

Labor Management Procedures (LMP) For Sindh Early Learning Enhancement Through Classroom Transformation (SELECT)



School Education & Literacy Department (SELD)
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ACRONYMS

ADP	Annual Development Plan
CBA	Collective Bargaining Agent
CPD	Continuous Professional Development
CPM	Chief Project Manager
DSE	Display Screen Equipment
DVC	District Vigilance Committee
EOBI	Employees' Old-Age Benefits Institution
ESCP	Environmental and Social Commitment Plan
ESMF	Environmental and Social Management Framework
ESMP	Environmental and Social Management Plan
ESS 2	Environmental and Social Standards 2
GBV	Gender Based Violence
GRM	Grievance Redress Mechanism
IAVI	Interactive Audio and Video Instruction
IEC	Information, Education and Communication
ILO	International Labor Organization
ILS	International Labor Standards
IT	Information Technology
ICT	Information and Communication Technology
LMP	Labor Management Procedures
NGO	Non-Governmental Organization
OHS	Occupational Health and Safety
OSH	Occupational Safety and Health
PPE	Personal Protective Equipment
PMIU	Project Management Implementation Unit
RSU	Reform Support Unit
SELD	Sindh Education and Literacy Department
SELECT	Sindh Early Learning Enhancement through Classroom Transformation
SESSI	Sindh Employees' Social Security Institution
SMC	School Management Committee
SOPs	Standard Operating Procedures
WASH	Water Sanitation and Hygiene
WHO	World Health Organization

EXECUTIVE SUMMARY

This report comprises of Labor Management Procedures (LMP) for various interventions and activities under SELECT. These LMP are derived on the basis of the World Bank's Environment and Social Standard 2 (ESS 2) which is part of the World Bank's Environmental and Social Commitment Plan (ESCP). The LMP reflect the requirements of international standards, national and provincial laws. The purpose is to regulate, manage, support and benefit various categories of workers engaged by the project and contractors performing various assignments under SELECT.

The report reviews organizational structure and characteristics of labor use by the project. It has indicated expected exploitation of workers by the third party contractors, non-implementation of working conditions by vendors, Occupational Safety and Health (OSH), incidence of child labor, forced and bonded labor, discrimination and exclusion of vulnerable and marginalized groups of workers as key potential labor risks. The report has also reviewed major applicable national and provincial labor laws.

The report determines policies, procedures and legal requirements under LMP and highlights roles and responsibilities of PMIU/ RSU, firms and contractors in order to ensure implementation. Main provisions of the LMP are policies and procedures on OSH, contractors' management, fair treatment, non-discrimination, non-intervention in the matters relating to worker's right of freedom of association and prohibition of forced / bonded and child labor. The LMP set standards of terms of employment, working conditions, working hours, leaves and holidays, specific treatment for women along with entitlement of maternity benefits, medical check-up and treatment, protection during COVID, social protection, observing minimum wage and ensuring timely payment of wages and workers participation with the management. Workers' Grievance Redress Mechanism is an important component of LMP under SELECT. The provisions of LMP will be applied variably to different categories of workers which are direct workers, government staff, contracted workers, primary supply workers and community workers. A matrix has also been developed highlighting the applicability of the provisions of LMP on these categories of workers.

Implementation of labor laws, policies and procedures by the third party contractors has usually been weak. In this regard, the LMP require from the project to focus on contractors' management through ensuring due diligence before their engagement and system monitoring of OSH, working hours, payment of wages, protection of rights of vulnerable groups of workers and other applicable provisions. The contractors and firms have to maintain record regarding implementation of LMP which will be available for random inspection by the IPs on regular basis.

In the end, the report also proposed formats of accident reporting, workers' code of conduct, due diligence during hiring of contractors, written particulars of employment, contractors declaration to implement LMP, format of monitoring and evaluation of LMP, Monthly certificate of compliance by firms/ contractors, compliance requirements for community workers, plan for training and orientation of workers, emergency preparedness guidelines, etc. so that to facilitate efficient implementation of the provisions of the LMP.

This LMP is a living document and require that the procedures and policies developed there under should be reviewed and updated on need basis during the preparation and implementation of the project / PMIU under its various interventions under the overall coordination and supervision of RSU.

1 INTRODUCTION

Sindh Education and Literacy Department (SELD) is executing a project entitled “Sindh Early Learning Enhancement through Classroom Transformation (SELECT)”. The project is being implemented under the World Bank’s Environmental and Social Commitment Plan (ESCP) which includes Environment and Social Management Framework (ESMF), Environment and Social Management Plans (ESMP) and Environment and Social Standard 2 (ESS 2), “Labor and Working Conditions”.

In order to fulfil the requirements of ESS 2, the project has developed this Labor Management Procedures (LMP) with the purpose to ensure provision of basic rights to the workers engaged during execution of various components and activities. The LMP also contains a Grievance Redress Mechanism (GRM) for project workers and Occupational Health and Safety (OHS) measures at variety of workplaces and construction sites including site specific OHS guidelines. As required under ESS2, the LMP reflects the requirements of international standards, national and provincial laws and applicable collective agreements. These procedures may be reviewed and updated as needed during project implementation.

Considering that enforcement of LMP will be a challenge for RSU-PMIU, along with determining roles and responsibilities of project officials, partners and contractors, efforts have been made to make special arrangements for coordination, monitoring, oversight and reviewing of these procedures.

2 OVERVIEW OF LABOR USE IN THE PROJECT

2.1 Characteristics of the project workers

The project will be using different types of workers under its four components. Component one and three will be engaging third party in training, media product development, need assessment and baseline survey and software of students’ attendance, identification and monitoring. The workers engaged by the third party for these activities will be educated, technical in nature and IT based. However, component two relates to construction activities and workers used will be of unskilled and semi-skilled nature. Six hundred primary schools will be upgraded to elementary level and there will also be additional work of class room refurbishing, WASH, etc. The project, however, is going to undertake physical work in phases, the volume of contracted/ construction workers, therefore, may vary during the phase work.

Solar panels will be installed through third party and a number of semi-skilled and skilled workers will also be engaged by the contractors for this activity. The series of interventions under four components of SELECT are expected to involve following types of workers with challenges of working conditions and OSH.

- The project will be employing core staff of 59 workers which along with specialists, engineers, managers and supervisory personal will also include support staff, like, Drivers, *Naib Qasids*, *Chowkidars* and Sanitary Workers.
- In order to fulfill the requirements of special quota fixed by the Government, women, persons with disabilities and minorities will also be engaged under SELECT.
- The project will also be supported and facilitated by the regular staff of Sindh Education Department (both teaching and non-teaching) which will be involved in all activities from the grass root level (school level) to middle management (taluka and district level) to the top

leadership at the provincial level. District administration in the target districts will also be involved in monitoring, coordination and execution of the project activities.

- The third party contractors, firms involved in IT product development, social mobilization, consultancy firms (D&S firm, CPD firm, leadership firm, social mobilization firm, monitoring consultants) and vendors working with the project will also be engaging workers to perform their assignments in connection with the project regarding need assessment, surveys, development of IT product and execution of activities.
- The suppliers and vendors engaged by SELECT will be hiring support staff for their operations with the project.
- The Component 2 of the project relates to civil work which will be completed through contracting. This component will involve contracted workers of unskilled and semi-skilled nature to be managed by the contractors to undertake construction work. Usually, such work involves sub-contracting, work by parties who are doing specialized tasks, like, excavation, concrete, anti-termite spraying, steel molding and fixing, masonry work, plastering, shuttering, painting, electric installation, plumbing, wood work and finishing where under tasks are outsourced and teams of sub-contractors work on piece rate basis/ per square foot basis. Workers under these arrangements are paid on the basis of work they perform rather than on time basis. They are skilled and semi-skilled workers and usually travel from one construction site to another under the same contract and the project. There is also strong possibility of engaging migrant workers in the construction work.
- Community workers are also expected to be attached with the project as individuals, by the NGOs, citizen involvement through School Management Committees, during project interventions including social mobilization of the families and parents, for improvement in enrolment, retention of children in schools and launching media campaign.

From the implementation of ESS2 and the provisions of LMP perspective, SELECT will be engaging following categories of workers:

Direct Workers: They are the project's core staff or the project implementing staff engaged directly by SELECT and falling under the direct control of the PMIU.

Government Staff: They are the regular staff of Sindh Education Department which will be involved in the project activities in developing training material, imparting training, GRM and other tasks. The staff of district administration will also be involved in monitoring, coordination and execution of the project activities or indirectly engaged either full time or part time.

Contracted workers: They are the workers engaged by or through third party to perform work related to core functions of the project, regardless of location. Contracted workers in SELECT will be engaged under component one, two and three. They will comprise of supervisory and professional staff and workers involved at the ground level. The professional and technical staff would be from the

supervisory and consulting firms; for instance; the staff of D&S firms¹, CPD firms and social mobilization firms. Most of the workers of semi-skilled and unskilled nature will be engaged under component two in construction of school buildings, WASH and solar panel installations. Around 6000 to 8000 square feet construction work on average in 600 schools is being undertaken in all 12 target districts. Assuming 15 to 20 workers at each site the volume of such workers may reach 11000. The workers engaged by firms involved in designing, monitoring of construction work, product development, social mobilization and awareness campaign may reach to 1000. The contractors will be responsible to ensure observance of LMP in respect of workers engaged by them.

Table 2.1 below highlights different categories of contracted workers, their expected number and nature of work they are likely to perform.

Table 2.1: Project Contracted Workers

Workers' Type	Expected No.	Nature of work
Engineers, consultants, IT experts- and social sector specialists engaged by firms	200	They will be highly skilled and performing specialized work, like, designing, project management, IT product development, supervision of activities
Supervisory staff, field workers engaged by firms	800	Skilled workers and will be engaged in supervision, monitoring and execution of firms assigned functions
Construction workers engaged by contractors	11000	Semi-skilled workers (masons, plumbers, electricians, painters, carpenters) and unskilled workers involved in civil work
Total	12000	

Primary supply workers: These workers will be engaged by the primary suppliers of the project to perform duties in connection with primary supplies which may be in the shape of stationery, office items, parts of machinery, construction material, Electro-mechanical equipment, gadgets, equipment and items of daily use on regular basis throughout the project interventions. Such workers may be involved in interaction with the project staff and may be facilitating the core operational workers. The primary suppliers shall be responsible to observe Labor Management Procedures (LMP) in respect of primary supply workers.

Community workers: They are persons engaged from the community to perform community labor. They may be involved in individual capacity directly or through NGOs, community organizations, groups of citizens. Under SELECT, the members of School Management Committees will be representing these workers. In fact, community workers are needed to facilitate project in sensitization of local community so that to ensure the implementation and for sustainability of the

¹ For instance, EOI issued by SELECT for D&S firms contains detail of staff of 78 professionals and technical staff including engineers, designers, social sector specialists and supervisory staff of various nature for a time period of six to thirty months for designing and supervision of 300 schools.

interventions. Some of the target districts under SELECT are disaster prone and these community workers will also be involved in disaster management and relief related arrangements who will be working on charitable basis without any remuneration. Roughly, around 600 of such workers are expected to be involved, however, this number may vary depending upon the volume of the campaign and disaster management related activities. There is also apprehension of involving child labor among community workers. Community workers have to be covered under the relevant provisions of LMP including working conditions and health and safety at workplace.

Women workers: The project and contractors will be engaging women workers and non-discrimination at workplace in employment, occupation and remuneration will be a major challenge for the management². The other challenges include Sexual Harassment (SH), Gender Based Violence (GBV), Sexual Exploitation and Abuse (SEA) women specific arrangements at workplace and enforcement of the provisions benefitting women workers under labor laws.

Migrant workers: There is possibility of engaging migrant workers by the contractors and primary suppliers. The contractors involved in construction work usually engage migrant workers and in this particular case such workers are expected to come from the adjoining districts and maybe Southern Punjab³. The vendors of primary suppliers usually bring such workers from their areas of origin. These workers are also covered under LMP and need specific consideration so that their basic labor rights are protected.

Minority workers: The minority workers, specifically, workers from the Hindu community are also expected to be engaged in the project and there is also a strong possibility of engaging them at the construction sites. This will be another challenge for the project management to deal with.

2.2 Workers' Management

The Reform Support Unit (RSU) and Project Management and Implementing Unit (PMIU) will overall be responsible for the management of project workers. The project will be managing the core workers directly and the contracted, primary supply workers and community workers indirectly. Contractors will be responsible for management of the contracted workers i.e. the workers engaged by them for execution of the specific tasks assigned under the project. Contractors doing construction work will manage their own as well as workers of sub-contractors including gang labor. Primary suppliers will be managing their own workers. For managing and monitoring civil work, Project Management & Implementation Unit (PMIU) will be established and facilitated by staff of 59 officials with gender and safeguard units including consultants on gender, environment and social safeguards to support the project management.

2.3 Timing of Labor Requirements

The direct workers in the RSU and PMIU and allied staff in the SELD and District Administration will remain available throughout the project life cycle. Number of contracted workers and primary supply workers will vary according to the nature of activities which depends upon when the activities are

² Though engagement of women in construction work / school building are limited.

