

African Union Commission

**Africa Think Tank Platform (ATTP) Project
(P179804)**

**Simplified Labor Management Procedures
(LMP)**

May 7, 2024

Table of Contents

- Table of Contents 2
- Acronyms and Abbreviations 3
- 1. Introduction 4
 - 1.1. Background 4
 - 1.2. Project Development Objective (PDO) 4
 - 1.3. Project Components 4
 - 1.4. Project Geographical Location 6
 - 1.5. Institutional Arrangements 6
 - 1.6. Overview of labor use for the Project 9
 - 1.7. Overview of Labor Risks 9
- 2. Overview of Relevant Legislations 9
 - 2.1. World Bank Environmental and Social Standard 2 (ESS2) 10
 - 2.2. Ethiopian Labor Legislation 11
- 3. Role and Responsibilities 15
- 4. Policies and Procedures 15
 - 4.1. General Policies and Procedures 15
 - 4.2. Occupational, Health and Safety Policies and Procedures 16
 - 4.3. Incident Investigation and Reporting 16
 - 4.4. Code of Conduct 17
 - 4.5. Workers’ Grievance Redress Mechanism 17
 - 4.6. Contractors’ Management 19
- ANNEX 1: 21
- SAMPLE CODE OF CONDUCT 21

Acronyms and Abbreviations

ATTP	Africa Think Tank Platform
AUC	African Union Commission
AUDA-NEPAD	African Union Development Agency-NEPAD
E&S	Environmental & Social
EDIT	Directorate of Economic Development, Industry and Trade
EPI	Economic Policy Institute
ESF	Environmental and Social Framework
ESIA	Environmental and Social Impact Assessment
ESS	Environmental and Social Standards
ETTİM	Economic Development, Trade, Tourism, Industry and Mining
GBV	Gender-Based Violence
GRM	Grievance Redress Mechanism
IDA	International Development Association
ILO	International Labor Organization
LMP	Labor Management Procedures
M&E	Monitoring & Evaluation
OHS	Occupational Health and Safety
OSSD	Operation Support Service Directorate
PBFA	Directorate of Programming, Budget, Finance and Accounting
PDO	Project Development Objective
PPA	Partnership Performance Agreement
REC	Regional Economic Communities
RO	Regional Organization
RSC	Regional Steering Committee
SCMD	Supply Chain Management Division
SEA	Sexual Exploitation and Abuse
SH	Sexual Harassment
STC	Specialized Technical Committee
TA	Technical Assistance
UNECA	United National Economic Commission for Africa
WB	World Bank

1. Introduction

1.1. Background

The proposed **Africa Think Tank Platform (ATTP) Project** aims to build policymaking capacity to advance the regional integration agenda, provide a platform for policy harmonization and improve development outcomes. It aims to establish and operationalize a sustainable platform for effective cooperation and harmonization on regional policy issues between country level policymakers, regional associations and economic policy institutes based on existing regional strategies, such as the African Union's Agenda 2063.

It will support a Regional Organization (RO) housed in the African Union Commission to set up and operate a functional and sustainable platform that: (i) convenes key stakeholders from governments, economic policy institutes and academia to identify and discuss pan-African priority areas for economic policy; (ii) bridges the divide between the policy research community and policymakers to facilitate research uptake and promote linkages between economic policy institutes, Regional Economic Communities (RECs) and national governments; (iii) provides technical assistance and institutional support to selected Economic Policy Institutes (EPIs) and fosters collaboration among them; and (iv) undertakes and supports resource mobilization for the platform and its beneficiaries' to support long-term financial sustainability, including setting up a facility to crowd-in resources from African governments, foundations, Development Partners and other donors. In supporting a RO to play a central role in cooperation and harmonization on regional economic policy issues between different stakeholders, the project aims to strengthen the overall evidence-to-policy ecosystem. The project will pay attention to the different actors within the system and maintain or even strengthen the relationships between them in order to ensure there is a flow of research and evidence to support better regional policymaking and policy implementation.

Environmental and Social Standard 2 (ESS2) of the World Bank's Environmental and Social Framework (ESF) relates to Labor and Working Conditions and requires the Borrower to develop Labor Management Procedures (LMP) as a key instrument to comply with all labor and working standards. The LMP identifies labor requirements and risks and helps the Borrower to determine the resources necessary to address labor issues. The simplified LMP is a living document, which is prepared during project preparation, and is reviewed and updated when necessary.

1.2. Project Development Objective (PDO)

The Project Development Objective (PDO) is to establish a sustainable platform to strengthen the capacity for effective policy research and policymaking on cross-boundary priorities in Africa.

1.3. Project Components

Component 1:

Establish capacity to operate a sustainable policymaking platform.

This component will develop the capacity of the AUC to create and set up the structures and systems necessary to operate a continent-wide platform that brings together a wide variety of stakeholders to

support economic policymaking across the region. The component will finance:

- (i) establishing a secretariat to manage the platform;
- (ii) establishing and maintaining the Platform Steering Committee (PSC);
- (iii) designing and implementing monitoring and evaluation strategies for the platform; and
- (iv) mechanisms to draw and learn from lessons during implementation.

