

Emergency Agricultural Livelihoods and Climate Resilience Project

Restoration of Key Infrastructure in Agriculture, Fisheries, and Forestry in Dominica

Environmental and Social Management Plan (ESMP)

Central Livestock Farm -Administrative Building



December 15th, 2023

Revision Record

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Chapter 1. Introduction and Background

1.1 EALCRP Project Overview and Objectives

After the passage of Hurricane Maria on September 18, 2017, The Government of the Commonwealth of Dominica (GoCD) with funding from the World Bank Group commenced implementing the Emergency Agricultural Livelihoods and Climate Resilience Project (EALCRP). The objectives of the Project are to contribute to restoring agricultural livelihoods and enhancing climate resilience of farmers and fisher folks affected by Hurricane Maria in Dominica.

Under component B, the project is designed to deliver a series of infrastructure projects for the Division of Agriculture in the Ministry of Blue and Green Economy, Agriculture and National Food Security, to include the reconstruction of the Administrative Building of the Administrative Office.

1.2 ESMF and ESMP for the Project

The established Environmental and Social Management Framework (ESMF) for the project requires all project related activities, including sub-project activities to be reviewed and assessed to ensure that environmental and social impacts associated with their implementation throughout the project's life cycle are mitigated (prevented, reduced or avoided). The Environmental and Social Management Plan (ESMP) is one of the safeguards instruments used to address the environmental and social impacts and risks of projects, and as a result this ESMP has been prepared. Based on the screening conducted for this project (see Annex 1), an Environmental and Social Management Plan (ESMP) is required to identify and appropriately manage environmental, social, health and safety impacts and risks.

This ESMP has been prepared to provide guidance and mitigation measures to the implementing entities (Local Government Authorities, and contractors/sub-contractors) to ensure that the reconstruction of this administrative building is in compliance with laws of Dominica, consistent with international best practices and the World Bank safeguards standards. Specifically, it will ensure the protection of staff of the Ministry of Blue and Green Economy, Agriculture and National Food Security during its operational phase.

This ESMP will also provide guidelines for the protection of contractors from environmental and social impacts and risks associated with the demolition and reconstruction activities, such as noise, dust, waste management, health and safety aspect.

This ESMP will be disclosed on the EALCRP website after World Bank's approval, and the records of the disclosure will be documented and recorded. ¹This ESMP for the reconstruction of the administrative Office can be accessed at EALCRP website <http://www.piu.agriculture.gov.dm/>.

Chapter 2. Project Description

2.1 Location and Regional Setting

The Administrative Office is located in Londonderry on the Northeast side of the Island. The Administrative Office sits on 200 acres of land, owned by the State. The central livestock farm is the main area for all livestock activity; the farm has a dormitory, laboratory, sheep pen, goat pen, rabbitry, dairy and bull pen.

2.2 Project Details and Status

2.2.1 Floor Plan Layout

The Administration Office on the Central Livestock Farm was already in a deteriorative condition prior to Hurricane Maria. After a thorough assessment by the Project Engineer and the Government mandate to build better, it was recommended to demolish and construct a new two storey building. The Emergency Agricultural Livelihood and Climate Resilient Project will also be constructing the Citrus Certification Facility (CCF) within the same premises of the Central Livestock Farm (CLF) on the Londonderry Agricultural Station. It is therefore fitting to have one central office to accommodate both the staff of the CCF and that of the CLF.

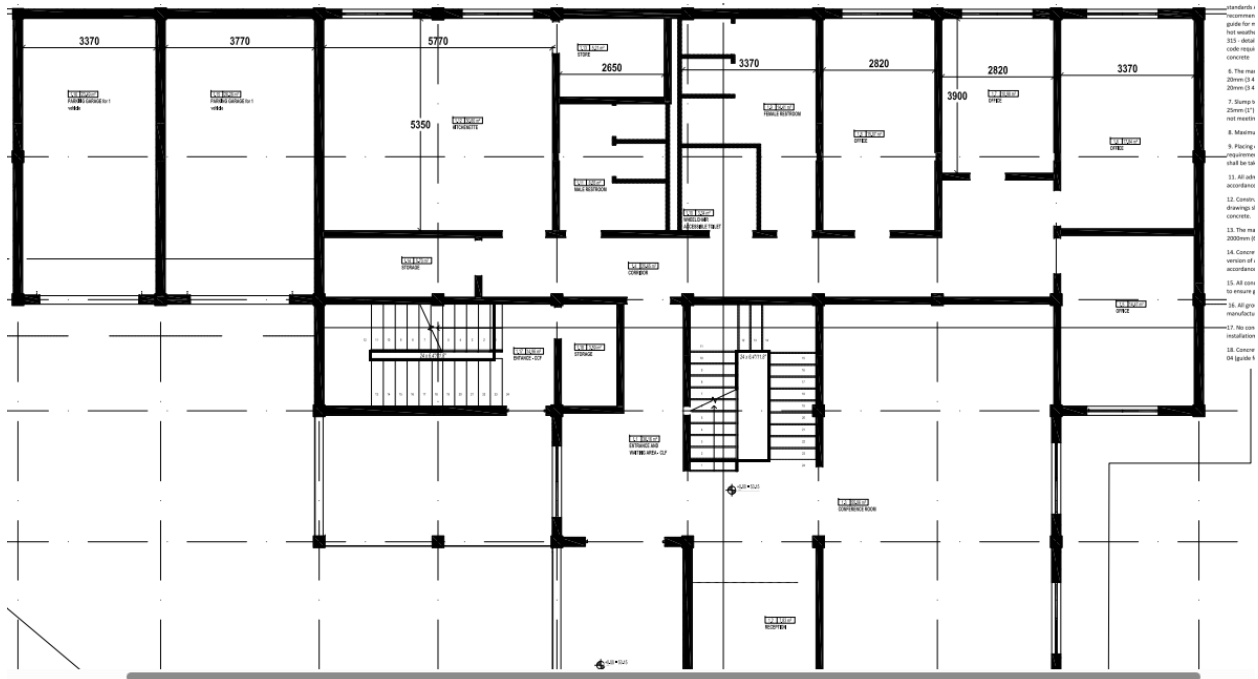
The second storey of the Administrative Office will be the sleeping quarters for the workers and downstairs for the offices.

The building will also be furnished of solar panel for the provision of solar energy in the absence of electric power. Handicap facilities, such as a ramp must also be installed for persons and Staff with disabilities. The old ferrocement tank will be replaced with a 500-gallon plastic water tank, for additional water storage in times of water shortage.

Ground Floor Plan

- The building will be equipped with three offices one for each of the following Veterinarian, Foreman and the Farm Manager
- A conference centre (31`2" * 18`10") to accommodate at least 33 persons.
- A reception and waiting area
- Separate male and female washrooms, and one wheelchair accessible toilet.
- Two independent parking garages, one with direct access to one of the three storerooms
- A kitchen
- Three storerooms.

Ground Floor Plan

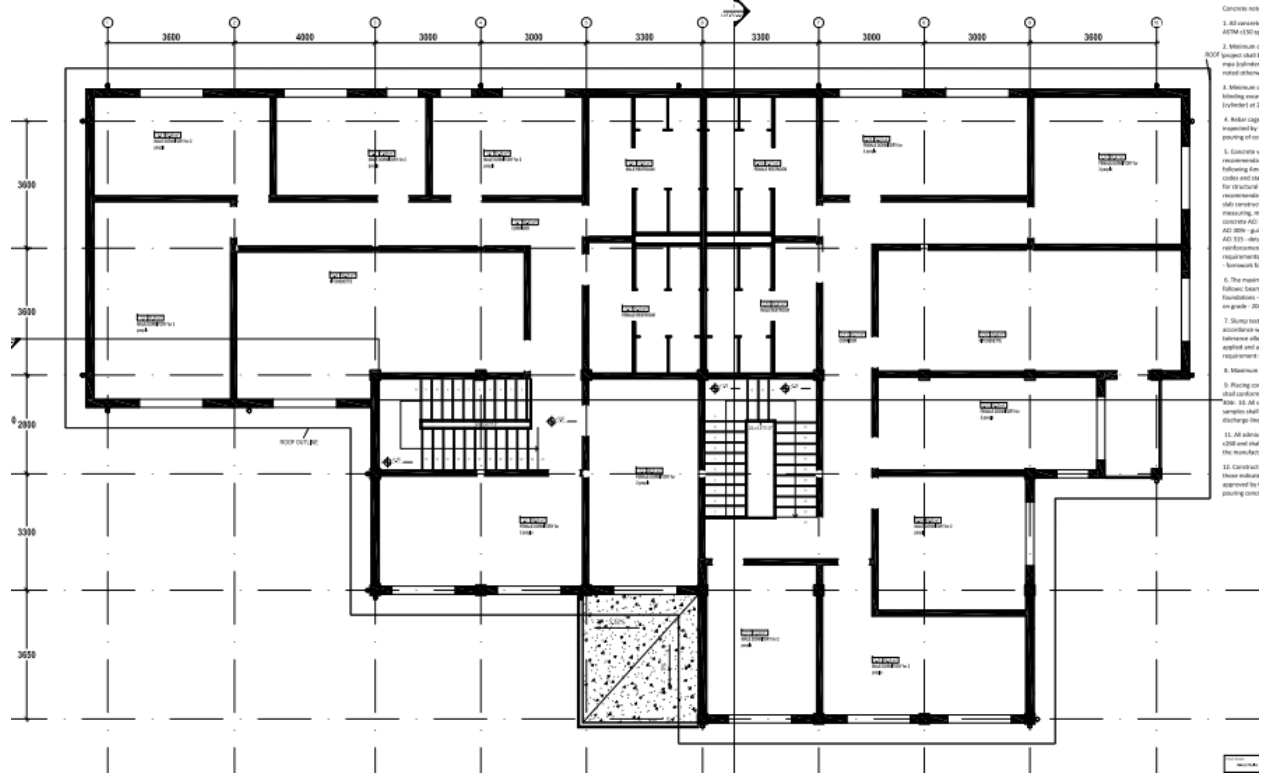


First Floor Plan

The first floor is designed to accommodate the staff of the Central Livestock Farm and the Citrus Certification Facility to include:

- Seven male dormitories; four on one wing and three on the other wing, each accommodating two persons
- Three female dormitories located on only one wing, each accommodating two persons which are located on the opposite side of the male dormitories, completely closed off without any direct access.
- Two kitchenettes, one on each wing, each equipped with at least 14 seats, 4 tables, stove, fridge, sink and other facilities for operating a functional kitchen.
- There are 2 male and 2 female restrooms completely

First Floor Design



Chapter 3. The Legal and Administrative Framework

The ESMP was prepared against the background of ensuring the proposed Administrative Office construction are managed, mitigated and compliant with the relevant laws of Dominica and the World Bank Environmental and Social Safeguards and Environmental, Health and Safety Guidelines. A comprehensive review of the policy, regulatory and legal framework in Dominica is described within the general ESMF for the Emergency Agricultural Livelihoods and Climate Resilience Project (EALCRP). This ESMP attempts to address the significant environmental and social impacts and risks associated with the proposed Administrative Office construction.

