



LABOUR MANAGEMENT PROCEDURES

FOR

SOLUTIONS FOR INTERNALLY DISPLACED PERSONS AND HOST COMMUNITIES (SOLID) PROJECT

Draft Final Report

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1. INTRODUCTION

1.1 Project Background

The Solutions for the Internally Displaced and Host Communities Project (SOLID), is Federal Government of Nigeria's initiative in Partnership with the World Bank aimed at improving access to basic services and economic opportunities for internally displaced persons (IDPs) and host communities in displacement-affected LGAs of Northern Nigeria. It is part of the broader efforts of the FGN to provide durable solutions to IDPs and improving the resilience of host communities for sustainable response to the challenge of displacement in Nigeria. The project with credit from the World Bank will leverage existing Bank programs effective in Northern Nigeria, aligning policy work, coordinating project activities and strengthening beneficiary targeting mechanisms.

The project's targeting strategy will be anchored around a combination of needs assessments (for IDPs and other vulnerable groups, and host community members), state and local community development plans, and tailored interventions to strengthen service delivery, inclusiveness, and climate resilience. The Project will adopt a multi-tiered approach to select four to six states before project negotiation, based on defined criteria. All Northern Nigerian states that have displacement identified as one of the key challenges to their development agenda are eligible to participate in the Project.

SOLID project will mainly address displacement at the local level and will focus on selected displacement affected LGAs within the Northern Nigerian states. Within selected LGAs, the project will target host communities, at the neighborhood (ward) level, that have experienced protracted displacement (where people have been internally displaced for at least three years by a single event), will be designated to receive project support. Within selected host communities, support will be extended to both IDP and native community members, with a special attention paid to women, youth, and people with special needs, as part of the project's support for local economic stabilization.

1.2 Rationale for the LMP

A Labour Management Procedure (LMP) is a key document required for World Bank-funded projects to ensure compliance with the Environmental and Social Framework (ESF), particularly Environmental and Social Standard 2 (ESS2), which focuses on labor and working conditions. The activities of SOLID project would require civil, humanitarian and administrative work, which will require the engagement and services of labour. The LMP outlines how a project will

manage labor-related risks and impacts, including direct workers, contracted workers, and community workers.

1.3 Objective of the LMP

The broad objective of LMP is to have an instrument for SOLID project that meets the legal, laws and technical requirements of the Government of Nigeria and the World Bank ESS2 for protecting the rights of all workers involved in the project, including direct workers, contracted workers, and community workers.

The specific objectives of the LMP are to:

- i. Establish effective grievance mechanisms to address labor-related complaints.
- ii. Promoting occupational health and safety (OHS) standards to prevent work-related injuries or fatalities.
- iii. Protecting the right of women and girls in labour employment and working conditions
- iv. Preventing forced labour, child labour, and discrimination in project employment practices, and
- v. Protecting the rights of all workers involved in the project, including direct workers, contracted workers, and community workers

1.4 Scope of ESS2/ Labour Management Procedure Application

ESS2 applies to all categories of workers applicable to SOLID project including full-time, part-time, temporary, seasonal, and migrant workers. It can also be described as direct workers, contract workers, primary supply workers and community workers. This LMP describes the requirements and expectations in terms of compliance, reporting, roles, supervision and training concerning labour and working conditions, including discriminatory working conditions (especially against women), child labour and camp accommodation (where applicable).

Where government civil servants are working in connection with the project, whether full-time or part-time, they will remain subject to the terms and conditions of their existing public sector employment agreement or arrangement, unless there has been an effective legal transfer of their employment or engagement to the project.

2. OVERVIEW OF LABOUR USE ON THE PROJECT

2.1 Types of Workers

The categories of workers expected to be engaged across the spectrum of SOLID project ecosystem include the following:

- **Direct Workers:** These are individuals employed directly by the Project Management Unit (PMU) and the Project Coordination Units (PCUs), including project managers, engineers, and administrative staff.
- **Contracted Workers:** Individuals employed by contractors and subcontractors for project-related activities, such as construction workers, electricians, and laborers.
- **Primary Supply Workers:** Workers engaged by primary suppliers who provide materials essential for the project, such as cement and steel.
- **Community Workers:** Workers from local communities involved in the project voluntarily or through community agreements.
- **Migrant Workers:** Where applicable, migrant workers may be employed, and their rights will be protected as per national laws and ESS2 requirements.

2.2 Estimated Number of Workers

Direct Workers: Approximately 370 staff members made up of 20 PMU staff and 350 staff in fourteen potential participating states

Contracted Workers: Estimated to be 700 individuals across different contractors in the 14 states (estimated).

Community Workers: Expected to include 140 community members from each local government participating in the project across the potential 14 participating states.

Primary Supply workers involved in material supply: This is expected to be at least five in each state for a total of 70.

3.0 KEY LABOUR LEGISLATIONS

3.1 National Labour Legislations

3.1.1 *Labour Act, Chapter 198, Laws of the Federation of Nigeria (LFN) 2004:*

The Act covers general provisions including:

- **Protection of Wages:** the wages of all project workers shall be made payable in legal tender or with prior consent of both parties in cheque and not otherwise. Wages shall become due and payable at the end of each period for which the contract is expressed (daily, weekly or at such other period as may be agreed upon), provided the period is not more than one month, the wages shall become due and payable at intervals not exceeding one month.
- **Contracts of Employment, Terms and Conditions of Employment:** no employer shall make any deduction or make any deductions from wages to be paid to project workers. An employer may with the consent of a project worker make deductions except with consent of the worker in terms of VAT, TAX, pension funds or other schemes as agreed by the worker and approved by the State Authority. Not later than three months after the beginning of a project worker's period of employment with an employer, the employer shall give to the worker a written statement specifying
 - (a) The name of the employer or group of employers, and where appropriate, of the undertaking by which the worker is employed;
 - (b) The name and address of the worker and the place and date of his engagement;
 - (c) The nature of the employment;
 - (d) If the contract is for a fixed term, the date when the contract expires
- **Hours of work and overtime:** Normal hours of work in any undertaken according to the regulation shall be those fixed under mutual agreement or collective bargaining within the organization. This shall also be in line with Federal Government regulations and as maybe stipulated by the programme management at the federal level. However, being a project environment, the normal working hours is proposed to be from 8am to 5pm with one-hour interval break period.
- **Benefits:** project workers shall be entitled to 12 working day holiday with full payment of wages after twelve months of continuous service including sick leave.

3.1.2 Trade Unions (Amended) Act, 2005:

Relevant provisions include:

- Membership of a trade union by employees shall be voluntary and no employee shall be forced to join any trade union or be victimized for refusing to join or remain a member”.
- For the purposes of collective bargaining all registered Unions in the employment of an employer shall constitute an electoral college to elect members who will represent them in negotiations with the employer
- The right to strike is an integral part of the freedom of every citizen to associate with others particularly to form or join a trade union of his choice for the protection of his interests, which is entrenched in section 40 of the Constitution of the Federal Republic of Nigeria 1999.
- No person shall subject any other person to any kind of constraint or restriction of this personal freedom in the course of persuasion

3.1.3 Employee’s Compensation Act (ECA) 2010

The crux of the Act is the creation of “an open and fair system of guaranteed and adequate compensation for all employees or their dependants in the case of any death, injury, disease or disability, arising out of the course of employment”. The Act also seeks to provide an “Employees’ Compensation Fund” (ECF) which will be managed in the interest of the employees and their employers. The ECA further makes provision for the rehabilitation of employees affected by work related disabilities including mental illness. Like the Workmen Compensation Act, the ECA applies to employers and employees in the public and private sectors. The Act however exempts members of the Armed Forces who are not employed in a civilian capacity.

3.1.4 Factories Act, Cap F1, LFN 2004

The Act -

- Provides a legal framework for the regulation of safety standards for the operation of factories in Nigeria; and
- Sets out minimum standards for clean and conducive working environments

3.1.5 National Minimum Wage Act, 2010

National minimum wage in Nigeria is determined by the Government. Government is empowered to set up "industrial wages boards" for specific sectors or geographical areas where it considers wages to be "unreasonably low" or where there is no adequate collective bargaining machinery for the effective regulation of wages or other conditions of employment of those workers.

Generally, wage rate is determined by the applicable collective agreement or the agreement between the worker and the employer. Section 15 of the Labor Act states that wages shall become due and payable at the end of each period for which the contract is expressed to subsist (daily, weekly or at such other period as may be agreed upon) provided that where the period is more than one month, the wages become due and payable at intervals not exceeding one month.

3.1.6 The Occupational Safety and Health Act 2005

This act states that every employer shall, so far as is reasonably practicable, ensure the Safety, Health and Welfare at work of all his employees. Other special provisions relevant to this LMP include:

- Prohibitions regarding young persons
- Duties of employer regarding Safety and Health Officers
- Risk assessment by employer and Record of risk assessments
- Exposure to serious and imminent danger
- Duties of Safety and Health officers, Establishment of Safety and Health Committees
- Health and welfare: Structure of building, Overcrowding, Ventilation and temperature, Lighting, Sanitary conveniences, Supply of drinking water, Washing facilities, Provisions for first-aid
- Safety (Machinery): Training and supervision, use of equipment and machinery
- Safety (general provision): Safe means of access and safe place of employment, Substances hazardous to health, Prevention of fire, Safety provisions in case of fire.

3.1.7 National Policy on Occupational Safety and Health, revised 2020

This policy was approved by the Federal Executive Council (FEC) in September 2020. While this has not been legislated, in this LMP it is captured as a guide for voluntary compliance and serve as a basis for OSH programs. Furthermore, it recognizes ISO 45001:2018 and captures policy provisions for implementing Occupational Safety and Health, and duties and roles of various groups including: Statutory authority, federal ministry of health, MDAs, employers, organizations, manufacturers, transporters, workers, HSE Committees, Nigeria Social Insurance Trust Fund, Standards Organisation of Nigeria, Office of the Head of Civil Service, Mass Media, Academia, other stakeholders.

3.2 International Regulations

International labour regulations and treaties relevant to the SOLID project are:

1. World Bank ESS 2: Labour and working conditions
2. World Bank Environmental Health and Safety Guideline
3. International Labor Organization (ILO)
4. Africa Regional Labor Administration Centre (ARLAC)
5. Organization of African Trade Union Unity (OATUU)
6. Africa Union, Labor and Social Affairs Commission (AULSAC)

7. Organization of Trade Union of West Africa
8. Pan African Employers Association
9. Pan African Productivity Association (PAPA)
10. International Social Security Association (ISSA)

3.2.1 World Bank Environmental and Social Standards

The World Bank has in place a number of environmental and social safeguards standards, which are aimed at preventing and mitigating undue harm to people and their environment in any development projects involving the Bank. The Bank recently approved the new Environmental and Social Framework which consists of ten standards, of importance to this program is the ESS 2 (Labour and Working Conditions).

