



**THE UNITED REPUBLIC OF TANZANIA**

**MINISTRY OF LIVESTOCK AND FISHERIES**

**MINISTRY OF BLUE ECONOMY AND FISHERIES**

**DEEP SEA FISHING AUTHORITY**

**TANZANIA SCALING-UP SUSTAINABLE MARINE FISHERIES AND  
AQUACULTURE MANAGEMENT (TASFAM) PROJECT (P. 179969)**

**LABOUR MANAGEMENT PROCEDURES**

**May, 2025**

## Executive Summary

The Labor Management Procedures (LMP) is developed to manage risks under the Tanzania Scaling-Up Sustainable Marine Fisheries and Aquaculture Management (TASFAM) Project implemented by Project Implementing Units (PIUs) under the Ministry of Livestock and Fisheries (MLF)-Mainland Tanzania, Ministry of Blue Economy, and Fisheries (MBEF) – Zanzibar, Deep Sea Fishing Authority (DSFA) and funded by the World Bank. The LMP sets out the project's approach to meeting national requirements as well as the objectives of the World Bank's Environmental and Social Framework (ESF), specific objectives of Environmental and Social Standard 2: Labor and Working Conditions (ESS2), and Environmental and Social Standard 4: Community Health and Safety (ESS4).

The document is divided into 14 sections. These are:- Introduction; Overview of the TASFAM Project; Overview of Labor use on the TASFAM Project; Assessment of key potential labor risks; Brief overview of labor legislation: Terms and conditions; Brief overview of labor legislation: Occupational health and safety; Responsible staff; Policies and Procedures; Age of employment; Terms and Conditions; Worker's Grievance Redress Mechanism; Contractor management; and Primary Supply Workers.

The key highlight of this document is to categorically identify, assess, and prescribe how issues of Child and Forced Labor, Labor Influx, Gender-based Violence as well and Occupational Health and Safety will be addressed. Furthermore, as the situation permits and depending on the public health circumstances, the project will ensure compliance with national law, policies, and protocol requirements as well as World Health Organization and World Bank guidance about labor force management, stakeholder consultations, project worksites, and related areas.

The TASFAM Project, in general, will not allow the recruitment of children and practices of forced labor. It will primarily follow national legislation. Furthermore, it will arrange for awareness-raising activities added with periodic monitoring to ensure that the standards set in this procedure are followed.

Locals (coming from areas where the sub-projects are implemented) will be engaged to do casual labor e.g., Incidental manual work requiring little to no specialist training (e.g., field guides, vehicle breakdown service men). To ensure that basic laborer (unskilled) is from the local area, all vacancies shall be announced at the respective LGAs, Wards, and Mtaa offices, and candidates will be required to submit an introduction letter from the Mtaa Authority. Responsible parties' (i.e. Contractors) actions will be periodically reported for the record.

The LMP identifies the commonalities and gaps between the World Bank's ESF Standards and the present legislation of the United Republic of Tanzania. Good practices are adopted, while issues/ areas of further improvement are proposed, to be followed during the implementation of the

project. For example, the Employees Union, and Safe Work Environment will be practiced in this project.

The LMP with due importance incorporates the issue of Occupation Health and Safety ensuring appropriate implementation of the ESS4. The issues related to the safety of project communities who are exposed to projects' activities and others on the exposure and/or increased risks of diseases by the community due to the influx of people during construction and operation.

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## List of Acronyms

AIDS	Acquired Immune Deficiency Syndrome
CoC	Code of Conduct
COVID-19	Corona Virus Disease
CHABAMCA	Changuu Bawe Marine Conservation Area
CARS	Communication and Awareness Strategy
DSFA	Deep Sea Fishing Authority
EHS	Environmental Health and Safety
EHSGs	Environmental Health and Safety Guidelines
ESF	Environmental and Social Framework
ESMF	Environmental and Social Management Framework
ESMP	Environmental and Social Management Plan
ESS1	Environmental and Social Standard – 1
ESS2	Environmental and Social Standard – 2
ESS4	Environmental and Social Standard – 4
ESCP	Environmental and Social Commitment Plan
EEZ	Exclusive Economic Zone
FMP	Fisheries Management Plan
FETA	Fisheries Education and Training Agency
FIS	Fisheries Information System
GBV	Gender-Based Violence
GIS	Geographical Information System
GRM	Grievance Redress Mechanism
GRS	Grievance Redress Service
GDP	Gross Domestic Product
HIV	Human Immune Deficiency Virus
ILO	International Labor Organization

LGAs	Local Government Authorities
LMP	Labor Management Procedure
MCA	Marine Conservation Area
MSP	Marine Spatial Planning
MIMP	Mafia Island Marine Park
MIMCA	Mnemba Island Marine Conservation Area
MBREMP	Mnazi Bay Ruvuma Estuary Marine Park
M&E	Monitoring and Evaluation
MLF	Ministry of Livestock and Fisheries
MBEF	Ministry of Blue Economy and Fisheries
NMRC	National Mariculture Resource Centre
OHS	Occupational Health and Safety
OSHA	Occupation Safety and Health Authority
PPEs	Personal Protective Equipment
PFZ	Potential Fishing Zone
SEA	Sexual Exploitation and Abuse
SEP	Stakeholder Engagement Plan
SWIOFish	South West Indian Ocean Fisheries Governance and Shared Growth
TASFAM	Tanzania Scaling-Up Sustainable Marine Fisheries and Aquaculture Management Project
TAFIRI	Tanzania Fisheries Research Institute
TACMP	Tanga Coelacanth Marine Park
TUMCA	Tumbatu Marine Conservation Area
WB	World Bank
WBG	World Bank Group
ZAFIRI	Zanzibar Fisheries Research Institute
ZSSF	Zanzibar Social Security Fund



## 1.0 INTRODUCTION

The Environmental and Social Management Framework (ESMF) of the Tanzania Scaling-Up Sustainable Marine Fisheries and Aquaculture Management (TASFAM) Project identified key risks and impacts associated with Project implementation, associated with workers as well as community health and safety, and the risks associated with labor impact. The World Bank has rated the overall project's risk as "high" which indicates a high likelihood of adverse impacts associated with implementation of the project.

The high rating indicates that the risks are required to be well understood and expected to have a high impact as they would require the highest possible efforts to be avoided, minimized, or managed through Labor Management Procedures (LMP) and other subproject specific plans like Environmental and Social Management Plan (ESMP). However, TASFAM PROJECT is committed to, continuously, throughout the Project, evaluating risks and impacts to have in place adequate measures and procedures to manage adverse impacts.

These Labor Management Procedures (LMP) were developed by the Ministry of Livestock and Fisheries (MLF)-Mainland; Ministry of Blue Economy and Fisheries (MBEF)-Zanzibar; and Deep-Sea Fishing Authority (DSFA) to manage risks and impacts under the TASFAM project for which the World Bank is providing financial assistance. The purpose of this LMP is to facilitate the planning and implementation of the project. The LMP identifies the main labor requirements and risks associated with the project and is designed to enable project-related parties such as the staff of the Project Implementation Unit (PIU), Contractor, Subcontractors, Primary Suppliers, and Project Workers to have a clear understanding of what is required on a specific labor issue. The project will ensure compliance with national law requirements as well as World Bank ESF and its associated Environmental and Social Standards (in particular ESS2) and applicable EHS Guidelines both General and sector specific.

The LMP lays out the project's approach to meeting national requirements, as well as the objectives of the World Bank's Environmental and Social Framework (ESF), specifically "Environmental and Social Standard 2: "Labor and Working Conditions (ESS2)" and Environmental and Social Standard 4: "Community Health and Safety (ESS4)." This LMP sets out the terms and conditions of employment for employing or otherwise engaging workers on the project, specifies the requirements and standards to be met and policies and procedures to be followed, assesses risk, and proposes the implementation of compliance measures. The LMP is developed to help avoid, mitigate, and manage risks and impacts with project workers and ensure non-discrimination, equal opportunity, protection, fair treatment, and safe and healthy working conditions. The LMP is a living document to facilitate project planning, preparation, and implementation. It is anticipated that the LMP will be updated as additional information becomes available during project implementation, including workforce numbers and requirements, timing of project activities, and associated due diligence and social risk management.

