

ESS2 - Labor and Working Conditions



CRITICAL ECOSYSTEM
PARTNERSHIP FUND



CANARI serves as CEPF's regional implementation team for the Caribbean Islands Biodiversity Hotspot.

Labor Management Procedures Template (LMP)

21 December 2022

CEPF Sub-Grant (113998)

Saint Lucia National Trust

Establishing the Enabling Environment for Sustainable Management of the PSEPA, Saint Lucia

Saint Lucia

Sub-Grant Summary

- 1. Sub-Grantee organization:** Saint Lucia National Trust (SLNT)
- 2. Sub-Project title:** Establishing the Enabling Environment for Sustainable Management of the PSEPA, Saint Lucia
- 3. Sub-Grant number:** 113998
- 4. Sub-Grant amount (USD\$):** \$49,999.52
- 5. Proposed dates of Sub-Grant:** January 2023 – December 2023
- 6. Countries where activities will be undertaken:** Saint Lucia
- 7. Date of preparation of this document:** 15 December 2022

8. Overview of the Caribbean Hotspot Project

The Critical Ecosystem Partnership Fund (CEPF) Caribbean Islands Biodiversity Hotspot Small Grants Mechanism is being implemented in the Caribbean Islands by the Caribbean Natural Resources Institute (CANARI) acting as the Regional Implementation Team (RIT). After a successful first investment in the Caribbean Islands Biodiversity Hotspot between 2011 and 2016, the CEPF has returned to the region for a second phase of investment from August 2021 – July 2026, which totals US\$11.8 million.

The goal of the CEPF is to conserve biodiversity. Its approach is to build local conservation leadership and nurture sustainable development by developing locally driven conservation strategies and providing grants to civil society to implement those strategies. In the Caribbean, the CEPF aims to strengthen the protection and management of globally important biodiversity within 32 priority Key Biodiversity Areas (KBAs) and seven conservation corridors in Antigua and Barbuda; The Bahamas; Dominican Republic; Haiti; Jamaica; Saint Lucia; Saint Vincent and the Grenadines.

9. Overview of labour use on the sub-project

This sub-project seeks to improve the conservation-enabling environment of the Pointe Sable Protected Area (PSEPA) through two main components (i) Supporting the establishment of an enabling policy and management framework for protected areas (PA) at the national level and (ii) Assessing and strengthening SLNT's PA management and capacity needs with particular focus on sustainable management and conservation of the PSEPA.

Labour use under the project will be through the staff time of the SLNT for activities under the components listed above, as well as through the engagement of two consultants.

Number of Project Workers

The project will employ four (4) project workers from SLNT and two (2) consultants (See Table 8.1).

Table 9.1: Project worker positions and status

Staff Position	Type <i>(direct / contracted / community)</i>	Gender	Place of work <i>(remote / office / field)</i>	Status	
				<i>(full time / part- time)</i>	<i>(current staff / to be hired)</i>
Director, SLNT	Direct	F	Office/Field	Part-time	Current SLNT staff
Conservation Manager, SLNT	Direct	M	Office/Field	Part-time	Current SLNT staff
Conservation Assistant, SLNT	Direct	F	Office/Field	Part-time	Current SLNT staff

Staff Position	Type <i>(direct / contracted / community)</i>	Gender	Place of work <i>(remote / office / field)</i>	Status	
				<i>(full time / part-time)</i>	<i>(current staff / to be hired)</i>
Business Services Manager, SLNT	Direct	F	Office	Part-time	Current SLNT staff
Finance Officer, SLNT	Direct	M	Office	Part-time	Current SLNT staff
Protected Area Consultant	Contracted	TBD	Remote	Part-time	To be contracted
Business Consultant	Contracted	TBD	Remote/Field/Office	Part-time	To be contracted
CNA Consultant	Contracted	TBD	Remote/Field/Office	Part-time	To be contracted

Characteristics of Project Workers

Project workers are mostly local workers who reside in St. Lucia. Currently the proportion is 75% women but this may change based on the consultants to be hired. All workers will be over the age of 18 years.

