



# Labor Management Procedure



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# Labor Management Procedure

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## ACRONYMS

APs	Affected Persons
COC	Code of Conduct
CWASA	Chattogram Water and Sewerage Authority
CWSIP	Chattogram Water Supply Improvement Project II
DIFE	Department of Inspection for Factories and Establishments
ECA	Environment Conservation Act
ECR	Environment Conservation Rules
EPZ	Export Processing Zone
EIA	Environmental Impact Assessment
ESF	Environmental and Social Framework
ESIA	Environmental and Social Impact Assessment
ESMP	Environmental and Social Management Plan
ESS	Environmental and Social Standards
GBV	Gender-based Violence
GRM	Grievance Redress Mechanism
ILO	International Labor Organization
LGI	Local Government Institution
LMP	Labor Management Procedure
MOHFW	Ministry of Health and Family Welfare
NGO	Non-governmental organization
OHS	Occupational Health and Safety
PD	Project Director
PIU	Project Implementation Unit
PPE	Personal Protection Equipment
SDG	Sustainable Development Goal
WASH	Water, Sanitation, and Hygiene
WB	World Bank

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# 1 OVERVIEW OF LABOR USE IN THE PROJECT

The Chattogram Water Supply Improvement Project (CWSIP) will focus on improving the sustainable water supply system in Chattogram by expanding the network to unserved and underserved areas and establishing “Smart District Metering Areas (DMAs)” to attain the United Nations Sustainable Development Goal 6 (SDG6) of supplying clean water to the entire population of the Chattogram City by the year 2030. The activities of the workers will be focused on the improvement of major distribution networks and distribution of pipelines which is approximately 750km long. The workers will mainly be engaged in installation and maintenance of WASH facilities. Due to the nature of the construction works in the project, all of the workers are not expected to work at the same site and at the same time.

This LMP applies to all project workers whether temporary, full-time, part-time, seasonal, or migrant workers. The LMP is applicable, as per ESS2 to the Project in the following manner:

- People employed (Consultants) or engaged directly by CWASA to work specifically in relation to the Project.
- People employed or engaged by contractors to perform work related to the core function of the Project.

## 1.1 Number of Project Workers

The proposed project is expected to engage directly about 250 workers that will be identified by the contractors. The workers will not be engaged at the same site and at the same time.

During the construction, the workforce is anticipated to be approximately 100-150 personnel (both unskilled and skilled). The workers will be hired locally with high priorities given to the project-affected areas. Since the project area is divided into 5 sectors, it is estimated that around 30 to 50 workers will be engaged in each area. Furthermore, there will be about 20-25 international specialists for planning and supervision purposes.

During the operation and maintenance of the pipeline, which is the CWASA responsibility, the number of laborers will drop, since only a limited number of skilled laborers will be required. It is expected that 10 engineers will be required for monthly visual inspection of valves and pipeline routes. In addition, 10 workers will be required for field-level maintenance work.

## 1.2 Characteristics of Project Workers

To the extent possible, a broad description and an indication of the likely characteristics of the project workers e.g. direct workers, contracted workers or national migrants workers, and workers between the minimum age and 18.

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### 1.2.1 Direct Workers<sup>1</sup>:

Direct workers will be divided into three major units. Firstly, the Project Implementation Unit (PIU), then project-based staff, and finally, permanent staff. The PIU will employ 20 nos. of consultants and support staff who will be working on a contractual basis as part of the PIU. The terms and conditions of these consultants are guided by the National Labor Law. Furthermore, local civil servants will be involved in project implementation on a full-time or part-time basis. Civil servants hired for the Project will continue to work under their existing government contracts and will not be covered by the World Bank ESS2 provisions, except for issues relating to OHS, forced labor, and child labor. The consultants will be hired by the Project to work on a short-term basis as needed. These are consultants who are bound by specific contractual agreements with CWASA. Direct workers may work for a fixed contract period of no more than one year. Contracts will be renewed annually based on business needs and upon satisfactory performance. Initially, Consultants will be hired for two years with the provision of extensions as per need basis, and the labor requirements, including time schedules and deliverables, will be specified in their respective contracts.

### 1.2.2 Contracted Workers<sup>2</sup>:

The PIU will hire 5 contractors who will be hired for large work packages based on their level of skills and project needs. Subcontracts for the work may be awarded if agreed upon with the PIU. Subcontractors hired may provide workers in accordance with the terms and conditions agreed. Contracted workers are eligible to work for a contract period fixed by the PIU and then recruited by the contractor. Their contracts will be renewed by the contractor if required, based on satisfactory services.

### 1.2.3 Primary Supply Workers<sup>3</sup>:

Primary supply workers will be recruited as needed by suppliers based on the requirements of each component. The PIU will ensure (and monitor regularly) that no children are recruited and supplied as workers. Furthermore, as mentioned above, these workers will be subjected to no 'forced labor' in any way. To ensure strict adherence to the relevant standards, the PIU will be responsible for monitoring compliance. In case of any discrepancies, the PIU will take action as

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<sup>1</sup> A "direct worker" is a worker with whom the project 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.

<sup>2</sup> A "contracted worker" is a worker employed or engaged by a third party to perform work or provide services related to the core functions of the project, where the third-party exercises control over the work, working conditions, and treatment of the project worker.

<sup>3</sup> A "primary supply worker" is a worker employed or engaged by a primary supplier, providing goods and materials to the project, over whom a primary supplier exercises control for the work, working conditions, and treatment of the person.

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specified in the contract or agreement, following the LMP. Their tenure service will be based on supplies as procured.

## 2 ASSESSMENT OF KEY POTENTIAL LABOR RISKS

The Project's main labor risks are related to the potentially hazardous work environment, accidents, and labor influx. Based on current industry conditions, it is determined that the risk of child or forced labor is negligible and is already managed through national legislation.

### 2.1 Key Labor Risks

#### **Child and Forced Labor:**

The risk of child labor will be reduced by verifying the age of laborers. This will be accomplished through the use of legally recognized documents such as a National Identification Card (NID) and a Birth Certificate. Furthermore, community awareness-raising sessions will be held on a regular basis to educate residents about the prohibition and negative consequences of child and forced labor. Furthermore, this procedure will direct the authority to ensure that the PIU of the project does not engage in such practices.

#### **Presence of Migrants or Seasonal Workers:**

While a significant number of jobs will be created, the project area is expected to experience the presence of small group of migrants or seasonal workers. The current operational procedure of CWASA is to mandate and localize the economic benefits and only allow for outside, including expatriate labor, where special skills are required. External workers, who will be few in number, will be housed in existing housing in the area, as CWASA has done in previous projects. Specific requirements to manage risks associated with the presence of migrants or seasonal workers, such as communicable diseases and gender-based violence, are managed through contractual requirements, a code of conduct, and training outlined in this document. National legislation governs these procedures.

