

United Nations Children Fund (UNICEF)

**Environmental and Social Safeguards Requirement for
Construction of Schools**

Date [31-08-2023]

Prepared By: Environmental and Social Safeguard Team, SPEAR, UNICEF

Table of Content

Environmental and Social Safeguards Minimum Requirements	2
Environmental, Social (including labour), Health, and Safety (ESHS) Requirements	5
Contractor Environmental and Social Reporting	16
Code of Conduct	18
Training and Capacity Building Plan.....	21
Occupational Health and Safety (OHS) Management Plan.....	23
Traffic Management Plan (TMP).....	25
Traffic Management Plan (TMP).....	27
Incident Reporting Logbook.....	30

1 Environmental and Social Safeguards Minimum Requirements

The sub-project's environmental and social safeguard assessment shall confirm that there will be no land acquisition or negligible risk of significant negative impacts from the construction of schools on environmental and social aspects. As an essential requirement for environmental and social safeguards, the Implementing Partners and contractor shall ensure that the ESS requirements and instruments are developed and implemented through project implementation.

1.1. Site Selection and Land Acquisition

Implementing Partners (NGOs), through their contractors, shall ensure that the planned activities will be carried out within the current school's footprint, involving no land acquisition. The sanitary facilities should be at least 50 meters from classrooms and public property, and at least 25 meters away from potable/surface water. If there is not sufficient space, the location of the sanitary facilities should be chosen taking wind direction into account to prevent smell defusing to the classroom and surrounding environment. Additionally, the sanitary facilities should be in areas that can be easily supervised and evenly distributed throughout the school.

1.2. Vegetation and Tree Cutting

Implementing Partners (NGOs), through their contractors, shall ensure that the project's operations won't result in the cutting down of trees or the mutilation, slashing, or tampering with of the surrounding environment. In the event that there is not sufficient space, the contractor shall plant three trees in the current school's footprint in place of each cut tree.

1.3. Demolition of Existing Structures

Implementing Partners (NGOs), through their contractors, shall save all existing structures, pipes, cables, sewers, or other services or installations during the project implementation.

1.4. Construction Waste Generation

Implementing Partners (NGOs), through their contractors, shall ensure that all waste generated by contractor camp operations, excavation, and construction activities is managed properly and disposed of appropriately in the designated site by the local governor or municipalities.

1.5. Resource efficiency and Pollution

Implementing Partners (NGOs), through their contractors, shall ensure that the environmental, social, health, and safety (ESHS) requirements (Annex-I) and proposed mitigation measures are put into place during the construction activities in order to manage, mitigate, minimize, and reduce the pollution of the air, water, noise, and soil.

1.6. Occupational Health and Safety and Community Health and Safety (CHS)

Implementing Partners (NGOs), through their contractors, shall ensure that a site-specific occupational health and safety (OHS) management plan is developed and implemented during the project's construction phase. This plan should include information on the organization and capacity, roles and responsibilities, personnel protective equipment, compensation based on Afghanistan's national labor laws and regulations, training, and capacity building.

1.7. Incidents and Accidents

Implementing Partners (NGOs), through their contractors, shall ensure that appropriate incident and accident reporting and handling procedures have been established, including those for internal and external reporting, first aid, compensation, and training for both technical and non-technical workers.

1.8. Security

Implementing Partners (NGOs) and contractors are accountable for the safety of their workers, locations, possessions, and operations. They shall ensure that their employees receive sufficient training on safety and security issues that are appropriate for the Afghan context, including conflict-sensitive communication, cultural awareness, implementation, and risk management, and they must immediately communicate to UNICEF any security-related issues that have a negative impact on program delivery or personnel.

1.9. Road safety and Accidents

Implementing Partners (NGOs), through their contractors, shall ensure that a site-specific Traffic Management Plan (TMP) is developed and implemented during the project construction phase and includes responsibilities and responsibilities, emergency response and reporting procedures, compensation based on Afghanistan's national labor laws and regulations, training, and capacity building for all drivers and other relevant employees.

1.10. Emergency Preparedness and Response

Implementing Partners (NGOs), through their contractors, shall ensure that a site-specific emergency preparedness and response (EPR) plan is developed and implemented, all technical and non-technical employees and staff are trained. The plan should include roles and duties, emergency response procedures, internal and external reporting procedures.

1.11. Communicable Diseases

Implementing Partners (NGOs), through their contractors, shall implement a combination of behavioral and environmental modification to mitigate communicable disease risks and impacts.

1.12. Facilities for Project Workers

Implementing Partners (NGOs), through their contractors, shall ensure that both the project site and the contractor camp have adequate lavatory facilities (toilets and washing places), and that portable and drinking water are properly provided for project workers.

1.13. Stakeholder Engagement

Implementing Partners (NGOs), through their contractors, shall ensure that before, during, and after the project's implementation, every relevant stakeholder, including provincial and district level MoE directorates, community representatives, Schools Management Shuras (SMS), and school's principals, are engaged and involved.

1.14. Grievances Mechanism (GM)

Implementing Partners (NGOs), through their contractors, shall ensure that a grievance system including the PSEA hotline and the PSEA confidential email address is set up at the project level and that all communities, teachers, and project workers (technical, skilled, and unskilled labor) are properly informed of the reporting channels and handling procedures. In addition, UNICEF will encourage the use of its innovative SMS-based mechanisms (U-Report and Rapid-Pro), as well as the interagency system Awaaz, to receive feedback from impacted populations.

1.15. Labour Force Management

Implementing Partners (NGOs), through their contractors, shall ensure that a project labor management procedure is in place, that all technical and non-technical worker terms and conditions comply with Afghanistan labor laws and regulations, that they are informed of the project grievance procedure, and that no child or forced labor is employed in the project activities.

