

**Republic of Uzbekistan**

**Committee of Veterinary and  
Livestock Development**

**Second Livestock Sector Development Project**

**LABOR MANAGEMENT PROCEDURES**

**May 2022 (edits February 2023)**

## **TABLE OF CONTENT**

<b>1. INTRODUCTION</b> .....	2
1.1. Project rationale and project development goals .....	2
1.2. Project components and planned investments .....	2
1.3. Implementing Agency .....	8
1.4. Purpose and Scope of the Labor Management Procedure (LMP) .....	8
1.5. Objective of the LMP .....	9
<b>2. OVERVIEW OF LABOR USE IN THE PROJECT</b> .....	10
2.1. Type of Workers .....	10
2.2. Number of Project Workers .....	10
<b>3. ASSESSMENT OF KEY POTENTIAL LABOR RISKS</b> .....	12
<b>4. BRIEF OVERVIEW OF LABOR LEGISLATION: TERMS AND CONDITIONS</b> .....	14
4.1. Uzbekistan National Labor Legislation .....	14
4.2. The World Bank Environmental and Social Standards: ESS 2 .....	17
4.3. Key Gaps Between National Legislation and World Bank ESS2 .....	18
<b>5. RESPONSIBLE STAFF</b> .....	19
<b>6. POLICIES AND PROCEDURES</b> .....	20
<b>7. AGE OF EMPLOYMENT</b> .....	21
<b>8. TERMS AND CONDITIONS</b> .....	22
<b>9. GRIEVANCE MECHANISM</b> .....	23
9.1. Description of Grievance Mechanism .....	23
9.2 Direct workers' GM structure .....	23
9.3 Contracted and primary supply worker's GM structure .....	23
9.5 Monitoring and reporting on grievances .....	24
9.6 Existing GM at CVLD .....	25
9.7 World Bank Grievance Redress System .....	25
<b>10 CONTRACTOR MANAGEMENT</b> .....	26
ATTACHMENT 1. The content and template of code of conducts .....	27

## **1. INTRODUCTION**

### **1.1. Project rationale and project development goals**

The Government of Uzbekistan prepared the Second Livestock Sector Development project (SLSDP) to be implemented with the financial support of the World Bank.

The SLSDP builds on the ongoing Livestock Sector Development Project, which closes in June 2022. The proposed project seeks to further advance, in a comprehensive manner, livestock sector development in Uzbekistan, by strengthening the capacity of public livestock support services for better management and enhanced delivery of services, supporting the development of market and value addition infrastructure thereby improving the access to market of livestock producers, improving the access to finance of livestock farmers, agribusinesses, and other value chain actors. These will further contribute to increased productivity and production; improved access to market, enhanced quality and value addition and increased competitiveness of livestock value chains.

The project will be implemented nationwide in all regions of Uzbekistan, including Tashkent city. The Environmental and Social conditions may differ depending on geographic locations. The environmental and social aspects of individual investments will be evaluated through the tools once the locations are identified and determined.

The project follows the request to support the implementation of some of the recommendations of the World Organization for Animal Health (OIE) missions as well as the government's Strategy known as Livestock Subsector Development Strategy 2020-2030 and Five-year Investment Plan 2020-2025. The Strategy aims at building a more productive, market oriented, sustainable, and inclusive livestock subsector that contributes to self-sufficiency in livestock and ensures food and nutrition security. The Strategy also aims at building resilient livelihoods and institutions and creating new jobs. The project targets public livestock support services, market and value addition infrastructures and access to finance, which are included in the Strategy prepared by Committee of Veterinary and Livestock Development (CVLD). The proposed project supports these activities and follows an integrated approach of including a mix of investments in capacity building of public livestock services and in infrastructure, including Model Livestock Farms that will jumpstart the development of modern livestock value chains thereby ensuring long-term sustainable outcomes.

### **1.2. Project components and planned investments**

The **Project Development Objective (PDO)** is to support the development of a more productive, market-oriented, sustainable, and inclusive livestock subsector in Uzbekistan.

The **proposed project aims** to support the development of a more productive, market oriented, inclusive, and sustainable livestock subsector in Uzbekistan. It seeks to achieve this by strengthening the management and service delivery capacity of public livestock support institutions, supporting the development of market and value addition infrastructures, enhancing import control, and animal identification, registration, and traceability, and enhancing the competitiveness, resilience, and sustainability of livestock value chains by improving the access to improved, climate-smart and inclusive technologies and greener finance of livestock farmers, agribusinesses, and other value chain actors. Beneficiaries of the project include staff of public livestock institutions, smallholder farmers, commercial farmers, agribusinesses, and other value chain actors (such as service providers).

The project covers the entire territory of all regions of Uzbekistan, including Tashkent City. The project consists of the following four components:

**Component 1. Strengthen public livestock support services.** The objective of this component is to improve the capacity of public institutions involved in providing livestock support services<sup>1</sup>. Climate change, inclusion, resilience, and sustainability will be at the center of strengthening public support services. The OIE PVS missions as well as the LSSDS indicated that need to strengthen public livestock support services in Uzbekistan and the need to make them inclusive, sustainable, and climate resilient.

---

<sup>1</sup> These include veterinary and animal health services; extension, and advisory services; and research and development, including educational institutions i.e., universities and colleges.

They highlighted positive changes, including the establishment of the CVLD; the adoption of several policies and legislations, and improved infrastructure investments at central and local levels. At the same time, they identified many challenges, including weak management and service delivery capacity of the CVLD, including the need for reorganizing the CVLD Headquarters by establishing units, building the capacity of its staff, including the leadership; weak public livestock support services, including veterinary, animal health, research, extension and advisory services; weak basic veterinary education; ineffective system of control and enforcement of present and future food safety laws and regulatory acts; and low motivation of the “veterinary specialists” (veterinarians in the field) who need adequate physical resources (facilities, transportation, equipment), training and increased salaries. This component has four subcomponents: (a) improving the enabling environment; (b) strengthening the management and service delivery capacity of the CVLD; (c) strengthening livestock extension and advisory services; and (d) strengthening research and development.

***Subcomponent 1.1 Improve the enabling environment:*** this subcomponent is to improve the policy and legal framework of the livestock subsector. Since independence in 1991, the government issued several policies and legislations, including presidential decrees, resolutions, and directives of cabinet of ministers (COM). However, while some of the policies and legislation are outdated, the majority of them placed more emphasis on increasing production volumes, and less on improving production efficiency, market orientation, inclusion, and environmental sustainability. They also did not pay sufficient attention to sustainable intensification making the development and implementation of climate smart policies and legislations a formidable challenge. There are also policy and legislative gaps identified by the OIE PVS missions and the LSSDS, including in livestock breeding and genetics, land tenure, animal health, veterinary public health, trade, and management of veterinary services. The subcomponent thus aims at filling the policy and legislation gaps by developing new and/or revising existing policies and legislations that promote sustainable livestock production, including climate resilience and mitigation. The development and/or revision of policies and legislations would be done in line with the OIE PVS mission recommendations, including for example QR code for AIR&T system, that include information about vaccination, use of antibiotics (in which case the QR is blocked for further activities within 14 days), etc. The results of this work will also support and enhance the implementation of the LSSDS.

The subcomponent would support: (a) review of existing policies, legislations, regulations, institutions and standards, including: (i) identifying gaps and implementation challenges, (ii) developing new and/or revising/updating existing policies, legislations, regulations, institutions and standards, including harmonizing them with regional and international standards; and (b) provision of technical assistance for the CVLD and other stakeholders in the review, formulation and implementation of policies and legislations with a particular focus on climate change adaptation and mitigation. The support would also focus on raising awareness and progressive implementation of the collaborative One Health approach.

***Sub-Component 1.2 Strengthen the CVLD:*** this subcomponent is to improve the management and service delivery capacity of the CVLD. The CVLD, with its headquarters located in Tashkent and branch offices in all the regions and districts as well as NVLNs<sup>2</sup>, artificial insemination (AI) centers, and BIPs that directly report to it, is the CA responsible for veterinary and livestock development. The current capacity of the CVLD is limited: it is not yet aligned with the new strategic vision for the sector; and it is not organized with relevant units/departments and adequate systems and procedures that are in line with a modern and forward-looking sector. The CVLD is underfunded to fulfill its mandate, and lacks the required capacity, including IT system to implement its core functions, support its activities, monitor sector performance, and improve internal and external coordination capacity. The various OIE PVS missions highlighted the urgency to strengthen the management and service delivery capacity of the CVLD. Guided by findings of the 2017 PVS Evaluation Follow-Up, national priorities, and detailed discussions with

---

<sup>2</sup> The NVLN consists of the Central Veterinary Laboratory in Tashkent, 13 Regional Veterinary Laboratories, and 130 District Veterinary Laboratories

representatives of the CVLD and supporting documents, the PVS Gap Analysis Mission made recommendations for priority activities to strengthen the CVLD, including the need for building the capacity of CVLD staff, including the leadership, improving the infrastructure of the CVLD, developing veterinary information system (VIS) with connected databases managed by the CVLD that will allow collection and sharing of the information amongst different levels and units of the SVC, as well as monitoring of the effectiveness of implementation of the activities; ensuring relevant and stable financing of the different programmes through better planning and financing of the activities; and improving the standards and regulation of through systematic licensing, a code of practice and a regime of professional oversight.

