

HUMAN RESOURCES or LABOUR MANAGEMENT PLAN

I. Objective

During the construction phase, which is expected to last 48 months, jobs will be created by ARISE Ivoire and its sub-contractors at the peak of activity on the worksite which is estimated to be reached at 7 months after the start of the works.

Human resources management is therefore at the heart of the project and must meet the following objectives:

- Ensure that recruitment and employment comply with Ivorian regulations, international labor law with the 8 ILO conventions and the NP2 standard of the IFC.
- Set up a transparent local recruitment program that promotes the employment of people from local communities bordering the project.
- Train recruited workers in all the duties and obligations incumbent on them in terms of health and safety, environmental protection and respect for local populations.
- Provide them with a mechanism for receiving and managing their complaints and claims.

The procedures detailed below allow reaching these objectives.

II. General Conditions

A. Scope of Application

All local workers on site have to be recruited and employed in compliance with applicable regulation below.

B. Applicable Regulations

ARISE Ivoire and its sub-contractors ensure decent working conditions for all workers and comply with the regulations in force in Cote d'Ivoire, which is set in the Law N° 2015-532 of 20 July 2015 on the Labour Code. ARISE Ivoire and its sub-contractors must all comply to :

Article 42.1. An Occupational Health and Safety Committee shall be set up in every establishment or undertaking normally employing more than fifty employees.

Article. 42.2. The Occupational Health and Safety Committee is composed, in particular, of the head of the undertaking or his representative and staff representatives under the conditions determined by decree.

Article 42.3 Without prejudice to the powers of any staff representative, the Occupational Health and Safety Committee shall be responsible for studying the conditions of health and safety at work in which the

protection and health of workers are ensured. It shall ensure the application of legislative and regulatory requirements and contribute to the education of workers in the field of health and safety.

Article 43.1 Every employer must provide an occupational health service for the workers he employs. This occupational health service exists in two forms:

- Autonomous medical service;
- Inter-company medical service.

Article 43.2. Occupational health benefits are essentially:

- Workplace surveillance to prevent occupational accidents and diseases;
- Health surveillance of workers, which includes a medical examination of candidates for recruitment or newly recruited employees at the latest before the expiry of their probationary period, periodic examinations of employees to ensure their good health and continued fitness for the job in question, and the early diagnosis of occupational diseases. These benefits are due to all workers, regardless of the sector of activity or size of the company.

Article 43.3. The occupational health service is directed by a doctor who holds a diploma in occupational medicine and meets the conditions for practising medicine in Côte d'Ivoire.

Article 43.4. Decrees shall determine the modalities of application of the provisions of this chapter.

➤ **International Human Rights Treaties ratified by Cote d'Ivoire**

Topic/Name of Agreement	Date of ratification
Human rights	
International Bill of Human Rights of 10 December 1948	Included in the constitution (updated in November 2016)
African Charter on Human and Peoples' Rights	1992
Committee on Economic, Social and Cultural Rights (CESCR)	1992
Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (ICCPR)	1992
Optional Protocol to the Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment	1997
International Covenant on Civil and Political Rights (CCPR)	1992
Convention on the Rights of Persons with Disabilities (CRPD)	2014
Prevention of discrimination on grounds of race, religion or belief and protection of minorities	
International Convention on the Elimination of All Forms of Racial Discrimination (CERD)	1973
Women's rights	

Topic/Name of Agreement	Date of ratification
Convention on the Elimination of All Forms of Discrimination against Women (CEDAW)	1995
Convention on the Political Rights of Women	1995
Prevention of torture and inhuman or degrading treatment or punishment	
International Convention on the Abolition of Forced and Compulsory Labour	1960
Convention and its Optional Protocols on the Abolition of Slavery and Similar Practices	1961 and 1970
Convention against Torture and Inhuman or Degrading Treatment or Punishment (CAT)	1995
Children's rights	
African Charter on the Rights and Welfare of the Child	2004
Convention on the Rights of the Child (CRC)	1991
Convention concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour, commonly known as the Worst Forms of Child Labour Recommendation	2003
Optional Protocol to the Convention on the Rights of the Child on the involvement of children in armed conflict (CRC-OP-AC)	2012
Optional Protocol to the Convention on the Rights of the Child on the sale of children child prostitution and child pornography (CRC-OP-SC)	2011
Labour and human rights at work	
International Convention on Equal Treatment	1961
International Convention on Freedom of Association	1961
International Convention on Labour Inspection in the Industrial and Commercial Sectors	1987
International Convention on the Minimum Age of Workers	2003
International Convention on the Right to Organise and Collective Bargaining	1961