1.16. Sexual Exploitation and Abuse (SEA)/ Sexual Harassment (SH)

Implementing Partners (NGOs), through their contractors, shall ensure the availability of a functional grievance redressal mechanism at the project level that can be used as a reporting channel with specific referral pathways for GBV/SEA/SH. As well as ensure that all project workers (technical and non-technical staff) receive training on sexual exploitation and abuse and sign a code of conduct.

1.17. Training and Capacity Building

Implementing Partners (NGOs), through their contractors, shall ensure that all project employees, both technical and non-technical, receive continuous capacity-building training on minimizing environmental and social risks and managing their effects.

1.18. Environmental, Social, Health and Safety (ESHS) Officer

Implementing Partners (NGOs) will be required to have in place dedicated ESS staff (ESHS Officer) who will be supported by project key staff and will be in charge of management, monitoring, and reporting of environmental and social safeguards. The contractor will be in charge of setting up an ESS focal point and will be in charge of implementing the social and environmental safeguards instruments in the project site.

1.19. Monitoring and Reporting

Implementing Partners (NGOs) are required to monitor and report on environmental and social mitigation measures implementation, including project-level grievance handling and reporting, stakeholder and beneficiary engagement, community health and safety, occupational health and safety, personnel protective equipment (PPEs), compensation based on national law and regulation, OHS, TMP, EPRP, land acquisition, site selection, forced, and child labors.

2 Environmental, Social (including labour), Health, and Safety (ESHS) Requirements

Implementing Partners (NGOs) shall ensure that the contractors meet the following Environmental, Social (including labor), Health and Safety requirements thereafter called ESHS requirements and fully implemented in the project sites during the project implementation.

2.1. Use of generic ESMP

The Contractor shall:

- Prepare a detailed explanation of how the contractor's performance will meet the ESHS requirements. Ensure that sufficient funds are budgeted to meet the ESHS requirements, and that sufficient capacity is in place to oversee, monitor and report on ESMP performance.
- Put in place controls and procedures to manage their ESHS performance.
- Get prior written approval from UNICEF engineers/technical extenders before starting construction or rehabilitation activities.

Environmental, Social, Health and Safety (ESHS) Training

The Contractor shall:

- Determine ESHS training needs in collaboration with UNICEF/NGO's responsible teams (engineers/technical extenders).
- Maintain records of all ESHS training, orientation, and induction.
- Ensure, through appropriate contract specifications and monitoring, as well as all labor, are trained adequately before assignments begin.
- Demonstrate that its employees are competent to carry out their activities and duties safely. For this purpose, the contractor shall issue a competence certificate for every person working on site (relative to trade and aspect of work assignment) that specifies which tasks can be undertaken by which key personnel.

a. Orientation Training

The Contractor shall:

- Provide ESHS orientation training to all employees, including management, supervisors, and workers, so that they are apprised of the basic site rules of work at/on the site and of personal protection and preventing injury to fellow employees.
- Training should consist of basic hazard awareness, site-specific hazards, safe work practices, and emergency procedures for fire, evacuation, and natural disaster, as appropriate. Any site-specific hazard or color coding in use should be thoroughly reviewed as part of orientation training.

b. Visitor Orientation

The Contractor shall:

- Establish an orientation program for visitors, including vendors, that could access areas where hazardous conditions or substances may be present.
- Visitors shall not enter hazard areas unescorted.
- Ensure that visitors shall always be accompanied by an authorized member of the contractor, or a representative of Implementing Partners (NGO), who has successfully fulfilled the ESHS orientation training, and who is familiar with the project site construction hazards, layout, and restricted working areas.

c. New Task Employee and Contractor Training

The Contractor shall:

- Ensure that all workers, prior to commencement of new assignments, have received adequate training and information enabling them to understand work hazards and to protect their health from hazardous ambient factors that may be present. The training should adequately cover the step-by-step process that is needed for project activities to be undertaken safely, with minimum harm to the environment, including:
 - Knowledge of materials, equipment, and tools.
 - Known hazards in the operations and how they are controlled.
 - Potential risks to health.
 - Precautions to prevent exposure.
 - Hygiene requirements.
 - Wearing and use of protective equipment and clothing.
 - Appropriate response to operation extremes, incidents, and accidents.
 - Construction Site Management.

2.2. Construction Site Management

2.2.1. Vegetation

The Contractor shall:

- Prevent any unnecessary destruction, scarring, or defacing of the natural surroundings in the vicinity of the construction site.
- Protect all trees and vegetation from damage by construction operations and equipment, except where clearing is required for permanent works, approved construction roads, or excavation operations.
- Revegetate damaged areas on completion of the works, and for areas that cannot be revegetated, scarifying the work area to a condition that will facilitate natural revegetation, provide for proper drainage, and prevent erosion.
- Use, as much as possible, local species for replanting and species that are not listed as a noxious weed.
- Repair, replant, reseed or otherwise correct, as directed by UNICEF engineers/technical extenders or its Implementing Partners (NGO), and at the Contractor's own expense, all unnecessary destruction, scarring, damage, or defacing of the landscape resulting from the Contractor's operations.
- Transport labor and equipment in a manner to avoid as much as possible damage to grazing land, crops, and property.

2.2.2. Protection of the Existing Installations

The Contractor shall:

- Safeguard all existing buildings, structures, works, pipes, cables, sewers, or other services or installations from harm, disturbance or deterioration during construction activities.
- Coordinate with School's Management Shuras and School's Principals to identify existing infrastructure that might not be visible.
- Repair any damage caused by the Contractor's activities, in coordination School's Management Shuras and School's Principals or concerned authorities.
- Take all reasonable precautions to prevent or reduce any disturbance or inconvenience to the owners, tenants, or occupiers of properties to the construction activities, and more

generally to the public.