The subcomponent would support: (a) system capacity building, including developing a veterinary information system (VIS), (b) infrastructure capacity building, including procurement of goods such as office furniture, IT and field equipment, vehicles, and civil works, including rehabilitation/renovation and refurbishment/equipping office and laboratory buildings; and (c) human capacity building, including advanced and vocational trainings, and international exchanges. The support to strengthen the CVLD would be based on priority development areas identified by the various OIE PVS missions as well as the LSSDS and a detailed human and infrastructure capacity needs assessment that would be undertaken during implementation.

**Sub-Component 1.3 Strengthen public livestock extension and advisory services:** this subcomponent is to further improve livestock extension and advisory service provision. In Uzbekistan, livestock extension and advisory services is the mandate of the Uzbekchorvanasl Agency (hereafter referred to as the Agency), which was established in 2019 under the auspices of the CVLD, following the transfer of livestock development responsibility from the Ministry of Agriculture (MoA) to CVLD. The Agency is not only newly established but also lacks the infrastructure, systems and human capacity and resources to plan, implement, monitor, and evaluate extension and advisory service programs. As a result, livestock extension and advisory services in Uzbekistan remained weak, not sufficiently supporting livestock farmers, agribusinesses, and other value chain actors. Universities and research institutes have also been involved in providing livestock extension and advisory services. However, their services are not only ad-hoc and weak, but also they were neither inclusive (often they target only their members) nor climate sensitive. This is aggravated by the lack of feedback mechanisms for ensuring the participation of producers and the private sector and informing the design and implementation of extension and advisory services.

The subcomponent would support: (a) capacity building primarily of the Agency, but also other public livestock extension and advisory service providing institutions as deemed necessary, including (i) infrastructure capacity building (civil works for rehabilitation/renovation and refurbishment of office buildings, and goods, including office furniture; field equipment; farm machineries and vehicles) and (ii) human capacity building (short and long term training, exchange visits, study tours and technical assistance); (b) the establishment of demonstration plots, including (i) infrastructure (civil works for the construction, rehabilitation/renovation and refurbishment of demonstration farms, and goods such as agricultural inputs used for demonstration purposes, extension materials, office furniture), and (ii) human capacity building, including through training of extension staff, farmers, agribusinesses; organizing field days, workshops and exchange visits and; (c) technical assistance for public education campaign using traditional and new media tools to raise awareness about diet-appropriate nutrition and food preparation practices in collaboration with the MoH.

**Sub-Component 1.4 Strengthen public livestock research and development:** this subcomponent is to build the capacity of selected public institutions involved in livestock research and development<sup>3</sup>, including the RIs of Veterinary, Research Institute of Livestock Sector and Poultry Farming, and of Aquaculture. The subcomponent will also support other public R&D institutions involved in livestock research and development, including those under the Uzbekistan Academy

---

<sup>3</sup> The complete list of research and development institutions to be supported by the project, including their detailed investment plans will be prepared before the project is declared effective.

of Sciences and the Karakul Sheep Breeding and Wool Research Institute, and the Samarkand Institute of Veterinary Medicine (SIVM). The research and development institutions are significantly underfunded and understaffed, and they lack capacity, including infrastructure, human and systems. Initial basic trainings to bring new graduates and professionals entering the veterinary profession up to standards set out in the OIE Competencies Guidelines, and continuing education for improving the knowledge and skills of existing CVLD staff and reflect current expertise and methods are also lacking. As a result, R&D institutions have not been able to engage in meaningful research, development and training programs that could generate high-quality technology solutions and innovations, including climate smart options and options tailored for different types of producers, that could contribute towards the transformation and environmental sustainability of the livestock subsector. The situation is aggravated by the lack of mechanisms for ensuring the participation of livestock producers and the private sector in determining research, development and training priorities and providing feedback.

The subcomponent would support: (a) infrastructure capacity building, including construction (of new), rehabilitation/renovation (of existing), and refurbishment (both existing and new) office and laboratory buildings, green houses and lath houses; and procurement of goods i.e., office furniture; laboratory equipment and consumables, , green house and lath house facilities, field equipment and farm machineries, vehicles, and; (b) human capacity building, including training (short and long term) of staff, exchange visits, study tours, and technical assistance.

**Component 2. Strengthen market and value addition infrastructure, and facilitate trade.** this component is to develop market and value addition infrastructure and thereby improve market access, enhance value addition, and import control. Enhancing climate resilience, including adaptation and mitigation opportunities will be at the center of Strengthening the market and value addition infrastructures both in terms of climate proofing, building broader climate resilience due to addressing climate risks and impacts, as well as energy efficiency, and less FLW along the value chain. The component has three subcomponents, including: (a) strengthening market and value addition infrastructure; (b) strengthening quarantine and border security; and (c) operationalizing the AIR&T system.

***Subcomponent 2.1 Strengthen livestock market and value addition infrastructure:*** with a focus on dekhans, the objective of this subcomponent is to improve market access for livestock farmers, processors, and other value chain actors. The livestock subsector currently has a low commercial orientation and limited value addition due to inadequate market and value addition infrastructure. Market and value addition infrastructures, including market centers and the associated basic amenities, including feed, veterinary services, and water provision, stock routes or slaughtering houses, processing plants, and milk collection centers, are few and lack the appropriate facilities and equipment. There are very few livestock product processing facilities and most of them are not operating at full capacity due to shortage of supplies and poor infrastructure quality. Only a small portion of livestock products goes through value addition, and that comes mainly from commercial farmers and agribusinesses. The country does not have quarantine facilities and border inspection and import control are weak. Market participation by producers is currently hampered by remoteness of the marketplaces, absence of stock routes, and lack of. Poor infrastructure development, accompanied by lack of vertical (value addition) and horizontal (productive alliances) coordination between value chain actors through, for example, forward contracts and cooperatives, women groups, youth groups, or clustering, led to inefficiencies, and unpredictability of transactions in the livestock value chain.

The subcomponent would support: (a) establishing new and/or strengthening and modernizing existing livestock market and value addition infrastructures. This includes: (i) infrastructure capacity building (goods and civil works), including the construction (of new), rehabilitation/renovation (of existing) and equipping (of both existing and new) market and value addition infrastructures, and (ii) human capacity building, including trainings, exchange visits, study tours and technical assistance to livestock producers, traders and staff of institutions involved in livestock marketing; (b) the development of vertical and horizontal integration/coordination among livestock value chain actors for production, processing,

marketing, and input supplies through productive alliances and partnerships, with due attention to women and youth and possibilities of greening; and (c) establishing livestock market information infrastructure.

**Sub-Component 2.2 Strengthen border security and quarantine:** this subcomponent is to enhance import control and thereby protect the health of the population and animals, as well as ensure food safety. There are 20 BIPs in Uzbekistan but no quarantine stations. The BIPs have all serious capacity limitations and lack the necessary infrastructure, including vehicles and equipment required for sample collection and related inspection at customs terminals that would enable them to monitor the health status of animals and animal products imported from abroad. The country does not have a comprehensive and integrated border control strategy, a border module for the proposed VIS and biosecurity measures that meet international standards for on-farm quarantine of animals from abroad. It also does not have well qualified veterinarians who have the capacity to diagnose and detect clinical signs and recognize diseases of potential risk for the country.

The subcomponent would support: (a) the development of a comprehensive and integrated border control strategy; (b) strengthening BIPs; and (c) establishing on-farm quarantine stations. Strengthening BIPs and establishing quarantine stations include: (i) infrastructure capacity building, such as works i.e., construction and/or rehabilitation of various types of buildings, and goods i.e., the procurement of vehicles, sample collection and related physical inspection equipment, computers and office equipment, a VIS compatible border inspection module; and (i) human capacity building, such as training of personnel involved in quarantine and border security. The capacity building support, which targets BIPs, and quarantine stations will be provided based on OIE recommendations as well as the outcome of a detailed capacity needs assessment to be developed during project implementation. The support to the development of a comprehensive and integrated border control strategy will focus on the development of a trade health certificates system that follows international standards and ensures sustainability. With strengthened border security and enhanced quarantine, Uzbekistan will be able to protect the health of its population, animals, and investments as well as ensure food safety.

**Sub-Component 2.3 Operationalize AIR&T system:** this subcomponent is to support the government in the implementation (roll out) of the AIR&T system. The currently ongoing LSDP financed the preparation of the methodology for AIR&T. The methodology was developed based on the recommendations of the various OIE PVS missions and by reviewing (a) the current legislative base for AIR&T systems, and (b) characteristics of the livestock production systems with particular focus on stock routes, slaughtering, marketing systems, pastures, livestock markets, holding grounds, transport facilities, feedlots, and quarantine stations. The methodology includes a roadmap i.e., step-by-step implementation of the AIR&T system in Uzbekistan and an estimate of the financial resources required to fully implement the AIR&T system and its maintenance. The AIR&T system, the roll out of which the proposed project would be supporting, can also be used as precision livestock farming (PLF) since it allows the use of several technologies used for health and welfare monitoring, weight control, and animal management (identification, registration, and movement control) that can support the livestock keeper in making decisions or even make decisions for the producer.