- **Environmental and Social Standards (ESS 2)**

ESS 2 recognizes the importance of employment creation and income generation in the pursuit of poverty reduction and inclusive economic growth. Borrowers shall promote sound worker-management relationships and enhance the developmental benefits of a project by treating workers in the project fairly and providing safe and healthy working conditions.

The objectives of ESS 2 are as follows:

- To promote safety and health at work;
- To promote the fair treatment, non-discrimination and equal opportunity of project workers;
- To protect project workers, including vulnerable workers such as women, widows, orphans and persons living with disabilities, children (of working age, in accordance with this ESS) and migrant contracted workers, and primary supply workers, as appropriate;
- To prevent the use of all forms of forced Labour and child Labour; and
- To provide project workers with accessible means to raise workplace related concerns, grievances etc.

3.2.2 World Bank Environmental, Health and Safety Guidelines (EHS)

The operational health and safety (OHS) measures will be designed to address the identification of potential hazards to project workers including direct workers, casual workers, Contracted workers and Consultants; particularly those that may be life-threatening; provision of preventive and protective measures via modification, substitution or elimination of hazardous conditions; training of project workers; emergency prevention and preparedness and response arrangements to emergencies; documentation, reporting and remedies of accidents and incidents.

In the implementation of SOLID project, the following guidelines shall be adhered to:

- Identification of all occupational hazards and associated risks early as possible for the project life cycle.
- Involvement of EHS professionals, who have the experience, competence, and training necessary to assess and manage ESH impacts and risks
- Conduct risk assessment to understand the likelihood and magnitude of EHS risks associated with the project based on: whether the project will involve hazardous materials or processes; the potential consequences to workers, communities, or the environment if hazards are not adequately managed, which may depend on the proximity of project activities to people or to the environmental resources on which they depend. (Sample risk assessment tool attached as annex 1).
- Prioritize the risk management strategies to achieve an overall reduction of risk to human health and the environment
- Favour strategies that eliminate the cause of the hazard at its source, for example, by selecting less hazardous materials or processes
- When impact avoidance is not feasible, incorporate engineering and management controls to reduce or minimize the possibility and magnitude of undesired consequences, for example, with the application of pollution controls to reduce the levels of emitted contaminants to workers or environments.
- Monitor and document the performance of the OHS.

Table 3.1: Benchmarking the Nigeria Labour Legislation against World Bank ESS2

Areas	Nigeria labour law	ESS 2 requirements	Identified gaps	What the project will adopt
Minimum Age	Sixteen Years and above	National Minimum Age but under special conditions people of 14 years and above can be considered if the work is not considered hazardous, harmful to the education, health, physical, mental, moral, spiritual and social development of the person and if the	Disparity in age of engagement	Nigeria labour law will be adopted with evidence like birth certificate required to certify actual age

		borrower can conduct regular monitoring and other requirements of the work.		
Forced labour	Any person who requires other person or permits any other person to be required to perform forced labour contrary to section 34(1)(c) of the constitution of the Federal Republic of Nigeria 1999 and shall be guilty of an offence and on conviction shall be liable to a fine not exceeding ₦ 1,000 or to imprisonment for a term not exceeding two years or to both.	All works associated with this project shall be performed voluntarily without coercion or any form of threats. Forced labour in this context can be any form of involuntary or compulsory labour, such as indentured labour, bonded labour, or similar labour-contracting arrangements. No trafficked persons will be employed in connection with the project.	Both condemn forced labour.	Periodic checks and screening for forced labour shall be carried out on the project by the Project Management Units of all participating States
Term and Condition of Employment	Wages shall become due and payable at the end of each period: daily, weekly or monthly. No employer shall make deductions or make any	Same ESS 2 provides for all workers associated with the project to be paid on regular basis as required by national law and labour management procedures.	Both protect workers' wages	Effective workers grievance mechanism should be put in place to manage complaints that may arise from irregularities in wages payment by the employer.

	agreement or contract with a worker for any deduction from the wages to be paid by the employer			
Non-discrimination and equal opportunity	No defined procedure to guide developmental projects	ESS 2 states that decisions relating to employment or treatment of project workers will not be made on the basis of personal characteristics unrelated to inherent job requirements. The principle of equal opportunities and fair treatment shall be applied to the various categories of workers: direct, indirect, contract staff and suppliers.	ESS 2 provides a unified approach while the National legislation does not	SOLID project will implement ESS2 and ensure that no discrimination and gender issues are implemented across the project.
Hours of work	Working hours shall be agreed mutually or by collective bargain	ESS 2 provides that projects workers are duly provided with information and documentation that is clear and understandable regarding their terms and conditions of their employment. The	Same provisions	An attendance register shall be maintained at all work locations to record time of arrival and departure from work.

		information should include; hours of work, wages, overtime, compensation and benefits.		
Institutional cooperation regarding labour risk management	There is no strong provision that mandates the existence of synergy between Ministry of Labour and Employment and other ministries such as the Federal Ministry of Environment which oversees environmental and social issues arising from projects.	ESS 2 provides procedures for managing labour risks and impacts.	Lack of unified procedure in the Nigeria labour legislation	SOLID will adopt the provisions of ESS2 with improved consultations with both ministries throughout the duration of the project.
Standard and resources for OHS Management	No adequate resources, capacity, standardized tools for effective implementation and monitoring of OHS standards	ESS 2 provides that measures relating to the OHS which are aimed at protecting project workers from injuries, illnesses or impacts associated with exposure to hazards encountered in the workplace should be applied to all subprojects associated with the	Lack of adequate provisions for OHS implementation and monitoring in the Nigeria Legislation	SOLID will adopt the provisions of ESS2

		SOLID project.		
Gender Issues And inclusion measures for those with physical disabilities	No provisions in the labour act for sexual harassment, though there is a separate National Act that addresses sexual harassment	ESS 2 clearly forbids sexual harassment of any kind especially once the grievances have been reported. It also provides for assistance for vulnerable parties including the physically disabled groups	The Labour Act does not make clear provision for sexual harassment, Sexual Exploitation and Abuse as well as clear assistance to the disable people	Gender based principles as provided by ESS2 will be implemented in the SOLID project. Provide assistance to the disabled parties including providing Ramps at the appropriate access points to assist disable workers and students to assess the premises and halls
Terms and Conditions of Employment	The labour law provides that employer must provide and employee with a clear agreement of engagements within the first 3 months.	Provision of clear information and documentation are provided at the onset of working relationship	Both have documented evidence but the procedures may differ.	SOLID will adopt the provisions of ESS2
Workers' Organisation	The labour Act provides well for formal sector but casual workers are not given the same benefits (such as compensation for injuries, right to belong to trade unions and collective bargain. There is also the absence of Grievance	ESS 2 makes provision for borrowers to promote sound worker-management relationship and enhance the development benefits of a project by treating all workers in the project fairly and proving safe and healthy working	The Nigeria legislation lack provisions for GRM	SOLID will adopt the provisions of ESS2

	Mechanism in the labour act	condition.		
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3.3 Policies, Treaties and Legislations on GBV

International Treaties Relevant to GBV

- The International Covenant on Economic, Social and Cultural Rights (ICESCR) (2004)
- The International Covenant on Civil and Political Rights (ICCPR) (2004)
- The Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (CAT) (1993)
- The Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) (1984)
- The Convention on the Rights of the Child (CRC) (1990)
- The Convention on the Rights of Persons with Disabilities (CRPD) (2012)
- International Convention on the Elimination of All Forms of Racial Discrimination (1976)

Regional Treaties Relevant to GBV

- The African Charter on Human and Peoples’ Rights (ACHPR) (1982)
- The African Charter on the Rights and Welfare of the Child (ACRWC) (2007)
- The Protocol to the ACHPR on the Rights of Women in Africa (the “Maputo Protocol”) (2007)

National policies on GBV

- The National Action Plan for the Implementation of United Nations Security Council Resolution 1325 (2009);
- The National Gender Policy (2010).

3.4 Institutional arrangement for labour and employment in Nigeria

3.4.1 *Federal Ministry of Labour & Employment*

The Nigeria Ministry of Labor and Employment is the country’s designated authority for Labor-related matters. The ministry has the authority and capacity to ensure appropriate labor management in the country; as such, its institutional framework is adequate to accommodate and oversee the implementation of requirements under the World Bank’s ESS 2 – Labor and Working Conditions. Table 3.2 provides an overview of the relevant department within the FML&E

Table 3.2: Summary of Relevant Departments within the FML&E

Department	Functions
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The Inspectorate Department	The Department is charged with the responsibility of ensuring compliance with all national and international Labor legislations connected with terms and conditions of employment, promotion of health and safety and sustenance of industrial peace and harmony. The department is also charged with the protection of children from child Labor especially in its worst forms
Social Security Department	The function of the Social Security Department within the ministry is to promote a coordinated and holistic approach to social security. The policy drafted by the National Working Committee was in line with International Labor Organization (ILO) Convention 102, to provide a framework for international best practices based on set minimum standards. The policy is expected to provide the poor, weak and vulnerable an equitable access to medical care, employment, maternity care, survivor’s benefits, etc. The department collaborates with relevant stakeholders to regulate a well-focused, coordinated and effective National Social Security System.
Employment and Wages Department	<p>The Department is charged with the responsibility of initiating and implementing the employment and wages policies of the Federal Government of Nigeria and has the following functions:</p> <ol style="list-style-type: none"> 1. Formulation and implementation of employment policies. 2. Registration and placement of unemployed applicants through: <ul style="list-style-type: none"> ❑ Employment Exchanges ❑ Professional and Executive Registries ❑ National Electronic Labour Exchange 3. Coordination of Decent Work Country Program 4. Wages administration through: <ul style="list-style-type: none"> ❑ Wages Monitoring ❑ Processing of Collective Agreements 5. Issuance of Recruiter’s Licenses. 6. Labour migration management. 7. Initiating and implementing programs on active aging 8. Oversight functions over National Directorate of Employment.
Occupational Safety and Health Department	<p>The department of Occupational Health and Safety is responsible for the enforcement of Factories Act 1990, Cap 126 Law of the Federation of Nigeria. The department also oversees the implementation of several other subsidiary legislations, which provide for the safety, health and welfare of workers in all workplaces nationwide. The enforcement of Factories Act is done through:</p> <ul style="list-style-type: none"> • Registration of new factory premises, renewal of certificate of registration and amendment or revocation of certificate of registration. • Special Inspection of workplaces. • Investigation of accidents, dangerous occurrences and occupational diseases. • Prosecution of recalcitrant occupiers.