- Maintain safe access to public and private properties that might be affected by construction activities. If necessary, provide acceptable alternative means of passage or access to the satisfaction of the persons affected.
- Avoid working during night hours

2.2.3. Waste from Construction Activities

The Contractor shall:

- Collect and properly manage all solid wastes resulting from the construction activities, including construction debris and spoils, to prevent the contamination of soil and groundwater.
- Remove unneeded excavation material from construction sites as soon as possible.
- Agree with relevant municipalities about construction waste disposal.
- Carefully select waste disposal sites, to be approved by local authorities.
- Minimize littering of roads by ensuring that vehicles are licensed and loaded in such a manner as to prevent falling off or spilling of construction materials, and by sheeting the sides and tops of all vehicles carrying mud, sand, other materials, or debris.
- Transfer construction waste to assigned places in the selected waste disposal sites with documented confirmation.
- Properly dispose of solid waste and debris at designated permitted sites waste disposal sites allocated by the local authorities and obtain a receipt of waste from the authorized landfill authority.

2.2.4. Air Quality

The most common pollutant involved in fugitive emissions is dust or particulate matter (PM) that is released during the transport and open storage of solid materials, and from exposed soil surfaces, including unpaved roads. accordingly, the Contractor shall:

- Use dust control methods, such as covers, water suppression, or increased moisture content for open materials storage piles, or controls, including air extraction and treatment through a baghouse or cyclone for material handling sources, such as conveyors and bins.
- Use water suppression for control of loose materials on paved or unpaved road surfaces. Oil and oil by-products are not a recommended method to control road dust.
- Use wheel washes at quarries, ready-mix plants, construction sites, and other facilities to prevent track-out of mud, dust, and dirt on to public road.
- Regularly clean road surfaces within the construction sites to remove accumulated fine material, and regularly clean transportation vehicles.
- Cover open bodied trucks handling sand, gravel, or earth.
- Minimize smoke from diesel engines by regular and proper maintenance, by ensuring that the engine, injection system and air cleaners are in good condition.

2.2.5. Hazardous and Toxic Materials

Toxic and deleterious wastes resulting from the Contractor's activities require special attention to forestall their introduction into the natural environment which could result in harm to people, aquatic life, or natural growth of the area. Accordingly, the Contractor shall:

- Train workers regarding the handling of hazardous materials.
- Label using easily understandable symbols, and provide material safety data sheets, for

chemical substances and mixtures according to the Globally Harmonized System (GHS) of classification and labelling of chemicals.

- Store hazardous materials as per the statutory provisions of the Manufactures, Storage, and Import of Hazardous Chemicals Rules (1989).
- Provide adequate secondary containment for fuel storage tanks and for the temporary storage of other fluids such as lubricating oils and hydraulic fluids.
- Use impervious surfaces for refueling areas and other fluid transfer areas.
- Train workers on the correct transfer and handling of fuels and chemicals and the response to spills.
- Provide portable spill containment and cleanup equipment on site and training in the equipment deployment.
- Deposit or discharge toxic liquids, chemicals, fuels, lubricants, and bitumen into containers for salvage or subsequent removal to off-site locations.
- Treat hazardous waste separately from other waste.
- Avoid the storage or handling of toxic liquid adjacent to or draining into drainage facilities.
- Keep absorbent materials or compounds on Site in sufficient quantities corresponding to the extent of possible spills.
- Ensure adequate primary treatment of sanitation effluents and installing septic tanks away from village watering points.

2.2.6. Area Signage

The Contractor shall:

- Appropriately mark hazardous areas.
- Install warning signs.
- Ensure that signage is in accordance with international standards and is well known to, and easily understood by workers, visitors, and the public as appropriate.
- Demarcate work sites with safety tape, fencing or barricades, as appropriate, to prevent unauthorized access to the construction sites
- Safeguard public safety by covering holes and by installing guardrails along temporary pathways.
- Health and Safety.
- Contractors will collaborate with other contractors in applying health and safety requirements, when workers from more than one contractor are working together in one location, without prejudice to the responsibility of each party for the health and safety of its own workers.

2.2.7. Severe Weather and Facility Shutdown

The Contractor shall:

- Design and build workplace structures to withstand the expected elements for the region and designate an area designated for safe refuge, if appropriate.
- Develop Standard Operating Procedures (SOPs) for project or process shutdown, including an evacuation plan.

2.2.8. Lavatories and Showers.

The Contractor shall:

- Provide adequate lavatory facilities (toilets and washing areas) for the number of people expected to work at the construction sites, and make allowances for segregated facilities, or for indicating whether the toilet facility is “In Use” or “Vacant”.
- Provide toilet facilities with adequate supplies of hot and cold running water, soap, and hand drying devices.
- Where workers may be exposed to substances poisonous by ingestion and skin contamination may occur, provide facilities for showering and changing into and out of street and work clothes.

2.2.9. Potable Water Supply

The Contractor shall:

- Provide adequate supplies of potable drinking water from a fountain with a sanitary means of collecting the water for the purposes of drinking.
- Ensure that water supplied to areas of food preparation or for the purpose of personal hygiene (washing or bathing) meets drinking water quality standards.

2.2.10. Clean Eating Area

The Contractor shall:

- Where there is potential for exposure to substances poisonous by ingestion, make suitable arrangements to provide clean eating areas where workers are not exposed to the hazardous or noxious substances.

