



## ELECTRICITY DISTRIBUTION AND EFFICIENCY IMPROVEMENT PROJECT

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Ministry of Energy  
Power Division  
Government of Pakistan



## LABOUR MANAGEMENT PROCEDURES

November 2021

Ministry of Energy – Power Division  
Hyderabad Electricity Supply Company (HESCO)  
Multan Electric Power Company (MEPCO)  
Peshawar Electric Supply Company (PESCO)

## List of Acronyms and Abbreviations

ABC	Aerial Bundled Cables
AMI	Advanced Metering Infrastructure
BODs	Board of Directors
CDMP	Circular Debt Management Plan
C-ESMP	Construction Phase Environmental and Social Management Plan
CIWCE	Centre for Improvement of Working Conditions and Environment
CTBCM	Competitive Trading Bilateral Contract Market
CMS	Customer Management System
DDWS	Directorate of Dock Workers Safety
DISCOs	Distribution Companies
DMS	Distribution Management Systems
ECA	Employment of Child Act
ELR	Energy Loss Reduction
EOAB	Employees Old-Age Benefits
ERP	Enterprise Resource Planning
ESS	Environmental and Social Standards
EHSG	Environmental, Health and Safety Guidelines
ESMF	Environment and Social Management Framework
ESMP	Environmental and Social Management Plan
ESS	Environment and Social Standards
GBV	Gender Based Violence
GIS	Geographic Information System
HTLS	High-Tension Low Sag
IAA	Independent Auction Administrator
IMSC	Implementation & Management Support Consultants
IMS	Incident Management System
ISMO	Independent System and Market Operator
IRO	Industrial Relations Ordinance
LMP	Labour Management Procedures
MIRAD	Market Implementation and Regulatory Affairs Department
NEBOSH	The National Examination Board in Occupational Safety and Health
O&M	Operation and Maintenance
OHS	Occupational Health Safety
PD	Project Director
PMU	Project Management Unit
POM	Project Operations Manual
NCOC	National Command Operation Center
NIC	National Identity Card
SCADA	Supervisory Control and Data Acquisition
SHE	Safety, Health and Environmental
TL	Transmission Line
STG	Secondary Transmission and Grid

EIA	Environmental Impact Assessment
GRM	Grievance Redressal Mechanism
GS	Grid Station
HSE	Health safety and environment
MVA	Mega volt amperes
M&E	Monitoring and Evaluation
MOE	Ministry of Energy
OP	Operational Policy
O&M	Operation and Maintenance
PD	Project Director
PEPA	Pakistan Environmental Protection Act
PITC	Pakistan Innovation and Testing Centre
PM	Project Manager
RE	Resident Engineer
SCADA	Supervisory Control & Data Acquisition
STG	Secondary transmission and grid
TL	Transmission line
ToR	Terms of Reference
WB	World Bank
WBG	World Bank Group

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## EXECUTIVE SUMMARY

### Introduction

This Labor Management Procedure (LMP) describes the requirements of the Ministry of Energy (MoE) and three DISCOs-namely, Hyderabad Electric Supply Company (HESCO), Multan Electric Supply Company (MEPCO) and Peshawar Electric Supply Company (PESCO) with regard to labour and working conditions to be applicable during the implementation phase of the proposed Electricity Distribution Efficiency Improvement Project (EDEIP) (the Project). It aims to guide the management and control of activities that may pose labour-related risks. The LMP will be applied to all types of workers that will be employed by the MoE and DISCOs, contractors, sub-contractors and labor supply contracting agencies, third parties, and all personnel related to the execution of the project; and therefore, its use and knowledge is mandatory, as appropriate.

The project development objectives are to improve electricity supply and operational efficiency in targeted areas of selected distribution companies and strengthen the capacity of power sector entities to implement reforms. This component will finance investments in Secondary Transmission and Grid (STG) and Energy Loss Reduction (ELR) programs of the DISCOs to improve reliability of electricity supply and reduce technical losses. The subprojects financed under this Component can be divided into following categories:

- New Grid Stations. Construction of new 132 kV grid stations and the associated transmission lines;
- Existing Grid Stations. Augmentation, extension, conversion, upgradation and rehabilitation of the existing grid stations and the associated transmission lines;
- Transmission Lines. Construction, rehabilitation and re-conductoring of 132kV (and below) transmission lines with low loss conductors, e.g., high-tension low sag (HTLS); and
- Energy Loss Reduction. Expansion and rehabilitation of 33kV and 11kV feeders.

### Overview of Labor Use in the Project

Implementation of the EDEIP will involve different categories of workers for different activities associated with the subprojects. ESS2 classifies project workers into the following four groups: (i) direct workers, (ii) contracted workers, (iii) primary supply workers, and (iv) community laborers. As per this classification and labor needs of this project, three groups of workers including Contracted Workers, Primary Supplier Workers, and Direct Workers are applicable to this Project. The estimated number of direct workers is not yet defined, but there are likely to be 20-25 people employed by each DISCO. The precise number of project workers to be employed are not known as and when implementation begins. The project will not have community workers as defined under ESS2. Project will source directly goods or materials through Primary supply workers required for the core functions of the sub-projects.

### Assessment of Key Potential Labor Risks

The main labor risks associated with the EDEIP are assessed to be related to the potentially hazardous work environment, the associated risk of accidents and incidents at the work place, child labor and forced labor, labor influx and associated community health and safety risks,

including Sexual Exploitation and Abuse (SEA)/Sexual Harassment (SH) risks and the capacity of the implementing agency to manage and mitigate the E&S risks and the context under which the Project is being implemented. In particular the various risks of injuries and accidents for workers, related to the transmission and distribution lines is associated with the risk of falling from height when stringing and installation of transmission towers or poles used for distribution. There could also be a risk of electrocution during testing and charging phase. Other typical risks include exposure to the physical hazards of using the equipment, the risk of tripping and falling, electric shock, burns, exposure to noise and dust, falling objects, exposure to hazardous materials and exposure to electrical hazards related to the use of tools and machines as well as the prevalence of the incidence of respiratory diseases as a result of dust and emissions.

Labour related risks will be minimized by following the mitigation hierarchy which included (i) hazard elimination (ii) substitution of process, substance or tool (iii) prevent contact with the risky object i.e., create barrier, install guards (iv) implementation of safe system of work such as permit to work system, putting time limits on performing a hazardous activity and (v) use of appropriate personal protective equipment

To ensure a safe and healthy workplace, IAs will take reasonable care to identify all the foreseeable health and safety hazards, which could harm their employees or other persons in the workplace. The Project will ensure compliance with occupational health and safety provisions. All contractors will be required to provide detailed information on their occupational health and safety programs as part of their offers.

### **Brief Overview of Labor Legislation: Terms and Conditions**

There are a number of labor laws in Pakistan. These Labour laws are broad and contains several ordinances, acts, rules and regulations and other statutes relating to industrial, commercial and labour establishments. The Constitution of Pakistan contains a range of provisions with regards to labour rights. Pakistan has a number of obligations under international law regarding labour rights. Many of these laws pertain to the implementation of the international labor conventions that Pakistan has ratified. The most relevant laws related to labor rights and welfare are listed below.

- Factories act, 1934
- Industrial Relation Act
- Workman Compensation Act 1923
- Minimum Wages ordinance, 1961
- Payment of Wages Act 1936
- Industrial & Commercial Employment Standing Orders ordinance 1968
- Maternity Benefit Ordinance 1958
- Apprenticeship Ordinance 1962
- Employees Old Age Benefit Act 1976
- Employments of Children Act 1991
- Bonded Labor Abolition Act 1992
- Workers Welfare fund Act 1971
- Minimum Wages (Unskilled Workers), (Amendment) 2015
- The Disabled Persons (Employment and Rehabilitation) Act 2015

- The Protection Against Harassment of Women at the Workplace Act, 2010
- Transgender Person Act 2018

In 2010, subjects of labour and employment devolved to provinces under the 18th Amendment to the Constitution of Pakistan, as a result of which the federal labour laws made applicable on provinces under Article 270 AA (6) of the Constitution of Pakistan. Each province has developed its own labour policy to protect workers' rights. The Labour Policy of 2018 of each province incorporates the key thematic areas with primary focus on effective implementation of labour standards, improvements in workplace safety, living wages, child/ bonded labour, awareness raising, excellence in labour inspections regime.

### **Overview of Labor Legislation: Occupational Health and Safety**

The protection against OHS risks to the workers embodied in various international, national and provincial laws to promote and maintain the highest degree of physical, mental and social well-being of workers in their employment from risks resulting from factors adverse to health. The Government of Pakistan is obliged for the ratification, implementation and enforcement of all relevant Conventions and Recommendations of International conventions. ILO has formulated more than forty regulations, particularly concerning with the Occupational Health and Safety (OHS) issues.

There was no independent legislation on occupational safety and health issues in Pakistan before 2017. The main law, which governs these issues, is the Chapter 3 of Factories Act, 1934. All the provinces, under this act, have devised Factories Rules. The OHS clauses are covered in the following laws.

- Factories Act 1934
- Punjab Factories Rules 1978
- Sindh Factories Rules 1975
- West Pakistan Hazardous Occupations Rules 1963
- West Pakistan Shops and Establishments Ordinance, 1969
- Pakistan Environmental Protection Act, 1997 (Hazardous Substance Rules, 2003)
- Sindh Workers Compensation Act, 2016
- The Sindh Employees Social Security Act, 2016
- Sindh Shops and Commercial Establishment Act 2015;
- Sindh Factories Act 2015
- Sindh Occupational Safety and Health Act, 2017
- Sindh Occupational Safety and Health Rules, 2019,

National Electric Power Regulatory Authority (NEPRA) has developed NEPRA HSE Code and NEPRA Safety Code to ensure protection of the lives and the well-being of consumers, employees, and contractors.

In 2018, Pakistan Occupational Health and Safety was promulgated to ensure safe and healthy working conditions for the people at work by authorizing enforcement of the rules and regulations developed under the Act. Under the act, federal government established the Pakistan National OHS Council to approve the legislation, regulations, codes, standards and policies relevant to occupational health, safety and welfare. The Council has established the National OHS



Directorate to exercise the and take all necessary measures for the implementation of the national OHS policies approved by the Council and ensure enforcement of the National OHS Standards. The Sindh Labour Department has prepared a first-ever comprehensive OSH law, supported by the ILO in line with the Joint Action Plan for Promoting Workplace Safety and Health in Sindh. This was followed by the Punjab to promulgate the Punjab Occupational Health and Safety Act 2019.

The World Bank Group (WBG) has guidelines for Environment, Health and Safety (EHS) that serve as useful references for general issues as well as sector-specific activities. Projects financed by the WBG are expected to comply with this guideline as required by the policies and the standards. The EHS guidelines are mainly on occupational health and safety, community health and safety as well as on construction and decommissioning.

### **Responsible Staff**

The PMU of each DISCO has the overall responsibility for project management to oversee all aspects of the implementation of the LMP, in particular to ensure contractor compliance. The E&S team in PMU will implement and monitor the provision of this LMP. Once the sub-projects are approved by the PMU, contractors must engage one OHS Specialist and OHS inspectors keeping in view the number of sites. The contractor's OHS staff will be supervised by supervision consultants and PMU of each DISCO with the help of their safety directorates. Contractors will keep records in accordance with specifications set out in this LMP. Contractors will be required to present a worker grievance redress mechanism which responds to the minimum requirements in this LMP. IAs will procure for training to address risks associated with labor influx and will provide a schedule for trainings required. To minimize gender disparity in their work with communities, staff will receive training on the prevention of SEA/SH, codes of conduct, as well as on gender and GBV in general.

### **Policies and Procedures**

IAs will ensure that policies and procedures to be followed during the implementation phase of the Project as well as accidents, occupational diseases and prevention of SEA/SH. These policies and procedures will be updated and modified if necessary, after the allocation of the contracts of the different positions of the PMU. There will be no discrimination with respect to any aspects of the employment relationship, including recruitment, compensation, working conditions and terms of employment, access to training, promotion or termination of employment. IAs are committed to comply with legislation which relates to the occupational health and safety requirements as stipulated in the main law governing OHS is the Pakistan Occupational Health and Safety Act, 2018 and Factories Act 1934. Child labor will be prohibited following the procedures of age verification. All project workers will undergo relevant seminars and training to prevent risks of labor influx or SEA/SH issues. The project shall comply with the national Labour laws on gender equality in the work place, which will include provision of maternity leave and nursing breaks and sufficient and suitable toilet and washing facilities, separate from men and women workers. The PMUs will report on the status of implementation of the above policies and procedures on a monthly basis. In the event of an occupational fatality or serious injury, the PMU shall report to the Bank as soon as becoming aware of such incidents, and inform the government authorities.

## **Age of Employment**

Article 11(3) of the Constitution of Pakistan prohibits employment of children below the age of 14 years in any factory or any other hazardous employment. Under the Factories Act, 1934 no adult employee, defined as a worker who has completed his or her 18th year of age, can be required or permitted to work in any establishment. This will require workers to provide official documentation, which could include a birth certificate, CNIC, passport, or medical or school record.

## **Terms and Conditions of Employment**

The employment terms and conditions applying to EDEIP employees are set out in the labor rules will apply to all project employees who are assigned to work on the Project (direct workers). Terms and conditions of part-time direct workers are determined by their individual contracts. IAs are committed to equal opportunities for all its employees and potential employees where everyone is treated with respect and dignity and where there is equal opportunity for all. The normal hours of work of Project workers shall not exceed 8 hours a day for 5 days or 40-hour work week, exclusive of time for meals. Every project worker is entitled to a 2-day rest period during weekends (Saturday and Sunday). Workers shall also be entitled to a rest day on regular holidays recognized by the State. Under Maternity benefits Ordinance 1958, is also allowed to pregnant women for a period of 12 weeks with full pay. It is unlawful for an employer to dismiss a women worker who is on maternity leave. The Provincial Governments constitute Minimum Wages Boards under Section (3) of Minimum Wages Ordinance, 1961 to decide the wage rates which are revised annually. The workers welfare legislation includes Employees Old Age Benefits Act 1976 (with provisions for old age pension, old age grant, invalidity and widow(er) pension). For contract termination, a notice of one month must be served before severing the employment relationship or payment of one month's wages in lieu of notice may be provided. The law also obliges the employer to provide the termination certificate in writing stating the reason behind it. Any injury, illness or accident sustained by the worker during the work period shall be conveyed to the nearest clinic or hospital by the hiring authority or its representative. Collective bargaining has also been called a fundamental right for the workers to be part of trade unions.

## **Grievance Redress Mechanism**

Pursuant to Article 46 of the Industrial Relations Ordinance (IRO) 2002, a worker may bring his or her grievance in respect of any right guaranteed or secured by or under any law. Each DISCO will establish a GRM (or make provisions in the overall GRM) for the project workers to address labor or workplace-related concerns consistent with the applicable national and provincial laws and ESS2 before the Project Effectiveness. The worker GRM will be based on the requirements of the WB's ESS2 – Labor and Working Conditions. The E&S Specialists will monitor the recording and settlement of grievances by workers and report to the PMU in its monthly progress reports. The process will be followed by the GRM focal point, the environment and social development specialists who will be responsible for the GRM of the Project. All concerned responsible staff shall hold regular meetings with the project workers to discuss any work-related issues and concerns. Every grievance raised by a worker will be documented with the actions undertaken by the PMU and contractors to address such grievance.

**Contract Management**

IAs will ensure that the contractors, are legitimate and reliable entities and that they have procedures established for management of labor in compliance with this LMP. Contracts with contractors will include a provision on the obligation to comply with current legislation on labor and protection at work. IAs will monitor the performance of contractors in relation to contracted workers, focusing on compliance by contractors with their contractual agreements.

**Primary Supply Workers**

The construction work under the Project will require primary supplies including construction materials essential for the functions of the proposed infrastructure. The PMU and the consultants will review and approve the purchase of primary supplies from the suppliers following such risk identification/assessment. IAs will oversee the procurements of goods and materials requirements under the civil works. Project Contractors will be responsible for procurement and supply of materials and equipment under the same conditions and specifications on ESHS aspects in its contracting agreements.

## 1. INTRODUCTION

### 1.1 Introduction

The Government of Pakistan (GoP) through the Ministry of Energy (MoE) – Power Division (PD), Peshawar Electric Supply Company (PESCO), Multan Electricity Power Company (MEPCO), and Hyderabad Electric Supply Company (HESCO) hereinafter referred as DISCOs is planning to implement the Electricity Distribution Efficiency Improvement Project (EDEIP) (proposed Project). The GoP is seeking financial assistance from the World Bank (WB). Under the project, the MoE - PD seeks to undertake power sector reforms while PESCO, MEPCO, and HESCO intend to undertake priority development works to strengthen their respective electricity distribution networks to ensure reliable supply of electricity to their consumers. The MoE - PD, PESCO, MEPCO and HESCO are described as implementation agencies (IAs) in this document.

This Labor Management Procedure (LMP) describes the requirements of IAs with regard to labour and working conditions, as applicable to each of the IAs, during the implementation phase of the proposed Project. It aims to guide the management and control of activities that may pose labour-related risks. This LMP sets out potential impacts and consequences related to labour terms and conditions and describes how they will be mitigated. The IAs will use commercially reasonable efforts to require contractors, or other intermediaries procuring labor, to apply these procedures provided in this document.

The objectives of this LMP are to:

- Publicize labor policies as a frame of reference for the personnel who will participate in the Project;
- Guarantee compliance with labor regulations for all Project participants, whether they are direct workers or not, generating the appropriate working conditions in compliance with applicable regulations;
- Guide the participating IAs staff who will participate in the Project in implementing Labor Management Procedures;
- Promote fair and equitable labour practices for the fair treatment, non-discrimination and equal opportunity of male and female workers;
- Establish, promote and manage a healthy management -worker relationship;
- Protect project workers, including vulnerable workers such as women, persons with disabilities, children (of working age, in accordance with this ESS2) and migrant workers, contracted workers, community workers and primary supply workers, as appropriate;
- Provide project workers with accessible means to raise workplace concerns.

The LMP has been developed by the IAs to manage risks under the EDEIP funded by World Bank. The LMP sets out the project's approach consistent with national requirements as well as the objectives of the relevant World Bank's Environmental and Social Standards on Labor and Working Conditions (ESS2). The LMP is developed at this stage of the project though the scale and exact locations of project activities to be implemented under EDEIP are not yet determined. Details of the investments will be determined when the relevant feasibility studies as well as environmental and social studies are conducted during the detail design phase.

The LMP describes the main labor requirements and risks associated with the Project, and helps the IAs of EDEIP to determine the resources necessary to address labor issues. The LMP is a living document, which is initiated early in project preparation, and is reviewed and updated throughout development and implementation of the Project. Accordingly, this document lays out the type of workers likely to be deployed by the Project and how the workers will be managed. Key aspects of the LMP will be incorporated into contractual obligations of contractors and sub-contractors. All contractors and sub-contractors will be required to prepare and implement labor management plans consistent with the LMP.