	<ul style="list-style-type: none"> • Preparation of safety and health regulations, code of practice, guidelines and standards for various operations, processes and hazardous agents. • Provision of occupational safety and health education to workers and employers. • Recording and dissemination of information and statistics on all aspects of occupational safety and health through the national Occupational Safety Health Information Centres (CIC). • Provision of technical assistance and advisory services to workplaces on HIV and AIDS interventions.
<p>The Office of the Registrar of Trade Unions</p>	<p>The Registrar of trade Unions is a unit in the Trade Unions Services and Industrial Relations Department, the office of the Registrar of Trade Union (RTU) is a statutory office created by Section 45 of the Trade Union Act CAP T8 LFN 2004. The Registrar has the primary responsibility for the effective administration of the Trade Unions Act. Hence, the office of the registrar of Trade Unions has the following specific responsibilities:</p> <ol style="list-style-type: none"> i. Registration of trade unions. ii. Cancellation of certificate of registration of trade unions. iii. Supervision of trade unions account: iv. Issuance of guidelines and circulars to registered unions, highlighting observed shortcomings in their obligations under the provisions of the Trade Unions Act for effective administration of the registered bodies. v. Promotion of workers educational programs through lectures at trade unions organized seminars, workshops, symposia and conferences. vi. Maintenance of records of registered offices, documents and particulars of registered unions. vii. Attendance to courts in respect of relevant Trade Union matters. viii. Collection of statutory fees as revenue for the government and paying same into the government coffers.

3.4.2 Federal Ministry of Women Affairs and Social Development

The national machinery for the promotion of gender issues in Nigeria is the Department of Women Affairs of Federal Ministry of Women Affairs and Social Development (FMWA), which was established in 1995. Each State in Nigeria has the State Ministry of the Women Affairs and Social Development. The objective and vision statement of FMWA is as follows: *“To have a Nigerian society that guarantees equal access to social, economic and wealth creation opportunities to all, irrespective of gender; and one that places premium on protection of the child, the aged and persons with disabilities, while focusing attention on key operators in both*

private and public sectors on mainstreaming the concerns of these groups of people in national development process”.

The role of the Ministry is to serve as the national vehicle to bring about speedy and healthy development of Nigerian women, children, the socially disadvantaged and person with disabilities, and the mainstreaming of their rights and privileges in national development process.

4.0 ASSESSMENT OF KEY POTENTIAL LABOUR RISKS

4.1. Introduction

The main labour risks associated with the program are assessed to be related to the potentially hazardous work environment, the associated risk of accidents and labour influx. Based on current conditions in the sector it is assessed that the risk of a child or forced labour is negligible, and already managed through national legislation.

- **Child and Forced Labour:** The risk of child labour will be mitigated through Certification of labourers' age. This will be done by using the legally recognized document such as the National Identification Number (NIN). Further, awareness raising sessions will be conducted regularly to sensitize on prohibition and negative impacts of child and forced Labour.
- **Labour influx:** SOLID program is not expected to experience substantial labour influx because the construction work will only involve minor to medium size rehabilitation and renovations, and will largely use local resource persons as much as possible. While the SOLID resource persons are essentially members of staff of the host Universities. External workers, which will be few in numbers, will be accommodated at existing housing in the area which has been prior practice by PCUs in similar projects. If it is necessary there will be dedicated camps established for contractor or third parties' worker accommodation in the project. Specific requirements to manage risks associated with labour influx, related to the interaction between contractor workers, program workers, students and local communities, such as communicable diseases and gender-based violence, are managed through contractual requirements, code of conduct and training set out in this document. These procedures are guided by national legislation and also follow the guidelines of Bank's ESS 2 and ESS 4.
- **Gender-based violence:** Construction workers are predominantly younger males and females, in some cases. Those who are away from home on the construction job are typically separated from their family and act outside their normal sphere of social control. This can lead to inappropriate social behavior and GBV, such as sexual harassment of women and girls, exploitative sexual relations, and illicit sexual relations with minors. There is a high degree of potential sexual exploitation abuse and sexual harassment (SEA/SH) because of the vulnerable conditions of the women and girls in the IDP camps.

- **Occupational health and safety.** SOLID has existing corporate requirements for contractor training and safety, records of which are inspected monthly and audited bi-annually.
- **Risk of Kidnapping, banditry and loss of life:** Giving the security fragile nature of the Northern states where SOLID is being implemented, there is substantial risk to kidnapping and abduction of SOLID workers by the insurgents.

4.2 Potential Labour Risks and Mitigation Plan

Table 4.1 below presents a plan to be adopted by the SOLID in the management of Labour risks for the project. The Contractors company/management will be responsible for making provisions to ensure implementation of the LMP and develop corrective action for any default and administer appropriate sanctions. The PIU in collaboration with the SOLID will monitor contractor’s compliance to the LMP through the supervising engineers at each PCU. Adequate sanctions such as blacklisting shall be applicable to erring contractors.

Table 4.1: Potential Labour Risks and Mitigation Measures

Risk Category	Labour Risks	Impacts	Mitigation
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<p>Non-discrimination and equal opportunity</p>	<p>Unfair and unclear recruitment/employment and selection practices</p> <p>Lack of competitive process of employment/ deployment</p> <p>Payment of workers may be based on discrimination, e.g., male may be paid higher than women even on the same level of job schedule.</p>	<p>This could discriminate against women, vulnerable groups, ethnicity, religion, etc.</p> <p>Workers may become frustrated, lack focus or be redundant.</p> <p>This could also attract the attention of NGOs and legal actions against the project.</p> <p>Displeasure strives and conflicts amongst workers. Sabotage and under-performance by workers</p> <p>Create bad reputation for the project and the World Bank</p>	<p>The employment of project workers will be based on the principle of equal opportunity and fair treatment, and there will be no discrimination with respect to any aspects of the employment relationship, such as recruitment and hiring, compensation (including wages and benefits), working conditions and terms of employment, access to training, job assignment, promotion, termination of employment or retirement, or disciplinary practices.</p> <p>The PCUs are to safeguard the interests of vulnerable groups, women including gender parity at the workspace</p> <p>The E&S Officer and the GBV officer at the PCU shall monitor contractors in implementing mitigation measures</p> <p>The PCU will also track supplier's performance to check whether labor management procedures and mitigation measures are being appropriately implemented and provide feedback on performance as well as any new areas of risk</p>
<p>Terms and Conditions of</p>	<p>Project workers may not be provided with</p>	<p>Workers may become frustrated, lack focus or</p>	<p>The PCUs will ensure fairness of employment</p>

<p>Employment</p>	<p>information and documentation that is not clear and understandable regarding their terms and conditions of employment/ deployment</p> <p>Lack of unified rules and regulations for all workers</p> <p>Exploitative wages: wages may not be commensurate with the level of work/services performed</p> <p>Over-stretched working hours: undefined cut-off time, no break periods, denial of time for religious practices etc.</p>	<p>be redundant</p> <p>High staff turnover</p> <p>Workers could be overlaboured, worker fatigue & stress</p> <p>Legal action against sub-projects</p> <p>Under-compensation</p> <p>Unfair dismissal procedures</p>	<p>terms and conditions against the applicable standard stipulations and requirements set out in this LMP. They will also closely supervise contractors to ensure fairness of employment terms and conditions against the applicable and standard stipulations and requirements set out in this LMP</p> <p>All information and documentation must be provided at the beginning of the working relationship and when any material changes to the terms or conditions of employment occur</p> <p>Contractors’ workers will be paid on a regular basis as required by national law and labour management with a principle of “equal pay for equal work”</p> <p>All project workers will abide by the national adopted hours of work, which is eight hours per day and 40 hours per week, be provided with adequate periods of one hour rest per day and sick leave, as required by national law.</p> <p>For contractors’ workers, the provisions of their employment contract shall be implemented, and all</p>
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			overtime shall be compensated for.
Poor working conditions	<p>Unsafe and unhealthy work environment</p> <p>Poor work safety culture such as lack of provision of PPEs, absence of hazard analysis and HSE training</p> <p>Lack of provision of basic facilities – water, food, toilets, washing hand facilities, medical aid.</p>	<p>Lead to injuries, incidents, accidents, Loss Time Injury</p> <p>Workers could be overlabored, grievances, high turnover, poor reputation for the project, worker fatigue & stress.</p> <p>Increased accidents during project execution</p> <p>Spread of diseases and illnesses amongst workers</p>	<p>PCUs as well as their contractors, suppliers and all those involved in the project will conduct a risk and hazard assessment for the work under their control and ensure adequate mitigation measures are in place.</p> <p>During the rehabilitation and renovation stage, Contractors will ensure workers have appropriate working conditions, sanitation facilities separate for male and female, basic amenities, appropriate signages in place, provision of adequate PPEs, first aid boxes, appropriate work tools, etc.</p> <p>All project workers will be provided with adequate periods of rest per week, annual holiday and sick leave, as required by national law</p> <p>Contractors are to provide basic facilities including water for hand washing, first aid and also have retainership agreement with health care facility for referrals.</p>
Occupational Health and Safety	Poor ergonomics in the workplace	Posture defects, stress, fatigue, lost time injury to serious injury, accident, fatality, legal	PCU and contractors to provide facilities that can prevent poor ergonomics in