The focus of the LMP is on workers (direct workers - such as consultants engaged directly in the PIU; Contracted workers engaged by Contractors to perform potential work; and primary supply workers who are employees of the service providers supplying goods and/or materials and those

engaged to perform TASFAM project related tasks). This LMP sets out the procedures to address potential risks of child labor, forced labor and serious safety issues which may arise in relation to primary suppliers will be identified and assessed including roles and responsibilities for monitoring primary suppliers. The legal framework of Tanzania guiding Labor and Working Conditions strongly complies with the ESS2 as Tanzania is signatory to the International Labor Organization (ILO) and United Nations (UN) Conventions.

## **2.0 OVERVIEW OF THE TANZANIA SCALING-UP SUSTAINABLE MARINE FISHERIES AND AQUACULTURE MANAGEMENT (TASFAM) PROJECT**

The Tanzania Scaling-Up Sustainable Marine Fisheries and Aquaculture Management (TASFAM) project to be financed by the World Bank in Tanzania targets coastal and marine ecosystems. Its main purpose is to transform the Fisheries sector towards a blue growth concept. The objective is to enhance the management of Tanzania's coastal and marine fisheries and aquaculture to strengthen livelihoods. To achieve the intended goal, the project focuses on the inclusive conservation of coastal and marine ecosystems, capacity building for all actors in the project area, gender equity promotion, and improving the livelihoods of coastal communities especially those who depend on fisheries and fisheries-related activities for their livelihoods and survival. The project has the following components:

### **Component 1. Developing a Sustainable and Climate-resilient Blue Economy**

The project will provide technical and financial support across coastal and marine sectors and economic activities to improve policy and institutional frameworks, strengthen institutional and human capacity, and improve management and governance to advance the sustainable development of URT's blue economy. Activities under this component advance marine spatial planning, blue carbon development, marine ecosystem conservation and biodiversity, and marine fisheries management.

The project will serve as a catalyst for development of blue economy activities by advancing marine spatial planning to identify key investment opportunities, developing a blue carbon market to allow URT and its coastal communities to benefit directly from ecosystem protection and restoration activities while ensuring contributions to its NDCs, and advancing opportunities for ecotourism that can contribute to both conservation and economic development. The project will also strengthen conservation of marine ecosystems and species by (i) improving management plans and capacities for Marine Parks and Reserves, and (ii) expanding Marine Parks and Reserves, (iii) undertaking ecosystem restoration activities (mangroves, seagrass, coral reefs), and (iv) improving and constructing new infrastructure for protected area management and access. In addition to improved ecosystem health, expanded and improved parks and reserves are expected to have positive impacts on biodiversity and on fisheries health and productivity by expanding breeding and spawning areas for critical marine fish stocks.

### **Component 2. Improving Management and Sustainability of Marine Fisheries**

#### **Subcomponent 2.1 Improving Fisheries Data and Management Capacity at National Level**

To support the URT's objectives of its National Plan of Action, this subcomponent will (i) support comprehensive, quality data collection and technical studies to identify opportunities for improving fisheries health and productivity, (ii) update and improve fisheries management policy frameworks, decision-making processes and databases (statistics, registration, licensing); (iii) strengthen capacities for Monitoring, Control and Surveillance (MCS) of illegal fishing activities, including investigation, field operations, enforcement and prosecution, and (iv) strengthen the

effectiveness of institutions responsible for fisheries management through both capacity development, operational equipment and infrastructure improvement.

### **Subcomponent 2.2 Strengthening Management of Artisanal Fisheries in Territorial Waters**

To improve the sustainability and productivity of artisanal fisheries, the project will support community-centered management approaches, building on the success of SWIOFish initiatives. This includes: (i) strengthening local co-management units, including through capacity building, ICT equipment and infrastructure improvement; and (ii) implementing stock-specific fisheries management measures, plans and practices.

### **Subcomponent 2.3 Strengthening management of fisheries in the Exclusive Economic Zone (EEZ) and Areas Beyond National Jurisdiction (ABNJ)**

The project will support the improved productivity, management, and sustainability of fisheries in Tanzania's EEZ through actions including:

Promoting responsible fisheries. To reduce IUU fishing and improve long-term sustainability, the project will support surveillance of illegal fishing activities; training on the investigation, field operations, and prosecution, conducting investigation on illegal fishing hotspots; enforcement operations on illegal fishing practices; support establishment of platforms of district councils and religious leaders to deter IUU; updating the Monitoring, Control and Surveillance (MCS) Standard Operational Procedures (SoPs) and Vessel Monitoring System (VMS) Operational Manuals; and enhance the security and performance of fish licensing and transport permit systems. Additionally, the project will enable DSFA's participation in regional and international fora such as the Indian Ocean Tuna Commission, Indian Ocean Commission, Indian Ocean Rim Association, and the International Maritime Organization, and also support DSFA to conduct high-level seminars for decision-makers on ABNJ fisheries

Expected results include: (i) improved deep sea fishing regulations that address sustainability, (iii) increased engagement of national entrepreneurs, private sector and fishers in deep-sea fisheries – i.e., gear, vessels, port facilities exploring and supporting means, (iii) improved community and private sector access to credit for the private sector for deep sea fisheries investment, (iv) reduced IUU fishing as a result of improved monitoring and coordination at the national and regional level. The sub-component will also strengthen the institutional capacity of the Deep Sea Fishing Authority (DSFA), through capacity building, operational equipment and construction improvement.

### **Subcomponent 2.4: Improving fisheries value chain for reduced post-harvest losses and enhanced quality and value**

Through a value chain approach, the project will support improved fishing, handling, processing, value addition and marketing through: (i) the provision of inputs and equipment, (ii) infrastructure works (fish landing sites, fish markets, small-scale fish processing plants), and (iii) training and capacity building of beneficiaries. The project will also support a range of measures to add value to seafood products by improving seafood processing standards and capacities and improving quality control measures.

### **Component 3. Promoting Sustainable and Climate Resilient Marine Aquaculture**

Marine aquaculture is a fast grown sector for URT's blue economy and presents significant opportunities for women's employment. The project will support the advancement of best management practices and investments for economically viable and environmentally sound marine aquaculture while ensuring contributions to social sustainability and development through extension services. Project activities will include (i) value chain improvements for seaweed farming; (ii) further development of sea cucumber and mud crab farming; (iii) demonstration of fish cage culture farms (silver pompano, ornamental fish and rabbit fish); (iv) expansion of marine aquaculture through training, outreach, equipment, and infrastructure; and (iv) improved environmental management and extension services.

#### **Subcomponent 3.1: Scaling-up sustainable marine aquaculture**

This subcomponent will finalize the construction of the National Mariculture Resource Centre (NMRC) in Kunduchi and operationalize it through the provision of research equipment, processing facilities, and production facilities at NMRC and Ruvula Mariculture Development Centre. The project will follow a value chain approach to developing seed production, feed production, grow out, post-harvest handling, value addition and marketing for the selected commodities. In addition to studies and technical work to improve aquaculture value chains, this subcomponent will develop and implement farming management and training plans and develop standard operating procedures for multiple species including seaweed, sea cucumbers, crab, and oyster. Cage mariculture for select finfishes will be piloted by these centers.

#### **Subcomponent 3.2 Developing extension services and marine aquaculture associations**

Activities in this subcomponent will support efforts to enhance extension services for aquaculture. Beginning with a comprehensive needs assessment for aquaculture and fisheries communities across mainland Tanzania and Zanzibar, the subcomponent will support the implementation of the assessment's findings.

### **Component 4. Project Management and Coordination**

Component 4 will focus on effective project management, planning, coordination, monitoring and evaluation, application of the environmental and social framework, procurement, and financial management and auditing to ensure that the project successfully achieves its target goals within the given period. It also includes management and oversight of fiduciary functions, and environmental and social risks associated with project-specific activities.

This component will further support training and capacity-building activities for multiple topics. Specific trainings will include improved environmental management, training and certification of extension officers on Environmental Impacts Assessments (EIA) and Strategic Environmental Assessment (SEA), trainings for coastal LGA environmental inspectors, and support for monitoring and assessment of activities to ensure compliance with environmental management guidelines and regulations.