³ Some contractors working in Sindh arrange workers from adjoining districts of Southern Punjab also.

started. For instance, initially, firms responsible for designing and supervision will be hired which will be engaging staff of technical nature and support staff. At start of construction work, contracted workers will be on board and initially may be around one thousand in number which will gradually increase to three to four thousand throughout the project life. Community workers for awareness and orientation campaign and education of the citizen would be required at the later stage. On average, around two thousand workers will remain involved under various interventions throughout the project life.

In total, it is expected that thirteen thousand and five hundred project workers will be engaged under SELECT.

A summary of the expected number of project workers with categories of direct workers, contracted workers, primary supply workers and community workers with timing requirement is reflected in Table 2.2 below.

Table 2.2: Expected No. of project workers

Workers Type	Expected No. of workers	Timing requirement
Direct workers	59	Throughout the project life
Government Staff	641	Throughout the project life
Contracted workers (staff of firms and contractors)	12000	Engagement of contracted workers will vary depending upon the hiring of firms and start of construction work. Their number will be maximum during construction phase and the first phase is going to start in the 4 th quarter of 2023. I
Primary supply workers (regular workers engaged with primary suppliers)	200	They will be required throughout the project life, however, number may vary according to project activities
Community workers	600	Are expected to be engaged during third, fourth and fifth years of the project
Total	13500	

3 ASSESSMENT OF KEY POTENTIAL LABOR RISKS

3.1 Project Activities

SELECT is adopting multipronged approach to aligning school-level factors that will lead to improvement in the quality of teaching and learning practices for primary to elementary schools in public schools across the province. The project aims to improve reading skills and student retention in primary schools in selected districts, through improving teachers' pedagogical and assessment practices, providing improved learning environment, and implementing a mechanism for student

attendance monitoring system. SELECT will be implemented in 12 target districts⁴ with following developmental objectives:

- i. To transform teaching practices in the early primary grades by reforming the school learning culture to one that is focused on students' varied learning needs, specifically related to literacy and socio emotional well-being.
- ii. Establishment of effective, eco-friendly and conducive learning environment of primary schools through upgrading of large primary schools (grades 1-5) to elementary schools (grades 1-8) using innovative and sustainable design concepts.
- iii. To improve system capacity for better leadership and management at the school, taluka, and district levels that will assist them in building an educational culture, based on instructional support and school-level performance improvement.

SELECT will be focusing on improvement of learning outcomes and students' retention by attracting children to schools and preventing future dropout. The project intends to undertake various interventions under the following four components⁵

Component 1: Transforming teaching practices in the early grades which will involve implementation of a Continuous Professional Development (CPD) model for improved literacy skills in the early grades, behavioral nudges for improved learning and Technical Assistance for transforming teaching practices.

Component 2: Developing an effective and safe learning environment which aims to improve the physical learning environment in selected upgraded primary schools and to support the improved teaching and learning aims set out in Component 1.

Component 3: Improving system capacity for effective school leadership and management support including establishing a technology-based student attendance monitoring system, TA and capacity building for school leadership and local education office management to mitigate student dropout.

Component 4: Monitoring and evaluation (M&E) and project management.

The first component will involve various interventions which among others are capacity building and resource development through implementation of a Continuous Professional Development (CPD) model, using various techniques of learning including Interactive Audio and Video Instruction (IAVI) and design and implementation of a popular media-based community awareness program. Third party expertise will be hired in implementation of CPD Model.

Under its second component, the project will undertake a number of physical measures in order to develop an effective learning environment which include enhancing learning space, upgrading primary schools to elementary level, providing Water, Sanitation and Hygiene (WASH), school rehabilitation through construction of new classrooms, refurbishing classrooms, provision of solar panels, temperature control, water harvesting, child friendly furniture, safe playgrounds and establishing mini-libraries and laboratories.

⁴Badin, Matiari, Sujawal, Thatta, Tando Muhammad Khan, Ghotki, Sanghar, Jacobabad, Shikarpur, Mirpur Khas, Kashmore, Qamber Shahdadkot

⁵The Project Appraisal Document (PAD) by World Bank

Third component comprised of system capacity for effective leadership and management support through alignment of education authorities and establishing a technological based student attendance monitoring system using tablets and smart phones.

The fourth component relates to project management, procurement and financial management.

3.2 Key Labor Risks

The key potential risks to workers in SELECT are:

- i. The project will be hiring direct workers i.e. the core staff including individual consultants (IDs), support staff including Drivers, *Chowkidars*, *Naib Qasids* and Sanitary workers to be engaged directly by the RSU. There are potential risks of excessive working hours, issues regarding observance of minimum wages, leave entitlements and discrimination in treatment with the direct workers.
- ii. The core staff will be supported by the regular staff of SELD including teachers (working as focal persons of complaint unit) who will be exposed to construction work and contracted workers of various types. Working conditions including excessive working hours, health and safety at workplace, GBV SH, SEA and discrimination in treatment are expected risks facing these workers.
- iii. The suppliers and vendors engaged by RSU and PMIU for ensuring provision of necessary supplies including stationery, computers, laptops, furniture and fixture, machinery and office material also hire workers and there are chances of using child labor, forced labor, wage evasion and lack of coverage and protection under the applicable labor laws and social protection schemes.
- iv. Hiring of vehicles for the project activities is common under projects in the public sector. The terms of employment and working conditions and remuneration of the drivers and support staff hired by the vendors responsible for provision of vehicles / “rent a car” services have to be covered under labor laws and social security and old-age benefits laws.
- v. Construction of school buildings, classrooms, infrastructure in connection with WASH, installing solar panels and other rehabilitation work will be involving thousands of unskilled and semi-skilled workers who have to work in the open sky during harsh weather conditions and will be exposed to extreme heat and cold. They may be facing discrimination during engagement and allotting work. Health and safety of workers (working at height, working during harsh weather, carrying excessive weight, exposure to cement dust, poor lightning, poor ventilation, unhygienic living, forced labor, child labor, discrimination in employment and remuneration, less wages, long working hours, gender discrimination, limited welfare measures at the workplace and lack of protection of workers under labor laws and social protection schemes are common potential workers’ risks at construction sites.
- vi. The construction workers will also be facing cement dust and associated risks with debris during demolition of old school buildings, particularly, their possible exposure to asbestos, residuals of plastic, rusted steel/ iron, solid waste and other substance dangerous for their lungs and general health.
- vii. For construction workers living at and in the surroundings of the construction sites, there will also be a risk of inadequate and unhygienic living conditions/workers camps and lack of access to medical facilities in case of accident.

- viii. Migrant workers are expected to be engaged specifically at the construction sites and issues of protection of basic labor rights of migrant workers will be a risk as well as a challenge for the project. Linked to migrant workers, there is also potential risk of impacting host communities in terms of socio-cultural conflict, sexual harassment, pressure on social institutions and resources, environmental degradation and multitude of implications resulting from interaction of migrant workers with local residents due to moderate influx of workers (around seven migrant workers are expected to stay at each construction site and average distance between any two construction sites is around 17 K.M.) at construction sites.
- ix. Another risk could be compromising on 'right to organize and to bargain collectively' which is workers basic right and is usually jeopardized in case of the project workers and specifically for contracted and sub-contracted workers.
- x. Use of digital technology, android phones, tablets, desktops and laptops will be common by the staff under SELECT, specifically staff of companies involved in IT based work, which may involve long sitting, awkward postures and ergonomic issues.
- xi. E-wasting will also be a major expected OSH challenge for the management. During E-wasting, workers will be exposed to injurious substances used in IT based equipment⁶. Dismantling of computers, laptops, tablets and mobiles is usually undertaken by young persons and they will be exposed to these chemical substances.
- xii. Developing women friendly workplaces and workplaces to facilitate differently abled persons is expected to be another challenge for the project.
- xiii. There are also possibilities and risk, specifically by vendors working in the remote countryside (in rural areas of target districts) of exploitation of workers in terms of long working hours, fatigue, poor working conditions, lack of health and safety precautions at workplace and wage evasion.
- xiv. There is also risk of discrimination in remuneration on the basis of sex and preferential treatment on the basis of gender, age, origin, disability, culture, language, ethnicity, or religion; exclusion or preference with respect to recruitment, hiring, termination of employment, working conditions, promotion, training and development provision or terms of employment made on the basis of personal characteristics unrelated to inherent work requirements.
- xv. There is potential threat of workers' involvement in Gender Based Violence (GBV), Sexual Harassment (SH) and Sexual Exploitation and Abuse (SEA) at the construction sites and schools where female teachers are also working.
- xvi. Lack of consultation, social dialogue and workers' participation in the management can be another area of potential risk.
- xvii. Finally, there may also be risks of mental stress, missing facilities at workers residence, security threat to migrant workers from the host communities, socio-ethical and cultural

⁶ Electronic scrap components, such as CPUs, contain potentially harmful materials such as lead, cadmium, beryllium, or brominated flame retardants. Recycling and disposal of e-waste may involve significant risk to the health of workers and their communities.

issues with the interaction of migrant workers with the community and issues relating to disposal of waste.

4 BRIEF OVERVIEW OF LABOR LEGISLATION

4.1 Terms and Conditions

Pakistan has ratified 36 ILO's conventions⁷ including its eight Core Conventions⁸ covering four areas, namely; child labor, forced labor, discrimination, right of freedom of association and to bargain collectively⁹. The Constitution of Pakistan guarantees basic labor rights; prohibits child labor, forced labor and discrimination on the basis of sex, promotes freedom of association, safe working conditions and social security for all. The Constitutional guarantees and commitments in the relevant ILO conventions are reflected in various labor laws currently in place in Pakistan. Labor laws have been promulgated at the national level and in the province of Sindh¹⁰ to ensure the implementation of the international commitments and Constitutional guarantees on ground.

LMP are developed in accordance with the World Bank's applicable requirements of Environment and Social Standard¹¹ (ESS2) Labor and Working Conditions and applicable labor laws in Sindh and also some applicable federal labor laws and laws and relevant legal provisions on sexual assault/rape, child marriage, domestic violence, sexual harassment and discrimination at workplace. SELECT is being implemented as per ESCP and LMP.

A list of applicable labor laws is reflected in the following table:

Table 4.1: Applicable Labor Laws¹²

Sr. No.	Law	Scope
1	The Sindh Factories Act, 2015	The Sindh Factories Act regulates working conditions, hours of work, overtime, rest, holidays, leaves, health and safety of workers, reporting of accidents and provision of facilities to the workers engaged in Factories.

⁷ At present, 30 are enforced.

⁸ Initially, there were following eight convention covering four areas as core conventions which are Forced Labour Convention, 1930 (No. 29); Abolition of Forced Labour Convention, 1957 (No. 105); ILO's Minimum Age Convention, 1973 (No. 138); Worst Forms of Child Labour Convention, 1999 (No. 182); Freedom of Association and Protection of the Right to Organise Convention, 1948 (No. 87); Right to Organise and Collective Bargaining Convention, 1949 (No. 98); Equal Remuneration Convention, 1951 (No. 100); Discrimination (Employment and Occupation) Convention, 1958 (No. 111). Pakistan has ratified the above 8 core conventions. During the ILC 2022, the ILO has also included OSH as fifth area. Resultantly, Occupational Safety and Health Convention, 1981 (No. 155) and Promotional Framework for Occupational Safety and Health Convention, 2006 (No. 187) have also been included in core conventions making the number ten. Pakistan has not yet ratified the latest core conventions.

⁹ All ILO Conventions are available at ILO's website at <https://www.ilo.org/global/lang--en/index.htm>

¹⁰ After the 18th Constitutional Amendment in 2010

¹¹ <https://www.worldbank.org/en/projects-operations/environmental-and-social-framework>

¹² All labor laws of Sindh are available at: <https://lhr.sindh.gov.pk/>

Sr. No.	Law	Scope
2	The Sindh Shops and Commercial Establishment Act, 2015	The Sindh Shops and Commercial Establishment Act regulates working conditions, hours of work, overtime, rest and holidays and leaves for the workers engaged in shops and establishments.
3	The Sindh Terms of Employment (Standing Orders) Act, 2015	This law deals with terms of employment, appointment letter, inquiries, disciplinary proceedings, dismissal, gratuity, group insurance and closure of establishment.
4	The Sindh Payment of Wages Act, 2015	This law deals with payment of wages, deductions, fines and redress of grievance of workers in case of non-payment, delay in payment and less payment of wages.
5	The Sindh Minimum Wages Act, 2015	This law through tripartite Minimum Wages Boards deals with fixation of minimum rates of wages for various categories of workers in the province of Sindh.
6	The Sindh Prohibition of Employment of Children Act, 2017	The law prohibits employment of children below 14 years of age and engagement of adolescents (persons below 18 years) on hazardous work.
7	The Sindh Occupational Safety and Health Act, 2017	The law deals with health and safety provisions at workplace and determines duties of employers and workers for promotion of health and safety culture.
8	The Sindh Bonded Labour System (Abolition) Act, 2015	The law prohibits forced and bonded labour and abolishes bonded labour system.
9	The Sindh Employees' Social Security Act, 2016 as amended in 2018	This law provides health coverage, sick leave and work injury benefits to secured workers. It also covers medical treatment of dependents of secured workers.
10	Employees' Old-age Benefits Act, 1976	It is a federal law and deals with Old-Age Pension of employees in the private sector.
11	The Sindh Workers' Compensation Act, 2015	This law deals with worker's compensation in case of injury and death.
12	The Sindh Maternity Benefits Act, 2018	Maternity Benefits law regulates conditions of employment, paid leave, pre and post- delivery medical care, nursing and special work arrangements for entitled women. Under section 3 of the Act, an entitled woman worker must be granted mandatory maternity paid leave of 4 weeks before and 12 weeks after delivering child.
13	The Sindh Industrial Relations Act, 2013	This law deals with registration of trade unions and regulation of industrial relations in Sindh.
14	Industrial Relations Act, 2012 ¹³	It is a federal law which relates to formulation of trade unions and regulation of industrial relations in the trans-provincial establishments in Pakistan and is also applicable in Sindh.
15	Road Transport Workers Ordinance, 1961	The law deals with hours of work and other conditions of employment of workers engaged in road transport i.e. vehicles involve in carrying goods and persons for business purposes.