The IAs have prepared this document and its annexes based on the existing labor laws in Pakistan and its ratified international agreements, and in accordance with the guidelines of the ESS2 of the World Bank. Consequently, the scope and procedures of the LMP, and its annexes, constitute a special labor framework, whose compliance is not exclusive to staff of IAs, and to the workers they hire. The LMP will be applied to all types of workers that will be employed by the IAs, contractors, sub-contractors and labor supply contracting agencies, third parties, and all personnel related to the execution of the project; and therefore, its use and knowledge is mandatory, as appropriate.

## 1.2 Scope of the LMP Application

The LMP is required by the Environmental and Social Framework (ESF) of the World Bank, and its Environmental and Social Standard (ESS) 2 on 'Labor and Working Conditions.' Its scope includes:

- Labor and contracts;
- Management of workers;
- Occupational Health and Safety; and
- Access of information and grievance mechanisms.

The primary objective of ESS 2 is to promote sound worker-management relationships and enhance the development benefits of a project by treating workers in the Project fairly while also providing them with safe and healthy working conditions.

Accordingly, the purpose of this LMP is to facilitate the planning and implementation of the Project by identifying the main labor requirements and the environmental and social measures necessary to address the project-related labor issues. The LMP also sets out general guidance relevant to different forms of labor but also issues and concerns specific to the EDEIP. The LMP is applicable to all workers from the lowest level to the highest level of hierarchy as defined in ESS2<sup>1</sup> employed by the Project, regardless of their modality of hiring and the labor regime to which it belongs, as listed below.

- i. Direct Workers: People employed or engaged directly by the IAs to work specifically in relation to the Project;
- ii. Contracted Workers: People employed or engaged through third parties to perform work related to core functions of the project, regardless of location;
- iii. Community Workers. People employed or engaged in providing community labor; and

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<sup>1</sup> World Bank. 2017. "World Bank Environmental and Social Framework." World Bank, Washington, DC  
**Electricity Distribution Efficiency Improvement Project (EDEIP)**

- iv. Primary Supply Workers. people employed or engaged by the Borrower's primary suppliers.

### **1.3 Structure of the Document**

This document has 12 chapters. The Chapter 1 serves as Introduction to the document. An overview of labor use in the project is presented in Chapter 2. Key potential labor risks are listed in Chapter 3. Legislative Framework governing labor employment and health and safety issues in Pakistan and a gap analysis with that of the World Bank's ESS 2 is discussed in Chapter 4 and 5. Implementation Arrangements, Age Requirement, Policies and Procedures and Timing of labor requirements follows in the subsequent chapters. Terms and Conditions of Employment and Grievance Redress Mechanism are presented in chapters 9 and 10. Finally, Contractor Management and Primary Supply Workers are discussed in the last chapters 11 and 12 respectively.

### **1.4 Summary Description of the Project**

#### **1.4.1 Project Development Objectives and Components**

The project development objectives are to improve electricity supply and operational efficiency in targeted areas of selected distribution companies and strengthen the capacity of power sector entities to implement reforms.

The Project will help the IAs to modernize and improve their service delivery. In addition to strengthening the transmission and distribution network to ensure reliable supply of electricity by increasing the load carrying capacity under Component 1 of EDEIP, the Project through Component 2 will help improve financial viability of the DISCOs by installing Aerial Bundled Cables (ABCs) and Transformer Monitoring System in some of the high revenue/high loss feeders. Component 2 will also help DISCOs expand/start their AMI program and deploy latest technology and information systems/IT infrastructure for improved planning, management and operations of the assets and improved customer service. Component 3 of the Project will help improve operations and maintenance practices through the use of latest tools and equipment and training to enhance safety culture during construction, operations and maintenance activities; provide technical assistance for training, studies, preparation of manuals, pilot projects and support project implementation. Component 4 is to support MoE - PD fulfill its policy mandate under the National Electricity Policy 2021, and implement power sector reforms. These components are further described in paras below.

#### **Component 1: Improving Grid Reliability**

This component will finance investments in Secondary Transmission and Grid (STG) and Energy Loss Reduction (ELR) programs of the DISCOs to improve reliability of electricity supply and reduce technical losses. The subprojects financed under this Component can be divided into following categories:

- New Grid Stations. Construction of new 132 kV grid stations and the associated transmission lines;

- Existing Grid Stations. Augmentation, extension, conversion, upgradation and rehabilitation of the existing grid stations and the associated transmission lines;
- Transmission Lines. Construction, rehabilitation and re-conductoring of 132kV (and below) transmission lines with low loss conductors, e.g., high-tension low sag (HTLS); and
- Energy Loss Reduction. Expansion and rehabilitation of 33kV and 11kV feeders.

### **Component 2: Modernizing Operations and Management**

This component will support modernization of the DISCOs' operations and management functions using latest equipment, technology and information systems. Major activities include:

Automation and Information Systems. This entails upgradation deployment of information systems and Enterprise Resource Planning (ERP) solutions. This will help improve planning, grid operations and customer services by providing access to and integrating modern information systems, e.g., Incident Management System (IMS), feeder automation, transformer monitoring and protection systems, Geographic Information System (GIS), Customer Management System (CMS) and ERP. This will lead to deployment of Supervisory Control & Data Acquisition (SCADA) and Distribution Management Systems (DMS) during project implementation (subject to finalization of feasibility and required approvals) to integrate these information systems and to start the implementation of smart grids.

Revenue Protection Program. It will comprise of installation of Aerial Bundled Cables (ABC), Advanced Metering Infrastructure (AMI), Transformer monitoring System, and other measures to pre-empt theft, reduce losses, improve recoveries, and better service delivery based on access to reliable and timely data.

### **Component 3: Capacity Building and Technical Assistance**

This component will help build capacity of the DISCOs with particular focus on:

Improving operations and maintenance. This will cover procurement of tools, equipment, hardware, software, consulting and non-consulting services for improved operations and maintenance practices, e.g., for live-line maintenance, upgrade repair workshops, inventory/asset management etc.

Training and capacity building. Conduct studies and assessments including preparation/updating of manuals, procedures and systems in particular for HR management, inventory management, procurement, financial management, customer services and safeguards and assist with their implementation and conduct training programs including workshops, seminars and post graduate degrees in relevant fields;

Project implementation support. This includes financing of: (a) consulting and other services; (b) individual experts/advisors and any incremental staff positions; (c) equipment and software; (d) financial, operational & technical audits; and (e) operating cost of Project Management Units (PMUs). Key activity will be hiring of Project Implementation & Management Support Consultants (PIMS) covering implementation of all project related activities including: procurement, contract administration, quality control, financial management, preparation/updating of feasibilities, designs and bidding documents as well as support in implementation of safeguard instruments.

## Component 4: Reform Support

The purpose of the Component 4 is to support MoE -,PD fulfill its policy mandate under the National Electricity Policy 2021, and implement power sector reforms. This component consists of two main subcomponents: a) supporting governance and institutional reforms; and b) supporting transition to wholesale electricity market through commencement of the Competitive Trading Bilateral Contract Market (CTBCM), as described in more details below:

**Supporting Governance and Institutional Reforms:** The PD is in the process of consolidating all policy related activities that are currently being conducted by different parts of the sector entities, into one centralized location that will be dedicated to supporting PD in development of policies, strategic plans, frameworks, monitoring, and other activities. Towards this end, PD2 will collaborate with Power Planning and Monitoring Company (PPMC), a newly established entity as a result of PEPCO restructuring. PPMC's role will not involve any management of the DISCOs operation but will be focused primarily on the monitoring of the DISCOs performance, providing policy direction, conduct research and development, carry out strategic studies, sector assessments, analysis, audits, feasibilities for new technologies, etc., all with the aim of improving DISCOs processes and efficiency. With the reconstitution of new boards of DISCOs (part of PACE-I), they have been given more autonomy, at both, board, and management level, including HR functions. The GoP's (through PD) role is now to monitor their performance to improve their efficiency regarding technical and commercial losses in line with goals set in the CDMP. One of the first policy activity to be supported through this subcomponent is the development of the National Electricity Plan (one of the PACE-II Prior Actions). This subcomponent will also finance procurement of software, including trainings, hardware, consulting services (individual experts/advisors as well as firms), research and development program (that would establish PPMC as a center of excellence), required to perform the core policy and strategic functions.

**Supporting the Implementation of Competitive Trading Bilateral Contract Market (CTBCM):** The MoE (PD) is also in the process of the implementation of electricity market reforms to transition from existing single-buyer market to a competitive wholesale market. The initial market design was approved by NEPRA in December 2020, and it is expected to commence operation in April 2022. The progress towards commencement is monitored through a Market Implementation and Monitoring Group, led by secretary PD and Chairman NEPRA. There are a number of activities already ongoing to accommodate this transition, including new Grid Code and new Commercial Code (both part of PACE-II prior actions). Furthermore, there are some key institutions that are in the process of being established and that will be supported through this subcomponent, such as Independent System Operator (ISO), Market Operator (MO), and Independent Auction Administrator (IAA). Towards this end, the PD will collaborate with Alternative Energy Development Board (AEDB)/Private Power Infrastructure Board (PPIB),<sup>3</sup> CPPA, and NTDC to implement this subcomponent. The support through this subcomponent will further finance procurement of tools, equipment, software, training and consultancies required for effective start-

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<sup>2</sup> According to the National Electricity Policy 2021, Ministry of Energy (Power Division) may designate any entity (or entities) to perform its policy mandate.

<sup>3</sup> The Cabinet has approved the proposal for a merger of AEDB and PPIB. While the amendments to the respective Acts still need to take place, the two companies have started operating under one Managing Director.



up of these three entities. The IAA will be a new entity responsible for running the competitive auctions for new capacity procurement / new contracts of DISCOs. It will be established as part (AEDB)/ (PPIB) restructuring. The establishment of the ISO and MO will involve organizational restructuring of NTDC and CPPA, whereby Market Operator (MO) function of CPPA-G and System Operator (SO) function of NTDC will be restructured into separate legal entities.

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## 2. OVERVIEW OF LABOR USE IN THE PROJECT

Implementation of the EDEIP will involve different categories of workers for different activities associated with the subprojects. ESS2 classifies project workers into the following four groups: (i) direct workers, (ii) contracted workers, (iii) primary supply workers, and (iv) community laborers. As per this classification and labor needs of this project, three groups of workers including Contracted Workers, Primary Supplier Workers, and Direct Workers are applicable to this Project.

The LMP applies into all types of project workers to be engaged by the Project whether full-time, part-time, temporary, seasonal or migrant workers. The LMP is applicable, as per ESS2 to the Project in the following manner: (i) People employed or engaged directly by IAs for EDEIP to work specifically in relation to the sub-projects; (ii) People employed or engaged by IAs' consultants and contractors to perform work related to the core function of the sub-projects, regardless of location; (iii) People employed or engaged by IAs' primary suppliers (where ESS2 provisions apply to primary suppliers with whom the sub-project has a significant and ongoing relationship) as well as any community workers.

### 2.1 Labor Requirement

ESS 2 categorizes the workers into: direct workers, contracted workers, community workers and primary supply workers and this includes all Project workers. For this Project the community workers are not anticipated. The types of workers are further described into the following categories.

**Direct workers<sup>4</sup>.** The Project's direct workers are those employed directly by IAs to work specifically in relation to the Project. Direct workers will include the project-based staff and the permanent staff of the Project Management Units (PMUs) for implementing a wide range of the project's activities. The staff of the Units will be composed, among others, of a Project Director (PD), Environment and Social Specialists, a Social and Gender specialist, a Financial Management Specialist and a Procurement Specialist. The IAs will employ consultants and support staff who will be working on contractual bases as part of the PMU. Terms and conditions of these consultants will be guided by the national and provincial labor Laws. The consultants will be engaged by the Project to undertake short period assignments as necessary. The health and safety requirements provided in this LMP will also apply to civil servants who will be seconded in to support the project implementation.

The PMU will be tasked with:

- Overall project responsibilities for financial management, procurement, monitoring and evaluation and E&S management;

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<sup>4</sup> A "direct worker" is a worker with whom the Program has a directly contracted employment relationship and specific control over the work, working conditions, and treatment of the project worker. 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.

- Technical responsibilities to support departments involved in project components implementation; and
- Support services (office manager, assistants, driver).

PMU staff will be hired or seconded for the implementation of this Project including technical and non-technical staff.

**Contracted Workers.** IAs will involve different contractors for carrying out preparation of documents and implementation of different civil works under the Project. EDEIP's contracted workers include the consultants preparing the project/sub-project's feasibility study and detail design; consultant for preparation of ESIA/ESMP/RAP, Construction Supervision Consultant (CSC), Independent Environmental and Social Monitoring Consultant (IEMC), construction contractors and subcontractors and their workers. Civil work contractors and workers include skilled and non-skilled workers. The different categories of anticipated contracted workers are presented below.

**Skilled permanent staff of the contractors (construction company):** The permanent technical staff of the contractors will be engaged in the Project, including project managers, site engineers, construction foreman, environmental social health and safety (ESHS) officer, administrative and finance officers for the project/subprojects particularly by DISCOs.

**Skilled workers engaged by sub-contractors/subcontractors:** Depending on the requirements of expertise for each type of sub-project and activities, contractors will mobilize their relevant workers to meet Project requirements. The works requiring skilled workers may include drivers, operators of heavy machines for dredging or excavation, piling, hauling, road roller/soil compaction, sand/quarry loading, and grader/excavation, transmission line (TL), substations, and structural houses. The workers will be expected to have expertise relevant to the required works (e.g., Contact with electricity will need workers trained or skilled in electric works). The skilled workers may include both local and migrant workers.

**Unskilled community members engaged by the contractor/subcontractors:** It is expected to reduce large number of migrant workers at sites, the subprojects will be designed to maximize the employment generation through engaging local labours as unskilled workers especially in simple works such as construction of ancillary works, walls, excavation/leveling, loading/unloading materials, supporting for builders, site cleaners, watering working sites. To ensure equal opportunities in employment, the contractor will be contractually required to coordinate with IAs to prioritize the affected communities and vulnerable groups, including female workers and labours with disabilities at their desire.

**Design Consultant.** Consultants will be engaged by IAs to provide services of preparation of feasibility study (FS) and detailed design for the civil works under the Project. The procurement process for the consultant team will start during sub-project preparation, but the consultant will be on board in the early stage of project implementation. The FS and detailed design consultant will support IAs until the approval of the FS and detailed design for each sub-project.

**Construction Supervision Consultant:** A construction and supervising consultant will be engaged by IAs to provide day-to-day construction oversight for the civil works. The procurement process for the consultant team will start during subproject preparation, but the consultant will be

on board in the early stage of project implementation. The construction and supervision consultant will support IAs until the completion of the civil works.

**Independent Monitoring Consultants:** Independent Monitoring Consultants for environment and for social issues are planned to be engaged by IAs. Independent monitoring consultants are responsible to ensure compliance with approved plans and programs related to environmental and social issues. The independent monitoring consultants will be engaged at the beginning of the implementation period and will complete their works from 6 months to 1 year after all resettlement/environmental activities have been satisfactorily completed.

**Community Workers:** The project will not have community workers as defined under ESS2.

**Primary Supply Workers:** About Primary supply workers, project on an ongoing basis, will source directly goods or materials essential for the core functions of the sub-projects.

## 2.2 Number of Project Workers

**Direct Workers.** The estimated number of direct workers is not yet defined, but there are likely to be 20-25 people employed by each IA. The staff of the PMU as described in **sub-section 2.1** will be composed, among others, a PD, technical engineering staff, safeguard specialists, gender specialist, a financial management specialist and a procurement specialist. Direct workers will carry out key functions such as coordination, fiduciary, environmental and social management, monitoring and evaluation, and reporting.

**Contracted Workers.** The precise number of Project workers to be employed are not known as of now. This will become known as and when implementation begins.

**Civil Works Contractors and Workers.** The project will support subprojects investment. The number of workers expected to be associated with each of the subprojects will be dependent upon the nature of subproject. Thus, the total number of civil works contract workers is yet to be established.

## 2.3 Workforce Characteristics

Given the nature of the project workforce (mostly unskilled and semiskilled construction labor) and characteristics of the labor force market in Pakistan, it is likely the workforce, especially the lower-skilled workers, will be predominantly male. Female un-skilled workers are not expected in the Project. The expectation is that the majority of labor will be locally hired with the exception of a few skilled workers. Provisions will be made to train and hire as many as possible from locally available workforce.

## 2.4 Timing of Labour Requirements

**Direct Workers:** The direct workers will generally be required full time and around the year during the project implementation. Construction season typically is throughout the year but can be somewhat longer or shorter depending on weather conditions. It will be up to the contractor to mobilize labor force to coincide with the type of work and the season.

The direct workers at PMU will generally be required full time and around the year for the project duration. Other experts/consultants will be hired on demand basis throughout the project period.

Timing for involvement of contracted workers will be known at later stages, however it is clear that they will be engaged depending on implementation of various sub-components on specific time slots.

**Contracted Workers:** Civil Works contracted workers will be required as per the need. It will be up to the contractor to mobilize labor force to coincide with the type of work when required. The work hours should not exceed 8 hours a day, with the provision of at least 1 hour for the rest.

**Table 1: Labor Requirement**

Position/Designation	Tenure	Number	Remarks
Project Director	Full Time	1	PD seconded from IA
Environmental Specialist	Full Time	1	30 day after the Project Effectiveness
Social Development Specialist	Full Time	1	30 day after the Project Effectiveness
Occupation Community Health and Safety Specialist	Full Time	1	30 day after the Project Effectiveness
Gender Specialist	Full Time	1	30 day after the Project Effectiveness
Project Engineers	Full Time	As per need	30 day after the Project Effectiveness
Technicians	Full Time	As per need	30 day after the Project Effectiveness
Finance/Procurement Specialist	Full Time	1	30 day after the Project Effectiveness

**Contracted Worker:** Based on the scope of works involved in the Project, the IAs will employ contractors who will hire contracted workers based on their level of skills and sub-project needs. The LMP is developed at this stage of the project although the scale and exact locations of Project activities to be implemented under this component have not yet determined. Details of the timing of the number of labor requirement, frequency, types of job and time of the requirement will be determined when the relevant feasibility studies as well as environmental and social studies are conducted during the detail design phase and results will be updated in this LMP. Similarly, it will also be incorporated in the contractor's LMP which will be prepared as the requirement of Construction Phase Environmental and Social Management Plan (C-ESMP).

**Primary Supply Workers:** The project may require the use of primary supply workers. The primary supply worker provisions of ESS2 apply to those suppliers with whom the project will have a sufficiently significant and ongoing relationship.

### **3. ASSESSMENT OF KEY POTENTIAL LABOR RISKS**

#### **3.1 Project activities**

The main sources of risk for staff will include the following activities that will be carried out during the implementation of the proposed Project.