#### **Gender-Based Violence/ SEAH:**

Construction workers will primarily be young males. Those who work in construction are typically separated from their families and act outside of their normal sphere of social control. This can result in inappropriate and criminal behavior, such as sexual harassment of women and girls, exploitative sexual relations, and illicit sexual relations with local community minors. Contractors will make sure that workers are provided with the necessary GBV/SEA/SH training and CoCs are signed prior to commencement of works and adequate measures will be put in place to mitigate GBV/SEA/SH risks in and around works sites.

#### **Occupational Health and Safety:**

CWASA typically engages in many kinds of stakeholder consultation, including the local community and non-governmental organizations, to share any safety risks that could affect communities or other parties, such as exposure to operational accidents or natural hazards such as extreme weather events, or emergency response plans. Existing practices do not ensure that occupational health and safety risks are identified and addressed. There is no dedicated individual at the local or central level for CWASA's OHS management.



### 3 OVERVIEW OF BANGLADESH LABOR LEGISLATION

#### 3.1 Standards for Labor and Working Conditions in Bangladesh

The standards for labor and working conditions in Bangladesh are governed by various regulations such as the Labor Act of 2006, Public Procurement Rule 2008, Bangladesh Labor Rules of 2015, and Occupational Health and Safety Policies of 2013. These regulations apply to a broad range of establishments, including shops, hotels, restaurants, factories, plantations, docks, transport services, and construction sites. However, it is unclear whether these regulations apply to development projects, which often have staff working on an ad hoc basis corresponding with the project. Overall, these regulations aim to ensure that workers are treated fairly and are provided with a safe working environment

##### 3.1.1 The Bangladesh Labour Act

The Bangladesh Labor Act 2006 is a comprehensive legislation that addresses three main issues: conditions of service and employment, health and safety, and trade unions and industrial relations. It consolidates the laws that previously existed in 25 Acts and Regulations and imposes obligations in areas such as wages and payment, employment of young people, maternity benefits, working hours and leave. The Act applies to all "establishments", including factories, shops, hotels, restaurants, docks, transport services, construction sites, and any premises where laborers are employed for the purposes of carrying on any industry. The Act makes significant amendments to the existing labor laws and imposes strict obligations related to health, safety, hygiene, welfare, and compensation for injury, as well as trade unions and industrial relations.

The labor law of Bangladesh is comprehensive and covers a range of issues such as wage and salary, termination, redressing, work environment, female workers, recruitment, unionization, and child labor. The law sets a maximum of 8 working hours a day for adult workers, but they may work up to 10 hours with overtime pay, and a total of 48 working hours per week. Wages must be paid on a monthly basis, and minimum wage rates are fixed by the government on an industry basis, taking into consideration factors such as cost of living, productivity, and inflation rate. Employees are allowed to form unions, but this is not permitted in the Export Processing Zones (EPZs). Every worker must enjoy paid sick leave, casual leave, and festive holidays, and female workers are entitled to 8-week paid maternity leave. Industrial units employing over 25 laborers must provide facilities such as dining and restrooms with drinking water. Finally, notice periods are required for permanent employees who wish to quit, and termination requires justification and compensation if unrelated to discharge or dismissal.

##### 3.1.2 Public Procurement Rule 2008

The Public Procurement Rule 2008 requires contractors to take all reasonable steps (i) to protect the health and safety of all workers working on-site and other persons authorized to be there; (ii) to keep the site in an orderly state; and (iii) to protect the environment on and off the site; and to avoid damage or nuisance to persons or property of the public or others resulting from pollution, noise, or other causes arising as a result of the Contractors methods of operation.



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### 3.1.3 Bangladesh Labour Rules of 2015

The Bangladesh Labour Rules of 2015 provide a comprehensive set of regulations covering various aspects of labor management, including working conditions, wages, hours of work, overtime, leave, holidays, maternity benefits, social security, and workplace safety. They also specify the procedures for the formation and registration of trade unions, and outline the rights and responsibilities of workers and employers. The rules mandate employers to maintain a register of employees, provide them with appointment letters, identity cards, and employment contracts, and offer necessary medical facilities to prevent accidents and injuries in the workplace. Overall, the rules aim to promote fair labor practices and ensure a safe and healthy working environment for workers.

The Ministry of Labour and Employment has made several major amendments to the Labour Rules 2015 in favor of women. Another extremely significant change that has come into play is one governing women's working behavior (regulation 88). This rule reinterprets sexual harassment in the workplace. So far, all case laws pertaining to this topic have been interpreted based on judicial precedent, leaving women uncertain as to which side the scales would tilt. The most notable change is the addition of a new rule, Rule 361A (Conduct Toward Women), which supplements Section 332 of the Bangladesh Labour Act 2006 and defines sexual harassment. There are three amendments that are related to maternity benefits. The amendment to regulation 78(1)(D)(viii) places the employer in charge of making arrangements in the Health Centre to provide consultation to female employees about the use of sanitary napkins/towels/pads. A new provision at the conclusion of rule 103(1) states that the employer must provide the appropriate transportation with security if a woman is scheduled to work between 10 p.m. and 6 a.m.

## 3.2 World Bank ESS 2- Labor and Working Conditions

The World Bank's Environmental and Social Standard (ESS) 2 focuses on labor and working conditions. The standard requires borrowers to ensure that working conditions are safe, healthy, and free from any forms of harassment, abuse, or discrimination. It also mandates that workers receive fair compensation, work reasonable hours, and have access to social protection systems. The standard emphasizes the importance of preventing child labor and forced labor, and requires borrowers to take proactive measures to eliminate such practices. Borrowers must also ensure that their contractors and subcontractors comply with these requirements and have procedures to monitor and report any non-compliance. Overall, ESS 2 aims to promote decent and safe working conditions and ensure workers are treated fairly and with dignity.

## 4 LABOR LEGISLATION: OCCUPATIONAL HEALTH AND SAFETY

The OHS provisions of the Labor Act in Bangladesh address the physical safety of workers in development projects, such as the risks of accidents and violence during construction and operation. The country has a well-established healthcare system with three levels of primary care, which includes Upazila Health Complexes, Union Health and Family Welfare Centers, and Community Clinics. However, the system's full potential has not been realized due to insufficient logistics. Formal means for enforcing health, safety, and welfare obligations include inspectors who have the power to require improvements and criminal prosecutions. The Labor Act specifies five offenses related to health, safety, and welfare, such as failure to give notice of an accident and a breach causing any harm. Overall, the focus is primarily on the physical safety

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and well-being of workers in development projects, with specific provisions and enforcement measures in place to ensure compliance with OHS standards.

### **4.1 Occupational Health and Safety Policies of 2013.**

The Bangladesh Occupational Health and Safety Policies of 2013 provide a comprehensive set of regulations to ensure the safety and health of workers in the country. The policies cover various areas of occupational health and safety, including accident prevention, protection against harmful substances and chemicals, and the provision of first aid and medical facilities. They mandate employers to form health and safety committees, conduct regular workplace inspections, and provide necessary safety training to workers. The policies also specify the procedures for reporting accidents and injuries, and outline the compensation and benefits that workers are entitled to in case of occupational accidents and diseases. Overall, the policies aim to promote safe and healthy working conditions and ensure the safety and well-being of workers in Bangladesh.