The component will also support the development of an online portal on the platform for knowledge management. It will finance:

- (i) creating and maintaining a database of African and global think tanks;
- (ii) building and maintaining a network of think tanks, RECs, and policymakers; and
- (iii) creating and maintaining a database and online Africa Knowledge Repository of existing policy research conducted across the continent. As part of creating these databases, the AUC will also collect and publish data on the number of female professionals at think tanks and number of research outputs with female authors.

Component 2:

Strengthen the quality, relevance and uptake of policy research on priority issues.

This component will support activities to improve the quality and relevance of policy research on continental priority issues and facilitate the dissemination and utilization of this research to inform policy making by countries across the continent and beyond. This is expected to be achieved through creating a forum between policymakers and think tanks to develop a shared research and TA agenda, promoting knowledge exchange on regional economic issues, and facilitating greater policy adoption. Activities to be financed will include:

- (i) organizing meetings of African governments, RECs, and other partners to identify and discuss regional challenges and priority areas;
- (ii) organizing knowledge exchange events (e.g., regional conferences and fora) that convene policymakers and researchers to align on policy needs and promote policy uptake and adoption;
- (iii) facilitating fellowship or secondment programs between governments and think tanks to enhance research and policy skills sets of public policymakers and policy researchers respectively and narrow the research-policy gap (this will support governments' own capacity for policy research in addition to strengthening think tanks' skills in policy implementation);
- (iv) training and capacity building of policymakers, civil society and other key stakeholders; and
- (v) financing high quality research on priority issues for the continent and supporting capacity building for think tanks to provide the knowledge and evidence base for regional policymaking and policy engagement.

Component 3:

Support platform sustainability.

The objective of this component is to develop the capacity of the AUC to mobilize resources and establish facilities to crowd-in funds from a variety of stakeholders to support the sustainability of the platform and policy research over the long-term. Under this component, the AUC will set-up a general fund to provide a vehicle to mobilize additional resources to support the initiative and expand the number of participating

think tanks. It will also explore the establishment of an endowment fund to support the sustainability of the platform. Revenues from the endowment fund will flow into the general fund and will be used to finance further research and capacity building efforts around regional economic policymaking. In addition, the sub-component will support the AUC to identify and undertake innovative resource mobilization activities that can finance research on regional priority issues in a sustainable manner over the long-term. The component will thus finance:

- (i) TA to establish the general fund;
- (ii) recruitment of dedicated staff to support regular fundraising for the general fund;
- (iii) design of a resource mobilization strategy to raise funds from diverse donors such as African governments, private sector, foundations, individual and institutional donors for economic policymaking in regional priority areas;
- (iv) studies necessary to establish and operate the endowment fund including feasibility studies;
- (v) TA to design the endowment fund including its statutes, governance, structure and funding strategies as well as the identification and selection of its Fund Manager; and
- (vi) seed contribution to the endowment fund in the amount of US\$10 million.

1.4. Project Geographical Location

The African Union Commission is based in Addis Ababa, Ethiopia, from where most activities will be implemented. EPIs and other implementers may be located across all member states of the African Union.

1.5. Institutional Arrangements

The AU will be the IDA recipient for the project. It will manage and coordinate all components of the project. Different departments within the AUC will be engaged in project implementation according to the project activities and the respective departments' mandates and areas of work. The Partnerships Management and Resources Mobilization directorate (PMRM) office will host the project's secretariat, headed by a Technical Adviser seconded by a Project Coordinator; the Project Secretariat will be the central entity tasked with overall project coordination across participating AUC departments. It will be responsible for project management and day-to-day project operations, operating the regional platform including its administrative and ICT processes, managing the competitive selection process for think tanks, and convening stakeholders for regional forums, meetings and knowledge exchange events. The PMRM and relevant directorate will be in charge of environmental and social risk management, monitoring and evaluation (M&E) and project-level reporting to the World Bank. It will also support the functioning of the PSC including organizing its meetings.

In addition, PMRM will be responsible to convene thematic directorates to work directly with the think tanks on their annual work plans and oversee the implementation of their proposals as well as facilitate engagement between the think tanks and policymakers through, for example, the relevant STCs. The thematic directorates will provide feedback from the national level activities of the think tanks to continental policymaking bodies to inform region-wide policies. The thematic directorates will align with the priority thematic areas of the project and include those focused on:

- Economic Development, Industry and Trade (EDIT);
- Sustainable Environment and Blue Economy (SEBE);

- Agriculture and Rural Development (ARE);
- Education, Science, Technology and Innovation (ESTI); and
- Infrastructure and Energy (IE).

They will report progress to the project secretariat at the PMRM office. The AUC's Directorate of Finance will oversee the project's overall financial management responsibilities while the Supply Chain Management Division (SCMD) of the Operation Support Service Directorate (OSSD) which will be in charge of procurement and supply chain.

Moreover, the PMRM will be responsible for managing and growing the General Fund and Endowment Fund that will support and sustain the platform established under the project. It will include staff to lead fundraising efforts for the General Fund and Endowment Fund across diverse donors. In addition, it will recruit a Fund Manager to invest funds allocated for the endowment. Profits from the investments under the Endowment Fund will feed into the General Fund, which will be used to finance the platform and its activities, including grants to a larger number of think tanks.