2.2.11. Noise

The Contractor shall institute appropriate measures to reduce the exposure of workers to construction noise, including but not limited to:

- Avoid exposure to a noise level greater than 85 dB(A) for a duration of more than 8 hours per day without hearing protection. In addition, no unprotected ear should be exposed to a peak sound pressure level (instantaneous) of more than 140 dB(C).
- Enforce the use of hearing protection should be enforced actively when the equivalent sound level over 8 hours reaches 85 dB(A), the peak sound levels reach 140 dB(C), or the average maximum sound level reaches 110 dB(A).
- Provide hearing protective devices capable of reducing sound levels at the ear to at most 85 dB(A).
- Reduce the “allowed” exposure period or duration by 50 percent for every 3 dB(A) increase in more than 85 dB(A).
- Perform periodic medical hearing checks on workers exposed to high noise levels.
- Rotate staff to limit individual exposure to high levels.
- Install practical acoustical attenuation on construction equipment, such as mufflers.
- Use silenced air compressors and power generators.
- Keep all machinery in good condition.
- Install exhaust silencing equipment on bulldozers, compactors, crane, dump trucks, excavators, graders, loaders, scrapers, and shovels.
- Post signs in all areas where the sound pressure level exceeds 85 dB(A).
- Shut down equipment when not directly in use.
- Provide advance notice to occupants if an activity involving high level impact noise is near

buildings.

2.2.12. Old asbestos waste

The contractor shall apply all the required measures to protect the workers and the surrounding communities from the hazards associated with the old asbestos waste, including but not limited to the following:

- Treat the waste contaminated with asbestos safely in collection, transportation, and proper disposal in the authorized site to prevent spreading into the air.
- Providing the containers to use for isolating the asbestos material, the signs to install in the site and the criteria for choosing the location in which to bury the asbestos are available for the disposal.
- Ensure that the equipment used for and next to the Asbestos Cement Material (ACM) is washed after use.
- Ensure that the resting areas and the eating facilities are clear from any potential contamination from asbestos.
- Provide adequate washing facilities.
- Ensure that the PPE provided to the workers on site includes disposable coveralls, safety goggles, gloves, and footwear.
- Ensure that a local exhaust ventilation system (LEV) that draws in airborne asbestos is in place when cutting (ACM).
- Ensure that the appropriate filter is installed in the LEV to capture the airborne asbestos before releasing to the environment. The filters should also be treated as a hazardous waste for disposal.
- Ensure that training that is fit for purpose is delivered to the workers to enhance their awareness of the health and safety risks when working with asbestos, to inform them on the method of work and on the control measures to have in place.
- Excavated contaminated soil to be directly placed into the truck and cover it and transport it while it still wet to minimize its effects
- Contaminated soil and damaged asbestos materials and pipes should be buried to prevent spreading into the air.
- Arrangements in the disposal area should be done to ensure it is done properly and documented.
- Proper masks should be worn by all workers and supervisors in the working area. Respirators must be equipped with HEPA filtered cartridges (color coded purple) or an N-100, P-100 or R-100 NIOSH rating.

2.2.13. Painting

The contractor shall apply all the required measures to protect the workers and the surrounding communities from the hazards associated with painting works including the hazards resulting from use of lead containing paint, including but not limited to the following:

- Provide workers with specialized training and provided with, and wear, appropriate PPE (gloves, apron, splash suits, face shield or goggles, etc.).
- Ensure that the air is renewed, and ventilation are continuous inside the workstation.
- Apply working shift time with minimum time for every worker.
- Ensure that emergency showers are close to the working site.
- Ensure availability of the first aid box; and
- Ensure not procure or use paints containing lead.

2.2.14. Personal Protective Equipment (PPE)

The Contractor shall:

- Identify and provide at no cost appropriate PPE to workers, the workers of subcontractors, as well as to visitors, which gives adequate protection without incurring unnecessary inconvenience to the individual.
- Ensure that the use of PPE is compulsory.
- Provide sufficient training in the use, storage, and maintenance of PPE to its workers and workers of its subcontractors.
- Properly maintain PPE, including cleaning when dirty and replacement when damaged or worn out.
- Determine requirements for standard and/or task-specific PPE based on of Job specific Safety Analysis (JSA).
- Consider the use of PPE as a last resort when it comes to hazard control and prevention, and always refer to the hierarchy of hazard controls when planning a safety process.

2.2.15. First Aid and Accidents

The Contractor shall:

- Ensure that qualified first-aid by qualified personnel is always available. Appropriately equipped first-aid stations should be easily accessible throughout the place of work.
- Provide workers with rescue and first-aid duties with dedicated training so as not to inadvertently aggravate exposures and health hazards to themselves or their co-workers. Training would include the risks of becoming infected with blood-borne pathogens through contact with bodily fluids and tissue.
- Provide eye-wash stations and/or emergency showers close to all workstations where immediate flushing with water is the recommended first-aid response.
- Provide dedicated and appropriately equipped first-aid room(s) where the scale of work or the type of activity being carried out so requires.
- Equip first aid stations and rooms with gloves, gowns, and masks for protection against direct contact with blood and other body fluids.
- Make widely available written emergency procedures for dealing with cases of trauma or serious illness, including procedures for transferring patient care to an appropriate medical facility.
- Immediately report all accidental occurrences with serious accident potential such as major equipment failures, contact with high-voltage lines, exposure to hazardous materials, slides, or cave-ins to UNICEF.
- Immediately investigate any serious or fatal injury or disease caused by the progress of work by the Contractor and submit a comprehensive report to UNICEF.

2.2.16. Communicable Diseases

Recognizing that no single measure is likely to be effective in the long term, the Contractor shall implement a combination of behavioral and environmental modifications to mitigate communicable diseases:

- Conduct Information, Education and Consultation Communication (IEC) campaigns, at least every other month, addressed to all construction sites staff (including all the Contractor's employees, all subcontractors of any tier, consultants' employees working on the site, and

truck drivers and crew making deliveries to the site for Works and Services executed under the Contract, concerning the risks, dangers and impact, and appropriate avoidance behavior of communicable diseases.