##### **3.1.1 Grid Stations**

The sequence of activities to be involved for the establishment of new grid stations or extensions and augmentations include identification of site, soil surveying and contour plan development, geo-technical investigations, preparation of the civil design, construction drawings, general layout plan and equipment details (transformers, breakers, isolators, control panels, feeder panels and allied equipment excavations, construction of foundations and buildings, installation of equipment including transformers, erection of towers within the grid station), and completion of civil work as well as testing, commissioning and finally operation of the grid stations.

##### **3.1.2 Laying of Transmission Line and Feeders**

The sequence of activities which are carried out for the laying of transmission lines and feeders include a reconnaissance site visit, route selection and mapping, detailed survey, procurement of equipment and construction. Construction activities will start by demarcating the tower locations and along the transmission line route to carry out the construction activities. Excavation for tower foundation is carried out subsequent to the above. Appropriate machinery is employed for this purpose, such as excavator. Once excavation is complete, construction of the tower foundation is taken in hand. Towers are erected and stringing is carried out and accessories (insulators, etc.) installed. After the completion of installation activities described above, testing is carried out followed by operation and scheduled maintenance.

#### **3.2 Main Risks Related to the Work Force**

The main labor risks associated with the EDEIP are assessed to be related to the potentially hazardous work environment, the associated risk of accidents and incidents at the work place, child labor and forced labor, labor influx and associated community health and safety risks, including Sexual Exploitation and Abuse (SEA)/Sexual Harassment (SH) risks and the capacity of the implementing agency to manage and mitigate the E&S risks and the context under which the Project is being implemented.

##### **3.2.1 Occupational Health & Safety Risks**

The health and safety risks which could impact the project staff including PMU, consultants and contractor workers are associated with the construction and operation activities of the project. In particular the various risks of injuries and accidents for workers, related to the transmission and distribution lines is associated with the risk of falling from height when stringing and installation of transmission towers or poles used for distribution. There could also be a risk of electrocution during testing and charging phase. Other typical risks include exposure to the physical hazards of using the equipment, the risk of tripping and falling, electric shock, burns, exposure to noise and dust, falling objects, exposure to hazardous materials and exposure to electrical hazards

related to the use of tools and machines as well as the prevalence of the incidence of respiratory diseases as a result of dust and emissions.

Hence, it is very important to identify hazards, manage identified risks to offset workers health and safety risks. It is also anticipated that such a proactive approach to risk management will result in massive cost savings, and a reduction in compensation claims as well as noncompliance with health and safety legislation.

Labour related risks will be minimized by following the mitigation hierarchy which included (i) hazard elimination (ii) substitution of process, substance or tool (iii) prevent contact with the risky object i.e., create barrier, install guards (iv) implementation of safe system of work such as permit to work system, putting time limits on performing a hazardous activity and (v) use of appropriate personal protective equipment.

To ensure a safe and healthy workplace, IAs will take reasonable care to identify all the foreseeable health and safety hazards, which could harm their employees or other persons in the workplace. Hazards may arise from the work process, the equipment and materials in use, the work environment, or other people involved. For example, live overhead power lines are a potential hazard posing substantial risk of death or serious injury. In addition to electrical shock and electrocution, contact with overhead power lines, can result in: the electrifying of other objects such materials, tools and items of plant, with the potential for electric shock or electrocution; fire; explosion; or swift, unpredictable power line whiplash.

The Project will ensure compliance with occupational health and safety provisions. All contractors will be required to provide detailed information on their occupational health and safety management plan as part of their offers. The relevance of these safety provisions will be part of the criteria used by the Procurement Committee to select the contractors. All contractors will be required to ensure workers will use safety gears (personal protective equipment or PPE), receive safety training and other preventive actions as provided in the WB OHS Guidelines and environment as per requirements of ESS2. Safety is the responsibility of both the employer and employee. Together they must develop and implement safe work practices and procedures and an Electrical Safety Program. Generally, without their scope being restrictive or limiting, the definition of occupational accidents with the highest incidence during the execution of construction works is as follows:

**Table 2: Key Potential Occupational Hazards/Risks and Control Measures**

<b>Activity</b>	<b>Hazards/Risks Involved</b>	<b>Prevention/Control Measures</b>	<b>Level of Risk (Low/Medium/High)</b>
<ul style="list-style-type: none"> <li>• Tower Erection</li> </ul>	<ul style="list-style-type: none"> <li>• Fall from Height</li> </ul>	<ul style="list-style-type: none"> <li>• Only allow competent and physically fit personnel for this high-risk job</li> <li>• Use the dual lanyard and harness and leading-edge lanyard as applicable</li> <li>• Installation of guardrails with mid-rails and toe boards at the edge of any fall hazard area.</li> </ul>	High

Activity	Hazards/Risks Involved	Prevention/Control Measures	Level of Risk (Low/Medium/High)
		<ul style="list-style-type: none"> <li>• Fall arrestors must not be used as working supports by locking the anchor and allowing it to take the weight.</li> <li>• Inspect all fall protection equipment before each use. Remove damaged or defective equipment from service; replace it or repair it according to the manufacturer's specifications.</li> <li>• Develop a rescue plan for work at height</li> <li>• Provide safe lighting to the work area</li> <li>• Proper barriers and signs should be erected at the work site</li> <li>• Proper monitoring and supervision program should be developed</li> </ul>	
		<ul style="list-style-type: none"> <li>• Allow only Competent Riggers and Crane Operator for the lifting work</li> <li>• Maintain the fitness of crane and accessories as per defined tests and inspections</li> <li>• Identify the load that needs to be lifted and lifting arrangement, whether it is a critical or standard lift. Take approvals from competent personnel</li> <li>• Maintain physical distances with personnel and live wires</li> <li>• Ensure hands free lifting use taglines and keep personnel away</li> </ul>	High
	<ul style="list-style-type: none"> <li>• Drop Objects</li> </ul>	<ul style="list-style-type: none"> <li>• Do not plan work in poor weather condition</li> <li>• Do not allow personnel in the drop zone and in the line of fire</li> <li>• Wear hard hat with chin strap</li> </ul>	High
	<ul style="list-style-type: none"> <li>• Electrocutation</li> </ul>	<ul style="list-style-type: none"> <li>• The work should be carried out by a trained/certified electrician</li> <li>• De-energize the adjacent transmission lines</li> <li>• Do not work in poor weather condition when it is lightening or raining</li> </ul>	High



Activity	Hazards/Risks Involved	Prevention/Control Measures	Level of Risk (Low/Medium/High)
		<ul style="list-style-type: none"> <li>• Make sure that the tower is properly grounded</li> <li>• Conducting detailed identification and marking of all buried electrical wiring prior to any excavation work.</li> <li>• Wear insulated durable gloves with rubber and leather lining</li> </ul>	
<ul style="list-style-type: none"> <li>• Stringing Conductors</li> </ul>	<ul style="list-style-type: none"> <li>• Incompetent Personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Hire competent and physically fit personnel for the stringing work.</li> <li>• Provide on-site training to the staff</li> </ul>	High
	<ul style="list-style-type: none"> <li>• Heat Stress/Heat Exhaustion</li> </ul>	<ul style="list-style-type: none"> <li>• During hot weather, the worker should not work alone, a fellow worker should accompany. It is called buddy system.</li> <li>• The worker shall be given rest after each 1 to 2 hours.</li> <li>• Water/electrolyte liquid (such as lemon water, glucose, <i>rooh afza</i>) should be provided.</li> </ul>	High
	<ul style="list-style-type: none"> <li>• Faulty Equipment/Equipment Failure</li> </ul>	<ul style="list-style-type: none"> <li>• A pre-service inspection of all equipment especially tensioner, puller, winch, ropes, pulleys, grounding equipment, harness and lanyard shall be conducted prior to mobilization at work site by the competent person</li> <li>• Daily visual inspection prior to use by the operator</li> <li>• Use of equipment within the operating limits.</li> </ul>	High
	<ul style="list-style-type: none"> <li>• Electrocution due to energized system or electrostatic/stray current and lightning</li> </ul>	<ul style="list-style-type: none"> <li>• The work should be carried out by a trained/certified electrician</li> <li>• De-energize the adjacent transmission lines</li> <li>• Do not work in poor weather condition when it is lightning or raining</li> <li>• Make sure that the tower is properly grounded</li> <li>• Wear insulated durable gloves with rubber and leather lining</li> </ul>	High
<ul style="list-style-type: none"> <li>• Unskilled, Incompetent persons</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant to all activities. Hazards relating to unskilled</li> </ul>	<ul style="list-style-type: none"> <li>• Hire only competent, experienced and physically fit personnel</li> </ul>	High

Activity	Hazards/Risks Involved	Prevention/Control Measures	Level of Risk (Low/Medium/High)
starting the job or unauthorized person/s entering the work area	persons include all hazards identified in this table. Potential that incompetent personnel may be allowed to do a high-risk activity potentially resulting in harm to themselves or others.	<ul style="list-style-type: none"> <li>• Ensure that all personnel prior to starting work have completed the induction training and orientation focusing on the hazards associated with the job site and the work to be carried out as per the induction process.</li> <li>• All Standard Operating Procedures (SOPs) shall include training and competency requirements.</li> <li>• A Toolbox Talk shall be completed before commencement of work on a daily basis.</li> <li>• Only people who have signed on to the risk assessment will be permitted in the work area.</li> <li>• All access to areas where work is to take place is to be controlled and only permitted following approval from a responsible employee/contractor.</li> </ul>	
<ul style="list-style-type: none"> <li>• Shifting of material at the grid station and tower erection site</li> </ul>	<ul style="list-style-type: none"> <li>• Slip, trip and fall</li> <li>• Ergonomic injuries</li> </ul>	<ul style="list-style-type: none"> <li>• Develop a safe access to the working site</li> <li>• Avoid bad weather, only work in day light, when no high temperature, no rain.</li> <li>• Keep a radio and alternate means of communication – mobile phone</li> <li>• Select the least hazardous route</li> <li>• Use anti slip shoes and hard hat with chin strap</li> </ul>	Medium
<ul style="list-style-type: none"> <li>• Workshop Activities</li> </ul>	<ul style="list-style-type: none"> <li>• Machinery left unattended while leaving the engine turned on</li> </ul>	<ul style="list-style-type: none"> <li>• Never leave the machinery with turned on engine unattended</li> </ul>	Medium
	<ul style="list-style-type: none"> <li>• Fire and Explosion</li> </ul>	<ul style="list-style-type: none"> <li>• Combustible material shall be stored away from ignition source.</li> <li>• The material storage area should be (i) remote from entry and exit points into buildings (ii) away from facility ventilation intakes or vents (iii) have natural or passive floor and ceiling level ventilation and explosion</li> </ul>	Medium

Activity	Hazards/Risks Involved	Prevention/Control Measures	Level of Risk (Low/Medium/High)
		venting or use spark-proof fixtures. <ul style="list-style-type: none"> <li>• Firefighting equipment shall be made available for catering fire emergency.</li> <li>• Fire response training for workers will be provided.</li> <li>• Routine, periodic inspections to be carried out to identify fire hazards and confirm controls are in place.</li> </ul>	
<ul style="list-style-type: none"> <li>• Mobile Equipment Operation</li> </ul>	<ul style="list-style-type: none"> <li>• During mobilization of equipment and materials injuries can happen when personnel come into contact with vehicles or equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Training and competency required to operate the mobile equipment to be used and for working around mobile equipment to be used.</li> <li>• All plant including infrastructure and mobile equipment must have a routine preventative maintenance inspection program based on the original equipment manufacturers (OEM) recommendations and site standards.</li> <li>• Prestart inspection requirements.</li> <li>• Safe operation of mobile equipment protocols including but not limited to maintaining a safe distance from other vehicles/equipment/people, communication protocols to reduce the risk of collision, conditions for approaching the mobile equipment safely, use of horn signals, signal/flagmen protocols, safe park up, breakdown or emergency protocols, towing, and recovery.</li> <li>• Guards should be designed and installed in conformance with appropriate machine safety standards.</li> <li>• All non-essential workers &amp; unauthorized persons shall remain outside of the equipment's swing radius and the working zone.</li> <li>• Installation of hazard lights and reverse alarms in all</li> </ul>	High

Activity	Hazards/Risks Involved	Prevention/Control Measures	Level of Risk (Low/Medium/High)
		vehicles and heavy equipment. <ul style="list-style-type: none"> <li>• Maintenance record to be maintained by drivers/operators.</li> </ul>	
<ul style="list-style-type: none"> <li>• Other Activities</li> </ul>	<ul style="list-style-type: none"> <li>• Working under Adverse Weather Conditions</li> </ul>	<ul style="list-style-type: none"> <li>• The erection or maintenance work shall not be carried out during high wind, thunderstorms or unfavourable weather condition, which would make the work hazardous, except during emergency restoration procedures where utmost precautions, shall be taken to avoid any accidents.</li> </ul>	Low
	<ul style="list-style-type: none"> <li>• Improper use of PPE (Personal Protective Equipment)</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate PPEs will be worn at all times.</li> <li>• To satisfy PPE standards, each worker shall wear proper construction attire to reduce or at least prevent and protect them against the safety risks during the construction.</li> <li>• PPE must be in good condition. If it is damaged, it must be replaced with the new one.</li> <li>• PPE should be a good fit for each individual and be worn properly.</li> <li>• PPE should only be purchased from a reputable supplier.</li> </ul>	Medium
	<ul style="list-style-type: none"> <li>• Poor Housekeeping/ Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Employee facilities need to be adequate, clean and well maintained. Lockers may be necessary for storing employees' personal belongings. Washroom facilities require cleaning once or more each shift. They also need to have a good supply of soap, towels plus disinfectants, if needed.</li> <li>• Smoking, eating or drinking in the work area should be prohibited where hazardous products are handled. The eating area should be separate from the work area</li> </ul>	Medium

Activity	Hazards/Risks Involved	Prevention/Control Measures	Level of Risk (Low/Medium/High)
		<p>and should be cleaned properly each shift.</p> <ul style="list-style-type: none"> <li>• Poor floor conditions are a leading cause of incidents so cleaning up spilled oil and other liquids at once is important. Keeping floors in good order also means replacing any worn, ripped, or damaged flooring that poses a tripping hazard.</li> <li>• Aisles should be wide enough to accommodate people and vehicles comfortably and safely. Keeping aisles and stairways clear is important. They should not be used for temporary "overflow" or "bottleneck" storage. Stairways and aisles also require adequate lighting.</li> <li>• The best way to control spills is to stop them before they happen. Regularly cleaning and maintaining machines and equipment is one way. Another is to use drip pans and guards where possible spills might occur. When spills do occur, it is important to clean them up immediately. Absorbent materials are useful for wiping up greasy, oily or other liquid spills. Used absorbents must be disposed of properly and safely.</li> <li>• Workers should regularly inspect, clean and repair all tools and take any damaged or worn tools out of service.</li> <li>• Place scrap containers near where the waste is produced encourages orderly waste disposal and makes collection easier. All waste receptacles should be clearly labelled (e.g., recyclable glass, plastic, scrap metal, etc.).</li> <li>• Stored materials should not obstruct aisles, stairs, exits, fire equipment, emergency eyewash fountains, emergency showers, or first</li> </ul>	

Activity	Hazards/Risks Involved	Prevention/Control Measures	Level of Risk (Low/Medium/High)
		<p>aid stations. All storage areas should be clearly marked.</p> <ul style="list-style-type: none"> <li>• Replace or fix broken or damaged items as quickly as possible.</li> <li>• Flammable, combustible, toxic and other hazardous materials should be stored in approved containers in designated areas that are appropriate for the different hazards that they pose. Storage of materials should meet all requirements specified in the fire codes and the regulations of environmental and occupational health and safety agencies in your jurisdiction.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Covid-19 Considerations</li> </ul>	<ul style="list-style-type: none"> <li>• Work tasks will be rearranged or numbers of workers on the worksite will be reduced to allow social/physical distancing, or rotating workers through a 24-hour schedule.</li> <li>• Orientation training will be provided to all workers on the preventive measure to avoid spread of COVID-19.</li> <li>• Enhanced cleaning arrangements, including thorough cleaning (using adequate disinfectant) of catering facilities/ canteens/ food/drink facilities/toilets/showers, common areas including door handles, floors and all surfaces that are touched regularly, will be put in place.</li> <li>• Communication strategy/plan to support regular communication, accessible updates and clear messaging to workers, regarding, the latest facts and statistics, and applicable procedure.</li> </ul>	High

### 3.2.2 Child labor

When construction activities involve hazardous work, people under the age of 18 will not be employed on the project, except possibly in offices or jobs other than construction. To confirm that workers below the age of 18 years are not hired to work on the project, workers will need to provide legally recognized documents such as Computerized National Identity Card (CNIC). However, if other labor-related risks arise during project implementation, the PMU will develop procedures to prevent other impacts. This will include awareness raising sessions which will be conducted regularly to the communities to sensitize on prohibition and negative impacts of child and forced Labor.

The above social impact is assessed to be low as: (i) local labor will be prioritized to use for construction activities, at the same time measures to control the age of hired workers will be taken; (ii) the contractor/subcontractors shall not hire child labor for the project-related jobs as commitment not to use child labor is one of the required conditions in the bidding documents; (iii) workers will be trained on labor safety, traffic safety, sanitation before starting any civil works; (iv) PMU staff in charge of contractor supervision will monitor and report the absence of forced labor.

### 3.2.3 Labor Influx

The focus of the Project will be to localize the economic benefits with minimal opportunities for outside labor to service work that require specialized/skilled labor that is not present in project localities. A large scale of labor influx is not expected due to the availability of local labor supply in the provinces and scale of works anticipated under the Project. However, according to the initial consultation with key staff of project provinces, except for a number of skilled workers will be mobilized for constructing T/L and substation, majority of workers may be sourced locally or from nearby districts within the province. The priority for local labor (dependent on skill, experience capacity) is expected to minimize the risk of influx, where there is a requirement for special skills. Specific requirements to manage risks associated with labor influx, related to the interaction between project workers and local communities will be managed through contractual requirements, code of conduct and training set out in this document.

### 3.2.4 Labor disputes over terms and conditions of employment

Labor disputes in a new construction environment are inevitable. Likely causes for labor disputes include demand for limited employment opportunities; labor wages rates and delays of payment; disagreement over working conditions; and health and safety concerns in work environment. In addition, employers such as contractors/subcontractors may retaliate against workers for demanding legitimate working conditions, or raising concerns regarding unsafe or unhealthy work situations, or any grievances raised, and such situations could lead to labor unrest. However, implementing the project policy on sound labor treatment in accordance with ESS2, project contractors/subcontractors will be required to provide their labor with information on the employment, while negotiating to reach a consensus on terms and conditions of employment with the laborers before signing labor contract for implementation. Monitoring the compliance with implementation of the terms of work conditions that have been signed labor contract of both sides and implementing the GRM for laborers will be the effective mitigation measures to address the labor disputes during the project implementation.