Timing of Labour Requirements

Table 9.2 below outlines the anticipated timing of the labor requirements under this sub-project.

Table 9.2: Timing of labour requirements

Category of workers	2023			
	Q1	Q2	Q3	Q4
1. Direct workers	X	X	X	X
1.1 Staff	X	X	X	X
1.2 Volunteers and interns	X	X	X	X
2. Contracted workers	X	X	X	X
3 Community workers	-	-	-	-

Volunteers and interns

The Trust is a membership organisation that also supports volunteerism. There is a cadre of members who volunteers with the organisation and are called upon from time to time to participate in conservation activities. They can participate in the capacity assessment and capacity building components and can add immense add value to this project. The Trust also currently has on staff a Japanese Volunteer whose services will be valuable to the project's public relations activities.

Contracted Workers

There are two (2) anticipated sub-contractors under the project – a Protected Areas Consultant to draft a national PA policy under Component 1 and a Business Consultant to design a Financial Sustainability Strategy for the PSEPA and SLNT under Component 2. The agreements between each of these will be a standard agreement that SLNT has used with sub-contractors including the scope of work, deliverables, deadlines and payment schedule.

Community Workers

There are no anticipated community workers for this project.

10. Assessment of key potential labor risks and risk mitigation measures

The below table identifies potential and anticipated labor risks from the proposed sub-project based on the activities.

Table 10.1: Potential Labor Risks and Mitigation Measures

Key labor risks	Risk probability <i>(low / medium / high)</i>	Level of Risk <i>(low / medium / high)</i>	Description	Mitigation Measures
Accidents (e.g., roadtraffic accidents), health emergencies (e.g., acute illness)	Medium	High	There are several workshops and consultations planned those direct workers may have to travel to.	Workers are licensed to operate their own vehicles and any other motorized equipment for this project. Workers will be determined to be in good health prior to departure. All authorized drivers will be reminded of safe driving practices. Workers will be trained in field risks by trained supervisor(s). Workers will have access to first aid supplies.
Hydrometeorological events (hurricanes, tropical storms) and other natural disasters, including earthquakes and volcanic eruptions	Medium	High	Over the life of the project, it is possible that the country could be severely impacted by a hydrometeorological event or other natural disasters. The Caribbean region is up to seven times more likely to experience a natural disaster than larger states, and when one occurs, it incurs as much as six times more damage.	Acknowledging the natural disaster risk, workers will maintain vigilance to all weather advisories and will conduct community activities in adherence to any natural disaster and emergency guidelines from the Government of Saint Lucia. Workers will not undertake travel for the project under adverse weather conditions. Where possible, activities such as community engagement will occur outside of known hurricane season.
Discrimination and/or harassment in the workplace	Low	Medium	Unfair treatment in the form of discrimination on the basis of personal characteristics such as race, gender, religion, sexual orientation, etc.	Workers will be notified that everyone has the right to a safe working environment, and discrimination and/or harassment will not be tolerated. Any incidents will be addressed according to the grievance mechanism outlined in sections 18 and 19 which will be disseminated to all project workers.
Use of child labour	Low	High	Use of persons under the age of	Workers will be notified that the use of child labor will not

			18 for labour under the project.	be tolerated. Any incidents will be addressed according to the grievance mechanism outlined in sections 18 and 19 which will be disseminated to all project workers, and a separate grievance mechanism disseminated to stakeholders.
Contraction/transmission of COVID-19	Medium	Low	COVID-19 occurs globally and is more likely to be transmitted through any work involving large meetings (e.g., Component 2 and 3)	Direct workers are vaccinated and will follow distancing and hygiene protocols as necessary. Workers will be provided with safety supplies (masks, sanitiser). Any national declarations or guidance given by the Government of Saint Lucia will be adhered to. At all community meetings, sanitisers and masks will be available for others if needed.