III. Recruitment and Worker's rights

When recruiting, ARISE Ivoire and its sub-contractors provide candidates with clear and understandable information, in their language and adapted to their level of training, on the terms of their recruitment.

In order to ensure that compliance with best practices in human resources management and international standards is achieved, ARISE Ivoire and its sub-contractors:

- Offer wages, benefits and working conditions equivalent to those offered by other employers in the region concerned and in the same sector of activity.

- Establish a written contract with all the staff employed, sign it and archive it. The contract should describe their rights in accordance with national law, including working time and overtime, minimum wage, applicable rotation times, collective and union agreements, and dismissal mechanisms. Any modification of the contractual conditions of the employees must be notified to them.

All contracts will be made available to labor inspection and should be submit to labor inspection.

- Establish a system for monitoring the hours worked on the project for its own staff.
- Identify and remedy practices leading to excessively long working days in relation to the legislation in force.
- Maintain a file per local staff member recording the hours worked by each person engaged on the work, the type of work, the wages paid and the training carried out. These files must be available at all times in the worksite, so that they can be examined by the Site manager and authorized government officials.
- Ensure that workers are registered with the *Caisse Nationale de Prévoyance Sociale* (CNPS) so that they have access to health insurance.
- Promote the election of workers' representatives who, through committees, represent their interests and act as intermediaries between management and workers.
- Provide a complaints mechanism for all workers, including those of sub-contractors: inform workers of their rights and the functioning of the complaints mechanism and post the contact details of the contact person of the complaint's mechanism in visible places on the site.

ARISE Ivoire ensures that all these requirements are respected by implementing internal or external compliance audits on the worksite.

ARISE Ivoire ensures that its sub-contractors respect the present ESMP requirements on employment by including these clauses in their contracts or attaching the present ESMP to their contracts. ARISE Ivoire may carry out audits of its sub-contractors on these subjects.

IV. Local Recruitment Plan

ARISE Ivoire and its sub-contractors implement a local recruitment policy and an action plan to ensure transparent recruitment procedures are disseminated to communities linked to the project, for the duration of the work.

Local recruitment is defined as the number of positions effectively allocated to people living in the works area for more than one year and of the nationality of the country where the work is performed. For the present project, the "people residing in the works area" designates the residents of the municipalities which are close to the worksite.

The local recruitment plan has the following objectives:

- Priority hiring of the populations living in villages close to the project:

- During construction, ARISE Ivoire and its sub-contractors will hire in priority workers from Anyama and Songon sub-prefecture with equal skills. A non-binding target can be set at 50% of workers coming from these sub-prefectures.
- During exploitation, given the limited number of jobs and the qualifications required, the local recruitment is not prioritized.
- Maximisation of recruitment among women and disabled persons: during construction, ARISE Ivoire and its sub-contractors will make their best efforts to recruit women and disabled persons from Anyama and Songon sub-prefectures.

In order to ensure that its sub-contractors respect this priority hiring, ARISE Ivoire sets in its sub-contractors' contracts an incitement for the recruitment of local workers and women and disabled persons. It also mentions that the sub-contractors must comply with ARISE Ivoire local recruitment plan.

