



## Employment Age Compliance Policy

**Company Name:** 2Windservice Lda

**Effective Date:** 01/07/2025

**Review Date:** 30/06/2026

### 1. Purpose

This policy ensures that **2Windservice Lda** complies with all applicable laws regarding minimum employment age and prohibits child labor in any form across its operations and supply chain.

### 2. Scope

This policy applies to:

- All employees, contractors, and temporary workers
- All recruitment and onboarding processes
- All suppliers and third-party labor providers

### 3. Policy Statement

**2Windservice Lda** strictly prohibits the employment of individuals under the age of 15, or under the minimum age required by local law—whichever is higher. We are committed to upholding the rights and welfare of young workers and ensuring that our hiring practices are ethical, legal, and transparent.

### 4. Minimum Age Requirements

- No person shall be employed who is under 15 years of age.
- In jurisdictions where the legal minimum age is higher than 15, **2Windservice Lda** will comply with the local standard.
- Proof of age (e.g., government-issued ID or birth certificate) must be verified prior to employment.

### 5. Young Workers (Aged 15–18)

- Young workers may be employed only in roles that are non-hazardous and comply with local labor laws.
- Working hours, conditions, and duties must be appropriate for their age and development.
- Supervisors must ensure that young workers are not exposed to physical, psychological, or social risks.

### 6. Recruitment Procedure

- All job applicants must provide valid documentation verifying their age.
- HR will maintain records of age verification for all employees.
- Any third-party labor provider must certify compliance with this policy and applicable laws.

### 7. Supplier and Contractor Compliance

- All suppliers and contractors must agree to uphold this policy.
- Contracts will include clauses prohibiting child labor and requiring age verification.
- Non-compliance may result in termination of the business relationship.

**2WINDSERVICE**  
Rua da Pecuária 30-32, 2820-320 Charneca da Caparica, Portugal  
Mob: +351 913331375  
[www.2windservice.com](http://www.2windservice.com)

**8. Monitoring and Auditing**

- Regular audits will be conducted to ensure compliance across all sites and partners.
- Any suspected breach will be investigated promptly and thoroughly.

**9. Reporting and Accountability**

- Employees and stakeholders are encouraged to report any concerns regarding underage employment.
- Reports can be made confidentially to HR or through the company's ethics hotline.
- Violations will result in disciplinary action, up to and including termination.

**10. Review and Updates**

This policy will be reviewed annually and updated to reflect changes in local laws, international standards, or company operations.

2WINDSERVICE