11. Brief overview of legislation: terms and conditions

Table 11.1 sets out the key aspects of national legislation relevant to terms and conditions of employment (e.g., wages, deductions, benefits, etc.) in Saint Lucia and their relevance to ESS2. A community health and safety plan has also been developed for the project and will be implemented.

Table 11.1: National labour legislation relevant to ESS2 in Saint Lucia

Act	Description
Saint Lucia	
Labour Code of Saint Lucia (2006; amended)	Establishes fundamental principles of employment, including with regards to terms and conditions, occupational health and safety, equal opportunities and industrial relations. The code prohibits employment of children and young persons below the minimum school leaving age.
Education Act (1999)	Sets the minimum school leaving age at 15.
Equality of Opportunity and Treatment in Employment and Occupation Act (2000)	Provides for protection against unlawful discrimination on grounds of race, sex, religion, colour, ethnic origin, family responsibilities, pregnancy, marital status, or age, and places restrictions on work and employment of minors.
Minimum Wages Act (1999; amended)	Establishes process for setting minimum wages for workers in particular sectors or industries.
Employees Occupational Health and Safety Act (1985)	Covers all aspects of occupational health and safety, including providing for preventive health measures, protective devices and equipment.

12. Brief overview of legislation: occupational health and safety

Table 12.1 sets out the key aspects of national legislation relevant to occupational health and safety in the [insert target country/countries] and their relevance to ESS2. A community health and safety plan has also been developed for the project and will be implemented.

Table 12.1: National legislation relevant to occupational health and safety in Saint Lucia

Act	Description
Saint Lucia	
Public Health (Communicable and Notifiable Diseases) Regulations (1978; amended)	Provides a list of communicable diseases that must be notified to the competent authorities under the Public Health Act.
Saint Lucia Labour Code (2006)	Under Part four, Divisions 1-4 provides for preventative health measures, protective devices and equipment, medical examinations, notification of employment injuries and diseases, training, etc. This Act obligates the employer to ensure the safety and health of all employees and to mitigate risk of exposure to any hazards in the work environment. Division three of the Code clearly outlines the procedures to be followed in relation to notification of accidents, occupational diseases and other diseases. Division four specifically speaks to the responsibilities of employers, employees and other persons in adhering to health and safety regulations. The Code also clearly outlines the circumstances where employees may refuse to work on health and safety grounds and the procedures for how such matters should be addressed.
Public Health Act (1975)	Consolidates regulations for public health, including on the prevention, treatment, limitation and suppression of disease.
Employees (Occupational Health and Safety) Act 1985.	Covers all aspects of occupational health and safety, including preventive health measures, protective devices and equipment, medical examinations and the notification of employment injuries.

13. Responsible staff

Responsible staff for management and supervision of activities related to the LMP are listed in Table 13.1.

Table 13.1: Responsible staff and workers for the implementation of the LMP

Position	Activities	Estimated time (%)
Director, SLNT	Oversight of direct workers including human resource and administrative responsibilities for direct staff to SLNT, as well as ensuring that sub-contract agreements are accurate and include the relevant information. Ensure that the LMP document and Grievance Mechanism are shared with all direct workers. First point of contact for the Grievance Mechanism.	10% per month for 12 months
Conservation Manager, SLNT	Engagement and management of sub-contractors. Direct oversight over sub-	10% per month for 12 months

	contractor deliverables and activities and Reporting.	
Programme Assistant - Conservation, SLNT	Procurement of all necessary supplies and equipment for the implementation of the LMP.	10% per month for 12 months
Business Development and Outreach Manager, SLNT	Direct oversight over sub-contractor, procurement, deliverables and activities. Preparation and publication of all public relation content related to this project.	10% per month for 12 months
Finance Manager	Direct oversight over payments and support to the Financial aspects of Reporting	10% per month for 12 months

14. Implementation cost estimates:

The below table outlines those items or activities associated with the LMP. For staff with the responsibility of implementing safeguard policies, a percentage of their budgeted costs has been used. The table represents the costs associated with implementing the LMP over the course of the entire sub-project. Travel insurance for workers is covered by another project.