The subcomponent would support: (a) procurement of information and communications technology (ICT) equipment, including computers, servers, smartphones, printers, tablets, scanners, and field equipment, including vehicles, ear tags; (b) field activities, including coordination mechanisms with relevant national and regional institutions and local authorities, preparation of census staff and materials, conducting the census i.e. cattle census (individual animal) and holding census (all cattle owners); (c) drafting legislations and rules; (d) human resource development, including training and capacity building of staff of the CVLD, field veterinarians, farmers, slaughter house and livestock market workers, police and zootechnicians; and (e) awareness creation, including preparing communication plan, production (and distribution) of printed materials and audiovisuals and social media outlets.

**Component 3. Green and resilient livestock value chains.** The objective of this component is to modernize livestock value chains and make them greener and more resilient, by improving access to finance of livestock farmers interested in improving their on-farm climate resilience and in greening their livestock production. A special focus will be given to support access to finance for productive alliances established under the project (particularly those comprising or led by women and/ or youth), as well as smallholder livestock farmers. The component includes two subcomponents: (a) credit line to participating financial institutions (PFIs) for provision of working capital and investment finance to the livestock subsector nationwide for farmers, agribusinesses, productive alliances and other value chain actors, including for climate-resilient and green livestock farming, marketing, distribution, and processing; and (b) capacity building for PFIs on sector-specific loan product development, loan appraisal, environmental and social standards, and monitoring in the livestock subsector.

**Sub-Component 3.1 Extend credit line.** this subcomponent is to improve the access to finance of livestock producers interested in improving the climate resilient of their farms and in greening livestock production. The credit line would have two windows. Window 1 will support loans in the amount of up to US\$1 million in order to meet the needs of commercial farmers, agribusinesses, productive alliances, and other value chain actors who are generally operating within this scale. Window 2 would be for loans up to US\$50,000 targeting dekhans (very small farmers with up to five dairy cows or equivalent in other animals), using more streamlined procedures. The initial credit line allocation is US\$100 million under Window 1 and US\$50 million under Window 2. The PFIs would need to draw on both windows concurrently and ensure a well-diversified sub-loan portfolio at the PFIs as well as at the project level.

**Sub-Component 3.2 Build capacity of PFIs.** this subcomponent is to build the capacity of PFIs, including through trainings, study tours and exchange visits to staff and managers of PFIs so that they are able to introduce innovative financing instruments such as digital financial services and value chain financing modalities for livestock farmers and agribusiness enterprises. The training program would focus on the use of new financial products to target clients (with a particular focus on smallholder farmers in this case, and on female clients) engaged in livestock production activities, evaluating the suitability and effectiveness of these new financial products, and mitigating the possible risks associated with lending to these beneficiaries as well as risks associated with climate change. Training will also cover how to integrate cost-of-fuel savings into financial analyses.

**Component 4. Project management and coordination.** This component will be implemented by the project implementation unit (PIU) established under the auspices of the CVLD. The component will support incremental operating costs for project execution, including project administration and management, management of social and environmental issues, financial management (FM), procurement, contract administration, project reporting, and monitoring and evaluation (M&E). It will also finance consultancy services (individual and firm) hired to complement capacity building of the implementation units, baseline and project completion surveys, preparation of assessments and data collection, annual project audits.

**Table 1:** Summary of proposed project interventions

No.	Project Component	Subcomponents	Type of proposed investment/ sub- projects
1	Component 1: Strengthen public livestock support services	1.1: Improve the enabling environment 1.2: Strengthen the CVLD 1.3: Strengthen public livestock extension and advisory services 1.4: Strengthen public livestock research and development	<ul style="list-style-type: none"> <li>• Improve the capacity of public institutions involved in providing livestock support services</li> <li>• Improve the policy and legal framework of the livestock subsector</li> <li>• Improve the management and service delivery capacity of the CVLD</li> <li>• Improve livestock extension and advisory service provision</li> </ul>



			<ul style="list-style-type: none"> <li>• Build the capacity of selected public institutions involved in livestock research and development</li> </ul>
2	Component 2: Strengthen market and value addition infrastructure, and facilitate trade	2.1: Strengthen livestock market and value addition infrastructure 2.2: Strengthen border security and quarantine 2.3: Operationalize AIR&T system	<ul style="list-style-type: none"> <li>• Develop market and value addition infrastructure and thereby improve market access, enhance value addition, and import control</li> <li>• Improve market access for livestock farmers, processors, and other value chain actors</li> <li>• Enhance import control and thereby protect the health of the population and animals, as well as ensure food safety</li> <li>• Support the government in the implementation (roll out) of the AIR&amp;T system</li> </ul>
3	Component 3: Green and resilient livestock value chains	3.1: Extend credit line 3.2: Build capacity of PFIs	<ul style="list-style-type: none"> <li>• Modernize livestock value chains and make them greener and more resilient</li> <li>• Improve the access to finance of livestock producers interested in improving the climate resilient of their farms and in greening livestock production</li> <li>• Build the capacity of PFIs, including through trainings, study tours and exchange visits to staff and managers of PFIs</li> </ul>
4	Component 4: Project management and coordination		<ul style="list-style-type: none"> <li>• Incremental operating costs for project execution, including project administration and management, management of social and environmental issues, financial management (FM), procurement, contract administration, project reporting, and monitoring and evaluation (M&amp;E)</li> </ul>

### 1.3. Implementing Agency

The implementation of the Second Livestock Sector Development Project (SLSDP) will rely on existing government structures and the Committee of Veterinary and Livestock Development (CVLD) will be the lead implementing agency (IA). The implementation of SLSDP will build on institutional arrangements and implementation mechanisms already established for the LSDP under the CVLD and those that will be established as new. The SLSDP will be implemented in all regions/oblasts of Uzbekistan, including at national, regional, and local/district levels involving relevant government institutions but also private sector actors as deemed necessary.

### 1.4. Purpose and Scope of the Labor Management Procedure (LMP)

This project has applied the World Bank’s Environmental and Social Framework (ESF) to identify and address environmental and social risks and impacts. One of the ten Environmental and Social Standards (ESSs) – relates to Labor and Working Conditions (ESS2) requires the Borrowers to develop Labor Management Procedures (LMP). The LMP has been developed with the purpose of protecting the health, safety, rights and wellbeing of project workers who will be engaged during the implementation of the Project. It is also intended to promote equal opportunity and non-discrimination in the management of the workforce taking into consideration both national and international labor requirements including the World Bank’s ESS2. The purpose of the LMP is to facilitate planning for the project and help identify the resources necessary to address the labor issues associated with the project. The LMP help to (a) identify the different types of project workers that are likely to be involved in the project, and (b) set out the ways of meeting the requirements of ESS2 that apply to the different types of workers.

The scope of this LMP will cover all aspects of the project that will require the hiring of a workforce to execute the project activities. It is applicable to all types of project workers, skilled and unskilled, and deals with all aspects relating to recruitment, labor and working conditions, remuneration, management of worker relationships, and Occupational Health and Safety (OHS) as well as work-based grievance redress mechanisms. The LMP also includes measures related to the management of workers engaged by third parties or contractors and sub-contractors.

### 1.5. Objective of the LMP

The overall objective of this LMP is to establish clear labor procedures for all project workers, namely direct project workers, contracted workers in line with the requirements of the local legislation and the World Bank's ESS 2 provisions and requirement.

The LMP presents the activities that lead to labor and working conditions related risks and impacts, the main labor and working conditions requirements, and the identified risks and impacts and gaps in requirements. It captures the procedures to be implemented to address the gaps and manage the risks and impacts including the resources necessary to address these. The LMP is a living document, which is initiated early in project preparation and is reviewed and updated throughout the development and implementation of the project.

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

- People employed or engaged directly by the Project Implementation Unit (PIU) 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, regardless of location; and
- People employed or engaged by the primary suppliers under this project.

## **2. OVERVIEW OF LABOR USE IN THE PROJECT**

ESS2 on Labor and Working Conditions recognizes the importance of employment creation and income generation in the pursuit of poverty reduction and inclusive economic growth. In addition to the national labor legislation, ESS2 guides and enable implementing agency to ensure sound worker-management relationships and enhance the development benefits of a project by treating workers in the project fairly and providing safe and healthy working conditions.

### **2.1. Type of Workers**

ESS2 categorizes the workers into direct workers, and contracted workers. This LMP applies to project workers as defined by ESS2. The focus of this LMP is on directly employed in the PIU to perform project related tasks (direct workers) and staff, and community workers, and contracted workers.

#### **Direct workers**

A direct worker is a worker with whom the Borrower has a directly contracted employment relationship and specific control over the work, working conditions, and treatment of the project worker. The worker is employed or engaged by the Borrower, paid directly by the Borrower, and subject to the Borrower's day-to-day instruction and control. Examples of direct workers may include persons employed or engaged by the Borrower's project implementation unit to carry out design and supervision, monitoring and evaluation or community engagement in relation to the project.

#### **Contracted workers**

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. In such circumstances, the employment relationship is between the third party and the project worker, even if the project worker is working on an ongoing basis on project activities. Contracted workers are those engaged in construction works and infrastructure investments and livelihood support activities.

### **2.2. Number of Project Workers**

**Direct workers.** Direct workers would include PIU director, project and component coordinators, chief accountant, finance specialist, chief credit line specialist, monitoring and evaluation specialist, procurement specialist social and gender specialist, livestock specialist, ecologist, lawyer, human resources specialist, office manager/secretary, cleaner, driver as well as regional credit line specialist and beneficiary agencies employees. The direct workers will be essentially technical consultants employed and hired by PIU who will be governed by an explicit mutually agreed contract, reviewed and cleared by the World Bank.