### 3.2.5 Sexual Exploitation and Abuse (SEA)/Sexual Harassment (SH)

Although, the influx of workers will be minimal, however, new workers (outside of their social spheres) may form close social relationships with local communities. This can lead to unacceptable and / or illegal behaviour, ranging from unwanted aggressive advances, SEA/SH against women and children but the chances are very low based on the assessment done using the SEA/SH Risk Assessment Tool. All contractors will be required to have a written contract with their workers materially consistent with objective of ESS2, following procedures as specified in the World Bank's Procurement Regulations. The workers will be required to sign a Code of Conduct (CoC) prepared by the Contractors and reviewed and approved by PMU.

**Table 3** presents a summary of the potential risks and impacts related to labor and working conditions, together with mitigation measures to avoid, eliminate or reduce associated impacts.

**Table 3: Risks and Impact Mitigation**

Category	Worker Impacts/Risks	Subproject Impacts/Risks	Mitigation Measures	Responsibility
Recruitment and selection of Workers	Perception of unfair recruitment and selection practices.	Community tensions –stop work practices that affect implementation.	<ul style="list-style-type: none"> <li>Human Resources policy including at least:</li> <li>Selection criteria of each position</li> <li>Equal opportunities for men, women and transgender</li> <li>Method and place of recruitment</li> <li>Maximize work opportunities for local citizens</li> <li>Enhance local employees' skills base through training</li> </ul>	IAs, contractors and consultants
Terms and Conditions of employment (earnings/benefits).	Perceptions that Wages/salaries and benefits are less for locals relative to outsiders.	Work stoppages/ protest, absenteeism, sit-ins, sabotage.	<ul style="list-style-type: none"> <li>IAs' policy needs to follow as below:</li> <li>Contract arrangements and content</li> <li>Equal pay for equal work</li> <li>Process for pay increases</li> <li>Pay scales and increments as well as other benefits.</li> </ul>	IAs, contractors and consultants
Labour relations (Conflict Handling)	Workers feel aggrieved and don't know how	Workers embark on various forms of actions.	<ul style="list-style-type: none"> <li>IAs' policy needs to include the following:</li> <li>Effective grievance redress process which</li> </ul>	IAs, contractors and consultants



Category	Worker Impacts/Risks	Subproject Impacts/Risks	Mitigation Measures	Responsibility
	to vent their grievances.	Workers take matters into their own hands, which results in violence and conflict that affects workplace harmony.	<p>should be gender sensitive</p> <ul style="list-style-type: none"> <li>• Disciplinary procedure</li> <li>• Workplace rules and regulations</li> <li>• Demobilization procedure</li> <li>• Effective Information dissemination to workers</li> </ul>	
Labour communication mechanisms.	<ul style="list-style-type: none"> <li>• Workers are not informed about activities/ or events that affect them</li> <li>• Workers are unable to communicate collective issues that bother them</li> <li>• Rumors/ misinformation spreads</li> </ul>	<ul style="list-style-type: none"> <li>• IAs' action due to rumors or incorrect perceptions</li> <li>• Poor morale and unproductive workforce</li> </ul>	<ul style="list-style-type: none"> <li>• Effective communication mechanisms including:</li> <li>• Regular written communication for all workers about the project operations/activities</li> <li>• Worker committees/organization/ unions</li> <li>• Use of notice boards/toolbox</li> <li>•</li> </ul>	IAs, contractors and consultants
Child Labor	Recruitment of individuals who, by virtue of age, would be exposed to hazardous situations and be subject to impaired social development	Increased health and safety risk to workforce, potential non-compliance with national labour laws, and reputational risk to the project.	<ul style="list-style-type: none"> <li>• Human Resources and contracting policies that cover recruitment and selection processes that specifically address issues associated with child labour.</li> </ul>	IAs, contractors and consultants
Employment conditions - wages and benefits	Perceptions that wages, salaries and benefits are not fair according to market.	Worker's action - work stoppages, absenteeism, sit-ins, sabotage	<ul style="list-style-type: none"> <li>• Human Resources policy with respect to equal pay for equal work according to local conditions and industry averages</li> </ul>	IAs, contractors and consultants

Category	Worker Impacts/Risks	Subproject Impacts/Risks	Mitigation Measures	Responsibility
			<ul style="list-style-type: none"> <li>An effective employee complaints/grievance process</li> </ul>	
Workers relations/ interaction with community	Disturbing the nearby communities due to the workers' routine activities such as recreation, and travelling etc. Communities are negatively impacted by some camp activities as well (i.e., lighting, traffic movement).	All negative actions on community may cause hindrance in the project construction/operation as well as other project related activities, such as road blockage, community sit-ins resulting prevention of workers, contractors & suppliers from entering the Project/ worksite.	<ul style="list-style-type: none"> <li>Implement the control measures to avoid/and or minimize the impacts of camp and living conditions of workers on communities. Control measures include:</li> <li>Encourage to recruit local labour/staff</li> <li>Limited interaction of outsiders/foreign workers with the local/nearby community of the camp</li> <li>Provide cultural sensitivity awareness training to facilitate appropriate actions interaction with communities</li> <li>Limited movement of workers during the peak working hours of community.</li> </ul>	Contractors
Worker Accommodation/camp Specifications.	Accommodation is considered sub-standard which leads to discontent amongst the residents and concerns about perceived health risks	Workers have low morale Perception that project is unable to care about their welfare, which in turn affects motivation and productivity	<ul style="list-style-type: none"> <li>Build camps to the minimum camp specifications. The following plans will be applied as necessary:</li> <li>Minimum Health Requirements</li> <li>Minimum Camp Specifications for</li> <li>Operations Accommodation</li> <li>Emergency Response Plan</li> <li>Security Management Plan.</li> </ul>	Contractors
Camp management	Residents do not live-in		<ul style="list-style-type: none"> <li>Implement an induction program to be attended</li> </ul>	Contractors

Category	Worker Impacts/Risks	Subproject Impacts/Risks	Mitigation Measures	Responsibility
practices	harmony and the potential for conflict rises. Residents do not know how to complain or make a grievance		<p>by all residents that covers at least the following:</p> <ul style="list-style-type: none"> <li>• Camp rules and regulations</li> <li>• Code of conduct</li> <li>• Camp grievance mechanism</li> <li>• Camp disciplinary procedure</li> <li>• Cultural awareness</li> <li>• Health, safety and security.</li> <li>• First aid kits are adequately stocked</li> </ul>	
House-keeping	The general appearance of the camp deteriorates making camp life unpleasant	The overall camp experience is compromised which in turn leaves workers demoralized and unproductive	<ul style="list-style-type: none"> <li>• Ensure that camp grounds and common areas are routinely cleaned and organized with appropriate signage in place.</li> <li>• Establish easily accessible, designated smoking areas which are clearly highlighted and regularly cleaned.</li> <li>• Ensure that equipment and facilities are kept clean and well maintained.</li> </ul>	Contractors

## **4. BRIEF OVERVIEW OF LABOR LEGISLATION: TERMS AND CONDITIONS**

### **4.1 Overview**

There are a number of labor laws in Pakistan and most of the labour legislations are based on the inherited legal framework of Britain. Many of the legislations were derived from colonial acts and amendments, which were enacted from 1850 to 1947 and still exist as a part of the country's labour legislation which have been enacted either at the Federal or the Provincial level. These Labour laws are broad and contains several ordinances, acts, rules and regulations and other statutes relating to industrial, commercial and labour establishments. These laws compliment in smooth running of the business with regard to matters relating to employers and employees in order to achieve the target of higher productivity, reasonable profits, better wages and reduction in unjust practices or discrimination. Many of these laws pertain to the implementation of the international labor conventions that Pakistan has ratified.

### **4.2 Labor Rights in the Constitution of Pakistan (1973)**

The Constitution of Pakistan 1973 provides a framework of rights for labor force and contains provisions for the economic and social well-being of the people and for the promotion of social justice. The Constitution of Pakistan contains a range of provisions with regards to labour rights found in Part II: Fundamental Rights and Principles of Policy. Fundamental rights, such as security of livelihood, prohibition of bonded labour, eradication of slavery, and the right of association, have been incorporated in the constitution found in Part II: Fundamental Rights and Principles of Policy. Thus, the constitution affirms the convinced progress of labour legislation, which is conducive to change and to benefit the working class in the following articles.

- Article 11 of the Constitution prohibits all forms of slavery, forced labour and child labour;
- Article 17 provides for a fundamental right to exercise the freedom of association and the right to form unions;
- Article 18 proscribes the right of its citizens to enter upon any lawful profession or occupation and to conduct any lawful trade or business;
- Article 25 lays down the right to equality before the law and prohibition of discrimination on the grounds of sex alone.
- Article 37(e) makes provision for securing just and humane conditions of work, ensuring that children and women are not employed in vocations unsuited to their age or sex, and for maternity benefits for women in employment.

### **4.3 International Labor Standards Applicable in Pakistan**

Pakistan has a number of obligations under international law regarding labour rights. It is a signatory to the Universal Declaration of Human Rights 1948 which provides the right to work; to free choice of employment in just and favourable conditions of work, and to protection against unemployment. It also includes the right to equal pay for equal work; the right to just and favourable remuneration ensuring an existence worthy of human dignity; and the right to form and join trade unions.

The International Covenant on Economic, Social and Cultural Rights 1966 under Articles 6–8 further articulates these rights by placing positive obligations on the State to protect the right to work as well as working towards fully realizing the right through provision of fair wages with equal pay for equal work which is sufficient to provide a decent living for themselves and their family; the requirement for safe and healthy working conditions; equal opportunity for promotions; rest, leisure, holidays, limited working hours, etc. It also recognizes the right to join and form trade unions and all acts ancillary to it. The International Covenant on Civil and Political Rights 1966 protects civil rights and the right to join trade unions. All of the above, along with Convention for the Elimination of all Forms of Discrimination Against Women 1979, protect against discrimination, including specific mention of discrimination on the basis of sex. Pakistan is also a signatory to the 1998 Declaration of Fundamental Rights at Work which reaffirms the constitutional principle of the elimination of discrimination in respect of employment and the Protection Against Harassment of Women at the Workplace Act, 2010.

#### **4.4 ILO Labor Conventions - Ratifications from Pakistan**

The Government of Pakistan has ratified 36 ILO Conventions, including 8 fundamental conventions, as of now. In the South Asian sub-region, Pakistan is the second country that has ratified all eight fundamental conventions as enshrined in the ILO Declaration on Fundamental Principles and Rights at Work. The ILO works in close collaboration with its tripartite constituents towards achieving Pakistan's decent work objectives

The ILO Governing Body has identified eight “fundamental” Conventions, covering subjects that are considered to be fundamental principles and rights at work: freedom of association and the effective recognition of the right to collective bargaining; the elimination of all forms of forced or compulsory labour; the effective abolition of child labour; and the elimination of discrimination in respect of employment and occupation.

1. Freedom of Association and Protection of the Right to Organise Convention, 1948 (No. 87)
2. Right to Organise and Collective Bargaining Convention, 1949 (No. 98)
3. Forced Labour Convention, 1930 (No. 29) (and its 2014 Protocol )
4. Abolition of Forced Labour Convention, 1957 (No. 105)
5. Minimum Age Convention, 1973 (No. 138)
6. Worst Forms of Child Labour Convention, 1999 (No. 182)
7. Equal Remuneration Convention, 1951 (No. 100)
8. Discrimination (Employment and Occupation) Convention, 1958 (No. 111)

## 4.5 Federal Labor Laws

Labor legislation in Pakistan traces its origin to colonialism and have evolved through a continuous process of trial to adjust to changing socio-economic conditions, state of industrial development, level of literacy and social welfare. Laws related to labor rights and welfare are listed below.

- Factories act, 1934
- Industrial Relation Act
- Workman Compensation Act 1923
- Minimum Wages ordinance, 1961
- Payment of Wages Act 1936
- Industrial & Commercial Employment Standing Orders ordinance 1968
- Shops & Establishment Act 1969
- Maternity Benefit Ordinance 1958
- The Mines Maternity Benefit Act, 1941
- Apprenticeship Ordinance 1962
- Employees Old Age Benefit Act 1976
- Prohibition of Employment of Children Act 1938
- Employments of Children Act 1991
- Bonded Labor Abolition Act 1992
- Employees Cost of Living (relief) Act 1973
- Companies' Profits (workers participation) Act 1968
- Workers Welfare fund Act 1971
- Minimum Wages (Unskilled Workers), (Amendment) 2015
- The Disabled Persons (Employment and Rehabilitation) Act 2015
- The Protection Against Harassment of Women at the Workplace Act, 2010
- Transgender Persons (Protection of Rights) Act, 2018

The most relevant laws are discussed below.

### 4.5.1 Factories Act 1934

The Factories Act, 1934 concerns regulation of labor in factories and addresses issues regarding working condition, child labour and working hours for men and women labor, wages, working hours, rest interval, overtime, holiday and health and safety. The Factories Act also briefly refers to environmental issues. Section 14 deals with the disposal of industrial wastewater and states that “effective arrangements shall be made in every factory for the disposal of wastes and effluents due to the manufacturing process carried on therein.” The Factories Act states that “the Provincial Government may make rules prescribing the arrangements to be made under sub-section (1) subject to the approval of such authority as may be prescribed. This allowed the provincial governments to establish Minimum Wages Act, 2015.

### 4.5.2 The Industrial Relations Act 2012

The Industrial Relations Act 2012, aimed at regulating the labour-management relations in the country, and allows to bring workers grievance to the attention of his or her employer, in writing,

either him or herself, through the shop steward or through his or her trade union within three months of the occurrence of the cause of action. Forms of termination have been described as removed, retrenched, discharged or dismissed from service. To safeguard against abuse of power, victimization or unfair labour practices, the Labour Courts have been given powers to examine and intervene to find out whether there has been a violation of the principles of natural justice and whether any action by the employer was real or unjust.

#### **4.5.3 West Pakistan Maternity Benefits Ordinance, 1958 (The West Pakistan Maternity Benefit Rules, 1961)**

The law is applicable to female workers across the board within all establishments. Female worker is entitled to 12 weeks maternity leave. Every employer is liable for payment of maternity benefits at the rate of her wages last paid during the period of six weeks immediately preceding and including the day on which the female worker delivers a child, and for each day of six weeks succeeding the day.

#### **4.5.4 The Industrial and Commercial Employment ACT, 2013**

It governs the Industrial relationship between the employer and the workers to maintain industrial peace and settle disputes between them by negotiations, reconciliations, arbitration and adjudication. This Act establishes and provides procedures for settling grievances and resolving disputes between workers and employers. It also specifies the procedure for lock-outs and strikes and confers upon the right to establish or join trade unions of their own choices.

#### **4.5.5 The Employees Old-Age Benefits Act 1976**

The Employees Old-Age Benefits Act 1976 (the "EOAB") provides for certain old age benefits for the persons who are employed in industrial, commercial and other organizations.

#### **4.5.6 Minimum Wages (Unskilled Workers) Act, 2013**

The Government has announced that "the minimum wages would be increased from Rs. 12,000 to 13,000 per month (w.e.f. 1<sup>st</sup> July, 2015). Since then, the minimum wages have been reviewed annually. The current minimum wages for the year 2021-22 was announced to be Rs. 20,000 per month.

#### **4.5.7 The Disabled Persons (Employment and Rehabilitation) Act 2015**

The Disabled Persons (Employment and Rehabilitation) Act 2015 provides for the employment, rehabilitation and welfare of disabled persons and for matter connected their well-being.

#### **4.5.8 Employment of Child Act (ECA), (1991)**

Article 11(3) of the Constitution of Pakistan prohibits employment of children below the age of 14 years in any factory, mines or any other hazardous employment. In accordance with this Article, the Employment of Child Act (ECA) 1991 disallows the child labour in the country. The ECA defines a child to mean a person who has not completed his/her fourteenth year of age. The ECA states that no child shall be employed or permitted to work in any of the occupation set forth in the ECA (such as transport sector, railways, construction, and ports) or in any workshop wherein any of the processes defined in the Act are carried out.

#### **4.5.9 The Protection Against Harassment of Women at the Workplace Act, 2010**

In 2010, Pakistan Government passed a Law called 'Protection Against Harassment of Women at Workplace, Act 2010. The Protection against Harassment of Women at the Workplace Act 2010 provides legal protection to women against harassment at the workplace, and reforms the existing legislation regarding women's right to work in Pakistan. It focuses on sexual harassment experienced at the workplace by employees and facilitates the transformation of the work environment, so that it is free of sexual harassment, intimidation and abuse. The law (Section 354 IPC) makes it a special crime to use force against a woman, or even threaten to use force, if the intention is to "outrage her modesty". ... It is an offence only when the accused intended or knew it to be likely that the acts in question would outrage the victim's modesty.

#### **4.6 Provincial Labor Laws**

In 2010, subjects of labour and employment devolved to provinces under the 18th Amendment to the Constitution of Pakistan, as a result of which the federal labour laws made applicable on provinces under Article 270 AA (6) of the Constitution of Pakistan. The 18th Constitutional Amendment in Pakistan has altered the landscape of the labour administration system in the country. Provinces now have greater responsibility and resources in terms of legislation and implementation. Each province has developed its own labour policy to protect workers' rights are as follows:

- Khyber Pakhtunkhwa Labour Policy, 2018
- Punjab Labour Policy, 2018
- Sindh Labour Policy 2018

The Labour Policy of 2018 of each province incorporates the key thematic areas in a redefined format with primary focus and emphasis on achievement strategies regarding effective implementation of labour standards, improvements in workplace safety, living wages, child/bonded labour, awareness raising, excellence in labour inspections regime, imparting quality technical trainings through well-improved training centres, simplification of labour laws, medical facilities for secured workers even after retirement, establishment of labour colonies and schools for workers' children, efficient disbursement of welfare grants and gradual extension of labour protection frame-work.

##### **4.6.1 Labour Law in Khyber Pakhtunkhwa Province**

After Eighteenth Amendment, the Khyber Pakhtunkhwa province also adopted various laws which comprised of labour laws, welfare and industrial relations laws. Khyber Pakhtunkhwa (KP) has adopted all 14 major federal labour laws, clubbing some with similar features into a total of 11 laws. Some of these relevant labour laws include the following:

- KP Prohibition of Employment of Children Act, 2015
- KP Industrial and Commercial Employment Act 2015;
- The Khyber Pakhtunkhwa Payment of Wages Act 2013
- KP Minimum Wages Act 2013;
- The Khyber Pakhtunkhwa Factories Act 2013
- KP Industrial Relations Act 2010;
- KP Factories Act 2013;



- KP Worker Compensation Act 2013;
- KP Maternity Benefit Act 2013;
- KP Bonded Labour System Abolition Act 2015

All the revised labour laws forbid discrimination on the basis of caste, creed, religion, colour, or ethnicity. Under the supervision of the Inspector of Factories (Technical), a dedicated officer was deputed to address complaints relating to wages. Later, the scope of this mechanism was broadened, and all complaints are now routed through a complaint forum. Penalties stipulated in some laws have also been enhanced.