¹³ IRA is available at: https://na.gov.pk/uploads/documents/1335934287_218.pdf

Sr. No.	Law	Scope
16	The Prevention of Trafficking in Persons Act, 2018	It is a federal law which provides for effective measures to prevent and combat the trafficking in persons especially women and children; to promote and facilitate national and international co-operation in this regard; to protect the trafficking victims; and to provide for matters connected therewith or ancillary thereto.
17	The Protection against Sexual Harassment of women at Workplace Act, 2010 as amended in 2022	The law makes provisions for the protection against harassment of women at the workplace and provides for inclusion of workers' representative and a woman in the Inquiry committee.
18	The Sindh Companies Profits (Workers Participation) Act, 2016	This law entitled eligible workers of companies for their share in the profits of companies which is distributed in units amongst eligible workers as per the share of categories of workers mentioned in the Schedule.
19	The Sindh Workers' Welfare Fund Act. 2015	The deals with creation of Workers Welfare Fund and welfare of the eligible workers through that fund in terms of marriage grant, death grant, scholarship to children of eligible workers.

There is currently no law in place in the province of Sindh which exclusively deals with discrimination in employment, occupation and remuneration. However, provisions have been inserted in most of the laws to deal with discrimination. For instance, section 25 of the Sindh Payment of Wages Act and section 18 of the Sindh Minimum Wages Act provide that non-discrimination to be made on the basis of sex, religion, descent, tribe, political affiliation, sect, color, caste, creed, ethnic background in considering and disposing of issues relating to the enforcement of these laws. Similar provisions are available under section 23 of the Sindh Shops and Establishment Act and section 19 of the Sindh Bonded Labour System (Abolition) Act.

The employers and managements of the industrial and commercial establishments are responsible for implementation of the provisions of labor enactments in their respective organizations. The Sindh Directorate of Labor is mandated to ensure enforcement of these law through its field formation in the industrial and commercial establishments.

All the labor laws briefed above are applicable to the contracted workers and primary supply workers. However, the working conditions and health and safety at workplace of the direct workers and SEL staff will be covered under these laws. The terms of employment of direct workers and SEL staff attached with the project will be regulated under the rules and regulations of SELECT and the respective regulations of the Government employees.

4.2 Occupational Health and Safety

The Sindh Factories Act provides for OHS provisions. For instance; Chapter III of the Act has relevant provisions on workers' safety and contains precautions for health including cleanliness, disposal of wastes and effluents, hygiene, temperature, dust and fume, noise, drinking water, latrines and urinals, precautions against contagious or infectious diseases, vaccination, precautions in case of fire, fencing of machinery, work on or near machinery in motion, pits, opening in floors, excessive weights, protection of eyes, precautions against dangerous fumes, explosive or inflammable dust, gas, etc. and

notice of certain accidents. The Sindh Shops and Commercial Establishments contains limited provisions on health and safety.

The Sindh Occupational Safety and Health Act, 2017 and its subsidiary rules of 2019 provide for clear role and responsibilities of employers, self-employed persons, persons in control of workplace, suppliers, manufacturers of machinery and workers regarding health and safety and protection of workers. The general duties of an employer towards workers' health and safety are elaborated under its section 4. Section 10 of the Act entails specific standards including dealing with chemicals, guarding of machinery, manufacture, packing, labeling, transport, storage and use of dangerous substances and agents, disposal of their wastes and residue, control of the atmosphere and other ambient, prevention of fires and explosions and measures to be taken in case of fire or explosion. It also guides regarding design, manufacture, supply, use, maintenance and testing of personal protective equipment and protective clothing, sanitary installations, washing facilities, facilities for changing and storing clothes, use and handling of loading and earth moving machinery, establishment of emergency plans and supervision of the health of employees. The law requires from the companies to develop health and safety policy, promote consultation through health and safety committee wherein worker's representation will also be ensured (under section 12 of the Act and subsidiary rules) through election at employers' expenses wherein workers have the right to vote without any influence or interference from the management. Workers' representative will participate in inspection, identification of hazards, complaining about issue relating to workplace safety, become part of any inquiry committee, participate in planning and decision making meetings on OSH, training and represent workers on all forums and authorities in the Government.

The law also provides for precautions against contagious, occupational or infectious disease at workplace, notification and investigation of accidents, dangerous occurrences and occupational illness. It is the responsibility of the Sindh Directorate of Labor to ensure enforcement of the Act and subsidiary rules through its inspection machinery.

The provisions of the Sindh Occupational Safety and Health Act and laws on working conditions in the Sindh province are applicable on the project interventions under SELECT. Along with working conditions and health and safety, legal provisions regarding reservation of room (day care center) for children below the age of '6 years at workplaces where women are ordinarily engaged under section 53 (2) of the Sindh Factories Act wherein women workers can feed their children. Moreover, according to Sindh Maternity Benefits Act, 2018 feeding women are entitled to nursing breaks and shall be permitted to visit the day care facility 4 times during the day to nurse, wean and feed the child.

5 LABOR MANAGEMENT PROCEDURES (LMP)

5.1 Policies and Procedures

Fair Treatment: Decisions relating to the employment or treatment of workers in the project will not be made on the basis of personal characteristics unrelated to inherent job requirements. The employment of workers will be based on the principle of equal opportunity and fair treatment.

Pakistan has ratified ILO's "Equal Remuneration Convention, 1951 (No. 100) and Discrimination (Employment and Occupation) Convention, 1958 (No. 111). The Constitution of Pakistan also prohibits discrimination on the basis of sex and guarantees equal rights and opportunities for all citizens. Labor laws in Sindh, specifically, the Sindh Payment of Wages Act and the Sindh Minimum Wages Act categorically negate any discrimination in wages on the basis of sex and ensure that men and women

get equal remuneration against equal value of work. Similarly, the Sindh Terms of Employment (Standing Orders) Act, 2015 under its section 11 provides protection to the workers against discrimination in employment and occupations on the basis of gender, religion, political affiliation, sect, color, caste, creed, ethnic background.

There will be no discrimination of any kind under SELECT. All workers including women, migrant and minority workers will be covered and worker's rights as protected under the applicable laws will be ensured. In case of less, delayed and non-payment of wages and other financial benefits including payment of over-time, if project Grievance Mechanism (GRM) does not resolve workers' issues, the workers may approach Authority under the Sindh Payment of Wages Act, the court established under the Sindh Payment of Wages Act. They can also lodge cases regarding individual grievance in the concerned Labor Court established under the Sindh Industrial Relations Act, 2013.

Policies towards contractors: The project will incorporate LMP in the tender and contract documents for potential bidders to be aware of these provisions so that they are able to reflect their response in their bids, and would be able to implement the clauses as contractor for the duration of the contract (Please see **Annex-I** for due diligence during hiring of contractors). The Reform Support Unit (RSU)/PMIU will sign contracts, ensure training and implementation and compliance of these provisions through contractors. Moreover, as a core contractual requirement, the contractors will be required to ensure all documentation related to the LMP make available for inspection at any time by the project management.

The contractual arrangement of staff by the firms and contractors must be clearly defined. There will be no discrimination on the basis of sex, religion, caste, creed, color, political inclination and place of origin in employment. Remuneration to both men and women will be paid on the basis of the "principle of equal remuneration for equal value of work". There will be no child labor, no forced and bonded labor. The workers will be recruited in accordance with the Sindh Terms of Employment (Standing Orders) Act and workers will be treated in the light of the relevant provisions of this law during employment, leave, disciplinary proceedings, gratuity, group insurance, retrenchment, lay-off and termination.

Occupational, Health and Safety: SELECT will be complying with the legislation and other applicable requirements (in the province of Sindh) and World Bank Environmental and Social Framework which relate to the occupational health and safety hazards and would be enabling active participation in OH&S risks elimination through risk assessment, promotion of appropriate skills, knowledge and attitudes towards hazards.

Health and safety provisions of the Sindh Occupational Safety and Health Act, 2017, provincial laws on working conditions and World Bank ESF will cover all the project workers under SELECT. The project through a systematic approach will continually be improving the OH&S management system and performance through commitment.

The project will constitute Health and Safety Committee at the PMIU level which will also include Workers' Representation¹⁴.

¹⁴ Sindh Occupational Safety and Health Act, 2017

The composition of the OSH Committee is proposed as under:

Table 5.1: SELECT OSH Committee

Sr. No.	Officer	Responsibilities
1	Project Coordinator SELECT	Convener
2	Environmental Specialist	Member and Focal Person
3	Project Engineer	Member
4	Gender Specialist	Member
5	Representative of D&S Firm	Member
6	Workers' Representative	Member
7	OSH Expert (labor Department)	Member

The Committee will have following functions:

- i. To supervise the system of health and safety in the project, proposes use of appropriate PPEs at construction sites, suggests measures during waste management and make recommendations for review;
- ii. To discuss any incident including conflict and act of violence at the workplace in which or in consequence of which any person has injured, became ill or died;
- iii. To monitor implementation of health and safety provisions under LMP and review its progress on quarterly basis;
- iv. To advise the project on devising support and coordination mechanism in the construction sites at the taluka and district levels in the target districts for observance of OSH standards under the LMP;
- v. To work for promotion and development of health and safety culture in the project.

SELECT will also designate an official as Health and Safety Officer (HSO) or Focal person may also act as HSO, who will be responsible to implement the OSH provisions, to establish health and safety management system in the project, to coordinate training and ensure that LMP and legal provisions regarding health and safety of the workers are enforced on ground. He/ She will ensure that standardized PPEs in accordance with size and need of workers are made available and used by the concerned workers. HSO will be responsible for reporting of accidents and documentation of the record of accidents and investigating accidents. HSO will ensure issuance of General Report on health and safety after every six months.

All accidents will be reported to the project, concerned legal authorities in the Government and the World Bank within 24 hours of occurrence. A detailed investigation report including detail of remedial measures and compensatory arrangements should be submitted within 72 hours of the occurrence. Accident Reporting Form is placed at **Annex- II**.

The project will ensure awareness and training of all project workers on health and safety, develop informational and educational material and its dissemination to workers, display of notices on health and safety, periodic emergency drills, ensuring that contractors and primary suppliers should abide by the LMP and remain in regular contact with public functionaries responsible for worker's safety and protection and other stakeholders for development and promotion of health and safety culture.

Box No. 5-1: Contractor's Responsibilities to control hazards

Every contractor undertaking construction work must assess, identify, eliminate and control hazards at the workplace. In case, hazards remain even after substantial efforts, the contractor should minimize and control them by adopting protective measures including training¹⁵ and awareness of workers and provision of PPEs.

The project while in consultation with key stakeholders and workers will develop a mechanism with a built-in-stabilizer to address issues at the workplace in a systematic manner with sustainable solution involving following steps:

- a. Identification of potential hazards;
- b. Highlighting role and responsibilities of all partners including contractors and workers;
- c. Provision of standardized preventive and protective measures;
- d. Training and orientation of project workers;
- e. Documentation and reporting of occupational accidents, diseases and incidents;
- f. Emergency prevention and preparedness and response arrangements;
- g. Remedies for adverse impacts such as occupational injuries, deaths, disability and disease.

Further to avoid work related accidents and injuries, the firms and contractors will

- i. Provide occupational health and safety training to all workers attached with SELECT.
- ii. Provide free of cost standardized PPEs to workers wherever and when required;
- iii. Ensure availability of First Aid Box.
- iv. Workers should be provided access to toilets and potable drinking water.
- v. Properly dispose of solid waste at designated permitted sites landfill allocated by the local Authorities;
- vi. Properly discharge of wastewater generated from labor campsite.
- vii. Carry out all procedures to prevent leakages, seepages and presence of hazards at work sites.