Table 14.1: Implementation schedule and cost estimates for the lifetime of the sub-project.

Item	Cost Estimate (USD)
Salary of direct workers to implement the LMP (see Table 13.1)	\$14,267.52
Consultancies and professional services	\$35,732.00
TOTAL	\$49,999.52

15. Policies and procedures

15.1 Saint Lucia Labour Code (2006)

Under Part III, Division 8 provides for public contracts, rates and conditions for employment, sub-contractors and withholding payments. The Act obligates employers to issue contracts incorporating the provisions, conditions and stipulations for employment. Section 116 states that the principles of freedom of association and freedom of organization and representation laid down under this Code shall apply to all contractors and to all sub-contractors for public contracts.

15.2 Organisational policies and procedures:

- Saint Lucia National Trust Policy, Administration and Procedures Manual

Section 5 include provisions for Staff at the SLNT. These staff policies provide working conditions that conform to applicable laws, employ applicants who are best qualified for each position, inform employees of their rights, privileges and responsibilities, provide employees with opportunities to increase their skills and knowledge, and establish compensation and benefit commensurate with those of similar organizations in Saint Lucia.

16. Contracted workers

Sub-contractor agreements include standard text on labour and employment law. HR policies only exist within the sub-contractor organisations themselves.

17. Community workers

Not applicable.

18. Grievance mechanism

The following is the Grievance Mechanism (GM) for the project to address concerns of SLNT’s project workers. The GM will be made available to stakeholders, including via SLNT’s website, once the project starts. Grievances that relate to external stakeholders will be handled by a separate mechanism which is included as part of the project’s Stakeholder Engagement Plan.

The key measures will be to explain the project-to-project workers, explain the existence of the GM and make available contact information of SLNT and the CEPF RIT. This will be done through a printed handout or other locally appropriate means.

Objectives of the GM

The objectives of the GM are as follows:

1. Ensure that the World Bank ESSs are adhered to in all project activities.
2. Address any negative environmental and social impacts of all project activities.
3. Resolve all grievances emanating from project activities in a timely manner.
4. Establish relationships of trust between the sub-grantee, project staff and stakeholders.
5. Create transparency among stakeholders, including affected persons, through an established communication system.
6. Bolster the relationship of trust among the project staff and the affected parties.

First Level of Redress

1. *Receive Grievance:* At the project level, all complaints should be received by the Director of the Saint Lucia National Trust. Complaints can be made in person, in writing, verbally over the phone, by email or any other suitable medium. Complaints can be filed anonymously. The point of receipt of complaints is listed below:

Contact	Jeannine Compton-Antoine
Position	Director
Telephone	1-758-452-5005/ 1-758-285-6260
Email address	director@slunatrust.org
Physical address	Pigeon Island National Landmark, Gros-Islet, Saint Lucia

At the local and national level, all complaints should be addressed to:

Contact	Alison King
Position	Chair, Council of the National Trust
Telephone	1-758-452-5005
Email address	alison.g.king@gmail.com
Physical address	Pigeon Island National Landmark, Gros-Islet, Saint Lucia

All grievances received by SLNT’s staff should be forwarded to the Director of the Saint Lucia National Trust within 24 hours of receipt.

2. *Acknowledgement:* All grievances will be acknowledged by telephone or in writing by the Director of the Saint Lucia National Trust within 48 hours of receipt and the complainant will be informed of the approximate timeline for addressing the complaint, if it can’t be addressed immediately. The Director will seek to ensure the speedy resolution of the grievance. If the grievance cannot be resolved at this level, it is taken to the next level.