This component will also update and implement the existing (developed under SWIOFish) Project Communication and Awareness Strategy (CARS). Activities to be supported include: (i) KAP surveys (baseline, mid-term review, and end of project); (ii) PIU communication with the public, and (iii) project engagement with beneficiary communities, including print and social media on project outcomes, (iv) community awareness campaigns on sustainable resource use and pollution reduction, and (v) communication of project results to the public and to decision makers.

Expected results would be: (i) a network coordination and management system established, (ii) information flow improved among all stakeholders, (iii) access to key resources improved, (iv) improved management systems successfully introduced where needed, (v) appropriate training, (vi) robust management of fiduciary, environmental and social functions, and (v) M&E system for effective project management, (vi) strengthened institutional capacity for coastal zone planning, and (vii) analysis, advancement of Blue Economy development and expansion.

### **Institutional arrangement**

Since fisheries is a non-Union matter, Project coordination and implementation will be undertaken jointly by the Ministry of Livestock and Fisheries (MLF) Mainland Tanzania, the Ministry of Blue Economy, and Fisheries (MBEF) Zanzibar, and the Deep-Sea Fishing Authority (DSFA) with each agency having a dedicated Project Implementation Unit (PIU). MLF will be responsible for coordinating and implementing project activities in Mainland Tanzania, while MBEF will coordinate and implement the Zanzibar interventions. The DSFA will implement project activities related to the management of EEZ and ABNJ fisheries. Project Steering Committee (PSC): there will be a PSC composed of the Permanent Secretaries of the Ministries relevant to the objectives of the project from both sides of the Union. The role of the PSC will be to guide policy, institutional and regulatory reform as well as project implementation. In addition, the PSC will approve major funding and resource allocation, resolve conflicting issues during project implementation, and facilitate coordination and linkages between various ministries and institutions to ensure consistency with sector policies and adherence to established norms and standards.

Project Technical Committees (PTC): there will be PTCs composed of Directors of key Ministries and institutions involved in the implementation of project activities. The PTC will monitor and guide project operations, advise on research needs, review project deliverables, and review annual work plans and budgets as well as annual progress and performance reports before submission to the PSC.

Project Implementation Unit (PIUs): the PIUs will consist of a cross-functional group to ensure alignment and consistency among the technical, managerial, and financial facets of the project. The PIU will be responsible for managing the Designated Account (DA), recruiting service providers, ensuring monitoring and supervision, and reporting on the project performance to the Project Technical Committee (PTC) and the World Bank. Established at the central level, the PIUs will rely on decentralized teams at a district level to ensure the link between central

management and local stakeholders, and to contribute to the implementation of the PIU's responsibilities locally, including project supervision and monitoring.

Each PIU shall be adequately staffed to ensure effective and timely execution of project activities. Key positions include: (i) Project Coordinator; (ii) FM specialists; (iii) procurement specialists; and (iv) M&E specialists. In addition, given the nature of their activities, Mainland and Zanzibar will have: (v) safeguards specialists; and (vi) communications specialists. The Project Coordinator will function as a controller and adviser with formal supervisory authority over PIU staff, oversee and coordinate the implementation of the project activities.

Coordination among the three PIUs: adequate coordination among the three PIUs is important for project implementation. The PIUs already have experience working together under the SWIOFish and MACEMP projects. The preparation of the proposed Project has also been participatory and effectively coordinated with the three PIUs and the respective government agencies. This same dynamic will be continued during project implementation, including through joint meetings and missions.

### **3.0 OVERVIEW OF PROJECT LABOUR**

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

- i. People employed or engaged directly by the TASFAM project including government officials/officers, deputed to work specifically to the Project.
- ii. People employed or engaged by contractors to perform work related to the core functions of the Project, regardless of location; and
- iii. People employed or engaged by the TASFAM Project primary suppliers.

#### **3.1 Number of Project Workers**

The project will recruit and manage project personnel. There is a probability of labour influx from different parts of the country during the implementation of this project. Necessary measures such as engaging locals (coming from areas where the sub-projects are implemented) to do casual labour eg. incidental manual work requiring little to no specialist training (e.g., field guides, vehicle breakdown servicemen) are proposed in the procedure and the monitoring mechanism embedded in the program will make sure that those are translated into regular practice. Furthermore, to ensure that basic labourers (unskilled) are from the local area, all vacancies shall be announced at the respective LGAs, Wards and Mtaa offices, and candidates will be required to submit an introduction letter from Mtaa Authority. Responsible parties' (ie. Contractors) actions will be periodically monitored for records.

The exact number of project workers to be employed/engaged in the project is unknown at present and will be ascertained during the implementation phase. However, the MLF, MBEF, and DSFA have estimated that the project workforce will have 560 workers, including civil servants on secondment to the PIUs, and other direct hires, as well as workers engaged through contractors and subcontractors, and workers engaged by primary suppliers. Noting that numbers will be confirmed during implementation, the expected workforce breakdown is approximately 100 skilled, 150 semi- skilled, and 300 unskilled workers to support project design and implementation. The PIUs and MLF, MBEF, and DSFA will be responsible for the recruitment of all workers they employ/ engage directly with the project. This includes all workers engaged in their respective PIUs or which they employ/engage directly for other project activities.

The contractors will be responsible for the recruitment of all workers they engage/employ for project work. The PIUs will be responsible for ensuring that the recruitment and employment by contractors of all workers in connection with components of the project complies with national labor law and the provisions of ESS2, to non-discrimination, child and forced labor, wages, hours of work, and occupational health and safety. Furthermore, the PIUs will ensure that Contractors are complied with the OHS requirements in the applicable WB EHS Guidelines including General, EHS Guidelines for Aquaculture and Fish processing.



### 3.2 Characteristics of Project Workers

The PIUs and MLF, MBEF, DSFA, and contractors/subcontractors will give priority in recruitment to Tanzanian nationals over foreign nationals. The project will employ international workers on a contract basis and only where required project skills are not available among Tanzanian nationals.

**Skilled labor:** It is anticipated that the MLF, MBEF, DSFA, PIUs, and project contractors/subcontractors will employ/engage skilled labor for the project. The MLF, MBEF, and DSFA anticipate that most of these skilled laborers will be Tanzanian nationals but are aware that some might be foreign nationals. This category will be about twenty percent (20%) of the labour force .

**Semi-skilled labor:** The PIUs, MLF, MBEF, and DSFA, as well as contractors and subcontractors, will employ/engage semi-skilled workers as drivers and perform other tasks requiring vocational training. The PIUs, MLF, MBEF, DSFA, and contractors/subcontractors will give priority to persons from local communities of the United Republic of Tanzania in the recruitment of semi-skilled workers.

#### Security-Personnel

Among semi-skilled workers, it is anticipated that the project will employ/engage private security personnel for the protection of work sites, storage sites, and worker camps. The project will not employ military or public police personnel for any of these security functions. It is not expected that the PIUs, MLF, MBEF, and DSFA will directly employ/engage security personnel for the project. It is not known at this time the number of security personnel to be engaged for the project, nor whether the contractors for the project will engage a firm or individual people to provide these security services. It is anticipated that contractors/subcontractors will employ/engage security personnel specifically with the construction/installation (including materials storage) activities. If worker camps are established to accommodate project workers, the contractors/subcontractors will engage and be responsible for private security personnel for the management/safety of any such camps or similar worker accommodation. It is estimated that this group will form thirty percent of the total labour force.

The PIUs, MLF, MBEF, and DSFA will: 1) make reasonable inquiries to verify that any persons engaged by contractors to provide security services for the project are not implicated in past human rights abuses; 2) ensure that all such persons providing security services for the project have received adequate training on the use of force and firearms and appropriate conduct toward workers and project affected communities; and 3) require that contractors ensure that such persons providing security comply with all requirements of Mainland Tanzania and Zanzibar law, any requirements set out in the project Environmental and Social Commitment Plan (ESCP), and any applicable Codes of Conduct relating to the project.

**Unskilled labor:** The project estimates that there will be 300 unskilled workers (almost fifty percent of the total labour force) While the PIUs, MLF, MBEF, and DSFA might directly engage some unskilled workers for specific project tasks, contractors and subcontractors will engage the

vast majority of the project's unskilled workforce. The types of work these unskilled workers will perform include manual work including vegetation clearing, excavation, and related work for rehabilitation and construction activities and other activities under the project. The duration of the employment/engagement of these unskilled workers with the project is not known at this time.