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### **5 RESPONSIBLE STAFF**

The institutional responsibilities and staffing arrangements for managing the Project's environmental and social risks, and specifically labor-related risks and impacts are described below. These are preliminary arrangements and will be finalized when the ESMP is fully completed.

The Design Review and CS Consultant of CWSIP -CWASA will oversee all aspects of the LMP's implementation, particularly contractor compliance. CWASA will incorporate key LMP requirements in contracts and undertake induction for contractors prior to the commencement of works. Following that, the contractor is responsible for management in accordance with contract-specific Labor Management Plans, the implementation of which will be supervised on a monthly basis or at shorter intervals as defined by specific Plans. The detailed approach is described in the following sections.

#### **5.1 Occupational Health and Safety Officers**

Contractors for major works will be required to hire and maintain at least one OHS officer. Smaller contracts may allow the safety representative to perform additional duties. The safety representative ensures that specified health and safety measures outlined in the contractor's labor management plans are followed on a daily basis and keeps track of any incidents. Minor incidents are reported to CWASA once a month, while serious incidents are reported within 24 hours. Minor incidents will be reported to the World Bank in quarterly reports, while major issues are immediately reported to the World Bank within 24 hours after CWASA is notified.

#### **5.2 Labor and Working Conditions**

Contractors will maintain records in accordance with the specifications outlined in this LMP. CWASA may require records at any time to ensure that labor conditions are met. The PIU will review records against actuals at least monthly and may require immediate corrective action if necessary. Quarterly reports to the World Bank will include a summary of issues and corrective actions.

#### **5.3 Worker Grievances**

The current CWSIP -CWASA procedures will be followed by project staff. Contractors will be required to present a worker grievance redress mechanism that meets the LMP's minimum requirements (please see Section 10). The PIU's designated Officer will conduct a monthly review of records. Where worker concerns are not resolved, the national system will be used as described in the section, but the PIU will keep track of resolutions and report back to the World Bank on a quarterly basis. Workers GRM will be responsible to respond to SEA/SH allegations confidentially.

#### **5.4 Additional Training**

Contractors must have a qualified designated Safety officer on board at all times. If training is required, the contractor will be responsible for it. The contractor staff will be given instructions on health and safety by the safety officer. CWASA will procure training to address the risks

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associated with labor influx and will provide a training schedule. The contractor will be required to make staff available for this training. Training on GBV/SEA/SH and related national laws and preparation and obtaining signed code of conduct are also Contractor's responsibility.

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## 6 POLICIES AND PROCEDURES

### 6.1 Non-discrimination and equal access to project opportunities:

Project workers will be hired on the basis of equal opportunity and fair treatment, with no discrimination in any aspect of the employment relationship, including recruitment and hiring, compensation (including wages and benefits), working conditions and terms of employment, access to training, job assignment, promotion, termination of employment or retirement, or disciplinary practices.

The majority of the environmental and social impacts of subprojects resulting from activities directly under the control of contractors will be directly mitigated by the same contractors. As a result, the Project's approach is centered on ensuring that contractors effectively mitigate project-related impacts. CWASA will include standardized environmental and social clauses in the tender documentation and contract documents so that potential bidders are aware of the environmental and social performance requirements that will be expected of them, can reflect that in their bids, and will be required to implement the clauses for the duration of the contract. CWASA will enforce compliance with these clauses by contractors.

As a core contractual requirement, the contractor is required to ensure all documentation related to environmental and social management, including the LMP, is available for inspection at any time by the CWASA or their appointed agents. The contractual arrangements with each project employee 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 Project's ESIA. 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's environmental and social instruments.

Under no circumstances will CWASA, the Ministry, Contractors, suppliers, or sub-contractors engage in forced 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 non-voluntary basis can be referenced or annexed to the LMP, together with any other supporting documentation.

### 6.2 Occupational, Health, and Safety

CWSIP -CWASA is committed to:

1. Complying with legislation and other applicable requirements which relate to occupational health and safety hazards.
2. Enabling active participation in OH&S risk elimination through the promotion of appropriate skills, knowledge, and attitudes toward hazards.
3. Continually improving the OH&S management system and performance.

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4. Communicating this policy statement to all persons working under the control of CWASA with emphasis on individual OH&S responsibilities.
5. Availing this policy statement to all interested parties at all CWASA facilities and sites.

The CWSIP-CWASA will have a designated Safety, Health, and Environmental Representative for the workplace or a section of the workplace for an agreed period. At a minimum, the Representative must:

1. Identify potential hazards;
2. In collaboration with the employer, investigate the cause of accidents at the workplace;
3. Inspect the workplace including plant, machinery, and substance, with a view to ascertaining the safety and health of employees provided that the employer is informed about the purpose of the inspection;
4. Accompany an inspector whilst that inspector is carrying out the inspector's duties in the workplace;
5. Attend meetings of the safety and health committee to which that safety and health representative is a member;
6. Subject to (g), make recommendations to the employer in respect of safety and health matters affecting employees, through a safety and health committee; and
7. Where there is no safety and health committee, the safety and health representatives shall make recommendations directly to the employer with respect to any safety and health matters affecting the employees.

Further to avoid work-related accidents and injuries, the contractor will:

1. Provide occupational health and safety training to all employees involved in work.
2. Provide protective masks, helmets, safety shoes, and safety goggles, as appropriate.
3. Provide workers in high-noise areas with earplugs or earmuffs.
4. Ensure availability of first aid box.
5. Provide employees with access to toilets and potable drinking water.
6. Provide safety and occupational safety measures to workers with Personal Protection Equipment (PPE) when installing pumps to prevent accidents during replacement and installation and follow safety measures in installing the submersible pumps and cleaning the raiser pipes.
7. Properly dispose of solid waste at designated permitted sites and landfills allocated by the local authorities and cleaning funds, and attach the receipt of waste from the relevant landfill authority.
8. Carry out all procedures to prevent leakage of generator oil into the site.
9. Ensure that the head of the well is covered tightly.
10. Provide a secondary tank for oil and grease to avoid spills.

Further to enforcing environmental management compliance, contractors are responsible and liable for the safety of site equipment, laborers, and daily workers attending to the construction site and the safety of citizens for each subproject site, as mandatory measures.

## 6.3 Labor Influx and Gender Based Violence

Contractors will be required to maintain cordial relations with local communities through a Code of Conduct (COC). The COC commits all persons engaged by the contractor, including subcontractors and suppliers, to acceptable standards of behavior. The COC will include sanctions for non-compliance, including non-compliance with specific policies related to gender-

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based violence, sexual exploitation, and sexual harassment (e.g., termination). The COC will be written in plain language and signed by each worker to indicate that they have:

1. Received a copy of the COC as part of their contract;
2. Had the COC explained to them as part of the induction process;
3. Acknowledged that adherence to this COC is a mandatory condition of employment;
4. Understood that violations of the COC can result in serious consequences, up to and including dismissal, or referral to legal authorities.