3. *Record:* The grievance will be registered in SLNT’s grievance file, including relevant documents.
4. *Notification:* Communication of the grievance as follows:
 - a. If it is concerning the project, communication to the Director at SLNT.
 - b. Notification will also be made to the CEPF Regional Implementation Team (RIT) Manager within 15 days.
 - c. If it is concerning general SLNT operations/activity, communication to the Director of the Saint Lucia National Trust.
5. *Assessment:* A decision is made on the nature of the investigation that will take place.
6. *Investigation:* Appropriate investigation of the grievance by an internal team assigned to this task (for example, this may include staff directly involved as well as the Director at SLNT. The investigation may include meetings with the complainant and other stakeholders and a review of relevant documents. An impartial party shall be involved in meetings with the complainant. Community representatives or representatives of the complainant will be allowed to sit in on these meetings. Minutes of meetings and documents will be added to the grievance file.
7. *Resolution:* Depending on the findings of the investigation:
 - a. A resolution is decided immediately
 - i. The complaint is rejected
 - ii. A response is agreed
 - iii. The complaint is referred to as appropriate
 - b. A resolution cannot be achieved, and the case is presented to the CEPF RIT for further input
8. *Communication:* Once a resolution has been reached, the decision is communicated to the complainant in writing. Documents are added to the grievance file.
9. *Satisfaction:* If the complainant is not satisfied with SLNT’s response, it can be taken to the second level of redress. At all stages, documents are added to the grievance file.

NB: The complainant may request that the issue be transferred to the second level of redress if he/she does not feel that the grievance is being adequately addressed by the Director for the SLNT.

Second Level of Redress

If claimants are not satisfied with the way in which their grievance has been handled at level one, they will be given the opportunity to raise it directly with the CEPF RIT, who can be contacted as follows:

Contact	
Title	RIT Manager for the CEPF Caribbean Islands Biodiversity Hotspot
Telephone	+1-868-638-6062
Email address	caribbeanrit@canari.org
Physical address	Caribbean Natural Resources Institute, #105 Twelfth Street, Barataria, Trinidad & Tobago

Third Level of Redress

If claimants are not satisfied with the way in which their grievance has been handled at level two, they can contact the CEPF Grant Director via the telephone: +1-703-341-2400 or email:

cepf@cepf.net

19. Addressing Gender Based Violence

The specific nature of sexual exploitation and abuse and of sexual harassment (SEA/SH) requires tailored measures for the reporting, and safe and ethical handling of such allegations. A survivor-centred approach aims to ensure that anyone who has been the target of SEA/SH is treated with dignity, and that the person's rights, privacy, needs and wishes are respected and prioritized in any and all interactions.

The sub-grantee will specify an individual who will be responsible for dealing with any SEA/SH issues, should they arise. The sub-grantee should assist SEA/SH survivors by referring them to Services Provider(s) for support immediately after receiving a complaint directly from a survivor. A list of GBV service providers for Saint Lucia can be accessed through the Regional Implementation Team's (RIT's) project page at this link - <https://canari.org/wp-content/uploads/2021/11/CEPF-II-GBV-Service-Providers-Saint-Lucia.pdf> - and will be defined prior to the contracting of workers, will be kept available by the GBV trained individual, the Project Managers, Project Coordinators, and Social Specialists.

To address SEA/SH, the project will follow the guidance provided on the World Bank Technical Note "Addressing Sexual Exploitation and Abuse and Sexual Harassment (SEA/SH) in Investment Project Financing Involving Civil Works". This Grantee will follow the official WB definitions described on the Technical Note as shown below:

Sexual Abuse (SEA) is an actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions

Sexual Exploitation (SE) refers to any actual or attempted abuse of a 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.

Sexual harassment (SH) is any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation to another, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment.

Sexual Exploitation and Abuse and Sexual Harassment (SEA/SH) service provider is an organization offering specific services for SEA/SH survivors, such as health services, psychosocial support, shelter, legal aid, safety/security services, etc.

The survivor-centered approach is based on a set of principles and skills designed to guide professionals—regardless of their role—in their engagement with survivors (predominantly women and girls but also men and boys) who have experienced sexual or other forms of violence. The survivor-centered approach aims to create a supportive environment in which the survivor's interests are respected and prioritized, and in which the survivor is treated with dignity and respect. The approach helps to promote the survivor's recovery and ability to identify and express needs and wishes, as well as to reinforce the survivor's capacity to make decisions about possible interventions.

