

1. Purpose

This SOP outlines the procedure to verify the age of individuals to ensure compliance with legal, regulatory, and organizational requirements related to age-restricted products, services, or employment.

2. Scope

This procedure applies to all employees, vendors, and business units of KVMG Moulding

3. Responsibility

- **Frontline Staff / Recruiters / Service Providers:** Responsible for checking valid identification.
- **Supervisors / Managers:** Ensure staff are trained and procedures are followed.
- **Compliance / HR Department:** Monitor adherence to age verification policies and maintain records.

4. Procedure

Step 1 – Request for Identification

- Politely request a valid **Government-issued photo ID** (e.g., Passport, Aadhaar, Driving License, Voter ID, PAN card – country specific).
- State that the check is required for legal compliance.

Step 2 – Verification of ID

- Check the **date of birth** clearly.
- Verify the authenticity of the document (security features, hologram, validity).
- Ensure the ID is **current** (not expired).

Step 3 – Age Validation

- Confirm the individual meets the minimum legal age requirement:

Step 4 – Record Keeping

- Maintain a log of age verification checks where required by law (do not store unnecessary personal data to comply with data protection).
- In employment, keep a **verified copy** of the ID in personnel files.

Step 5 – Handling Refusals

- If the individual cannot provide valid proof of age:
 - **Do not proceed** with employment.
 - Politely explain the reason for refusal.
 - Escalate to supervisor if required.

5. Training

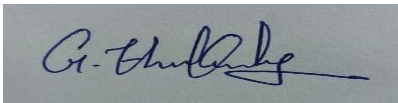
- All employees must undergo periodic training on age verification policies, acceptable IDs, and handling refusal scenarios.

6. Compliance & Monitoring

- Supervisors to conduct **random checks** to ensure SOP compliance.
- Non-compliance will result in disciplinary action as per company policy.

7. References

- Local/state/national laws on minimum legal age.
- Company compliance and HR policies.

Prepared by	Approved by
	
ESG Coordinator	Director / MD