

Ethical Sourcing

Child Labour Remediation Supplier Requirements

Charter 07

Policy 02

Requirement 01

Tools 08

Coles is committed to the responsible manufacture and provision of goods and services. The Coles Ethical Sourcing Policy is based primarily on Ethical Trade Initiative (ETI) and International Labour Organisation (ILO) Conventions. Under this Policy, Coles considers Child Labour as a critical Supplier issue. This Supplier Requirement outlines Coles' expectations in regard to remediating any identified instances of Child Labour. Suppliers to Coles must develop or participate in remediation plans which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child.

Definitions

1 Child Labour Definition

- 1.1. Child labour is defined as work that deprives children of their childhood, the opportunity to attend school and fulfil their potential, and that is harmful to their physical and mental development.
- 1.2. Coles refers to the International Labour Organization's Minimum Age Convention, 1973 (No. 138), where the minimum age for work is defined as being below the age for finishing compulsory schooling, and in any case not less than 15 years of age.

Supplier Requirements

1 Child Labour (Critical)

- 1.1 Suppliers shall not use child labour.
- 1.2 Suppliers must be able to verify the age of all employees to ensure no child labour is used.

2 Remediation Steps

When any instance of child labour is identified, the Supplier must implement the following remediation steps.

- 2.1 The child will be required to immediately cease work, and is to be removed from the workplace. He or she must be given a viable alternative activity and location that is safe and in the best interests of the child.
- 2.2 The child's employment must not be terminated. The child must be given access to schooling, paid an ongoing wage and benefits and guaranteed a job at the factory upon reaching the appropriate age.
- 2.3 The Supplier must contact the parents or authorised guardian of the child to make arrangements to send him or her into their care as soon as possible.
- 2.4 The Supplier must organise reunion of the child with his or her family and have a Supplier representative accompany him or her back to their home. Costs incurred, such as transportation, meals or accommodation, are to be paid by the Supplier. Coles staff and/or a local NGO expert may be sent to witness the child's return to his or her family.
- 2.5 In communication with the child as well as his or her family or authorised guardian, appropriate education should be made available for the child – at least until they are no longer of compulsory school age (formal schooling, transition schooling or vocational training).
- 2.6 The Supplier will continue to pay at least the legal minimum wage to the child until he or she is of legal working age OR no longer in compulsory education.
- 2.7 The Supplier will offer work to another adult member of the family in the child's place where such other family members exist.
- 2.8 The Supplier will be responsible for the child's schooling and bear any expenses related to schooling such as uniforms, suppliers, books, etc. They must monitor enrolment and retention of the child in school, including contacting the parents or authorised guardian at least once in every six months.

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- 2.9 Monitoring of the child’s progress at school by the Supplier will be ongoing, until they are no longer of compulsory school age.
- 2.10 The Supplier must offer re-employment to the child if he or she chooses to return when he or she has reached the minimum legal age.
- 2.11 Details of the remediation plan implementation and monitoring must be accurately recorded and kept by the Supplier, including receipts, photo evidence, records and the child’s identification information.
- 2.12 The Supplier must review and develop a corrective action plan to ensure that their age-verification systems are comprehensive and effective and to prevent the reoccurrence of employing child labour.

3 Remediation Follow-up Audit

- 3.1. The Supplier must provide Coles with the child labour remediation plan within 30 days of child labour being identified.
- 3.2. The Supplier will be subject to a follow-up audit within 3 months of the incident being identified to ensure sufficient actions have been taken to prevent further instances of child labour in the workplace.
- 3.3. The Supplier must provide Coles with a summary of remediation plan and monitoring outcomes within 12 months of the incidence of child labour being identified.
- 3.4. If the Supplier cannot provide evidence of sufficient action to prevent further instances of child labour, the Supplier will be deemed Not Approved under the Coles Ethical Sourcing Policy. An Not Approved supplier is not authorised to supply any goods or services to Coles.

4 Queries

For any queries regarding Child Labour Remediation requirements, please contact your Coles Product Technologist, and/ or the Coles Ethical Sourcing Team at EthicalSourcing@coles.com.au.

5 Further Information

Refer to the table below of useful links to additional information.

Organisation	Document/ Resource	Website Link
United Nations (UN)	Universal Declaration of Human Rights	www.un.org/en/universal-declaration-human-rights/
United Nations	Convention on the Rights of the Child	http://www.ohchr.org/en/professionalinterest/pages/crc.aspx
International Labour Organisation	Minimum Age Convention 138	http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C138
International Labour Organisation	Worst Forms of Child Labour Convention 182	http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C182