SEA/SH grievances can be received through any of the available channels and will be considered as "High-profile grievances - that if not resolved promptly may represent significant risks to the environment or community".

Additionally, if an incident occurs, it will be reported as appropriate, keeping the anonymity and confidentiality of the complainant and applying the survivor-centered approach.¹ Any cases of SEA/SH brought through the sub-grantee will be documented but remain closed/sealed to maintain the confidentiality of the survivor. The RIT and the CEPF will be notified as soon as the designated persons from the sub-grantee organization learn about the complaint.

If a SEA/SH related incident occurs, it will be reported through the sub-grantee, as appropriate and keeping the survivor information confidential. Specifically, following steps will be taken once an incident occurs:

ACTION 1: COMPLAINT INTAKE AND REFERRAL

If the survivor gives consent, the designated person responsible from the sub-grantee fills in a complaints form, excluding any information that can identify the survivor:

- The nature of the allegation (what the complainant says in her/his own words without direct questioning)
- If the alleged perpetrator was/is, to the survivor's best knowledge, associated with the project (yes/no)
- The survivor's age and/or sex (if disclosed); and,
- If the survivor was referred to services

If the survivor does not want to provide written consent, her consent can be verbally received. If needed or desired by the survivor, the designated person responsible for the sub-grantee refers her/him to relevant SEA/SH service providers, identified in the mapping of SEA/SH service providers and according to preestablished and confidential referral procedures. The survivor's consent must be documented even if it is received verbally. The service providers will be able to direct survivors to other service providers in case the survivor wishes to access other services. The designated person responsible for the sub-grantee will keep the survivor informed about any actions taken by the perpetrator's employer. If the survivor has been referred to the relevant SEA/SH service providers, received adequate assistance, and no longer requires support; and if appropriate actions have been taken against the perpetrator or if the survivor does not wish to submit an official grievance with the employer, the designated person responsible from the sub-grantee can close the case.

ACTION 2: INCIDENT REPORTING

The designated person responsible for the sub-grantee needs to report the anonymized SEA/SH incident as soon as it becomes known, to the RIT Manager who will in turn inform the CEPF.

Complaint Forms and other detailed information should be filed in a safe location by the designated person responsible for the sub-grantee. Neither the designated person responsible for the sub-grantee nor the RIT Manager should seek additional information from the survivor.

¹ The survivor-centered approach is based on a set of principles and skills designed to guide professionals—regardless of their role—in their engagement with survivors (predominantly women and girls but also men and boys) who have experienced sexual or other forms of violence. The survivor centered approach aims to create a supportive environment in which the survivor's interests are respected and prioritized, and in which the survivor is treated with dignity and respect. The approach helps to promote the survivor's recovery and ability to identify and express needs and wishes, as well as to reinforce the survivor's capacity to make decisions about possible interventions.

SEA/SH incident reporting is not subject to survivors' consent but the designated person responsible from the sub-grantee needs to provide ongoing feedback to the survivor at several points in time: (1) when the grievance is received; (2) when the case is reported to designated person responsible from the sub-grantee and RIT Manager; (3) when the verification commences or when a determination is made that there is an insufficient basis to proceed; and (4) when the verification concludes or when any outcomes are achieved or disciplinary action is taken.

As long as the SEA/SH remains open the designated person responsible from the sub-grantee and/or RIT Manager should update the CEPF on the measures taken to close the incident.

ACTION 3: GRIEVANCE VERIFICATION AND INVESTIGATION

Each SEA/SH incident should be verified to determine if it was related to the CEPF-funded project. The designated person responsible for the sub-grantee should form a SEA/SH verification committee comprised by her/him, one member of the sub-grantee organization, one member of a local service provider and a representative of the contractor (if relevant). The designated person responsible from the sub-grantee should notify the SEA/SH Committee of the incident within 24 hours of its creation. The SEA/SH verification committee will consider the SEA/SH allegation to determine the likelihood that the grievance is related to the project.