3.1 Relevant National Laws and Policies for the project

3.1.1 Physical Planning Act (2002)

The Physical Planning Act (2002) provides for the orderly and progressive development of land and for the granting of permission to develop land and for other powers of control over the use of land. This Act details the application and approval process which is executed through the Physical Planning Division of the Physical Planning and Development Authority. The Act states that 'No person shall carry out any development of land except under and in accordance with the terms of a development permission granted in that behalf prior to the commencement of such development. It makes provision for the Authority to consult with local authorities where such consultation is desirable in the interests of good planning.

3.1.2 Water and Sewage Act (1989)

This Act conserves and preserves water and the protection of the catchment areas. This Act stipulated that water management is vested in the Dominica Water and Sewage Company (DOWASCO). There is a shared responsibility of the catchment areas between the Forestry, Park and Wildlife Division.

3.1.3 Solid Waste Management Act 2002

Solid Waste Management Act (2002) is mandated by the Dominica Solid Waste Management Corporation (DSWMC). It sets out requirements for Waste Management licenses and permits. It prohibits the importation of waste and establishes liability and ownership of waste. It outlines requirements for the handling of waste, and provides for the management of used oil. It also addresses derelict motor vehicles, white goods and other scrap metal. The DSWMC is the authority responsible for the management of the landfill, where the majority of the projects waste will be disposed. The functions of the DSWMC are: (a) provided storage facilities for solid waste; (b) procure equipment for the collection, transportation and disposal of solid waste; (c) oversee the management of all solid waste collection and disposal systems in the State.

3.1.4 Pesticides Control Act (Cap. 40:10)

The Pesticides Control Act provides for the control of the importation, sale, storage and the use of pesticides. It creates a Pesticides Control Board to advise the Minister and to carry out provisions of the Act and its Regulations. It gives power of entry to an inspector. The Minister may make regulations to affect the provisions of the act. Subsidiary legislation includes the Pesticides Control (Labelling of Pesticides) Regulations and the Pesticides Control (Registration and Licensing) Regulations. This Act is relevant as the rehabilitation of the Administrative Office Forest Service Centre will be treated for the prevention of termites' infestation.

3.2 World Bank Social and Environmental Safeguards

3.2.1 Safeguard Policies

The World Bank (WB) has developed Safeguard Policies that guide the development of projects including the EALCRP. Accordingly, the ESMF was prepared for the EALCRP as a guidance document, and currently the ESMP has been prepared for this project. World Bank Safeguards triggered by construction cover aspects such as assessment and management of environmental and social risks and impacts, health and safety, pollution prevention and management, public disclosure, natural habitat, and antiquities protection, among others. For a thorough discussion of these, please refer to the ESMF document (<http://piu.agriculture.gov.dm/publications>) or the WB website (<https://www.worldbank.org/en/projects-operations/environmental-and-social-policies>).

3.2.2 EHS Guidelines

Environmental, Health and Safety guidelines have also been prepared by the WB. There are general guidelines that cover most activities related to construction projects involving the renovation of existing buildings or construction of new facilities. Some parts of these general guidelines are applicable to the project, particularly such aspects as demolition, dust and noise control and workers' health and safety. For more information refer to the EHS Guidelines on the WB website.¹

¹https://www.ifc.org/wps/wcm/connect/topics_ext_content/ifc_external_corporate_site/sustainability-at-ifc/policies-standards/ehs-guidelines

Chapter 4. Potential Environmental and Social Impacts

The proposed demolition and construction of the new Administrative Office is expected to generate positive benefits such as increasing available office space for the farm workers, improved working environment, etc. Notwithstanding these positive benefits expected to accrue from the project, the following negative environmental and social impacts have been identified for construction of the Administrative Office. Mitigation measures for each of the impacts and risks identified below are presented in Chapter 5.

4.1 Demolition Phase

4.1.1 Site Access and Security

During the demolition of the Administrative Office access from the general public will be restricted by barricading the area with caution tape or signs indication demolition works. The demolition process will be done by a heavy machinery namely a backhoe and is expected to last for 2 to 3 days.

4.1.2 Noise and dust control

There will be an extensive amount of noise and dust during the demolition of the old administrative building. The area and building will be watered down to reduce the dust generated by demolition.

4.1.3 Disposal of Demolition waste

The construction of the Administrative Office will generate construction wastes such as damaged wooden flooring, concrete waste, pieces of blocks, nails and scrap metal, etc. Waste generated from demolition works will be sorted based on organic and inorganic material. Most of the waste will be wooden material, bedded with nails.

The motorable distance from the demolition site to the landfill is approximately 27 miles and will take between an hour to an hour and a half (1hr to 1.5hrs) one way to transport materials. This is not a practical approach as it will be adding concrete material in the already limited space landfill. Further, this practice would not only be uneconomically feasible because of having to complete several trips to transport concrete and wooden waste material from the demolition site to Dominica's only landfill, but also introduces the risk of materials falling and potentially causing accidents. .

The EALCRP PIU Environmental Safeguards Specialist will monitor the disposal of these materials to ensure compliance with the laws of Dominica and the World Bank standards and policies.

4.2 Construction Phase

4.2.1 Site Access and Security

During the construction of the Administrative Office, access from the general public will be restricted by barricading the area with caution tape or signs indicating reconstruction works. The Administrative Office is away from the public and not close to any public facility.

4.2.2 Noise and dust control

During construction activities, noise and vibration may be caused by the operation of motorized equipment or power tools such as drills, electric saws, tile cutters. Noise from these small tools will not significantly impact any of the function of the farm operation.

Fugitive dust formation from tiling cutting, cutting lumber activities can trigger respiratory illnesses for contractor workers. Workers will be provided with appropriate dust masks as part of the PPE.

4.2.3 Debris and solid waste management

The construction of the Administrative Office will generate construction wastes such as damaged tiles, pieces of glass, cement bags, a lot of pieces of wood, concrete waste, pieces of blocks, nails and scraps of building materials, etc. Waste generated from the construction works will be sorted based on organic and inorganic material. All inorganic waste in small quantities, primarily metals and hard plastic will be disposed of at the landfill managed by the Dominica Solid Waste Management Corporation. The EALCRP PIU Environmental Safeguards Specialist will monitor the disposal of these materials to ensure compliance with the laws of Dominica and the World Bank standards and policies.

4.2.4 Traffic management

The risk of traffic congestion or disturbance will be kept at minimal by installing traffic signs cautioning motorist that are traveling in and around the central livestock farm. The construction site is not located along a main road therefore it is not expected to have heavy traffic. However, truckers delivering materials need to exercise caution.

4.2.5 Workers Health and Safety

The construction works on the Administrative Office will expose contractor and workers to potential health and safety risks. Exposure to health and safety risks will require the contractor to develop and implement an occupational health and safety plan (OHS), including, but not limited to, ensuring that workers are trained and perform activities according to best industry practices and standard operating procedures (SOP) and to providing personal protection equipment (PPE) to workers, to prevent or reduce the risk of accidents at the work site. Specifically, the contractor will be responsible for implementing international good practice and safe work procedures in high-risk activities (such as when working on heights, scaffolds and ladders), and providing the appropriate PPE such as safety boots, helmets, reflector vest, gloves,

protective clothes, dust mask, goggles, and ear protection at no cost to the workers. A well-stocked first aid kit equipped with medication and supplies to treat basic construction related injuries, must be available to workers. The Contractor will also be required to prepare and submit a **Code of Conduct** to the EALCRP PIU for review and acceptance, which shall be consistent with **Annex 2**. The accepted Code of Conduct will be signed by all the contractor's workers.

Any accidents or near misses on the construction site must be documented by the Contractor and reported to the EALCRP PIU, Environmental Specialist. The Supervisor or Safety Officer assigned to the project must also check to see if there are any immediate risk of danger associated with the accident; secondly, ensure that the injured receives the appropriate medical attention. Thirdly, the matter should be reported to the PIU Office, where it is investigated as to the cause and provision of preventative measures.

4.2.6 Community Safety

Communities need to be protected from physical, chemical, or other hazards associated with construction activities. Potential risks may arise from inadvertent or intentional trespassing, contact with hazardous materials, contaminated soils and other environmental media, buildings that are vacant or under construction, or excavations and structures which may pose falling and entrapment hazards. Project construction could create various impacts on the health and safety of communities, specially to women (sexual exploitation and gender-based violence) and those belonging to vulnerable groups, as well as risks of accidents with transport vehicles and equipment.

4.2.6 Pest Management

Prior to reconstruction of the Administrative Office the entire perimeter of the Construction site must be treated to prevent the infestation of termites. All necessary precautions must be taken and enforced according to the Integrated Pest Management Plan (IPMP) set for the EALCRP (<http://piu.agriculture.gov.dm/>) safeguard section. Safety pesticide application guidelines are also outlined in Chapter 5 of this ESMP. Contractors or Pesticide Applicators can also refer to easy to follow guidelines on the Safe and Effective Use of Pesticides (SEUP), that can be found on the project website (<http://piu.agriculture.gov.dm/>) safeguard section.

4.2.7 Sewage Management

The management of human wastes on site is also critical for maintaining a healthy working environment and reducing the risk of faecal contamination. The contractor will be responsible for providing and adequately managing portable sanitary units.

4.2.8 Forced Labour

The Project will not use forced labour and/or child labour. Forced labour; persons working against their own free will. The Contractor shall have in place, a grievance redress mechanism for workers to raise workplace concerns and grievances, including instances of forced labour. If the Contractor is unable to develop and implement a grievance redress mechanism (GRM), workers

will be directed to use the EALCRP PIU's GRM to register complaints, issues or concerns. The Contractor needs to provide an avenue that avoid discrimination especially of vulnerable groups and allow employees to raise workers concerns.

Solar Panels must not be procured from regions that are known to use force or child labor in its production.

4.2.9 Child Labour

No person under the age of 18 years will be employed or engaged in any project activity. Contractor will enforce Code of Conduct (see Annex 4) to prevent child labour; i.e., any person, 18 year or below.