Through the project, the AUC will strengthen the capacity of other specialized agencies of the AU so that they can contribute to running the platform. In particular, specialized agencies, including the ACBF and the AUDA, have a long history of building the capacity and working with think tanks on policy issues across the continent. Through previous projects, they have experience in building the capacity of think tanks, collaborating on research and working together on policy engagement activities. These agencies will support the PMRM's office of the AUC to:

- (i) contribute to the development of the policy research agenda under each priority area;
- (ii) implement capacity building activities for think tanks under the project including facilitating fellowship or secondment programs between governments and think tanks;
- (iii) facilitate partnerships and twinning programs between think tanks;
- (iv) provide support to think tanks to enhance quality and communication of research;
- (v) facilitate adoption of regional policies by countries through national level engagements;
- (vi) collaborate on selected research activities. These specialized agencies will report to the AUC and work in close collaboration with the thematic directorates to ensure the harmonization of activities.

A Platform Steering Committee (PSC) will be established to provide strategic direction, guidance and oversight as well as facilitate continental ownership of the project. The PSC will have pan-African representation including representatives from selected African Ministries of Finance, RECs, other relevant regional bodies (such as UNECA and AUDA), private sector and academia. The PSC will be the highest decision-making body within the institutional structure of the project. It will advise on continental priorities, assess and support the coherence of the project with such priorities, advocate for and facilitate regional collaboration on priority policy issues, endorse the selection of the beneficiary think tanks, provide high-level guidance on think tanks' institutional annual work plans, and review the implementation progress of the project, including the performance of beneficiary institutions, to ensure

achievement of the PDO. In addition to the governance function, the PSC will help foster regional ownership of the project through its membership that will include officials from African governments as well RECs and other regional bodies who can represent the views of their respective sub-regions. The PSC is expected to meet twice a year and the AUC PMRM office will serve as its secretariat.

The think tanks selected competitively under the project will implement project activities primarily relating to knowledge generation, communication of research, and promotion of national adoption of regional priority policies. Think tanks will also undertake activities to support their own institutional capacity that will be agreed as part of institutional capacity assessments undertaken at the beginning of the project. The beneficiary think tanks will receive funding from the AUC, through the Platform's general fund, to implement their proposals via a Partnership Performance Agreement (PPA) based on annual work plans. The annual work plans, and their associated budget, will be discussed and agreed with the AUC each year. Each think tank will also be required to provide a short narrative report to report progress against its annual work plan and results framework, and a financial report to report against the use of its budget at the end of each year of the project. Workplans and budgets for the new year will be agreed on the basis of progress made the previous year. The PPAs will define the responsibilities and obligations of the think tank and elaborate on reporting requirements and frequencies (a template of the PPA will be included in the Project Operations Manual). Each think tank will be responsible for institutional-level financial management, procurement, safeguards compliance, monitoring, and evaluation. It will be required to establish an implementation team led by a think tank coordinator and comprised of relevant staff to manage institutional-level project implementation. The think tanks will work closely with the AUC thematic directorates and report to the PMRM, which will be responsible for aggregating results for project-level reporting to the World Bank.

The STCs will work closely with the beneficiary think tanks within their thematic area to provide technical expertise on their research agenda and policy development. The STCs are sector-specific committees composed of technical experts from member states of the AU. The STCs provide technical advice to the AUC, the Executive Council, and other AU organs on key areas such as agriculture, trade, energy, and transport. The committees are responsible for identifying policy priorities and developing policies and programs in their respective areas of expertise. The committees also facilitate the exchange of best practices, knowledge, and experiences among AU member states and promote collaboration in implementing policies and programs. Given their technical expertise and important role in policy development and knowledge exchange on the continent, the STCs will work in close collaboration with the think tanks selected under the ATTP project to support the implementation of their annual work plans. This may include but is not limited to providing inputs to their research agenda, ensuring relevance of policy research and advice, promoting alignment of research efforts with Agenda 2063 and facilitating flow of knowledge among researchers and policymakers. With the facilitation of the AUC thematic directorates, selected think tanks will be paired with the relevant STC in their thematic area to form communities of practice on the specific theme. Relevant STCs may include those focused on Trade, Industry and Minerals; Agriculture, Rural Development, Water and Environment; Finance, Monetary Affairs, Economic Planning and Integration; and Transport, Communications and Tourism. The STCs also work closely with the REC strengthening their role in supporting and promoting the exchange of knowledge among key stakeholders in the policy research domain.

1.6. Overview of labor use for the Project

Direct workers

Direct workers include all staff dedicated to the management of the Projects. It is expected that direct workers will also include independent consultants, who are specialized in certain disciplines. These consultants will be hired under individual contracts, with specific definition of the assigned tasks and responsibilities.

Direct workers will also include staff of the different AUC departments that will be assisting project implementation (e.g., the Partnership Management and Resources Mobilization, and the Directorate of Finance and the Operation Support Services Directorate's Staff).

Contracted workers

Contracted workers include all individuals employed or engaged through third parties to perform work related to the core functions of the project, regardless of their location. Under this project, these individuals will consist of workers from Think Tanks selected from various African countries, as well as workers from a firm or organization that may be hired to conduct studies for the establishment of the endowment fund and feasibility studies.