	<p>Exposure to toxic substances while handling wastes</p> <p>Accidents from working on height, movement of equipment and infrastructure and other project works</p>	<p>action against sub-projects</p> <p>Health challenges, poisoning, pollution of the environment</p> <p>Loss of lives, Permanent disability and LTIs (Loss Time Injuries).</p>	<p>workplace.</p> <p>Work tools should be provided to minimise manual labour as much as possible</p> <p>Ensure provision of adequate PPEs, first aid tools and work tools or workers</p> <p>OHS/HSE training for all category of workers periodically including office staff, field staff, contractors shall be maintained</p> <p>Accident/incidents will be timely reported to the PIU and WB.</p> <p>Site-specific waste management plans to be developed including handling and management of hazardous waste by the Implementing Agencies and contractors.</p>
Occupational Health and Safety		Increased risk of road accident form movement of workers and materials	<p>Only skilled and licensed drivers will be used under SOLID with continual training. Implement proper procedures for transportation of hazardous materials like e-waste</p> <p>Every sub-project will have project specific risk assessment and develop emergency preparedness and response plans for</p>

			various work types
Child Labour	Recruitment of underage children (below the age of 16) by contractors or primary suppliers handling sub-projects.	Children could be exposed to dangerous situations causing injury, accidents and ill-health.	<p>The minimum age of sixteen (16) will be enforced at recruitment and continuously during project implementation. PCU will also supervise this through the monitoring activities of their E&S officers.</p> <p>The PCU will track contractors and supplier's performance to check whether labour management procedures and mitigation measures are being appropriately implemented and provide feedback on performance and any new areas of risk</p> <p>Hired project workers above 16 shall conduct his/her activities in ways that are not detrimental with respect to education or be harmful to the child's health or physical, mental, spiritual, moral or social development.</p> <p>Contractors will liaise with community to attest to the age and conduct of all locally hired workers, and maintain a list of same</p>
Forced Labour	<p>People could be coerced and threatened to work</p> <p>Involuntary or compulsory Labour, such as indentured Labour, bonded Labour, or</p>	<p>Exposure to injury and harm</p> <p>Abuse of human rights and poor working</p>	PCU, Contractors and Suppliers will ensure that no forced Labour exists in the project by gathering documents and appropriate proof

	similar Labour-contracting arrangements.	<p>conditions</p> <p>Legal action against sub-projects</p> <p>Attention of NGOs and reputational risk for SOLID and the World Bank</p>	<p>A consent section will be part of the employee signed employment contract. Contractors and primary suppliers will ensure that if Labour is sourced from any sub-contracting agency, the workers are not subject to coercion and forced labour conditions.</p>
Sexual Harassment (SH), Sexual Exploitation and Abuse (SEA), Gender-Based Violence (GBV)	Workplace sexual harassment /sexual exploitation and abuse/Gender-Based Violence	<p>Abuse of human rights</p> <p>Injury and associated physical and mental health conditions</p> <p>Unwanted pregnancies</p> <p>Legal action against sub-projects, and reputational risk for SOLID and the World Bank</p>	<p>All category of workers in SOLID will be made aware of zero tolerance to GBV.</p> <p>Contractors will sign code of conduct forms</p> <p>PCU shall encourage contractors to establish and inform workers of a reporting mechanism for such incidents including referral services</p> <p>Implement any World Bank approved GBV action plan prepared for the project</p>
Grievance Mechanism (GRM)	Lack of grievance redress channel for workers	<p>Workers may be aggrieved due to unfair treatment, poor working conditions, conflicts, poor pay, overstretched working hours amongst other things</p> <p>Refusal to work</p>	<p>A GRM section has been in this LMP to address concerns promptly, using an understandable and transparent process that provides timely feedback to those concerned in a language they understand, without any retribution, and will operate in an independent and objective</p>

			<p>manner</p> <p>The effectiveness of the system will be reviewed periodically or when there is any significant change in the project by the PCU and contractors etc.</p>
<p>Right of Association and Collective Bargaining</p>	<p>Workers may not have the right to freely form, join or not join a trade union for the promotion and protection of the economic interest of that worker</p> <p>Workers may not be allowed the right to organize and collective bargaining, and representation</p>	<p>Underpayment</p> <p>Poor working conditions leading to injury, accident, ill-health</p> <p>Abuse of power by employers</p> <p>Reprisals, legal action against sub-projects</p>	<p>PCU shall ensure that contractors inform all workers about their right of association and collective bargaining according to ESS2</p> <p>Workers will also be informed of the workers GRM and their right to utilize the system</p>
<p>Contractors Management</p>	<p>Contractors on the project may not be adequately managed or monitored</p> <p>Non-compliance to provisions of this LMP and other national Labour requirements</p>	<p>Accidents/incidents, Loss Time Injury</p> <p>Unruly behaviour of contractors</p> <p>Unfair treatment of workers, conflicts</p> <p>Legal actions against sub-project, bad reputation for SOLID and the World Bank</p>	<p>Labour Management Plans will be prepared by the respective contractors as part of Contractor's ESMPs based on the provisions of this LMP and the details of labour to be used in those contracts. These plans will be reviewed and cleared by the federal PMU in collaboration with the PCU, as appropriate.</p> <p>Contractors to maintain records of:</p> <ul style="list-style-type: none"> • workers engaged under the Project, including contracts must be kept • training attended

			<p>by workers including CoC, HSE, STIs/STDs, GBV etc.</p> <ul style="list-style-type: none"> • accidents/ 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 (Corrective Action Register) • strike actions, reasons and resolution reached • sanctions, punishments and terminations with reasons and follow-up actions taken <p>These records will be periodically reviewed by the E&S team of the FPMU in collaboration with the PCU</p>
Labour Influx	Influx of workers into the host community due to SOLID project activities.	Sub-Projects rehabilitation and renovation may face influx of migrant Labor. This could lead to increase in potential spread of STIs/STDs, HIV/AIDs due to workers on site, increase in GBV/SEA especially for Girls that have been exposed to contractors,	<ul style="list-style-type: none"> • Encourage hiring of Labor from the host communities. Maintain Labor relations with local communities through a code of conduct (CoC) • The Code of Conduct must be signed by all categories of

		sexual relations between contractors and minors and resulting in pregnancies	workers. Workers must be trained on the provisions of the CoC about refraining from unacceptable conduct towards SOLID workers specifically women and informed of the sanctions for non-compliance. Training must be conducted for all new hires including sub-contractors.
Primary Suppliers	Primary suppliers could also be exposed to occupational risks Worker's mismanagement	Incident/accidents while performing project related functions Workers could be treated unfairly	Primary suppliers should maintain records related to occupational injuries, illness and lost time accident, corrective action, conditions of work etc. E&S officers of the PCU shall monitor the performance of primary suppliers as regards workers management.
Discipline and Termination of Employment	Disciplinary process may not be fairly or equitably employed across board Conditions for termination may not be clearly outlined in the terms of employment	Grievances, reprisals etc. Unfair dismissal from work Abuse of power and human rights Legal action against sub-project	Disciplinary process will be laid out before commencement of work and explained to every worker under SOLID Termination of appointment should abide by the following principles: <ul style="list-style-type: none"> • Valid or reasonable; • Clear and

			<p>unambiguous;</p> <ul style="list-style-type: none">• The employee is aware, or could reasonably be aware of the rule or standard; and• The procedure to be applied in the event the employee contravenes any of these rules.
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5.0 POLICIES AND PROCEDURES FOR LABOUR MANAGEMENT

5.1 Policies

Management of labour under SOLID project will be governed by the provisions of the World Bank ESS2: Labour and Working Conditions, International Labour Organisation (ILO), ISO 45001 standards, the Nigeria Labour Act, 2004 and other regulations as outlined in this LMP.

The guiding policies include:

1. The terms and conditions of employment shall be outlined in clear and understandable terms, ensure fairness of employment terms and conditions against the applicable and prevailing National stipulations for all workers.
2. All SOLID staff deployed or selected to work on the project shall be given official letters of engagement that defines the terms and conditions of work.
3. Contractors shall provide safe and healthy working conditions for workers, void of worker exploitation, and shall ensure provision of standard facilities.
4. PCUs and contractors shall conduct job hazard and risk assessment and implement actions to address such risks.
5. Contractors shall provide adequate work tools and personnel protective equipment to all workers.
6. There shall be non-discrimination and in employment opportunity provided for all workers.
7. Timely and adequate training on OHS/HSE shall be provided to all workers. (HSE training plan) has been attached as appendix 3.
8. There shall be no use of child labour or forced labour, depending on the work area, minimum age of employment shall be 16 years.
9. Workplaces shall be free of Sexual Harassment (SH), Sexual Exploitation and Abuse (SEA), Gender-Based Violence (GBV).
10. Grievance Redress Mechanism for workers shall be instituted at all levels of engagement in consultation with the affected worker category.
11. Workers shall have their right of association and collective bargaining.
12. There shall be proper documentation of contractors/suppliers management in line with OHS requirements.
13. Termination of appointment shall be valid or reasonable, clear and unambiguous, without prejudice and employee must be aware of the reason.
14. There shall be continuous consultation with workers on the effectiveness and improvement of the labour management procedures.

5.2 *Procedures*

1. **Non-discrimination and equal opportunity**

- Recruitment procedures will be transparent, public and non-discriminatory, and open with respect to ethnicity, religion, sexuality, disability or gender;
- Clear job descriptions will be provided in advance of recruitment and will explain the skills required for each post;
- All workers will have written contracts describing the terms and conditions of work and will have the contents explained to them. Workers will sign the employment contract;
- In addition to written documentation, an oral explanation of conditions and terms of employment will be provided to workers who may have difficulty understanding the documentation.

2. **Age of Employment**

- SOLID projects whether direct or contracted will only engage individuals at minimum age of sixteen (16). This will require workers to provide official documentation, which could include a birth certificate, national identification number (NIN), passport, or drivers license.
- If a child under the minimum age is discovered working on the project, measures will be taken to immediately terminate the employment or engagement of the child in a responsible manner, considering the best interest of the child.

3. **Terms and Conditions of Employment**

- All workers will be provided with clearly defined terms and conditions of employment
- Contractors will apply the terms and conditions stipulated in their contract of engagement.
- The conditions of employment will set out workers' rights under national labour and employment law (which will include any applicable collective agreements), including job title, supervisor, their rights related to hours of work, wages, overtime, compensation and benefits, contract duration, disciplinary procedures, rules & regulations, procedure for termination of appointment, as well as those arising from the requirements of this LMP. This information and documentation will be provided at the beginning of the working relationship and when any material changes to the terms or conditions of employment occur.
- Oral communication and explanation of working conditions and terms of employment will be provided where project workers do not read or have difficulties understanding the documentation.