#### **4.6.2 Labor Laws in Punjab Province**

Post-devolution, the province of Punjab has adopted major federal labour laws and has increased stipulated penalties in some laws as well as enacted new legislation. It has also taken measures to empower women, increasing women's membership with the nomination of one woman for the provincial minimum wage board. The government of Punjab promulgated 15 labour laws in 2014. Furthermore, in 2014 the government revised the Punjab Industrial Relations Act 2013, removing a condition that required a minimum of 50 workers for the formation of a trade union in any workplace. In addition, Punjab Province adopted the Punjab Domestic Workers Act of 2019, which prohibits children under age 15 from working in any domestic service capacity.

- The Punjab Restriction on Employment of Children Act 2016
- Punjab Industrial Relations Act, 2010
- Punjab Minimum Wage Act 2019 (Minimum wage Rs.729.23 (per 8 working hours and Rs. 20,000 per month-26 working days)
- Bonded Labour System (Abolition) Act, 1992
- Disabled Persons, (Employment and Rehabilitation) Ordinance, 1981
- Factories Act, 1934
- Punjab Industrial Relations Act 2010
- Punjab Maternity Benefit Ordinance, 1958
- The Industrial and Commercial Employment (Standing Orders) Ordinance, 1968
- West Pakistan Maternity Benefit Ordinance, 1958
- The Punjab Shops and Establishments Ordinance, 1969
- Workmen's Compensation Act, 1923
- Punjab Restriction on Employment of Children Act 2016

#### **4.6.3 Labour Laws in Sindh**

The Sindh Labour Department prepared 16 Labour laws have been enacted by the Provincial Assembly of Sindh after tripartite consultations to review, update, and align them with the provincial labour-market situation. Some of the relevant labor laws are the following.

- The Sindh Industrial Relations Act, 2013
- The Sindh Workers Welfare Fund Act, 2014
- The Sindh Employees Old-Age Benefits Act, 2014
- The Sindh Companies Profits (Workers Participation) Act, 2015
- The Sindh Workers Compensation Act, 2015

- The Sindh Minimum Wages Act, 2015
- The Sindh Terms of Employment (Standing Orders), Act, 2015
- The Sindh Bonded Labour System (Abolition) Act, 2015
- The Sindh Factories Act, 2015
- The Sindh Shops & Commercial Establishment Act, 2015
- The Sindh Payment of Wages Act, 2015
- The Sindh Prohibition of Employment of Children Act, 2017.

Summing up, Pakistan has more than 70 laws relating to labor issues. The government of Pakistan is currently in the process of consolidation and rationalization of labor laws and all these laws are being consolidated in five broad categories of Industrial Relations, Employment and Service Conditions, Occupational Safety & Health, Human Resource Development and Labor Welfare & Social Safety Net. However, the problem with laws is the weak enforcement mechanisms at the provincial level.

#### **4.7 The World Bank Environmental and Social Standards (ESS): ESS2 on Labor and Working Conditions**

The World Bank's stipulations related to labor are outlined in its ESS2. IAs will be required to promote sound worker-management relationships and provide safe and healthy working conditions. Key objectives of the ESS2 are to:

- Promote the fair treatment, non-discrimination and equal opportunity of project workers;
- Secure protection of project workers, including vulnerable workers such as women, persons with disabilities, children (of working age, in accordance with this ESS) and migrant workers, contracted workers, community workers and primary supply workers, as appropriate;
- Prevent the use of all forms of forced labor and child labor;
- Support the principles of freedom of association and collective bargaining of project workers in a manner consistent with national law; and
- Provide project workers with accessible means to raise workplace concerns; and
- Promote safety and health at work.

ESS2 applies to project workers including full-time, part-time, temporary, seasonal and migrant workers. 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. ESS2 will not apply to government civil servants.

Working conditions and management of worker relationships. The IAs will develop and implement internal labor management procedures applicable to the project. These procedures will set out the way in which project workers will be managed, in accordance with the requirements of national law and this ESS. The procedures will address the way in which this ESS will apply to different categories of project workers including direct workers, and contract workers.

Project workers will be provided with information and documentation that is clear and understandable regarding their terms and conditions of employment. The information and documentation will set out their rights under national labor law and ESS requirements (which will include collective agreements), including their rights related to hours of work, wages, overtime, compensation and benefits. This information will be provided at the beginning of the working relationship and when material changes occur.

**Table 4** provides conformance with the National Labor Act with the key elements of the World Bank ESS 2.

**Table 4: Conformance of the Pakistan National Labor Act with key elements of the ESS2**

<b>Key Elements of ESS2</b>	<b>Provisions in the Pakistan Labor Laws</b>
Equal Opportunity and Nondiscrimination	The law contains important provisions prohibiting discrimination based on sex and disability, including equal wages for equal work.
Timely payment	<ul style="list-style-type: none"> <li>- Wages must be paid before the expiry of the 7th working day after the last day of the wage period.</li> <li>- Where the employment of any person is terminated by or on behalf of the employer, the wages earned by him shall be paid before the expiry of the second working day from the day on which his employment is terminated.</li> </ul>
Minimum Wage	The minimum wage as fixed by provinces in each year.
Work hours	<ul style="list-style-type: none"> <li>- Under the Factories Act, 1934 no adult employee, can be required or permitted to work in any establishment in excess of nine hours a day and 48 hours a week.</li> <li>- Section 8 of the West Pakistan Shops and Establishments Ordinance, 1969 likewise, restricts weekly work hours at 48 hours that includes rest and prayer times.</li> </ul>
Worker rights	Regular leaves and benefits. The employer must provide reasons for termination.
Prevents use of all forms of forced labor and child labor	The national and provincial labor laws prohibit use of all forms of forced labor and child labor.
Protection of Workers	The labor laws encompass a large array of rights to protect workers including the right to decent work and freedom of association to equal opportunity and protection against discrimination. Specific rights related to the workplace include health and safety in the workplace and the right to privacy at work, amongst many others.
OSHS	The law provides for comprehensive OHS and empowers Department of labor and occupation Safety to conduct inspections of establishments and to impose penalties for violations or non-compliance.

Children at Working Age	Under the Factories Act, 1934, no adult employee, defined as a worker who has completed his or her 18th year of age, can be required or permitted to work in any establishment.
Women	the Ordinance of 1958, women with at least four months employment in an establishment immediately preceding the day of delivery are eligible to get a total of twelve weeks of maternity leave, six weeks before and six weeks after the childbirth.
Person with Disabilities (PWD)	Person with Disabilities Rights and Protection Act 2013 provides for rights to discrimination-free employment opportunities.
Migrant Workers	No special provisions for migrant workers.
Contract Workers	In the case if the wages of a worker employed by a contractor are not paid by the contractor, the wages must be paid by the employer of the establishment.
Community Workers	The labour law does not recognize community workers as defined in the ESS2 and hence does not provide any special considerations for such contracting arrangements. The law requires that all labour supply contracting agency will have to be formally registered and workers should first be the responsibility of the contracting agency.
Primary Supply Workers	The law does not assign any responsibility to the project on the supplier's laborers and their working conditions. Workers of suppliers will have to be the responsibility of the suppliers.
Freedom of association and collective bargaining	Article 17 of the Constitution not only guarantees freedom of association but also collective bargaining as a fundamental right. Keeping in view this provision, labour law in Pakistan allows formation and joining of trade unions/associations to both the employers and the employees.
Access to a grievance redress mechanism	Workers can seek direct civil law redress from the Labour Courts for complaints regarding terms and conditions employment and wages. Health and safety, maternity welfare and child labour offences are subject to criminal prosecution.

**Table 5** describes main gaps of the government system with respect the WB ESF Standards.

**Table 5: Main gaps of government system with respect to the WB ESF Standards**

WB ES Standard	Legislation	Gaps
ESS2: Labor and Working Conditions	Factories Act 1934	Working Conditions (i) The Act does not specifically require that development be assessed and reviewed in terms of labor and working conditions including OHS

	Pakistan Occupational Health and Safety Act 2018	requirements before approval. (ii) The Labor Act does not require development projects to prepare Labor Management Plans/Procedure or OHS Plan. (iii) The Labor Act prohibits the use of child labor, however is does not stipulate what the age of a child is. The Child Labor (Prohibition and Regulation) Act 2000 prohibits the employment of any child below the age of 14 while children below the age of 16 are prohibited to work.
ESS4: Community Health and Safety		Covered under ESIA but the systems do not provide clear requirements for the development project and implementation.

## 5. OVERVIEW OF LABOR LEGISLATION: OCCUPATIONAL HEALTH AND SAFETY

### 5.1 Occupational Health and Safety (OHS)

The protection against OHS risks to the workers embodied in various international laws, national and provincial laws and administrative issuances governing the public sector will be observed. Occupational health should aim at: the promotion and maintenance of the highest degree of physical, mental and social well-being of workers in all occupations; the prevention amongst workers of departures from health caused by their working conditions; the protection of workers in their employment from risks resulting from factors adverse to health; and placing and maintenance of the workers in an occupational environment adapted to his/her physiological and psychological capabilities.

### 5.2 International Conventions

#### 5.2.1 ILO conventions

ILO has formulated more than forty regulations, particularly concerning with the Occupational Health and Safety (OHS) issues. It has three major regulations; ILO Technical Convention: C187 – Promotional Framework for Occupational Safety and Health Convention. This convention stresses a (i) safe and healthy working environment by formulating a national policy; (ii) Each Member shall promote and advance, at all relevant levels, the right of workers to a safe and healthy working environment; (iii) in formulating its national policy, each Member, in light of national conditions and practice and in consultation with the most representative organizations of employers and workers, shall promote basic principles such as assessing occupational risks or hazards; combating occupational risks or hazards at source; and developing a national preventative safety and health culture that includes information, consultation and training. In addition, the following conventions and regulations are summarized below.

**Prevention of Major Industrial Accidents Convention, 1993 (No. 174):** The purpose of this Convention is the prevention of major accidents involving hazardous substances and the limitation of the consequences of such accidents. The convention protects workers, the public and the environment by preventing major accidents from occurring at these installations, minimizing the consequences of a major accident either on- or off-site and provides guidance on appropriate emergency planning.

**Safety and Health in Construction (1992):** The objective of this code is to provide practical guidance on a legal, administrative, technical and educational framework for safety and health in construction with a view to: preventing accidents and diseases and harmful effects on the health of workers arising from employment in construction; ensuring appropriate design and implementation of construction projects; providing means of analysing from the point of view of safety, health and working conditions, construction processes, activities, technologies and operations, and of taking appropriate measures of planning, control and enforcement.

**Safety and Health in Building and Civil engineering Works (1972):** Code of practice relating to occupational safety and occupational health in civil engineering and the construction industry -

includes provisions concerning the work environment and equipment, fire protection, noise, machinery (incl. Building machinery and electrical machinery, ionising radiations, explosives, handling, occupational health, welfare, health services, etc.)

This Code of practice covers 42 topics related to safety and health in building and civil engineering. Main topics: workplaces and equipment; scaffolds, ladders and stairs; lifting appliances; railways, road and similar transport; construction equipment; electricity; blasting; concrete work; other building operations; excavations; underground construction; work in compressed atmosphere; work clothes and personal protective equipment; hygiene and welfare; medical supervision.

### 5.2.2 United Nations and Group 20 Countries:

- 17 Sustainable Development Goals with specific target on OSH
- G 20 Summit 2014 has placed OSH on the agenda.

### 5.3 National and Provincial Legislation on OHS

There was no independent legislation on occupational safety and health issues in Pakistan before 2017. The main law, which governs these issues, is the Chapter 3 of Factories Act, 1934. All the provinces, under this act, have devised Factories Rules. The Hazardous Occupations Rules, 1963 under the authority of Factories Act is another relevant legislation. These rules not only specify hazardous but also authorize the Chief Inspector of Factories to declare any other process as hazardous.

Apart from the Constitution which also covers OHS, some other regulations include: The OHS clauses are covered in the following laws.

- Pakistan Penal Code, 1860
- Fatal Accidents Act, 1855
- Factories Act 1934
- Punjab Factories Rules 1978
- Sindh Factories Rules 1975
- West Pakistan Hazardous Occupations Rules 1963
- Mines Act 1923
- Provincial Employees Social Security (Occupational Diseases) Regulations 1967
- Workmen's Compensation Act 1923 and Rules 1961
- Workmen Compensation Act, 1923
- The Provincial Employees Social Security Ordinance, 1965
- West Pakistan Shops and Establishments Ordinance, 1969
- Pakistan Environmental Protection Act, 1997 (Hazardous Substance Rules, 2003)
- The Agricultural Pesticides Ordinance, 1971 (The Agricultural Pesticide Rules, 1973)
- West Pakistan Labour Camps Rules, 1960
- National Highway Safety Ordinance 2000
- Hazardous Substances Rules, 2003
- Sindh Workers Compensation Act, 2016

- The Sindh Employees Social Security Act, 2016
- Sindh Shops and Commercial Establishment Act 2015;
- Sindh Factories Act 2015
- Sindh Occupational Safety and Health Act, 2017
- Sindh Occupational Safety and Health Rules, 2019,

In addition, National Electric Power Regulatory Authority (NEPRA) has developed NEPRA HSE Code and NEPRA Safety Code to ensure protection of the lives and the well-being of consumers, employees, and contractors. WAPDA has developed DISCO's Safety Manual by adopting the most effective and proactive HSE practices to ensure safety of its workers.

### **5.3.1 The Labor Policy 2010 – Government of Pakistan**

The Labor Policy 2010 addresses the importance of OHS legislation in Pakistan as provided below:

- Labor Laws relating to occupational safety and health will be consolidated and rationalized to avoid overlapping and inconsistencies.
- Government shall enact suitable legislation to ensure health and safety of construction workers.
- A Tripartite Council on Health and Safety has been set-up to identify health and safety hazards for workers of all economic sectors and to make recommendations for safety measures on a continuous basis.

### **5.4 WBG's EHS Guidelines**

The World Bank Group (WBG) has guidelines for Environment, Health and Safety (EHS) that serve as useful references for general issues as well as sector-specific activities. Projects financed by the WBG are expected to comply with this guideline as required by the policies and the standards. The EHS guidelines are mainly on occupational health and safety, community health and safety as well as on construction and decommissioning. It contains guidelines cross cutting on environmental (waste management, ambient air quality, noise and water pollution), occupational health and safety issues among others, applicable to all the industry sectors<sup>5</sup>.

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<sup>5</sup> [https://www.ifc.org/wps/wcm/connect/topics\\_ext\\_content/ifc\\_external\\_corporate\\_site/sustainability-at-ifc/policies-standards/ehs-guidelines](https://www.ifc.org/wps/wcm/connect/topics_ext_content/ifc_external_corporate_site/sustainability-at-ifc/policies-standards/ehs-guidelines)



## 6. RESPONSIBLE STAFF

### 6.1 IAs Responsibilities

The PMU of each IA has the overall responsibility for project management to oversee all aspects of the implementation of the LMP, in particular to ensure contractor compliance. PMU will address all LMP aspects as part of procurement for works as well as during contractor induction. The contractor is subsequently responsible for management in accordance with contract-specific LMPs, implementation of which will be supervised by PMU a monthly basis or at shorter intervals as defined by specific Plans. The detailed approach is described in the following sections. The E&S team in PMU will implement and monitor the provision of this LMP as follows.

- Ensure compliance with the safeguard requirements, including the LMP and OHS provisions for the workers;
- Undertake the implementation of the Project within their respective regions/districts;
- Guarantee that the obligations are met towards the direct workers as included in this LMP, the ESMF and other applicable procurement documents;
- Monitor the training of the project workers;
- Monitor for potential risks of serious safety issues in the conduct of activities;
- Develop and implement the grievance mechanism for direct workers, including ensuring that grievances received from the workers are addressed promptly, and reporting the status of grievances and resolutions.
- Ensure that the project workers are informed of the grievance mechanism;
- Maintain records of recruitment and employment of hired workers, with age and gender verification.
- Provide induction and regular training to direct workers on environmental, social and occupational health and safety issues.
- Report to the World Bank on labor and occupational health and safety performance and any incident or accident related to the Project involving project workers.

**Occupational Health and Safety:** Once the sub-projects are approved by the PMU, contractors must engage one OHS Specialist and OHS inspectors keeping in view the number of sites. The contractor's OHS staff will be supervised by supervision consultants and PMU of each IA with the help of their safety directorates. Smaller contracts may permit for the safety representative to carry out other assignments as well. The safety representative ensures the day-to-day compliance with specified safety measures and records of any incidents. Minor incidents are reported to IAs on a monthly basis, serious incidents are reported immediately. Minor incidents are reflected in the quarterly reports to the World Bank, major issues are flagged to the World Bank immediately.

**Labor and Working Conditions:** Contractors will keep records in accordance with specifications set out in this LMP. IAs may at any time require records to ensure that labor conditions are met. The PMU will review records against actuals at a minimum on a monthly basis and can require immediate remedial actions if warranted. A summary of issues and remedial actions will be included in quarterly reports to the World Bank.

**Worker Grievances:** IAs' procedures currently in place will remain for Project staff. Contractors will be required to present a worker grievance redress mechanism which responds to the minimum requirements in this LMP. The Social Development Specialist will review records on a monthly basis. Where worker concerns are not resolved, the national system will be used as set out in the section, but the PMU will keep abreast of resolutions and reflect in quarterly reports to the World Bank.

**Additional Training:** Contractors are required to, at all times, have a qualified safety officer on board. If training is required, this will be the contractor's responsibility. The safety officer will provide instructions to contractor staff. IAs will arrange training to address risks associated with labor influx and will provide a schedule for trainings required. The contractor will be obligated to make staff available for this training, as well as any additional mandatory trainings required by PMU, as specified by the contract.

To minimize gender disparity in their work with communities, staff will receive training on the prevention of SEA/SH, codes of conduct, as well as on gender and GBV in general. The PMU will also be responsible for (i) training, (ii) implementation and (ii) supervision of occupational health and safety (OHS) aspects.

Various government agencies like National Institute of Labor Administration and Training, Directorate of Workers Education provide training to workers on these issues. The Centre for Improvement of Working Conditions and Environment (CIWCE) is a pioneering institution in Pakistan (working under the Directorate of Labor Welfare, Punjab) which provides training, information and research facilities for promotion of safety, health and better work environment in the industries and businesses. Training materials, safety posters and different safety signs are available from this Centre.

It will be a condition in the contracts for the sub-projects of civil engineering works that the contractor gives preference to local labor. This means that, where possible, unskilled work opportunities should be made available to community members, which would include refugees in the communes where they are present. The role/functions of the E&S Team are provided in **Table 6**.