- Provide for active screening, diagnosis, counselling and referral of workers to a dedicated national STD and HIV/AIDS program, (unless otherwise agreed) for all Site staff and labor.
- Provide male or female condoms to all Site staff and workers, as appropriate.
- Provide treatment through standard case management in on-site or community health care facilities.
- Ensure ready access to medical treatment, confidentiality and appropriate care, particularly with respect to migrant workers.
- Promote collaboration with local authorities to enhance access of workers families and the community to public health services and ensure the immunization of workers against common and locally prevalent diseases.
- Prevent illness in immediate local communities by:
 - Implementing an information strategy to reinforce person-to-person counselling addressing systemic factors that can influence individual behavior as well as promoting individual protection, and protecting others from infection, by encouraging condom use
 - Conducting immunization programs for workers in local communities to improve health and guard against infection
 - Providing health services

2.2.17. Vector-Borne Diseases

Reducing the impact of vector-borne disease on the long-term health of workers is best accomplished by implementing diverse interventions aimed at eliminating the factors that lead to disease. The Contractor, in close collaboration with community health authorities, shall implement an integrated control strategy for mosquito and other arthropod-borne diseases that includes the following measures:

- Prevent of larval and adult propagation through sanitary improvements and elimination of breeding habitats close to human settlements
- Eliminate unusable impounded water
- Increase water velocity in natural and artificial channels
- Consider the application of residual insecticide to dormitory walls
- Implement integrated vector control programs
- Promote the use of repellents, clothing, netting, and other barriers to prevent insect bites
- Use chemoprophylaxis drugs by non-immune workers and collaborating with public health officials to help eradicate disease reservoirs
- Monitor and treat circulating and migrating populations to prevent disease reservoir spread
- Collaborate and exchange in-kind services with other control programs in the project area to maximize beneficial effects
- Educate project personnel and area residents on risks, prevention, and available treatment
- Monitor communities during high-risk seasons to detect and treat cases
- Distribute appropriate education materials
- Follow safety guidelines for the storage, transport, and distribution of pesticides to minimize the potential for misuse, spills, and accidental human exposure

2.2.18. Road safety and Traffic Safety

The Contractor shall ensure traffic safety by all project personnel during displacement to and from the workplace, and during the operation of project equipment on private or public roads. The Contractor shall adopt best transport safety practices across all aspects of project operations with the goal of preventing traffic accidents and minimizing injuries suffered by project personnel and the public, including:

- Emphasize safety aspects among drivers
- Improve driving skills and requiring licensing of drivers
- Institute defensive driving training for all drivers prior to starting their job
- Adopt limits for trip duration and arranging driver rosters to avoid overtiredness
- Avoid dangerous routes and times of day to reduce the risk of accidents
- Use speed control devices (governors) on trucks, and remote monitoring of driver actions
- Require that drivers and co-passengers wear seatbelts, and duly sanction defaulters.
- Regularly maintain vehicles and use manufacturer approved parts to minimize potentially serious accidents caused by equipment malfunction or premature failure.
- Where the project may contribute to significant changes in traffic along existing roads the Contractor shall:
 - Commence activities that affect public motorways and highways, only after all traffic safety measures necessitated by the activities are fully operational.
 - Arrange diversions for providing alternative routes for transport and/or pedestrians
 - Minimize pedestrian interaction with construction vehicles, particularly at crossing points to schools, markets, and any animal crossing points of significance, through appropriate signage, engineered footpaths or traffic slowing devices.
 - Organize meaningful road accident awareness events at all roadside schools and communities within 150 meters of the road centerline, covering safe road crossing, road accident hazards from weather conditions and vehicle roadworthiness, overloading and driver alertness, dangers posed by parked and broken-down vehicles, etc.
 - Collaborate with local communities and responsible authorities to improve signage, visibility and overall safety of roads, particularly along stretches located near schools or other locations where children may be present.
 - Collaborate with local communities on education about traffic and pedestrian safety (e.g., school education campaigns).
 - Coordinate with emergency responders to ensure that appropriate first aid is provided to all affected persons in the event of accidents.
 - Use locally sourced materials, whenever possible, to minimize transport distances, and locate associated facilities such as worker camps close to project sites.
 - Employ safe traffic control measures, including road signs, traffic cones, removable barriers, and flag persons to warn of dangerous conditions.
 - Avoid indirect damage to existing cultural heritage, such as affecting masonry through vibration

2.2.19. Emergencies

The Contractor shall establish and maintain an emergency preparedness and response system, in collaboration with appropriate and relevant third parties including to cover: (i) the contingencies that could affect personnel and facilities of the project to be financed; (ii) the need to protect the health and safety of project workers; (iii) the need to protect the health and safety of the Affected Communities. The emergency preparedness and response system shall include:

- Identification of the emergency scenarios
- Specific emergency response procedures
- Training of emergency response teams
- Emergency contacts and communication systems/protocols (including communication with Affected Communities when necessary)
- Procedures for interaction with government authorities (emergency, health, environmental authorities)
- Permanently stationed emergency equipment and facilities (e.g., first aid stations, firefighting equipment, spill response equipment, personal protection equipment for the emergency response teams)
- Protocols for the use of the emergency equipment and facilities
- Clear identification of evacuation routes and muster points
- Emergency drills and their periodicity based on assigned emergency levels or tiers
- Decontamination procedures and means to proceed with urgent remedial measures to contain, limit and reduce pollution within the physical boundaries of the project property and assets to the extent possible.

2.2.20. Stakeholder Engagement

As part of the overall Project Stakeholder Engagement¹, the Contractor will undertake a process of stakeholder engagement with representative persons and communities directly affected by the activities it undertakes, including, if necessary, the public disclosure of its ESMP. The Contractor shall also maintain throughout the Project good relations with local communities and will give these communities prior notice of plans and schedules as they might affect local people.