The mechanism provided for the effective recruitment of these profiles locally is based on the following actions:

- Identification of job profiles that can be filled by local workers and required qualification levels
- Calendar of deployment of these positions
- The office provides information on the job opportunities offered for the execution of the work (qualification required, duration, location), on the information to be provided by the applicants (identity card, village or municipality of residence, CV).
- It divulgates the procedures for selecting candidates to ensure recruitment is transparent for all applicants.
- It collects applications and constitutes lists of local candidates forwarded weekly to ARISE Ivoire and its sub-contractors recruitment managers.
- ARISE Ivoire or its sub-contractors' recruitment managers select candidates according to the needs of the work and the company's recruitment procedures. The selection criteria must be objective, transparent and known to all. For low-skilled jobs or the recruitment of women or disabled persons, a lottery system can be set up.
- ARISE Ivoire disseminates information on the local recruitment plan to the inhabitants of Anyama and Songon sub-prefecture for example through public meetings, public announcements, posters, meetings with Anyama and Songon youth associations.

In order to ensure there is no discrimination against women in accessing the hiring process, ARISE Ivoire sets up specific measures to encourage recruitment of women:

- Organize meetings with women's associations to encourage women to submit their applications.
- Train the agent in the local recruitment office to welcome women wishing to apply.
- Follow-up the number of female workers.

V. Behaviour of workers

ARISE Ivoire prepares an internal regulation and a dedicated Code of Conduct applicable to all sub-contractors and workers in order to ensure that the behaviour of workers is in line with the management strategy of the ESIA and the environmental and social standards of the IFC.

A. Internal regulation

ARISE Ivoire establishes an internal regulation for the construction site committing to the implementation of the health, safety, environmental and social (HSES) provisions of the present ESMP. This internal regulation is applicable to all workers on site, including the sub-contractors' workers who must be informed about it.

The internal regulation mentions the safety rules, substance abuse bans, the sensitive elements of the environment surrounding the construction site, the dangers of STDs and HIV / AIDS, issues related to gender equality (in particular sexual harassment and gender-based violence), prohibition of mistreatment or violence against children and respect for the habits and customs of populations and human relations in general (with particular attention paid to the risk of prostitution, child exploitation and human trafficking).

ARISE Ivoire clearly displays the internal regulation in the various areas of the worksite and has it displayed in the driving cabs of vehicles and construction machinery.

ARISE Ivoire provides an overview of this regulation and associated procedures to all new staff, as well as staff already in place, who confirm that they have understood their content.

B. Policy towards harassment and discrimination

ARISE Ivoire adopts a zero-tolerance policy towards harassment, discrimination, intimidation or any other form of prejudice towards employees based on personal attributes such as race, ethnic origin, gender, language, religion, disability, ideology, age or sexual orientation by other employees or third parties (including clients and business partners). Infringements shall be punishable by disciplinary measures as stated in the employee code of conduct.

All employees are responsible for maintaining a working environment that is free of harassment by being tolerant towards other employees and showing mutual respect.

Employees are entitled to protection of their personal integrity at the workplace and the right to lodge a formal complaint against any misconduct and to request an investigation. Any investigation shall guarantee confidentiality as far as possible. Employees should report any infringements of the prohibition of harassment and discrimination to ARISE Ivoire ESG / HSE team.

ARISE Ivoire ensures that its sub-contractors apply the same policy.

C. Code of conduct

ARISE Ivoire establishes a code of conduct for workers that summarizes the behaviour that workers must always respect. An example of code is presented in annex 1. This code cites a list of serious faults which must give rise, after recidivism on the part of the offender and despite knowledge of the internal regulations, to immediate dismissal and this, without prejudice to any legal proceedings instituted by the public authority for non-compliance. These faults are:

- a) State of intoxication during working hours, causing risks to the safety of residents, customers, users and staff
- b) Any form of harassment, intimidation, prejudice, discrimination or other injury, for example:
 - Sexual harassment
 - Verbal harassment (explicit or offensive and unwelcome jokes, name calling, insults, derogatory comments)