**Table 6: E &S Staff at PMU**

<b>Staff</b>	<b>Role/Functions</b>
Project Manager, Construction Manager and site supervisor	Steer and oversee the PMU in implementing the EDEIP safeguards documents
Engineer and technicians	Provides technical support the PMU in implementing the EDEIP E&S management documents
Environmental Specialist	Guide and support the PMU in implementing the EDEIP ESMF, ESMP, LMP and other safeguards documents
Social Development Specialist	Guide and support the PMU in implementing the EDEIP ESMF, RF, ESMP, LMP and other safeguards documents

	and also provide support to Labour Management Specialist on labour issues.
Labour Management Specialist	Provides technical backstop on labour management issues, interpret and administer labor contracts regarding issues such as wages and salaries, benefits and managing labour grievances and camp management related issues.
Occupational Health and Security Specialist (OHS)	Provides technical backstop on OHS and community health and safety issues.
Gender Specialist	Guide and support PMU for management of gender related issues and gender-based violence.

## 7. POLICIES AND PROCEDURES

This section describes the main policies and procedures to be followed during the implementation phase of the Project as well as accidents, occupational diseases and prevention of SEA/SH. IAs will include the suggested measure in the bidding documents as provided in the **Annex 2**.

These policies and procedures will be updated and modified if necessary, after the allocation of the contracts of the different positions of the PMU. As specified in the national labor laws, the employment of project workers will be based on the principles of non-discrimination and equal opportunities. There will be no discrimination with respect to any aspects of the employment relationship, including recruitment, compensation, working conditions and terms of employment, access to training, promotion or termination of employment. The following measures will be followed by contractors and monitored by the PMU with support from HR to ensure fair treatment of all employees:

- Recruitment procedures will be transparent, public and non-discriminatory, and open with respect to ethnicity, religion, sexuality, disability or gender.
- Applications for employment will only be considered if submitted via the official application procedures established by the contractors.
- 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 terms and conditions of work and will have the contents explained to them. Workers will sign the employment contract.
- Unskilled labor will be preferentially recruited from the surrounding communities, settlements and adjacent villages.
- Employees will be informed at least two months before their expected release date of the coming termination.
- The contracted workers will not be required to pay any hiring fees. If any hiring fees are to be incurred, these will be paid by the Employer.
- Depending on the origin of the employer and employee, employment terms and conditions will be communicated in two languages, in the national language and the language that is understandable to both parties.
- 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.
- It is noted that language-related problems are not expected, but if they are, interpretation will be provided for workers as necessary.
- All workers will be 18 years old or above for civil works. This will be a requirement in IAs contracts with civil works contractors.
- Normal working time should not exceed 40 hours per week. With a five-day working week, the duration of daily work is determined by the internal work regulations approved by the employer after prior consultation with the representatives of the workers, in compliance with the established working week duration.

The IAs will inform the World Bank of any significant event (social issues) as soon as possible, but no later than five working days after the occurrence of the event. Such events include strikes or other workers' demonstrations. The PMU will prepare a report on the event and the corrective measures and submit it to the Bank within 30 working days of the event.

**Occupational Health and Safety:** IAs under EDEIP are committed to: a) Comply with legislation which relates to the occupational health and safety requirements as stipulated in the main law governing OHS is and Factories Act 1934 Chapter 3. The Hazardous Occupation Rules of 1978 regulate certain occupations as hazardous, and contain special provisions to regulate the working conditions in those occupations. In addition, there are other laws to be complied with dealing with OHS including The Mines Act 1923; Social Security Ordinance 1965; Workmen's Compensation Act 1923; Shop and Establishment Ordinance 1969 and Dock Labourer Act 1934 as well as WB ESS2 and ESS 4. These laws and standards will enable OH&S hazards identification and risk elimination through promotion of appropriate skills, knowledge and attitudes towards hazards.

The PMU will have a designated Occupational and Community Health and Safety Specialist and an Environmental Representative for each project site for an agreed period. This specialist must have a minimum Bachelor's degree in civil/environmental engineering/environmental sciences and Certificate course in OHS (e.g., The National Examination Board in Occupational Safety and Health (NEBOSH) with a minimum with at least 5 years of experience as OHS professional in construction of infrastructure projects. Extensive knowledge of all OHS Legislation, OHS guidelines and standards are required. The qualifications required for the specialist will be Master's in Science, Engineering or equivalent, with a minimum of five years of practical working experience.

It is important that all staff must be given induction training so that they are aware of the hazards. This is in addition to toolbox talks and other training needs identified during project implementation.

The PMU will ensure that all workers irrespective of any category should be provided with appropriate type of protective masks, helmet, overall and safety shoes, and safety goggles, protective clothing as well as other appropriate PPEs as per work job hazard analysis and method statements (such as working on live wires); demarcation of workplace and noticed for hazardous area where applicable; accident reporting, notification and investigation practices at each workplace required; safety sign and symbols displayed at workplace and ensure availability of first aid box; also identify and service agreement done with specialized hospitals for complicated accidental and health problems as well as specific details will be included in the emergency management plan (see **Annex ,3, 4 and 5**).

**Occupational Health and Safety Management Plans of Contractors (OHSMP):** The Contractor will be required to prepare OHSMP in accordance with OHS standards mentioned in the bidding documents, OHS provisions of ESMP provisions and compliance with local regulatory requirements. All OHSMP's shall have as a minimum requirement to include information on:

- Each person on the site who has a specific occupational safety and health responsibility in relation to the site and describes how those responsibilities are coordinated
- Occupational health and safety induction training that will take place in respect to construction work on the site
- Arrangements for managing occupational safety and health incidents on the site
- Site safety rules and describes the arrangements for ensuring that all persons on or visiting the site are informed of the rules
- Hazards to which a person at the construction site is likely to be exposed
- Risk of injury or harm to a person resulting from those hazards
- Means by which the risk may be reduced
- Safe work method statements (if any) for the site

**Child labor:** To prevent engagement of underage workers, the age employment scheme should be strictly observed by the hiring authority. Proper procedure in the screening, with age verification, shall be undertaken in the selection of direct workers to ensure that no child shall be employed in the implementation of the Project. Likewise, all contracts must have a provision as to the minimum age requirement and the hiring authority shall keep a labor registry of all hired workers.

**Labor influx/ SEA/SH/project workers:** All project workers will undergo relevant seminars and training to prevent risks of labor influx or SEA/SH issues. Project workers particularly those coming from other communities will be provided a lecture on the culture and history of the area to enable them to adapt to the community values and avoid any conflicts due to the dissimilarities of their cultural backgrounds.

**Discrimination and exclusion of vulnerable groups:** The employment of project workers under project 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, terms of employment (including wages and benefits), termination and access to training. The project shall comply with the national Labour laws on gender equality in the work place, which will include provision of maternity leave and nursing breaks and sufficient and suitable toilet and washing facilities, separate from men and women workers.

#### **Development of a SEA/SH Action Plan and Mitigation Measures for Risks Related to Gender:**

According to the Note on Good Practices to Combat SEA/SH in the Framework of Financing Investment Projects Involving major civil engineering works, all projects, whatever their risk level, should guarantee the minimum actions recommendations for addressing the risks of SEA/SH related issues.

A SEA/SH Action Plan will be developed during the design phase of the project activities in the target areas. Based on the SEA/SH risk assessment related to the planned activities of the project, this action plan may consider the following elements:

- Formulate a responsibility and response framework within the framework of the project's ESMPs.

- The integration of SEA/SH risk in E&S instruments
- The hiring of a SEA/SH specialist in the PIU and in the team of the supervision consultant.
- Mitigation measures for risks related to gender aspects may include:
- Community engagement / consultations with women throughout the project to guide the planning of project activities,
- The roles reserved for women in the planning and management of project activities,
- Economic activities that include women should incorporate gender messages or discussion groups that address topics such as decision-making dynamics, household power relations and nonviolent resolution of conflicts.
- The definition of SEA/SH requirements in the tender documents (including the requirement of a code of conduct for all workers), indicate how the costs linked to SEA/SH will be paid in the contract,
- Ensure that codes of conduct are signed and understood by all staff and workers including local workers and supervisors,
- Ensure the physical security of workplaces (such as separate facilities for women and men, signage in areas without SEA/SH).

IAs will incorporate standardized environmental and social clauses including the requirement of SEA Mitigation Action plan and worker Code of Conduct in the tender documentation and contract documents, in order for potential bidders to be aware of environmental and social performance requirements that shall be expected from them, are able to reflect that in their bids, and required to implement the clauses for the duration of the contract. PMU will enforce compliance by contractors with these clauses. As a core contractual requirement, the contractor, sub-contractors and the third-party labor suppliers are required to ensure all documentation related to environmental and social management, including the LMP, is available for inspection at any time by the PMU or its appointed representatives.

The contractual arrangements with each project worker must be clearly defined in accordance with national law. A full set of contractual requirements related to environmental and social risk and impact management will be provided in the EDEIP's ESMP to be prepared by IAs. All environmental and social requirements will be included in the bidding documents and contracts in addition to any additional clauses, which are contained, in the Project environmental and social instruments. Under no circumstances will PMU, Contractors, Primary suppliers or sub-contractors engage in forced labor nor child labor. Forced labor includes bonded labor (working against an impossible debt), excessive limitations of freedom of movement, excessive notice periods, retaining the worker's identity or other government-issued documents or personal belonging, imposition of recruitment or employment fees payable at the commencement of employment, loss or delay of wages that impede the workers' right to end employment within their legal rights, substantial or inappropriate fines, physical punishment, use of security or other personnel to force or extract work from project workers, or other restrictions that compel a project worker to work in a nonvoluntary basis.

**Labor disputes over terms and conditions of employment:** Fair, reasonable and lawful terms and conditions shall be applied in the contractual provisions of all project workers to prevent labor disputes. Moreover, there will be an efficient grievance mechanism to address any issues that

may arise during existence of the contract. The guidelines provided under **Section 9** thereof shall be strictly observed to avoid disputes over terms and conditions of employment.

All the contractors who will be engaged for the project will be required to produce their grievance procedure as a requirement for tender which at a minimum comply with these requirements. In addition, good international practice recommends that the procedures be transparent, is confidential, adheres to non-retribution practices and includes right to representation. After they are engaged, they will be required to produce proof that each worker has been inducted and signed that they have been inducted on the procedure.

**Monitoring and reporting:** The PMUs will report on the status of implementation of the above policies and procedures on a monthly basis. The PMU will closely monitor labor and occupational health and safety performance of the project and report to the World Bank on a quarterly basis.

**Fatality and serious incidents:** In the event of an occupational fatality or serious injury, the PMU shall report to the Bank as soon as becoming aware of such incidents and inform the government authorities (where available) in accordance with national reporting requirements. Corrective actions shall be implemented in response to project-related incidents or accidents. The PMU or, where relevant the consultant, may conduct a root cause analysis for designing and implementing further corrective actions.



## 8. AGE OF EMPLOYMENT

**Minimum age for employment in the Project:** Article 11(3) of the Constitution of Pakistan prohibits employment of children below the age of 14 years in any factory, mines or any other hazardous employment. In accordance with this Article, the Employment of Child Act (ECA) 1991 disallows the child labor in the country. The ECA defines a child to mean a person who has not completed his/her fourteenth years of age. The ECA states that no child shall be employed or permitted to work in any of the occupation set forth in the ECA (such as transport sector, railways, construction, and ports) or in any workshop wherein any of the processes defined in the Act is carried out. The processes defined in the Act include carpet weaving, cement manufacturing, textile, construction and others). IAs and its contractors will be bound by the ECA to disallow any child labor at the project sites or campsites. Employer will ensure that no construction workers under 18 years are employed.

Under the Factories Act, 1934 no adult employee, defined as a worker who has completed his or her 18<sup>th</sup> year of age, can be required or permitted to work in any establishment in excess of nine hours a day and 48 hours a week. Similarly, no young person, under the age of 18, can be required or permitted to work in excess of seven hours a day and 42 hours a week. The Factories Act, which governs the conditions of work of industrial labour, applies to factories, employing ten or more workers. The Provincial Governments are further empowered to extend the provisions of the Act, to even five workers.

Under the ILO C138 (Minimum Age Convention, 1973), each Member of the Convention undertakes to pursue a national policy designed to ensure the effective abolition of child labor and to raise progressively the minimum age for admission to employment or work to a level consistent with the fullest physical and mental development of young persons. Article III thereof provides: (a) the minimum age for admission to any type of employment or work which by its nature or the circumstances in which it is carried out is likely to jeopardize the health, safety or morals of young persons shall not be less than 18 years; (b) the types of employment or work to which paragraph 1 of this Article applies shall be determined by national laws or regulations or by the competent authority, after consultation with the organizations of employers and workers concerned, where such exist; (c) notwithstanding, the provisions of paragraph 1 of this Article, national laws or regulations or the competent authority may, after consultation with the organizations of employers and workers concerned, where such exist, authorize employment or work as from the age of 16 years on condition that the health, safety and morals of the young persons concerned are fully protected and that the young persons have received adequate specific instruction or vocational training in the relevant branch of activity.

Contractors will be required to verify and identify the age of all workers. This will require workers to provide official documentation, which could include a birth certificate, CNIC, passport, or medical or school record. If a minor under the minimum labour eligible age is discovered working on the project, measures will be taken to immediately terminate the employment or engagement of the minor in a responsible manner, taking into account the best interest of the minor.

**The process of age verification:** Verification of the age shall be undertaken prior to the engagement of labor and be documented. Check the birthday on official documents such as birth certificate, national ID Card or other credible records, where available<sup>6</sup>.

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<https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwjsulDW8JHwAhUjAp0JHXXJDPoQFjABegQIAhAD&url=http%3A%2F%2Fwww.ilo.org%2Fipeinfo%2Fproduct%2Fdownload.do%3Ftype%3Ddocument%26id%3D29095&usg=AOvVaw1rP17GnpohH3YEBS29jINcj>

## 9. TERMS AND CONDITIONS OF EMPLOYMENT

The employment terms and conditions applying to EDEIP employees are set out in the labor rules will apply to all project employees who are assigned to work on the Project (direct workers). Terms and conditions of part-time direct workers are determined by their individual contracts.

This section will be updated and modified if necessary, after the allocation of the contracts of the different posts of the PMU. The terms and conditions applicable to the employees of the PMU are defined in the contracts, which provide for the rights of the employees in accordance with the Code of work. These internal work rules and regulations will apply to PMU employees who are assigned to specific work related to the Project (direct workers). The conditions of employment of direct part-time workers are determined by their individual contract.

All the recruiting procedures are documented and filed in the folders in accordance to the requirements of labor legislation of the GoP and provinces. Monthly timesheets are also filed and kept accurately. Forty hour per week employment is practiced and recorded on paper. The work hours for IAs' workers are 40 hours per week, eight hours per workday. It is noted the Labor Code provides for a work week of 40 hours but allows six-day weeks and this may be required for some project workers. Duration of workday during a six-day week should not exceed 7 hours to meet the 40-hour weekly legal provisions. All project workers will receive at least one rest day (24 hours) after six consecutive days of work.

The contractors' labor management procedure will set out terms and conditions for the contracted and subcontracted workers. These terms and conditions will be in line, at a minimum, with this labor management procedure, the Factories Act 1934 and specified in the standard contracts to be used by the IAs under the Project, which will be provided in Project Operations Manual and follow this LMP and the project ESMF.

- A contract of employment, written in a language known to the parties, shall be executed between the IAs and the direct worker that specify the following:
- Parties to the contract, including the name of worker, age, citizenship, civil status, gender, and address;
- Premises with regard to the needed services, acceptance of the parties, qualifications of the worker, and attestation that the worker is not related within the third degree of consanguinity or affinity to the hiring authority and/or its representative, and that the worker has not been previously dismissed from government service by reason of administrative offense;
- Terms and conditions of the contract, including the hours and place of work, remuneration payable to the worker, job description, summary of deliverables, duration of contract, procedure for suspension or termination of contract, statement that there is no employer and employee relationship between the contracting parties.
- As provided in the Factories Act, 1934, every worker who has completed a period of twelve months continuous service in a factory shall be allowed, during the subsequent period of twelve months, holidays for a period of fourteen consecutive days. If a worker fails in any one such period of twelve months to take the whole of the holidays allowed to him or her,

any holidays not taken by him or her shall be added to the holidays allotted to him or her in the succeeding period of twelve months.

A worker shall be deemed to have completed a period of twelve months continuous service in a factory notwithstanding any interruption in service during those twelve months brought about by sickness, accident or authorized leave not exceeding ninety days in the aggregate for all three, or by a lock-out, or by a strike which is not an illegal strike, or by intermittent periods of involuntary unemployment not exceeding thirty days in the aggregate; and authorized leave shall be deemed not to include any weekly holiday allowed under section 35 which occurs at beginning or end of an interruption brought about by the leave.

### **Non-discrimination and equal work opportunities:**

Article 19-A of the Constitution imparts the State's obligations aimed at achieving equality in the form of securing the well-being of the people, irrespective of sex, caste, creed or race, by raising their standard of living, by preventing the concentration of wealth and means of production and distribution in the hands of a few to the detriment of general interest and by ensuring equitable adjustment of rights between employers and employees.

IAs are committed to equal opportunities for all its employees and potential employees where everyone is treated with respect and dignity and where there is equal opportunity for all. All employees, whether part-time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefits will be on a basis of aptitude and ability. Decisions about pay and benefits, terms and conditions of employment, appraisals, dismissal or redundancy will be made objectively and without unlawful discrimination. All employees will be helped and encouraged to develop their full potential, and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organization.

Project Management will ensure that:

- Equality and non-discrimination policy is adhered to within their own area of responsibility;
- Bring the details of the equality in employment policy to the attention of their team members;
- Ensure that information on equality of opportunity is included in all induction processes; and
- Ensure that their team members are available to attend relevant equality training programmes (if any).

The Project Team is responsible for ensuring that equality on employment is effectively communicated to all employees and all those involved with the organisation at whatever level or position and for providing advice and guidance where appropriate. It will, in particular, provide full text and induction on equal opportunities to all new employees; translate this policy into Urdu and send to all relevant involved parties. In addition, upon any significant update, the policy will be presented to all members of staff or at department/office meetings and re-translated to all relevant involved parties.

Each member of staff has a responsibility to:

- Follow any measures introduced to ensure equality of opportunity and prevent discrimination, harassment or bullying;
- Report any discriminatory acts;
- Treat others fairly without prejudice; and
- Promote a work environment where an individual can feel valued and realise his/her potential and encourage others to do so.

Failure to comply with the policy, procedures and practices outlined below will be considered within the framework of IAs disciplinary procedure. The IAs equal opportunity policy also covers bullying and harassment issues at the workplace and in any work-related setting outside the workplace, for example, during business trips and at work-related social events.