If after the committee review, SEA/SH allegation is confirmed and it is determined that it is linked to a project², the verification committee discusses appropriate actions to be recommended to the appropriate party—i.e., the employer of the perpetrator, which could be the designated person responsible from the sub-grantee or a contractor. The designated person responsible from the Grantee will ask contractors to take appropriate action. The committee reports the incident to the perpetrator's employers to implement the remedy/disciplinary action in accordance with local labor legislation, the employment contract of the perpetrator, and their codes of conduct as per the standard procurement documents.

For SEA/SH incidents where the survivor did not consent to an investigation, the appropriate steps should be taken to ensure the survivor is referred to/made aware of available services and that the project mitigation measures are reviewed to determine if they remain adequate and appropriate or if they require strengthening.

If the survivor is interested in seeking redress and wishes to submit an official complaint with the employer, or with entities in the legal system, the designated person responsible from the sub-grantee should provide linkages to the relevant institutions. Ensuring due legal process is up to the police and the courts, not the SEA/SH verification committee. Unlike other types of issues, the designated person responsible from the sub-grantee does not conduct investigations, make any announcements, or judge the veracity of an allegation.

Any cases of SEA/SH brought through the sub-grantee will be documented but remain closed/sealed to maintain the confidentiality of the survivor. This will primarily serve to:

- Refer complainants to the SEA/SH Services Provider; and
- Record the resolution of the complaint

The Grantee will also immediately notify both the CEPF and the World Bank of any SEA/SH

² Project actors are: (a) people employed or engaged directly by the Grantee to work specifically in relation to the project (direct workers); (b) people employed or engaged through third parties (Project staff, subcontractors, brokers, agents or intermediaries) to perform work related to core functions of the project, regardless of location (contracted workers); (c) people employed or engaged by the Grantee's primary suppliers (primary supply workers); and (d) people employed or engaged in providing community labor such as voluntary services or participation in project activities and processes (community workers).

complaints **WITH THE CONSENT OF THE SURVIVOR.**

20. Disclosure

CEPF also requires that all direct, contracted and community and community workers be provided with Conservation International's (CI) Code of Ethics and be informed that any violations of the Code of Ethics should be reported to CI via its Ethics Hotline at www.ci.ethicspoint.com

The code of ethics will be consistent with the code of conduct of the WB:

[*enter name of Personnel*] has signed a contract with the sub-grantee for [*enter description of the Terms of Reference (ToR)*]. This assignment will be carried out at XXXXX. This contract requires you to implement measures to address environmental and social risks related to the sub-project, including the risks of sexual exploitation, sexual abuse, and sexual harassment.

Herewith, all persons are referred to as "**Sub-grantee's Personnel**" and are subject to this Code of Conduct.

This Code of Conduct identifies the behaviour that is required from all Sub-grantee Personnel.

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

Sub-grantee's Personnel shall:

1. carry out his/her duties competently and diligently.
2. acknowledge that adherence to this Code of Conduct is a condition of employment.
3. 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 Sub-grantee's Personnel and any other person.
4. maintain a safe working environment including by:
 - a. ensuring that workplace equipment and processes under each person's control are safe and without risk to health.
 - b. wearing required personal protective equipment when visiting construction sites and following sub-project COVID-19-related protection guidelines, as described in the Stakeholder Engagement Plan (SEP), Labour Management Procedure (LMP), Environmental and Social Management Framework (ESMF) and plans (ESMPs), or other relevant instruments.
 - c. using appropriate measures relating to chemical, physical and biological substances and agents; and
 - d. following applicable emergency operating procedures.
5. report work situations that he/she believes are not safe or healthy and remove himself/herself from a work situation that he/she reasonably believes presents an imminent and serious danger to his/her life or health.
6. avoid any conflicts of interest (such that benefits, contracts, employment, or any sort of preferential treatment or favours, are not provided to any person with whom there is a financial, family, or personal connection).
7. respect reasonable work instructions (including regarding environmental and social norms).
8. protect and properly use property (for example, to prohibit theft, carelessness, or waste).
9. treat other people with respect, and not discriminate against specific groups such as women, people with disabilities, migrant workers, or children.