- Project workers will be paid on a regular basis as required by national law and in the conditions of employment. Deductions from payment of wages will only be made as allowed by national law or the labour management procedures, and project workers will be informed of the conditions under which such deductions will be made

4. Working conditions

- Project workers will be provided with facilities appropriate to the circumstances of their work, including access to canteens, hygiene facilities, and appropriate areas for rest.
- Where workers camps are provided to project workers, policies will be put in place and implemented on the management and quality of accommodation to protect and promote the health, safety, and well-being of the project workers, and to provide access to or provision of services that accommodate their physical, social and cultural needs in line with the provisions of ESS 2.
- Provide protection and assistance for pregnant women against prejudice, physical harm, and unfair dismissal and allow for adequate maternity leave in line with applicable laws.
- Ensure workplace ergonomics including: adequate lighting to avoid eyestrain including protective screens on computers, position computer workstation at a parallel position to the eyes, use of supportive chairs for good lumbar support
- good housekeeping practices
- proper layout of electrical wires and appliances
- provision of fire extinguishers

5. Occupational Health and Safety

Contractors and suppliers will implement the following procedures:

- Conduct hazard and risk assessment for all job types/activities.
- Provide preventive and protective measures for such risks, including modification, substitution, or elimination of hazardous conditions or substances.
- Provide adequate work tools, first aid boxes, appropriate personnel protective equipment (PPEs) and implement job controls such as work permits and standard operating procedures (SOPs).
- Provide HSE/OHS training for workers and maintain records of such training, (Sample HSE training plan attached as annex 3).
- Ensure the inclusion of EHS guidelines in contract documents and make them obligatory/mandatory. Selected contractors shall be required to develop and implement an Occupational Health, Safety and Security plans that contributes to a healthy workforce and local community for the subproject
- Document and report occupational accidents, diseases and incidents to the relevant authority in line with the project structure, implement correction, investigate the root cause, develop and implement corrective action plan (CAP). Fatalities and any serious

accident (e.g injuries requiring medical care) should be reported to the federal PMU, and to the World Bank within 48 hours.

- Prepare emergency prevention and preparedness and response plan, assign responsibilities, train responsible parties, test and improve on such plans.
- Include women representative on OHS team to help design policies and practices responding to the needs of female project workers.
- Provide mechanism for consultation and participation of workers in OHS matters and implementation of OHS measures.
- Provide training to all employee at the beginning on their engagements and periodically on OHS covering aspects such as use of PPEs, traffic safety, fire incidents etc. (HSE training plan is attached as appendix 3).
- Project workers have the right 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

6. Forced Labour

- Workers will be allowed free and informed consent of the type of job they are being engaged to perform.
- Where forced labour is discovered in the project's workforce, prompt action will be taken to address the practice that has coerced the worker, and reported to the federal PMU to be addressed in accordance with requirements of ESS 2 and national law.

7. Sexual Harassment (SH), Sexual Exploitation and Abuse (SEA), Gender-Based Violence (GBV)

- All category of workers in SOLID will be made aware of zero tolerance in matters relating to SEA/SH/GBV.
- All contractors will sign code of conduct forms that prevent GBV, SEA and SH.
- Contractors will establish and inform workers of a reporting mechanism for such incidents including referral services.
- Implement any World Bank approved GBV action plan prepared for the project, including management of suppliers.

8. Grievance Mechanism (GRM)

- A workplace Grievance Redress Mechanism will be provided for all category of workers to raise workplace concerns. Such workers will be informed of the grievance mechanism at the time of recruitment and the measures put in place to protect them against reprisal for its use.
- Grievance uptake box shall be installed and marked in a designated space at the Centre for aggrieved persons to drop their complaints.

- Email address, phone numbers and other channels of grievance uptake shall be communicated from time to time.

The funding required for the PCU GRM shall be part of the Project Management cost which shall be in the ESMP or conduct of practice document for inclusion in the annual work plan.

9. Right of Association and Collective Bargaining

- Workers will be allowed rights to form and to join workers' organizations of their choosing and to bargain collectively without interference.
- Employees will also be provided with information needed for meaningful negotiation in a timely manner.
- Contractors will not discriminate or retaliate against project workers who participate, or seek to participate, in such workers' organizations and collective bargaining.

10. Contractors Management

- PCU will ensure that contracted workers (contractors, subcontractors, brokers, agents or intermediaries) are legitimate and reliable entities.
- Have documentation of their business licenses, registrations, permits and approvals.
- Should have safety and health personnel, review their qualifications and certifications.
- Records of safety and health violations, and responses, accident and fatality records and notifications to authorities.
- Records of legally required worker benefits and proof of workers' enrolment in relevant programs, worker payroll records, including hours worked and pay received.
- Contracted workers will have access to a grievance mechanism as provided in this LMP.

11. Primary Suppliers

- PCU will track suppliers' performance to help inform whether procedures and mitigation measures are being appropriately implemented and provide feedback on performance and any new areas of risk.
- Specific requirements on child labour, forced labour and work safety issues will be included in all purchasing orders and contracts with suppliers.
- Where there is a significant risk of child labour, forced labour, serious safety issues related to primary supply workers, the SOLID will require the relevant primary supplier to introduce procedures and mitigation measures to address such issues. Such procedures and mitigation measures will be reviewed periodically to ascertain their effectiveness.

12. Discipline and Termination of Employment

- Project workers will receive written notice of termination of employment and details of severance payments in a timely manner: one month for skilled labour, one week for

unskilled labour. However, in cases of gross misconduct, termination can be immediate but must be accompanied with proper incident report, fair, without prejudice and ensure adequate documentation.

6.0 ROLES AND RESPONSIBILITIES FOR MANAGING THE LMP

6.1 Introduction

The PMU and the PCUs have the overall responsibility to oversee all aspects of the implementation of this LMP including contractor’s compliance across SOLID project activities. The PCUs will address all LMP aspects as part of procurement for works/services as well as during contractor induction/training. This role will primarily be part of the responsibilities of the E&S Officers and the GBV specialist in the State PCU. They will be required to liaise their PCUs on the fulfilment of such duties. Contractors will be responsible for the implementation of the plan on a daily basis and providing the required human, financial and training resources for effective compliance.

6.2 Roles and Responsibilities

Specific roles are outlined below in table 6.1 below

Table 6.1: Roles and Responsibility Matrix for LMP

Institution	Action party	Responsibilities
PMU-Federal	Environmental officer, Social officer and GBV specialist	<ul style="list-style-type: none"> i. Oversee the corresponding officers in all participating States to ensure that contractors are made to prepare appropriate LMP and implement accordingly. ii. Conduct scheduled supervision across States to ensure compliance with appropriate plans.
State PCU	Environmental officer, Social officer and GBV specialist	<ul style="list-style-type: none"> i. Ensure the contractors prepare LMP for their projects and implement accordingly ii. Carry out site inspection during project implementation to ensure that the LMPs prepared are implemented
Contractors	HSE Officers	<ul style="list-style-type: none"> i. Provide workers with safety materials as well as training on safety procedures ii. Implement mitigation measures and procedures outlined in this LMP iii. Keep OHS records
Trade Unions: Workers associations	Leadership of the union	<ul style="list-style-type: none"> i. Manage workers welfare ii. Promote workers health and safety iii. Provide a fair system of grievance redress

6.3 Capacity assessment for implementing the LMP

This section outlines the capacity assessment of SOLID in terms of policies, procedures, roles and responsibilities, skills/areas of knowledge such as OHS, GBV, grievance redress, etc. Strengthening actions to ensure effective implementation of this LMP are therefore suggested.

Table 6.2: Capacity Assessment for Implementing the LMP

Aspect	Capacity Assessment	Strengthening Actions
Policies	<p>There are robust policies governing workers management, safety and wellbeing, however, provisions for freedom of association, grievance redress mechanism, gender-based violence, forced labour etc. especially for casual workers is not adequate in the Nigerian Law.</p> <p>ESS 2 however makes provisions for all categories of workers.</p>	<p>The LMP has provided a set of straightforward mitigation measures to be adopted for SOLID in addition to applicable laws and the provisions of ESS2.</p> <p>The provisions of this LMP shall be disseminated for adoption to all participating States under SOLID.</p> <p>The requirement for LMP should be included in procurement contracts.</p>
Legal and regulatory framework	<p>Some contractors do not have adequate understanding of the national labour laws, regulations and international labour standards (e.g ILO conventions)</p>	<p>The LMP articulates trainings and sensitizations that will be beneficial in advancing the understanding of both contractors and workers on the legal and regulatory frameworks</p>
OHS Compliance	<p>Some contractors do not engage HSE officers while some engage HSE officers who do not have basic understanding and therefore, become limited in capacity to implement provisions of ESS2 and thus this LMP.</p>	<p>Contracts should ensure they employ competent HSE officers, enhance the capacity of the HSE teams in terms of staffing and qualifications, and also coverage of social issues such as SEA/SH/GBV, vulnerable persons etc.</p>
Understanding of Responsibilities	<p>The responsibilities of various parties in implementing and monitoring matters relating to labour and working conditions have been highlighted in this LMP</p>	<p>Implement capacity building programs to strengthen understanding of responsibilities, especially with respect to ESS2 and the provisions of this LMP.</p>
Grievance Redress Mechanisms	<p>There exists lack of functional GRM system for workers. In some cases where a GRM exists, the channels for laying complaints and addressing them are not</p>	<p>A GRM section has been in this LMP to address concerns promptly, using an understandable and transparent process that provides timely feedback to those concerned</p>

	flexible and deterministic, and this erodes the trust of the aggrieved parties on the justice system.	in a language they understand, without any retribution, and will operate in an independent and objective manner
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7.0 CONTRACTOR MANAGEMENT

7.1 Introduction

SOLID requires that contractors monitor, keep records and report on terms and conditions related to labour management. The contractor must provide workers with evidence of all payments made, including social security benefits, pension contributions or other entitlements regardless of the worker being engaged on a fixed term contract, full-time, part-time or temporarily. The application of this requirement will be proportionate to the activities and to the size of the contract, in a manner acceptable to the SOLID and the World Bank:

- a. **Labour conditions:** records of workers engaged under the Project, including contracts, registry of induction of workers including CoC, hours worked, remuneration and deductions (including overtime), collective bargaining agreements;
- b. **Safety:** 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).
- c. **Workers:** number of workers, indication of origin (expatriate, local, nonlocal nationals), gender, age with evidence that no child labour is involved, and skill level (unskilled, skilled, supervisory, professional, management).
- d. **Training/ induction:** dates, number of trainees, and topics.
- e. **Details of any security risks:** details of risks the contractor may be exposed to while performing its work—the threats may come from third parties external to the project.
- f. **Worker grievances:** 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.