A copy of the COC shall be displayed in a location easily accessible to the community and Project-affected people. It shall be provided in Bangla. Contractors must address the risk of sexual exploitation and abuse and GBV, through:

1. Mandatory training and awareness-raising for the workforce about refraining from unacceptable conduct toward local community members, specifically women. Training may be repeated.
2. Informing workers about national laws that make sexual harassment and GBV a punishable offense which is prosecuted.
3. Adopting a policy to cooperate with law enforcement agencies in investigating complaints about GBV.
4. Closely monitoring the works and activities of laborers, especially if in close proximity to female laborers  
Instituting a labor-responsive GRM which will also capture workplace SEA/SH-related complaints/issues and inform laborers on the complaint filing procedures

Developing a system to capture gender-based violence, sexual exploitation, and workplace sexual harassment-related complaints/issues. This process will be under the portfolio of a designated Officer who shall identify and engage the relevant stakeholders on GBV issues.



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### **7 AGE OF EMPLOYMENT**

No child under the age of 18 shall be required or permitted to work on this Project. Adolescents over the age of 18 may work in CWSIP if they are trainees or have a certificate of fitness and government permission. Otherwise, since the 2018 amendment to national labor law, all forms of child labor are prohibited.

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### 8 TERMS AND CONDITIONS

The Labor Act governs employment terms and conditions, as stated in section 3 of this LMP. The Act requires employers to provide employees with a copy of the written employment particulars signed by both parties. Contractors will be required to provide written employment to all of their employees for this Project. Contractors will also be required to follow the most recent wage regulation issued by the government and reviewed on a regular basis. The order specifies minimum wages, working hours, overtime pay, leave entitlements, travel and subsistence allowances, and the provision of protective clothing.

According to the Act, before a contractor is awarded a public contract, he must certify in writing that the wages, hours, and working conditions or persons to be employed by him on the contract are not less favorable than those contained in the most recent wage regulation issued. If a contractor fails to comply with this requirement, the contract with the contractor may be canceled as an approved contractor based on CWASA recommendations. To ensure full compliance with the law in this regard, contractors will be required to provide CWASA with copies of all of their workforce's Written Particulars of Employment or contracts. Contractors will not be permitted to deploy any employee to work on the Project unless a copy of that employee's employment contract is provided to CWASA.

As a monitoring mechanism, the contractor shall be ineligible for payment unless he has filed, along with his claim for payment, the following certificate: - a) stating whether any wages owed to employees are past due; b) stating that all employment conditions of the contract are being met. It will be a material term of the contract for this Project to allow CWASA to withhold payment from the contractor if the contractor fails to meet their payment obligations to their workers.

The country has ratified numerous ILO Conventions designed to ensure that member countries protect the concept of collective bargaining. The Labor Act was enacted, among other things, to give effect to collective bargaining. The Act allows for collective bargaining of employment terms and conditions. Among other rights, the CWSIP - CWASA grants employees the right to join and form a labor organization for the purpose of negotiating favorable terms and conditions for their members.

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## 9 GRIEVANCE MECHANISM

In any working environment, it is essential for both employers and employees to be fully conversant with all aspects of disciplinary processes, the grievance handling procedures, and the legal requirements and rights involved. In implementing an effective dispute management system consideration must be given to the disputes resulting from the following.

- Disciplinary Procedure
- Grievance Procedure
- GBV, sexual exploitation, and workplace sexual harassment

### 9.1 Disciplinary Procedure

Rules are the starting point for all disciplinary actions. These rules may be implicit or explicit, and they will, of course, differ from one workplace to the next. Some rules are implied in the employment contract (for example, the rule against stealing from the employer), but it is recommended that even implied rules be included in the disciplinary code or schedule of offenses. These rules are ideally negotiated with the trade union in an organized workplace and are frequently included in the Recognition Agreements signed by the employer and trade union. These workplace rules must be:

- Valid or reasonable.
- Clear and unambiguous.
- The employee is aware, or could reasonably be aware of the rule or standard.
- The procedure is to be applied in the event the employee contravenes any of these rules.

CWASA will establish a fair and effective disciplinary procedure in the workplace, which should be fair and just. The procedure is as follows: -

- Investigate to determine whether there are grounds for a hearing to be held.
- If a hearing is to be held, the employer is to notify the employee of the allegations using a form and language that the employee can understand.
- The employee is to be given reasonable time to prepare for the hearing and to be represented by a fellow employee or a union representative.
- The employee must be given an opportunity to respond to the allegations, question the witnesses of the employer, and lead witnesses.
- If an employee fails to attend the hearing the employer may proceed with the hearing in the absence of the employee.
- The hearing must be held and concluded within a reasonable time and is to be chaired by an impartial representative.

If an employee is fired, he or she must be given the reasons for the dismissal as well as the right to appeal the dismissal. As a result, it is the Contractors' responsibility to ensure that they have a disciplinary procedure, Code of Conduct, and standards that all employees are aware of. Each contractor must develop this procedure to ensure that employees are not treated unfairly.

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### **9.2 Individual Grievance Procedure**

Every employer, including contractors, must have a formal grievance procedure that employees must be aware of and understand. The Code recommends that such procedure should at least:

- Specify to whom the employee should lodge the grievance.
- Refer to time frames to allow the grievance to be dealt with expeditiously.
- Allow the person to refer the grievance to a more senior level within the organization if it is not resolved at the lowest level.
- If a grievance is not resolved the employee has the right to lodge a dispute with the CWASA.

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 complies with these requirements. In addition, good international practice recommends that the procedures be transparent, are confidential, adhere to non-retribution practices, and include the right to representation. After they are engaged, they will be required to produce proof that each employee has been inducted and sign that they have been inducted on the procedure.

### **9.3 Gender-based Violence, Sexual Exploitation, and Workplace Sexual Harassment**

With the assistance of consultants, CWASA will identify institutions and service providers that are actively engaged in the prevention of GBV, sexual exploitation, and workplace sexual harassment in order to refer survivors. CWASA, the project unit, and the contractor are not equipped to handle complaints or provide relevant services to survivors but will refer any person to relevant service providers, such as health facilities, law enforcement's gender unit, or others, as appropriate, based on available service information. Grievances about GBV should be reported through the project GRM through a confidential channel. The nature of the complaint, as well as the complainant's age and relationship to the Project, will be recorded confidentially. Furthermore, the ESIA may identify additional gender-related mitigation measures, which will be reflected in site-specific ESMPs, including the contractor's ESMP or contractor-specific Labor Management Plans, as required. This will include community engagement on gender-related risks, grievances, and response measures, as outlined in the manual.