1.7. Overview of Labor Risks

Key labor risks are associated with health and safety risks pertaining to both direct and contracted workers' who travel for project activities, as well as OHS related risks in office work environments. OHS risks related to the travel of consultants and researchers for regional activities include the necessity of site visits for assessments, research, and stakeholder consultations. Travel-related risks encompass fatigue, exposure to hot climates, security deficits, conflict and violence related to conflict, potential wildlife attacks, and traffic accidents. Additionally, the management of social and cultural risks is imperative. These include unauthorized entry into private property, inappropriate attire and behavior, and workplace interactions between workers and management. To address these risks, a Code of Conduct (Annex 1) has been developed.

Other labor risks include non-compliance with Ethiopia's labor standards and laws, as well as ESS2. Examples include violations of contract terms and conditions of contract, workplace discrimination, lack of equal opportunities for women, disregard for the role of workers' organizations, and the absence of workers' Grievance Redress Mechanism (GRM).

Additional risks pertain to Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) at the workplace or in interactions with beneficiaries or contractors. These risks will be addressed through specific SEA/SH mitigation measures and actions outlined in this LMP.

2. Overview of Relevant Legislations

Since the PMRM and the other AUC Departments contributing to Project implementation are located in Addis Ababa, the most relevant legislation is the Ethiopian labor law. However, as think tanks in other countries, potentially hailing from all AU member states, may receive funding from the project, the

respective labor laws of those countries will apply. These cannot all be listed here and think tank countries are also not known at this point. Nevertheless, wherever a country's labor legislation does with the World Bank's ESS2, the more stringent standards will apply.

Since the PMRM and other AUC Departments contributing to project implementation are located in Addis Ababa, the most relevant legislation is Ethiopian labor law. However, as think tanks in other countries—potentially representing all AU member states—may receive funding from the project, the respective labor laws of those countries will apply. These cannot all be enumerated here, and the countries of the think tanks are not known at this stage. Nevertheless, wherever a country's labor legislation does not align with the World Bank's Environmental and Social Standard 2 (ESS2), the more stringent standards will prevail.

2.1. World Bank Environmental and Social Standard 2 (ESS2)

The World Bank's requirements related to labor are described in ESS2 on Labor and Working Conditions. ESS2 recognizes that by ensuring that Project workers are treated fairly, with safe and healthy working conditions, AUC can promote strong relationships between workers and employers and leverage the benefits of developing a project.

The main objectives of ESS2 are to:

- Promote safe and healthy working conditions;
- Promote fair treatment, non-discrimination, and equal opportunity for project workers;
- Protect project workers, including vulnerable categories of workers such as women, individuals with disabilities, children (of working age in accordance with this ESS) and migrant workers, contract workers, community workers, and primary supply workers;
- Avoid 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 accessible means for project workers to raise workplace concerns.

The scope of application of ESS2 depends on the type of employment relationship between the AUC and project workers. The term "project worker" includes direct workers and contracted workers.

Working conditions and labor relations. Terms and conditions of employment, which define hiring requirements, wage payments, and termination of contract among others shall be in written and explicit form; non-discrimination and equal opportunities, hiring of project workers will be based on the principle of equal opportunities and fair treatment, and there will be no discrimination concerning any aspects of the employment relationship; workers' organizations, respecting the role of legally established workers' organizations (associations, unions) and legitimate workers' representatives, who will receive the information necessary to conduct meaningful negotiations on time.

Grievance mechanism. Ensure that a grievance mechanism is provided to all direct or contract workers to address workplace concerns.

Occupational Health and Safety (OHS). All parties employing or contracting project workers will develop and implement procedures to establish and maintain a safe work environment, including ensuring that workplaces, machinery, equipment, and processes under their control are safe and without health risk, including through the use of appropriate protective measures to physical, chemical and biological substances and agents.

The following is a summary of *OHS measures* set out in ESS2:

- identification of potential hazards to project workers, particularly those that may be life-threatening;
- provision of preventive and protective measures, including modification, substitution, or elimination of hazardous conditions or substances;
- training of project workers and maintenance of training records;
- documentation and reporting of occupational accidents, diseases, and incidents;
- emergency prevention and preparedness and response arrangements to emergencies; and
- remedies for adverse impacts such as occupational injuries, deaths, disability, and disease.

The PMRM Directorate will include in the bidding documents specific OHS standard requirements that all contractors will meet under this project. The IED/PMRM Directorate and all implementers will establish and maintain a safe working environment, including that workplaces and equipment and processes under their control are safe and without health risk.

Measures to Counter Discrimination: In compliance with the Labor Proclamation and ESS 2, the 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, such as recruitment, compensation, working conditions and terms of employment, access to training, promotion or termination of employment. The following measures will be developed by the contractors and monitored by the project team to ensure fair treatment of all employees:

- Recruitment procedures will be transparent, public, and non-discriminatory with respect to ethnicity, religion, sexual orientation, disability, gender, and other grounds.
- Applications for employment will be considered in accordance with the application procedures established by the Contractor/company.
- 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, in an appropriate language, describing terms and conditions of work and will have the contents explained to them. Workers will sign the employment contract. Terms and conditions of employment will be available.