Project Implementation Unit (PIU). The CVLD and PSC will be supported by a PIU. The PIU will be responsible for project management and coordination, including following the day-to-day project implementation, leveraging existing staff. The existing LSDP PIU will be strengthened by recruiting additional staff to successfully implement/coordinate the project. The existing regional PIUs will also be strengthened by recruiting additional staff. The PIUs will ensure: (a) the overall management and coordination of the project; (b) the annual planning and preparation of consolidated AWP&Bs and progress reports; (c) the follow-up and reporting on project implementation, including the M&E and learning, the supervision and monitoring of the activities and the evaluation of project impacts; (d) the fiduciary management and reporting (financial management and procurement); (e) the liaison and coordination with other stakeholders; (f) safeguards compliance, including social and environment; and (g) the overall knowledge management, and the strategic staff capacity-building and mobilization. The composition of the PIUs staff, including specialization, responsibility, salary scale and benefits, and incentives such as annual and sick leave will be detailed in the POM.

Table 2 below gives an overview of the direct workers.

**Table 2:** Number of Direct Workers and characteristics.

Staff position	Total number of staff	Characteristics of workers
PIU director	1	National
Chief Accountant	1	National
Finance Specialist	1	National
Chief credit line specialist	1	National
Component Coordinator	3	National
Monitoring and Evaluation Specialist	1	National
Procurement Specialist	3	National
Social and Gender Specialist	1	National
Livestock specialist	1	National
Ecologist	1	National
Lawyer	1	National
HR Specialist	1	National
Office manager/secretary	1	National
Cleaning woman	1	National
Driver	2	National
Regional credit line specialist	13	National
<b>Total</b>	<b>33</b>	-

**Contracted Workers.** The precise number of project contracted workers who will be employed are not known as of now. This will become known as and when implementation begins. Contracted workers will include:

*Civil Works Contractors and Workers.* In 1.3 Strengthen public livestock extension and advisory services; 1.4 Strengthen public livestock research and development; 2.2 Strengthen border security and quarantine; 3.1 Extend credit line; project components.

*Technical Assistance Consultants.* In Subcomponent 2.1: Strengthen livestock market and value addition infrastructure; Subcomponent 2.3: Operationalize AIR&T system; Subcomponent, 3.2: Build capacity of PFIs, Component 4: Project management and coordination.

#### Timing of Labor Requirements

The direct workers at PIU will generally be required full time which consists of 8 hours day work per national legislation of Uzbekistan, 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, they will be engaged as needed for implementation of various sub-components throughout the country to achieve their tasks, to oversee or to provide guidance for project implementation.

### 3. ASSESSMENT OF KEY POTENTIAL LABOR RISKS

Given the type of project activities, there are some labor risks are envisaged.

**Labor risks associated with contracted workers at subproject level.** Subprojects will be implemented by local contractors and most contracted workers will likely be hired locally. All contractors will be required to have a written contract with their workers materially consistent with objective of ESS2 and in compliance of this LMP.

**Labor risks including Labor influx and associated Sexual Exploitation and Abuse/Sexual Harassment (SEA/SH),** and Child labor are considered as low given that the to the national labor code which prohibits forced labor. Nonetheless, the contractors will be required in the contract to sign codes of conducts and commit to ensure prevention of child labour, PIU staff in charge of contractor supervision will monitor and report compliance.

Gender-Based Violence (GBV) including SEA/SH issues require some additional measures:

- Specialist responsible for stakeholder engagement and communication will be informed about GBV issues.
- In addition to the socio-cultural characteristics and non-violent communication ways in the training of workers, GBV will also be on the agenda. Worker training will include the following information on GBV:
  - Definition of violence against women in national and international documents,
  - Types of violence (physical, sexual, economic, emotional),
  - Legal sanctions.
- The grievance mechanism will be accessible and ensure confidentiality of personal information.
- Information activities will be carried out to inform women about the mechanism. The following types of information are presented in these studies:
  - Women's rights
  - Self-protection in cases of violence and sexual abuse
  - Emergency phone numbers
  - Contact information of the institutions and organizations they can apply to
  - Grievance mechanism and privacy policy
- The confidentiality principle of the grievance mechanism will be repeated in all information materials.

The project will utilize additional mitigation measures proportional to risk. The contractor will be responsible for developing the workforce management procedure, health, and safety plans, child and labor force as well as SEA/SH protocols which will apply to their own and subcontractor employees who work on the Project. These procedures and plans will be submitted to CVLD and PIU for review and approval before the contractors are allowed to mobilize to the field of construction. All contractors will be required in the contract to commit against the use of child and forced labor, introduce mitigation measures against SEA/SH, and PIU staff in charge of contractor supervision will monitor and report the absence of forced labor and cases of SEA/SH. All personal data and complaints received by the Grievance Mechanism (GM) will be treated in a confidential manner, unless the complainant consents to the disclosure of their personal information. Specially, confidentiality of sensitive issues and complaints related to SEA/SH raised by communities will be followed.

**Occupational Health and Safety (OHS) risks** are moderate and will depend on the type of subproject works to be implemented. Since the component 1.3 Strengthen public livestock extension and advisory services; 1.4 Strengthen public livestock research and development; 2.2 Strengthen border security and quarantine; 3.1 Extend credit line related to civil works which includes electricity voltage risk remains that some accidents may occur that lead to injuries.

All contractors will be required to develop and implement written labor management procedures, including procedures to establish and maintain a safe working environment as per requirements of ESS2. All contractors will be required under the Environmental and Social Management Plan (ESMP) to ensure

workers will use basic safety gears, receive basic safety training and other preventive actions as provided in the Project's Environmental and Social Management Framework (ESMF).

***Discrimination and exclusion of Women and other vulnerable groups.*** Development of GM which is accessible, and confidentiality of personal information is ensured. Need to Implement a deliberate policy for gender equality. Need to develop deliberate mechanisms to monitor participation of vulnerable groups in all activities. Provide systems to ensure equal opportunity for all regardless of gender, ethnic and social status.

***Overtime work risk.*** There is a risk that the current practice of unaccounted working hours and lack of compensation for overtime work. According to Labor Code of the Republic of Uzbekistan (1996) with the employer concurrence, the direct workers will receive other rest hours in another day as compensation for overtime. The project will seek to address the risk through informing Direct Workers their rights and establishing a Grievance Redress Mechanisms for Direct Workers.

***Risk of Contracting COVID-19.***

Continue to raise awareness on COVID-19 best practices for construction sites to workers. Enforce national COVID-19 protocols are adhered to provide appropriate nose masks and PPEs. Need to encourage vaccination of all staff.

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

### **4.1. Uzbekistan National Labor Legislation**

Labor related legislation in Uzbekistan consists of the Constitution of the Republic of Uzbekistan, Labor Code, and other legal and regulatory instruments and international treaties supported by the Republic of Uzbekistan. Uzbekistan has ratified all of the eight fundamental international labor related conventions:

- C029 - Forced Labor Convention, 1930 (No. 29); 13 Jul 1992;
- C087 - Freedom of Association and Protection of the Right to Organize Convention, 1948 (No. 87); 12 Dec 2016;
- C098 - Right to Organize and Collective Bargaining Convention, 1949 (No. 98); 13 Jul 1992;
- C100 - Equal Remuneration Convention, 1951 (No. 100); 13 Jul 1992;
- C105 - Abolition of Forced Labor Convention, 1957 (No. 105); 15 Dec 1997;
- C111 - Discrimination (Employment and Occupation) Convention, 1958 (No. 111); 13 Jul 1992;
- C138 - Minimum Age Convention, 1973 (No. 138); Minimum age specified: 15 years; 06 Mar 2009;
- C182 - Worst Forms of Child Labor Convention, 1999 (No. 182).

Uzbekistan pursues a purposive policy of creating a legal framework for the protection of human rights and freedoms in accordance with international standards. Having joined the world community, the Republic has constitutionally sealed the priority of universally accepted norms of international law. As a fully-fledged member of the United Nations Organization, Uzbekistan accedes to international human rights acts thus assuming an obligation to comply with them and apply them in its state and legal practice. The universal significance of international human rights acts means that its provisions should be embodied in national legislation. The Main Law of the Republic of Uzbekistan includes all the provisions of the Universal Declaration of Human Rights.

**The Constitution of the Republic of Uzbekistan** (adopted on December 8, 1992) includes a chapter on the Economic and Social Rights of the citizens. According to it, everyone is entitled to:

- “Have the right to work, free choice of work, fair conditions of labor, and protection against unemployment in the procedure specified by law. Any forced labor shall be prohibited except for punishment under the sentence of a court or some other instances stipulated by law” (Chapter IX, Article 37);
- The right to rest is included in Article 38: “Citizens, working on hire, shall be entitled to a paid rest. The number of working hours and paid labor leave shall be specified by law”;
- Social security in old age in the event of disease, disability, loss of a breadwinner, and in other cases stipulated under the law (Article 39);
- Have the right to skilled medical care (Article 40); and
- Equal rights of men and women are guaranteed by the law (Article 46).
- “Have the right, both individually and collectively, to submit applications and proposals, and to lodge complaints with competent state bodies, institutions, or public representatives. Applications, proposals, and complaints shall be considered in the procedure and within the time limit specified by law” (Chapter VIII, Article 35).