4.2.10 Gender-Based Violence

This project does not foresee and is not at high risk for gender-based violence (GBV) cases. However, some cases, such as that of sexual exploitation and sexual abuse/ sexual harassment (SEA/SH) are sensitive and may not be reported due to the risks of stigmatization, rejection and reprisals against survivors. This creates and reinforces a culture of silence and survivors may be unwilling to approach the authorities. Therefore, the contractor will need to put in place multiple channels for mitigating and registering complaints in a safe and confidential manner. The Contractor should also include in the code of conduct (annex 2) measures to address sexual exploitation and abuse and sexual harassment incidents that may occur.

4.2.11 Disability Inclusion

The Project is keen to include people with disabilities into design and implementation of the project activities and prevent discrimination against disability. Discrimination on the basis of disability means creating a distinction, exclusion, or restriction which has the purpose or effect of impairing or excluding a person with disability from being on an equal basis with others, thereby potentially enhancing the negative impacts of the project or limiting project benefits or being able to voice comments or concerns during stakeholder engagement. The project will analyse and identify people with disabilities and provide opportunities 1) to include vulnerable and disadvantaged stakeholders in the information disclosure and consultation process in a meaningful way and 2) to include accessibility measures in project design, where financially and technically feasible, if disability risks and impacts have been identified as part of potential project impacts. Sound mitigation measures can result in not only an inclusive project, but demonstrate good international practice, and can raise awareness on disability issues and accommodating the needs of vulnerable groups.

4.3 Operation Phase

The potential impacts of the office operations include wastewater, waste management, energy and water consumption, staff health and safety and emergency response. The operations of the project will not cause any additional environmental or social impacts on the immediate environment as the building is an existing brownfield site.

4.3.1 Wastewater

Wastewater from the Administrative Office will include water generated from kitchen, bathroom and washing activities. The contaminants from such water will be minimal and will have little impact on surface or ground water as this water is drained into the existing soak away system.

4.3.2 Waste management

The Administrative Office will generate mainly paper, kitchen waste and other office waste, which will be stored in garbage bins for weekly pick-up by the Dominica Solid Waste Management Corporation.

4.3.3 Energy and water consumption

The Central Livestock Farm is connected to the DOWASCO water, which is being used for drinking and other farm operation. The farm is also powered by Dominica Electricity Company (DOMLEC). The energy demand for the Administrative Office will include water, electricity and air conditioning units. Energy efficiency methods will be applied to reduce losses in energy distribution, improve energy conversion efficiency, exploit energy purchasing opportunities and overall lower the use of carbon fuels. Energy saving appliances to include LED light bulbs, and air condition units with the correct BTU based on the area of the building to be air conditioned. Architectural designs will allow for sufficient natural lighting and location of windows for adequate ventilation in the absence of AC or power.

4.3.4 Emergency Response

An Emergency Response Plan is a set of scenarios-based procedures to assist staff and emergency response teams during real life emergency and training exercises. Administrative Office will be equipped with a functional fire extinguisher and a well-stocked first aid kit. Workers must be trained to use fire extinguishers to put out any fire that may occur.

4.3.5 Occupational Health and Safety

Supervisors of the Administrative Office are obliged to implement all reasonable precautions to protect the health and safety of workers. Preventive and protective measures should be introduced to eliminate and if not mitigate negative impacts. The Administrative Office must be structurally safe, provide appropriate protection against the climate, and have acceptable lighting and noise conditions. This administrative office must have available a first aid kit that is well equipped and easily accessible. Workers must also be train on the first aid and fire safety.

Chapter 5. Mitigation Measures

This section of the ESMP provides the mitigation measures to address each of the environmental and social risks identified in Chapter 4. Detailed/specific mitigation measures are provided in sections 5.1, 5.2 and 5.3 below for site preparation and renovation of the Administrative Office respectively.

5.1 Demolition Phase

Aspect	Potential Impacts	Proposed Mitigation
Site preparation activity	<ul style="list-style-type: none"> ○ Respiratory impacts on site construction and farm workers. ○ Noise generation from the use of machines and demolition equipment will have minimal impacts on farm workers. 	<ul style="list-style-type: none"> ○ Prevent unauthorized persons access to the Site. ○ Designating an area or waste bin for stockpiling demolished materials. ○ Dust suppression methods such as wetting materials, covering loose materials, or slowing work should be employed as needed to avoid visible dust from site preparation. ○ PPEs - Dust masks / respirators when working. (according to approved procedures) ○ PPEs - Hearing protection for working around machinery where the noise exceeds 85 dB (sound from a lawn mower) ○ Contractors should have proper functioning vehicles to reduce the incident of noise and emission pollution.

Aspect	Potential Impacts	Proposed Mitigation
Demolition Waste Disposal	<ul style="list-style-type: none"> ○ Creating land pollution by disposing of materials indiscriminately. 	<ul style="list-style-type: none"> ○ The contractor shall dispose of material debris and solid waste in accordance with approved procedures of Dominica Solid Waste Management Corporation (DSWMC).

5.2 Construction Phase

Aspect	Potential Impacts	Proposed Mitigation
Construction Waste and Debris	<ul style="list-style-type: none"> ○ Improper storage and/or disposal of materials ○ Creating land pollution by dispersion of materials. 	<ul style="list-style-type: none"> ○ The contractor shall dispose of material debris and solid waste in accordance with approved procedures of the Dominica Solid Waste Management Corporation (DSWMC). ○ Construction wastes must be stockpiled away from circulation areas and not pose safety hazards to construction workers, wastes must be stored in containers and removed from the site on a regular basis; containers must not overflow. ○ Collect and segregate wastes based on their classification and ensure disposal by the DSWMC. ○ No burning of waste material

Aspect	Potential Impacts	Proposed Mitigation
		<ul style="list-style-type: none"> ○ Ensure appropriate and safe disposal of contaminants such as fuels, construction materials and wastes. ○ In case of accidental waste spills, the relevant environmental authority shall be informed, and restoration measures shall be applied. ○ Ensure immediate cleaning of any spills and remediation of contaminated areas after construction.
Pesticide application	<ul style="list-style-type: none"> ○ The risk of pesticide application may lead to accidental exposure inhalation, spillage and entry into the natural ecosystem 	<ul style="list-style-type: none"> ○ Ensure that pesticides to be used are registered by Dominica Pesticide Board ○ Ensure workers use the appropriate PPE when applying pesticides ○ Read label and abide by the instructions, to include storage & disposal, directions for use, precautionary statements and first aid. ○ Pesticides should be applied after working hours. ○ Follow the project IPMP.
Sewage/Wastewater Management	Improper disposal and treatment of sewage/wastewater can have adverse impacts on human health and the environment	<ul style="list-style-type: none"> ○ Portable sanitary units will be established to collect human wastes. Human waste will be disposed at sewage treatment facility to comply with local laws and regulations of Dominica.
Dust and noise from construction activity	<ul style="list-style-type: none"> ○ Poor air quality due to emissions from vehicles and dust generated ○ Respiratory impacts on farm and construction workers. ○ Noise generation from the use of machines and construction equipment will have minimal impact on farm workers and visiting farmers. 	<ul style="list-style-type: none"> ○ Dust suppression methods such as wetting materials, dust barriers/curtains, or slowing work should be employed as needed to avoid visible dust from demolition or construction activities ○ PPEs - Dust masks / respirators when working in construction areas, etc. (according to approved procedures) ○ PPEs - Hearing protection for working around machinery where the noise exceeds 85 dB

Aspect	Potential Impacts	Proposed Mitigation
		<p>(according to approved procedures)</p> <ul style="list-style-type: none"> ○ Maintain vehicles and Contractor’s machinery according to maintenance requirements.
Traffic Management during renovation activities	Traffic congestion and unsafe transportation of construction materials on and off site.	<ul style="list-style-type: none"> ○ Ensure that contractor employs safe drivers. ○ Maintain the free movement of traffic on project access roads. ○ Site access roads are to remain free of any spillage. ○ Establish road signage to warn and inform motorist of construction/demolitions work.
Workers’ health and safety	Workers’ accidents on the construction site	<ul style="list-style-type: none"> ○ Contractor must prepare and submit incident reports to the PIU. ○ Train workers on prevention of accidents and managing incidents. ○ Workers must wear personal protective equipment (PPE). ○ Provide first aid kit and emergency plan for accidents or incidents. ○ Contractor must develop and implement Management Strategies and Implementation Plans (MSIP) including a site-specific OHS management plan for the most dangerous activities, such as, working on heights (ladder or scaffolding), among others and develop Standard Operation Procedures -SOP prior to the start of works. ○ Contractors must also develop a Job Hazard Analysis and convene Daily Safety Talks.
Workers sexual exploitation, sexual abuse and sexual harassment	Physical, psychological abuse of a sexual nature interferes with the productivity of work and displays a lack of respect for project workers	<ul style="list-style-type: none"> ○ Contractor must prepare and submit incident reports to the PIU and World Bank. ○ Contractor is required to develop and implement a Code of Conduct reflecting community, health and

Aspect	Potential Impacts	Proposed Mitigation
		safety prevention and mitigation measures, including, prevention of gender-based violence and sexual exploitation and abuse (Annex 2)
Labour and working conditions	unfair treatment and discrimination and unequal opportunity of project workers	<ul style="list-style-type: none"> ○ No person under the age of 18 years will be employed or engaged in any project activity. ○ Contractor will enforce Code of Conduct to prevent child labour i.e any person 18 years or below and forced labour, avoid discrimination especially of vulnerable groups and allow employees to raise workers concerned. ○ The Contractor will develop a Grievance Redress Mechanism, so that workers can file complaints or develop a means where employees' concerns are addressed.