It is anticipated that the unskilled workers will be drawn primarily from local communities in Mainland and Zanzibar. In the recruitment of unskilled labor, the PIUs, MLF, MBEF, DSFA, and contractors/subcontractors will give priority to national workers from local communities in Mainland and Zanzibar and in particular, persons directly affected by the project who are members of vulnerable groups, including women, and persons with disabilities.

The PIUs, MLF, MBEF, DSFA, and project contractors and subcontractors will focus on inclusive and non-discriminatory recruitment and employment policies and procedures with all project workers. The PIUs, MLF, MBEF, and DSFA will ensure that there will be no discrimination in recruitment or employment relating to project workers based on any personal characteristics unrelated to inherent work requirements. The PIUs, MLF, MBEF, and DSFA will ensure that this requirement of non-discrimination in recruitment and terms of employment will also be applied and strictly adhered to by project contractors and subcontractors, as well as primary suppliers, wherever possible.

To ensure the absence of child labor and considering the hazardous nature of work required for a number of the project's activities, the project will not employ or engage in connection with the project any person under the age of 18 years. The PIUs, MLF, MBEF, and DSFA will ensure that this requirement is strictly applied to all workers whom they hire directly to the project and regarding all workers engaged by contractors/subcontractors and primary suppliers for the project. Child labor or any form of forced labor will not be accepted by the project. This will be monitored systematically by the PIU and respective LGAs. As per Part II(a) of Tanzania Employment and Labor Relations Act (2004), no child under the age of 18 shall be employed in worksites where work conditions considered to be hazardous. All project activities will adhere to Part II (a&b) of the Employment and Labor Relations Act (2004) which prohibit child labor and forced labor. This Employment and Labor Relations Act (2004) is in line with the ILO conventions on prohibition of child and forced labor (ILO Convention 105; 138; and 182) as well as the World Bank ESS2.

The contractors including third parties will be required in the contract to commit against the use of child and forced labor. Furthermore, the officer in charge of sub-project supervision will monitor and report the contractors' compliance of Part II (a&b) of the Employment and Labor Relations Act (2004); the ILO conventions on prohibition of child and forced labor (ILO Convention 105; 138; and 182) as well as the World Bank ESS2. To prevent employing or engaging children under the age of 18, the following measures will be taken:

- Documentation and verification of age prior to the employment or engagement of a project workers and kept on file;
- Obtaining written confirmation from the applicant of their age; and

- Where there is any reasonable doubt as to the age of the applicant, requesting and reviewing available documents to verify age (such as a birth certificate, national identification card, medical or school record, or other document or community verification demonstrating age).

If a child under the minimum age of 18 years is discovered working on any TASFAM sub-project, the employment or engagement of the child will be terminated in a responsible manner, taking into account the best interest of the child.

### **3.3 Direct Project Workers**

Direct project workers will be eligible to work full-time during project implementation and will be divided into three major units. First, the PIU, then Project-based Staff, and finally, Permanent Staff. The PIU will employ consultants and support staff who are working on a contractual basis as part of the Project Implementation Unit. The National Labor Law guides the terms and conditions of these consultants. The Project will engage the consultants to undertake short-period assignments, as necessary. These are consultants guided by specific contractual agreements between them and the TASFAM project. Workers hired by contractors for specific sub-project. The contractor's workers are the workers who will work with a contractor in all construction/rehabilitation activities example drivers and their helpers hired to supply construction materials such as sand, and cement.

### **3.4 Timing of labor requirements**

Direct workers are eligible to work for a fixed contract period. Contracts will be renewed for another/ next year based on satisfactory services. Consultants will be engaged under a short-term period and the labor requirements including the schedule and deliverables are stipulated in the contracts.

### **3.5 Contracted Workers**

Based on the requirement in every component the PIUs will employ contractors who will hire contracted workers for construction of the National Mariculture Resource Centre (NMRC) in Kunduchi and other project needs. If agreed with the PIUs, subcontracts of the work could be given. Sub-contractors recruited may supply laborers as per the agreed terms and conditions.

**Migrant Workers**

The project does not anticipate employing/engaging persons who have migrated from other countries for purposes of employment in Tanzania. However, MLF/MBEF/DSFA anticipate that contractors and subcontractors as well as consultants hired for project work might include foreign nationals among their workers.

## 4.0 ASSESSMENT OF KEY POTENTIAL LABOUR RISKS

The main labor risks associated with the Project are assessed to be related to the potentially hazardous work environment, the associated risk of accidents, and labor influx. Based on current conditions in the sector it is assessed that the risk of child or forced labor is negligible, and already managed through national legislation. However, some potential risks might be happening during the different stages of the project implementation. The table below describes the foreseen labor risk of the TASFAM Project.

*Table 1: Assessment of Potential Labour Risks*

Potential Risk as identified in ESS2	Type of Worker Likely to be affected	The magnitude of the Potential Risk	Mitigation measures
<b>1. Potential Risk related to construction phase</b>			
<p>Risk in Occupational Health and Safety (OHS) associated with working in confined spaces in fish processing operations</p> <p>Physical hazards such as cuts and falls and exposure to biological hazards.</p> <p>Child labour, Forced/trafficked labor, and SEA/SH and GBV</p>	<ul style="list-style-type: none"> <li>All construction workers</li> <li>All TA workers</li> <li>Primary Supply Workers</li> </ul>	<p>Low to moderate with the possibility of long-term effect</p>	<p>Provisions on working conditions, management of workers' relationships, occupational health and safety (including personal protective equipment, and emergency preparedness and response), code of conduct (including relating to SEA and SH and GBV), forced labor, child labor as per general EHS of the World Bank.</p> <p>GBV/SEA/SH- the adoption and implementation of a SEA/SH AP before commencement of activities; Environmental and Social Specialists working on the project will receive trainings on addressing SEA/SH in IPF; and the workers' and project GRMs will have confidential dedicated channels for GBV complaints.</p>
<p>Labor influx into local communities, including the transmission of communicable diseases, such as HIV/AIDS</p>	<ul style="list-style-type: none"> <li>All construction workers</li> <li>All TA workers</li> <li>Primary Supply Workers</li> <li>Local community</li> </ul>	<p>Low to moderate but temporary</p>	<ul style="list-style-type: none"> <li>Provide accommodation for external workers</li> <li>Camping and a code of conduct will be provided</li> <li>To sensitize the community at the scheme level to apply for project employment opportunities</li> <li>The contractor should prioritize local members to avoid a labor influx</li> <li>To provide training and awareness on how to prevent HIV/AIDS and other Sexual Transmitted Diseases to the workers and community around the project area</li> </ul>
<p>Complaints from project activities</p>	<ul style="list-style-type: none"> <li>All construction workers</li> <li>All TA workers</li> </ul>	<p>Low to moderate with the possibility</p>	<ul style="list-style-type: none"> <li>Establish a grievance mechanism prior to engaging Project workers and thereafter maintain and operate it throughout Project implementation.</li> </ul>

Potential Risk as identified in ESS2	Type of Worker Likely to be affected	The magnitude of the Potential Risk	Mitigation measures
	<ul style="list-style-type: none"> <li>Primary Supply Workers; and</li> <li>local community</li> </ul>	of long-term effect	<ul style="list-style-type: none"> <li>Ensure compliance with Environmental and Social safeguards tools such as C-ESMP, SEP, and LMP.</li> </ul>
Environmental Risk	<ul style="list-style-type: none"> <li>Local community</li> <li>All construction workers</li> <li>Natural ecosystem</li> </ul>	Low to moderate with the possibility of long-term effect	<ul style="list-style-type: none"> <li>Ensure the ESIA and ESMP prepared before the relevant contractors' bidding phase and thereafter implement the ESIA and ESMP throughout project implementation.</li> </ul>
Community Health and Safety Risk	<ul style="list-style-type: none"> <li>All construction workers</li> <li>Local community</li> </ul>	Low to moderate with the possibility of long-term effect	<ul style="list-style-type: none"> <li>Assess and manage specific risks and impacts to the community arising from Project activities including the spread of diseases (such as HIV/AIDS, STDs, etc.) especially during the construction phase of sub-projects, behavior of project workers, risks of labor influx, etc. and include mitigation measures in the ESMPs to be prepared in accordance with the ESMF.</li> </ul>
Gender-Based Violence (GBV)/Sexual Exploitation and Abuse (SEA/SH)	<ul style="list-style-type: none"> <li>All construction workers</li> <li>Primary Supply Workers</li> </ul>	Low to moderate with the possibility of long-term effect	<ul style="list-style-type: none"> <li>Provide regular, ongoing GBV and SEA/SH education to project workers and the community around project areas allow to report if sexual harassment incidences happen</li> <li>To involve local leaders in recruitment (advertisement on labor recruitment)</li> <li>Ensure effective Code of conduct at Workplace intervention on GBV (SEA/SH)</li> <li>Effective Operationalization of the project GRM</li> <li>GBV Committee</li> </ul>
Discrimination against women, persons with disabilities, and persons with serious illnesses, in work recruitment and employment	<ul style="list-style-type: none"> <li>All construction workers</li> <li>All TA workers</li> <li>Primary Supply Workers; and</li> <li>local community</li> </ul>	Low	<ul style="list-style-type: none"> <li>Adopt and implement a Stakeholder Engagement Plan (SEP) for the Project, consistent with ESS10, which shall include measures to, inter alia, provide stakeholders with timely, relevant, understandable, and accessible information, and consult with them in a culturally appropriate manner, which is free of manipulation, interference, coercion, discrimination and intimidation.</li> </ul>
<b>2. Operational and Maintenance phase</b>			

