



CHILD LABOUR INCIDENT REPORT FORM

CONFIDENTIAL – Submit to Human Resources – HR Specialist (Labour Relations)/Compliance Officer

SECTION A: REPORT DETAILS			
Date of Report:		Time of Report:	
Name of Reporter:		Designation/Department:	
Contact Number:		Contact Email:	

SECTION B: INCIDENT INFORMATION				
Date of Incident / Discovery:		Time of Incident / Discovery:		
Location of Incident: (Site Area Department)				
Name of Alleged Minor: (if known)		Approximate Age:		
Is the person employed directly by Montego, or are they working through a Labour Broker / Contractor?	☐ Montego Employee	☐ Labour Broker / Contractor		
	Other:			
Name of Labour Broker / Contractor: (if applicable)				
Nature of Work Observed or Alleged: (please describe in detail)				
Was the work hazardous, restricted, or non-compliant per OSHA/BCEA?		☐ Yes	☐ No	☐ Not Sure
If Yes, describe the hazard briefly:				

SECTION C: IMMEDIATE ACTION TAKEN			
☐ Reported to the Line Manager	☐ HR Notified	☐ Minor removed from the task	☐ Photo/evidence secured (if appropriate)
Describe action taken on site:			



SECTION D: ESCALATION DETAILS

Escalated to:	☐ HR Manager	☐ Compliance Officer	☐ Procurement Manager
Method of Escalation:	☐ Email	☐ Verbal	☐ Phone Call
	Other:		
Name of Person Escalated To:		Date of Escalation:	

SECTION E: VERIFICATION & FOLLOW-UP

(To be completed by Human Resources or the Compliance Officer)

ID/Birth Certificate Requested?	☐ Yes	☐ No	☐ Not Available
Parent/Guardian Contacted?	☐ Yes	☐ No	☐ N/A
Was this incident found to be a confirmed breach of policy?	☐ Yes	☐ No	☐ Under Investigation
Remediation Steps Initiated:			
Is this part of a Supplier / Contractor breach?		☐ Yes	☐ No
If yes, name of Supplier:			
Follow-up Audit scheduled?	☐ Yes	Date:	☐ No

SIGNATURES	Report Completed By:	Received By:
Name:		
Date:		
Signature:		