**The Labor Code of the Republic of Uzbekistan** introduced on April 1, 1996, treats labor legislation with due account of the interests of the employees, employers, and the state and fair and safe labor conditions, and the protection of the labor rights and health of the workers. This Code governs employment relationships and other relations, directly related, directed to the protection of the rights and freedoms of the parties of employment relationships, establishment of the minimum guarantees of the rights and freedoms in the sphere of work. Article 6 of the Labor Code prohibits discrimination and guarantees that all citizens have equal rights to work; discrimination in labor relations is prohibited. Any differences, non-admission or preference, denial of employment, regardless of nationality, race, gender, language, religion, political beliefs, social status, education, or property, leading to a violation of equality of opportunities in the field of labor, are prohibited. A person who considers that he has been subjected to discrimination at work may apply to the court for the elimination of discrimination and compensation for material and moral damage caused to him.

According to Labor Code, labor-management relations should be formalized in a fixed-term or temporary employment contract. The maximum length of a single fixed-term contract is 5 years (with the exception



of a few specific positions).

**The Ministry of Employment and Labor Relations of the Republic of Uzbekistan** is the main state institution responsible for labor, employment, and social protection policymaking. The ministry is tasked with the development and regulation of the labor market and ensuring employment of the population, regulation of labor relations and labor protection, provision of social services for the population, and medical-social rehabilitation of persons with disabilities.

The supervision and monitoring of compliance with Labor Code requirements and protection of labor rights of citizens is implemented by the State Labor Inspection under the Ministry of Employment and Labor Relations, and its territorial subordinate structures according to the Statement on the State Labor Inspection, Attachment #3, Resolution of the Cabinet of Ministers #1066 of 31.12.2018 “On measures to improve the performance of the Ministry of Employment and Labor of Relations of Uzbekistan”.

**Age of employment.** Article 7 of the Labor Code states that Forced labor, i.e., forced to perform work under the threat of any punishment (including as a means of labor discipline) is prohibited. The right to work is permitted for persons aged 16 and older. The law allows the hiring of students from secondary schools, secondary special, and professional educational institutions as an internship to perform light work that does not harm their health and moral development, and does not interfere with the learning process, in their free time, provided that they are over the age of 15 with the written consent by a parent or legal guardian (Article 77). No one under the age of 15 is allowed to work under the Labor Code.

Young people aged between 15 and 18 years old have the right to work based on the local legislation and have the same rights as adult workers with some benefits due to their age (Labor Code, Article 240). People under the age of 18 can be employed only after medical examination and further until reaching the age of eighteen are subject to the mandatory annual medical examination. People under the age of 18 can be employed only for works that have no risk to their health, safety, and morals, they are not allowed to lift and move heavy objects (Labor Code Article 241).

Employees aged 15-16 are allowed to work no more than 24 hours a week, and employees aged 16-18 are allowed to work no more than 36 hours a week. Students can be employed only when they are free of study, and their working time may not exceed half of the maximum working time set for the respective age groups, i.e., students aged 15-16 can work only 12 hours a week and students aged 16-18 allowed to work no more than 17.5 hours a week (Article 242).

Articles 49 and 51 of the Administrative Code of Uzbekistan impose fines for violation of the above-mentioned regulations on forced and child labor. The amended law on 23.08.2019 significantly increases fines for using administrative measures to attract employees to forced labor, which has been practiced previously in the country involving public workers, mostly teachers, health workers, and students. The new law imposes fines ranging from 10 to 30 times the minimum wage for using such practices. If the same offense is committed repeatedly, responsible persons will face fines from 30 to 100 times the minimum wage, according to the ministry.

**Wages and deductions.** Contracts and collective agreements establish the form and amount of compensation for work performed. It is forbidden to pay in kind, except in cases established by the Government of the Republic of Uzbekistan (Labor Code Article 153). The Government establishes a minimum wage (Article 155). From September 2021, the minimum wage payment for a full-time position, cannot be less than 822.000 UZS<sup>4</sup> (or \$75.2<sup>5</sup>). In areas with adverse climatic and living conditions, district coefficients and allowances for wages are established. There is no established minimum wage for seasonal and daily workers (minimum payment for hours of work).

Employers are obligated to pay workers at least once per half-month (Article 161). Compensations for the payment delays can be included in the collective agreement. Employers also must pay for work-related damage to health or property and families are compensated in case of death. Deductions are allowed mainly for taxes and other obligatory payments set by the Government of Uzbekistan, as well as for specific reasons, but may not exceed 50 percent of the amount owed to the employee, and payment

---

<sup>4</sup> Decree of the President of the Republic of Uzbekistan, #PD-6279 dated 17.08.2021

<sup>5</sup> <https://cbu.uz/oz/>



after deductions may not be less than the minimum rate determined by the government (Article 164).

**Women.** Nighttime work, overtime work, work on weekends and business trips for pregnant women and women with children under the age of 14 (with disabled children up to 16 years old), are allowed only with their consent. Herewith, recruitment of pregnant women and women with children under 3 years of age for night works is allowed only if there is a medical certificate confirming that such work does not threaten the health of the mother and child (Article 228).

Pursuant to the Presidential Decree PD #4235 dated March 7, 2019<sup>6</sup>, men have received the same package of rights related to the childcare since 1 May 2019, only one of the parents (male or female) can decide to take maternity leave. Additionally, the President ordered to revoke the prohibitions on the use of female workers. As a corollary, the list of the professions that excluded the females' presence has gained a recommendatory nature (amendment to Article 225).

**Working hours.** The standard workweek is 40 hours, with less allowed for those under 18 and for women who have children up to 3 years old. The number of hours per day, and days per week, is established in the contract/agreement between the employer and employee. Employers must provide time off each workday for "rest and food", and also paid time off in case time is needed to cool off, to warm up, or to breastfeed children. Details of time off are established in contracts/agreements.

**Leave.** In addition to national holidays, employees have to receive at least 15 working days of paid leave per year, with workers under 18 years of age receiving at least 30 calendar days and disabled employees receiving 30 calendar days (Article 134-135). In addition, those who work in unhealthy and unfavorable working conditions receive an additional seven days and those who work in unfavorable climate conditions receive an additional eight days. Leave without pay may also be taken by certain groups of people and may also be covered in contracts. At the termination of employment, employees are paid for unused leave, or they may use the leave as their last days of employment.

Women are provided maternity leave for up to 70 calendar days and then are provided 56 days leave after giving birth, in case of complications or giving birth to 2 or more children up to 70 days, with benefits paid from the state social insurance (Article 233). Maternity leave is calculated in total and is paid in a lump sum, regardless of the actual number of days off before giving birth. After giving birth, a mother may take additional leave until the child is six months old, again paid by social insurance. She may take unpaid leave until the child is three years of age. Her position is guaranteed upon her return from all these types of leave.

**Overtime work.** Overtime compensation as specified in employment contracts or agreed to with an employee's trade union, can be implemented in the form of additional pay or leave. The law states that overtime compensation should not be less than 200 percent of the employee's average monthly salary rate (broken down by hours worked). Additional leave time should not be less than the length of actual overtime work (Article 157).

**Layoffs and Firing.** The Labor Code and subordinate labor legislation differentiate between layoffs and firing. Employees can terminate their employment by filing a two-week prior written notice or applying for a leave without pay. Layoff or temporary leaves without pay can be initiated by an employer due to the worsening of the economic situation as below. For firing (severance), the employer should personally give two months' advance notice in the case of corporate liquidation or optimization, two weeks' advance notice in the case of an employee's incompetence, and three days' advance notice in the case of an employee's malpractice or unacceptable violations. In case of severance caused by corporate liquidation or optimization, an employee should receive compensation, which should not be less than two average monthly salaries paid during their employment plus payment for unused leave (if another form of compensation was not agreed to in the employment contract).

**Labor disputes.** The general court system, where civil and criminal cases are tried, is responsible for resolving labor-related disputes. This can be done on a regional or city level. Formally, workers can file their complaints through the Prosecutor General's Office. The Ministry of Employment and Labor Relations should provide legal support to employees in their labor disputes.

---

<sup>6</sup><http://lex.uz/ru/docs/4230938>

Disputes may be adjudicated by commissions that are created “on a par with employer and agencies representing the interests of employee” (that is, with equal representation of employee/employees and employer), if such commissions are provided for in labor agreements/contracts (Article 262). Commissions must consider issues within 10 days. If the employer, employee, or their representatives disagree with decisions by a commission, or if the commission does not consider applications within 10 days, any of the parties may appeal to the courts, but that must be within 10 days of the decision (or no decision).

**Enforcement of Labor Code** is implemented by the State Labor Inspection under the Ministry of Employment and Labor Relations, and its territorial subordinate structures according to the Statement on the State Labor Inspection, Attachment #3, Resolution of the Cabinet of Ministers #1066 of 31.12.2018 “On measures to improve the performance of the Ministry of Employment and Labor of Relations of Uzbekistan”.

#### 4.2. The World Bank Environmental and Social Standards: ESS 2

The projects financed by the World Bank need to comply with the World Bank’s Environmental and Social Framework (ESF), effective from October 2018, comprising, inter alia, the Environmental and Social Standards (ESS)<sup>7</sup>. The ESF specifies the mandatory requirements in the form of 10 ESSs that borrowers must apply based on the specificity of each project.