Potential Risk as identified in ESS2	Type of Worker Likely to be affected	The magnitude of the Potential Risk	Mitigation measures
Worker exposure to chemicals and machinery. (OHS)	<ul style="list-style-type: none"> <li>• All O&amp;M phase workers</li> <li>• All TA workers</li> <li>• Primary Supply Workers; and</li> <li>• local community</li> </ul>	Low to moderate with the possibility of long-term effect	<ul style="list-style-type: none"> <li>• Provide Personal Protective Equipment (PPE).</li> <li>• Conduct regular safety training.</li> </ul>
Accident affecting the community and spread of diseases from aquaculture to wild fish populations. (CHS)	<ul style="list-style-type: none"> <li>• Local communities</li> <li>• All O&amp;M phase workers</li> <li>• All TA workers</li> <li>• Primary Supply Workers;</li> <li>• Natural ecosystem</li> </ul>	Low to moderate with the possibility of long-term effect	<ul style="list-style-type: none"> <li>• Develop emergency response plans.</li> <li>• Regular monitoring and reporting of disease.</li> </ul>
Poor working condition and Risks to workers from unhygienic environments	<ul style="list-style-type: none"> <li>• All O&amp;M phase workers</li> <li>• All TA workers</li> <li>• Primary Supply Workers.</li> </ul>	Low to moderate with the possibility of long-term effect	<ul style="list-style-type: none"> <li>• Ensure compliance with local labor laws.</li> <li>• Establish grievance mechanisms.</li> </ul>
Communicable Disease (HIV/AIDS)	<ul style="list-style-type: none"> <li>• All O&amp;M phase workers</li> <li>• Primary Supply Workers</li> <li>• Local community</li> </ul>	Low to moderate with the possibility of long-term effect	<ul style="list-style-type: none"> <li>• Provide regular, ongoing HIV/AIDS education to project workers and the community around project areas</li> <li>• Pre and Post Counselling on HIV/AIDS</li> <li>• Sensitization on voluntary testing</li> <li>• Ensure effective Workplace intervention on HIV/AIDS and other occupational diseases</li> </ul>
Gender-Based Violence (GBV)/Sexual Exploitation and Abuse (SEA/SH)	<ul style="list-style-type: none"> <li>• All O&amp;M phase workers</li> <li>• Primary Supply Workers</li> </ul>	Low to moderate with the possibility of long-term effect	<ul style="list-style-type: none"> <li>• Provide regular, ongoing GBV and SEA/SH education to project workers and the community around project areas allow to report if sexual harassment incidences happen</li> <li>• To involve local leaders in recruitment (advertisement on labor recruitment)</li> <li>• Ensure effective Code of conduct at Workplace intervention on GBV (SEA/SH)</li> <li>• Effective Operationalization of the project GRM</li> </ul>

Potential Risk as identified in ESS2	Type of Worker Likely to be affected	The magnitude of the Potential Risk	Mitigation measures
			<ul style="list-style-type: none"> <li>• GBV Committee</li> </ul>
Risk associated with Use of antibiotics and chemicals in aquaculture.	<ul style="list-style-type: none"> <li>• All O&amp;M phase workers</li> <li>• All TA workers</li> <li>• Primary Supply Workers;</li> </ul>	Low to moderate with the possibility of long-term effect	<ul style="list-style-type: none"> <li>• Ensure proper chemical storage.</li> <li>• Reduce the use of antibiotics and replace with vaccines where possible.</li> </ul>
Discrimination against women, persons with disabilities, and persons with serious illnesses, in work recruitment and employment	<ul style="list-style-type: none"> <li>• All O&amp;M phase workers</li> <li>• All TA workers</li> <li>• Primary Supply Workers; and</li> <li>• local community</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Adopt and implement a Stakeholder Engagement Plan (SEP) for the Project, consistent with ESS10, which shall include measures to, inter alia, provide stakeholders with timely, relevant, understandable, and accessible information, and consult with them in a culturally appropriate manner, which is free of manipulation, interference, coercion, discrimination and intimidation.</li> </ul>
<b>3. Risk related to TA activities</b>			
Workplace injuries and accidents from tools, machinery, and equipment (Spade, concrete mixer, trucks, picks) and related occupational health and safety hazards (chemical, physical, Biological)	<ul style="list-style-type: none"> <li>• All TA workers;</li> <li>• Primary Supply Workers</li> </ul>	Low to moderate with the possibility of long-term effect	<ul style="list-style-type: none"> <li>• Provide protective gear to workers.</li> <li>• Provide regular, ongoing occupational safety and health education/training to project workers.</li> <li>• Install signposts and road signs</li> </ul>
Gender-Based Violence (GBV)/Sexual Exploitation and Abuse (SEA/SH)	<ul style="list-style-type: none"> <li>• All TA workers;</li> <li>• Primary Supply Workers</li> </ul>	Low to moderate with the possibility of long-term effect	<ul style="list-style-type: none"> <li>• Provide regular, ongoing GBV and SEA/SH education to project workers and the community around project areas allow to report if sexual harassment incidences happen</li> <li>• To involve local leaders in recruitment (advertisement on labor recruitment</li> <li>• Ensure effective Code of conduct at Work place intervention on GBV (SEA/SH)</li> <li>• Effective Operationalization of the project GRM</li> <li>• GBV Committee</li> </ul>

Potential Risk as identified in ESS2	Type of Worker Likely to be affected	The magnitude of the Potential Risk	Mitigation measures
Communicable Disease (HIV/AIDS)	<ul style="list-style-type: none"> <li>• All TA workers;</li> <li>• Primary Supply Workers</li> <li>• Local community</li> </ul>	Low to moderate with the possibility of long-term effect	<ul style="list-style-type: none"> <li>• Provide regular, ongoing HIV/AIDS education to project workers and the community around project areas</li> <li>• Pre and Post Counselling on HIV/AIDS</li> <li>• Sensitization on voluntary testing</li> <li>• Ensure effective Workplace intervention on HIV/AIDS and other occupational diseases</li> </ul>
Discrimination against women, persons with disabilities, and persons with serious illnesses, in work recruitment and employment	<ul style="list-style-type: none"> <li>• All TA workers</li> <li>• Primary Supply Workers; and</li> <li>• local community</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Adopt and implement a Stakeholder Engagement Plan (SEP) for the Project, consistent with ESS10, which shall include measures to, inter alia, provide stakeholders with timely, relevant, understandable, and accessible information, and consult with them in a culturally appropriate manner, which is free of manipulation, interference, coercion, discrimination and intimidation.</li> </ul>

#### 4.1 Other Potential Labor Risks

- **Unemployment:** Tanzania has a high rate of unemployment, particularly among the youth. This can lead to various social and economic problems, including poverty and social unrest.
- **Low Wages:** Many workers in Tanzania, especially in the informal sector, earn low wages, which often do not provide a decent standard of living. This can lead to financial instability and poverty.
- **Informal Employment:** A significant portion of the labor force in Tanzania is engaged in informal employment, which often lacks job security and benefits such as health insurance or retirement plans.
- **Lack of Education and Skills:** Limited access to quality education and vocational training can result in a workforce that lacks the skills needed for higher-paying jobs, leading to underemployment and low productivity.
- **Gender Inequality:** Gender-based discrimination and inequality persist in the Tanzanian labor market. Women often have limited access to formal employment, and they may face wage disparities and discrimination in the workplace.
- **Labor Rights and Unionization:** The enforcement of labor rights and the ability to unionize can be challenging in Tanzania. Workers may face obstacles when trying to organize and negotiate for better working conditions and wages.
- **Economic Vulnerability:** Many Tanzanian workers are employed in sectors that are vulnerable to economic fluctuations, such as agriculture and tourism. Economic downturns can lead to job losses and income insecurity.