Prohibition of Forced Labor: Pakistan has ratified ILO's Forced Labor Convention, 1930 (No. 29) and Abolition of Forced Labor Convention, 1957 (No. 105). The Constitution of Pakistan prohibits all types of forced labor and slavery like practices including trafficking in person. The Sindh Bonded Labour System (Abolition) Act, 2015 prohibits bonded labor, forced labor and any system of bonded labor. Monitoring of the implementation of these laws is responsibility of the District Vigilance Committees (DVCs) established under this Act.

Forced labor and bonded labor will be prohibited in all interventions under SELECT. It is the responsibility of all firms and contractors, specifically primary suppliers, to ensure the provisions of the Sindh Bonded Labour System (Abolition) Act. Violators and victims of forced labor and bonded labor will be reported by the project to the concerned Deputy Commissioner or District head of Directorate of Labor Sindh for immediate action in accordance with the provisions of the Act.

¹⁵ The training and awareness program may be aligned with similar activities under ESMF of SELECT.

Trafficking of human being for labor purpose is also prohibited under the Prevention and Trafficking in Persons Act, 2018¹⁶. The contractors will not be involved in trafficking in persons and will report to the authorities if they find anyone involved in trafficking of persons.

5.2 Age of Employment

Pakistan has ratified ILO's Convention on Minimum Age for Admission to Employment No. 138 and Worst Forms of Child Labor Convention No. 182. The Sindh Prohibition of Employment of Children Act, 2017 defines "child" as a person who is below the age of fourteen years. Under the law, employment of children is prohibited. The law also prohibits engagement of persons between the age of 14 to 18 years at any work mentioned in the list of "Hazardous Works" highlighted in its Schedule¹⁷.

Box No. 5-2: No persons under 18 years will be engaged at construction work under SELECT

According to the Sindh Prohibition of Employment of Children Act, 2017, no person below the age of 18 years shall be engaged on work where there is exposure to cement (item No. 12 in the Schedule), working with sewer pipelines, pits and storage tanks; (item No. 18 of the Schedule), lifting and carrying weights above 15 KG (item No. 20 of the Schedule), working at height of two meters and above (item No. 22 of the Schedule) and in building and construction industry i.e. construction of school buildings / refurbishing and construction of additional class rooms and other facilities involving physical work (Item No. 36 of the Schedule).

Employment of persons below 18 years of age will be prohibited in the hazardous work specifically in construction work by vendors, contractors, sub-contractors, consultancy services and entities providing support services to SELECT.

5.3 Terms and Conditions

Terms of Employment /Employment Letter: At the time of engagement, all the project workers will be provided with letter of employment clearly mentioning terms of engagement and conditions during the course of engagement. The letter should be addressed to the person who is being employed and should contain his/ her designation, place of duty, remuneration, nature and type of employment, terms specific to the assignment, compensation and benefits attached to the assignment (**Annex-III**). In case of direct workers, the terms of employment of regular employees are regulated under the specific Government rules whereas contracted employees are appointed under specific terms and conditions expressed under the Sindh Terms of Employment (Standing Orders) Act, 2015.

Those specific terms and conditions include:

¹⁶ The law is available at: https://senate.gov.pk/uploads/documents/1533270017_228.pdf

¹⁷ The Schedule attached with the Sindh Prohibition of Employment of Children Act, 2017 contains a list of 38 works (occupations and processes) which are hazardous where employment of persons below the age of 18 years is prohibited.

- According to Standing Order 3(1) & (2) of the Sindh Terms of Employment (Standing Orders) Act 2015, every worker at the time of his appointment, transfer or promotion shall be given an order in writing, showing the terms and conditions of his employment and wages.
- The employment and working conditions of contracted workers will be regulated under the Sindh Terms of Employment (S.O), the Sindh Factories Act, the Sindh Shops and Commercial Establishments Act and Road Transport Workers Ordinance, 1961.
- Regularization of workers, disciplinary proceedings, inquiries, termination, notice pay, gratuity and group insurance will be covered under the Sindh Terms of Employment (S.O) Act, 2015.

Non-discrimination and equal opportunities: Discrimination in treatment during recruitment, promotion, remuneration, workload, work arrangement, benefits, preferences in training etc. on the basis of sex and any other reason including origin, religion, caste, creed, ethnicity, political inclination and color is prohibited under ILO’s “Equal Remuneration Convention, 1951 (No. 100) and Discrimination (Employment and Occupation) Convention, 1958 (No. 111), the Constitution of Pakistan and labor laws in Sindh.

There will be no discrimination of any kind under various interventions under SELECT. All workers including women, migrant workers, workers belonging to different ethnicities and regions will be covered and worker’s rights as protected under the applicable labor laws will be ensured.

In case of less, delayed and non-payment of wages and other financial benefits including payment of over-time, if internal Grievance Redress Mechanism (GRM) does not resolve workers issue, the workers may approach the legal forum i.e. the Authority under the Sindh Payment of Wages Act. They can also lodge case of individual grievance in the concerned Labor Court established under the Sindh Industrial Relations Act, 2013.

Working hours: The Sindh Factories Act and the Sindh Shops and Commercial Establishments Act regulate working hours for the workers of industrial and commercial establishments. Working hours under these laws are 8 hours a day and 48 hours in a week.

Table 5.2: Working Hours Type

Working Hours Type	Legal Description	Working hours under the activities and interventions under SELECT
Daily	The Sindh Factories Act and the Sindh Shops and Commercial Establishments Act allow 8 hour work daily	8
Weekly	The Sindh Factories Act and the Sindh Shops and Commercial Establishments Act allow 48 working hours in a week	48

For all workers under various activities and interventions under SELECT, the working hours will be eight hours a day and 48 hours in a week.

Rest and Holidays: Holidays, rest, sick leaves, annual paid leaves, festival holidays for the workers in industrial and commercial establishments are regulated under the Sindh Factories Act and the Sindh Shops and Commercial Establishments Act.

Number of holidays and leaves admissible to contracted workers in various activities and interventions under SELECT are reflected in the last column of the Table below.

Table 5.3: Holidays and Leaves for contracted workers in the activities and interventions under SELECT

Leave Type	Position under labor laws	No. of leaves / holidays under LMP
Weekly Holiday	There is one weekly holiday under the Sindh Shops and Commercial Establishments Act and the Sindh Factories Act. In case a worker has to do work on weekly holiday, he will be given compensatory holiday.	One weekly holiday and a compensatory holiday if workers have to work on weekly holiday due to certain emergency.
Festival Holidays	10 days in a calendar year with full wages festival holidays are permissible under the Sindh Shops and Commercial Establishments Act. Under the Sindh Factories Act, festival holidays are admissible as per the notification from Government.	10 days with full wages in a calendar year conforming Government's Notifications.
Casual leave	10 days with full pay in a calendar year under the Sindh Shops and Commercial Establishments Act and the Sindh Factories Act.	10 days with full wages in a calendar year
Sick leave	16 days with full wages in a calendar year under the Sindh Shops and Commercial Establishments Act and 16 days with half average wage in a calendar year under the Sindh Factories Act.	16 days with full wages in a calendar year
Annual leave	14 days in the Sindh Shops and Commercial Establishments Act and annual leaves can be accumulated up to 30 days. 14 days under the Sindh Factories Act which can be carried forward for 14 days and can be accumulated up to 28 days and payment should be made to the worker in lieu of leave not availed.	14 days with full wages and can be accumulated up to 30 days. Leaves can be cashed if not availed.
Maternity leave	The Sindh Maternity Benefits Act, 2018 provides for 16 weeks maternity leave with full wages i.e. four weeks before the expected date of delivery and 12 weeks after the delivery.	Maternity leave of 16 weeks i.e. Four weeks before the expected date of delivery and Twelve-weeks after the delivery.

Special provision for women: As provided under section 66 of the Sindh Factories Act, no woman shall be allowed to work in a factory except between 7 A.M. and 7 P.M. provided that if the employer arranges for transport facilities, which shall drop at the door steps of such worker, or nearest possible place, the female workers may work up to 10.00 p.m. in two shifts. Accordingly, under various interventions and activities under SELECT, women will only be engaged in the night duty after obtaining their consent in writing and they will be provided with free and safe pick and drop facility during night work.

The government employees attached with the project and employees recruited for the project activities will be regulated under Government leave rules and medical entitlement.

Women contracted workers, along with medical coverage, will be entitled to maternity leave of 16 weeks as provided under the Sindh Maternity Benefits Act, 2018.

Section 53(1) of the Sindh Factories Act, 2015 requires provision of shelter to workers. The workers engaged in SELECT by the contractors during construction and refurbishing activities will be provided with shelter facility at workplace for use of workers during rest and if women are also engaged they should be provided with separate shelter.

Day Care: Under section 53 (2) of the Sindh Factories Act, there is provision of day care / special room for children of less than 6 years in the factory wherein women workers are ordinarily employed.

Accordingly, day care facility will be provided to the women workers in the interventions and activities under SELECT for their children of less than 6 years through establishing special room with provision of necessary facilities and qualified attendant.

Canteen: Under Section 27 (1) of the Sindh Factories Act, there is requirement of establishing canteen for provision of food to the workers on concessional rates/ prices during working hours in the premises of the factories engaging 250 workers under the Sindh Factories Act¹⁸. If women are employed in the workplace a separate room for them will be arranged in order to provide them meal and food.

All interventions and activities under SELECT where at least 100 workers are engaged will provide facility of canteen making food available at concessional rates to all the workers without any discrimination. Women will also be facilitated through establishing separate meal room in these canteens.

Drinking water and Sanitation: The laws on working conditions in Sindh require from the employer to make arrangements for provision of clean drinking water, establishing urinals, washing facilities and toilets at the workplace for use of the workers in reasonable number depending upon the number of workers engaged therein.

Separate washrooms and toilets for men and women (if both are engaged at the workplace) in adequate number will be established and maintained in the interventions and activities under SELECT by the RSU/ PMIU, consultancy firms, vendors and contractors attached with the project.

Medical Check-up: There will be pre-employment medical check-up and medical check-up of all workers including ante and post-natal care of women workers in various interventions and activities under the project by a certified medical practitioner every year.

First Aid: It is recommended that the project through the contractors may establish and maintain First Aid facility for minor medical treatment in case of emergency at cluster level. The facility must contain necessary medicines and equipment to deal with expected health hazards. At least one person trained in first aid, basic health facilities and Cardiopulmonary resuscitation (CPR) should be made available during working hours. In addition, First Aid Kit must be made available at all construction sites and a Focal Person of the contractor's staff at the site must be trained to use it.

¹⁸ This facility is required to be established under section 22 and 23 of the Sindh Factories Act.

Over-time: According to the Sindh laws on working conditions, no over-time will be taken from any worker without his/ her consent in advance and in every case it should not be more than two hours a day. When any employee is required to work over-time in any activity, the wages payable to such employee in respect of such over- time work will be calculated at double the ordinary rate of wages payable to him/ her¹⁹.

In the interventions and activities under SELECT over-time will be taken in case of emergency only in consultation with the employees’ representative and with the consent of the concerned worker also. The payment of over-time will be at double the rate of the average wage. Number of hours of over-time will be not more than two hours in a day and no discrimination will be made amongst the employees while offering over-time.

Maximum Weight Limit: In various interventions and activities under SELECT, no male worker will carry weight above 100 Lbs. and no female worker will carry more than 30 Lbs. The limit of carrying weight on manually handling trollies to be used during construction work may be determined by the SELECT’s OSH Committee.

Sexual Harassment: Cases of sexual harassment against women in various interventions and activities under SELECT will be taken up under the Protection Against Harassment of Women at the Workplace Act, 2010²⁰ and Protection Against Harassment of Women at Workplace (Amendment) Act, 2022 and Project’s GBV Action Plan. In this regard, the Inquiry Committee notified under SELECT GBV will co-opt workers’ representative as Member of the Committee when any complaint of SH, GBV and SEA relates to workers and the offenses of such nature shall be punishable under the Criminal Law (Amendment) Act 2022.

Persons with disabilities: For recruitment of core staff i.e. direct workers and contracted workers under SELECT, the project will be observing 5 percent quota fixed in employment for persons with disabilities²¹. They will be treated fairly during selection for training, skill development and promotion. The project will also be required to physically develop and adopt the workplaces with the purpose to facilitate disabled persons.

Minorities’ quota in employment: For recruitment of core staff i.e. direct workers and contracted workers under SELECT, the project will be observing 5 percent quota fixed by the Government for minorities in fresh recruitment²².

Trans genders’ quota in employment: The project will be observing 0.5 percent quota of employment fixed for trans genders as fixed by the Government of Sindh.

¹⁹ See section 9 of the Sindh Shops and Commercial Establishment Act, 2015.

²⁰ This law is available at:
<https://scsw.sindh.gov.pk/storage/rulesRegulations/Ft51fdKbxabgsTzmvwv3wuHa6Obv2WYTRMPxXCPu9.pdf>

²¹ As provided under section 11(13) of the Sindh Empowerment of ‘Persons with Disabilities’ Act, 2018

²² Recruitment quota in employment in SELD in respect of Disabled persons, minorities and women has been fixed with the same proportion (5 percent, 5 percent & 15 percent) under the Sindh Education and Literacy Department Recruitment Policy 2021.