Environmental and Social Standard 2 (“ESS2”) addresses labor and working conditions. This standard recognizes the importance of employment creation and income generation in the pursuit of reducing poverty and inclusive economic growth. By treating workers fairly and ensuring safe and healthy working conditions, borrowers can promote sound worker-management relations and enhance the development benefits of a project. Key objectives of the ESS 2 are to:

- Promote safety and health at work
- Promote the fair treatment, non-discrimination, and equal opportunity of project workers
- Protect 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 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.

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.

PIU 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 ESS2. The procedures will address the way in which ESS2 will apply to different categories of project workers including direct workers, and construction 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 and employment law (which will include any applicable collective agreements), including their rights related to hours of work, wages, overtime, compensation and benefits, as well as those arising from the requirements of this ESS. This information and documentation will be provided at the beginning of the working relationship and when any material changes to the terms or conditions of employment occur.

---

<sup>7</sup> <https://www.worldbank.org/en/projects-operations/environmental-and-social-framework/brief/environmental-and-social-standards>

4.3. Key Gaps Between National Legislation and World Bank ESS2

**Table 4:** Summary of World Bank Requirements and Key Gaps with Uzbekistan Legal Requirements

ESS & Topic	Major WB requirements	Key requirements/gaps in legislation of the Republic of Uzbekistan
A. Working conditions and management of labor relations	<ul style="list-style-type: none"> <li>• Written labor management procedures</li> <li>• Terms and conditions of employment</li> <li>• Nondiscrimination and equal opportunity</li> <li>• Compliance with the Code of Conduct</li> <li>• Elaborate Labor Management Plans including Contractor’s ESMP</li> </ul>	<ul style="list-style-type: none"> <li>• Written employment contract required, including procedures and employment conditions.</li> <li>• Non-discrimination and equal opportunity requirements exist.</li> <li>• No legal requirement for Labor Management Plans. Regulated by the Labor Code and internal regulations for employees</li> </ul>
B. Protecting the work force	<ul style="list-style-type: none"> <li>• Child labor prohibition</li> <li>• Forced labor prohibition</li> </ul>	<ul style="list-style-type: none"> <li>• Child labor prohibited (under 15).</li> <li>• No forced labor is allowed.</li> </ul>
C. Grievance Mechanism , Including Sexual Exploitation / Abuse Complaints, Sexual Harassment (SEA / SH), Code of Conduct	GM should be in place for direct and contracted workers	<ul style="list-style-type: none"> <li>• No specific GM process for employees working with individual employment contracts.</li> <li>• Grievance registration and follow-up procedures are available through the Law on Appeals of Citizens.</li> </ul>
D. Occupational Health and Safety	<ul style="list-style-type: none"> <li>• Detailed Procedure required for every project.</li> <li>• Requirements to protect workers, train workers, document incidents, emergency preparation, addressing issues; and</li> <li>• Monitor OSH performance</li> </ul>	<ul style="list-style-type: none"> <li>• No detailed procedure specific to every project.</li> <li>• Requirements to protect workers, train workers, document incidents, emergency preparation.</li> <li>• Operational control organization</li> </ul>
E. Category of workers	Specifies categories of workers	No such classification
F. Minimum age of workers	<ul style="list-style-type: none"> <li>• Minimum age for employment is 14;</li> <li>• A child between 14-18 may be employed or engaged only in certain conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Employment permissible for 15 plus age, but with guardian permission.</li> <li>• 15-18 years are not permitted to work under difficult and unsafe working conditions</li> </ul>

## **5. RESPONSIBLE STAFF**

The employment of project workers will be based on the principle of equal opportunity and fair treatment, and there will be no discrimination with respect to any aspects of the employment relationship, such as recruitment and hiring, compensation (including wages and benefits), working conditions and terms of employment, access to training, job assignment, promotion, termination of employment or retirement, or disciplinary practices.

The CVLD will be the lead implementing agency (IA) with the overall responsibility for coordinating all aspects of the project, including contributions by the different relevant committees, ministries and agencies participating in the project's implementation. The main responsibilities of the CVLD will include project oversight, coordination, planning, technical support, fiduciary compliance, and support, environmental and social standards (ESS) compliance and support, and M&E. The CVLD will be accountable for authorizing and verifying all project transactions and will work closely with the World Bank's Task Team during project implementation.

The CVLD will be supported by the existing PIU at headquarters (Tashkent) and Regional PIUs (RPIUs) established in all project-implementing regions under the LSDP. The implementation of the SLSDP will also be supported by a Project Steering Committee (PSC) and Project Technical Committee (PTC). The implementation of the SLSDP will also be supported by a TA.

The human resources person assigned by the CVLD and PIU's Social specialist will be responsible for the following within their responsibility area:

- implementing these labor-management procedures;
- ensuring that contractors comply with this labor-management procedure;
- monitoring to verify that contractors are meeting labor and OHS obligations toward contracted and subcontracted workers as required by Uzbekistan legislation and ESS2;
- monitoring contractors and subcontractors' implementation of labor-management procedures;
- monitoring compliance with occupational health and safety standards at all workplaces in line with the national occupational health and safety legislation;
- monitoring and implementing training on LMP and OHS for project workers;
- ensuring that the grievance redress mechanism for project workers is established and implemented and that workers are informed of its purpose and how to use it;
- have a system for regular monitoring and reporting on labor and occupational safety and health performance; and
- monitoring implementation of the worker code of conduct. the content and template of the code of conduct are given in attachment 1.

The Contractors (Consultants) will be responsible for the following:

- to obey requirements of the national legislation and this labor-management procedure;
- maintain records of recruitment and employment process of contracted workers;
- communicate clearly job description and employment conditions to contracted workers;
- have a system for regular review and reporting on labor, occupational safety, and health performance.

When contractor(s) is known, this labor-management procedure can be updated to include additional details about companies, hired workforce, etc., as necessary.

## **6. POLICIES AND PROCEDURES**

As specified in the Labor Code, employment of project workers will be based on the principles of non-discrimination and equal opportunity. 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 CVLD and PIU to ensure fair treatment of all employees:

- recruitment procedures will be transparent, public and non-discriminatory, and open with respect to ethnicity, faith/religion, disability, sexuality and gender;
- clear job descriptions will be provided in advance of recruitment and will explain the skills required for each post;
- all workers will have written contracts describing terms and conditions of work and will have the contents explained to them. Workers will sign the employment contract;
- 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 (in this case, the “Employer” would be the contractor);
- depending on the origin of the employer and employee, employment terms and conditions will be communicated in a 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;
- 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.

### **Monitoring**

Monitoring of the above-mentioned measures will be conducted directly by PIU employees such as the Project Manager, HR specialist, and Lawyer, as well as by the contracted Consultants: Project Coordinators, Social Specialists, M&E specialists, and Regional Representatives.

## **7. AGE OF EMPLOYMENT**

Uzbekistan law prohibits anyone under 18 from performing “unhealthy or heavy work” and there are special requirements for leave, work hours, and other conditions of employment (Article 241, Labor Code). It is expected that people to be hired within the project will be over 18.

CVLD as the main Implementing Agency will ensure that no construction workers under 18 years are employed unless they are hired for office work. Based on the local legislation, workers between 15-18 years could be hired for office work with shortened working hours, during out of school time, and with guardian permission as per national legislation.

Contractors (including consultants) will be required to verify the identity and age of all workers. This will require workers to provide official documentation, which could include a birth certificate, national identification card, passport, or medical or school record. If a child under the minimum age is discovered working on the project, measures will be taken to immediately terminate the employment or engagement of the child in a responsible manner, taking into account the best interest of the child.

## **8. TERMS AND CONDITIONS**

Terms and conditions of direct workers are determined by their individual contracts. Terms and conditions should include provisions set out in the “HR Regulations” approved by the Law of the Republic of Uzbekistan #ZRU-410 dated September 22, 2016 on introduction of amendments and additions to the law of the Republic of Uzbekistan “On Labor Protection”. Purpose of Law. The purpose of this Law is to regulate relations in the field of labor protection. Legislation on labor protection. Labor protection legislation consists of this Law and other legislative acts. If an international treaty of the Republic of Uzbekistan establishes rules other than those provided by the legislation of the Republic of Uzbekistan on labor protection, then the rules of the international treaty are applied.

Permanent project staff will have individual agreements (labor contract or service contract) with fixed monthly wage rates. All the recruiting procedures should be documented and filed in the folders in accordance with the requirements of labor legislation of the Republic of Uzbekistan.

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, Uzbekistan Labor Code, and General Conditions of the World Bank Standard Procurement Documents.

## 9. GRIEVANCE MECHANISM

### 9.1. Description of Grievance Mechanism

A grievance mechanism is a procedure that provides a clear and transparent framework for addressing grievances related to the recruitment process and in the workplace. This typically takes the form of an internal procedure for complaints, followed by consideration and management response and feedback.

A grievance mechanism (GM) will be provided for all direct workers, and contracted workers to raise workplace concerns. Such workers will be informed of the grievance mechanism at the time of recruitment and the measures put in place to protect them against any reprisal for its use.

The project will use GM for the project workers, which is being established for the project in compliance with the objectives of ESS2. The GM with a step-by-step procedure for the Project workers consistent with the ESS2 will be described in the Project Operations Manual (POM). Essentially, it will be at different levels. This GM is not same as the grievance mechanism to be established for project affected stakeholders. The Project workers' grievance mechanism will not prevent workers to use judicial procedure.

