

 <b>SAN MIGUEL YAMAMURA</b> AUSTRALASIA GROUP	<h1>HR POLICIES AND PROCEDURES</h1>	Policy No: HMR_SMYA_014
		Revision No: 1
<b>HR DEPARTMENT</b>	<b>Child Labour Policy</b>	Effective Date: 09/02/2019

## PURPOSE

San Miguel Yamamura Australasia Group ('SMYA') endeavours to provide a conducive working environment that is characterized by equality and mutual respect. This policy applies to our entire organization and those we do business or partner with including suppliers, vendors and contractors. SMYA and associated companies will not tolerate the use of child or forced labour, nor exploitation of children in any of its global operations and facilities.

## DEFINITION

Child labour, as defined by the *Child Employment Act 2003* is "work by children under the age of 12; work by children under the age of 15 that prevents school attendance; and work by children under of age of 18 that is hazardous to the physical or mental health of the child. In the conduct of its business and operations the following will be complied:

- We will not employ children that falls into the definition as stipulated by Child Employment Act 2003
- We will comply with all other applicable child labour laws, including those related to wages, hours worked, overtime and working conditions;
- We are against all forms of exploitation of children. The company does not provide employment to children before they have reached the legal age to have completed their compulsory education, as defined by the Child Employment Act 2003;
- We expects our business partners and associates to have and uphold similar standards and abide by country-governing laws in countries wherein they operate. Should violation of these Principles become known to SMYA and not be remediated, we will take serious action, including discontinuation of the business relationship;
- It is the responsibility of local management and Human Resource Department to implement and ensure compliance with this policy at all SMYA operations and facilities.

## EXEMPTIONS AND CONDITIONS

In instances in which SMYA allow children to work at any of our operations or facilities for purposes of but not limited to gainful employment, internship or work experience. The following conditions will apply according to the *Child Employment Act 2003*.

- Children who are 18 years or younger are not able to work at any of our facilities that store, manufacture, produce or package any alcoholic beverages.
- The minimum age in which children can work at any of our other sites or facilities that comply to the previous condition; must be 13 years or older and comply with the following working conditions;
  - Children can be employed for a maximum of 3 hours per day and 12 hours per week during school term and a maximum of 6 hours per day and 30 hours per week during school holidays. These hours are inclusive of rest breaks.

<b>Document Number</b>	HR-SMYA-014	<b>Process Owner</b>	HR Department
<b>Document Title</b>	Child Labour Policy	<b>Originator</b>	Jason Morris
<b>Pages</b>	1 of 2	<b>Revised By</b>	Storme Handley
<b>Reason for Revision</b>	Update Company Values	<b>Approved By</b>	Jason Morris
<b>Issue Number</b>	1	<b>Issue Date</b>	09/02/2021

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- **During School Term** - A maximum of 3 hours per day and 12 hours per week (including rest breaks)
- **Outside of School Term** - A maximum of 6 hours per day and/or 30 hours per week (whichever is earlier)
- **Start and Finish Times** - Start time is no earlier than 6 am and finish time is no later than 9 pm
- Receive a minimum rest break of 30 minutes for every 3 hours worked and at least 12 hours break between finishing one shift and commencing the next
- Will not be employed during school hours on a school day.

### COMPLIANCE

Individual employees or associated companies and those we do business or partner with including suppliers, vendors and contractors of SMYA; who fail to comply with our Child Labour Policy or the *Child Employment Act 2003* will be reported to the relevant state, federal or international regulatory body for prosecution and SMYA will dissociate from relevant party/parties.

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