2.2.21. Labor Force Management

Labor Conditions, The Contractor shall:

- Implement the measures and commitments defined in the Project Labor Management Procedures.
- Provide all workers with terms and conditions that comply with Afghanistan Labor Legislation, and applicable International Labor Organization conventions on workplace conditions.
- Put in place workplace processes for project workers to report work situations that they believe are not safe or healthy, and to remove themselves from a work situation which they have reasonable justification to believe presents an imminent and serious danger to their life or health. Project workers who remove themselves from such situations will not be required to return to work until necessary remedial action to correct the situation has been taken. Project workers will not be retaliated against or otherwise subject to reprisal or negative action for such reporting or removal.
- Avoid all forms of forced or compulsory labor, i.e., all work or service which is exacted from any person under the threat of a penalty and for which the person has not offered himself or herself voluntarily.

2.2.22. Insurance

The Contractor shall:

- Protect the health of workers involved in onsite activities, as indicated in Afghanistan Labor legislation

¹ The overall process of stakeholder engagement is described in the Project Stakeholder Engagement Plan (SEP)

- Compensate any employee or community for death or injury

2.2.23. Grievance Mechanism for Workers

The Contractor shall put in place a Grievance Redress Mechanism (GRM) for its workers and the workers of its subcontractors that is proportionate to its workforce. The GRM for workers shall be distinct from the Project level Grievance Mechanism for affected individuals and communities, and shall adhere to the following principles:

- **Provision of information:** All workers should be informed about the grievance mechanism at the time they are hired, and details about how it operates should be easily available, for example, included in worker documentation or on notice boards.
- **Transparency of the process:** Workers must know to whom they can turn in the event of a grievance and the support and sources of advice that are available to them. All line and senior managers must be familiar with their organization's grievance procedure.
- **Keeping it up to date:** The process should be regularly reviewed and kept up to date, for example, by referencing any new statutory guidelines, changes in contracts or representation.
- **Confidentiality:** The process should ensure that a complaint is dealt with confidentially. While procedures may specify that complaints should first be made to the workers' line manager, there should also be the option of raising a grievance first with an alternative manager, for example, a human resource (personnel) manager.
- **Non-retribution:** Procedures should guarantee that any worker raising a complaint will not be subject to any reprisal.
- **Reasonable timescales:** Procedures should allow for time to investigate grievances fully but should aim for swift resolutions. The longer a grievance is allowed to continue, the harder it can be for both sides to get back to normal afterwards. Time limits should be set for each stage of the process, for example, a maximum time between a grievance being raised and the setting up of a meeting to investigate it.
- **Right of appeal:** A worker should have the right to appeal to the World Bank or national courts if he or she is not happy with the initial finding.
- **Right to be accompanied:** In any meetings or hearings, the worker should have the right to be accompanied by a colleague, friend or union representative.
- **Keeping records:** Written records should be kept at all stages. The initial complaint should be in writing, if possible, along with the response, notes of any meetings and the findings and the reasons for the findings. Any records on SEA shall be registered separately and under the strictest confidentiality.
- **Relationship with collective agreements:** Grievance procedures should be consistent with any collective agreements.
- **Relationship with regulation:** Grievance processes should be compliant with the national employment code.

2.2.24. Protection from Sexual Exploitation and Abuse

The Contractor shall:

- Provide repeated training and awareness raising to the workforce about refraining from unacceptable conduct toward local community members, specifically women and children
- Inform workers about national laws that make sexual harassment and gender-based violence a punishable offence which is prosecuted
- Prohibit its employees from exchanging any money, goods, services, or other things of

value, for sexual favors or activities, or from engaging any sexual activities that are exploitive or degrading to any person.

- Develop a system to capture gender-based violence, sexual exploitation and workplace sexual harassment related complaints/issues.
- Adopt a policy to cooperate with law enforcement agencies in investigating complaints about gender-based violence.

2.2.25. Protection from Child Labor

The Contractor shall:

- Verify that workers are older than 18 when hiring
- Exclude all persons under the age of 18.
- Review and retain copies of verifiable documentation concerning the age of workers
- 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.

3 Contractor Environmental and Social Reporting

The Implementing Partners (NGO) shall monitor, keep records and report to UNICEF on the following environmental and social issues:

- **Incident and Accident:** The Implementing Partners (NGO) shall report major work-related incidents, accidents, or loss of life to UNICEF or the relevant Implementing Partner within 48 hours of their occurrence. That include hours worked, lost time injury (LTI), lost workdays, recordable incidents and corresponding Root Cause Analysis (lost time incidents, medical treatment cases), first aid cases, high potential near misses, and remedial and preventive activities required (for example, revised job safety analysis, new or different equipment, skills training, and so forth).
- **Environmental Incidents and Near Misses:** Environmental incidents and high potential near misses and how they have been addressed, what is outstanding, and lessons learned.
- **ESHS Requirements:** Noncompliance incidents with permits and national law (legal noncompliance), project commitments, or other ESHS requirements.
- **ESHS Inspections and Audits:** By the UNICEF, Implementing Partners (NGO), and its contractor, or others—to include date, inspector or auditor name, sites visited, and records reviewed, major findings, and actions taken.
- **Training and Capacity Building:** Training on ESHS issues including dates, number of trainees, and topics. As well as list of workers at each site, confirmation of ESHS training, indication of origin (expatriate, local, nonlocal nationals), gender, age with evidence that no child labor is involved, and skill level (unskilled, skilled, supervisory, professional, management).
- **School's Footprint Management:** details of any work outside boundaries or major off-site impacts caused by ongoing construction—to include date, location, impacts, and actions taken.
- **External Stakeholder Engagement:** Highlights, including formal and informal meetings, and information disclosure and dissemination—to include a breakdown of women and men consulted and themes coming from various stakeholder groups, including vulnerable groups (e.g., disabled, elderly, children, etc.).
- **Details of any Security Risks:** Details of risks the Implementing Partners (NGO) and Contractor may be exposed to while performing its work—the threats may come from third parties external to the project.
- **Worker Grievance Management:** Details including occurrence date, grievance, and date

submitted; actions taken and 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.