The following procedures are currently in place for the SOLID contractor management, but have been adjusted to adhere to LMP provisions:

- 1. Ensure that Contractors have valid contracts with clearly defined service level agreement in accordance with the national law and all environmental and social clauses, as applicable: Project Management Office, and reviewed by SOLID

2. Contractor induction to SOLID standards and LMP: Project Implementation Unit, attended by SOLID team
3. Monthly submission of records: Contractor submission to Project Implementation Unit,
4. Monthly site visits (at a minimum) and reports: Project Implementation Unit, and other Officers
5. Evaluation of contractor requirements. This includes training, OH&S files, certifications and other. The evaluation results in Portfolio Reports which includes recommendations for contract extension or termination
6. Training needs identification recorded in Contractor Training Schedule
7. Annual Contractor Management Plans submitted

7.2 Management of Primary Supply Workers

The risk associated with primary supply associated with the Project is assessed below. All primary suppliers are formal businesses who are required to procure and produce materials subject to high standards. Any new supplier is vetted using a different form which screens the supplier in regard to compliance with taxes, certification, licensing, and workmen's compensation.

A separate form requires that the primary supplier identify the company's permanent staff, and declare any current or prior arbitrations as well as any criminal convictions. Registered suppliers are subject to regular review. The review is carried out twice annually and requires an Officer to visit the supplier's premises. The supplier evaluation form provides for the Commercial Services to report any labour irregularity if observed. SOLID will also ensure, that any primary supplier to the project report fatalities or serious injury, and informs the SOLID and the WB in accordance with the guidance provided in this LMP.

8 IMPLEMENTATION COST FOR LABOUR MANAGEMENT PROCEDURE

8.1 Introduction

In order to ensure that this LMP is carried out effectively, this study have identified key areas that have cost implications and have also provided indicative cost for them. This is for the management team at Federal and State levels to draw budget tailored to their implementation.

The relevant items and cost estimates are presented as per Table 8.1

Table 8.1: LMP Implementation indicative cost

S/n	Items	Cost (USD)	Responsible Party
1	Legal compliance and documentation	500	PMU
2	Health and Safety Equipment	1,500	PMU/PCU
3	Training and capacity building	10,000	PMU/PCU
4	Grievance Redress Mechanism	5,000	PCU
5	Monitoring and Evaluation	2,000	PMU/PCU
6	Welfare Facilities	10,000	PMU/PCU
7	Insurance and Compensation	20,000	PMU/PCU
8	Administrative cost	2000	PMU/PCU
9	Public disclosure of LMP	1,500	PMU
10	Sub-Total	52,500	
11	Contingency: 5% of sub-total	2,625	
12	Total Estimated Cost	55,125	

Total estimated cost of implementation of the LMP is Fifty Two Thousand, one Hundred and Twenty Five Thousand US Dollars (\$ 52,125). The responsibility for the funding of the budget lies with both the federal (PMU) and the respective states (PCUs), based on the items of their responsibilities as indicated in Table 8.1. Where there are joint responsibilities are indicative that each responsible party will independently draw their respective budget for such spending item.

ANNEXES

Annex 1: Terms of Reference (TOR) for LMP

1. BACKGROUND

Insecurity in the North has fueled large waves of internal displacement, with approximately 3.5 million IDPs located across the NE, NC and NW regions; patterns of displacement are nonlinear, complex and vary within the three northern regions with respect to displacement patterns, timelines and profiles among IDPs and returnees within each region. Over 65 percent of IDPs in Northern Nigeria are located in the NE region (approximately 2.3 million IDPs as of June 2023). Within the NE region, IDPs are predominantly situated in Borno, Adamawa and Yobe (the “BAY states”). There are approximately 2.2 million IDPs in the BAY states, accounting for 15 percent of the total estimated population for the three states.¹ Borno, which has been the epicenter of fighting involving Boko Haram since 2014, hosts the highest number of IDPs of any state in the North, with nearly 1.7 million IDPs, representing over a quarter of the state’s total population and almost half of total IDPs in the North. With the improvement of the security situation in the BAY states, an increasing number of returns has been recorded. As of June 2023, approximately 2.1 million returnees are situated across the three states, of which 90 percent (approximately 1.9 million) are IDP returnees while the remaining 10 percent (approximately 208,000) are returnees from abroad. The NW and NC regions have been more recently affected by massive displacement compared to the NE region. Between August 2020 and December 2022, the number of IDPs almost doubled in the NW and NC regions, from approximately 575,000 to nearly 1.2 million.

The Federal Government of Nigeria (FGN) recognizes internal displacement as a major development challenge and the significance of inclusion as part of sustainable solutions. In 2021, the FGN adopted the National Policy on Internally Displaced Persons (National Policy, herein), which reaffirms² and clarifies the obligations and responsibilities of the government to protect, promote and fulfill the rights of IDPs, returnees and host communities. The National Policy serves as the official plan to guide all government levels, international partners and other stakeholders in their efforts to provide solutions for IDPs and for ending forced displacement. The National Policy emphasizes the commitment of the FGN to the rights of IDPs to choose their place of living and receive the full rights of the members of their community of choice. The National Policy also defines the rights and responsibilities of host communities, emphasizing that host communities have the obligation to provide access to services to IDP in an inclusive manner, but also have the right to receive proper support at the level being offered to IDPs within their community.

While the National Policy represents a significant step forward, gaps need to be addressed in terms of institutional, technical and financial capacity to effectively implement the policy. The National Policy is considered as comprehensive, covering all causes of internal displacement, all groups of IDPs across the country, and all needs of the displaced, and providing a framework for the exercise of national responsibility during all phases of displacement (including pre- and post-displacement) across all affected areas. In parallel, the National Commission for Refugees, Migrants, and Internally Displaced Persons was established in 2022, which is mandated to implement the National Policy through the coordination of national-level actions and facilitation of sustainable solutions for the protection and assistance of all displaced people. The commission is fully staffed and is implementing several projects at the national

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2

level. The launch of the National Policy and the establishment of the commission represent important steps forward; however, institutional, technical and financial gaps need to be addressed to fulfill the ambitious commitments set forth in the policy. This includes specialized institutional capacity at the state and local levels as well as leadership and coordination with multiple stakeholders, including donor partners, UN agencies, civil society organizations and displacement-affected communities. Moreover, there is an immediate need to close data gaps on IDPs to provide a more informed base for the implementation of action plans in support of the National Policy. Lastly, state and local governments have limited technical and financial capacities to support the investments needed for improving the social, economic and climate resilience of IDPs and host communities

2. PROJECT DESCRIPTION

The project aims to provide targeted development solutions to support building a better future for both IDPs and host communities in Northern Nigeria. States and LGAs in the North, while dealing with the immediate crisis effects of displacement, suffer from serious development challenges, including spatial, physical, institutional, economic and social challenges. These development challenges impede the ability of state and local governments to provide long-term solutions for IDPs, returnees and host communities as highlighted in the National Policy. To move from emergency crisis response to longer-term development solutions for displacement-affected states and communities, the project will provide both technical and financial support to: 1) strengthen institutions at state and local levels for improved service delivery; 2) invest in resilient and participatory community-based infrastructure and services; and 3) expand income-generating opportunities to IDPs, returnees and host community members.

3. OBJECTIVES OF THE CONSULTANCY ASSIGNMENT

The objective of the consultancy service is to prepare a Labour Management Procedure (LMP) for the proposed SOLID. The Consultant shall ensure that the LMP outputs of the assignment comply with and meet the legal, laws and technical requirements of the Government of Nigeria and the World Bank. More specifically, the LMP should set out the procedures for addressing labour conditions and risks associated with the proposed project. The LMP is expected to align with the context of the World Bank Environmental and Social Standards (ESS) 2 on Labour and Working Conditions. **See Annex A.**

4. SCOPE OF WORK

This LMP describes the requirements and expectations in terms of compliance, reporting, roles, supervision and training with respect to labour and working conditions, including discriminatory working conditions (especially against women), child labour, camp accommodation where applicable etc. The LMP will cover all categories of workers but exclude government workers/civil servants working in connection with this project except there is a legal transfer of their employment or engagement to this project. The LMP will set out the following procedures

a. Overview of labour use on the project: This should describe the following, based on available information: number of project workers, characteristics of project workers, timing of labour requirements, contracted workers, migrant workers etc. Also, identification of all classes of possible project workers.

b. Assessment of key potential labour risks: This section should describe the following, based on available information. The key labour risks which may be associated with the project (see, for example, those identified in ESS2). These could include, for example:

- The conduct of hazardous work, such as working at heights or in confined spaces, use of heavy machinery, or use of hazardous materials
- Likely incidents of child labour or forced labour, with reference to the sector or locality
- Likely presence of migrants or seasonal workers
- Risks of labour influx or gender-based violence
- Risk of Sexual Exploitation and Abuse (SEA)
- Risk of possible transmission and spread of COVID-19 among workers
- Possible accidents or emergencies, with reference to the sector or locality
- General understanding and implementation of occupational health and safety requirements

c. *Brief overview of labour legislation (Terms and conditions):* This section should set out the key aspects of national labour legislation with regard to terms and conditions of work, and how national legislation applies to different categories of workers identified in Section (a) above. The overview focuses on legislation which relates to the items set out in ESS2, paragraph 11 (i.e. wages, deductions, rest per week, annual holiday and sick, maternity and family leave and other benefits).

d. *Brief overview of labour legislation (Occupational Health and Safety):* This section should set out the key aspects of the national labour legislation with regard to occupational health and safety, and how national legislation applies to the different categories of workers.

e. *Responsible Staff:* This section identifies the functions and/or individuals within the project responsible for (as relevant): engagement and management of project workers, engagement and management of contractors/subcontractors, Occupational Health and Safety (OHS), training of workers and addressing worker grievances

f. *Policies and procedures:* This section should set out information on OHS, reporting and monitoring and other general project policies. Where relevant, it identifies applicable national legislation.

g. *Age of employment:* This section should set out details regarding: (i) the minimum age for employment on the project (ii) the process that will be followed to verify the age of project workers (iii) the procedure that will be followed if underage workers are found working on the project (iv) the procedure for conducting risk assessments for workers aged between the minimum age and 18

h. *Terms and Conditions:* This section sets out details regarding:

- Specific wages, hours and other provisions that apply to the project
- Maximum number of hours that can be worked on the project
- Any collective agreements that apply to the project. When relevant, provide a list of agreements and describe key features and provisions
- Other specific terms and conditions such as forced labour, Non-discrimination and equal opportunity

i. *Grievance Mechanism:* This section should set out details of the grievance mechanism that will be provided for all workers identified under Section (a) above and describe the way in which these workers will be made aware of the mechanism.

j. *Contractor Management:* This section sets out details regarding:

- The selection process for contractors,
- The contractual provisions that will be put in place relating to contractors for the management of labour issues, including occupational health and safety,
- The procedure for managing and monitoring the performance of contractors.

k. Community Workers: Where community workers will be involved in the project, this section should set out details of the terms and conditions of work

l. Primary Supply Workers: Where a significant risk of child or forced labour or serious safety issues in relation to primary suppliers has been identified, this section should set out the procedure for monitoring and reporting on primary supply workers.