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### 10 CONTRACTOR MANAGEMENT

Contractors are required by CWSIP-CWASA to monitor, keep records, and report on labor-management terms and conditions. Regardless of whether the worker is on a fixed-term contract, full-time, part-time, or temporarily employed, the contractor must provide evidence of all payments made, including social security benefits, pension contributions, or other entitlements. This requirement will be applied in a manner acceptable to CWASA and the World Bank, proportionate to the activities and contract size:

- *Labor conditions:* records of workers engaged under the Project, including contracts, registry of induction of workers including CoC, hours worked, remuneration and deductions (including overtime), collective bargaining agreements;
- *Safety:* recordable incidents and corresponding Root Cause Analysis (lost time incidents, medical treatment cases), first aid cases, high potential near misses, and remedial and preventive activities required (for example, revised job safety analysis, new or different equipment, skills training, and so forth).
- *Workers:* number of workers, an indication of origin (expatriate, local, nonlocal nationals), gender, age with evidence that no child labor is involved, and skill level (unskilled, skilled, supervisory, professional, management).
- *Training/Induction:* dates, number of trainees, and topics.
- *Details of any Security Risks:* details of risks the contractor may be exposed to while performing its work—the threats may come from third parties external to the Project.
- *Worker Grievances:* details including occurrence date, grievance, and date submitted; actions taken and dates; resolution (if any) and date; and follow-up yet to be taken—grievances listed should include those received since the preceding report and those that were unresolved at the time of that report.

The Project's oversight of contractors is set out in section 6 of this LMP. The following procedures are currently in place for CWASA contractor management, but have been adjusted to adhere to LMP provisions:

- Ensure that Contractors have valid contracts with clearly defined service level agreements per the national law and all environmental and social clauses, as applicable: Project Implementation Office, and reviewed by CWSIP -CWASA.
- Contractor introduction to CWSIP-CWASA standards and LMP: PIU, attended by the CWSIP -CWASA team.
- Monthly submission of records: Contractor submission to PIU.
- Monthly site visits (at a minimum) and reports: PIU, and other Officers.
- Evaluation of contractor requirements. This includes training, OH&S files, certifications, and others. The evaluation results in Portfolio Reports which include recommendations for contract extension or termination.
- Training needs identification recorded in the Contractor Training Schedule.
- Annual Contractor Management Plans submitted.

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### **11 PRIMARY SUPPLY WORKERS**

The risk associated with the Project's primary supply is evaluated below. All primary suppliers are formal businesses that must procure and produce materials to strict specifications. Any new supplier is vetted using a different form that checks for tax compliance, certification, licensing, and workers' compensation.

A separate form requires the primary supplier to identify the company's permanent employees as well as declare any current or prior arbitrations as well as any criminal convictions. Registered suppliers are reviewed on a regular basis. The review is conducted twice a year and requires an Officer to visit the supplier's location. The supplier evaluation form requires Commercial Services to report any labor irregularities that are observed.

CWSIP -CWASA will also ensure that any project's primary supplier reports fatalities or serious injuries and notifies government authorities in accordance with national reporting requirements.

**ANNEX 1: 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 employees)
14. Notice employees entitled to receive
15. Notice employer required to give
16. Pension Schedule, Provident Fund Gratuity Schedule, etc.
17. 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 are required to be followed when a grievance arises or disciplinary action needs to be taken.....
- (c) When any heading is inapplicable enter NIL.

.....

Employer's signature

Witness

.....

Employee's signature

Witness

.....

Date

Date



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## ANNEX 2: SAMPLE CODE OF CONDUCT

### Preamble

The Code of Conduct defines labour standards that aim to achieve decent and humane working conditions. The Code's standards are based on national law and accepted good labor practices. Firms/contractors affiliated with the installation project are expected to comply with all relevant and applicable laws and regulations of the country in which workers are employed and to implement the Workplace Code in their applicable facilities. When differences or conflicts in standards arise, affiliated companies are expected to apply the highest standard. The CoC should be easily understood and shall be written in local language that the workers can read (generally Bangla) signed by each worker to indicate that they have:

- Received a copy of the CoC as part of their contract;
- Had the CoC explained to them as part of the induction process;
- Acknowledged that adherence to this CoC is a mandatory condition of employment;
- Understood that violations of the CoC can result in serious consequences, up to and including dismissal, or referral to legal authorities.
- A copy of the CoC shall be displayed in a location easily accessible to the community and project-affected people. It shall be provided in Bangla.

The IA monitors compliance with the Workplace Code by carefully examining adherence to the Compliance Benchmarks and the Principles of Monitoring. The Compliance Benchmarks identify specific requirements for meeting each Code standard, while the Principles of Monitoring guide the assessment of compliance. The PIU requires affiliated companies/contractors/subcontractors/suppliers engaged in the Project require to develop/improve Code standards and to develop sustainable mechanisms to ensure ongoing compliance. The PIU provides a model of collaboration, accountability, and transparency and serves as a catalyst for positive change in workplace conditions. As an organization that promotes continuous improvement, the PIU strives to establish best practices for respectful and ethical treatment of workers, and in promoting sustainable conditions through which workers earn fair wages in safe and healthy workplaces and issues related to gender-based violence, sexual exploitation and abuse, and sexual harassment are penalized.

### Employment Relationship

Employers shall adopt and adhere to rules and conditions of employment that respect workers and at a minimum, safeguard their rights under national and international labour and social security laws and regulations.

### Non-discrimination

No person shall be subject to any discrimination in employment, including hiring, compensation, advancement, discipline, termination, or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, social group, or ethnic origin.

### Harassment or Abuse

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Every worker shall be treated with respect and dignity. No worker shall be subject to any physical, sexual, psychological, or verbal harassment or abuse.

### **Forced Labour**

There shall be no use of forced labour, including bonded labour or other forms of forced labour.

### **Child Labour**

No person shall be employed under the age of 18

### **Health, Safety and Environment**

Employers shall provide a safe and healthy workplace setting to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of employers' facilities. Employers shall adopt responsible measures to mitigate the negative impacts that the workplace has on the environment.

### **Hours of Work**

Employers shall not require workers to work more than the regular and overtime hours allowed by the law of the country. The regular workweek shall not exceed 48 hours. Employers shall allow workers at least 24 consecutive hours of rest in every seven-day period. All overtime work shall be consensual. Employers shall not request overtime on a regular basis and shall compensate all overtime work at a premium rate. Other than in exceptional circumstances, the sum of regular and overtime hours in a week shall not exceed 72 hours.

### **Compensation**

Every worker has a right to compensation for a regular workweek that is sufficient to meet the worker's basic needs and provide some discretionary income. Employers shall pay at least the minimum wage or the appropriate prevailing wage, whichever is higher, comply with all legal requirements on wages, and provide any fringe benefits required by law or contract. Where compensation does not meet workers' basic needs and provides some discretionary income, each employer shall work with the PIU to take appropriate actions that seek to progressively realize a level of compensation that does.