5.3 Operation Phase

Aspect	Potential Impacts	Proposed Mitigation
Occupational Health and Safety	Worker/employee accidents/injury on property on property	<ul style="list-style-type: none"> ○ Train staff how to perform activities safely, use PPE and ensure there is adequate supply ○ Regularly monitor performance and conduct maintenance of safety equipment

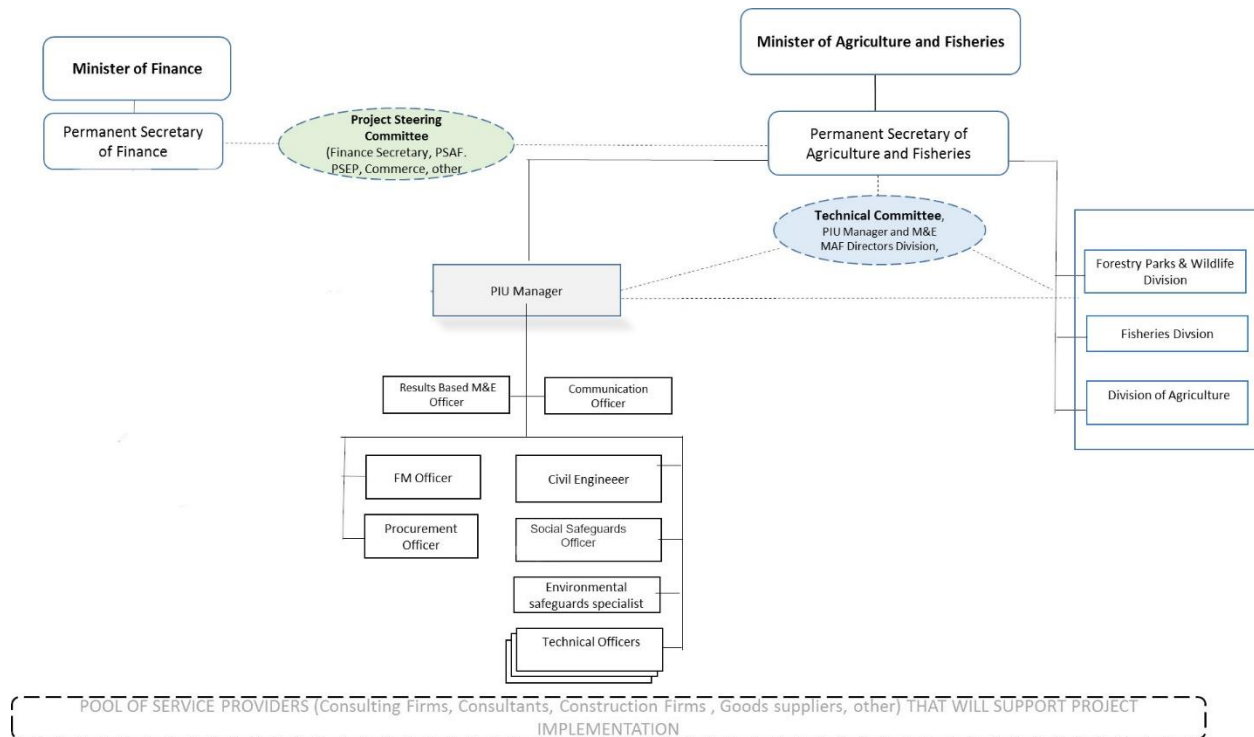
Aspect	Potential Impacts	Proposed Mitigation
Sewage/Wastewater Management	Improper disposal and treatment of sewage/wastewater	<ul style="list-style-type: none"> ○ A new sewage system will be constructed to accommodate the Staff of the CLF. Thus, sewage/wastewater disposal and treatment system will comply with local laws and regulations of Dominica. ○ Waste from kitchen will be drained together with storm water.
Waste Management	Contamination of land and water.	<ul style="list-style-type: none"> ○ Solid waste will be stored in designated containers with lids between collection times, collected and disposed of by DSWMC.
Emergency Preparedness and Response	<ul style="list-style-type: none"> ○ Accidental fire ○ Injury to farm workers ○ Natural disasters (hurricane, earthquake, flooding, etc.) 	<ul style="list-style-type: none"> ○ Develop an Emergency Preparedness and Response Plan to address the most common and likely emergency medical and natural disasters' events ○ Fire extinguisher should be strategically located in the office. ○ A well-stocked first aid kit should be available to treat minor injuries and ailments occurring on the farm. ○ Develop training plan to address basic first aid, firefighting and evacuation (earthquakes, hurricane and flooding)

Chapter 6. Project Management and Institutional Arrangements

6.1 ESMP Implementation Responsibilities

The overall responsibility of ensuring that the mitigation measures under this ESMP are implemented are with the EALCRP Project Manager, Environmental Specialist and Social Safeguards Officer. The figure below provides an overview of the organizational structure that will support and implement the EALCRP Project.

PIU/EALCRP



The PIU will have the overall responsibility for project implementation. The Project Implementation Unit (PIU) is physically located at 19 King George V St, Roseau. A Project Manager will lead the day-to-day implementation of the project and will report to the Permanent Secretary, Ministry of Blue and Green Economy, Agriculture and National Food Security on the coordination of efforts with other partners, and for technical coordination of activities financed under the project. The PIU environmental and social specialists will be responsible for the day-to-day activities in instructing and monitoring compliance with World Bank safeguards and the relevant laws of Dominica, including this ESMP.

6.2 Contractor Responsibilities

Engagement of Contractors will be managed by the EALCRP PIU. Standard environmental and social, and health and safety related requirements will be included in the bidding documents, including compliance with this ESMP. Therefore, for purposes of cost estimation and budgeting, the contractors should be aware of the existence of the environmental mitigation measures and associated ESMP requirements established herein and include cost items for such purposes in their proposals.

Environmental and social, health and safety related clauses will also be developed and appended to or incorporated into contracts and shall remain in force throughout the contract period, including the requirement regarding adoption and implementation of a Code of Conduct consistent with Annex 2

6.3 Supervision, Monitoring and Reporting

It is the responsibility of the PIU Environmental Safeguards Specialist to ensure that the ESMP is being followed by the contractor(s) and site workers. This will be done by conducting monthly visits as required throughout out the demolition and construction phase. The PIU Project Engineer is the technical person for monitoring that the construction specifications are met and provides regular site inspection. The PIU Project Engineer and the Environmental Specialist are in constant communication to ensure that all safeguard procedures are met.

During the construction phase, primary environmental and social monitoring will be carried out by the Contractor, with support from the PIU Project Engineer to provide oversight on technical aspects. In addition, the PIU Project Engineer will be required to prepare and submit reports (monthly/quarterly) to the EALCRP PIU Project Manager. These reports provide updates on construction works to include: overall project timeline completion status, action items, project risks, non-conformities with the environmental and social and health and safety requirements and the proposed mitigation plans. The Environmental Safeguards Specialist must provide a monitoring report to the Bank on a quarterly basis.

Chapter 7. Stakeholder Engagement

7.1 Consultations

The Central Livestock farm is managed by a Foreman, who oversees all activities on the farm to include caring for all livestock (small ruminants, pigs, rabbits and cattle), supervision of Staff, purchases of feed and supplies and other duties for the upkeep of the farm. Several discussions were held with the Foreman on not only the first phase which included the rehabilitation of the livestock structures, but also on the construction of the new administrative office. Currently, the farm office is being shared with a dormitory and lab, not providing the best setting for office duties. In addition, Extension Staff and Livestock Development Officers have informed the community about the works that will be carried out on the administrative office.

7.2 Disclosure

This ESMP is a working document and involves numerous engagements with different stakeholders prior to and during construction. The ESMP will be disclosed on the EALCRP PIU's website at <http://piu.agriculture.gov.dm/safeguards>, after it has been reviewed and cleared by the World Bank. This disclosure will allow for comments and feedback. Comments and feedback will be incorporated into the final ESMP document. The final ESMP will be disclosed on the EALCRP PIU's website at <http://piu.agriculture.gov.dm/safeguards>, after it has been reviewed and cleared by the World Bank.

A printed copy of the ESMP will also be made available at:

**Office of the Project Manager
Emergency Agricultural Livelihoods and Climate Resilience Project
19 King George V St., Roseau
Commonwealth of Dominica**

**Office of the Chief Veterinary Office
Livestock Development Unit
Botanical Gardens
Roseau**

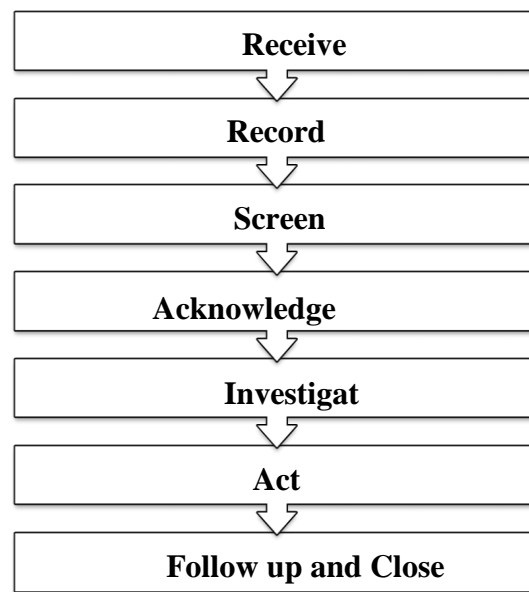
**Office of the Foreman
Central Livestock Farm
Londonderry**

7.3 Grievance and Redress Mechanism (GRM)

7.3.1 EALCRP PIU GRM

The EALCRP PIU has prepared a project-wide Grievance Redress Mechanism (GRM) to receive and facilitate the resolution of concerns and grievances associated with the PIU and/or project related activities. Any grievances associated with the construction of the Administrative Office will be addressed by the PIU's GRM. The GRM can be viewed in detail on the EALCRP PIU's website at <http://piu.agriculture.gov.dm/safeguards>.

The GRM will enable the EALCRP PIU to address any grievances against this specific sub-project activity. It must be noted that this GRM covers grievances that relate to the impacts that the project may have on people and communities. The GRM process is outlined below.



The EALCRP PIU will be responsible for registering, tracking, addressing and resolving any grievances raised by individuals or groups. Grievances can be submitted to the EALCRP PIU:

- **Email:** A complainant can email the EALCRP PIU to complain. Complainant will receive email acknowledging complaint and be advised to complete a grievance form and sign (electronic or by reporting to nearest office).
 - Project Manager, Kervin Stephenson Email: stephensonke@dominica.gov.dm
 - Environmental and Social Safeguards Specialist, Michael McIntyre Email: mcintyrem@dominica.gov.dm
 - Social Safeguards Officer, Kamarsha Sylvester email: sylvesterk@dominica.gov
- **Write a letter:** to the EALCRP PIU, Project Manager, Emergency Agricultural Livelihoods and Climate Resilience Project (EALCRP), 19 King George V St., Roseau, Dominica to complain (respond to letters via telephone or email, inviting complainant to complete an

official grievance form/transfer information from letter to grievance form; record complaint in log)

- **Telephone: Complainants can call the EALCRP PIU at (767) 266 3998**
- **In Person:** Complainants can report to the EALCRP PIU office at 19 King George V St., Roseau, Dominica, to complete and submit a grievance form. They can also register their complaint directly to the Environmental and Social Safeguards Specialists.
- **Anonymous Complaints:** are accepted through all above-mentioned channels. Complainants can submit their grievances without providing personal contact information.
- **PIU Project Manager or Staff Complaints:** Complainants can telephone, email or write letters to the Permanent Secretary, Ministry of Blue and Green Economy and Agriculture and National Food Security.