- **Lack of Social Protection:** Limited access to social safety nets, such as unemployment benefits and healthcare, can leave workers and their families financially vulnerable in times of crisis.

## 5.0 BRIEF OVERVIEW OF LABOR LEGISLATION: TERMS AND CONDITIONS

In Tanzania, the Employment and Labor Relations Act (2004) and Labor Institutions Act (subsidiary legislations) and accompanying regulations provide a legal framework for the safeguard of worker's management and rights. The most relevant subsidiary legislations include:

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- The Employment and Labor Relations (Code of Good Practice) Rules, 2007, Government Gazette, Notice No. 42 of 2007.
- The Employment and Labor Relations (Forms) Rules, 2007, Government Gazette, Notice No 65 of 2007; and
- The Employment and Labor Relations (General) Regulations, 2017, Government Notice 47 of 2017
- The Five-year National Plan of Action to End Violence Against Women and Children (NPAVAWC 2017/18 – 2021/22),
- A National Plan of Action for the Prevention and Eradication of Violence Against Women and Children 2001 – 2015;
- Gender-Based Violence and Violence against Children in Tanzania (May 2017)
- National policy on HIV/AIDS 2001

This Act regulates employment matters in terms of employment standards i.e. maximum hours of work, minimum acceptable pay within the construction industry, night work standards, right to break during the working day, leave and fair terminations, prohibition of child labor, prohibition of forced labor, freedom of association, leave provisions – annual, sick and holidays, dispute resolution/ grievance management, contractual arrangements, terms and working conditions and prohibition of discriminations.

The Employment and Labor Relations Act covers the entire scope of the minimum terms as follows:

1. **Working hours:** employees may work for nine (9) hours inclusive of a one (1) hour meal break per workday; forty-five (45) hours a week; and a maximum of six (6) days a week.
2. **Overtime hours:** are to be paid at a rate of one and one half (1 ½) times the employee's wage for any hours worked over a standard workday (9 hours inclusive of a 1-hour meal break)/week (45 hours). Employees are prohibited from working more than fifty (50) hours of overtime over a four-week cycle. Overtime is not to exceed ten (10) hours a week.

3. **Total hours:** Workers may work twelve hours in a day; however, this must not exceed the forty-five (45) hour limit of working hours a week. Tanzanian law limits work to twelve (12) working hours per day, inclusive of ordinary and overtime working hours. Employees are entitled to receive pay for all public holidays. When employees are obligated to work on a public holiday, the worker is entitled to double their basic wage for each hour worked.
4. **Night work:** are to be compensated at least five percent (5%) of their basic wage or overtime wage for each hour worked at night. However, some categories of workers are prohibited from night work including pregnant workers two months before delivery, mothers two months after delivery, children under the age of eighteen (18), and anyone medically certified as unfit for night work.
5. **Rest Periods:** employees are entitled to a sixty (60) minute break over a five (5) hour period of consecutive work. Employers must allow workers to have a daily rest of up to twelve (12) hours between ending and commencing work; and a weekly rest of up to twenty-four (24) hours.
6. **Deductions:** An employer is not authorized to make deductions from an employee's salary unless permissible by law, contractually agreed to, or court ordered.
7. **Leave** Annual leave (28 days inclusive of public holidays), sick leave (126 days in a 36-month cycle), maternity (84 days in a 36-month cycle), parental leave (3 days), and compassionate Leave (Family Responsibility Leave usually 4 days). However, other types of leave may be negotiated through collective bargaining and documented.
8. **Termination:** Both parties to a contract have the right to terminate employment. The Employment Act requires that all forms of termination be documented in writing and an adequate period of notice be given before terminating employment.

The Zanzibar Public Service Act, No 2 (2011), and the Public Service Regulation of 2014 provided detailed information on employment standards and labor relations for public and private sector workers. The work-related matters governed by the Act and its Regulation include: length of working day and week, special Friday break, manner of undertaking and compensation for overtime work, regulation of working time and overtime rate, restrictions on number of workdays, extra pay for nightwork, annual leave for public holidays, temporary and emergency leave, compassionate leave, sick leave, maternity leave, leave without pay and action to be taken by employers when leave without pay expires, provision of transport and accommodation in deserving circumstances; identification of public service occupation eligible for meal allowance and other special allowances; provision for the manner in which medical care and treatment shall be provided to public service employees; obligation to provide safety and protective gear to employees in deserving occupations; allowances for travelling on duty; obligation of public service institutions upon death of employee; certificate of service upon eligible termination or retirement; repatriation of employees to place of first appointment; sanction for breach of employment standards; protection of pregnant and nursing employees; engagement of female

employees at night; exception of female employees from certain categories of night work; additional conditions for female employees; equal rights of employment for persons with disabilities.

Provisions of Zanzibar labor law that are related to the project include but are not limited to, the following:-

1. **Section 62(1) of the Employment Act No. 11 of 2005** requires that working hours should not exceed 8 hours per day or 42 hrs. per week.
2. **Section 62(6) of the Employment Act No.11 of 2005** requires that an employer provide a one-hour break per day to employees.
3. **Section 97 (1) of the Employment Act No. 11 of 2005** provides that wages shall be paid at the end of each month and not less than the minimum amount as set by the government. The Minister may, after the proclamation of the minimum wage by the President, by order publish in the Gazette, and provide for the payment of minimum wages or the rates of minimum wages by employers to the public or private sector, as the case may be, provided, that an employer is not prohibited from paying his or her employees 'wages above the minimum wage or rates of minimum wages.
4. **Section 63 (1) of the Employment Act No. 11 of 2005** provides overtime and night work, and for nightwork, the employers should set a night allowance at the mutual agreement between the parties. Subject to the provisions of the Act, an employer may not require or permit any employee to work overtime.
5. **The Workers Compensation (Amendment) Act, 2005** provides worker compensation and benefits (social security, pension, and any other entitlements for workers) – to all employees, their contract for service starting from 6 months and above should be registered to the Zanzibar Social Security Fund (ZSSF) and the contribution will be 7% from the employers for each month.
6. **The Zanzibar Social Security Fund Act No 2 of 1998**, with (Amendment) of 2016 contains provisions relating to deductions from payment of wages in addition to Zanzibar Social Security Fund contributions.
7. **Section 67 of the Employment Act, no 5 of 2011** provides that the legal period of rest is 2 days (i.e., Saturday and Sunday) per week and all public holidays as declared by the government.
8. **Section 69 of the Employment Act, 5 of 2011** provides that sick leave and medical assistance for the employee is granted after the employer confirms the sickness/need for medical assistance of his/her employee; this also includes all employees who are under probation period.

9. **Section 67 of the Employment Act, No 5 of 2011** provides for each worker to have 28 working days of annual holiday/vacation leave.
10. **Section 70 of the Employment Act, No 5 of 2011** provides for maternity and family leave, including 90 calendar days for maternity leave, and three days of family leave to the death of a family member, such as a spouse or child.
11. **Sections 52 and 54 of the Employment Act, No5 of 2011** provide for termination of employment and details of severance payments as prescribed in Section 68(i) a -d of the Zanzibar Public Service Act. No2 of 2011.

Furthermore, discrimination against employees in workplaces for color, nationality, place of origin, race, social origin, gender, pregnancy, disability, HIV/AIDS, age, marital status, political opinion, and religion. Section 7(5) of the Employment and Labor Relations Act of 2004 considers harassment of employees as a form of discrimination and shall be prohibited on anyone. Furthermore, Tanzania ratified the ILO Convention No. 111 on Discrimination (Employment and Occupation). Article 1 (a) and (b) of Convention No. 111 on Discrimination (Employment and Occupation) Convention, 1958 defines as any distinction, exclusion, or preference for recruitment, hiring, termination of employment, working conditions, or terms of employment made based on personal characteristics rather than genuine occupational qualifications that are necessary to perform the work.