2.2. Ethiopian Labor Legislation

Labor Law

The following terms and conditions apply for workers as per the Government of Ethiopia Labor Laws:

- Labor Proclamation No. 377/2003

- Labor Proclamation No.1156/2019 (does not replace, Labor Proclamation No. 377/2003, but complements).
- Proclamation No. 632/2009, Employment Exchange Service Proclamation
- Proclamation No. 568/2008, Right to Employment of Persons with Disability

In case of variations between the national legislation and ESS2, the ESS will prevail.

The Labor Proclamation No. 1156/2019 includes the following:

- To ensure that worker-employer relations are governed by basic principles of rights and obligations;
- To establish a system that guarantees the rights of workers and employers to freely establish associations and to engage, through their duly authorized representatives, in social dialogue and collective bargaining, as well as to draw up procedures for the expeditious settlement of labor disputes;
- To create a favorable environment for investment and achievement of national economic goals without challenging fundamental workplace rights by ensuring labor administration; and determine the duties and responsibilities of governmental organs entrusted with the power to monitor labor conditions; occupational health and safety; and environmental protection together with bilateral and tripartite social dialogue mechanisms; political, economic, and social policies of the country.

Provisions Related to Women

The Labor Proclamation 1156/2019 recognizes benefits addressing the special needs of women, including provisions related to maternity leave and sexual harassment and violence. A provision acknowledging affirmative action to women is also included, for example in soil and water conservation activities due to the high burden of works on women, the project should provide a shorter workday for women. Furthermore, women candidates who score equal points with men should have priority in competition for employment, promotion and related opportunities.

The Labor Proclamation of Ethiopia, 1156/2019, article 87 and 88 state provisions on the working conditions of women.

- Women shall not be discriminated against in all respects on the basis of their sex. Without prejudice to the generality of this provision, priority shall be given to women if they get equal result with men when competing for employment, promotion or any other benefit.
- No pregnant woman shall be assigned to night work between 10 p.m. and 6 a.m. or be assigned overtime work.
- Women shall be transferred to another place of work if their job is hazardous to her health or to the fetus as ascertained by a physician.
- An employer shall not terminate the contract of employment of women during her pregnancy and until four months after her confinement.

Rest

The working hours are eight hours a day with a maximum of 48 hours a week. The workers have a weekly rest period consisting of not less than twenty-four non-interrupted hours in the course of each period of seven days, mainly on Sunday. The weekly rest period shall be calculated as to include the period from 6 a.m. to the next 6 a.m. Where the nature of the work or the service performed by the employee is such that the weekly rest cannot fall on a Sunday another day may be announced as weekly rest day as a substitute. The workers have also entitled for public holiday with pay.

Wages

The Labor Proclamation requires the employers to pay wages in cash on a working day at the workplace unless otherwise agreed. In case, date of payment (where already decided) falls on a weekly rest day or public holiday, the wages are paid on the preceding workday. Wages are paid directly to the worker or to the person authorized by the worker. Wages may be paid in kind but may not exceed the local market value, and in no case may exceed 30% of the wages paid in cash. An employer is under the obligation to pay the worker wages and other emoluments in accordance with this law or the collective agreement. Wages are to be paid at such intervals as required under the national law, collective agreement, or employment contract.

As per Labour Proclamation No. 1156/ 2019, a Regulation of the Council of Ministers shall determine the powers and responsibilities of a Wage Board, which shall comprise representatives of the Government, employees, and trade unions together with other stakeholders that will periodically revise minimum wages based on studies, which take into account the country's economic development, labor market and other considerations. An employer is not allowed to make deductions from wages except where it is provided by the law or collective agreement or work rules or is in accordance with a court order or a written agreement with the worker. The amount of deduction must not exceed one-third of the monthly wages of the worker.

Leave

Proclamation 1156/2019, Article 76-86 stipulates that every worker is entitled to annual leave after completing one year of continuous service with full pay as follows: Every worker is entitled for sixteen (16) working days of annual leave for the first year of service; were, plus one working day for every additional two years' service. Article 7 Sub article (5) of the proclamation states that, where the length of service of a worker is below one year, the worker shall be entitled to an annual leave proportional to the length of his service.

The Proclamation provides for paid sick leave for up to 6 months on completion of the probation period if sickness is certified by a qualified doctor. A worker is entitled to sick leave if he/she is incapable of working due to sickness other than resulting from occupational injury. A worker must inform the employer about his/her absence due to sickness and provide a medical certificate issued by a medical organization recognized by the Government. The employer will provide paid sick leave as follows: 100% of wages during the first month of sick leave; 50% of wages during the second & third months of sick leave; and unpaid leave from four to sixth months.

Benefits in the Case of Employment Injuries

Proclamation 1156/2019 declares that where a worker sustains an employment injury, the employer shall cover the following expenses: general and specialized medical and surgical care; hospital and pharmaceutical care and any necessary prosthetic or orthopedic appliances. A worker who has sustained employment injury shall be entitled to periodical payment while he/she is temporarily disabled; disablement pension or gratuity or compensation where he sustains permanent disablement and survivors' pension or compensation to his dependent when he/she dies.

