**Labor Management Procedures**

**Date**

**CEPF Grant xxxxx**

**Grantee**

***Project Title***

**Project Location**

**Grant Summary**

1. Grantee organization.
2. Project title.
3. Grant number*.*
4. Grant amount (US dollars).
5. Proposed dates of grant.
6. Countries where activities will be undertaken.
7. Summary of the project [copy and paste Project Rationale and Project Approach from proposal].
8. Date of preparation of this document.
9. **Overview of labor use on the project:** This section should describe the main types of workers who will be employed or engaged on the project, as follows:

***Number of Project Workers***: The total number of workers to be employed on the project, and the different types of workers: direct workers (people employed or engaged directly by the grantee to work on the project); and contracted workers (people engaged through third parties (sub-grantees, consultants, etc.) to perform work related to core functions of the project for a substantial duration). Where numbers are not yet firm, an estimate should be provided.

***Characteristics of Project Workers***: To the extent possible, a broad description and an indication of the likely characteristics of the project workers (e.g. locally hired workers, female workers, expatriate workers).

***Timing of Labor Requirements***: The timing and sequencing of labor requirements in terms of numbers, locations, types of jobs and skills required.

***Contracted Workers***: The anticipated or known contracting structure for the project, with numbers and types of consultants/sub-grantees and the likely number of project workers to be employed or engaged by each consultant/sub-grantee.

1. **Assessment of key potential labor risks:** This section should identify key potential labor risks related to the project, assess each risk against criteria of probability and severity, and describe in detail all higher risks. Risks may include, for example:

* Conduct of hazardous work, such as working at heights or in confined spaces, use of heavy machinery, or use of hazardous materials.
* Use of child labor or forced labor, with reference to the sector or locality.
* Physical, psychological or sexual abuse of project workers
* Unfair treatment or discrimination.
* Possible accidents or emergencies, with reference to the sector or locality.
* General understanding and implementation of occupational health and safety requirements.

1. **Risk mitigation measures:** This section will describe the measures that will be taken to mitigate all higher risks. Mitigation measures will be presented following the mitigation hierarchy, which requires that risks are anticipated and avoided where possible. Where avoidance is not possible, risks should be minimized to acceptable levels. Any risks that remain following avoidance and minimization should be mitigated.
2. **Brief overview of legislation: terms and conditions:** This section should present a brief overview of the ***key aspects*** of national labor and employment law relevant to terms and conditions of employment (e.g., wages, deductions, benefits, etc.).
3. **Brief overview of legislation: occupational health and safety:** This section should present a brief overview of the ***key aspects*** of national labor and employment law relevant to occupational health and safety.
4. **Responsible staff:** This section identifies the functions and/or individuals within the project responsible for (as relevant):

* Engagement and management of direct workers.
* Engagement and management of contracted workers.
* Occupational health and safety.
* Training of workers.
* Addressing worker grievances.

1. **Policies and procedures:** This section should describe policies and procedures for managing each category of project staff, in accordance with national labor and employment law and Safeguard Policy 2 on Labor and Working Conditions. Wherever provisions of national law are relevant to project activities and satisfy the requirements of Safeguard Policy 2, these provisions do not need to be duplicated in this section.
2. **Contracted workers:** This section will describe how the requirements of national labor and employment law and Safeguard Policy 2 will be incorporated into sub-grant agreements and/or service contracts with third parties who will employ or engage contracted workers.
3. **Workplace grievance mechanism**:This section will describe how a mechanism will be provided for all direct workers and contracted workers (and, where relevant, their organizations) to raise workplace concerns. The mechanism must: be made easily accessible to such workers; address concerns promptly, using an understandable and transparent process that provides timely feedback to those concerned in a language they understand, without any retribution; and operate in an independent and objective manner. Please describe how you will put in place a workplace grievance mechanism that meets these requirements.
4. **Disclosure**: CEPF requires that all direct and contracted workers be informed of the existence of the grievance mechanism and the measures put in place to protect them against any reprisal for its use, either at the time of recruitment or at the start of the project, whichever is later. CEPF also requires that all direct and contracted workers be provided with Conservation International’s (CI’s) Code of Ethics, and be informed that any violations of the Code of Ethics should be reported to CI via its Ethics Hotline at <https://secure.ethicspoint.com/domain/media/en/gui/10680/index.html>