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

While all forms of violence against a community resident or a co-worker are forbidden, this code of conduct is particularly concerned with the prevention and reporting of sexual exploitation and abuse (SEA) and sexual harassment which constitute gross misconduct, are grounds for termination or other consequences related to employment and employment status<sup>[1]</sup>:

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### Individual/company signed commitment:

I, \_\_\_\_\_, acknowledge that sexual exploitation and abuse (SEA) and sexual harassment, are prohibited. As an (*employee/contractor*) of (*contracted agency / sub-contracted agency*)in(*country*), I acknowledge that SEA and SH activities on the work site, the work site surroundings, at workers' camps, or the surrounding community constitute a violation of this *Code of Conduct*. I understand SEA and SH activities are grounds for sanctions, penalties, or potential termination of employment. Prosecution of those who commit SEA and SH may be pursued if appropriate.

I agree that while working on the Project I will:

- Treat all persons, including children (persons under the age of 18), with respect regardless of sex, race, color, language, religion, political or other opinion, national, ethnic or social origin, gender identity, sexual orientation, property, disability, birth or other status.
- Commit to creating an environment which prevents SEA and SH and promotes this code of conduct. In particular, I will seek to support the systems which maintain this environment.
- **Not** participate in SEA and SH as defined by this *Code of Conduct* and as defined under (*country*) law (*and other local law, where applicable*).
- **Not** use language or behavior towards women, children, or men that is inappropriate, harassing, abusive, sexually provocative, demeaning, or culturally inappropriate.
- **Not** participate in sexual contact or activity with anyone below the age of 18. Mistaken belief regarding the age of a child is not a defense. Consent from the child is also not a defense. I will not participate in actions intended to build a relationship with a minor that will lead to sexual activity.
- **Not** solicit/engage in sexual favors in exchange for anything as described above.
- Unless there is full consent by all parties involved, recognizing that a child is unable to give consent and a child is anyone under the age of 18, I will not have sexual interactions with members of the surrounding communities. This includes relationships involving the withholding or promise of actual provision of benefit (monetary or non-monetary) to community members in exchange for sex—such sexual activity is considered "non-consensual" under this Code.

### I commit to:

- Adhere to the provisions of this code of conduct both on and off the project site.
- Attend and actively partake in training courses related to preventing SEA and SH as requested by my employer.

If I am aware of or suspect SEA and SH, at the project site or surrounding community, I understand that I am encouraged to report it to the Grievance Reporting Mechanism (GRM) or to my manager. The safety, consent, and consequences for the person who has suffered the abuse will be part of my consideration when reporting. I understand that I will be expected to maintain confidentiality on any matters related to the incident to protect the privacy and security of all those involved.

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**Sanctions:** I understand that if I breach this Individual Code of Conduct, my employer will take disciplinary action which could include:

- Informal warning or formal warning
- Additional training.
- Loss of salary.
- Suspension of employment (with or without payment of salary)
- Termination of employment.
- Report to the police or other authorities as warranted.

*I understand that it is my responsibility to adhere to this code of conduct. That I will avoid actions or behaviors that could be construed as SEA and SH. Any such actions will be a breach this Individual Code of Conduct. I acknowledge that I have read the Individual Code of Conduct, do agree to comply with the standards contained in this document, and understand my roles and responsibilities to prevent and potentially report SEA and SHA issues. I understand that any action inconsistent with this Individual Code of Conduct or failure to act mandated by this Individual Code of Conduct may result in disciplinary action and may affect my ongoing employment.*

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

<sup>[1]</sup> Examples of sexual exploitation and abuse include, but are not limited to:

- A project worker makes inappropriate sexual remarks or threats to a fellow female project worker
- A project worker initiates unwanted physical touch towards a fellow female project worker
- A project worker tells women in the community that he can get them jobs related to the work site (cooking and cleaning) in exchange for sex.
- A worker that is connecting electricity input to households says that he can connect women-headed households to the grid in exchange for sex.
- A project worker gets drunk and rapes a local woman.
- A project worker denies passage of a woman through the site that he is working on unless she performs a sexual favor.
- A manager tells a woman applying for a job that he will only hire her if she has sex with him.

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- A worker begins a friendship with a 17-year-old girl who walks to and from school on the road where Project-related work is taking place. He gives her rides to school. He tells her that he loves her. They have sex.

### ANNEX 3: SAMPLE CODE OF CONDUCT (IN BENGALI)

#### আচরণবিধি (নমুনা)

##### মুখবন্ধ

আচরণবিধি মূলত শ্রম মান কে নির্ধারণ/ সংস্কার করে যার মূল লক্ষ্য হচ্ছে যথাযোগ্য মানবিক/মানবসম্মত কর্মপরিবেশ অর্জন/প্রতিষ্ঠা করা। আচরণবিধির মানদণ্ডগুলি জাতীয় আইন এবং প্রচলিত উত্তম শ্রমচর্চার উপর ভিত্তি করে নির্ধারণ করা হয়। প্রকল্প ইন্সটলেশন/ বাস্তবায়নের সাথে সম্পৃক্ত সংস্থা/ ঠিকাদাররা দেশের সকল প্রাসঙ্গিক এবং প্রযোজ্য আইন ও প্রবিধান মেনে চলবেন যেখানে নিযুক্ত কর্মীরা তাদের প্রযোজ্য সুবিধা অনুসারে কর্মক্ষেত্রের নিয়মাবলী বাস্তবায়ন করবে। নির্ধারিত মানদণ্ডে যখন কোন ভিন্নতা বা দ্বন্দ্ব পরিলক্ষিত হবে, সংশ্লিষ্ট কোম্পানি গুলি তখন তাদের সর্বোত্তম মান প্রয়োগ করবে বলে আশা করা যাচ্ছে।

বাস্তবায়নকারী সংস্থার কমপ্লায়েন্সের বেঞ্চমার্ক এবং পরীক্ষণের নীতিমালার প্রতি আনুগত্য পরীক্ষণের মাধ্যমে কর্মক্ষেত্রে নিয়মাবলীর সাথে সম্পৃক্ততা পরীক্ষণ করে। কমপ্লায়েন্স বেঞ্চমার্ক প্রত্যেকটা নিয়মের মানকে পূরণ করার জন্য সুনির্দিষ্ট চাহিদাবলী চিহ্নিত করে, যেখানে পরীক্ষণের নীতিমালা অনুযায়ী কমপ্লায়েন্সের মূল্যায়ন করা হয়। চলমান কমপ্লায়েন্সকে নিশ্চিত করার জন্য নীতির মানোন্নয়ন এবং টেকসই পদ্ধতি উন্নয়ন করার জন্য প্রকল্প বাস্তবায়ন ইউনিট এর প্রকল্পে সম্পৃক্ত কোম্পানি/ ঠিকাদার/ উপ-ঠিকাদার/ সরবরাহকারীদের দরকার পড়ে। প্রকল্প বাস্তবায়ন ইউনিটের সহযোগিতা, দায়িত্ববোধ এবং স্বচ্ছতার একটি মডেল সরবরাহ করে যা কর্মক্ষেত্রে ইতিবাচক পরিবর্তন আনার প্রভাবক হিসাবে কাজ করে। অর্গানাইজেশন হিসাবে এটা ধারাবাহিক সমৃদ্ধিকে ধারণ করে, অর্গানাইজেশন হিসাবে এটা ধারাবাহিক সমৃদ্ধিকে ধারণ করে, প্রকল্প বাস্তবায়ন ইউনিট সবসময় চেষ্টা করে সর্বোত্তম শ্রমচর্চা প্রতিষ্ঠা করতে, কর্মীদের সাথে সম্মানজনক এবং নৈতিক আচরণ বজায় রাখতে, যার মাধ্যমে কর্মীরা নিরাপদ ও স্বাস্থ্যকর কর্মক্ষেত্রে ন্যায্য মজুরি পায়।