A grievance will be acknowledged in writing or email, by the EALCRP PIU within five (5) working days of a grievance being submitted to the EALCRP PIU and high-level cases will be responded within 10-20 working days. The EALCRP PIU will communicate verbally, written form or email to the complainant, as well as contact the complainant to verify that the grievance has been resolved and also gather any feedback on the grievance process. Grievances under this GRM are classified as Level 1 (Low Risk), Level 2 (Substantial Risk) and Level 3 (High Risk). While all grievances are considered important and critical, Levels 2 and 3 are classified as high priority, with Level 3 being the highest priority. If the complainant is not satisfied with the resolution and/or does not agree with the proposed actions, the EALCRP PIU will need to escalate the matter to the Grievance Committee. The EALCRP PIU is committed to resolving complainant's grievance and as required will convene an independent Grievance Committee to resolve the grievance.

The EALCRP PIU will communicate the GRM process to its external and internal stakeholders to raise awareness and offer transparency of how stakeholders can voice their grievances.

7.3.2 World Bank Redress Mechanism

The Grievance Redress Service (GRS) is an avenue for individuals and communities to submit complaints directly to the World Bank if they believe that a World Bank project has or is likely to have adverse effects on them, their community, or their environment. The GRS enhances the World Bank's responsiveness and accountability to project-affected communities by ensuring that grievances are promptly reviewed and addressed.

Any individual or community who believes that a World Bank-supported project has or is likely to, adversely affect them can submit a complaint. Complaints must be in writing and addressed to the GRS. They can be sent:

- **ONLINE** – through the GRS website at www.worldbank.org/grs

- **BY EMAIL** at grievances@worldbank.org
- **BY LETTER OR BY HAND** delivery to any World Bank Country Office
- **BY LETTER** to the World Bank Headquarters in Washington at The World Bank Grievance Redress Service (GRS) MSN MC 10-1018 1818 H St NW Washington DC 20433, USA

Chapter 8. ANNEXES

Annex 1: Environmental and Social Screening Checklist

The form below identifies potential impacts of the proposed activities envisioned under Emergency Agricultural Livelihoods and Climate Resilience Project (EALCRP). Many of the actions or activities have low or negligible potential negative impacts, such as purchase of equipment, raw materials and supplies. Some may have impacts that are typical for small construction or rehabilitation projects, such as repair of damaged infrastructure, buildings, or facilities.

Section A: Background information

Subproject Name	Restoration of Key Infrastructure in Forestry
Subproject Purpose	<input checked="" type="checkbox"/> New Structure <input type="checkbox"/> Expansion of existing structure <input type="checkbox"/> Renovation of existing structure <input type="checkbox"/> Construction of waste disposal system
Subproject Location	Central Livestock Farm, Londonderry
Subproject property ownership	<input checked="" type="checkbox"/> Government of the Commonwealth of Dominica <input checked="" type="checkbox"/> Own <input type="checkbox"/> Lease Agreement
Subproject current property use	<input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Administrative Office <input type="checkbox"/> Residential
Subproject Component	Construction of Administrative Office
Estimated Investment	
Expected Start/Completion Date	December 2023 to March 2024

Section B: Construction Issues

Will the sub-project:	Yes	No
Demolish existing structures and require disposal of construction materials? ?	X	
Demolish existing structures and require disposal of hazardous materials?		X
Involve the generation of a significant amounts of solid and liquid waste?	X	
Construction work generate emissions to the atmosphere (dust, odours, fumes)?	X	
Construction work cause a noise nuisance due to the operation of heavy machinery and other on-site activities?	X	
Construction work produce significant amounts of runoff, change drainage patterns and/or erosion?		X
Construction work affect traffic or public safety?		X
Cause physical changes in topography and land use?		X

If answers to any of the above is 'yes', please include an ESMP in sub-project implementation.

Section C: Environmental Issue

Will the sub-project	YES	NO
Create a risk of increased soil erosion?		X
Create a risk of increased deforestation?		X
Create a risk of increasing any other soil degradation?		X
Affect soil salinity and alkalinity?		X
Divert the water resource from its natural course/location?		X
Cause pollution of aquatic ecosystems by sedimentation and agro-chemicals, oil spillage, effluents, etc.?		X
Introduce exotic/alien plants or animals?		X
Involve drainage of wetlands or other permanently flooded areas?		X
Cause poor water drainage and increase the risk of water-related diseases such as Dengue?		X
Reduce the quantity of water for the downstream users?		X
Result in the lowering of groundwater level or depletion of groundwater?		X
Create waste that could adversely affect local soils, vegetation, rivers and streams or groundwater?		X
Reduce various types of livestock production?		X
Focus on biomass/bio-fuel energy generation?		X

If answers to any of the above is 'yes', please include an ESMP in sub-project implementation.

Section D: Socioeconomic Issues & Community Health and Safety

Will the sub-project:	YES	NO
Displace people from their current settlement?		X
Cause an influx of labour?		X
Interfere with the normal health and safety of the worker/community?		X
Reduce the employment opportunities for the surrounding communities?		X
Reduce settlement (no further area allocated to settlements)?		X
Reduce income for the local communities?		X
Increase safety concerns due to introduction of the project?		X
Increase exposure of the community to communicable diseases such as HIV/AIDS?		X
Induce conflict?		X
Introduce new practices and habits?		X
Lead to child delinquency (school drop-outs, child abuse, child labour, etc.)?		X
Lead to gender disparity or gender-based violence?		X
Lead to poor diets?		X
Lead to social evils (drug abuse, excessive alcohol consumption, crime, etc.)?		X
Cause an increased exposure of the community to COVID-19?		X

Section E: Natural Habitat

Will the sub-project:	YES	NO
Be located within environmentally sensitive areas (e.g., intact natural forests, mangroves, wetlands) or threatened species? NB: If the answer is yes, the sub-project should prepare a Natural Habitats Plan (see ESMP).		X
Adversely affect environmentally sensitive areas or critical habitats – wetlands, woodlots, natural forests, rivers, protected areas including national parks, reserves or local sanctuaries, etc.)? NB: If the answer is yes, the sub-project should not proceed.		X
Affect the indigenous biodiversity (flora and fauna)? NB: If the answer is yes, the sub-project should not proceed.		X
Cause any loss or degradation of any natural habitats, either directly (through project works) or indirectly? NB: If the answer is yes, the sub-project should not proceed.		X
Affect the aesthetic quality of the landscape?		X
Reduce people’s access to the pasture, water, public services or other resources that they depend on?		X
Increase human-wildlife conflicts?		X
Use irrigation system in its implementation?		X

NB: If the answers to any of the above is ‘yes’, please include an ESMP/Natural Habitat Management Plan with sub-project application

Section F: Pesticides and Agriculture Chemicals

Will the sub-project:	YES	NO
Involve the use of pesticides or other agricultural chemicals, or increase existing use?	X	
Cause contamination of watercourses by chemicals and pesticides?		X
Cause contamination of soil by agrochemicals and pesticides?		X
Experience effluent and/or emissions discharge?		X
Export produce? Involve annual inspections of the producers and unannounced inspections?		X
Require scheduled chemical applications?		X
Require chemical application even to areas distant away from the focus?		X
Require chemical application to be done by vulnerable group (pregnant mothers, chemically allergic persons, elderly, etc.)?		X

If the answer to the above is ‘yes’, please consult the IPMP that has been prepared for the project.

Section G: Vulnerable and Marginalized Groups meeting requirements for OP 4.10

Are there:	YES	NO
People who meet requirements for OP 4.10 living within the boundaries of, or near the project?		X
Members of these VMGs in the area who could benefit from the project?		X
VMGs livelihoods to be affected by the subproject?		X
Affect vulnerable people and underserved groups (e.g., children, elderly poor pensioners, physically challenged, women, particularly head of households or widows, etc.)?		X
Require temporary relocation for a vulnerable population affected (children, physically challenged, elderly, minority group etc.)?		X

If the answer to any of the above is 'yes', please consult the IPP that has been prepared for the project.

Section H: Land Acquisition and Access to Resources

Will the sub-project:	YES	NO
Require acquisition of land (public or private) (temporarily or Permanently) for its development?		X
Use land that is currently occupied or regularly used for productive purposes (e.g. gardening, farming, pasture, fishing locations, forests)?		X
Displace individuals, families or businesses?		X
Result in temporary or permanent loss of crops, fruit trees and Pasture land?		X
Adversely affect small communal cultural property such as funeral and burial sites, or sacred groves?		X
Result in involuntary restriction of access by people to legally designated parks and protected areas?		X
Be on monoculture cropping?		X

If the answer to any of the above is 'yes', please consult the mitigation measures in the ESMF, and if need be adopt the ARAP guidelines.

Section I: Proposed action

Summarize the above: Based on the above screening checklist results and the risk identified an ESMP will be developed.	(ii) Guidance
All the above answers are 'No'	<ul style="list-style-type: none"> If all the above answers are 'No', there is no need for further action;
There is at least one 'Yes'	<ul style="list-style-type: none"> If there is at least one 'Yes', please describe your recommended course of action (see below).

(iii) Recommended Course of Action

Activities and actions with low potential E&S risk require no further safeguards actions. Those with moderate potential risk will be managed using the general ESMF for the Emergency Agricultural Livelihoods and Climate Resilience Project (EALCRP), and will typically require that an ESMP be developed. Those with moderate to substantial potential risk will be managed using the tools in the general ESMF for the Emergency Agricultural Livelihoods and Climate Resilience Project (EALCRP) along with the additional safety guidance and information provided in this ESMP.

Annex 2: Sample Code of Conduct

EXAMPLE OF CONTRACTOR'S CODE OF CONDUCT **ENVIRONMENTAL, SOCIAL, HEALTH AND SAFETY**

Our Commitment

Our Company is committed to protecting the environment in which we operate and take pride in conducting our business in a safe and responsible manner. We recognise and accept our responsibility to develop our resources with awareness of the environmental, economic and social needs and expectations of stakeholders.

Our Organisation promotes freedom of expression and open communication and we expect all employees to follow our Code of Conduct. All third-party contractors, sub-contractors, consultants and volunteers are also expected to comply with the code as a condition of their engagement with the Organisation.