The legislation requirements presented in the Tanzania Employment and Labor Relations Act (2004) and the Zanzibar Public Service Act, No 2 (2011) conform to guidance provided in WB Environmental and Social Framework (ESF) and Environmental and Social Standard 2 (ESS 2).

## 6.0 BRIEF OVERVIEW OF LABOR LEGISLATION: OCCUPATIONAL HEALTH AND SAFETY

This section sets out the key aspects of the national labor legislation about occupational health and safety and how national legislation applies to the different categories of workers identified in Section 1. The overview focuses on both legislation and framework established by World bank General EHSR and specific EHSR for aquaculture and fish processing that relates to the items set out in ESS2 paragraphs 24 to 30.

The Mainland Tanzania Occupational Health and Safety Act No. 5 of 2003 has relevant clauses that support ESS2. Part IV and VI of the Act make a provision for Safety enforcement at the workplace whereby Part V, Part VII, and Part VII provide Health and welfare baselines for persons at work with fundamental responsibility entrusted to the occupier under Section 95 of the Act. Furthermore, the Act describes procedures for the protection of persons other than workers against risks arising out of or during operations at the workplace. The SEA/SH Action Plan included in the ESMF to assess and manage the risks of GBV, SEA, and SH in the ESMPs

Specific, relevant, and direct legislation on occupational safety and health is found under the Occupational Health and Safety Act (OSH Act) of 2003. The Act is aimed at protecting against hazards to health and safety arising out of, or in connection with, work-related activities.

The Mainland Tanzania OSH Act of 2003 sets standards that must be observed by employers to ensure that a workplace is safe and secure. Where no standards exist to deal with a particular issue, employers are bound by the OSH Act's General Duty Clause which requires employers to provide a place of employment that is free from recognized hazards known to or are likely to cause harm, death, or serious physical injury to its employees.

The Zanzibar Occupational Health Safety and Health Act 2005 applies to workplaces. It governs the duties, rights, and responsibilities of employers and employees about occupational health and safety. Relevant provisions of this act relating to the activities of the project include:-

1. **Section 36** requires that employers provide and maintain protective equipment for workers in any workplace where there are any processes involving exposure to any injurious or offensive substance or environment.
2. **Section 68(2)** states that it is the employer's responsibility to ensure that: a) all workers exposed to hazards, are instructed on such hazards prevailing in the workplace, (b) safety measures are taken to avoid injury, and (c) training is provided at least once in every two years.
3. **Section 68(1)** provides that no person shall be employed at machines or any process being a machine or process liable to cause body injury or injury to health unless he or she has been fully instructed as to the danger likely to arise in connection to the process or machine and (a) has received sufficient training in the operation of the machine or the process; and (b) are under adequate supervision by a person with thorough knowledge and experience of the machine or process.

4. **Section 118(1)(c)** provides that there shall keep available for inspection in every workplace, in the prescribed form, a register called the General Register and there shall be entered in or attached to that register the prescribed particulars as to every accident and case of occupational disease(s) occurring in the workplace of which notice is required be sent under the provision of this Act.
5. **Section 53** states that the worker must report immediately to the supervisor any situation which the worker has reasonable grounds to believe presents an imminent or serious danger to his/her life or health or that of others in the same premises, and until the employer has taken remedial action if necessary the employer shall not require workers to return to a work situation where there is a continuing imminent or serious danger to life or health.
6. **Section 54** provides that any worker who has removed himself or herself from a work situation in which he or she has reasonable justification to believe the present and imminent danger to his or her life or health shall not be punished or subjected to undue consequence provided the danger is confirmed by the Director.

## **5.1 General EHSO Overview**

The General EHSO covers a broad range of environmental, occupational, and community health and safety topics applicable to all sectors. It includes key considerations for:

- Air emissions and air quality
- Water consumption and water quality
- Waste management
- Occupational Health and Safety (OHS), addressing worker safety (such as appropriate working conditions, personal protective equipment, and exposure to hazardous materials). These guidelines are broadly aligned with **ESS2**, which pertains to labor and working conditions, ensuring safe, fair, and respectful treatment of workers across sectors.

## **5.2 Specific EHSO for Aquaculture and Fish Processing**

For aquaculture and fish processing, the EHSO addresses more focused risks, such as:

- **Water Use and Management:** Includes guidelines on managing waste, effluents, and antibiotics to prevent pollution, with emphasis on maintaining water quality.
- **Biodiversity:** Sustainable practices in aquaculture are stressed to avoid habitat destruction, overuse of natural resources, and to support ecosystem services.
- **Worker Health and Safety:** Fish processing guidelines incorporate detailed requirements for worker safety, including handling dangerous machinery, maintaining hygiene standards, and mitigating risks related to cold storage or processing chemicals.
- **Social Aspects (ESS2 Alignment):** Emphasizes compliance with local labor laws, child labor prohibitions, non-discrimination, proper grievance mechanisms, and fair treatment of workers. This directly aligns with **ESS2**, which focuses on protecting labor rights and

providing safe working conditions for all workers involved in the fisheries and aquaculture sectors.

To ensure a safe and healthy working environment, the TASFAM Project will implement key mechanisms to mitigate potential health, safety, and environmental risks. Health and safety considerations will be integrated into sub-project designs, identifying potential hazards and establishing preventive measures from the outset. The project will also follow the Environmental and Social Commitment Plan (ESCP), outlining specific actions to manage risks and ensure compliance with safeguards. In addition, the Environmental and Social Management Framework (ESMF) will guide the assessment and mitigation of environmental and social risks throughout project implementation. Finally, all activities will comply with the Environmental, Health, and Safety Guidelines (EHSG), ensuring that appropriate standards are maintained to protect workers, communities, and the environment. This comprehensive approach guarantees that health, safety, and environmental welfare remain central to the project's operations.



## 7.0 RESPONSIBLE STAFF

TASFAM Project Management Unit has the overall responsibility to oversee all aspects of the implementation of the LMP to ensure contractor compliance. MLF, MBEF, and DSFA will address all LMP aspects as part of procurement for works as well as during contractor induction. The contractor is subsequently responsible for management under contract-specific Labor Management Procedures, the implementation of which will be supervised by the TASFAM Project Implementation Unit every month or at shorter intervals as defined by specific Plans. The detailed approach is described in the following sections.

In addition, the project will ensure that the Contractors' responsibilities align with the E&S specifications for Contractors outlined in Annex 9 of the ESMF. The LMP should clearly state that the Contractors and their employees should adhere to the mitigation measures set down in:

- Site Specific ESIA and ESMP
- The specifications, procedures, and best practices are included in Annex 9 of the ESMF. These specifications complement any technical specifications included in the work quantities and the requirements of Tanzanian regulations.
- Contractor's ESMP: The Contractor is required to submit a construction ESMP (CESMP)) as part of his proposed Construction Method Statements prepared as part of the Bid document and/or during the construction phase. The Contractor's CESMP shall provide details such as the Contractor's commitment to environmental protection; methodology of implementing the project ESMP; environmental mitigation measures and monitoring program during different stages of the construction period, and the contractor's proposed resources for the implementation of the ESMP.

**Occupational Health and Safety.** Contractors must engage a minimum of one safety representative. Smaller contracts may permit the safety representative to conduct other assignments as well. The safety representative ensures day-to-day compliance with specified safety measures and records of any incidents. Minor incidents are reported to MLF, MBEF, and DSFA monthly, and serious incidents are reported immediately. Minor incidents are reflected in the quarterly reports to the World Bank, and major issues are flagged to the World Bank immediately. The OHS will reflect the responsibilities of the workers and as special to the following groups:-

### i. Workers in the Operation and Maintenance Phase:

- **Ensure Safe Work Environment:** Workers must use Personal Protective Equipment (PPE) and follow all safety protocols during maintenance and operation of equipment and machinery.
- **Emergency Preparedness:** They are responsible for understanding and executing emergency response procedures for incidents like fires, spills, and equipment failures.
- **Hazard Identification and Reporting:** Workers need to identify potential hazards, report them, and participate in regular risk assessments.
- **Training:** Engaged in continuous training related to handling equipment, working at heights, and exposure to hazardous materials.