Occupational Health and Safety

The Ethiopian Labor Proclamation number 1156/2019 requires the employer to have an obligation to safeguard workers from accidents and injuries. The proclamation also requires that the employer provides regular health services including during worker injury and sickness. The Ethiopia labor proclamation No.1156/2019 safety procedures provide provisions on occupational health and safety and apply to workers.

Ethiopia Constitution (1995) under Article 42/2 stated the Rights of Labor as “workers right for healthy and safe work environment”.

There are further different frameworks on OHS, which include: the National Occupational Health Policy and Strategy, Occupational Health and Safety Directive (2008), Occupational Health and Safety Policy and Procedures Manual, and On Work Occupational Health and Safety Control Manual for Inspectors (2017/18). OHS promotion is also included as priority in the National Health Policy Statement (1993). The Ministry of Labor and Skills and its regional counterparts are responsible for OHS at Federal and Regional levels. MoLS has an OHS & Working Environment Department responsible for OHS responsibilities. Each administrative region has an OHS department within the Labor and Skills Bureau with the responsibilities of inspection services. Further, proclamation 1156/2019 defines the occupational safety and health, and working environment focusing on (i) preventive measures, (ii) occupational injuries, (iii) defining degree of disablement, (iv) benefits to employment injuries, (v) medical services. The provisions are outlined on Labor Proclamation 1156/2019 Part Seven, from Article 92-112.

In the new Proclamation of Ethiopia, Occupational Safety, Health and Working Environment the following are indicated under Obligations of an Employer and an employee respectively.

- Comply with the occupational health and safety requirements provided for in this Proclamation;
- Take appropriate steps to ensure that workers are properly instructed and notified concerning the hazards of their respective occupations; and assign safety officer; and establish an occupational health and safety committee;
- Provide workers with protective equipment, clothing and other materials and instruct them of their use;
- Register employment accidents and occupational diseases and report same to the project coordination unit;
- Arrange, according to the nature of the work, at his own expense for the medical examination of newly employed workers and for those workers engaged in hazardous work, as may be necessary

with the exception of HIV/AIDS unless and otherwise the country has obligation of international treaty to do so;

- Ensure that the workplace and premises of the undertaking do not pose threats to the health and safety of workers;
- Take appropriate precautions to ensure that all the processes of work in the undertaking shall not be a source or cause of physical, chemical, biological, ergonomic and psychological hazards to the health and safety of the workers.

3. Role and Responsibilities

The AUC HRMD Directorate will be responsible for the following tasks:

- Ensure that contractors/implementers responsible for research, TA or other activities comply with these LMP;
- Monitor that the contractors/implementers meet obligations towards contracted workers as included in the General Conditions of Contract the World Bank Standard Bidding Documents, and in line with ESS2 and the national labor code;
- Monitor implementation of LMP by contractors/implementers;
- Ensure that GRM for project workers are established and monitor their implementation; and
- Monitor implementation of the workers' Code of Conduct.

The contractors/implementers will be responsible for the following:

- Implement project-specific LMP, OHS Plans, SEA/SH actions and mitigation measures;
- Maintain records of recruitment and employment process of contracted workers;
- Communicate clearly job description and employment conditions to contracted workers;
- Implement workers' GRM;
- Have a system for regular review and reporting on labor, SEA/SH prevention and mitigation and OHS performance;
- Ensure that all contracted workers understand and sign the Code of Conduct prior to the commencement of work.

Note: Once the bidding process is completed and the contractors are known, these labor management procedures can be updated to include additional details about contractors or implementers, as necessary.

4. Policies and Procedures

4.1. General Policies and Procedures

All employers with labor assigned must:

- Know and comply with the legal provisions regarding employment and labor, and technical and regulatory standards in force;
- Know and comply with the laws regarding the health and safety of workers;

- Have department, sector or personnel responsible for human resources management and labor relations;
- Document and provide each worker, upon being hired, in a clear and understandable manner, with information regarding their rights under labor legislation, including rights to wages and benefits;
- Respect the terms of collective agreements and the right to organize freely; and
- Document, disseminate and keep visible to workers:
 - The Code of Conduct
 - The channels for filing labor and employment complaints
 - Internal regulations or similar documents that clarify: hours (in, out and daily breaks); weekly and monthly workload, requirements for overtime benefits, weekly rest and vacation entitlements, sanctions in place (e.g. in case of unjustified absence), etc...
- In accordance with the principle of equal opportunity, gender promotion, and fair treatment, do not do and do not tolerate discrimination in any aspect of the employment relationship (recruitment, hiring, compensation, working conditions and terms of employment, training, promotion, contract termination, and discipline).
- Provide an easily accessible complaint mechanism for workers, independent of other legal remedies, to express their concerns about working conditions, with a guarantee of feedback to complainants, without any retaliation.