- **External Stakeholder Grievances Management:** Grievance and date submitted, action(s) taken and date(s), 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. Grievance data should be gender disaggregated.
- **Deficiency and Performance Management:** Actions taken in response to previous notices of deficiency or observations regarding ESHS performance and/or plans for actions to be taken should continue to be reported to UNICEF until it determines the issue is resolved satisfactorily.

United Nations Children Fund (UNICEF)

Code of Conduct

Date [31-08-2023]

Company Name:

Project Name:

Contract Number:

Project Location:

Contact Information: (Phone and Email)

Prepared By: Name and Position

CODE OF CONDUCT FOR CONTRACTOR'S PERSONNEL

We the Contractor [enter name of Contractor] have signed a contract with UNICEF for [enter description of the activities]. These activities will be carried out at [enter the Site and other locations where the activities will be carried out]. Our contract requires us to implement measures to address environmental and social risks related to the activities, including the risks of sexual exploitation and assault and gender-based violence.

This Code of Conduct is part of our measures to deal with environmental and social risks related to the activities. It applies to all our staff, including laborers and other employees at the at all the places where the activities are being carried out. It also applies to the personnel of every subcontractor and any other personnel assisting us in the execution of the activities. All such persons are referred to as "Contractor's Personnel" and are subject to this Code of Conduct.

This Code of Conduct identifies the behavior that we require from all Contractor's Personnel. Our workplace is an environment where unsafe, offensive, abusive, or violent behavior will not be tolerated and where all persons should feel comfortable raising issues or concerns without fear of retaliation.

Required Conduct

Contractor's Personnel shall:

- Carry out his/her duties competently and diligently.
- Comply with this Code of Conduct and all applicable laws, regulations and other requirements, including requirements to protect the health, safety and well-being of other Contractor's Personnel and any other person.
- Maintain a safe working environment including by:
 - Ensuring that workplaces, machinery, equipment and processes under each person's control are safe and without risk to health.
 - Wearing required personal protective equipment.
 - Using appropriate measures relating to chemical, physical and biological substances and agents; and
 - Following applicable emergency operating procedures.
- Report work situations that he/she believes are not safe or healthy and remove himself/herself from a work situation which he/she reasonably believes presents an imminent and serious danger to his/her life or health.
- Treat other people with respect, and not discriminate against specific groups such as women, people with disabilities, migrant workers or children.
- Not engage in any form of sexual harassment including unwelcome sexual advances, requests for sexual favors, and other unwanted verbal or physical conduct of a sexual nature with other Contractor's or Employer's Personnel.
- Not engage in Sexual Exploitation, which means any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. In Bank financed projects, sexual exploitation occurs when access to or benefit from Bank financed Goods, Works, Consulting or Non-consulting services is used to extract sexual gain.
- Not engage in Sexual Assault, which means sexual activity with another person who does not consent. It is a violation of bodily integrity and sexual autonomy and is broader than narrower conceptions of "rape", especially because (a) it may be committed by other means than force or violence, and (b) it does not necessarily entail penetration.
- Not engage in any form of sexual activity with individuals under the age of 18, except in case of

- pre-existing marriage.
- Complete relevant training courses that will be provided related to the environmental and social aspects of the Contract, including on health and safety matters, and Sexual Exploitation and Assault (SEA).
- Report violations of this Code of Conduct; and
- Not retaliate against any person who reports violations of this Code of Conduct, whether to us or the Employer, or who makes use of the Grievance mechanism for Contractor’s Personnel or the project’s Grievance Mechanism.

Raising Concerns

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

1. Contacting the Individual designated by the Contractor [enter name of Contact]
2. In writing at this address []
3. By telephone at []
4. In person at []
5. Calling [] to reach the Contractor’s hotline and leave a message (if available)

The person’s identity will be kept confidential, unless reporting of allegations is mandated by the country law. Anonymous complaints or allegations may also be submitted and will be given all due and appropriate consideration. We take seriously all reports of possible misconduct and will investigate and take appropriate action. We will provide warm referrals to service providers that may help support the person who experienced the alleged incident, as appropriate. There will be no retaliation against any person who raises a concern in good faith about any behavior prohibited by this Code of Conduct. Such retaliation would be a violation of this Code of Conduct.

Consequences of Violating the Code of Conduct

Any violation of this Code of Conduct by Contractor’s Personnel may result in serious consequences, up to and including termination and possible referral to legal authorities.

For Contractor’s Personnel

I have received a copy of this Code of Conduct written in a language that I comprehend. I understand that if I have any questions about this Code of Conduct, I can contact [enter name of Contractor’s contact person with relevant experience in handling gender-based violence] requesting an explanation.

1. Name of Contractor’s Personnel: [insert name]
2. Signature: _____
3. Date: (day month year): _____
4. Countersignature of authorized representative of the Contractor:
5. Signature: _____
6. Date: (day month year): _____

A copy of the code shall be displayed in a location easily accessible to the community and project affected people. It shall be provided in languages comprehensible to the local community, Contractor’s personnel (including sub-contractors and day workers) and affected persons.

United Nations Children Fund (UNICEF)

Training and Capacity Building Plan

Date [31-08-2023]

Company Name:

Project Name:

Contract Number:

Project Location:

Contact Information: (Phone and Email)

Prepared By: Name and Position

Introduction

Please describe your training and capacity building plan and relevant employees and workers required to be sensitized on Environmental and Social Safeguards aspects including Safety, Security, Traffic incident and accident, occupational health and safety, community health and safety, emergency response procedures, UNICEF Grievance Mechanism, Gender Based Violence, Sexual Exploitation and Abuse, Sexual Harassment, and stakeholder consultation.