Fair treatment with women in employment: During recruitment of core staff i.e. direct workers and contracted workers under SELECT, the project will be observing fair policy that is considering women in case male and female candidates of equal competence are available.

Observance of prescribed Minimum Wage: The Sindh Minimum Wages Act, 2015 provides for fixation of rates of minimum wages for workers of different categories. These rates are fixed and notified by the Government on the basis of the recommendations of the Sindh Minimum Wages Board.

All the contract workers in SELECT will be paid wages in accordance with the prescribed minimum rates of wages notified by the Government for different categories of workers.

A majority of the workers under SELECT will be engaged for civil work i.e. for construction of rooms, WASH facilities, sewerage and similar types of physical work which are on daily wage basis. Daily wagers are usually paid on the basis of market rates. For daily wagers under the project, a uniform formula will be observed in order to ensure that they are paid at par with other contracted workers and they get an additional amount of 11 percent of their wages in respect of contribution for social protection (Social Security and old-age benefits). The wage of a daily wage worker will be calculated on the basis of the following formula:

$$\frac{\text{Monthly Minimum Wage for the Specific Category of Daily Wager} + 11\% \text{ of that Wage}}{26}$$

The project will also ensure that salary of the direct workers specifically the staff at the lowest tier should not be less than the legally prescribed minimum wages of unskilled workers in the province.

Box No. 5-3: Discouraging engagement of daily wagers against work of regular nature

Engagement of daily wage workers will not be encouraged as a policy matter and contractors will have to engage workers for the whole or full contract assigned in the project.

Payment of Wages: As provided under section 6 of the Sindh Payment of Wages Act, 2015 all wages shall be paid to the employed persons in current currency through cross cheque or through bank transfer of any Scheduled Banks or commercial Banks along with provision of pay slip showing the details.

Deductions from the wages will be made only in accordance with the provisions of section 7 (2) of the Sindh Payment of Wages Act, 2015. Any deduction not in consonant with the provision of Sindh Payment of Wages Act will be considered as illegal.

Daily wage workers under SELECT will be paid daily in cash with proper receipt and record will be maintained for such payments.

All workers engaged by the contractors under SELECT who are required to be paid on monthly basis will be paid wages /remuneration of the previous month by 7th of the following month i.e. within seven days of the lapse of the wage period.

Box No. 5-4: No discrimination in remuneration

Equal remuneration will be paid to men and women for equal value of work.

5.4 Worker's Protection

Social Protection: Contractors working with the project will be responsible to register their establishments and workers with the Sindh Employees' Social Security Institution (SESSI) and Employees' Old-Age Benefits Institution (EOBI). They will also deposit necessary contribution of 6 percent of their employees' wages to the SESSI for health coverage of the secured employees and their dependents. The contractors/ employers will also contribute their share of 5 percent of employees' wages to Employees' Old-Age Benefits Institution meant for old-age pension of the insured worker. All contractors have to ensure also that the registered employees/ workers with these institutions are provided with proof/ cards showing that they are secured and insured under SESSI and EOBI. Workers, employees secured under SESSI are entitled to many benefits including sickness benefit, injury benefit, maternity benefit, *Iddat* benefit, death grant, disability gratuity, partial pension, total disablement pension and survivors' pension. Benefits for the employees/ workers insured under EOBI are old-age pension, survivors' pension, invalidity pension and old-age grant.

Employers employing at least 20 workers will also be responsible for workers' compulsory group insurance of all permanent workers as provided under S.O. 12 of the Sindh Terms of Employments (S.O.) Act, 2015.

Worker's Compensation: Contracted workers will be entitled to compensation in case of injury, occupational diseases or death as provided under the Sindh Workers' Compensation Act, 2015. Aggrieved workers or their heir can approach to the respective courts of Workers' Compensation Commissioners.

5.5 Post COVID-19 workers' protection strategy

In the light of the recommendations of WHO and ILO, the contractors are required to adopt following SOPs/ measures at the workplaces of various interventions under SELECT²³.

- i. Ensuring that all workers have been administered vaccination of COVID-19;
- ii. Conduct workplace assessment in respect of COVID-19, particularly, general observance of the workplace regarding precautionary measures, environment, screening, observing old workers, checking workers' knowledge about the disease, status of observance of PPEs, record/ medical history of workers, etc. on weekly basis
- iii. Implement safety and health measures to prevent transmission at the workplace including physical distancing, hand hygiene, ventilation, use of disinfectants and Personal Protective Equipment (PPE);
- iv. Routine screening of at-risk workers and isolation and other measures including sick leave and medical treatment of the affected.

²³ Preventing and Mitigating COVID-19 at work, Policy Brief by WHO and ILO, 2021. The document is available at:

<https://www.who.int/publications/i/item/WHO-2019-nCoV-workplace-actions-policy-brief-2021-1>

- v. Adopting and implementing FPRH-COVID-19 Guidelines issued by Sindh Government²⁴ at project workplaces.

5.6 Workers' Organization

Pakistan has ratified ILO's Freedom of Association and Protection of the Right to Organize Convention, 1948 (No. 87) and Right to Organize and Collective Bargaining Convention, 1949 (No. 98). The Constitution of Islamic Republic of Pakistan guarantees this workers' basic right under its Article 17. The country has a framework of industrial relations laws, regulating labor relations, dealing with formation of trade unions, determination of collective bargaining and workers' participation in the management. The Sindh Industrial Relations Act, 2013 and Industrial Relations Act, 2012 (federal law) deal with registration of trade unions and regulation of industrial relations.

Workers working in the development projects may associate themselves in the form of organization or to join organization of their choosing without any restriction or condition by the management, any consultancy firm or any contractor. Employees and workers can form trans-provincial unions or associations under Industrial Relations Act, 2012 or to establish their organizations under the Sindh Industrial Relations Act, 2013. Under these laws, the employer/ management shall not interfere or influence the process of formation of union or restrict workers to join any union or federation. Any such interference by the employer or his agent shall be taken as unfair labor practice and punishable under the relevant provisions of these enactments by the competent courts.

The worker's organizations formed under the relevant industrial relations laws will encourage participation of women. In this regard, the proviso of section 3 (i) of Sindh Industrial Relations Act states that in the establishment where women are also employed, the trade union shall include the women in the executive and office bearers of the said trade union with the same proportion in which they are employed in the establishment.

Box No. 5-5: Right of freedom of association and collective bargaining

There will no restriction on the project workers to join union or federation of their choosing or to formulate own union in SELECT and such a union could be a candidate for determination of Collective Bargaining Agent (CBA). A CBA declared under the Sindh Industrial Relations Act will bargain and enter into an agreement with the project management on behalf of all the project workers.

Workers' Participation: The Sindh Industrial Relations Act provides for mechanism of workers' participation with the management. Employers and contractors of various interventions under SELECT will also ensure worker's participation in consultation and decision making particularly through representation of workers in committees at various levels including the following:

- i. Canteen Committee;
- ii. Health and Safety Committee;
- iii. Worker's Management Committee;
- iv. Inquiry Committee regarding cases of SH, SEA and GBV ;

²⁴ <https://fp2030.org/sites/default/files/Guidelines-FPRH-COVID-19-Sindh-March-2020%5B1%5D.pdf>

v. GR Committee.

Workers' Representation is mandatory as Workers' Representatives will represent workers' point of view in these committees at all levels. Workers' representation will be through election which may either be through 'show of hands' or through 'secret ballot'. Initially, Workers' Representatives at project sites should be elected, the Project Site Workers' Representatives in turn will elect District level Representatives and the District level Representatives will elect Project Workers' Representative which implies that there should be one Workers' Representative at each level i.e. at project site level, District level and at project level. As provided under section 3(i) of the Sindh Industrial Relations Act, 2013, the representation of women in these committees should be promoted.

The local Workers' Representative will represent workers at the project sites and coordinate on the issues of workers regarding training, workers' rights, OSH measures, workers issues with host communities and living conditions.

The District Workers' Representative will represent workers in the Workers' District GRM Committee and to coordinate issue of workers regarding training, workers' rights, OSH, social protection, etc.

The Project Workers' Representative will represent workers in the Workers' Project GRM Committee, Project OSH Committee and to coordinate issue of workers regarding training, workers' rights, OSH, social protection, etc. at the project level.

Workers' representations in the committees under other laws including Protection Against Harassment of Women at the Workplace Act, 2010 will be from amongst these representatives.

During their engagement in connection with the committees and matters relating to workers' representation, the Workers' Representatives will be considered on duty and they will also be entitled to reimbursement of expenses incurred in connection with and during that work on travelling, boarding and lodging.

The executives and worker's representatives will be given needed information about the project activities for awareness of their rank and file and for negotiation purposes.

Note: *Except for the OSH Committee, worker's participation to all these committees should be nominated by Collective Bargaining Agent (CBA). In case, there is no CBA and union, the worker's representatives to these committees will be made through election.*

Worker's right of information: It is important for the workers to be aware of their basic rights. It is, therefore, the responsibility of the project management of SELECT to ensure that project workers are informed and educated towards labor laws. In this regard, RSU/ PMIU will ensure that contractors of SELECT launch awareness program for their middle management and workers.

The contractors of civil work should comply with the relevant labor laws and display at conspicuous places the abstracts of laws and certain notices for awareness of the workers. The following documents have to be displayed at conspicuous places by the project and the contractors for information of the workers:

- i. Notice of daily hours of work;
- ii. Notice of weekly holiday;
- iii. Notice highlighting types of leaves admissible to workers;
- iv. Information about committees;
- v. Notice highlighting wage day;

- vi. Information, Education and Communication (IEC) material on OSH (to be decided by the OSH Committee);
- vii. Information about GRM.
- viii. Information on local SH Inquiry Committee with names and contact information, and code of conduct, as per law.

Box No. 5-6: Notices to be displayed at workplaces/ construction sites

The following notices have to be displayed by the contractors at conspicuous place of the construction site/ workplace:

- i. Notice of daily hours of work;*
- ii. Notice of weekly holiday;*
- iii. Notice highlighting types of leaves admissible to workers;*
- iv. Notice highlighting wage day.*

5.7 Workers’ Code of Conduct

SELECT endeavors to ensure that project workers are protected under the World Bank’s Environmental and Social Standards 2 in the light of the local laws and they are facilitated to get their basic rights at the workplace and beyond. At the same time, the project also expects that workers are loyal to the cause, work with commitment, zeal and fervor in order to ensure that project objectives are realized in the requisite timeline. SELECT expects from the project workers to abide by the “Workers Code of Conduct” attached at **Annex-IV**. In case of violation of the code of conduct by any of the workers, disciplinary proceedings as well as legal course will be adopted by the project management.

6 RESPONSIBLE STAFF

Responsibilities of the Project Management: The Chief Project Manager (CPM) SELECT will be overall responsible for implementation of the LMP. The CPM through effective coordination and monitoring mechanism will ensure implementation of the provisions of policies and procedures regarding labor in the project. CPM will be responsible for implementation of the LMP during recruitment, engagement, working conditions, terms of employment, OSH arrangements, protection of workers and GRM in the project. Training and orientation activities on LMP including OSH provisions will be carried out under his supervision and coordination.

CPM SELECT will establish and manage a monitoring and review mechanism so that to ensure proper implementation of the LMP. The Core coordination and implementation Unit and designating officers for certain tasks including implementation, training, communication, awareness campaign and addressing worker’s grievance by the management involving participation of workers and other stakeholders will facilitate implementation.

The Core LMP Implementing Unit is proposed in the table below:

Table 6.1: SELECT Core LMP Implementing Unit

Sr. No.	Officer	Responsibilities
1	CPM	Overall supervision of the implementation of LMP for the Project Workers through the project staff, firms, contractors, primary suppliers and other partners
2	PC	Coordination amongst implementing partners (government, firms and contractors) and support to the officers responsible for implementation of LMP
3	Social Safeguard Specialist	Supervision, monitoring, training, review, evaluation and reporting on implementation of LMP (excluding OSH)
4	Environmental Specialist	Supervision, monitoring, training, review, evaluation and reporting on OSH
5	Lead Project Engineer	Physical verification, monitoring and ensuring implementation of LMP at construction sites.
6	Procurement Specialist	To ensure due diligence format and declaration signed and complied by the contending and on board contractors and firms. Subject to advice from Social Safeguard and Environmental Specialist, he may also hold disbursement to firms and contractors if they are non-compliant to LMP.

Note: The Project may attach necessary staff or assign duties to any official of the project in order to ensure efficient functioning of the Implementing Unit.

In addition, the project will take initiatives to organize sessions on awareness raising of the communities on compliance of relevant standards e.g., labor standards, OSH provisions and legal requirements in case of gender violence and sexual harassment by ensuring effective and efficient participation of the key stakeholders.

Responsibilities of contractors: Firms/ contractors and sub-contractors will be responsible for implementation of LMP in respect of their employees. Every firm/ contractor working with various intervention under SELECT will undertake to abide by the provisions of SELECT-LMP for protection of his/her workers engaged for any service or work in connection with the activities of the project and cooperate with the management in implementation of the LMP.