5. REPORTING

The Consultant will work closely with the Coordinator, Environmental and Social team of the Project Implementing unit.

6. DURATION OF THE ASSIGNMENT AND ESTIMATED STAFF INPUT

The duration for preparing the Labour Management Procedure (LMP) shall not exceed 4 Weeks. The Consultant shall prepare a detailed work plan for conducting the assignment after contract signing.

7. DELIVERABLES

The key output of the services is an LMP prepared to include detailed Labour Management Procedures as a Table based on the scope of activities under this consultancy. The following report shall be submitted for initial review by the PIU and approval by the World Bank, find detail below:

Inception Report - Not later than one (1) week from contract award, an Inception Report shall be submitted that presents the Consultant's Work Plan, defining the Implementation Schedule by task, as well as methodology. This will also include the table of content of the final report. Five (5) hard copies and one electronic copy shall be submitted to the Environmental and Social Management team of the FPIU.

Draft Report - Not later than three (3) weeks from contract award, a draft report shall be submitted. This shall be circulated to the World Bank for review and comments. Issues and comments raised shall be incorporated in the draft final report. Five (5) hard copies and one electronic copy shall be submitted.

Draft Final Report – Not later than three (3) weeks after contract signing, a draft final report that addresses all comments raised at the draft stage shall be submitted. Five (5) hard copies and one electronic copy of this report shall be submitted. This version shall be consulted upon with relevant stakeholders prior to submission. The final version must contain an executive summary

Final Report– Not later than four (4) weeks from contract signing, a final report which addresses all comments raised shall be submitted in ten (10) hard copies and one electronic copy.

ANNEX 2: SAMPLE OF A RISK ASSESSMENT TOOL

What are the hazards?	Who may be harmed and how?	What are you already doing?	What further action is necessary?	How will you put the assessment into action?		
Spot hazards by:	Identify groups of people. Remember:	List what is already in place to reduce the likelihood of harm or make any harm less serious	You need to make sure that you have reduced risks “so far as is reasonably practicable”. An easy way of doing this is to compare what you are already doing with best practice. If there is a difference, list what needs to be done	Remember to prioritize. Deal with those hazards that are high-risk and have serious consequences first.		
<ul style="list-style-type: none"> ■ Walking around the workplace; ■ Asking workers what they think; ■ Checking safety instructions; ■ Contacting your supervisors 	<ul style="list-style-type: none"> ■ Some workers have needs; ■ People who may not be in the workplace all the time; ■ If you share your workplace think about how your work affects others; 					
Don’t forget long-term hazards						

<p>Review your assessment to make sure you are still improving, or at least not sliding back</p>				
<p>If there is a significant change in your worksite, remember to check your risk assessment and where necessary, amend it</p>	<p>Review Date:</p>			

ANNEX 3: SAMPLE OF A CONTRACTOR’S CODE OF CONDUCT

1.0. AIM OF THE CODE OF CONDUCT

The main aim of the Code of Conduct is to prevent and/or mitigate the social risks within the context of rehabilitation and expansion of schools. The Codes of Conduct are to be adopted by contractors. The social risks that may arise include but not limited to Gender Based Violence (GBV), Sexual Exploitation and Abuse (SEA), Violence Against Children (VAC), HIV and AIDS infection/spread, and occupational health and safety.

2.0 KEY DEFINITIONS

The following definitions apply:

Gender-Based Violence (GBV)

This is defined as any conduct, comment, gesture, or contact perpetrated by an individual (the perpetrator) on the work site or in its surroundings, or in any place that results in, or is likely to result in, physical, sexual, or psychological harm or suffering to another individual (the survivor) without his/her consent, including threats of such acts, coercion, or arbitrary deprivations of liberty.

Violence Against Children (VAC)

This may be defined as physical, sexual or psychological harm of minor children (i.e. under the age of 16), including using for profit, labour, sexual gratification, or some other personal or financial advantage. This also includes other activities such as using computers, mobile phones, or video and digital cameras appropriately, and never to exploit or harass children or to access child pornography through any mediums.

Child Labour

This involves employment of underage. Any person under the age of 16 should not be employed in the project sites.

Child Protection (CP)

An activity or initiative designed to protect children from any form of harm, particularly arising from VAC, and child labour.

Child

The word is used interchangeably with the term ‘minor’ and, in accordance with the United Nations Glossary on Sexual Exploitation and Abuse, refers to a person under the age of 16.

Grooming

This is defined as behaviours that make it easier for a perpetrator to procure a child for sexual activity. For example, an offender might build a relationship of trust with the child, and then seek to sexualise that

relationship (for instance by encouraging romantic feelings or exposing the child to sexual concepts through pornography).

Online Grooming

This is the act of sending an electronic message with indecent content to a recipient who the sender believes to be a minor, with the intention of procuring the recipient to engage in or submit to sexual activity with another person, including but not necessarily the sender.

Survivor/Survivors

This is defined as the person(s) adversely affected by GBV, VAC, and child labour. Women, men and children can be survivors of GBV, VAC, and child labour.

Perpetrator

This is defined as the person(s) who commit(s) or threaten(s) to commit an act or acts of GBV, VAC, and child labour.

Work site

This is defined as the area in which infrastructure development works are being conducted, as part of interventions planned under the project, funded by the World Bank.

Work site surroundings

These are defined as the 'Project Area of Influence' which is any area, urban or rural, directly affected by the project, or located within the distance of three kilometres' radius from the work site and/or worker's camps, including all human settlements found on it.

Consent

This word is defined as the informed choice underlying an individual's free and voluntary intention, acceptance, or agreement to do something. No consent can be found when such acceptance or agreement is obtained through the use of threats, force or other forms of coercion, abduction, fraud, deception, or misrepresentation. Any use of a threat to withhold a benefit, or of a promise to provide a benefit, or actual provision of that benefit (monetary and non-monetary), aimed at obtaining an individual's agreement to do something, constitutes an abuse of power; any agreement obtained in presence of an abuse of power shall be considered non-consensual. In accordance with the United Nations, the World Bank considers that consent cannot be given by children under the age of 16, even in the event that national legislation of the country into which the code of conduct is introduced has a lower age. Mistaken belief regarding the age of the child and consent from the child is not a defence.

Contractor

This is defined as any firm, company, organisation or other institution that has been awarded a contract to conduct infrastructure development works in the context of the project and has hired managers and/or employees to conduct this work.

Manager

The word is used interchangeably with the term ‘supervisor’ and is defined as any individual offering labour to the contractor, on or off the work site, under a formal employment contract and in exchange for a salary, with responsibility to control or direct the activities of a contractor’s team, unit, division or similar, and to supervise and manage a pre-defined number of employees.

Employee

This is defined as any individual offering labour to the contractor on or off the work site, under a formal or informal employment contract or arrangement, typically but not necessarily in exchange for a salary (e.g. including unpaid interns and volunteers), with no responsibility to manage or supervise other employees.

Workers Committee

A team established by the Contractor to address GBV, VAC, child labour and other relevant issues with the work force.

3.0 CODES OF CONDUCT

This chapter presents three Codes of Conduct (CoC) for use:

1. **Contractors Code of Conduct:** Commits the contractor to addressing GBV and VAC issues;
2. **Manager’s Code of Conduct:** Commits managers to implementing the Company Code of Conduct, as well as those signed by individuals; and,
3. **Individual Code of Conduct:** Code of Conduct for each individual working on project funded projects

3.1 Contractors Code of Conduct

Contractors are obliged to create and maintain an environment which prevents social risks. They have the responsibility to communicate clearly to all those engaged on the project the behaviours which guard against any form of abuse and exploitation. In order to prevent Social risks, the following core principles and minimum standards of behaviour will apply to all employees without exception:

1. GBV or VAC constitutes acts of gross misconduct and are therefore grounds for sanctions, penalties and/or termination of employment and/or contract. All forms of Social risks including grooming are unacceptable be it on the work site, the work site surroundings, or at worker’s camps of those who commit GBV or VAC will be pursued.
2. Treat women, children (persons under the age of 16) and people with disability with respect regardless of race, colour, language, religion, political or other opinion, national, ethnic, cultural beliefs/practices, or other status.
3. Do not use language or behaviour towards men, women or children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.

4. Sexual activity with children/learners under 16 (including through digital media) is prohibited. Mistaken belief regarding the age of a child and consent from the child is not a defence.
5. Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited.
6. Sexual interactions between contractor's employees and communities surrounding the work place that are not agreed to with full consent by all parties involved in the sexual act are prohibited (see definition of consent above). This includes relationships involving the withholding, promise of actual provision of benefit (monetary or non-monetary) to community members in exchange for sex.
7. Where an employee develops concerns or suspicions regarding acts of GBV or VAC by a fellow worker, whether in the same contracting firm or not, he or she must report such concerns in accordance with established Grievance Redress Mechanism (GRM) that protects the identities of victims and whistle-blowers.
8. All contractors are required to attend an induction prior to commencing work on site to ensure they are familiar with the social risks and Codes of Conduct.
9. All employees must attend a mandatory training once a month for the duration of the contract starting from the first induction prior to commencement of work to reinforce the understanding of the institutional social risks and Code of Conduct.
10. The Contractor shall ensure provision of financial resources and support compliance to occupation health and safety requirements for all workers.
11. The Contractor shall ensure that workers dress appropriately i.e. dress in a way that: -
 - Is unlikely to be viewed as offensive, revealing, or sexually provocative.
 - Does not distract, cause embarrassment or give rise to misunderstanding
 - Is absent of any political or otherwise contentious slogans
 - Is not considered to be discriminatory and is culturally sensitive
12. The Company shall ensure provision of financial resources and trainings to prevent spread of HIV and AIDS.
13. The company shall comply with all the applicable international and national legislations including giving terminal benefits to workers who have served for at least three months;
14. All contractors must ensure that their employees sign an individual Code of Conduct confirming their agreement to support prevention of social risks activities.
15. The contractor should ensure equitable access to limited natural resources (e.g. water points) to avoid conflicts with local communities
16. Where possible, the contractor should ensure employment of local workforces especially where unskilled labour is required to mitigate social risks

I do hereby acknowledge that I have read the foregoing Code of Conduct, do agree to comply with the standards contained therein and understand my roles and responsibilities. I understand that any action

inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in termination of the contract.