##### চাকরীর সম্পর্ক

নিয়োগকর্তারা কর্মীদের জন্য সম্মানজনক নিয়মাবলী এবং শর্তাবলী গ্রহণ করবেন ও মেনে চলবেন। তাছাড়া, জাতীয় এবং প্রকল্প আন্তর্জাতিক শ্রম ও সামাজিক নিরাপত্তা আইন ও নীতিমালার অধীনে কর্মীদের ন্যূনতম অধিকার রক্ষার ব্যবস্থা করতে হবে।

##### অবৈষম্য

চাকরীক্ষেত্রে কোন ব্যক্তি লিঙ্গ, জাতি, ধর্ম, বয়স, অক্ষমতা, যৌন অভিযোজন, জাতীয়তা, রাজনৈতিক মতবাদ, সামাজিক গোষ্ঠী বা জাতিগত উৎস ইত্যাদির ভিত্তিতে নিয়োগ, ক্ষতিপূরণ, অগ্রগতি, শৃঙ্খলা, ইস্তফা বা অবসরসহ চাকরীক্ষেত্রে কোন বিষয়ে বৈষম্যের শিকার হবে না।

##### হয়রানি বা অপব্যবহার

প্রত্যেক শ্রমিককে সম্মান ও মর্যাদার সাথে দেখা হবে। কোনো শ্রমিককে কোনো প্রকার শারীরিক, যৌন, মনস্তাত্ত্বিক বা মৌখিক হয়রানি বা নির্যাতন করা যাবে না।

##### জোরপূর্বক কর্মসম্পাদন

বন্ডেড শ্রম বা অন্য ধরনের বাধ্যতামূলক শ্রম সহ কোন জোরপূর্বক কোন প্রকার কর্মসম্পাদন করানো যাবে না।

##### শিশু শ্রম

১৮ বছর বয়সের নিচে কোন ব্যক্তিকে নিযুক্ত করা যাবে না।

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#### স্বাস্থ্য, নিরাপত্তা এবং পরিবেশ

যেসব দুর্ঘটনা নিয়োগকারী প্রতিষ্ঠানের কোন ত্রুটি থেকে থেকে উৎপন্ন কর্মক্ষেত্রে এমন দুর্ঘটনা এবং স্বাস্থ্যের ক্ষতি প্রতিরোধ করার জন্য নিয়োগকারীরা একটি নিরাপদ এবং স্বাস্থ্যকর কর্মক্ষেত্রে ব্যবস্থা করবেন। নিয়োগকারীরা কর্মক্ষেত্রে পরিবেশের উপর যে নেতিবাচক প্রভাব রয়েছে তা কমানোর জন্য দায়িত্বশীল ব্যবস্থা গ্রহণ করবেন।

#### কর্মঘন্টা

নিয়মিত কর্মঘন্টা এবং দেশের প্রচলিত আইনে নির্ধারিত অতিরিক্ত কর্ম ঘন্টার বাইরে কর্মীদের দিয়ে নিয়োগকারীদের কাজ করানো উচিত নয়। নিয়মিত কর্ম সপ্তাহ মোট ৪৮ ঘন্টার বেশি হওয়া উচিত নয়। প্রতি সাত দিনের কর্ম সপ্তাহে নিয়োগকারীদের উচিত কর্মীদের টানা ২৪ ঘন্টার বিশ্রাম প্রদান করা। সকল অতিরিক্ত কর্ম ঘন্টা কর্মীর সম্মতিমূলক হতে হবে। নিয়োগকারীরা নিয়মিত অতিরিক্ত কর্মের অনুরোধ করবেন না, এবং সকল অতিরিক্ত কর্ম ঘন্টার মজুরি দিগুণ হতে হবে। স্বাভাবিক পরিস্থিতি ব্যতীত, সপ্তাহে নিয়মিত এবং অতিরিক্ত কর্ম ঘন্টার যোগফল ৭২ ঘন্টার বেশি হবে না।

#### সেসারত

প্রত্যেক শ্রমিকের অধিকার রয়েছে নিয়মিত কাজের সপ্তাহের জন্য ক্ষতিপূরণ পাওয়ার, যা শ্রমিকের মৌলিক চাহিদা মেটাতে এবং কিছু বিবেচনামূলক আয় প্রদানের জন্য যথেষ্ট। নিয়োগকারীদের উচিত ন্যূনতম মজুরি বা উপযুক্ত প্রচলিত মজুরির যেটা সর্বোচ্চ তা প্রদান করা, যা প্রচলিত আইনের বা বিধির আলোকে যথযথ। যেখানে ক্ষতিপূরণ শ্রমিকদের মৌলিক চাহিদা এবং কিছু বিবেচনামূলক আয় পূরণ করে না, সেখানে প্রত্যেক নিয়োগকারীর উচিত পিআইইউর সাথে কাজ করা এবং যথযথ ব্যবস্থা নেয়া যেটা ক্রমান্বয়ে ক্ষতিপূরণের একটি স্তর নিশ্চিত করে।

#### যৌন শোষণ, অপব্যবহার এবং যৌন হয়রানি

যখন স্থানীয় সম্প্রদায়ের বাসিন্দা বা একজন সহকর্মীর বিরুদ্ধে সব ধরনের সহিংসতা নিষিদ্ধ তখন এই আচরণবিধি যৌন শোষণ, অপব্যবহার এবং যৌন হয়রানি প্রতিরোধে কর্মসংস্থানের অবসান বা অন্যান্য পরিণতির সাথে সম্পর্কিত।

