

	Issue Date: 15 August 2015 Effective Date: September 2015	AYA/CORPAFF/005/2015
AYA BANK Children in the Workplace Policy		APPROVED BY BOD

Policy on Children at Work: Children in the Workplace

- The presence of children in the workplace with the employee parent during the employee’s workday is inappropriate and is to be avoided except in emergency situations.
- This policy is established to avoid disruptions in job duties of the employee and co-workers, reduces property liability, and helps maintaining the company’s professional work environment.
- If bringing a child to work with the employee is unavoidable, the employee must contact his/her supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while working.
- Factors that the supervisors will consider are the age of the child, how long the child needs to be present, the work environment in the employee’s area, and any possible disruption to the employee’s and co-workers’ work. Consideration will not be given to allow a child with an illness to come to work with the employee.
- A child brought to the workplace in unavoidable situations will be the responsibility of the employee parent and must be accompanied and be under the direct supervision of the employee parent at all times.

References:

- Max (Myanmar) Holding Co., Ltd & Its Subsidiaries_HR Policies_ 001/2014