No operation is considered effective or complete without proper attention to safety and the environment as detailed in our Organisation's Health and Safety Manual (include as Appendix 1). The health and safety of all employees and those visiting the organisation/ work site are of the utmost importance. We are committed to providing and maintaining a working environment that is safe and without risk to health and safety and is committed to complying with all relevant legislative and project requirements.

All parties are expected to demonstrate a high degree of tolerance and respect for all stakeholders associated with the project, including the indigenous and local communities. The guidelines to be followed are set out in the Code of Conduct requirements below and shall apply to all associated project personnel.

Code of Conduct Requirements

This Code of Conduct for the project identifies the behaviour which we require from all project personnel and is aligned with our Organisation's Code of Conduct (add as Appendix). Our workplace is an environment where unsafe, offensive, abusive or violent behaviour will not be tolerated and where all persons should feel comfortable raising issues or concerns without fear of retaliation.

In this document the term "child" / "children" means any person(s) under the age of 18 years.

Code of Conduct

Each personnel shall comply with the following:

1. Carry out his/her duties competently, diligently and in accordance with best practice
2. Comply with applicable laws, rules, and regulations of the Country

We will inform our personnel of the applicable legal requirements as identified in the ESMP to ensure that they are aware of the requirements. Each member of our team will be required to familiarise themselves with this document.

3. Compliance with applicable health and safety requirements to protect the local community (including vulnerable and disadvantaged groups), and the Employer's Personnel, including wearing prescribed personal protective equipment [PPE], preventing avoidable accidents and a duty to report conditions or practices that pose a safety hazard or threaten the environment

It is our duty to ensure that the health and safety requirements are strictly adhered to by all parties. As part of our employment agreement we require that all our personnel must be knowledgeable of our Health and Safety Policy and be informed of the actions required as detailed in the Health and Safety Manual which is in accordance with the ISO 45001. Through our Environmental Specialist, we will assess if any training is required and ensure that this is done. We will also equip all our personnel with the required PPE, and it is mandatory that this be used once on the project site. Safety in workplaces is an un-compromised condition and a mutual and shared responsibility for all our employees.

4. Compliance with environmental requirements identified in the ESMP including erosion control, storm water control, noise and dust control, site cleanliness and disposal of excavated materials and construction wastes
5. Compliance with COVID-19 Prevention Protocols of the Ministry of Health, Wellness and New Health Investment and other national guidance and related protocols

We will remain alert of changing outbreak conditions, locally and regionally, including as they relate to possible community spread or clusters and implement infection prevention measures accordingly. In accordance with OSHA guidelines, our ESHS Experts will periodically assess the hazards to which our personnel and the contractor's workers may be exposed, evaluate the risk of exposure and select, implement, and ensure workers use controls to prevent exposure. All project workers will be trained on the signs and symptoms of COVID-19 and an explanation of how the disease is potentially spread, including the fact that infected people can spread the virus even if they do not have symptoms.

In collaboration with the Project's Safeguards Specialists, we will implement where necessary, standard operating procedures and employee training as it relates to potential exposures. Through our Environmental Safeguards expert, we will ensure to keep updated on all the latest COVID-19 protocols of the Ministry of Health, Wellness and New Health Investments and inform our personnel to ensure these are complied with.

6. Compliance with applicable emergency operating procedures and health and safety requirements

All personnel will be informed of the emergency procedures as prescribed in the project's ESMP and the CESMP which must be strictly complied with.

7. Duty to report work situations that he/she believes are not safe or healthy and remove himself/herself from a work situation which he/she reasonably believes presents an imminent danger to his/her life or health

Each personnel must assume responsibility for his/ her own health and safety and should report any concerns immediately to the Project Manager/ Site Supervisor, Resident Engineer or ESHS Experts.

8. Respecting reasonable work/ site instructions (including regarding environmental and social norms)

All our personnel are required to be aware of related work/ site instructions and are expected to comply. This is a condition of employment and subject to disciplinary measures if violated.

9. The use of illegal substances

Our Organisation has a zero tolerance for the use of illegal substances - all drugs, alcohol and any controlled substances or medicines. This may result in immediate dismissal if violated. If required, we are prepared to engage the services of a Medical Professional to perform testing for any illegal substances.

10. Sanitation requirements (for example, to ensure workers use specified sanitary facilities provided by their employer and not open areas)

Adequate sanitary facilities and well-equipped hand-washing stations are expected to be provided by the contractor on this project. It is also expected that the contractor will ensure that these facilities are frequently cleaned and sanitised especially given the risks of COVID-19, as a prevention measure. All project personnel, including the contractor's, are required to use these facilities and will be reminded of this should the need arise.

11. Non-Discrimination and respect in dealing with the Indigenous Peoples, the local community (including vulnerable and disadvantaged groups), the Employer's Personnel, the Contractor's Personnel and other related Project Personnel (for example on the basis of family status, ethnicity, race, gender, religion, culture, language, marital status, birth, age, disability, or political conviction)

Our Organisation firmly believes in respect for all and that everyone should be treated fairly. We will ensure that our personnel are aware of the requirements as prescribed in these project documents and abide by them as a condition of employment. We commit to working in close collaboration with all Social Specialists on this project to ensure that there is non-discrimination and respect for all stakeholders on the basis of gender, age, physical or mental disability, race, language, culture, political affiliation, philosophic or religious beliefs or any other reason.

Interactions with community members and any affected persons (for example to convey an attitude of respect and non-discrimination, including to their culture and traditions)

All employees are expected to fulfill their duties with integrity and respect toward customers, stakeholders, and the community. We are committed to the highest social performance standards in a manner that respects the environment, culture and customs of the communities within the area of direct and indirect influence of the project. Any complaints received from communities or stakeholders will be investigated in accordance with the Project's Grievance Redress Mechanism.

12. Sexual harassment (for example to prohibit use of language or behaviour, in particular towards women or children, that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate)
13. Violence, including sexual and/or gender-based violence (for example acts that inflict physical, mental or sexual harm or suffering, threats of such acts, coercion, and deprivation of liberty)
14. Exploitation including sexual exploitation and abuse (for example the prohibition of the exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading behaviour, exploitative behavior or abuse of power)

Sexual harassment, violence, including gender based, and exploitation are behaviours which are expressly prohibited in our Organisation. These are identified as a form of harassment based on the misuse of power in human relationships and can be defined as behaviours intended to disturb, threaten or upset. Some examples of behaviours associated with these elements are listed in Appendix 1. Any complaints or reports received from communities or stakeholders in this regard will be investigated by our Social Specialist in accordance with the Project's Grievance Redress Mechanism.

15. Protection of children (including prohibitions against abuse, defilement, or otherwise unacceptable behavior with children, limiting interactions with children, and ensuring their safety in project areas)

The rights of the child shall be protected and any observed or reported cases of infringement will be swiftly investigated and required measures taken if deemed necessary. Our Social Specialist will collaborate with the Ministry of Youth Development and Empowerment, Youth at Risk, Seniors Security and Dominicans with Disabilities; Social Welfare Division in this regard.

The Contractor ESHS Expert should provide training related to the environmental and social aspects of the Contract, including on health and safety matters, sexual exploitation and abuse and sexual harassment

Our ESHS Experts will provide short training sessions and concise information leaflets to assist personnel in being informed of the environmental, social and health and safety aspects of the project.

16. Avoidance of conflicts of interest (such that benefits, contracts, or employment, or any sort of preferential treatment or favours, are not provided to any person with whom there is a financial, family, or personal connection)

Our Company shall deal fairly and lawfully with all our Clients in accordance with our Business Ethics. We expect our employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties. Employees are encouraged to perform self-checks when in doubt or faced with a difficult situation to ensure that decisions are lawful.

17. Avoidance of issues associated with influx of labour, both social and environmental

These issues include many of those identified in this Code, such as sexual exploitation, sexual harassment or gender-based violence. Both our Environmental Specialist and Social Specialist will conduct the requisite monitoring to ensure that these issues are avoided. If any issue should arise or complaint receive, it will be investigated, and the necessary action taken. A report will also be prepared and follow-up done.

18. Protection and proper use of property (for example, to prohibit theft, carelessness or waste)

In accordance with our Organisation's Code each employee must ensure that their actions comply with and are within the meaning and intent of all applicable laws and regulations.

19. Duty to report violations of this Code

Each employee has a duty to report any violations or suspected violations of the code. The person by virtue of this Code will be protected from retaliation. Any reports of violations received will be investigated.

20. Non-retaliation against workers who report violations of the Code, if that report is made in good faith.

Our Organisation is committed to the highest standards of good governance, transparency, honesty, integrity, and accountability. Any of our employees who report unethical conduct or violation of the Code are protected from reprisal. Any reprisal or attempted reprisal against an employee who makes a report in accordance with the Code is considered to be in breach of the Code of Business Conduct. If any employee should feel that they have been discriminated against as a result of reporting unethical conduct or violation of the Code, there is an opportunity to report the discriminatory actions directly to the Company's Director.

Our Personnel are not allowed to smoke illegal substances (drugs) or make open fire in the Project area, including project's vehicles.

Our Personnel are not allowed to carry firearms, explosives, ammunition, or other arms in the Project Area, including Project's vehicles.

Our personnel are not allowed to have pets in the Project area.

Our personnel are not allowed to fish, hunt or remove vegetation from the Project area or surrounding properties.

Our Personnel are not allowed to use open areas instead of the designated sanitary facilities.

Any damage caused by the Project to any property in the Project Area must be immediately informed to the Representative of the Contractor in the Project.

Implementation of the Code of Conduct

The project requires that implementation of the Code of Conduct detail the measures to ensure that there is compliance, these include how the Code will be:

- Communicated to Personnel
- Introduced into the Conditions of Contract
- Violations will be addressed
- Monitored and Reported for Compliance
- Communicated to Communities in case of concerns

Our ESHS Experts on this project will work in close collaboration with the Project's Environmental Safeguards Specialist and Social Safeguards Specialist to ensure compliance with the Code of Conduct during works.

Communication to Personnel

All employees must be open to communication with their colleagues, supervisors or team members. We promote freedom of expression and open communication, but we expect all employees to follow our Code of Conduct. The Code of Conduct for the project will be provided to each personnel on the project and will also be available in hard copy in the project office.