The contractors will be responsible to undertake the following:

- i. **Occupational Health and Safety:** Firms/ contractors engaging 100 workers must engage a minimum of one Safety Supervisor who should preferably be a science graduate. For smaller contracts the duty of Safety Supervisor may be assigned additionally to any of the staff member. The Safety Supervisor will ensure the day-to-day compliance of OSH requirements. He/ she will record incidents, follow-up actions, training, awareness sessions, emergency drills and other developments in the field of OSH.
- ii. **Labor and Working Conditions:** Firms / contractors will keep records in accordance with specifications set out in this LMP. The project management will review records against actuals at a minimum on a monthly basis and can require immediate remedial actions if warranted. A summary of issues and remedial actions will be included in quarterly reports to the World Bank.

- iii. **Workers' Grievances:** Firms/ contractors will be required to redress workers' grievances through Project Workers' Grievance Redress Mechanism. The project management in SELECT through a designated officer will monitor and review the record in this regard on monthly basis.
- iv. **Social Protection:** Firms/ contractors will register themselves / their companies and employees/ workers with Sindh Employees' Social Security Institutions (SESSI) and Employees' Old-Age Benefits Institution (EOBI). They will also pay monthly contribution in respect of their employees to these institutions for health insurance and old-age benefits, respectively.
- v. **Training and Orientation:** Firms / contractors working with SELECT will arrange sessions for orientation and training of contracted workers on LMP, OSH standards, emergency preparedness, hygiene, basic labor rights, GRM and to inform their workers about the available forums and mechanisms for social protection, labor welfare and legal remedies.

In addition, in order to deal with workers' influx and anticipated socio-cultural implications, the contractors involved in construction work under SELECT are also expected to undertake necessary precautions including engaging comparatively aged workers, managing character verification of workers by Police before their engagement, preferring recruitment from local people, making arrangements for residing workers in camps with decent living conditions and allowing workers to visit their families regularly. Regular orientation of workers regarding local norms, traditions, legal provisions and responsibilities of workers with regard to SH, SEA, GBV, VAC, social values and morality will surely reduce bad impacts of influx of workers on community²⁵. The services of Imam masjid and locally known personalities can be utilized for better results in this regard. Moreover, active involvement of Workers' Representative in addressing issues confronting due to influx of workers with local community could also be helpful in minimizing negative impacts.

For due diligence, the contractors have to submit a Declaration (**Annex- V**) at the time of award of contract committing compliance of the LMP.

7 WORKERS' GRIEVANCE REDRESS MECHANISM (GRM)

Worker's grievances may be of many types which may include conflict with supervisors, workplace issues, OSH, issues relating to wages, delay in payment of wages, unauthorized deduction from wages, confrontation with the co-workers, non-compliance of LMP and social conflicts between workers, etc. ESS2 requires from the borrowers to put in place a Grievance Redress Mechanism (GRM) to redress the grievances of direct and contracted workers and the workers have to be informed about the existence of Grievance Redress Mechanism (GRM) at the time of their entry into employment and also during the course of their employment.

The Project GRM for SELECT has already been developed where under complaint can be registered through a 'Complaint Form' available online as well as at all project sites. The Complaint Box is also mandatory to be affixed at every project site. The project is going to have an easy to remember phone

²⁵ Managing the Risks of Adverse Impacts on Communities from Temporary Project Induced Labor Influx at: <https://thedocs.worldbank.org/en/doc/497851495202591233-0290022017/original/ManagingRiskofAdverseimpactfromprojectlaborinflux.pdf>

number dedicated to complaint section at PMIU. The same number shall also be available on WhatsApp so that grievances could be raised through that platform as well²⁶. The following complaint channels of the Project GRM are available for the workers to lodge their complaint:

1. UAN 111-735-328
2. What's App/ SMS/ Call 0317-8222566
3. Email grm.select@gmail.com
4. Web-Portal www.rsu-sindh.gov.com
5. Office Address 47-E/1 48th Street, Block No. 06, PECHS2, Near Nursery, Shahrah-e-Faisal, Karachi.

GRM Focal Person will be available at all project sites to receive the complaint in person and to issue the receipt.

Workers' grievances are specific in nature as along with violation of human rights they result into non-enforcement of labor laws and International Labor Standards (ILS). Therefore, specific arrangements are required for redress of workers' grievances.

In order to address grievances of individual and collective nature two types of committees have been proposed in the below table. All grievances lodged by project workers will be referred to the Workers GR Committees for resolution.

Table 7.1: Scope of GR Committees

GR Committee	Jurisdiction
Workers' District GR Committee	Individual grievances including non-payment, less payment and delayed payment in wages, working hours, holidays, leaves and rest, welfare measures at workplace, difference between workers, discrimination, etc.
Workers' Project GR Committee	Collective grievances including issues relating to workers' organizations, workers' participation, issues relating to overall provision of basic rights to workers, child labor and forced labor, violation of human rights/ non-observance of LMP, non-compliance of OSH provisions, SESSI, EOBI, etc.

Table 7.2: The composition of Workers' District GR Committee

Sr. No.	Designation	Position
1	District Education Officer	Convener
2	Social and Gender Specialist (D&S Firm)	Focal person and Member
3	Social Safeguard Specialist	Member
4	Concerned Taluka Coordinator	Member
5	Assistant Director Labor	Member
6	Workers' Representative	Member
7	Coopted Member	Member

²⁶ SELECT GRM

Coopted member will not be permanent, he/she will be nominated by the Convener on need basis from the community, civil society contractors, sub-contractors, technical person, OSH specialist, law expert, etc.

Table 7.3: The Composition of Workers’ Project GR Committee

Sr. No.	Designation	Position
1	SELECT Project Coordinator	Convener
2	Lead Project Engineer	Member
3	Social Safeguard Specialist	Focal Person and Member
4	Environmental Specialist	Member
5	Gender Specialist	Member
6	Deputy Director labor	Member
7	Workers’ Representative	Member
8	Coopted Member	Member

7.1 SOPs of GRM

- i. The existing complaint registration/ receiving arrangement under SELECT-GRM is workers’ friendly thus may be used for the GRM specific for workers also. Workers can file complaint on phone, submit simple hand written application either in Urdu or Sindhi to the site focal persons, send it through email, website, complaint box or post mail.
- ii. The project will notify Focal Persons at the District and Project levels who will be responsible for processing, administration and resolutions of complaints and to maintaining record of the complaints.
- iii. It is the responsibility GRM Focal Person at every project site to receive the complaints every day from all channels and after registration and issuing receipt (with number and requisite timeline, if required), the complaint relating to workers may be forwarded to the District Focal Person where the complaints relating to individual grievances will be tackled at the district level and complaints regarding collective grievances will be forwarded to the Project GRM Focal Person.
- iv. In case of complaints of individual nature including complaints regarding SE, SH, GBV, SEA and VAW, the District GRM Focal Person will take immediate action for matters relating to the concerned person/ contractors/ firms/ project and will ensure that the individual grievances are resolved in 7 working days’.
- v. In the complaints relating to SE, SH, GBV, SEA and VAW, the Focal Person will intimate the Gender Specialist and update him or her about the progress in respect of that particular complaint.;
- vi. In case of complaints of collective nature, the Project GRM Focal Person will take immediate action for matters relating to the concerned person/ contractors/ firms/ project and will ensure that the complaints of collective nature are resolved in ten working days.
- vii. The Project GRM Focal Person and District GRM Focal Persons will be responsible to develop and maintain record of all complaints received, redressed and unresolved and will present in the meeting of the respective GRM Committees for review. The Social Safeguard Specialist who is member of the district level GRC and Focal Person of project level GRC will also

coordinate the work at both levels. Along with other matters, the Committees will also advise the Focal Persons and the project for further action in case of unresolved complaints.

- viii. District GRM Focal Person (representative from D&S firm) will be responsible for training, orientation, coordination and timely redress of complaints of the project workers in the district.
- ix. Social Safeguard Specialist SELECT will be overall responsible for training, orientation of the relevant staff on GRM, coordination, ensuring timely redress of grievances, and policy issues regarding GRM.
- x. The Gender Specialist will be responsible to coordinate and facilitate the victims in the complaints relating to SH, SE, GBV & SEA, amongst other responsibilities, as and when such complaints are received. He/ She will also keep and maintain record of all such complaints, do follow-up and present report bi-annually to the SELECT GRC.
- xi. In order to review the progress and oversight the GRM, both GR Committees will meet on monthly basis; the Committees are also supposed to advise the project on functioning of GRM and improvement in the mechanism on the pattern of Project's GRM.
- xii. Representative of community workers should also be included in the GRM Committees when the complaint under discussion relates to community workers.
- xiii. Complaints regarding individual grievances and collective grievances should be displayed on the dash board of SELEC.T.
- xiv. Workers' Representatives may be oriented towards GRM and role and functioning of the mechanism and the committees. They should remain in contact with GRM Focal Persons so that workers' complaints and issues regarding their grievances are addresses quickly.

Note: *It may be noted that GRM is not a substitute of the legal/ judicial and administrative forums available to the workers to redress individual as well as collective grievances. It will also not impede worker's access to these forums.*

8 CONTRACTORS' MANAGEMENT

The selection process of contractors has been mentioned in section 5 of this document. LMP in SELECT requires from the contractors to comply, keep record and report on terms and conditions related to labor management. The contractors must provide workers with evidence of all payments made, including social security benefits, pension contributions or other entitlements regardless of whether the workers are engaged on a fixed term contract, full-time, part-time or temporarily. They are expected to be fair in execution of their contract ensuring that all provisions of LMP are implemented. There should not be any unfair labor practice on their part and on the part of their sub-contractors. They are required to maintain and produce the record whenever required by the management of SELECT.

The following record must be maintained by the contractors:

- a. **Labor conditions:** Record of workers engaged under the project interventions, including contracts, registry of induction of workers, hours worked, leave record, maternity benefits, remuneration (including overtime) and deductions, negotiation with workers' organization and compliance of collective bargaining agreements, (if any).
- b. **Safety:** Record of incidents and corresponding inquiries and follow-ups, first aid cases, high potential near misses, and remedial and preventive activities required and rehabilitation measures.

- c. **Workers:** Number of workers, indication of origin (expatriate, local, non-local nationals), gender, age with evidence that no child labor and forced labor are involved, policy on non-discrimination, GBV, SH and skill level (unskilled, skilled, supervisory, professional, management).
- d. **Training on induction:** Mentioning dates of training, number of trainees, topics, and follow-ups. SELECT Workers' Training and Orientation Plan is placed at **Annex VI**.
- e. **Workers grievances:** All proceedings including occurrence date of grievance, date submitted, actions taken with dates, resolution (if any) and date, and follow-up yet to be taken—grievances listed should include those received since the preceding report and those that were unresolved at the time of that report.
- f. **Reporting:** Contractors will be responsible to submit reports on the implementation of LMP in respect of their companies and workers engaged at various sites and interventions under SELECT on quarterly basis to the management. Such a report should be comprehensive highlighting progress update on all aspects of LMP. He will also be required to submit a certificate every month indicating that the provisions of LMP are observed in letter and spirit (**Annex- VII**).

Note: *The principal contractor will be responsible to ensure implementation of LMP by sub-contractors for workers engaged in connection with the interventions related to SELECT. He has also to ensure the compliance and maintenance of record for random evaluation by the project in respect of his sub-contractors as required under a, b, c, d, e & f above. He will also be prudent enough to develop 'Emergency Preparedness Plan' for any emergent situation during the contract. Necessary Guidelines in this regard are placed at **Annex- VIII**.*

Evaluation: The project will put in place a system of monitoring and evaluation to monitor and evaluate the working of contractors on monthly basis and to issue reports of such evaluations. Monitoring & Evaluation Format is placed at **Annex- IX**.

Note: *The responsibility of ensuring implementation of LMP through contractors and sub-contractors is entrusted with the project management wherein it is supposed to put in place a robust mechanism of coordination, monitoring, oversight and evaluation.*

Box No. 8.1: Possible Consequences in case of non-compliance by Firms/ Contractors

- *Linking payments against the deliverables with implementation of LMP and stopping payment in case of non-compliance;*
- *Warning to Firms and Contractors;*
- *Referring the matter to the Authorities (Director Labor and other relevant officials) for legal action;*
- *Cancellation of contract.*

9 GOVERNMENT STAFF

The Government staff attached with SELECT will be covered under the working conditions and health and safety provisions of this LMP. Women related arrangements, arrangement for disable persons and non-discriminatory provisions regarding employment and occupations will also apply. They will also be covered under the provisions/ Action Plan of GBV and SEA&H.

10 COMMUNITY WORKERS

There is strong possibility of engaging community workers, for example, in the SMCs and during media campaign, sensitizing parents for enrolment and retention of students in schools. Community workers will be involved in the project on voluntary basis without any remuneration. However, it will be ensured by the project management that no child labor, forced labor or bonded labor is engaged in the work performed by community. The provisions of working conditions, working hours, rest, holidays and provisions regarding non-discrimination on the basis of sex race, color, religion, ethnicity, political inclination and place of origin will apply on community workers.