Grievance procedures should be tailored to meet the needs of the project, culture and workforce composition. The Grievance procedures may be included in collective agreements. A clause in a contractor-level collective agreement that establishes a mechanism for individual employees to bring an employment-related grievance, potentially through their trade union and/ or with trade union assistance, will be sufficient to meet ESS2.

GM will be accessible to all employees through various means (written, telephone, fax, social media etc). Grievance logbook will be maintained in the PIU office.

### 9.2 Direct workers' GM structure

To mitigate the risks related to direct workers a GM for Direct Workers will be established.

**First - PIU level.** The project coordinator, specialists of the HR, legal support and office work department of the PIU are the first level for complaints related to violation of labor legislation in accordance with the Code of Conduct and Ethics in PIU, which is an integral part of the employee's employment contract, depending on the nature of the issue raised, will be responsible for the timely receipt, consideration of complaints, including problems related to violation of the employee's employment contract. If the issue cannot be resolved at the first level within 7 working days, then it will be escalated to the next level.

**Second – CVLD level.** CVLD is the second level for handling complaints. For direct workers, there is a situation in which there is no response from the HR department, or if the answer is not satisfactory, then plaintiffs and feedback providers have the opportunity to contact the PIU director directly to continue on this issue. The complaints should be considered and feedback provided within the next 7 working days.

### 9.3 Contracted and primary supply worker's GM structure

**First - Contractor's level.** Contractors should develop their own GM and resolve the grievances of contracted workers. Grievance Focal Point (GFP) assigned by the Contractor will file the grievances and appeals of contracted workers and will be responsible to facilitate addressing the grievances. If the issue cannot be resolved at contractor's level within 7 working days, then it will be escalated to the PIU local level.

**Second - PIU level.** Social specialist of PIU local level will serve as GFP to file the grievances and appeals of the project workers. He/She will be responsible to coordinate with relevant departments/organizations and persons to facilitate addressing these grievances. If the issue cannot be resolved at the PIU level within 7 working days, then it will be escalated to the next level.

If there is a situation in which there is no response from the PIU Local level, or if the response is not satisfactory then complainants and feedback providers have the option to contact the Focal Person indirectly to follow up on the issue.



#### 9.4 Handling sensitive grievances

Taking into account the standards regarding the prevention of sexual exploitation and abuse/sexual harassment (SEA/SH), which, in accordance with the requirements of the World Bank, must be observed in all projects financed by the World Bank, these standards will be observed and responsibilities take action to raise awareness on the prevention and suppression of SEA/SH. At all stages of the project implementation, all project staff and contractors will be informed about the understanding of the principles of control and prevention of risks of SEA/SH. The GM will ensure the access and confidentiality of the complaint mechanism, and will allow the complainant not to fear retaliation. These complaints will be investigated without undue delay, and all perpetrators will be held accountable. SEA/SH issues require some additional measures:

- Gender sensitivity will be sought in the employment of social specialist;
- Social specialists will be informed about SEA/SH issues;

In addition to the socio-cultural characteristics and non-violent communication ways in the training of workers, SEA/SH will also be on the agenda. Worker training will include the following information on SEA/SH:

- Definition of violence against women in national and international documents;
- Types of violence (physical, sexual, economic, emotional);
- Legal sanctions;

The grievance mechanism will be accessible and ensure the confidentiality of personal information.

Information activities will be carried out to inform women about the mechanism. The following types of information are presented in these studies:

- Women's rights;
- Self-protection in cases of violence and sexual abuse;
- Emergency phone numbers;
- Contact information of the institutions and organizations they can apply to;
- Grievance mechanism and privacy policy;

The confidentiality principle of the grievance mechanism will be repeated in all information materials.

The project will utilize additional mitigation measures proportional to risk. The contractor will be responsible for developing the workforce management procedure, health, and safety plans as well as SEA/SH protocols which will apply to their own and subcontractor employees who work on the Project. These procedures and plans will be submitted to PIU for review and approval before the contractors are allowed to mobilize to the field of construction. All contractors will be required in the contract to commit against the use of child and forced labor, introduce mitigation measures against SEA/SH, and PIU staff in charge of contractor supervision will monitor and report the absence of forced labor and cases of SEA/SH. All personal data and complaints received by the GM will be treated in a confidential manner unless the complainant consents to the disclosure of their personal information. Especially, the confidentiality of sensitive issues and complaints related to SEA/SH raised by communities will be followed.

#### 9.5 Monitoring and reporting on grievances

The PIU will be responsible for:

- Analyzing the qualitative data on the number, substance, and status of complaints and uploading them into the project databases established by PIU;
- Monitoring outstanding issues and proposing measures to resolve them;
- Preparing reports on GM as a part of the project progress reports being shared with the WB. Biannual reports to be submitted to the WB shall include a section related to GM which provides updated information on the following:
  - Status of GM implementation (procedures, training, public awareness campaigns, budgeting, etc.);
  - Qualitative data on the number of received grievances (applications, suggestions, complaints, requests, positive feedback), highlighting a number of resolved grievances;
  - Quantitative data on the type of grievances and responses, issues provided, and grievances that remain unresolved;

- Level of satisfaction by the measures (response) taken;
- Any correction measures taken.

## 9.6 Existing GM at CVLD

Along with the World Bank requirements on development and implementation of grievance mechanism for each Bank finance project, a grievance redress procedure is also required according to national legislation. In Uzbekistan a grievance redress procedure is regulated by the law “On Citizens’ Applications” and the “Law on the order of submission of appeals of physical and legal entities” (#378, December 03, 2014). Moreover, the CVLD provides an internal grievance mechanism for physical and legal entities to raise reasonable workplace concerns. The grievance mechanism procedures are described in the following local regulations as well: Law of the Republic of Uzbekistan “About appeals of individuals and legal entities” #445 dated on 11.09.2017 and charter of the Committee of Veterinary and Livestock Development dated in 2021.

**Table 9.1.** Channels for accessing information and submitting grievances<sup>8</sup>

Description	Contact details
Grievance Redress Committee – 1 <sup>st</sup> tier	district and local CVLD offices Mr. Akmal Mahmudov
Grievance Redress Committee – 2 <sup>nd</sup> tier	Project Implementation Unit Mr. Oleg Lee
Address:	Kichik khalka yuli Street #21-a, Tashkent, Uzbekistan
Telephone:	+99871 202 12 00
Hotline:	+99871 202 12 00
Web-platform:	<a href="mailto:murojaat@vetgov.uz">murojaat@vetgov.uz</a>
Anonymous complaints are also entertained by any of the above channels	

## 9.7 World Bank Grievance Redress System

Communities and individuals who believe that they are adversely affected by a project supported by the World Bank may also complaints directly to the Bank through the Bank’s Grievance Redress Service (GRS) (<https://www.worldbank.org/en/projects-operations/products-and-services/grievance-redress-service>). A complaint may be submitted in English, Uzbek or Russian, although additional processing time will be needed for complaints that are not in English. A complaint can be submitted to the Bank GRS through the following channels:

- By email: [grievances@worldbank.org](mailto:grievances@worldbank.org)
- By fax: +1.202.614.7313
- By mail: The World Bank, Grievance Redress Service, MSN MC10-1018, 1818 H Street Northwest, Washington, DC 20433, USA
- Through the World Bank Uzbekistan Country Office in Tashkent: 107B Amir Timur Street, Block C, 15th floor, 100084, Tashkent, Uzbekistan, [tashkent@worldbank.org](mailto:tashkent@worldbank.org), Tel. +998 71 120-2400.

The complaint must clearly state the adverse impact(s) allegedly caused or likely to be caused by the Bank-supported project. This should be supported by available documentation and correspondence to the extent possible. The complainant may also indicate the desired outcome of the complaint. Finally, the complaint should identify the complainant(s) or assigned representative/s and provide contact details. Complaints submitted via the GRS are promptly reviewed to allow quick attention to project-related concerns.

In addition, project-affected communities and individuals may submit complaints to the World Bank’s independent Inspection Panel, which will then determine whether harm occurred, or could occur, as a result of the World Bank’s non-compliance with its policies and procedures. Complaints may be submitted to the Inspection Panel at any time after concerns have been brought directly to the World Bank’s attention, and after Bank Management has been given an opportunity to respond. For information on how to submit complaints to the World Bank Inspection Panel, please visit [www.inspectionpanel.org](http://www.inspectionpanel.org)

<sup>8</sup> Contact details will be updated as soon as the PIU will be established

## **10 CONTRACTOR MANAGEMENT**

Any contracts will include provisions related to labor and occupational health and safety as provided in the World Bank Environmental and Social Framework, Standard Procurement Documents and Uzbekistan legislation.

The PIU will use the Bank's 2017 Standard Procurement Documents for solicitations and contracts, and these include labor and occupational, health and safety requirements and will make reference to this LMP. The PIU shall ensure that the contractors are legitimate and reliable entities, and that any written labor procedures the contractors have in place are in compliance with this Procedure. As part of the selection process the PIU may review the following information:

- 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;

While during the implementation of the Contracts the following shall be reviewed:

- 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;
- Accident and fatality records and notifications to authorities;
- Records of legally required worker benefits and proof of workers' enrollment in the related programs;
- Worker payroll records, including hours worked and pay received;
- Copies of previous contracts with contractors and suppliers, showing the inclusion of provisions and terms reflecting ESS2.

