

# **Youth Employment Policy**

## **Kentaur Group**

Version 1 - November 25<sup>th</sup>, 2020

## **Introduction**

The purpose of this policy is to introduce and clarify and set the age limit for employment and work of young workers, possible risks, measures to eliminate them, but also to respect the law and international standards for the protection of children and young workers. The policy enables the direction and solution of problems that arise when employing young people and children.

Politics is a form of support to the Human Resources team, managers and everyone involved in the engagement and employment of young people and children. Also, the policy ensures that the company has a responsibility to ensure that young people who are employed are not at risk due to:

- Lack of experience.
- Ignorance of existing or potential risks.
- Lack of maturity and self-confidence.

The policy applies to jobs where young workers work or do internships.

The policy of employment of children and youth will thus prevent the emergence of a gap that occurs during employment, but also define the conditions, limits that must be respected in order to enable young people and children equal rights in acquiring knowledge and skills and thus prevent their abuse.

## **Introduction to the term „young worker“**

The definition of "young worker" is a person in the range of 15 (16 in Poland) to 24 years of age. And under the definition "child", is every child who has not turned 15 (16 in Poland). Kentaur Group will not employ a person under 18 years of age. An exception to the employment of persons under the age of 18 will be made when they are in practice. The age limit will also apply to persons indirectly engaged in jobs to be performed by young workers and children.

## **Minimum age of employment convention 1973**

### **No.138**

The minimum age for admission to any type of employment or work that, by its nature or the circumstances in which it is performed, may endanger the health, safety or morale of young people, is 18. The types of employment or work to which this applies should be determined by national laws or regulations.

National laws may allow employment or work from the age of 15-16, provided that the health, safety and morals of the interested youth are fully protected and that

they have received appropriate specific teaching or professional training in the appropriate field of activity.

Employees under the age of 18 may not work in the following jobs:

1. on which particularly hard physical work is performed.
2. which include exposure to harmful radiation or agents that are toxic, carcinogenic or that cause hereditary diseases, as well as health risks due to cold, heat, noise or vibration.
3. which, based on the findings of the competent health authority, could adversely and with increased risk affect his health and life with regard to his psychophysical abilities.

An employment relationship with a person under the age of 18 may be established with the written consent of a parent, adoptive parent or guardian, if such work does not endanger his health, morals and education, or if such work is not prohibited by law.

Serbia:

A person under the age of 18 may enter into an employment relationship only on the basis of a finding of the competent health authority which determines that he is capable of performing the work for which he is employed and that such work is not harmful to his health.

Kentaur Balkans is committed also to comply with labor law 3 - as the Kentaur companies is committed to comply with all local laws.

## **Terms of employment**

Appropriate measures but also risks must be considered before employing young people and children. The employer must consider the following conditions:

1. The environment in which the work will be performed.
2. Physical, chemical and biological conditions that may be exposed to young people, children during the performance of work.
3. Equipment to be used during operation.
4. Organization of work tasks they must perform.
5. Possible impacts on health and safety when performing work tasks.
6. Risks that may occur during work.

The work environment in which the young worker or child shall work must be in the area with the least risk to the health and safety of the young person or child. However, in the case of a high-risk workplace, constant monitoring must be ensured, and appropriate measures implemented to ensure that negative consequences occur.

## **Employers liability**

This policy, when employing young people and children, enables the employer to take full responsibility for the healthy- and safe-conditions in which young people and children will perform their work tasks.

If hiring a younger person, the manager will have to consider the following:

1. Their physical capacity and mental capacity must agree with the weight of the work. That is, whether he can work at a workplace where lifting heavy load and remembering or following the instructions for safe handling as not to endanger his own safety or the safety of all colleagues.
2. Exposure to harmful substances that may be toxic or may cause chronic diseases. A younger person must be aware that he or she is in contact with a dangerous substance or otherwise if he or she is exposed to consider the concentration and length of exposure.
3. Risk of accidents that cannot be reasonably recognized or avoided by young people, due to their insufficient attention, insufficient safety, lack of experience or training. The younger person may not be aware of possible risks in the workplace, so the manager should train or perform constant checking and monitoring.
4. Risks that may occur due to exposure to extreme low temperature or heat or noise. A younger person must not be exposed to any of the listed risks in the workplace. However, if there are any of these risks in the work environment, the measures to be taken to reduce them should already be present and implemented.

## **Responsibility of the young persons**

Young people are responsible for cooperating in meeting health conditions and not interfering with or abusing anything, which is provided in the interest of their health and safety. As employees, they have a duty to take care of their health but also safety, and to be aware of certain actions that may affect their health and safety in the work environment.

## **Training and supervision by managers**

Young people who start work are not aware of the possible risks posed by their job and task. Therefore, it is necessary to provide enough hours of training for the work tasks they need to perform. This will provide a reduction in the possibility of putting themselves in danger, but also their colleagues. Appropriate supervision by the manager is important and the manager himself has an important role to play. Providing supervision over the young person will make it possible to identify possible deviations and identify possible problems, while performing work tasks.

Students with work experience must have a supervisor when adjusting in the workplace. The young person must be familiar with the instructions and purpose of the training.

## **Working hours of young workers**

The Kentaur Group is committed to comply with the local laws.

## **Risk of young workers**

Young people are one of the most important categories in every respect. Their interest and involvement, starting to work, indicates the possibility of not being aware of the possible risks posed by their workplace.

- Lack of experience and practice to identify risks.
- Ignorance of their rights and responsibilities.
- Lack of organization of work tasks.
- Lack of self-confidence in case of a problem and asking questions.

Young people can be exposed to many different sources of injuries at work. They mainly come from:

- Lifting heavy loads.
- Stumbling, sprains and falls during operation.
- Working with sharp and hot tools.
- Work with fast equipment, or with a motor vehicle, etc.

The most common injuries that occur for young people are sprains, open wounds, fractures, accidents and burns.

## **Protection of young workers from injuries at work**

The basic duty of every employee is to get acquainted with his rights and obligations, in order to ensure healthy and safe work in the work environment, both for him and for other employees who are in his environment.

Secondly, it is also important for the protection of both young people and other employees, that managers and supervisors play an important role in leading and providing conditions for healthy and safe work in the work environment. The best way to prevent injuries at work of young workers will be provided by good

education with appropriate practice, useful organization and constant monitoring by the person in charge.

Actions that can be taken to reduce the risk are:

- Provide accurate and accessible information related to the safety and health of employees, especially young workers.
- Introduce them to all the risks and dangers posed by their workplace, as well as other risks and dangers posed by the work environment.
- Provide on-site organization and prioritized work tasks.
- Demonstrate the proper use of tools, implements and machines and include practice.
- Familiar with personal protective equipment and their safe use.
- Familiar with their rights, obligations and relevant local laws.
- Explain what safe and healthy work and their policies mean.
- Supervise young workers, until they show that they perform work tasks independently.
- Encourage them to report injuries at work.
- Familiarize with the safety and health at work of young workers, listen to and respond to their concerns.

This Code of Ethics has been adopted by our new Board of Directors of Kentaur A/S December 16<sup>th</sup>, 2024

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