All health and safety provisions are also applicable to community workers.

The grievance of community workers will be redressed through the project's GRM by co-opting a representative of community workers as member of the GRM Committee in case any issue pertaining to community workers is under consideration.

Relevant provisions of LMP (**Annex- X**) should be incorporated in the contract with the community, individual community workers, NGOs or community organizations which will enable the project to cancel the contract in case of non-compliance by the Community Organization.

11 PRIMARY SUPPLY WORKERS

In general, primary suppliers are formal businesses who are required to procure and produce materials subject to high standards. As business they are responsible entities and compliant to all laws of the land including labor laws. The primary suppliers under SELECT will ensure that there will be no child labor, forced labor and bonded labor in their establishment. The workers of primary suppliers should be protected under OSH standards under the LMP. Ideally, they should also be protected under the Sindh Employees' Social Security Institution and Employees Old-Age Institution. The primary supply workers are also covered under the compensation law.

The primary suppliers have to ensure occupational health and safety of their workers. They have to report the project about accidents and fatalities or serious injury, and to inform the regulatory authorities and the project management in accordance with legal obligations and provisions of LMP.

All primary suppliers will update the project management of SELECT on the status of application of the relevant provisions of the LMP in respect of their workers on monthly basis. In case, the reports / updates for three consecutive months are not received or found unsatisfactory, the project may shift the project's primary suppliers to suppliers that can demonstrate that they are meeting the relevant requirements of this LMP.

Table 11.1: Matrix regarding applicability of provisions of LMP on different categories of workers and responsibilities of the Management

Provision	Direct workers	Govt. Staff	Contracted workers and workers of primary suppliers	Community workers
Working contract	X	/	X	/
Terms of employment	X	/	X	/
Working hours, rest, holidays and leaves	X	X	X	X

Provision	Direct workers	Govt. Staff	Contracted workers and workers of primary suppliers	Community workers
Right to organize and to bargain collectively	X	X	X	/
Non-discrimination	X	X	X	X
No Child labor	X	X	X	X
No Forced / bonded labor	X	X	X	X
Social protection	X	/	X	/
Compensation	X	/	X	/
OSH Standards	X	X	X	X
Minimum wage	X	/	X	/
Payment of wages	X	/	X	/
Arrangements for persons with disabilities	X	X	X	X
Protection of migrant workers	X	X	X	X
Protection of minority workers and workers from different ethnicities	X	X	X	X
Pro-women provisions	X	X	X	X

ANNEXES

Annex-I: Due Diligence During Hiring of Contractors (to be used at the time of applying for the work)

All activities and interventions under SELECT will consider the following during selection of contractors for provision of labor or services where workers are involved:

1. LMP should be made part of the Request for Proposal (RFP) in order to seek contending contractor's understanding and experience of implementing LMP, both should be given due weightage during evaluation of RFP.
2. Contending contractors should be asked to provide proof of their registration with Sindh Labor Department, Sindh Employees' Social Security Institution/ Department and Employees' Old-Age Institution (licenses, registrations, permits, and approvals).
3. Applicants should be asked to provide their record of compliance of labor and OSH standards during the last five years.
4. The Project should also ask for the following:
 - a. Reports on accidents and fatalities record and notifications to authorities;
 - b. Record of legally required workers' benefits and proof of workers' registration in the related institutions/ programs;
 - c. Workers' payroll record, including hours worked and pay received;
 - d. Identification of safety committee members and records of meetings;
 - e. Plan and experience of addressing socio-cultural issues usually raising due to influx of workers at construction sites (for contractors applying for construction work);
 - f. Copies of previous contracts as contractors and suppliers, showing inclusion relevant provisions of LMP.
5. The contending applicants may also be guided that the applicants will be preferred on the following grounds (Proof required):
 - a. If they are promoting trade union activities in the establishments and believing in social dialogue;
 - b. If they are promoting women employment with gender equity;
 - c. If they are employing and promoting employment of persons with disabilities;
 - d. If they believe in consultation and due representation to workers in all relevant committees;
 - e. If they have established a robust Grievance Redress Mechanism to address workers individual and collective grievances;
 - f. If they had good record of addressing issues confronting to host communities due to workers' influx at construction sites;
 - g. If they have never been prosecuted or penalized on the basis of labor violation by the Inspector/ Government.

Finally, the contending contractors/ firms or short listed contractors may be given an opportunity of presentation before the Procurement Committee to advocate their case highlighting specific approach and strategy to implement LMP, if selected.

Annex-II: Accident Report Form

1. Name of the Firm/ Contractor
2. Address with Phone No
3. Project site where working
4. Place where accident happened
5. Particulars of the injured person / persons

Sr. No.	Name of Injured Person	ID Card No.	Nature of work	Age	Sex	Address	Nature of Injuries
1	2		3	4	5	7	8

6. Date and time of accident
7. Brief description of the immediate cause of accident
.....
.....
8. Names and addresses of witnesses to the accident
 - i.
 - ii.
9. Name and address of the hospital/ Medical Office under whose treatment the injured person(s) have been placed
10. Date and time of dispatch of report

*(Signature of Responsible Person/
Contractor/ Manager)*

Annex-III: Written Particulars of Employment

1. Name of the Company/ Employer _____
2. Name of Worker _____
3. Date of appointment _____
4. Place of duty _____
5. Remuneration with allowances _____
6. Date of Payment of Remuneration _____
7. Normal Hours of work _____
8. Nature of work _____
9. Probation Period _____
10. Weekly Holiday _____
11. Annual Holidays Entitlement _____
12. Paid Public / Festival Holidays _____
13. Procedure of payment of remuneration during sickness _____
14. Pension Schedule, Social Security contribution, Provident Fund Gratuity Schedule etc. _____

15. Any other benefit _____

Note

- a. An employee is free to form or join a trade union or staff association at his own choosing.
- b. The grievance procedure and disciplinary procedure in this undertaking require to be followed when a grievance arises or disciplinary action that needs to be taken.
- c. There will be no discrimination in employment and occupations, training, placement, promotion, etc. on the base of sex, origin, ethnic background, religion, relation or any other reason. Male and female workers will be paid equal remuneration for equal value of work.
- d. Maternity and nursing benefits in accordance with the LMP will apply in case employee is female and entitled for the benefits.
- e. All workers have to abide by “workers’ code of conduct” (copy in Sindhi/ Urdu will be provided to the workers at the time of approaching for duty).
- f. Employment can be terminated upon one-month notice by any party.

Employer’s signature

Witness

Employee’s signature

Witness

Date

Annex-IV: Workers' Code of Conduct

I, _____ (Name of worker) _____, acknowledge that adhering to 'Workers' Code of Conduct' while working with the company _____ (Name of Company) _____ under SELECT is important.

I, therefore, agree to

1. Comply with the prescribed health and safety measures including use of Personal Protective Equipment (PPEs) and take reasonable care of my safety and health, and that of other persons who may be affected by my acts of omissions.
2. Report any situation presenting a risk to my safety and that of other persons at the workplace to the contractor and the project management.
3. Attend and partake in orientation and training sessions on OSH, hygiene, GBV, SH, SE, emergency preparedness and awareness programs on labor rights, social protection and welfare.
4. Along with other workers, I shall also participate in collective actions including election of workers' representatives and in workers' participation with the management during execution of the project activities.
5. Not indulge in any inhuman practice including Sexual Harassment (SH), Sexual Exploitation (SE) Gender Based Violence (GBV), bullying, unethical behavior, theft, crime and immoral activities at workplace, place of living and during interaction with local population, school staff and students.
6. Adhere to a zero-alcohol policy during work activities, and refrain from the use of narcotics or other substances which can impair faculties at all times.
7. Treat women, children and men with respect regardless of race, color, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
8. Not use language or behavior towards women, children or men that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
9. Not sexually exploit or abuse project beneficiaries and members of the surrounding communities.
10. Not engage in sexual harassment of work personnel and staff—for instance, making unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature is prohibited which includes looking somebody up and down; kissing, howling or smacking sounds; hanging around somebody; whistling and catcalls and giving personal gifts.
11. Not engage in sexual favors—for instance, making promises of favorable treatment (e.g. promotion), threats of unfavorable treatment (e.g. loss of job) or payments in kind or in cash, dependent on sexual acts—or other forms of humiliating, degrading or exploitative behavior.
12. Not participate in sexual contact or activity with children under the age of 18—including grooming, or contact through digital media. Mistaken belief regarding the age of a child is not a defense. Consent from the child is also not a defense or excuse.
13. Report through the GRM or to my manager any suspected or actual GBV by a fellow worker, whether employed by my company or not, or any breaches of this Code of Conduct.

With regard to children under the age of 18

1. Bring to the attention of my manager the presence of any children on the construction site or engaged in hazardous activities.
2. Wherever possible, ensure that another adult is present when working in the proximity of children.
3. Not invite unaccompanied children unrelated to my family into my home, unless they are at immediate risk of injury or in physical danger.
4. Not use any computers, mobile phones, video and digital cameras or any other medium to exploit or harass children or to access child pornography (see also "Use of children's images for work related purposes" below).
5. Refrain from physical punishment or discipline of children.
6. Refrain from hiring children for domestic or other labor below the minimum age of 16 unless national law specifies a higher age, or which places them at significant risk of injury.
7. Comply with all relevant local legislation, including labor laws in relation to child labor and World Bank's safeguard policies on child labor and minimum age.
8. Take appropriate caution when photographing or filming children. Use of children's images for work related purposes When photographing or filming a child for work related purposes, I must
9. Before photographing or filming a child, assess and endeavor to comply with local traditions or restrictions for reproducing personal images.
10. Before photographing or filming a child, obtain informed consent from the child and a parent or guardian of the child. As part of this I must explain how the photograph or film will be used.
11. Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
12. Ensure images are honest representations of the context and the facts.
13. Ensure file labels do not reveal identifying information about a child when sending images electronically.

Sanctions

I understand that if I breach this Workers' Code of Conduct, my employer will take disciplinary action which may result in:

- I. Warning
- II. Fine
- III. Termination of employment
- IV. Report to the Police if warranted

I understand that it is my responsibility to ensure that the 'Workers' Code of Conduct' is met. That I will adhere to the occupational health and safety management plan. That I will avoid actions or behaviors that could be construed as GBV, SH & SEA.

I do hereby acknowledge that I have read the foregoing 'Workers' Code of Conduct', do agree to comply with the standards contained therein and understand my roles and responsibilities to prevent and respond in accordance with my above made commitment.

I understand that any action inconsistent with this 'Workers' Code of Conduct' or my failure to act mandated by this Code of Conduct may result in disciplinary action and may affect my employment.

Worker's Signature _____
Printed Name _____
Title _____
Date _____

Counter Signature by Manager/ Employer _____
Name of the Manager/ Employer _____
Office Stamp _____
Date _____

Annex- IV- A: Company's/ Contractors Commitment to Comply "Workers' Code of Conduct"

The company is committed to ensuring that the project is implemented in such a way which minimizes any negative impacts on the local environment, communities, and its workers. This will be possible through observance of labor and social standards. Along with commitment of implementing labor standards under LMP, the company is also committed to creating and maintaining an environment where children under the age of 18 will be protected, and where Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) and Gender Based Violence (GBV) have no place and shall be dealt under respective plans and commitments made by the company with the project.

Therefore, to ensure that all those engaged in the project are aware of this commitment, the company commits to ensure implementation of the "Workers' Code of Conduct" through the following:

1. The company—and therefore all employees, associates, representatives, sub-contractors and suppliers—commits to complying with all relevant national laws, rules and regulations.
2. The company commits to implement in letter and spirit the 'contractors' declaration' and the provisions of LMP, OSH Standards and all social compliances relating to employment, workplace, residence of workers and in connection with workers' interaction with local communities.
3. The company commits to observe non-discriminatory policy; treating women, children (persons under the age of 18), and men with respect regardless of race, color, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
4. Through actions and policies, the company will demonstrate respect for women and will act promptly against any act or behavior by any individual which lead towards SE, SH, GBV and SEA.
5. The company shall ensure that interactions with local community members are done with respect and non-discrimination.
6. The Company commits to undertake utmost efforts in order to ensure observance of 'Workers' Code of Conduct' through
 - a. Translating 'Workers' Code of Conduct' in Urdu / Sindhi / local language understandable to workers and get it signed by all its workers engaged under SELECT and to submit signed copy of this in respect of every worker to the project within one month of the engagement of every worker.
 - b. Displaying the 'Workers' Codes of Conduct' prominently and in clear view at workers' camps, offices, and in in public areas of the work space. Examples of areas include waiting, rest and lobby areas of sites, canteen areas and health clinics.
 - c. Ensuring that posted and distributed copies of the 'Workers' Codes of Conduct' are translated into the appropriate language of use in the work site areas as well as for any international staff in their native language.
 - d. Making 'Workers' Code of Conduct' as part of workers' training and orientation programs so that the workers are educated towards their role and responsibilities.