FOR THE CONTRACTOR

Signed by: _____

Signature: _____

Title: _____

Date: _____

3.2 Code of Conduct for Construction Site Supervisor/Managers Code of Conduct

Site Supervisors at all levels play an important role in creating and maintaining an environment, which prevents workers misconduct. They need to support and promote the implementation of the Contractors Codes of Conduct and enforce Workers Codes of Conduct. Construction site supervisor must adhere to this Code of Conduct. This commits them to develop and support systems, which maintain a safe working environment. Construction Site Supervisor responsibilities include but are not limited to:

1. Where possible, ensure employment of local workforces especially where unskilled labour is required to mitigate social risks;
2. Ensure there is zero tolerance to child labour practices;
3. Promote gender inclusion at all levels;
4. Establish a workers' committee to oversee issues of workers' misconduct including GBV and VAC;

5. Ensure compliance to occupation health and safety requirements for all workers;
6. Ensure that workers dress code is adhered to appropriately;
7. Ensure that access to construction sites is restricted to authorized persons; hoarding is provided and that there is proper signage to construction site(s);
8. Facilitate workers training and capacity building on social, environmental and health and safety;
9. Ensure that all workers are sensitized on STDs including HIV and AIDS issues, provided with condoms;
10. Ensure that fundamental workers' rights (e.g. working hours, minimum wages, etc) are protected;

11. Ensure that possession of alcohol and illegal drugs and other controlled substances in the workplace and being under influence of these substances on the job and during working hours should be strictly prohibited;

12. Ensure compliance to all legal requirements;
13. Supervisors failing to comply with such provision can be in turn subject to disciplinary measures including termination of employment; and
14. Ultimately, failure to effectively respond to some provisions of the code of conduct may provide grounds for legal actions by authorities.
15. Ensure that every employee under his/her supervision has been oriented on the Code of Conduct and has signed.

I do hereby acknowledge that I have read the foregoing Code of Conduct, do agree to comply with the standards contained therein and understand my roles and responsibilities to comply to all rules of this code of conduct. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in disciplinary action.

Signed by: _____

Signature: _____

Date: _____

FOR THE EMPLOYER

Signed by: _____

Signature: _____

Date: _____

3.3 Workers Code of Conduct

I, _____, acknowledge that preventing any misconduct as stipulated in this code of conduct, including Gender Based Violence (GBV), Child Abuse/Exploitation (CAE) are important. Any activity, which constitute acts of gross misconduct are therefore grounds for sanctions, penalties or even termination of employment. All forms of misconduct are unacceptable be it on the work site, the work site surroundings, or at worker’s camps. Prosecution of those who commit any such misconduct will be pursued as appropriate.

I agree that while working on this project, I will:

1. Consent to security background check;
2. Treat women, children (persons under the age of 16) and persons with disability with respect regardless of race, colour, language, religion, political or other opinion, national, ethnic or social origin, property, birth or other status;
3. Not use language or behaviour towards men, women or children/learners that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
4. Not participate in sexual activity with children/learners—including grooming or through digital media. Mistaken belief regarding the age of a child and consent from the child is not a defence;
5. Not exchange money, employment, goods, or services for sex, with community members including sexual favours or other forms of humiliating, degrading or exploitative behaviour;
6. Not have sexual interactions with members of the communities surrounding the work place, worker’s camps and fellow workers that are not agreed to with full consent by all parties involved in the sexual act (see definition of consent above). This includes relationships involving the withholding, promise of actual provision of benefit (monetary or non-monetary) to community members in exchange for sex - such sexual activity is considered “non-consensual” within the scope of this Code;
7. Attend trainings related to HIV and AIDS, GBV, CAE, occupational health and any other relevant courses on safety as requested by my employer;
8. Report to the relevant committee any situation where I may have concerns or suspicions regarding acts of misconduct by a fellow worker, whether in my company or not, or any breaches of this code of conduct provided it is done in good faith;
9. With regard to children (under the age of 16):
 - Not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger.
 - Not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible.

- Refrain from physical punishment or discipline of children.
 - Refrain from hiring children for domestic or other labour, which is inappropriate given their age, or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury.
 - Comply with all relevant local legislation, including labour laws in relation to child labour.
10. Refrain from any form of theft for assets and facilities including from surrounding communities.
 11. Remain in designated working area during working hours;
 12. Refrain from possession of alcohol and illegal drugs and other controlled substances in the workplace and being under influence of these substances on the job and during working hours;
 13. Wear mandatory PPE at all times during work;
 14. Follow prescribed environmental occupation health and safety standards;
 15. Channel grievances through the established grievance redress mechanism.

I understand that the onus is on me to use common sense and avoid actions or behaviours that could be construed as misconduct or breach this code of conduct.

I acknowledge that I have read and understand this Code of Conduct, and the implications have been explained with regard to sanctions on-going employment should I not comply.

Signed by: _____

Signature: _____

Date: _____

ANNEX 4: SAMPLE HEALTH, SAFETY AND ENVIRONMENT TRAINING

S/N	Training Title	Description	Timing	Who to Deliver the Training
1	Sensitization on the HSE Manual	To train all workers on all the provisions in the HSE Manual and the company's HSE Policy (use local language as necessary) including the right PPEs	Upon mobilization of every worker to site Refresher on a monthly basis	HSE Expert Contractor HSE Officer
2	First Aid administration/	To train selected officers (Contractor HSE Officer, Site Manager, Yard Manager, Team Leaders, Female workers representatives) on the right first aid administration for different scenarios including demonstrations.	Upon mobilization to site	Public Health Expert/ First Aid Care Giver
3	Protocol for construction sites, staging areas, borrow pits and camp site	To ensure all workers understand the protocol to adopt at the construction site, staging areas, borrow pits and campsite	Upon mobilization to site Refresher every 3	Site Manager

			months	
4	General Training on site work	Right procedures for: manual handling, electrical safety, emergency procedures, work at height, confined spaces, underground construction, cofferdams etc.	Upon mobilization to site Refresher every 2 months	Site Manager/ Project Manager/ Engineer/ HSE Officer
5	Daily HSE Pep Talks	To provide daily reminder on safety precautions and acceptable environmental and social protection including do's and don'ts for all Workers	Daily	Contractor HSE Officer
6	Community Health and Safety Training	To train all workers and project management on: <ul style="list-style-type: none"> • Sexual Exploitation and Abuse/ Gender Base Violence Training • Code of Conduct Training • Sensitization on STDs/STIs • Grievance Redress Mechanism 	Upon mobilization of every worker to site Refresher every 3 months	Social Safeguard Expert
7	Drivers Training	To train all project drivers on safety and acceptable conduct	Upon employment Daily Monitoring	FRSC Expert in conjunction with project manager

			Monthly Refresher	
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Annex 5: SURVEY INSTRUMENT FOR LABOUR PROCEDURES MANAGEMENT PLAN

SECTION A: DEMOGRAPHIC INFORMATION

1. Please indicate what type of employment you belong to:
 - a. Self employee
 - b. Company/contractor employee
 - c. Government employee
 - d. Not in any work
2. How long have you worked in your organization
 - a. Less than 6 months
 - b. 6 months to 1 year
 - c. 1-2 years
 - d. More than 2 years
3. How long have you been in this IDP camp?
 - a. Less than 6 months
 - b. 6 months to 1 year
 - c. 1 year to 4 years
 - d. 5 years and above
4. Are you married?
 - a. Yes
 - b. No
5. How many children do you have? provide answer in this bracket ()
6. How many people in your household are working? provide answer in this bracket ()
7. What is your age? provide answer in this bracket ()
8. How much is your income per month? provide answer in this bracket ()

SECTION B: SPMU TARGETED QUESTIONS

B1. Which of these project activities have you had hand on experience from MCRP Project (Please Tick the applicable ones)

Project Activities	Those we have dealt with in MCRP/NEDC (Tick here)
Waste Management	
Road Rehabilitation	
Drainage and flood construction	
Rehabilitation of Dams and irrigation structure	
Portable water provision through borehole drilling	
Livelihood restoration program	
Support for food production	
Capacity building for farmers on climate change adaptation	

B2 Following MCRP/NEDC experience, how are contractors selected for project implementation?

a) Cost Based Selection b) Quality Cost Based Selection c) Others.... (Specify)

B3 Are contractors mandated to implement the Environmental and Social Safeguard Policy of the Donor Agency (WBG) during project implementation? a) Yes..... b) No.....

B4 If yes to question B3, are contractors trained on the domestication and implementation of safeguards documents like ESMP during project implementation? a) Yes..... b) No.....

B5 Is Contractors Commitment Plan to Environment, Health and Safety considered and embedded in the contract? a) Yes..... b) No.....

B6 Does MCRP/NEDC project contract compulsorily mainstream a clause in the contract to hold contractors responsible for contractor staff negative behavior (such as GBV and abuse of norms)?

a) Yes Always.....b) SometimesC) Not compulsory.....

B7 Is the World Bank OHS embedded in the contract documents given to contractors?

a) Yes..... b) No.....c) Sometimes

B8 Are there MDAs that you worked with in the implementation of Labour Management during MCRP/NEDC project Implementation? If Yes Please state them.....

.....
.....
.....
.....

B9 Was employment/engagement of the locals a condition for the Civil Contractor in MCRP/NEDC?

a) Yes..... b) No....

B10) If the engagement of locals was not a compulsory condition in the contract, were the locals employed during civil works?

B11) Did the expectation of employment by the host community generate some form of challenge during project implementation? a) Yes... b) No.....

B12) How did MCRP/NEDC resolve issues that are related to labour and employment expectations from the project community?.....

.....
.....
.....
.....
.....
.....

SECTION C: GENDER SENSITIVE QUESTIONS

C1 How did men and women spend time in the community before the project?.....
.....
.....

C2 Are women allowed to work during projects? a) Yes... b) No.....

C3 Who is responsible for making decisions for this community and are women included?

C4 Who determines employment during projects in the communities?

C5 How is employment carried out to the best of your knowledge?

C6 Are the men and women allowed to work on site?

C7 Are the workers friendly or hostile?

C8 Where workers going out with the ladies in the community

C9 Is there provision for toilets for both male and female workers on the site?

C10 Since this inception of projects, are women and young girls safe in this community

C11 What changes have you observed in the community during project started?

C12 Do you know if girls have been forced to engage in acts against their will just to get jobs or sell on sites?

C13 How do you report workers who misbehave and how is it handled?

C14 Do you think projects affects family structure and communal living?

C15 Are children below 18 allowed to work on projects?