child Labour Laws and Guidance	<ul style="list-style-type: none"> all relevant national and international laws, regulations and provisions in relation to Child Labour or Young Workers applicable to the business or operations of the Supplier or any part of the Supplier's business; and the ETI Base Code as it relates to Child Labour and Young Workers
ILO Conventions	ILO Convention 138 and ILO Convention 182
ILO Convention 138	The Minimum Age Convention of the International Labour Organization
ILO Convention 182	The Worst Forms of Child Labour Convention of the International Labour Organization
Age Verification	Obtain and maintain documentation for every worker which authenticates the worker's date of birth. In countries where such official documents are not available, the supplier must use appropriate assessment methods as per local practice and law.
ETI Base Code	The internationally recognised labour code of practice created and maintained by the Ethical Trading Initiative (https://www.ethicaltrade.org/eti-base-code)

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Appendix

Remediation Policy

REMEDICATION

If child labour is found in the supply chains of Arco it will seek to work in partnership with the supplier and appropriately qualified organisations (often non-governmental organisations (NGO)) to develop a responsible solution that is in the best long-term interests of the child. The supplier and Arco will agree a corrective action plan, which may comprise the following actions:

- Collate a list of all potential child labourers and young workers
- Seek advice and help from a recognised local non-governmental organisation that deals with child labour or the welfare of children¹
- Develop a remediation plan that secures the children's education and protects their economic well-being, in consultation with Arco and where possible a local NGO, and in consultation with and respecting the views of the child
- Explain the legal requirements and restrictions on working ages to the children and assure them that, if they wish, they will be employed when they reach working age
- Understand the children's desires and explore the opportunities for them to re-enter education.
- Whether the child contributes to the livelihoods of their family or they are self-dependent, his or her wage should continue be paid until they reach working age, or until an alternative long-term solution has been agreed with the child and their family (for example employment of an unemployed adult family member in place of the child labourer).
- Ensure that the child worker has adequate accommodation and living conditions.
- Document all actions
- Develop processes to prevent recurrence
- Do not:
 - Expel any of the suspected or confirmed child labourers and/or young workers
 - Threaten the children or their families or hamper the progress of investigation and remediation
 - Conceal or falsify any documentation

Such actions will be considered by Arco as evidence that the supplier is not committed to child labour remediation, in breach of this Supplier Standard.

¹ Save the Children (<http://www.savethechildren.net/>) has produced guidance on how to carry out interviews with child workers, and has contacts with local NGOs, with local knowledge and expertise in child labour issues, in many sourcing countries.