- e. Making necessary arrangements in order to ensure strict implementation of 'Workers' Code of Conduct' by assigning responsibilities, designating officials and developing action plans.
- f. Developing monitoring and review mechanism for the effective implementation of the 'Workers' Code of Conduct.
- g. Establishing punishment and reward mechanism for observance of 'Workers' Code of Conduct' and maintaining its record.

I do hereby acknowledge that I have read the foregoing company's commitments to implement 'Workers' Code of Conduct' and on behalf of the company agree to comply with these commitments. I understand my role and responsibilities to support the project in observing 'Workers' Code of Conduct' and understand that any action inconsistent with this warrants strict action by SELECT.

Company name _____

Signature _____

Printed Name _____

Title _____

Date _____

Annex-IV-B: Managers'/ Supervisors Responsibilities Regarding "Workers' Code of Conduct"

The company is committed to ensuring that the project is implemented in such a way which minimizes any negative impacts on the local environment, communities, and its workers. This will be possible through observance of labor and social standards. Along with commitment of implementing labor standards under LMP, the company is also committed to creating and maintaining an environment where children under the age of 18 will be protected, and where Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) and Gender Based Violence (GBV) have no place and shall be dealt under respective plans and commitments made by the company with the project.

Managers and supervisors at all levels have a responsibility to uphold the company's commitment. Managers need to support and promote the implementation of the 'Workers' Code of Conduct' through the following role and responsibilities:

Implementation

1. To ensure maximum effectiveness of the 'Workers' Code of Conduct'
 - I. Prominently displaying the 'Workers' Code of Conduct' in clear view at workers' camps, offices, and in public areas of the work space. Examples of areas include waiting, rest and lobby areas of sites, canteen areas and health clinics.
 - II. Ensuring all posted and distributed copies of the 'Workers' Code of Conduct' are translated into the appropriate language of use in the work site areas as well as for any international staff in their native language.
2. Verbally and in writing explain the 'Workers Code of Conduct' to all staff.
3. Ensure that:
 - I. All workers signed the Workers' Code of Conduct' including acknowledgment that they have read and agree with the Workers' Code of Conduct.
 - II. Copies of signed 'Workers' Code of Conduct' are submitted to the project.
 - III. Participate in training and orientation on 'Workers' Code of Conduct' and ensure that all staff and workers also participate.
 - IV. Put in place a mechanism to ensure and facilitate observance of 'Workers' Code of Conduct' by all workers.
 - V. Supervise punishment and reward mechanism in connection with observance of 'Workers' Code of Conduct'.
 - VI. Staff are encouraged to report non-observance of 'Workers' Code of Conduct' by their co-workers.
4. Ensure that when engaging in partnership, the workers of sub-contractor and supplier, through similar agreements and commitments should also observe this 'Workers' Code of Conduct'.
5. Ensure that children under the age of 18 are not present at the construction site, or engaged in any hazardous activities.

Training

1. All managers are required to attend prior training on 'Workers' Code of Conduct', response and reporting, monitoring, punishment and reward mechanism and maintenance of record in this regard.

2. They must also ensure that all staff and workers are oriented towards 'Workers' Code of Conduct'.
3. They should also ensure that orientation of 'Workers' Code of Conduct' must be part of regular training program and such orientations of staff and workers are held at least after every two months.
4. Managers failing to fulfill responsibilities assigned in respect of 'Workers' Code of Conduct' are subject to disciplinary measures, to be determined and enacted by the authorities in the Company. Those measures may include:
 - I. Informal warning.
 - II. Formal warning.
 - III. Additional Training.
 - IV. Loss of up to one week's salary.
 - V. Suspension of employment (without payment of salary), for a minimum period of 1 month up to a maximum of 6 months.
 - VI. Termination of employment.

I do hereby acknowledge that I have read the foregoing responsibilities of managers in respect of 'Workers' Code of Conduct', do agree to comply with the standards contained therein and understand my roles and responsibilities to ensure implementation, facilitation, training and orientation of this code. I understand that any action inconsistent with these responsibilities or failure to act mandated by this document may result in disciplinary action.

Signature _____

Printed Name _____

Title _____

Date _____

Annex-V: Contractors' Declaration

(To be submitted by the Third Party /Contractor at the time of award of contract)

We/ I (*Name of the Firm/ Contractor*)engage (no of workers).....as regular staff and (workers as temporary workers.....as Contractor / Firm.

We as partner of SELECT do hereby commit to abide by the provisions of this LMP during our operations with the project.

In pursuance of the commitment we/ I are hereby obliged to undertake the following:

- i. We/I commit to abide by the standards on working conditions, terms of employment, working hours, leaves, holidays, minimum wages and payment of wage and benefits to the workers under the LMP developed for contracted workers under SELECT.
- ii. We/I pledge not to use child labor, forced labor and bonded labor. Neither we/ I will support any use of labor which is prohibited under laws of the land including trafficking in persons and engaging adolescents in construction work and works declared hazardous under the Schedule of the Sindh Prohibition of Employment of Children Act, 2017.
- iii. We/I believe in equal opportunities for both men and women and to abide by the principle of non-discrimination in employment, training and remuneration as determined under the LMP for SELECT.
- iv. We/I will respect and adhere to all privileges, quotas and facilities for vulnerable groups of workers (including women workers, persons with disabilities, minorities, ethnic groups and persons from specific origin) granted under specific laws and Government's notifications and provided under the LMP.
- v. Our/My specific commitments are to provide a safe and healthy work environment at the workplaces under our/ my control by taking appropriate measures to preventing occupational illnesses and injuries:
 - a. As project partners, we/I shall take all reasonable precautions to prevent harm to all our/ my workers and other project workers engaged by other contractors or the project at the same workplace and in the surroundings.
 - b. We/I believe that it is through cooperation and collaboration that a safety culture can be developed under SELECT and in order to pursue that objective, we/ I hereby pledge to support the project's health and safety initiative(s) and cooperate with the OSH Committee, Health and Safety Officer and Safety & Health Representative to promote safety culture with zero tolerance.
 - c. In individual capacity, we/ I pledge to eliminate hazards and to mitigate them if elimination is not possible and where there is a requirement; workers will be provided with safety equipment, clothing, devices, etc. for their own safety and safety of co-workers.
 - d. We/ I will ensure that the machinery and equipment used during the course of our activities with SELECT will be safe and protected for the workers and proper training is provided to the operators and other workers so that to minimize accidents at workplace.

- e. We/ I commit to cooperate fully with the concerned Government Authorities responsible for support and guidance for safety of the workers at the workplace in the public interest.
- f. We/ I owe that workers' training and retraining on OSH, emergency preparedness, awareness through dissemination of OSH IEC material and display of basic OSH informational messages at conspicuous places of the workplace are crucial to highlight significance of health and safety of workers and other persons available at project sites.
- vi. We/ I commit to register our/ my workers under social protection institutions.
- vii. We/ I pledge to promote workers right of association, worker's participation with the management and workers' right of information in our/ my capacity as far as our role and responsibilities are concerned.
- viii. We/ I pledge to cooperate with the management of SELECT in order to mitigate the impacts of influx of workers on local communities and will make all necessary arrangements including provision of reasonable residential facilities to workers in camps, measures (orientation, monitoring and counseling of workers) and precautions as suggested in the LMP so that to avoid untoward incidences and social conflict.
- ix. We/ I commit to abide by and take necessary measures in the light of the Project's specific plans and instructions to address Sexual Exploitation and Abuse/Harassment (SEAH) and Gender Based Violence (GBV).
- x. Lastly, in good faith, we/ I pledge to abide by all the project instructions meant for protection, welfare and benefit of project workers.

Signature _____

Date _____

Name _____

Designation _____

Seal _____

Witnesses

- 1.
- 2.

Annex-VI: SELECT Workers' Training and Orientation Plan

Sr. No.	Types of Training	Participants	Subject	Timing of training
1	Training of trainers (TOT)	Focal Persons & Workers Rep., Contractors & Firms	Briefing on SELECT, LMP, OSH, hygiene, basic labor rights, GRM, workers' code of conduct, emergency preparedness	At the time of entry
2	Training of workers	Workers	OSH, hygiene, basic labor rights, GRM, workers' code of conduct, emergency preparedness	Within first two week of their engagement
3	Training Booster	Workers	OSH, hygiene, basic labor rights, GRM, workers' code of conduct, emergency preparedness	After ever three months

Note Refresher courses may also be arranged by the Project for TOT on need basis. Contractors have to submit report of every training event to the project along with the list of the workers who have been trained.

Annex-VII: Monthly LMP Compliance Certificate

It is certified that the provisions of SELECT LMP regarding working conditions, terms of employment, child labor, forced labor, discrimination, OSH, workers' participation and social protection have been observed by us in letter and spirit during the month of 2023.

Name of Firm's Responsible Official/ Contractor

Signature _____

Stamp _____

Date _____

Annex-VIII: Emergency Preparedness Guidelines

1. Emergency Preparedness Response Planning

Emergency preparedness response planning is critical to deal with certain emergencies in order to minimize losses, specifically, losses to lives of the workers and that of other human beings. It should include protective actions for life safety and includes building evacuation (“fire drills”), sheltering from severe weather, floods and other types of natural disaster, “shelter-in-place” from an exterior airborne hazard such as a chemical release.

Necessary steps to develop emergency preparedness response plan

1. Risk assessment and threat scenario identification;
2. Assessment of availability of resources;
3. Coordination with public emergency services in the government (police, rescue, fire brigades, civil defense, medical services);
4. Pooling of resources and readiness;
5. Identification and fixation of assembling point during emergency;
6. Develop protective actions for life safety (evacuation, shelter, shelter-in-place, lockdown).
7. Rehabilitation strategies.

2. Designating Emergency Official

The Firms and contractors must designate an official to deal with emergencies who should coordinate with the relevant agencies and pool resources to deal with the situation. He should have contact numbers of Government Agencies dealing with Rescue and Emergencies such as PDMA, Civil Defense, Police, Medical Services, Rescue, etc.

Along with above, the Designated Official should

- Developing an effective alarming system and emergency alert signals;
- Arrange training of designated staff and awareness workers to deal with emergency;
- Holding of Emergency drills on regular basis; and
- Marking of Emergency Assembling point.

Annex-IX: Monitoring & Evaluation of LMP

1. Name of the undertaking/ Site
2. Name of the Firm/ Contractor
3. Date of visit

Sr. No	Provision of LMP	Issues/ Means of verification	Observations
1	Child labor	-No person below the age of 14 years should be engaged -No person below the age of 18 years should be engaged in construction work	
2	Forced labor	-Forced labor -Bonded labor -Trafficking in Person	
3	Working conditions	-working hours -weekly holiday -leaves (types) -drinking water -provision of toilet -Hygiene -weight -Sanitary conditions -First Aid -medical check-up -Record of over-time, leaves, holidays, etc. -General observance report -Interviewing	
4	Terms of Employment	-Appointment letter -Record of inquiries/ disciplinary actions -Group Insurance -record of workers who left job -Interviewing -Record of court matters	
5	Workers' Participation	-Workers Representatives -Interviewing	
6	Freedom of association	-Existence of workers' organization - Any restriction on association -Interviewing workers	
7	OSH	-General situation of workplace -Hazard assessment and elimination & control -Use of PPEs -Worker's orientation -Emergency drills -Accident -Notices -Record	
8	Non-discrimination	-discrimination in work -remuneration	

		-Treatment -Promotion -Record of wages -Interview with workers	
9	Minimum wage	-Record of wage payment -Interviewing	
10	Gender	-Gender balance -Pro-women measures -GBV -SE/ SH	
11	Training	-Types of training imparted to workers with proof	
12	Record	-Scrutiny of record	

Note: For applicability of LMP, please visit Matrix at Table No. 10.1, for relevance of the issues with labor laws, please visit Table No. 4.1 and for minimum wages of daily wagers formula developed under section 5.3 (Terms and Conditions).

Recommendations

Name of the visiting Officer _____

Designation _____

Signature _____

Annex-X: LMP Compliances for Community Workers under SELECT

(To be included in the contract with Community Organizations/ NGOs)

The community organizations engaged with SELECT will have to respect labor rights and to ensure compliance of relevant provisions of LMP with regard to the community workers engaged by them in connection with the project activities. Specifically, they have to observe the following:

- i. They will not engage child labor and forced labor;
- ii. The working conditions (holidays, leaves, working hours) and facilities to the workers will be provided in accordance with the provision of LMP;
- iii. There will not be any discrimination on the basis of sex, race, origin, color, creed, political background, religion and socio-cultural background amongst community workers during engagement, allocation of work and working conditions;
- iv. The Community Organization will observe all OSH provisions of the LMP and ensure that their workers are working in safe environment;
- v. The Community Organization will respect privileges of the vulnerable groups of workers including disable persons, women workers, migrant workers and workers from different ethnic background;
- vi. There will be no SH, GBV in the workplaces where community workers are engaged.
- vii. In case of any complaint, community workers may approach to the Project's Workers' GRM.

Note: *In case of non-observance of the above provisions (all or any one of them), the contract of the project with the Community Organization will be terminated.*