4.2. Occupational, Health and Safety Policies and Procedures

All employers with labor assigned must:

- Provide workers with a safe and healthy work environment that takes into account the inherent risks of their particular sector and the specific hazard classes of work areas;
- Take steps to prevent accidents and illness resulting from, associated with, or occurring during the course of work, for example travel, in accordance with good practices that include: identifying potential hazards to workers, especially those that may be life-threatening;
- Make available preventive and protective measures;
- Document and publicize accidents, occupational illnesses and incidents;
- Have an organization for emergency prevention, preparedness and response;
- Promoting awareness/awareness campaigns on HIV/AIDS, and sexually transmitted infections (STIs) and making condoms available free of charge to direct and indirect employees of the works;
- Raise awareness of SEA/SH among all workers to disseminate risks and preventive actions, ways to support and ensure a fully operational GRM (see Stakeholder Engagement Plan - SEP) that responds confidentially to incidents and uses a survivor-centered approach with safe and ethical reporting standards.

4.3. Incident Investigation and Reporting

Accidents can be prevented by adhering to proper prevention, investigation and reporting procedures. When accidents occur, it is essential for businesses to execute specific processes to ensure an effective investigation and report. The procedures for Accident Investigation and Reporting are vital for addressing issues related to workplace safety and liability.

Investigations typically cover incidents that result in injuries, fatalities, loss of lost time, or significant damage to company property or equipment. The procedures for investigating and reporting incidents may include:

- Reporting the incident to the officer in charge and relevant regulatory authorities.
- Securing the scene of the accident.
- Promptly gathering information from witnesses and other sources, such as CCTV footage.
- Analyzing the facts and sequence of events to identify actions, inactions, or conditions that contributed to the accident.
- Preparing a comprehensive written report that details the findings of the investigation.
- Developing and implementing corrective actions to prevent the recurrence of similar accidents in the future.
- Reviewing the entire process to identify areas for improvement.

The project's ES Focal person is responsible for reporting incidents and accidents. Any incident that requires reporting should be communicated to the World Bank within 24-48 hours. The AUC will be conduct further investigation and reporting the World Bank's request.

4.4. Code of Conduct

A code of conduct for workers and employers should be applied for all project workers, emphasizing labor, health and safety, environmental and social issues, including SEA/SH. The obligations of the code should apply to all Project workers.

The Code of Conduct should be a summary document, written in simple language. It should be available in English.

The individual code should be signed by each direct and contracted worker, preferably at the signing of the contract, and a copy kept by both parties.

By signing the Code of Conduct, the worker confirms that he/she:

- Received a copy of the Code;
- Have had an explanation of the Code;
- Recognize that adherence to this Code of Conduct is a condition of working on the project;
- Recognize that violations of the Code may result in serious consequences, up to and including;
- dismissal or referral to legal authorities.

4.5. Workers' Grievance Redress Mechanism

Potential workers' grievances may include requests for employment opportunities, disputes over labor rates and payment delays, disagreement regarding working conditions, and health and safety concerns within the work environment. The handling of grievances should be objective, prompt, and responsive to the needs and concerns of the aggrieved workers in alignment with AU-SRR Regulation 10: Staff Relations. Workers should be permitted to submit their grievances to their employer through various means including in person, by

phone, text message, mail, and email. Grievance should be recorded and acknowledged by the employer or contractor within one day. While the timeframe for resolving grievances will vary depending on their nature, issues related to health and safety concerns in a work environment or other urgent matters should be addressed immediately. If a grievance cannot be resolved within a reasonable timeframe, the aggrieved worker should be informed in writing, enabling them to consider proceeding to the national appeal process. The mechanism should also accommodate anonymous complaints. Individuals who submit comments or grievances may request that their identities be kept confidential.

Direct workers

The PMRM Directorate and AUC Departments, where all the direct workers are concentrated will adopt and operate the existing AUC workers grievance mechanism. Workplace concerns will be addressed in line with the provisions of the AUC Staff Rules and Regulations, and relevant state labor laws, and in a manner consistent with ESS2 for Project workers. Grievances raised by workers will be recorded, along with the actions taken by the PMRM Directorate. A summary of grievance cases will be reported to the World Bank as part of the regular report. If the aggrieved direct worker wishes to escalate their issue or raise their concerns anonymously and/or to a person other than their immediate supervisor/hiring unit, the worker may raise the issue with responsible authorities, where relevant.

Contracted workers

All entities contracted under the project will be required to have a formal grievance procedure that is known to and explained to their employees. The recommended elements of such a procedure are:

- a) Specify to whom the employee should lodge the grievance.
- b) Refer to time frames to ensure the grievance is dealt with expeditiously.
- c) Allow the person to refer the grievance to a more senior level within the organization if it is not resolved at the initial level.
- d) If a grievance is not resolved, the employee has the right to lodge a dispute with the PMRM Directorate.

All contractors engaged in the program will be required to present their grievance procedure as a requirement for tender, which should comply with these minimum requirements. Additionally, good international practice recommends that the procedures be transparent, and confidential, adhere to non-retribution practices, and include the right to representation. After contractors are engaged, they will be required to provide proof that each employee has been inducted and has signed to confirm that they have been briefed on the procedure.