- Physical harassment (unnecessary and unwelcome physical contact, assault, physical interference which prevents a person from doing their work in a normal manner)
 - Visual harassment (sexually suggestive images, objects, posters, caricatures, drawings, etc.)
 - Hidden allusions/insinuations
 - Action and behaviour that qualifies as bullying; or
 - Physical and psychological violence.
- c) Violent behaviour against women and children
 - d) Intentional harm to the property and interests of others or to the environment
 - e) Repeated negligence or recklessness resulting in damage or prejudice to the environment, to the population, to property, in particular in relation to the prescriptions of the fight against the spread of STDs and AIDS
 - f) Consumption of drugs
 - g) Possession and / or consumption of meat or any other animal or plant part from species protected within the meaning of the Washington Convention (CITES) and national regulations
 - h) Entry on a neighbouring property without the permission of the owners or people cultivating or leasing the land

ARISE Ivoire and its sub-contractors:

- Have the document signed by all personnel before the physical start of work on the construction site.
- Establish a file for each serious fault, a copy of which will be given to the personnel concerned, mentioning the measures taken to put an end to wrongdoing on the part of the personnel concerned and to draw the attention of other staff members to the type of deviation.

VI. Training of workers

ARISE Ivoire and its sub-contractors put in place a training program adapted to the work to be carried out on the worksite and targeting the personnel hired on the site. They ensure the qualifications of employees with direct responsibility for activities related to the ESG & HSE performance of the project, and that these employees are trained to have the knowledge and skills required to perform their work.

The training program is structured in two groups: the initial training received during the first intervention on the work site, and the technical training required for the conduct of the works.

A. Initial training for all workers

An initial training is provided by ARISE Ivoire to all the worksite personnel (including those of its sub-contractors) in order to inform them on the HSES management measures in place and that must always be respected. This training covers the following subjects:

- a) Code of conduct and internal regulation
- b) Safety rules on the construction site: wearing and using protective equipment and clothing, waste management, hazardous product handling and storage, etc.

- c) Protection of areas adjacent to the construction site
- d) Protection of the natural environment and its biodiversity: ban on hunting and fishing
- e) Procedure for the accidental discovery of archaeological resources during earthworks
- f) Awareness training in health, hygiene and safety
- g) Basic health: fight against malaria, water-borne diseases, role of hygiene
- h) Risks related to sexually transmitted diseases, prostitution, human trafficking, child labor and forced labor
- i) HIV / AIDS awareness training
- j) Awareness on gender equality and the prohibition of all forms of violence against women (sexual harassment, physical violence, etc.)
- k) Reactions in the event of fire or another form of alert and evacuation procedures as part of the emergency plan
- l) Training in community relations for workers interacting with local communities: respect for local customs and practices, particularly in matters of marital relations
- m) Communication of the content of employment, training and site management plans to workers and all sub-contractors; training of the persons concerned to ensure a good understanding of their respective responsibilities in terms of employment, training and site management, as well as incident reports and responsiveness
- n) Communication on the worker complaints management mechanism

ARISE Ivoire mobilizes adequate resources for such trainings, including the involvement of any specialized expertise required to ensure effective planning and implementation of measures and to ensure that such trainings are delivered on time.

ARISE Ivoire documents trainings and awareness-raising sessions.

B. Specific training

Specific technical training, adapted to each type of position and to the risk analysis by position, are provided by ARISE Ivoire and/or its sub-contractors. These trainings cover:

- o) Training in the skills required to work on tasks requiring a work permit (depending on the risk analysis per position) such as work at height, in confined spaces, in electrical area.
- p) Training in first aid and transport of the injured.
- q) Where applicable: driving heavy goods vehicles or construction machinery and driving skills appropriate to the missions.

ARISE Ivoire puts in place the necessary means to confirm that the training system is effective.

ANNEXE "CODE OF CONDUCT"

Code de conduite des employés du projet

Je soussigné, _____, reconnais qu'il est important de se conformer aux normes environnementales, sociales, d'hygiène et de sécurité (ESHS), de respecter les exigences du projet en matière d'hygiène et de sécurité au travail (HST) et de prévenir les violences basées sur le genre (VBG) ainsi que les violences contre les enfants (VCE).

