



## **Proficio Limited Young Workers Policy**

The Company may employ a person under the age of 18, either as an apprentice, for work experience or for work. The Company has the same responsibilities for their health and safety as they do for other employees.

### **Definitions**

The following definitions apply to this policy:

- a child is anyone who has not yet reached the official minimum school leaving age. Pupils will reach this age in the school year in which they turn 16
- a young person is anyone over the official minimum school leaving age but under 18 years old.

### **Employment restrictions**

The Company is legally prevented from employing any children who are aged under 14 years old, unless this is occasional work for their parents or guardians carrying out light agricultural or horticultural duties.

### **Young worker rights**

Young workers have a number of additional rights and different rights from workers over the age of 18. These are:

- a daily rest break of 12 consecutive hours. This is the gap in time between finishing work one day and starting work the next
- a weekly rest break of 48 hours
- a normal maximum working day of 8 hours in any one day and a normal maximum working week of 40 hours in any one week
- where the working day lasts for more than 4.5 hours, the young worker is entitled to a minimum 30 minute rest break
- young workers over the official minimum school leaving age are entitled to be paid at least the national minimum wage at the relevant rate
- young workers are not normally able to work at night, unless some exceptions apply

- young workers aged 16 and 17 will be entitled to time off for study or training for a qualification if they have not previously gained a set standard of achievement. This will apply where the young worker is not in full time secondary or further education.

In relation to children, their additional rights are:

- a normal maximum working day of 8 hours in any one day that is not a required school day or a Sunday
- a normal maximum working week of 35 hours in any one week that is not a required school week
- a normal maximum working week of 12 hours in any one week that is a required school week
- where the working day lasts for more than four hours, the child worker is entitled to a minimum one hour break
- a minimum rest period of two consecutive weeks, outside of school weeks, where the child does not work. Where this rest period does not take place, the child may not carry out any work during this year.

### **Health and safety**

The Company has the same responsibilities for younger workers health and safety as it does for all workers.

The Company recognises that many younger workers will be unfamiliar with business risks and with workplace behaviours expected of them. The Company will arrange, as appropriate, for additional help and training to allow younger workers to carry out their work without putting themselves and others at risk.

The Company will ensure that young workers are appropriately supervised at all times and may place age limits and usage restrictions on some equipment and machinery, and some vehicles such as fork lift trucks.

The Company will carry out a risk assessment for the job role before a child begins employment. The risk assessment and any necessary control measures implemented will be communicated to the child's parent or guardian. The Company will not require the child to carry out work in a factory or in an underground mine or quarry. Unless a member of the child's family works in an industrial environment, the Company will not place the child in a role in this environment.

### **Licence requirements**

Where the child is required to perform in an entertainment capacity, the Company will obtain a licence from the local authority. The Company will be successful in their licence application where the local authority is satisfied of the child's fitness to perform, steps have been taken to ensure the child's health is not affected and education will not be adversely affected.

A handwritten signature in black ink, appearing to read 'M Semple', with a stylized, cursive script.

Mark Semple, MD  
01/02/2023