**Hours of work:** The Factories Act, 1934 (Section-34), Shops and Establishment Ordinance, 1969 (Section 8) and Road Transport Ordinance, 1961 (Section-4) are used to determine working hours and rest time in different industries. Section 34 of the Factories Act provides that “no adult worker shall be allowed or required) to work in a factory for more than 48 hours in a week; if the factory is seasonal, 50 hours a week and if the work is of continuous nature, he may work for 56 hours in a week. As for the daily hours, these may not be more than 9 hours a day (in case of seasonal; 10 hours). The working hours of a child/adolescent (15-18) are 5 hours in a day. The factories Act is applicable to all the precincts employing 10 or more workers. The law makes provisions for one weekly holiday and if that is not given, a compensatory holiday must be given as soon as possible. Shops and Establishments Ordinance 1969 and Mines Act 1923 also limit the weekly hours to 48 hours. The above ordinance covers shops and commercial establishments not regulated by Factories Act and Mines Act. Any adult worker is required to work overtime, if asked, and the rate of overtime payment is double the usual pay (Section 47). Overtime is not payable to the contract workers, employed on piece rate basis. The normal hours of work of Project workers shall not exceed 8 hours a day for 5 days or 40-hour work week, exclusive of time for meals. Where exigencies of the service require such personnel to work for 6 days or 48 hours, the project worker shall be entitled to a compensatory time-off (CTO) to off-set the overtime rendered. No worker shall be allowed to render services beyond the 48-hour overtime.

**Rest per week and Leave:** Every project worker is entitled to a 2-day rest period during weekends (Saturday and Sunday). Workers shall also be entitled to a rest day on regular holidays recognized by the State. Every worker is entitled to 10 days casual leave with full pay during a year. Workers are also entitled to 16 days sick leave with half pay (8 days with full pay) in a year. Festival holidays as notified by the provincial government with full pay (usually 10-13) are also allowed. If a worker is required to work on a festival holiday, he will be given one day additional compensatory holiday with full pay and a substitute holiday (300% of usual wages).

**Maternity leave:** Leave and Maternity Benefits Under the factories act, if a worker has completed 12 months of continuous service in a factory, he shall be allowed a paid annual leave of 14 consecutive days. Under Maternity benefits Ordinance 1958, is also allowed to pregnant women for a period of 12 weeks with full pay. It is unlawful for an employer to dismiss a women worker who is on maternity leave. The qualifying period for getting this leave is four months of preceding employment with the employer. Maternity benefit and maternity leave of 16 weeks is also provided under the Mines Maternity Benefits Act, 1941(section 5).

**Wages:** The laws relating to fixation and payment of wages are Payment of Wages Act 1936, Coal Mines (Fixation of Rate of Wages) Ordinance 1960, Minimum Wages Ordinance, 1961 and Minimum Wages for Unskilled Workers Ordinance 1969. Civil Servants Act, 1973 (article 17) is the relevant legislation governing remuneration in the public sector and wages are recommended by the Pay and Pension Commission constituted by government. Under the payment of Wages Act, no wage period should exceed one month (section 4) and wages are to be paid within seven days after the end of wage period (except for establishments employing more than 1000 workers, they can pay within 10 days). The Provincial Governments constitute Minimum Wages Boards under Section (3) of Minimum Wages Ordinance, 1961 to decide the wage rates. Minimum Wages Board is a tripartite body comprising the representative of Government, Employers and Employees. The Board, upon reference to it by the Provincial Government, recommends to such government, the minimum rate of wages for workers as specified in the reference. The Provincial Government on the recommendation of the board fixes the Minimum Rate of Wages for all classes of workmen as provided in Section (6) of the Minimum Wages Ordinance, 1961.

**Workers' Welfare:** The workers welfare legislation includes Employees Old Age Benefits Act 1976 (with provisions for old age pension, old age grant, invalidity and widow(er) pension). This act is applicable to establishments employing 5 or more workers. Contribution has to be made both by the employer (5% of minimum wages) and employee (1% of minimum wages). Employees Social Security Ordinance 1965 (applicable like EOAB Act) provides benefit to the employees in cases of sickness, maternity, employment injury or death. The amount in this scheme is contributed only by the employer. The Workmen's Compensation Act, 1923 provides for the compensation to be paid by employer to workers or their legal heirs in cases of death, permanent total disablement, permanent partial disablement and temporary disablement during working in an establishment. The Standing Orders 1968 also provides for compulsory group insurance against natural death and injury for all the permanent employees in a workplace.

**Termination of contract:** The contract of employment shall cease at the end of the period stated in the contract. However, the contract may be pre-terminated by the hiring authority due to breach of any provision thereof, breach of trust, loss of confidence, and for reasons detrimental to the interest of the agency, provided that the project worker is informed in writing at least 30 days prior to the effectivity of such termination. Likewise, the project worker may pre-terminate the contract provided that a written notice is submitted to the hiring authority, stating therein the reasons for the pre-termination, at least 30 days prior to the proposed date of effectivity thereof, and the same has been received, accepted, and approved in writing by the hiring authority.

Industrial and Commercial Employment (Standing Industrial and Commercial Employment (Standing Orders) Ordinance 1968 was enacted in 1968 to address to the contractual relationship between employer and employee. The ordinance is applicable to establishments employing 20 or more workers. The ordinance classifies workmen in six classes: permanent, probationers, *badlis*, temporary, apprentices and contract workers (last was added in 2006). The legislation requires that workmen should be provided the contract in writing, showing the terms and conditions of his service, at the time of hiring, promotion and transfer. It also requires that the wage rates paid to different categories of workers/work should be posted on the notice boards.

Termination of an employment contract may be either termination simpliciter, which is termination on grounds other than misconduct after a notice (section 12) or termination on account of

misconduct (section 15). Notice of termination, for termination simpliciter, is mandatory for permanent employees. A notice of one month must be served before severing the employment relationship or payment of one month's wages in lieu of notice may be provided (Section 12.1). The law also obliges the employer to provide the termination certificate in writing stating the reason behind it. Although there is no specific provision for just cause dismissal, the requirement of written termination letter and section 41 of IRA 2008 which allow the labor court to inquire into the legitimacy of termination provide that there should be bona fide and valid reason for dismissal.

Termination on account of trade union membership and activity is an invalid reason for termination (ILO, 2000). While termination is being done on account of misconduct, worker has still the right of fair hearing. Of the many types of misconduct is "go slow", for which a worker can be fired. Termination on economic reasons/retrenchment has not been focused in law; however, law does provide the procedure of retrenchment (last come, first go) and preference for rehiring of retrenched workmen. In case of laying off the workers, they must also be given due notice or payment in lieu of notice. If the employer wants to close down the whole business or is terminating the employment of 50 or more workers, it must get the prior approval of labor court. An individual whose employment is terminated has first to use internal mechanisms for dispute resolution (shop stewards, CBA through grievance procedure), however if he is not satisfied with the decision, may appeal to the labor court. In that case, labor court is authorized to go into all the facts of the case and determine whether the termination was valid and bona fide or not. The above-mentioned ordinance also provides for severance pay/gratuity to be paid (when an employee resigns or his services are terminated other than misconduct) equivalent to 30 days wages for every completed year of service or any part thereof in excess of 6 months (For 20 years of service, this means 90 weeks of severance pay).

**Deductions from remuneration:** No deductions other than those agreed upon in the contract or those prescribed by law or regulations shall be made from a worker's remuneration. The hiring authority is prohibited to demand or accept from the worker any cash payment or gifts in return for admitting such worker to employment or for any other reasons connected with the terms and conditions of employment.

**Medical treatment of injured and sick workers:** Any injury, illness or accident sustained by the worker during the work period shall be conveyed to the nearest clinic or hospital by the hiring authority or its representative.

**Collective Agreements:** The duty to collectively bargain arises only between the "employer" and "employee". Where neither party is an "employer" nor "employee" of the other, no such duty would exist. Considering that the terms and conditions provide that no employer-employee relationship shall exist between the contracting parties, there is no duty to bargain collectively.

Collective Bargaining was first introduced in Pakistan with the promulgation of IRO 1969. Collective bargaining has also been called a fundamental right which emanates from article 17(1) of the Constitution. A trade union can move application for determination of CBA if it has its members not less than one-third of those employed as workmen. However, if more than one union exists in the premises, the registrar of trade unions will conduct a secret ballot election/referendum and will issue the CBA certificate to union securing votes not less than one third of total votes. If none of the union is able to get one third of total votes, a run-off election between the top two

unions will be held and the union getting majority votes will be certified as collective bargaining agent. Not every workman employed in the premises is eligible for voting (Section 24.5). When a union is certified as a CBA, no application for (re)determination of CBA can be made for a period of two years except where the registration of trade union/CBA is cancelled. The CBA is entitled to undertake collective bargaining with the employer or employers on matters connected with employment, non-employment, the term of employment or the conditions of work other than matters which relate to the enforcement of any right guaranteed or secured to it or any workman by or under any law, other than this Act, or any award or settlement; represent all or any of the workmen in any proceedings; give notice of, and declare, a strike and nominate representatives of workmen on the Board of Trustees of any welfare institutions or Provident Funds (IRA 2008: Section 24.13).



## 10. GRIEVANCE REDRESS MECHANISM

Pursuant to Article 46 of the Industrial Relations Ordinance (IRO) 2002, a worker may bring his or her grievance in respect of any right guaranteed or secured by or under any law or any award or settlement to the notice of the employer in writing, either him or herself or through the shop steward or Collective Bargaining Agent, within one month of the day on which cause of such grievance arises. The IRO 2002 reduces the delay from three months to one month. Where a worker brings his or her grievance to the notice of the employer, the employer must within fifteen days of the grievance, communicate his or her decision in writing to the worker.

Each IA will establish a GRM (or make provisions in the overall GRM) for the project workers to address labor or workplace-related concerns consistent with the applicable national and provincial laws and ESS2 before the Project Effectiveness and describe them in the Project Operations Manual (POM).

Typical work place grievances include demand for employment opportunities; labor wage rates; delays of payment; disagreement over working conditions; and health and safety concerns in the work environment. A grievance structure will be established for project workers (direct workers and contracted/supply workers), as required in ESS2. Handling of grievances should be objective, prompt and responsive to the needs and concerns of the aggrieved workers. The worker Grievance Redress Mechanism (GRM) will also allow for anonymous complaints to be raised and addressed. Individuals who submit their complaints or grievances may request that their names be kept confidential and this should be respected. Under ESS2, a worker GRM will be provided for all project, including, direct workers and contracted/supply workers, to raise workplace concerns, including SEA/SH relating to the workplace. A direct worker, or a contractors'/primary suppliers' worker, who has any complaint or grievance has the right to present it and eventually get a proper response on it.

According to ESS2 paras. 21-23, different types of workers (including all direct workers and contracted workers, and were relevant, their organizations) may approach the workers' GRM for the following key reasons, among many others:

- Demand for employment opportunities;
- Labor wages rates and delays in payment of wages;
- Disagreements over working conditions;
- SEA/SH in the workplace; and
- Health and safety concerns in work environment.

The worker GRM, which is different from the public GRM, will leverage existing procedures and systems, and will be established in early stages of the project and will serve throughout the project implementation. The worker GRM will be based on the requirements of the WB's ESS2 – Labor and Working Conditions. Specifically, the worker GRM will operate according to the following key principles:

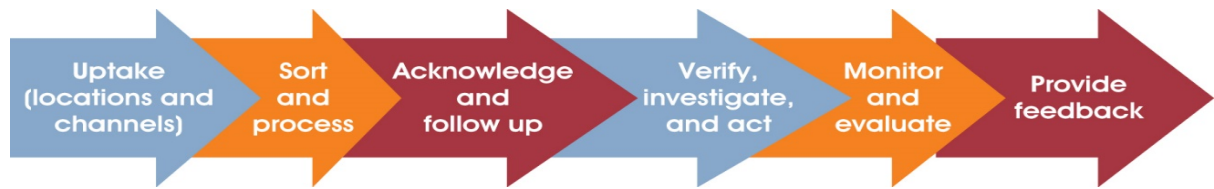
- It will be made available for all direct and contracted workers (and were relevant their organizations);
- It will be proportionate to the nature and scale and the potential risks and impacts foreseen from the project;

- It will be designed to promptly address concerns using an understandable and transparent process that provides timely feedback to those concerned in a language that they understand, without any retribution;
- It will operate in an independent and objective manner;
- It will be a free system. Complaining workers will not pay fees to use the worker GRM;
- It will utilize existing grievance systems and experiences. In this context, the worker GRM will leverage HR complaining procedures for direct workers that are available at their respective health ministries and departments, and will ensure HR procedures at contractors' organizations are consistent with the official worker GRM system characterized in this document, which will be further referenced in their working agreements, and monitored accordingly;
- Anonymous grievances are also allowed and facilitated, and will be treated equally as other grievances, whose origin is known, however, a suitable contact information is a must to be able to communicate responses back;
- There will be no discrimination against those who express grievances, and any grievances will be treated confidentially;
- It does not replace or override the requirements to provide workplace processes to report work situations that a project worker believes are not safe or unhealthy;
- Workers will be able to raise concerns regarding unsafe or unhealthy work situations through this system; and
- It will not impede access to other judicial or administrative remedies that might be available under the law or through existing arbitration procedures, or substitute for grievance mechanisms provided through collective agreements.

The worker GRM will have the following design and procedural:

Information about the existence of the grievance mechanism will be readily available to all project workers (direct and contracted) through notice boards, the presence of "suggestion/complaint boxes", and all pertinent information, such as: the designated call centres, hotline numbers, email addresses, office work hours, comment/complaint forms, suggestion display boxes, stipulated timeframes to respond to grievances; info on a register to record and track the timely resolution of grievances; the responsible department to receive, record and track resolution of grievances, and other means as needed.

- The complainant will be able to use mobile-phone based applications, and in-person centres for complaint registration and resolution, and a free hotline linked with a call centre;
- The grievance will be addressed through each area of feedback value chain: (i) uptake, (ii) sort and process, (iii) acknowledge and follow up, (iv) verify, investigate and act, (v) monitor and evaluate, and (vi) provide feedback to the complainant to ensure effectiveness (see **Figure 1** below).



**Figure 1: GRM Value Chain**

- Grievance handling will be transparent and aggrieved workers will be informed within 10 days of their grievance application, either with a respective solution or with a request of extension;
- The aggrieved worker will have the option to refer to a grievance log with key information that will be established by the IAs and quarterly reported upon;
- If not satisfied with the outcome of the contractor level, the aggrieved party will be able to access Grievance Redress Committee (GRC), PMU level within the IA. The GRC will be responsible for the redress mechanism in the areas labor, environmental and social safeguard (ESS) and project management.
- The mechanism for resolving workers' grievances will be described in the context of staff induction training, which will be given to all project workers. The mechanism will be based on the following principles:
  - The process will be transparent and will allow workers to voice their concerns and file grievances.
  - At the time of recruitment and prior to actual work engagement, these workers will be informed of the grievance mechanism as described below and the measures to be put in place to protect them against any reprisal, discrimination or biased action on their grievances. Grievance mechanism shall be made easily accessible to all project workers.
  - There will be no discrimination against those who express grievances and all grievances will be treated confidentially.
  - Anonymous complaints will be treated in the same way as other complaints, the origin of which is known.
  - Management will deal with grievances seriously and take appropriate action in a timely manner and deadlines for responding to complaints;
  - Information on the existence of the grievance mechanism will be readily available to all project workers (direct and contractual) through bulletin boards, suggestion and complaint boxes and other means as required.
  - This mechanism for project workers will not prevent them from using the conciliation procedure provided for by the Labor Code.

The E&S Specialists will monitor the recording and settlement of grievances by workers and report to the PMU in its monthly progress reports. The process will be followed by the GRM focal point, the environment and social development specialists who will be responsible for the GRM of the project.

**Collective Grievances and Disputes Resulting from the Negotiations of Collective Agreements:** Where a trade union is recognized, it is entitled to negotiate on a regular basis with the employer over terms and conditions existing at the workplace and the employer is obliged to negotiate with it. The procedures followed in such instances is usually contained in the agreement, which state how the issues are raised, the procedure for negotiations, the composition of the parties involved in the negotiation and the procedure to deal issues that are not resolved through consensus. In the type of disputes, if the dispute is not resolved at the workplace, the parties to the dispute can utilize the dispute resolutions mechanisms provided for in the labor legislation.

**Sexual Exploitation and Workplace Sexual Harassment:** A GRM will be established specifically for the purpose of confidentially receiving grievances related to SEA/SH. Further details of the GRM are provided in the SEA/SH Risk Mitigation Action Plan to be developed for EDEIP. All SEA/SH related complaints, with the survivor's consent, will be referenced to the project identified service provider who will further manage the case in a survivor centric approach and will report back to the project GBV GRM once the case is solved. In addition, the ESIA/ESMP will identify additional mitigation measures through a SEA mitigation action plan that will be reflected in site specific ESMPs, including the contractors ESMP or contractors specific LMP, where required. This will include engagement with communities on gender related risks, grievance and response measures available, as identified in the manual.

The PMU will, with support from consultants, identify institutions and services provides who are actively engaged in prevention of gender-based violence, sexual exploitation and workplace sexual harassment in order to establish a manual for referencing any potential survivors. The PMU, the project unit and the contractor are not equipped to handle complaints or provide relevant services to survivors, but will reference any person to relevant service providers, including health facilities, law enforcement's gender unit or others, as relevant using the information on available services.

All concerned responsible staff shall hold regular meetings with the project workers to discuss any work-related issues and concerns. Every grievance raised by a worker will be documented with the actions undertaken by the PMU and contractors to address such grievance. The aggrieved worker may raise any issue anonymously through a letter which shall be submitted to his/her immediate supervisor's office. Any grievance which are left unattended by the contractor can be submitted by the worker to the PMU, in which case actions shall be taken to resolve the issue. Any labor dispute shall be first resolved through mediation, conciliation and arbitration, in order to provide an efficient procedure in the settlement of disputes and to promote autonomy and freedom of the parties to make their own arrangements to resolve their grievance.

In addition to the GRM described in the SEP and ESMF where a GRM for project workers will be integrated. A detailed grievance redress mechanism for this LMP shall be further developed and finalized proportional with the magnitude of the workers to be employed, along with the project-level GRM prior to project implementation to guide project management and workers in addressing labor and/or work-related concerns in a transparent and timely manner.