PIU will manage and monitor the performance of contractors in relation to contracted workers, focusing on compliance by contractors with their contractual agreements (obligations, representations, and warranties) and labor management procedures. This may include periodic audits, inspections, and/or spot checks of project locations and work sites as well as of labor management records and reports compiled by any contractors.

Labor management records and reports that may be reviewed would include: representative samples of employment contracts or arrangements between third parties and contracted workers, records relating to grievances received and their resolution, reports relating to safety inspections, including fatalities and incidents, and implementation of corrective actions, records relating to incidents of non-compliance with national law, and records of training provided for contracted workers to explain occupational health and safety risks and preventive measures.

## ATTACHMENT 1. The content and template of code of conducts

### CODE OF CONDUCT

#### MINIMUM REQUIREMENTS FOR THE CODE OF CONDUCT

A minimum requirement for the Code of Conduct should be set out, taking into consideration the issues, impacts, and mitigation measures identified in:

- project reports e.g. ESIA/ESMP
- consent/permit conditions
- required standards including World Bank Group EHS Guidelines
- national legal and/or regulatory requirements and standards (where these represent higher standards than the WBG EHS Guidelines)
- relevant standards e.g. Workers' Accommodation: Process and Standards relevant sector standards e.g. workers accommodation
- grievance redress mechanisms.

The types of issues identified could include. risks associated with: labor influx, the spread of communicable diseases, sexual harassment, gender-based violence, illicit behavior and crime, and maintaining a safe environment etc.

The minimum Code of Conduct requirement may be based on the following:

#### CODE OF CONDUCT REQUIREMENTS

A satisfactory code of conduct will contain obligations on all project staff (including sub-contractors and day workers) that are suitable to address the following issues, as a minimum. Additional obligations may be added to respond to particular concerns of the region, the location and the project sector or to specific project requirements. The issues to be addressed include:

- Compliance with applicable laws, rules, and regulations of the jurisdiction
- Compliance with applicable health and safety requirements (including wearing prescribed personal protective equipment, preventing avoidable accidents and a duty to report conditions or practices that pose a safety hazard or threaten the environment)
- The use of illegal substances
- Non-Discrimination (for example on the basis of family status, ethnicity, race, gender, religion, language, marital status, birth, age, disability, or political conviction)
- Interactions with community members (for example to convey an attitude of respect and non-discrimination)
- Sexual harassment (for example to prohibit use of language or behavior, in particular towards women or children, that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate)
- Violence or exploitation (for example the prohibition of the exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior)
- Protection of children (including prohibitions against abuse, defilement, or otherwise unacceptable behavior with children, limiting interactions with children, and ensuring their safety in project areas)
- Sanitation requirements (for example, to ensure workers use specified sanitary facilities provided by their employer and not open areas)
- Avoidance of conflicts of interest (such that benefits, contracts, or employment, or any sort of preferential treatment or favors, are not provided to any person with whom there is a financial, family, or personal connection)
- Respecting reasonable work instructions (including regarding environmental and social norms)
- Protection and proper use of property (for example, to prohibit theft, carelessness or waste)
- Duty to report violations of this Code
- Non retaliation against workers who report violations of the Code, if that report is made in good

faith.

The Code of Conduct should be written in plain language and signed by each worker to indicate that they have:

- received a copy of the code;
- had the code explained to them;
- acknowledged that adherence to this Code of Conduct is a condition of employment; and
- understood that violations of the Code can result in serious consequences, up to and including dismissal, or referral to legal authorities.

## CODE OF CONDUCT TO BE ADHERED BY CONTRACTORS

Code of Conduct for Contractor's Personnel (ES) Form

### CODE OF CONDUCT FOR CONTRACTOR'S PERSONNEL

We are the Contractor, [enter name of Contractor]. We have signed a contract with [enter name of Employer] for [enter description of the Works]. These Works will be carried out at [enter the Site and other locations where the Works will be carried out]. Our contract requires us to implement measures to address environmental and social risks related to the Works, including the risks of sexual exploitation, sexual abuse and sexual harassment.

This Code of Conduct is part of our measures to deal with environmental and social risks related to the

**Note:**

**The minimum content of the Code of Conduct form as set out by the Employer shall not be substantially modified.** However, the Contractor may add requirements as appropriate, including to take into account Contract-specific issues/risks.

Works. It applies to all our staff, laborers and other employees at the Works Site or other places where the Works are being carried out. It also applies to the personnel of each subcontractor and any other personnel assisting us in the execution of the Works. All such persons are referred to as "Contractor's Personnel" and are subject to this Code of Conduct.

This Code of Conduct identifies the behavior that we require from all Contractor's Personnel.

Our workplace is an environment where unsafe, offensive, abusive or violent behavior will not be tolerated and where all persons should feel comfortable raising issues or concerns without fear of retaliation.

## REQUIRED CONDUCT

Contractor's Personnel shall:

- carry out his/her duties competently and diligently;
- comply with this Code of Conduct and all applicable laws, regulations and other requirements, including requirements to protect the health, safety and well-being of other Contractor's Personnel and any other person;
- maintain a safe working environment including by:
  - ensuring that workplaces, machinery, equipment and processes under each person's control are safe and without risk to health;
  - wearing required personal protective equipment;
  - using appropriate measures relating to chemical, physical and biological substances and agents; and
  - following applicable emergency operating procedures.

- report work situations that he/she believes are not safe or healthy and remove himself/herself from a work situation which he/she reasonably believes presents an imminent and serious danger to his/her life or health;
- treat other people with respect, and not discriminate against specific groups such as women, people with disabilities, migrant workers or children;
- not engage in Sexual Harassment, which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature with other Contractor's or Employer's Personnel;
- not engage in Sexual Exploitation, which means any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another;
- not engage in Sexual Abuse, which means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions;
- not engage in any form of sexual activity with individuals under the age of 18, except in case of pre-existing marriage;
- complete relevant training courses that will be provided related to the environmental and social aspects of the Contract, including on health and safety matters, Sexual Exploitation and Abuse (SEA), and Sexual Harassment (SH);
- report violations of this Code of Conduct; and
- not retaliate against any person who reports violations of this Code of Conduct, whether to us or the Employer, or who makes use of the grievance mechanism for Contractor's Personnel or the project's Grievance Redress Mechanism.

#### RAISING CONCERNS

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

1. Contact [enter name of the Contractor's Social Expert with relevant experience in handling sexual exploitation, sexual abuse and sexual harassment cases, or if such person is not required under the Contract, another individual designated by the Contractor to handle these matters] in writing at this address [ ] or by telephone at [ ] or in person at [ ]; or
2. Call [ ] to reach the Contractor's hotline (if any) and leave a message.

The person's identity will be kept confidential, unless reporting of allegations is mandated by the country law. Anonymous complaints or allegations may also be submitted and will be given all due and appropriate consideration. We take seriously all reports of possible misconduct and will investigate and take appropriate action. We will provide warm referrals to service providers that may help support the person who experienced the alleged incident, as appropriate.

There will be no retaliation against any person who raises a concern in good faith about any behavior prohibited by this Code of Conduct. Such retaliation would be a violation of this Code of Conduct.

#### CONSEQUENCES OF VIOLATING THE CODE OF CONDUCT

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

#### FOR CONTRACTOR'S PERSONNEL:

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

Name of Contractor's Personnel: [insert name]

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

Date: (day month year): \_\_\_\_\_

Countersignature of authorized representative of the Contractor:

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

Date: (day month year): \_\_\_\_\_

ATTACHMENT 1: Behaviors constituting Sexual Exploitation and Abuse (SEA) and behaviors and behaviors constituting Sexual Harassment (SH)

ATTACHMENT 1 TO THE CODE OF CONDUCT FORM

**BEHAVIORS CONSTITUTING SEXUAL EXPLOITATION AND ABUSE (SEA) AND BEHAVIORS CONSTITUTING SEXUAL HARASSMENT (SH)**

The following non-exhaustive list is intended to illustrate types of prohibited behaviors

(1) Examples of sexual exploitation and abuse include, but are not limited to:

- A Contractor's Personnel tells a member of the community that he/she can get them jobs related to the work site (e.g. cooking and cleaning) in exchange for sex.
- A Contractor's Personnel that is connecting electricity input to households says that he can connect women headed households to the grid in exchange for sex.
- A Contractor's Personnel rapes, or otherwise sexually assaults a member of the community.
- A Contractor's Personnel denies a person access to the Site unless he/she performs a sexual favor.
- A Contractor's Personnel tells a person applying for employment under the Contract that he/she will only hire him/her if he/she has sex with him/her.

(2) Examples of sexual harassment in a work context

- Contractor's Personnel comment on the appearance of another Contractor's Personnel (either positive or negative) and sexual desirability.
- When a Contractor's Personnel complains about comments made by another Contractor's Personnel on his/her appearance, the other Contractor's Personnel comment that he/she is "asking for it" because of how he/she dresses.
- Unwelcome touching of a Contractor's or Employer's Personnel by another Contractor's Personnel.

A Contractor's Personnel tells another Contractor's Personnel that he/she will get him/her a salary raise, or promotion if he/she sends him/her naked photographs of himself/herself.