Our ESHS Specialists will provide short training sessions and concise information leaflets to assist personnel in being informed of the environmental, social and health and safety aspects of the project. Training for workers will include awareness of hazards in the project area, health and safety procedures, emergency response, first-aid, incident reporting and accident prevention. Safety and other ESHS issues will also be highlighted at tool-box meetings and monthly project meetings by the Project Manager, Resident Engineer and/or ESHS Specialists. ESHS orientation will also be done for new personnel.

Personnel will have an open communication channel through our ESHS Experts or other designated person to be able to ask questions and make recommendations at any time during the project implementation.

Engagement Conditions and Consequences of Code Violations

All our personnel on the Project are personally responsible for ensuring that their behaviour complies with this Code of Conduct. The Code of Conduct is clearly articulated in this document and is written in plain language (English). As part of the conditions of engagement, each employee on this project is expected to sign an agreement indicating that they have:

- Received a copy of the code
- Had the code explained to them
- Acknowledged that adherence to this Code of Conduct is a condition of employment; and
- Understood that violations of the Code can result in serious consequences, up to and including dismissal, or referral to legal authorities

Clarifying queries and obtaining advice – Our personnel may consult with our Compliance Officer if there are any questions or concerns about this Code of Conduct, or if advice is needed. Our Environmental Specialist and Social Specialist on this project will also be available to provide guidance on the Code.

We will take appropriate investigative action where this Code is breached. Our Organisation may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our Code of Conduct. Disciplinary actions will vary depending on the violation. Possible consequences include:

- Reprimand
- Demotion
- Suspension or termination for more serious offenses
- Detraction of benefits for a definite or indefinite period
- Legal action may also be taken

Monitoring and Reporting

If any person observes behaviour that he/she believes may represent a violation of this Code of Conduct, or that otherwise concerns him/her, he/she should raise the issue promptly. This can be done in either of the following ways:

1. Contact [*enter name of the Consultant’s Social Safeguard’s Expert and Environmental Safeguard’s Expert or another individual designated by the Company to handle these matters*] in writing at this address [*insert address*] or by email [*insert email address*] or by telephone at [*insert telephone #*] or in person at [*insert designated location and available times*]
2. Call [*insert telephone #*] to reach the Project’s hotline (*if any*) and leave a message including contact number and brief information of issue
3. Utilise the Project’s Grievance Redress Mechanism (GRM), available via telephone [*insert #*], in person at the PCU Office [*insert address*], through the project website [*insert web address*] or via the GRM App [*insert link, if available*]

The person’s identity will be kept confidential, unless reporting of the allegation is mandated by law of the Commonwealth Of Dominica. Anonymous complaints or allegations may also be submitted and will be given all due and appropriate consideration. We take seriously all reports of possible misconduct and will investigate and take appropriate action in collaboration with the Project. We will provide warm referrals to service providers that may help support the person who experienced the alleged incident, as appropriate.

There will be no retaliation against any person who raises a concern in good faith about any behaviour prohibited by this Code of Conduct. Such retaliation would be a violation of this Code of Conduct.

Responsibility - Overall responsibility for monitoring and reporting lies with our Project Manager/ Site Supervisor, Resident Engineer and Social Specialist and Environmental Specialist or another designated representative on this project. Periodic assessments will be done by these designated personnel to ensure compliance with the Code of Conduct. Review will also be done at least every six (6) months or as may be necessary to ensure the Code remains current.

Reports will be done monthly as part of the project's progress reporting or immediately if there is an incident. Other reports may be prepared as requested by the Project .

Communication to Communities

In collaboration with the Project's Social Safeguards Specialist and Environmental Safeguards Specialists we will if required:

- Inform the community of our roles and responsibilities on the project
- Inform the community and stakeholders of the requirements of the Code of Conduct, measures for compliance and our commitment to upholding the Code
- Respond to the concerns and views of stakeholders in a timely and open fashion
- Engage interested parties, when necessary, to discuss our operations and the relationship to affected communities and the environment
- Provide clear and candid environmental information about the operations of the Project and our responsibilities.

Appendix 1

Behaviours Constituting Sexual Exploitation and Abuse and Behaviors Constituting Sexual Harassment

The following non-exhaustive list is intended to illustrate types of prohibited behaviours:

Examples of Sexual Exploitation and Abuse include, but are not limited to:

- Consultant's Personnel tells a member of the community that he/she can get them jobs on the project work site (e.g. cleaning, masonry) in exchange for sex or sexual acts
- Consultant's Personnel says that he can give priority for job considerations to women in exchange for sex
- Consultant's Personnel rapes, or otherwise sexually assaults a member of the community or project stakeholder
- Consultant's Personnel denies a person access to the site unless he/she performs a sexual favor
- Consultant's Personnel tells a person applying for employment under the Contract that he/she will only hire him/her if he/she has sex with him/her

Examples of Sexual Harassment or Sexual Misconduct include, but are not limited to:

- Consultant's Personnel comments on the appearance of another personnel's or community member (either positive or negative) and sexual desirability
- When a Consultant's Personnel complains about comments made by another Consultant's/ Contractor's Personnel on his/her appearance, the other Consultant's/ Contractor's Personnel comment that he/she is "asking for it" because of how he/she dresses
- Unwelcome touching of a Consultant's/ Contractor's or Employer's Personnel or community member by another Consultant's/ Contractor's Personnel
- Consultant's Personnel tells another Consultant's/ Contractor's Personnel that he/she will get him/her a salary raise, or promotion if he/she sends him/her naked photographs of himself/herself.

FOR CONTRACTOR'S PERSONNEL:

I have received a copy of this Code of Conduct written in a language that I comprehend. I understand that if I have any questions about this Code of Conduct, I can contact [enter name of Contractor's contact person(s) with relevant experience (including for sexual exploitation, abuse and harassment cases) in handling those types of cases] requesting an explanation.

Name of Contractor's Personnel: [insert name]

Signature: _____

Date (day/month/year/): _____

Counter signature of authorized representative of the Contractor:

Signature: _____

Date (day/month/year/): _____

Annex 3: Requirements for the Procurement of Solar Panels

IPF SOLAR PROCUREMENT BIDDER DECLARATION - FORCED LABOR

Background

There is a significant risk of forced labor in the global supply chain for solar panels and solar components. Senior Management have instructed that Task Teams strengthen procurement processes by including forced labor bidder declarations, qualification requirements and strengthened contractual

provision in procurements involving financing of solar panels/solar components², requiring mandatory prior review.

The Bank’s Environmental and Social Framework (ESF) prohibits use of Forced Labor in any Bank financed projects to which ESS2 Labor and Working Conditions applies. The ESF states that *“any work or service not voluntarily performed that is exacted from an individual under threat of force or penalty, will not be used in connection with the project. This prohibition covers any kind of involuntary or compulsory labor, such as indentured labor, bonded labor, or similar labor-contracting arrangements. No trafficked persons will be employed in connection with the project.”* This definition is relevant to Forced Labor contractual provisions and the declarations detailed in this document. See Annex I, II, III, and IV.

The ESF defines “voluntarily³ performed” as “Work is on a voluntary basis when it is done with the free and informed consent of a worker. Such consent must exist throughout the employment relationship and the worker must have the possibility to revoke freely given consent. In particular, there can be no ‘voluntary offer’ under threat or other circumstances of restriction or deceit. To assess the authenticity of a free and informed consent, it is necessary to ensure that no external constraint or indirect coercion has been carried out, either by an act of the authorities or by an employer’s practice.”

The ESF defines “trafficking⁴” as “Trafficking in persons is defined as the recruitment, transportation, transfer, harboring or receipt of persons by means of the threat or use of force or other forms of coercion, abduction, fraud, deception, abuse of power, or of a position of vulnerability, or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purposes of exploitation. Women and children are particularly vulnerable to trafficking practices.”

The ESF’s Forced Labor prevention requirements cascade into the Bank’s Standard Procurement Documents for projects and apply in different ways to the Main Contractor and Subcontractors, and the Project’s Primary Suppliers (including Primary Supply Workers as appropriate).

The ESF defines “Primary Suppliers⁵” as “Primary Suppliers are those suppliers who, on an ongoing basis provide directly to the project goods or materials essential for the core functions of the project. Core functions of a project constitute those production and/or service processes essential for a specific project activity without which the project cannot continue”. In the Bank Standard Procurement Documents (SPDs), to fit with FIDIC contract forms, what the ESF describes as Primary Suppliers are described in SPDs as *“Suppliers other than Subcontractors.”*

The ESF explains requirements for “Primary Supply Workers⁶” as “As part of the environmental and social assessment, the Borrower will identify potential risks of child labor, forced labor and serious safety issues which may arise in relation to primary suppliers. Where there is a significant risk of child labor or forced labor related to primary supply workers, the Borrower will require the primary supplier to identify those risks consistent with paragraphs 17 to 20 above [of the [Environmental and Social Framework](#)].”

Scope

² IPF, that include Solar panels/components for the “core functions of a project”, for all new procurement (advertised, invited or awarded through direct contracting) on or after January 1st, 2022 (see Scope).

³ ESF Page 34 footnote 14.

⁴ ESF Page 34 footnote 15.

⁵ ESF Page 20 footnote 34.

⁶ ESF Page 36 paragraphs 39 to 42.

Investment Project Financing: Borrowers must include in applicable procurement documents⁷ that include solar panels/components for the “core functions of a project” as defined in the World Bank Environmental and Social Framework: (i) applicable provisions in the invitation for bids, instruction to bidders and qualification requirement; (ii) Forced Labor Performance Declaration; (iii) Forced Labor Declaration; and (iv) strengthened contract clause on Forced Labor. **These provisions and declaration forms must be included in procurement documents for both international as well as national competitive procurement, and any direct selection/direct contracting within the above scope.** The provisions and declarations in the annexes use terms such as “bid” and “bidder” based on terms used in request for bids. The qualification requirements and the declaration terms should be adjusted depending on the applicable procurement process, such as “proposal” “proposer” and “applicant” as appropriate. See Annex I, II, III and IV.

Effective date

All new procurement (advertised, invited or awarded through direct contracting) on or after January 1st, 2022: (i) Annex I: applicable provisions to be included; in the invitation for bids, instruction to bidders and qualification requirements; (ii) Annex II- Forced Labor Performance Declaration; (iii) Annex III- Forced Labor Declaration; and (iv) Annex IV- strengthened contract clause on Forced Labor.

Queries

Environmental and Social related matters please refer to Task Team E&S Specialist. **Procurement** related matters please refer to the Task Team Procurement Specialist. **Policy matters and/or Standard Procurement Documents** please refer to OPCS (E&S team for ESF matters, and Procurement team for matters relating to the Procurement Framework/SPDs).