10. not engage in Sexual Harassment, which means unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature with Sub-grantees or other Personnel.
11. not engage in Sexual Exploitation, which means any actual or attempted abuse of a 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.
12. 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.
13. protect children (including prohibitions against sexual activity or abuse, or otherwise unacceptable behaviour towards children, limiting interactions with children, and ensuring their safety in project areas).
14. not engage in any form of sexual activity with individuals under the age of 18, except in case of pre-existing marriage.
15. shall have access to a referral system for victims of Gender Based Violence/Sexual Exploitation and Abuse of employees and any individual that may be associated with the sub-project. Where such an incident would have occurred, it should immediately be reported to the Employer or his/her designate who would ensure that the victim is referred to a service provider trained to handle GBV cases.
16. complete relevant training courses that will be provided related to the environmental and social aspects of the Contract, including health and safety matters, Sexual Exploitation and Abuse (SEA), and Sexual Harassment (SH).
17. shall have access to a Grievance Redress Mechanism, which will afford effective remedies.
18. report violations of this Code of Conduct to the Employer under this project.
19. not retaliate against any person who reports violations of this Code of Conduct, whether to the Employer or the Project's Grievance Redress Mechanism; and,
20. the Grantee staff will follow the relevant requirements set out in LMP.

RAISING CONCERNS

If you observe any behaviour that is believed may represent a violation of this Code of Conduct, or that otherwise concerns you, you should raise the issue promptly. This can be done in either of the following ways:

1. Contact the Director of the SLNT in writing at this address P.O. Box BW 383, Rodney Bay, Saint Lucia or by telephone at 1-758-452-5005/ 1-758-285-6260 or in person at the Pigeon Island National Landmark; or
2. Call 1-758-452-5005 to reach the Employer's hotline (*if any*) and leave a message

The person's identity will be kept confidential unless reporting of allegations is mandated by the laws; Labour Code of Saint Lucia (2006). 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 behaviour 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 Sub-grantee Personnel may result in serious consequences, up to and including termination and possible referral to legal authorities.

FOR GRANTEE 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 the Employer's contact person(s) with relevant experience*] requesting an explanation.

Name of Sub-grantee Personnel: [insert name]

Signature: _____

Date: (day month year): _____

Countersignature of an authorized representative of the Employer:

Signature: _____

Date: (day month year): _____

ATTACHMENT 1: Behaviours constituting Sexual Exploitation and Abuse (SEA) and behaviours 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 behaviours:

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

- A Sub-grantee 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 Sub-grantee Personnel that is connecting electricity input to households says that he can connect women-headed households to the grid in exchange for sex.
- A Sub-grantee Personnel rapes, or otherwise sexually assaults a member of the community.
- A Sub-grantee Personnel denies a person access to any project Site unless he/she performs a sexual favour.
- A Sub-grantee Personnel tells a person applying for employment under the Project 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**

- Sub-grantee Personnel comment on the appearance of another Sub-grantee Personnel (either positive or negative) and sexual desirability.
- When a Sub-grantee Personnel complains about comments made by another Sub-grantee Personnel on his/her appearance, the other Sub-grantee Personnel comment that he/she is “asking for it” because of how he/she dresses.
- Unwelcome touching of a Sub-grantee or Employer’s Personnel by another Grantee Personnel.
- A Grantee Personnel tells another Grantee Personnel that he/she will get him/her a salary raise, or promotion if he/she sends him/her naked photographs of himself/herself.

ATTACHMENT 2: SLNT Policies and Procedures Manual

https://1drv.ms/b/s!AhaFtaV-HymMjHwOEZ9yx9TXd_z7?e=pTFhgy