



**POWERWELL HOLDINGS BERHAD**  
**Registration No. 200101009151 (544907-X)**  
(Incorporated in Malaysia)

## **CHILDREN & YOUNG PERSON POLICY**

In Peninsular Malaysia, under the Children and Young Persons (Employment) Act 1966 (Act 350),

“**Child**” is a person who has not completed his **15th year** of age (before: 14th).

“**Young person**” is a person who, not being a child has not completed his **18th year** of age (before: 16th). “Employ” and “employment” no longer covers employment in labour exercised by way of a trade.

Young person between age of 16 and 18 years are only allowed to work as per below terms and conditions of services:

- Work the between 7 AM until 8 PM
- Not allow to work for 4 consecutive hours without a period of rest. Period of rest shall be at least 30 minutes.
- Not allow to work for more than 7 hours. If attending school, total working and schooling hours shall not be more than 8 hours a day.
- Not allow to commence work with less than 12 rest hours a day and can only be designated by employer to carry out light activities which are reasonably believed to be in accordance to their abilities be a domestic servant or maid work in an appropriate industry engaged in any capacity in any vessel under the guardians of their parents.

### **Hazardous Work**

Workers under the age of 18 should only be allowed to undertake hazardous work if they are at least 16 years old; their health, safety and morals are fully protected; and they are adequately trained to do the work. Most industries involve some form of hazardous work.

Some common examples include:

- handling toxic chemicals;
- carrying heavy loads;
- working at heights or in confined spaces; and
- using dangerous equipment or tools.

National law should set out a list of jobs that are considered hazardous. Certain types of work may be prohibited for workers under age 18 under any circumstances.

Youth under the age of 18 should **are not** being required to work overtime or at night, as this is considered harmful for them.

### **Documentation**

Often national law requires employers to keep records that document the age of workers and/or to keep a register of workers under the age of 18. These practices can provide evidence to show that the employer is complying with national laws on child labour.

### **Types of employer action that can lead to non-compliance**

- Hiring workers who have not yet reached minimum working age.
- Engaging workers under age 18 in work that is likely to harm their health, safety or morals or to work that could expose them to physical, sexual or psychological abuse.
- Employing workers under age 18 in hazardous work without meeting the necessary conditions and training requirements for them to perform the work.
- Allowing workers under age 18 to work overtime or at night.
- Failing to verify workers' ages prior to hiring, or to comply with national law regarding documentation of workers under age 18.

### **Key action points for Human Resources to avoid the non-compliance**

- Human Resource officer need follow the minimum age for employment according to National Law.
- Create a procedure to ensure that all workers are above the minimum legal working age at the time of hiring.
- Vacancy Application Form must be attached with copy Identity Card/or Passport.
- Interview officers need to asking for original identity documents to check date of birth and applicants background.
- Ensure that workers age 12-15 are only doing light work outside school hours in accordance with national law, or working in a government-approved training program.
- Make sure that workers under 18 are not exposed to verbal or physical abuse in the workplace.
- Make sure that worker under 18 are not required to work under hazardous conditions unless all conditions and requirements are satisfied.
- Check to see whether national law sets out a list of prohibited jobs for workers under age 18.
- Do not permit overtime or night work for young workers.
- Check national law for additional restrictions on working hours for workers under age 18.
- At a minimum, ensure that young workers have at least 12 hours of rest each day and one day off work per week.
- Keep a register of all workers under age 18, and comply with national requirements to document workers' ages.