Implementation

A mandatory note requiring Borrowers to include the following to procurement documents for procurement of Solar Panels/Solar Panel Components is posted on the Bank’s external procurement web page, to apply to both international and national competitive procurement and any direct selection/direct contracting within the scope of application.

Prior Review

All procurements that apply the declaration will be subject to Bank prior review and no objection. The Bank’s prior review will also include procurement documents prior to issue; Subcontractors/ suppliers/ manufacturers of solar panels/components prior to Employer (Borrower) approval (Annex III), and same for post award if there are any changes to Subcontractors/ suppliers/ manufacturers of solar panels/components.

⁷ Procurement document in the context of this document refers to prequalification/initial selection document or bidding (tender) document or request for proposals document and/or contract form, as appropriate.

ANNEX I – Applicable Provisions⁸

Invitation for Bids

All bids must be accompanied by a Forced Labor Performance Declaration (Annex II) and a **Forced Labor Declaration** (Annex III).

Instruction to Bidders (ITB)

Include in the list of documents comprising the bid: Forced Labor Declaration using the form included in Section IV, Bidding Forms [or refer to the appropriate section where Bank's SPDs are not applied].

Qualification requirements⁹

Forced Labor past performance declaration - require the bidder (including for JV each member of the JV), Subcontractors, suppliers and/or manufacturers proposed by the bidder to declare any contracts that have been suspended or terminated, and/or other contractual remedies applied including calling of performance security by an employer, for reasons of breach of forced labor obligations in the past five years. Documentation required: Form Annex II: Forced Labor Performance Declaration.

⁸ Annex I uses the terms “bid” and “bidder”. The terms should be adjusted depending on the applicable procurement process terms such as “proposal” “proposer” and “applicant”.

⁹ Depending on the process, the qualification requirements shall be included in the appropriate procurement document.

ANNEX II - Forced Labor Performance Declaration¹⁰

[The following table shall be filled in by the Bidder, each member of a Joint Venture, each Subcontractor/ supplier/ manufacturer providing solar panels and/or solar panel components proposed by the Bidder]

Bidder's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member's or Subcontractor's/supplier's/manufacturer's Name: *[insert full name]*

RFB No. and title: *[insert RFB number and title]*

Page *[insert page number]* of *[insert total number]* pages

Forced Labor Performance Declaration in accordance with Section III, Evaluation and Qualification Criteria											
<p>We:</p> <p><input type="checkbox"/> (a) have not been suspended or terminated, and/or other contractual remedies applied including calling of performance security by an employer, for reasons of breach of forced labor obligations in the past five years. <i>[if (a) is declared, state N/A for (b) below]</i></p> <p><input type="checkbox"/> (b) have been suspended or terminated, and/or other contractual remedies applied including calling of performance security by an employer, for reasons of breach of forced labor obligations in the past five years. Details are provided below:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 10%;">Year</th> <th style="text-align: left; width: 20%;">Contract identification</th> <th style="text-align: left; width: 20%;">Name of Employer</th> <th style="text-align: left; width: 50%;">Reasons for suspension or, termination, and/or other contractual remedies applied including calling performance security</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> </tbody> </table> <p><input type="checkbox"/> (c) <i>[if (b) above is applicable, attach evidence demonstrating that adequate capacity and commitment to comply with Forced Labor obligations.]</i></p>				Year	Contract identification	Name of Employer	Reasons for suspension or, termination, and/or other contractual remedies applied including calling performance security	-	-	-	-
Year	Contract identification	Name of Employer	Reasons for suspension or, termination, and/or other contractual remedies applied including calling performance security								
-	-	-	-								

We declare that all the information and statements made in this Form are true, and we accept that any misrepresentation contained in this Form may lead to our disqualification by the Employer and/or sanctions by the Bank.

Name of the Bidder/ JV member/ Subcontractor/ supplier/ manufacturer _____

Name of the person duly authorized to sign on behalf of the Bidder/ JV member/ Subcontractor/ supplier/manufacturer _____

Title of the person signing on behalf of the Bidder/ JV member/ Subcontractor/ supplier/ manufacturer _____

Signature of the person named above _____

Date signed _____ day of _____, _____

Countersignature of authorized representative of the Bidder (for forms submitted by a JV member, Subcontractor/ supplier/ manufacturer):

Signature: _____

Date signed _____ day of _____, _____

¹⁰ Annex II uses terms such as "RFB" and "bidder". The terms should be adjusted depending on the applicable procurement process terms such as "RFP" "proposer" and "applicant".

ANNEX III - Forced Labor Declaration¹¹

Date: _____

RFB No.: _____

Alternative No.: _____

Contract Title: _____

To:

We, the undersigned, declare that, if awarded the Contract, we, including our Subcontractors and suppliers/ manufacturers, are required to comply with the contractual Forced Labor obligations. In this regard, we:

- (a) accept that there will be no Forced Labor among the staff, employees, workers and any other persons employed or engaged by us;
- (b) accept that staff, employees, workers and any other persons employed or engaged, will be hired under employment conditions that meet the contractual obligations set out in the Contract;
- (c) will include in our contracts with Subcontractors/ suppliers/ manufacturers of *[solar panels]* *[solar panel components]* obligations to prevent Forced Labor among the staff, employees, workers and any other person employed or engaged by the Subcontractor/ supplier/ manufacturer;
- (d) will include in our contracts with Subcontractors/ suppliers/ manufacturers of *[solar panels]* *[solar panel components]*, that the Subcontractors/ suppliers/ manufacturers include an obligation to prevent Forced Labor in all contracts that they execute with their suppliers/ manufacturers of *[solar panel]**[solar panel components]*;
- (e) will monitor our Subcontractors/ suppliers/ manufacturers of *[solar panels]**[solar panel components]* on implementation of obligations to prevent Forced Labor among the staff, employees, workers and any other person employed or engaged by them;
- (f) will require our Subcontractors to monitor their suppliers/ manufacturers of *[solar panels]**[solar panel components]* on implementation of obligations to prevent Forced Labor among the staff, employees, workers and any other person employed or engaged by them;
- (g) will require our Subcontractors/ suppliers/ manufacturers to immediately notify us of any incidents of Forced Labor;
- (h) will immediately notify the Employer any incident of Forced labor on the site, or premises of Subcontractors/ suppliers/ manufacturers of *[solar panels]* *[solar panel components]*;
- (i) will include in periodic progress reports submitted in accordance with the contract sufficient details on our, including our Subcontractors/ suppliers/ manufacturers , compliance with Forced Labor obligations; and we
- (j) confirm that the Subcontractors/ suppliers/ manufacturers for *[solar panels]**[solar panel components]* for this contract are (or likely to be):

¹¹ Annex III uses terms such as “bid” and “bidder”. The terms should be adjusted depending on the applicable procurement process terms such as “proposal” “proposer”

[Provide each firm's name, address, primary contact, e-mail address, and the link to the firm's website]

OR

confirm that you have not yet finalized the Subcontractors/ suppliers/ manufacturers of solar panels/components, but when known the firm/s name(s), address(es), primary contact(s), e-mail address(es) and web site link(s) will be provided to the Employer, prior to signing the contract, with documentation demonstrating compliance with forced labor obligations to the Employer for approval].

THEN

If (c) above is applicable, attach evidence of how these contract obligations are/will be made.

If (d) above is applicable, attach evidence of how these contract obligations are/will be made.

If (e) above is applicable, please attach evidence of how this monitoring/due diligence is/will be undertaken (such as your inspection protocols, use of inspection agents, frequency of inspections, examples of previous factory/labor inspection reports etc.).

If (f) above is applicable, please attach evidence of how this monitoring/due diligence is/will be undertaken by Subcontractors (such as their inspection protocols, use of inspection agents, frequency of inspections, examples of previous factory/labor inspection reports etc.).

We declare all the information and statements made in this Form are true, and we accept that any misrepresentation contained in this Form may lead to our disqualification by the Employer and/or sanctions by the Bank.

Name of the Bidder* _____

Name of the person duly authorized to sign the Bid on behalf of the Bidder** _____

Title of the person signing the Bid _____

Signature of the person named above _____

Date signed _____ day of _____, _____

*: In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder

** : Person signing the Bid shall have the power of attorney given by the Bidder attached to the Bid

[Note: In case of a Joint Venture, the Forced Labor Declaration must be in the name of all members to the Joint Venture that submits the Bid.]

ANNEX IV - Strengthened contract clause on Forced Labor

Include the following Forced Labor contract clause/replace any other forced labor contract clause in its entirety with the following:

The Contractor, including its Subcontractors/ suppliers/ manufacturers, shall not employ or engage forced labour. Forced labour consists of any work or service, not voluntarily performed, that is exacted from an individual under threat of force or penalty, and includes any kind of involuntary or compulsory labour, such as indentured labour, bonded labour or similar labour-contracting arrangements.

No persons shall be employed or engaged who have been subject to trafficking. Trafficking in persons is defined as the recruitment, transportation, transfer, harbouring or receipt of persons by means of the threat or use of force or other forms of coercion, abduction, fraud, deception, abuse of power, or of a position of vulnerability, or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purposes of exploitation.

In this regard, the Contractor shall:

- (a) include in contracts with Subcontractors/ suppliers/ manufacturers of *[solar panels] [solar panel components]*, obligations to prevent Forced Labor among the staff, employees, workers and any other person employed or engaged by the Subcontractor/ supplier/ manufacturer;
- (b) include in contracts with Subcontractors/ suppliers/ manufacturers of *[solar panels] [solar panel components]*, that the Subcontractors/ suppliers/manufacturers include an obligation to prevent Forced Labor in all contracts that they execute with their suppliers/ manufacturers of *[solar panel][solar panel components]*;
- (c) monitor Subcontractors/ suppliers/ manufacturers of *[solar panels][solar panel components]* on implementation of obligations to prevent Forced Labor among the staff, employees, workers and any other person employed or engaged by them;
- (d) require Subcontractors to monitor their suppliers/manufacturers of *[solar panels][solar panel components]* on implementation of obligations to prevent Forced Labor among the staff, employees, workers and any other person employed or engaged by them;
- (e) require its Subcontractors/ suppliers/ manufacturers to immediately notify the Contractor of any incidents of Forced Labor;
- (f) immediately notify the Employer any incident of Forced labor on the site, or premises of Subcontractors/ suppliers/ manufacturers of *[solar panels] [solar panel components]*; and include in periodic progress reports submitted in accordance with the contract sufficient details on its, including its Subcontractors/ suppliers/ manufacturers, compliance with Forced Labor obligations.