Grievances related to SEA/SH

To mitigate the risk of stigmatization, exacerbation of the mental/psychological harm, and potential reprisal, the grievance mechanism shall adopt a distinct and sensitive approach to handling SEA/SH-related cases. Upon the reporting of such a case, the grievance recipient is tasked with the recording and registration of the complaint. A GRM operator is not permitted to reject a SEA/SH complaint. All potential first recipients of SEA/SH cases will receive training in guidelines that emphasize empathetic, non-judgmental listening skills to support a survivor when recording a complaint.

Protocol for Handling SEA/SH Cases:

The project will follow the following procedures in handling SEA/SH related complaints.

Uptake of GBV/SEA/SH cases:

When a survivor comes forward to report a case of SEA/SH, the GRM operator will record the survivors' account of the incident. This is expected to be conducted in a private setting and ensure that all specific vulnerabilities are taken into consideration. To maintain confidentiality and minimize stigmatization, below is the list of elements that will be recorded on complaint forms:

- Age and sex of survivor.
- Type of alleged incident (as reported).
- Whether the alleged perpetrator relates to the project, as indicated by the survivor.
- Whether the survivor was referred to a service provider.

All SEA/SH cases will be reported to the World Bank within 48 hours through the GRM operator and recorded in the grievance database.

Referral of GBV/SEA/SH Survivors:

The GRM operator will examine the case and seek the consent of the survivor to refer the survivor access external GBV service providers. Depending on the case reported, the support services may include one or more of the following services:

- Health – examination or treatment, collection of forensic evidence, provision of post-exposure prophylaxis/ abortion services.
- Legal/Justice – Legal advice/support to survivors and witnesses to understand benefits/barriers of taking care through legal process; support to ensure that prosecution and case closure happens with few or no delays.
- Psychosocial Support – Emotional support/crisis counseling; Social/community reintegration.
- Safety/Security – protection of survivors and witnesses, investigation of the case, arrest of alleged perpetrator.

Acknowledge and Follow-up:

After registering the case, GRM operator will inform the project secretariat within 24 hours of receipt and provide an acknowledgment to the complainant or survivor within 2 working days of receipt.

Determine recourse action:

The project secretariat will review all cases referred to it to determine and agree upon a course of action for handling and resolving the case. The appropriate institution that employs the perpetrator takes the agreed disciplinary action in accordance with the employer's code of conduct and national legislation. Disciplinary actions may include informal warning; formal warning; additional training, loss of salary, suspension, or termination of employment depending on the severity of the case.

4.6. Contractors' Management

The Project will use the Bank's 2020 Standard Procurement Documents (SPD) for solicitations and contracts, and these include labor and occupational, health and safety requirements.

As part of the process to select contractors/implementers who will engage in research, TA and assessments, the PMRM will review the following information:

- Information in public records (examples: violation of applicable labor laws, public inspection from the enforcement agencies;
- Business licenses, registrations, permits, and approvals;
- Documents relating to a labor management system;
- Records of legally required workers benefits and proof of workers' enrolment in related programs; Workers payroll records, including hours worked and pay received; and
- Copies of previous contracts with contractors and suppliers, showing inclusion of provisions and terms reflecting requirements of ESS2.

The contracts will include provisions related to labor and occupational health and safety, as provided in the World Bank SPD and Ethiopian law.

The PMRM and OSSD will manage and monitor the performance of contractors/implementers in relation to contracted workers, focusing on compliance by contractors with their contractual agreements (obligations, representations, and warranties). This may include periodic audits of labor management records and reports compiled by contractors/companies. Contractor's labor management records and reports may include: (a) a representative sample of employment contracts or arrangements between third parties and contracted workers; (b) records relating to grievances received and their resolution; and (c) records relating to incidents of non-compliance with the respective national laws.

ANNEX 1:

SAMPLE CODE OF CONDUCT

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.

To Be Signed by All Employees and Any Personnel thereof.

I, _____ agree that in the course of my association with the Employer, I must:

- treat children and women with respect regardless of race, color, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status;
- not use language or behavior towards children and women that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- not engage children under the age of 18 in any form of sexual intercourse or sexual activity (other than in the context of legal unions that took place between parties under the laws of the country), including paying for sexual services or acts;
- Not engage sexually with any woman, in a situation, without mutual consent
- Wherever possible, ensure that another adult is present when working in the proximity of children;
- Not invite unaccompanied children into my place of residence, unless they are at immediate risk of injury or in physical danger;
- Not invite women into my place of residence if this is not acceptable by the code of ethics of the company;
- Not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor’s permission, and ensure that another adult is present if possible;
- Use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or access child exploitation material through any media;
- Not use physical punishment on children and women;
- Not hire children for domestic or other labor which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury;
- Comply with code of ethics of the company and all relevant local legislation, including labor laws in relation to child labor and behavior;
- Immediately report concerns or allegations of child and women exploitation and abuse and policy non-compliance in accordance with appropriate procedures;
- Immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with the Employer that relate to child exploitation and abuse.

When photographing or filming a child or using children’s images for work-related purposes, I must:

- Assess and endeavor to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child;
- Obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. As part of this I must explain how the photograph or film will be used;
- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive;
- Ensure images are honest representations of the context and the facts;
- Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form;

I understand that the onus is on me, as a person associated with the Employer, to use common sense and avoid actions or behaviors that could be construed as child exploitation and abuse.

Signed:

Date: _____