Roles and Responsibilities

Please describe the responsible person roles and responsibilities within your organization to deliver the training module based on the project scope of work, risks and impact and mitigation measures during the transportation and installation of the HPTs.

Target Group/Person

Please describe the target group and person which required to receive an orientation on the above-mentioned subjects like skilled and unskilled workers, drivers, project managers and coordinator.

Training Plan and Modules

Please describe the training module, target groups/person, timeframe in the below table based on the project activities and their responsibilities.

No	Training Module	Training Contents	Target Group	Timeframe

United Nations Children Fund (UNICEF)

Occupational Health and Safety (OHS) Management Plan

Date [31-08-2023]

Company Name:

Project Name:

Contract Number:

Project Location:

Contact Information: (Phone and Email)

Prepared By: Name and Position

Requirement

High Performance Tent Partners are required to keep a logbook of incident/accident at their central office and record and report all the incidents within 24 hours.

Company Organization and Personnel

Please kindly describe your organization structure, as well as who will be responsible for coordination, management, implementation, monitoring, reporting of the Occupational Health and Safety (OHS) plan implementation.

Roles and Responsibilities

Please describe the roles and responsibilities of your manager/staff to implement the OHS plan during the project implementation. For example, the project manager will be responsible for coordination and management of the OHS implementation. Please use the below table:

No	Name and Position	Roles and Responsibilities	Contact Information

Training and Capacity Building

Please describe your training and capacity building plan to project workers on Occupation Health and Safety (OHS) measures. Please use the table below.

OHS Capacity Building and Training Plan

No	Training Module	Training Contents	Target Group	Timeframe
1				
2				
3				
4				
5				

Personnel Protective Equipment (PPEs)

Please describe and list all Personnel Protective Equipment (PPEs) for the project worker which will be used during HPT’s transportation and installation. Please use the below table:

List of Personnel Protective Equipment (PPEs)

No	Items	Description

United Nations Children Fund (UNICEF)

Traffic Management Plan (TMP)

Date [31-08-2023]

Company Name:

Project Name:

Contract Number:

Project Location:

Contact Information: (Phone and Email)

Prepared By: Name and Position

Introduction

Please describe the road safety and traffic safety measures to be carried out during the transportation of the HPTs by the project worker. Which include the safety practices, measures to prevent traffic incidents and accidents, driving skills and license, training, speed control device (if applicable), maintain vehicles and use of manufacturer.

Roles and Responsibilities

Please describe the responsible person roles and responsibilities within your organization to planning, manage, coordinate, train, hazard identification, control, monitor, and supervise the traffic management plan and mitigation measures implementation. Please use the below summarize table

No	Name and Position	Responsibilities	Contact Information

Emergency Response and Reporting of Hazards

Please describe the communication strategy and contact details for emergencies, which include the local emergency contact detail, internal reporting mechanism, medical services, first aid kit, and so on.

Compensation to Affected Worker or Community

Please describe the compensation to the affected worker and community members during the transportation and installation based on National Labor law and regulation and other applicable governmental law and legislation.

Training and Capacity Building

Please describe the training will be deliver to drivers and project worker on traffic management plan, coordination, road safety roles, personnel protective equipment's, reporting, types of hazards and emergency procedures during the transportation of the HPTs.

No	Training Module	Training Contents	Target Group	Timeframe
1				
2				
3				
4				
5				

United Nations Children Fund (UNICEF)

Traffic Management Plan (TMP)

Date [31-08-2023]

Company Name:

Project Name:

Contract Number:

Project Location:

Contact Information: (Phone and Email)

Prepared By: Name and Position

Introduction

Please describe the procedure to be followed for emergency and incident reporting and management. As well as describe the types of hazards which will have potential impact on the project implementation like security, natural disaster, traffic accident and so on.

Roles and Responsibilities

Please describe the roles and responsibilities of your staff in implementing the EPR plan during the project implementation. For example, the project manager will be responsible for coordination, reporting, communication, and management of the emergency. Please use the below table:

No	Name and Position	Roles and Responsibilities	Contact Information

Emergency Response Procedure

Please describe your emergency response procedures for all types of hazards like medical emergency, personnel injuries, natural disaster, traffic accident and so on.

Mitigation Measures

Please describe the mitigation measure to avoid, mitigate and manage the risks and impact in emergency during the transportation and installation of HPTs.

Internal Reporting Procedures

Please describe your internal reporting procedures on emergency, including:

- Please describe the call number and person responsible details?
- Who will be responsible for the project site and office?
- Who will coordinate with relevant authorities?
- Who will be in charge of managing the situation?

External Reporting Procedures

Please describe your external reporting procedures on emergency, including:

- Who will be responsible for coordinating with relevant authorities?
- What are the contact details for outside agencies (Police, Fire, and medical services)?
- Who will be responsible for communicating with UNICEF?

No	Name and Position	Location/Responsibilities	Contact Information
		Internal	
		External	
		UNICEF	

Training and Capacity Building

Please describe the training that will be delivered to project workers on Emergency management, response procedures, coordination, reporting, and types of hazards during the transportation and installation of HPTs.

No	Training Module	Training Contents	Target Group	Timeframe
1				
2				

3				
4				
5				

Compensation to Affected Worker and Community

Please describe the compensation to the affected worker and community members during the transportation and installation of HPTs based on National Labor law and regulation and other applicable governmental law and legislation.

_Incident Reporting Logbook

Beginning Date and Time	
Closing Date and Time	
Location	
Reference	
Is this incident OHS/CHS risk related	Yes No
Reason of the incident	
Nature of the operations affected	
Description of the incident	
Subsequent actions by HPT Partner	
Comments and Recommendations on this issue	