Pendant que je travaillerai sur le projet, je consens à :

1. Assister et participer activement à des cours de formation liés aux normes environnementales, sociales, d'hygiène et de sécurité (ESHS), et aux exigences en matière d'hygiène et de sécurité au travail (HST), au VIH/sida, aux VBG et aux VCE, tel que requis par mon employeur
2. Porter mon équipement de protection individuelle (EPI) à tout moment sur le lieu de travail ou dans le cadre d'activités liées au projet
3. Prendre toutes les mesures pratiques visant à mettre en œuvre le Plan de gestion environnementale et sociale
4. Mettre en œuvre le Plan d'hygiène, santé et sécurité au travail
5. Respecter une politique de tolérance zéro à l'égard de la consommation de l'alcool pendant le travail et m'abstenir de consommer des stupéfiants ou d'autres substances qui peuvent altérer mes facultés à tout moment
6. Traiter les femmes, les enfants (personnes âgées de moins de 18 ans) et les hommes avec respect, indépendamment de leur race, couleur, langue, religion, opinion politique ou autre, origine nationale, ethnique ou sociale, niveau de richesse, invalidité, citoyenneté ou tout autre statut
7. Ne pas m'adresser envers les femmes, les enfants ou les hommes avec un langage ou un comportement déplacé, harcelant, abusif, sexuellement provocateur, dégradant ou culturellement inapproprié

Je reconnais que je m'expose à des pénalités ci-après mentionnées au cas où je me livrerai aux actions suivantes :

1. Etat d'ébriété pendant les heures de travail, entraînant des risques pour la sécurité des riverains, clients, usagers et personnels
2. Toute forme de harcèlement, d'intimidation, de préjugé, de discrimination ou autre blessure, par exemple :
 - a. Harcèlement verbal (blagues explicites ou offensantes et importunes, injures, insultes, commentaires désobligeants)
 - b. Harcèlement physique (contact physique inutile et indésirable, agression, interférence physique qui empêche une personne de faire son travail de manière normale)
 - c. Harcèlement visuel (images, objets, affiches, caricatures, dessins à caractère sexuel, etc.)
 - d. Allusions / insinuations cachées
 - e. Action et comportement qualifiés d'intimidation; ou

- f. Violence physique et psychologique.
3. Comportements violents envers les femmes et les enfants
 4. Atteintes volontaires aux biens et intérêts d'autrui ou à l'environnement
 5. Négligences ou imprudences répétées ayant entraîné des dommages ou préjudices à l'environnement, à la population, aux biens, notamment en rapport avec les prescriptions de lutte contre la propagation des MST et du SIDA
 6. Consommation de stupéfiants
 7. Possession et/ou consommation de viande ou de tout autre partie animale ou végétale issue d'espèces protégées au sens de la Convention de Washington (CITES) et de la réglementation nationale
 8. Entrée sur une propriété du voisinage sans l'autorisation des propriétaires ou des personnes cultivant ou louant le terrain

Je comprends que si je contreviens au présent Code de conduite, mon employeur prendra des mesures disciplinaires qui pourraient inclure :

1. L'avertissement informel
2. L'avertissement formel
3. La formation complémentaire
4. La perte d'au plus une semaine de salaire
5. La suspension de la relation de travail (sans solde), pour une période minimale d'un mois et une période maximale de six mois
6. Le licenciement
7. La dénonciation à la police, le cas échéant.

Je comprends qu'il est de ma responsabilité de m'assurer que les normes environnementales, sociales, de santé et de sécurité sont respectées.

Je reconnais par les présentes avoir lu le Code de conduite individuel précité, j'accepte de me conformer aux normes qui y figurent et je comprends mes rôles et responsabilités en matière de prévention et d'intervention dans les cas liés aux normes ESHS et aux exigences HST, aux VBG et aux VCE. Je comprends que tout acte incompatible avec le présent Code de conduite individuel ou le fait de ne pas agir conformément au présent Code de conduite individuel pourrait entraîner des mesures disciplinaires et avoir des répercussions sur mon emploi continu.

Nom et prénom

Date

Signature précédée de la mention « lu et approuvé »