## 11. CONTRACTOR MANAGEMENT

IAs will ensure that the contractors, are legitimate and reliable entities and that they have procedures established for management of labor in compliance with this LMP. Contracts with contractors will include a provision on the obligation to comply with current legislation on labor and protection at work. During selection of contractors, IAs can ask to be provided with an insight into additional documentation, including, without limitations, the following:

- Information in public records, for example, corporate registers and public documents relating to violations of applicable labor law, including reports from labor inspectorates and other enforcement bodies;
- Business licenses, registrations, permits, and approvals;
- Documents relating to a labor management system, including OHS issues, for example, labor management procedures;
- Identification of labor management, safety, and health personnel, their qualifications, and certifications;
- Workers' certifications/permits/training to perform required work;
- Records of safety and health violations, and responses;
- Incident, accident and fatality records and notifications to authorities;
- Records of legally required worker benefits and proof of workers' enrolment in the related programs;
- Worker payroll records, including hours worked and pay received;
- Identification of occupational health and safety committee members and records of meetings; and
- Copies of previous contracts with contractors and suppliers, showing inclusion of provisions and terms reflecting ESS2.

IAs will monitor the performance of contractors in relation to contracted workers, focusing on compliance by contractors with their contractual agreements (obligations, representations, and warranties). This may include periodic audits, inspections, and/or spot checks of project locations or work sites and/or of labor management records and reports compiled by contractors. Contractors' labor management records and reports may include: (a) a representative sample of employment contracts or arrangements between third parties and contracted workers; (b) records relating to grievances received and their resolution; (c) reports relating to safety inspections, including fatalities and incidents and implementation of corrective actions; (d) records relating to incidents of non-compliance with national law; and (e) records of training provided for contracted workers to explain labor and working conditions and OHS for the project.

## 12. PRIMARY SUPPLY WORKERS

The number and type of primary suppliers will be defined once the contractor defines his work plan and makes the corresponding adjustments to the designs to optimize them. The construction work under the Project will require primary supplies including construction materials essential for the functions of the proposed infrastructure, such as aggregates, bitumen and precast concrete interlocking blocks. Some contractors may be able to produce such construction materials by their workforce. However, where the contractor will source (a) essential materials (b) directly from primary suppliers (c) on an ongoing basis, the workers engaged by such primary suppliers (that meet all three criteria are deemed “primary supply workers”, as defined in ESS2. As discussed in **Section 3** (Key Labor Risks), the OHS risks are also deemed to be generally significant in the construction sector including quarry sites. To address these potential risks, the following measures will be taken:

**Selection of primary suppliers:** When sourcing for primary suppliers, the project will require such suppliers to identify the risk of child labor/force labor and serious safety risks. The PMU and the consultants will review and approve the purchase of primary supplies from the suppliers following such risk identification/assessment. Where appropriate, the Project will be required to include specific requirements on child labor/forced labor and work safety issues in all purchase orders and contracts with primary suppliers.

**Remedial process:** If child labor/forced labor and/or serious safety risks are identified, the PMU and the consultants will require the primary supplier to take appropriate steps to remedy them. Such mitigation measures will be monitored periodically to ascertain their effectiveness. Where the mitigation measures are found to be ineffective, the PMU and the consultants will, within reasonable period, shift the project’s primary suppliers to suppliers that can demonstrate that they are meeting the relevant requirements.

IAs will oversee the procurements of goods and materials requirements under the civil works. Project Contractors will be responsible for procurement and supply of materials and equipment under the same conditions and specifications on ESHS aspects in its contracting agreements.

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**Annex 1: Template for Project Workers Code of Conduct**

I, \_\_\_\_\_, acknowledge that preventing any misconduct as stipulated in this code of conduct, including sexual exploitation and abuse (SEA), sexual harassment (SH), and child abuse/exploitation 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 18) 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. carry out his/her duties competently and diligently;
5. comply with this Code of Conduct and all applicable laws, regulations and other requirements, including requirements to protect the health, safety and well-being of other Contractor's Personnel and any other person;
6. maintain a safe working environment including by:
  - a. ensuring that workplaces, machinery, equipment and processes under each person's control are safe and without risk to health;
  - b. wearing required personal protective equipment;
  - c. using appropriate measures relating to chemical, physical and biological substances and agents; and
  - d. following applicable emergency operating procedures.
7. report work situations that he/she believes are not safe or healthy and remove himself/herself from a work situation which he/she reasonably believes presents an imminent and danger to his/her life or health;
8. treat other people with respect, and not discriminate against specific groups such as women, people with disabilities, migrant workers or children;
9. not engage in any form of sexual harassment including unwelcome sexual advances, requests for sexual favours, and other unwanted verbal or physical conduct of a sexual nature with other Contractor's or Employer's Personnel;
10. 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;
11. Not exchange money, employment, goods, or services for sex, with community members including sexual favours or other forms of humiliating, degrading or exploitative behaviour;
12. Attend trainings related to HIV and AIDS, SAE/SH, occupational health and any other relevant courses on safety as requested by my employer;



- 13. 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;
- 14. Regarding children (under the age of 18):
  - a) 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.
  - b) Comply with all relevant local legislation, including labour laws in relation to child labour.
- 15. Refrain from any form of theft for assets and facilities including from surrounding communities.
- 16. Remain in designated working area during working hours;
- 17. 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;
- 18. Follow prescribed environmental occupation health and safety standards;
- 19. 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: \_\_\_\_\_

For the Employer/Contractor

Signed by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Annex 2: Suggested Measure to be included in the Contracts

Stage of Contractual Process	Suggested Due Diligence
Before bidding	<ul style="list-style-type: none"> <li>• Ensure that the terms of reference clearly define the supervision engineer’s responsibilities regarding oversight of, and reporting on, labor influx and workers’ camps.</li> <li>• Ensure the team skills in the terms of reference clearly include key staff qualified and experienced in managing similar projects, and demonstrated capacity to manage social and environmental issues, including issues pertaining to community health and safety.</li> <li>• Ensure that the project GRM is established and its use is widely publicized.</li> </ul>
Preparation of bidding documents	<ul style="list-style-type: none"> <li>• Review contract conditions included in bidding documents to: (i) Ensure that the relevant mitigation measures in the ESMP are reflected and budgeted in the contract, (ii) Ensure the ESMP forms part of, and is explicitly referred to in the bidding documents. (iii) Identify relevant provisions (workers, camps, child and forced labor, occupational health and safety, grievance redress, etc.) regulating the contractor’s responsibility and identify any gaps, inconsistencies or areas of concern that could be addressed through additional provisions in the “particular conditions of contract” and/or technical specifications (iv) Include a requirement that all workers sign ‘Codes of Conduct’ governing behavior, and identifying sanctions (v) Clearly identify that training programs on implementing the Codes of Conduct, etc. will be undertaken by external providers</li> <li>• Ensure the contract conditions and matrix of consequences clearly specify what type of penalty the contractor will face if the provisions of the ESMP and CESMP including OHS MP are not adhered to—including by subcontractors. This may include direct consequences to contractors in the form of penalties for poor performance on social and environmental matters or specific Performance Securities for ESMP and CESMP compliance.</li> <li>• Ensure that bidding documents clearly indicate OHS standards that are going to be applicable to different aspects of the works</li> <li>• Ensure bidding documents make clear the responsibilities of the contractor to prepare and adhere to a CESMP based on the ESMP and that no civil works will commence until the CESMP has been approved by the supervision engineer.</li> <li>• Ensure the bidding documents detail how the contractor and supervision engineer will be required to monitor and report on the</li> </ul>

	<p>impacts on the local community, issues related to labor influx and workers' camps.</p> <ul style="list-style-type: none"> <li>Propose Key Performance Indicators (KPIs) for Contract Management, reflecting issues and risks specific to the contract and the monitoring plan.</li> </ul>
Bidding evaluation	<ul style="list-style-type: none"> <li>Review the IAs' bid evaluation report and request to review the bids where appropriate, to verify for the recommended bidder that documents related to the ESMP, safeguard implementation capacity, and other obligations of the contractor required to be submitted with the bid are sufficiently detailed and cover the contractual requirements.</li> <li>Require the contractor's representative or dedicated community liaison staff to have the ability to communicate in the language of the Borrower and/or the local language.</li> <li>Verify that the contract management framework identifies clearly lines of communication and that these are formalized and a consistent record is provided.</li> <li>Ensure that the contractor meets the project's OHS requirements for capability and experience.</li> </ul>
After contract signing	<ul style="list-style-type: none"> <li>Prior to commencing works, the contractor submits CESMP(s) based on the ESMP, which includes specific management plans for: (i) work activities; (ii) traffic management; (iii) occupational health and safety; (iv) environmental management; (v) social management; and (vi) labor influx.</li> <li>Supervision engineer reviews and approves the CESMP— with inputs from appropriate Government agencies—before any works start. For moderate risk sub-projects, the supervision consultants should review and clear the CESMP. Borrower should disclose the approved CESMP.</li> <li>Supervision Engineers must approve occupational health and safety management plan is approved before contractor is mobilized at site</li> </ul>

**Annex 3: Written Particulars of Employment**

- 1. Name of Employer .....
- 2. Name of Employee .....
- 3. Date Employment began .....
- 4. Wage and Method of Calculation .....
- 5. Interval at which wages are paid .....
- 6. Normal Hours of work .....
- 7. Short description of employee's work .....
- 8. Probation Period .....
- 9. Annual Holiday Entitlement .....
- 10. Paid Public Holiday .....
- 11. Payment during sickness .....
- 12. Maternity Leave (if employee female) .....
- 13. Nursing Break Entitlement (for female employee) .....
- 14. Notice employee entitled to receive .....
- 15. Notice employer required to give .....
- 16. Any other matter either party wishes to include .....

**Notes:**

- (a) An employee is free to join a trade union or staff association, which is recognized by the undertaking. The address of the Trade Union or Staff Association is:
- (b) The grievance procedure and disciplinary procedure in this undertaking requires to be followed when a grievance arises or disciplinary action that needs to be taken.
- (c) When any heading is inapplicable enter NIL.

Employer's signature	Witness
Employee's signature	Witness
Date	Date....

**Annex 4: Contractors SHE File Monitoring Form (IAs)**

Contractor Name; .....

**Instructions;** Tick (√) if available, put a cross (X) if unavailable. Tick (√) if there was activity, put a cross (X) if there was no activity. Tick (√) if there's evidence, put a cross (X) if there's no evidence. Make a Comment according to the changes that have taken place as reflected by availability, activity and evidence on each SHE item.

	Monthly Checklist: SHE items	Available	Activity	Evidence	Comment
1	Exposure to Labor Policies,				
2	Valid Working Contract,				
3	Current Employee List				
4	Confirmation Letter Inc. copy of ID (per employee),				
5	Understanding of Resources, roles, responsibilities & authority,				
6	Inductions - all contractor staff				
7	HIRA & Reporting; Incidents, accidents & near misses				
8	Appointment letters;				
9	SHE Certificates; Safety Rep				
0	SHE Certificates; 1st Aider				
1	Mandatory Qualifications – as per the evaluation form				
2	Vehicles; Bluebook, Daily inspection sheet, Driver Permit				
3	Current Evaluation form,				
4	PPE: Branded & Properly worn at all times,				
5	Internal Communication; minutes showing meetings,				
6	Environment Management Aspects				
7	First Aid Kit: availability and usage of the form,				
8	Fire extinguisher; valid				
9	Any other				

IAs Rep .....

Signature .....

Date compiled .....

Contractor Rep .....

Signature .....

Date compiled .....

## Annex 5: Maintaining Safe and Healthy Conditions for Workers at the Labour Camps

The minimum requirements for maintaining safe and healthy conditions for workers are provided below. The contractors can follow their own OHS policies and requirements.

### First AID

Site assessment should be carried out for determining needs of first aid (no. of workers, nature of the works undertaken, hazards present, site geology and access to emergency assistance, etc). Based on needs assessment, an adequate first aid facilities shall be maintained by health & safety representative and made available in every labor camp for the emergency treatment of injured persons. Such facilities shall be in charge of a person trained to administer first aid and will be readily accessible for use at all times. The person should also be trained in Cardiopulmonary resuscitation (CPR).

The employer should ensure that qualified first-aid can be provided at all times. Appropriately equipped first-aid stations should be easily accessible throughout the place of work · Eye-wash stations and/or emergency showers should be provided close to all workstations where immediate flushing with water is the recommended first-aid response Where the scale of work or the type of activity being carried out so requires, dedicated and appropriately equipped first aid room(s) should be provided. First aid stations and rooms should be equipped with gloves, gowns, and masks for protection against direct contact with blood and other body fluids. Records for treatment should be maintained. Remote sites should have written emergency procedures in place for dealing with cases of trauma or serious illness up to the point at which patient care can be transferred to an appropriate medical facility.

#### First Aid Box Contents Checklist

ITEM	Quantity Specified	Quantity Present in Box	Comment
Adhesive elastic plasters assorted 20's	1 Box		
Roller bandages-conforming 100mm	4 Rolls		
Roller bandages-conforming 75mm	4 Rolls		
CPR Mouthpieces	2		
Cotton wool 50 gram	2 Rolls		
Fabric roll plaster 25mm x3M	1 Roll		
First Aid dressing No 3 75x 100mm	4		
First Aid dressing No 4 150x 200mm	4		
Forceps- 10cm	1		
Gauze swabs 75mm x 75mm 100's	1 Packet		
Gauze swabs 75mmx75mm Sterile 5's	2 Packets		
Gloves-Latex Large	2 Pairs		

Gloves-Latex	Medium	2 Pairs		
Hypoallergenic Adhesive Tape 3M	25mm x	1 Roll		
Safety Pins 12	Bunch of	1 Bunch		
Scissors- 10cm		1		
Splints-Straight		2		
Triangular Bandages		4		
Wound Cleaner- CENTRIMIDE 1%	100ml	1 Bottle		

1. Items in the first aid box are minimum contents as per the Occupational Health and Safety requirements.
2. Checklist must be completed every month to ensure compliance with the LMP.
3. Contents should be regularly replenished by respective department
4. Any deficiencies should be reported to the H&S Specialist or IAs Representative

**Shelter construction & Facilities:** Beds, cots, or bunks, and suitable storage facilities such as wall lockers for clothing and personal articles shall be provided in every room used for sleeping purposes. All sites shall be adequate in size to prevent overcrowding of necessary structures. Each room used for sleeping purposes shall contain at least 50 square feet of floor space for each occupant. At least a 7-foot ceiling shall be provided. Floors shall be of smooth and tight construction. The floors shall be kept in good repair.

All living quarters shall be provided with windows, the total of which shall be not less than one-tenth of the floor area. At least one-half of each window shall be so constructed that it can be opened for purposes of ventilation. Where electric service is available, each habitable room in a camp shall be provided with at least one ceiling-type light fixture and at least one separate floor- or wall-type convenience outlet. Laundry and toilet rooms and rooms where people congregate shall contain at least one ceiling or wall-type fixture.

An adequate supply of running water shall be provided for bathing and laundry purposes. Laundry, handwashing, and bathing facilities shall be provided. Floors shall be of smooth finish but not slippery materials; they shall be impervious to moisture. Floor drains shall be provided in all shower baths, shower rooms, or laundry rooms to remove waste water and facilitate cleaning. All junctions of the curbing and the floor shall be covered. The walls and partitions of shower rooms shall be smooth and impervious to the height of splash.

**Toilet facilities:** Toilet facilities adequate for the capacity of the camp shall be provided. Toilet rooms shall have a window not less than 6 square feet in area opening directly to the outside area or otherwise be satisfactorily ventilated. No fixture, water closet, chemical toilet, or urinal shall be located in a room used for other than toilet purposes. Where the toilet rooms are shared, such as in multifamily shelters and in barracks type facilities, separate toilet rooms shall be provided for each gender. These rooms shall be distinctly marked "for men" and "for women" by signs printed in Urdu and Sindhi languages of the persons occupying the camp, or

marked with easily understood pictures or symbols. If the facilities for 31 each gender are in the same building, they shall be separated by solid walls or partitions extending from the floor to the roof or ceiling. Every water closet installed shall be located in a toilet room. Each toilet room shall be lighted naturally, or artificially by a safe type of lighting at all hours of the day and night. Toilet rooms shall be kept in a sanitary condition. They shall be cleaned at least daily.

**Water supply:** An adequate and convenient water supply, approved by the health & safety representative, shall be provided in each camp for drinking, cooking, bathing, and laundry purposes. The distribution lines shall be capable of supplying water at normal operating pressures to all fixtures for simultaneous operation. Where water under pressure is available, one or more drinking fountains shall be provided for each 100 occupants or fraction thereof.

**Kitchen and Dining Area:** A properly constructed kitchen and dining hall adequate in size, separate from the sleeping quarters of any of the workers, shall be provided in connection with all food handling facilities. There shall be no direct opening from living or sleeping quarters into a kitchen or dining hall. No person with any communicable disease shall be employed or permitted to work in the preparation, cooking, serving, or other handling of food, foodstuffs, or materials used therein, in any kitchen or dining room operated in connection with a camp or regularly used by persons living in a camp.

**Sewage/Drainage Facilities:** The toilets constructed at the labour camps should have associated septic tanks for primary treatment of the sewage. All sites used for camps shall be adequately drained. The camp shall be located in such manner that the drainage from and through the camp will not endanger any domestic or public water supply. All sites shall be graded, ditched, and rendered free from depressions in which water may become a nuisance. Construction and operation of kitchens, dining hall, and feeding facilities.

**Fire Fighting:** Firefighting facilities will be established in the camp to deal with the event of fire. Different types of fire extinguishers (powder, foam and carbon dioxide) will be placed at different suitable locations in the camp. These locations should be selected after a risk assessment and should be easily accessible in the event of fire. Fire alarm system providing adequate and audible warning to all the staff in the camp will be installed. The camp Plan shall include adequate escape and evacuation processes in case of fire or another emergency. This should include contingencies. Escape and rescue ways are to be kept free of any type of hurdles/barriers. All fire exits shall be distinctively marked in a language understood by the majority of the workers and in red letters of adequate size or by some other effective and clearly understood sign.

**Waste Management:** In the labour camp proper collection and disposal of solid waste will be ensured. Separate waste bins will be provided at different locations in the camp to collect organic and inorganic waste. These waste bins will be marked. The segregation of waste at source will be ensured. Inorganic waste will be stored at a safe location within the camp and organic waste will be handed over to waste collector on daily basis.



**COVID-19 SOPs:** The following SoPs related to COVID-19 will be followed in the labour camp:

- Maintain a physical distance of 6ft (2 m) minimum
- Wear a surgical mask or face covering whenever in close contact of someone. Mask shall be provided by the company free of cost
- Wash your hands-on arrival at work and regularly through the day:
- Wash hands before and after each meeting;
- No hand shaking
- Meetings are to be held in locations that allow for 4 meters distance between attendees in a closed confined space (meeting room/office block)
- Self-monitoring of health by all and reporting any illness at the earliest to the supervisor.
- Proper cleaning and frequent sanitization (at-least once a day) of the rooms, particularly of the frequently touched surfaces must be ensured.
- Proper disposal of face covers / masks / gloves left over by visitors and/or employees in covered bins, shall be ensured
- The doctor and HSE Manager in the camp shall be responsible to provide training to workers on spread of COVID-19 and control measures.