#### ব্যক্তি/কোম্পানি স্বাক্ষরিত প্রতিশ্রুতি:

আমি, .....,সায় দিচ্ছি যে যে যৌন শোষণ, অপব্যবহার এবং যৌন হয়রানি নিষিদ্ধ। একজন (শ্রমিক/ঠিকাদার) উক্ত (ঠিকাদার/সহ-ঠিকাদার প্রতিষ্ঠান) যা (দেশের নাম.....), আমি সায় দিচ্ছি যে কর্মস্থলে, কর্মস্থলের আশেপাশে, শ্রমিকদের ক্যাম্প বা আশেপাশের সম্প্রদায়ের ভিতর যৌন শোষণ, অপব্যবহার ও যৌন হয়রানিমূলক কোন কাজ এই বিধি মালার পরিপন্থী। আমি জানি যে, যৌন শোষণ, অপব্যবহার ও যৌন হয়রানিমূলক কোন কাজ কর্মের উপর নিষেধাজ্ঞা, জরিমানা, বা কর্মসংস্থানের সম্ভাব্য সমাপ্তি ঘটাতে পারে। বিবেচ্য ক্ষেত্রে, যে এমন কর্মকাণ্ডে জড়িত হবে তাকে শাস্তির/বিচারের আওতায় আনা হবে।

আমি সম্মত যে, প্রকল্পে কাজ করার সময় আমি করব:

- লিঙ্গ, জাতি, বর্ণ, ভাষা, ধর্ম, রাজনৈতিক বা অন্য মতামত, জাতিগত বা সামাজিক উৎস, লিঙ্গ পরিচয়, যৌন অভিমুখীতা, সম্পত্তি, নির্বিশেষে শিশু সহ সকল ব্যক্তির সাথে সকল ব্যক্তির প্রতি সম্মানজনক আচরণ আচরণ করব।
- একটি পরিবেশ তৈরি করতে প্রতিশ্রুতিবদ্ধ যা যৌন শোষণ, অপব্যবহার ও যৌন হয়রানিমূলক আচরণবিধি প্রতিরোধ করে এবং এই বিধি মালাকে প্রচার করে। আমি এই সিস্টেমগুলিকে সমর্থন করার চেষ্টা করব যা উক্ত পরিবেশ বজায় রাখে।
- দেশের প্রচলিত আইন বা এই বিধির আলোকে নিষিদ্ধ এমন কোন যৌন শোষণ, অপব্যবহার ও যৌন হয়রানিমূলক কাজ করব না।
- নারী, শিশু বা পুরুষদের প্রতি এমন কোন ভাষা বা আচরণ ব্যবহার করব না যা অনুপযুক্ত, হয়রানিমূলক, অপমানজনক, যৌন হয়রানিমূলক, অবমাননাকর বা সাংস্কৃতিকভাবে অনুপযুক্ত।



## Labor Management Procedure

### Chattogram Water Supply Improvement Project (CWSIP)

- ১৮ বছরের নিচে এমন কারো সাথে কোন প্রকার যৌন কার্যকলাপে লিপ্ত হব না। শিশুর বয়স সংক্রান্ত ভুল বা শিশুর সম্মতি আছে এমন কিছু প্রতিরক্ষা হিসেবে বিবেচ্য হবে না। আমি কোন সংখ্যালঘুর সাথে সম্পর্ক গড়ে তোলার উদ্দেশ্যে এমন কর্মে অংশগ্রহণ করব না যা যৌন কার্যকলাপের দিকে পরিচালিত করবে।
- উপরে বর্ণিত বিষয়ে কোন কিছুর বিনিময়ে যৌন সুবিধার জন্য লিপ্ত হব না।
- জড়িত সকল পক্ষের সম্পূর্ণ সম্মতি থাকলেও, আশেপাশের সম্প্রদায়ের একটি শিশু যে সম্মতি দিতে অক্ষম এবং একটি শিশু যে ১৮ বছরের কম বয়সী আমি তার সাথে যৌন কলাপ করব না। এই বিধির আলোকে আশেপাশের সম্প্রদায়ের কারো সাথে (আর্থিক বা অ-আর্থিক) সুবিধা প্রদানের বিনিময়ে প্রতিশ্রুতি করে যৌনতার সম্পর্ক করলে উক্ত প্রতিশ্রুতি অ-সম্মতিমূলক বলে বিবেচিত হবে।

আমি প্রতিশ্রুতিবদ্ধ:

- প্রকল্প এলাকায় এবং বাইরে আচরণবিধির বিধানগুলি মেনে চলতে।
- নিয়োগকর্তার অনুরোধে যৌন শোষণ, অপব্যবহার ও যৌন হয়রানি প্রতিরোধকরন প্রশিক্ষণে সক্রিয়ভাবে অংশ করব।

আমি যদি প্রকল্প এলাকায় বা আশেপাশের সম্প্রদায়ে ঘটছে এমন যৌন শোষণ, অপব্যবহার ও যৌন হয়রানি সম্পর্কে কোন সন্দেহ করি বা বুঝতে পারি, তাহলে আমি যে আমি এটিকে অভিযোগ প্রতিবেদন ব্যবস্থা (GRM) বা আমার ম্যানেজারের কাছে রিপোর্ট করতে উৎসাহিত করছি। যে ব্যক্তি অপব্যবহারের শিকার হয়েছে তার নিরাপত্তা, সম্মতি এবং ফলাফল রিপোর্ট করার সময় আমার বিবেচনার অংশ হবে। আমি বুঝি যে ঘটনার সাথে জড়িত সকলের গোপনীয়তা এবং নিরাপত্তা রক্ষার জন্য আমার কাছে এই ঘটনার সাথে সম্পর্কিত যেকোন বিষয়ে গোপনীয়তা বজায় হবে।

**নিষেধাজ্ঞা:** আমি বুঝি যে আমি যদি এই ব্যক্তিগত আচরণবিধি লঙ্ঘন করি, তাহলে আমার নিয়োগকর্তা শাস্তিমূলক ব্যবস্থা নেবেন যার মধ্যে অন্তর্ভুক্ত থাকতে পারে:

- অনানুষ্ঠানিক বা আনুষ্ঠানিক সতর্কতা
- অতিরিক্ত প্রশিক্ষণ
- বেতন না পাওয়া
- বেতন সহ বা ছাড়া চাকুরি হতে বিতারণ
- পুলিশ বা অন্যান্য কর্তৃপক্ষের কাছে নালিশ।

আমি বুঝি যে এই আচরণবিধি মেনে চলা আমার দায়িত্ব। আমি এমন সব আচরণ থেকে বিরত থাকব যা যৌন শোষণ, অপব্যবহার ও যৌন হয়রানির সাথে সম্পৃক্ত। এই ধরনের যে কোন কর্ম এই ব্যক্তিগত আচরণবিধির লঙ্ঘন হবে। আমি স্বীকার করছি যে আমি ব্যক্তিগত আচরণবিধি পড়েছি, এই বিধিতে থাকা বিধিমালা মেনে চলতে সম্মত, এবং যৌন শোষণ, অপব্যবহার ও যৌন হয়রানিমূলক আচরণবিধি প্রতিরোধে এবং রিপোর্ট করার ব্যাপারে আমার ভূমিকা সম্পর্কে সচেতন।

স্বাক্ষর: \_\_\_\_\_

মুদ্রিত নাম: \_\_\_\_\_

শিরোনাম: \_\_\_\_\_

তারিখ: \_\_\_\_\_