## **ii. Workers Involved in Over-Water Activities:**

- **Life-Saving and Safety Equipment:** Must use life jackets, flotation devices, and proper marine navigation tools.
- **Safe Working Practices:** Follow strict guidelines for preventing falls overboard, safe handling of fishing gear, and proper usage of vessels.
- **Weather Monitoring:** Ensure constant awareness of weather conditions to avoid working in hazardous environments (storms, high waves).
- **First Aid and Rescue Training:** Be trained in water rescue techniques and first aid, especially given the risk of drowning or injury.

## **iii. Primary Suppliers:**

- **Compliance with EHSs:** Suppliers must adhere to ethical labor standards and environmental practices, such as waste management and emissions control, to prevent pollution.
- **Supply Chain Monitoring:** They are responsible for maintaining safe and ethical labor conditions across their supply chains, ensuring no child labor or unsafe working conditions.
- **Training and Monitoring:** Suppliers should train workers on OHS requirements, provide PPE, and regularly monitor compliance with health and safety standards during production and transport processes.

**Labor and Working Conditions.** Contractors will keep records under the specifications set out in this LMP. The MLF, MBEF, and DSFA may at any time require records to ensure that Labor conditions are met. The Project Implementation Unit will review records against the actual set minimum monthly and can require immediate remedial actions if warranted. A summary of issues and remedial actions will be included in quarterly reports to the World Bank.

**Worker Grievances.** TASFAM project has already prepared the procedures to tackle the grievance and will remain for Project staff. Contractors will be required to follow the present work grievance redress mechanism which responds to the requirements in this LMP. The Project Implementation Unit's Safeguard Officer will review records every month. Where worker concerns are not resolved, the national system will be used as set out in the section, but the Project Implementation Unit will keep abreast of resolutions and reflect them in quarterly reports to the World Bank.

**Additional Training.** Contractors are required to, at times, have a qualified designated officer on board. If training is required, this will be the contractor's responsibility. The safety officer will provide instructions to contractor staff. MLF, MBEF, and DSFA will procure training to address risks associated with labor influx and will provide a schedule for training required. The contractor will be obligated to make staff available for this training, as well as any additional mandatory training required by MLF, MBEF, and DSFA, as specified by the contract.

**Raising awareness.** The project will take the initiative to organize sessions on raising awareness of the communities on issues relevant to the project's compliance and standards (e.g., labor standards, gender-based violence, etc.).

## 8.0 POLICIES AND PROCEDURES

Decisions relating to the employment of project workers will not be made based on personal characteristics unrelated to inherent job requirements. The employment of project workers will be based on the principle of equal opportunity and fair treatment, and there will be no discrimination in any aspects of the employment relationship, such as recruitment and hiring, compensation (including wages and benefits), working conditions, and terms of employment, access to training, job assignment, promotion, termination of employment or retirement, or disciplinary practices.

Most environmental and social impacts of subprojects resulting from activities directly under the control of contractors will be mitigated directly by the same contractors. As a consequence, ensuring that contractors effectively mitigate project activities-related impacts is the core of the Project's approach. MLF, MBEF, and DSFA will incorporate standardized environmental and social clauses in the tender documentation and contract documents, so potential bidders are aware of environmental and social performance requirements that shall be expected from them, and can reflect that in their bids, and are required to implement the clauses for the duration of the contract. The MLF, MBEF, and DSFA will enforce compliance by contractors with these clauses.

As a core contractual requirement, the contractor is required to ensure all documentation related to environmental and social management, including the LMP, is available for inspection at any time by the MLF, MBEF, and DSFA or MLF, MBEF, and DSFA-appointed agents. The contractual arrangements with each project worker must be clearly defined under national law. A full set of contractual requirements related to environmental and social risk and impact management will be provided in the Projects' Environmental and social impact Assessment with respective ESMPs. The bidding document will stipulate that the contractor is responsible for preparing the **Contractor's Environmental and Social Management Plan (C-ESMP)** in addition to any additional clauses, which are contained in the Projects' environmental and social instruments.

Under no circumstances will MLF, MBEF, and DSFA, Contractors, suppliers, or sub-contractors engage in forced labor. Forced labor includes bonded labor (working against an impossible debt), excessive limitations of freedom of movement, excessive notice periods, retaining the worker's identity or other government-issued documents or personal belonging, imposition of recruitment or employment fees payable at the commencement of employment, loss or delay of wages that impede the workers' right to end employment within their legal rights, substantial or inappropriate fines, physical punishment, use of security or other personnel to force or extract work from project workers, or other restrictions that compel a project worker to work in a non-voluntary basis can be referenced or annexed to the LMP, together with any other supporting documentation.

A summary of indicative procedures to develop and implement the LMP, policies under the TASFAM Project is provided below: -

## 8.1 Occupational health and safety

The PIUs will ensure that project workers comply with all requirements of applicable occupational health and safety legislation of Tanzania, Zanzibar and the World Bank Group including the General Environmental Health and Safety guidelines (EHSGs) on Occupational Health and Safety. The PIUs will maintain all records for activities related to project safety and health for inspection by MLF, MBEF and DSFA, or the World Bank.

The PIUs will also ensure that the contractors and subcontractors undertake the following responsibilities: -

- i. Provide each project worker under the contractor's supervision with appropriate and other needed Personal Protective Equipment (PPE) safety gear at all times;
- ii. Provide monthly training, and written confirmation documenting persons trained and type of training, to each project worker under their control, on national law requirements and best practices on occupational health and safety and the proper use of PPE.
- iii. provide written confirmation to the PIUs that each project worker under the contractor's/subcontractor's control complies with national occupational health and safety laws and uses all required PPE appropriate for the worker's project work duties.
- iv. Provide written confirmation of their compliance with all requirements of applicable occupational health and safety legislation of Mainland Tanzania and Zanzibar and with the World Bank Group General Environmental Health and Safety guidelines (EHSGs) on Occupational Health and Safety.
- v. Ensure effective Workplace intervention on HIV/AIDS and other occupational diseases and communicable diseases.
- vi. Provide regular, ongoing GBV and SEA/SH education to project workers and the community around project areas allow to report if sexual harassment incidences
- vii. Establish waste management protocols for proper disposal and use designated storage areas to prevent contamination. For noise reduction, employ sound barriers, schedule noisy tasks during the day, and maintain equipment regularly
- viii. Ensure proper chemical storage and reduce the use of antibiotics and replace with vaccines where possible.
- ix. Continuously monitor environmental impacts (e.g., erosion, drainage) post-construction. Implement corrective measures like planting vegetation or improving drainage systems to prevent long-term environmental degradation
- x. Ensure that leftover construction materials and waste are properly disposed of, adhering to environmental standards

## **8.2 Child labor or Forced labor:**

The minimum age of project workers for the project is set at 18 years and above. To prevent the engagement of under-aged labor or any form of forced labor, all contracts shall have contractual provisions to comply with the minimum age requirements including penalties for noncompliance in line with the relevant laws. The PIU is required to maintain the labor registry of all contracted workers with age verification.

## **8.3 Labor disputes over terms and conditions of employment:**

To avoid labor disputes, fair terms and conditions will be applied for project workers (guided by relevant laws). The project will also have GRMs for project workers (direct workers and contracted workers) to promptly address their workplace grievances (more details are provided in Section (11)). Further, the project will respect the workers' rights of labor unions and freedom of association, as set out in the Employment and Labor Relations Act of 2004 and ESS2.

## **8.4 Discrimination and exclusion of vulnerable groups**

The employment of project workers will be based on the principle of equal opportunity and fair treatment, and there will be no discrimination in any aspects of the employment relationship, such as recruitment and hiring, terms of employment (including wages and benefits), termination, and access to training. The project shall comply with the Employment and Labor Relations Act of 2004 on gender equality in the workplace, which will include the provision of maternity and sick leave. There will also be sufficient and suitable toilet and washing facilities, separate for men and women workers (especially in participating schools and supported office facilities). The contracts with third parties will include these requirements, which will also be part of the monitoring system.

## **8.5 Worker's accommodation and site facilities**

The following general measures shall be considered for accommodation and site facilities:

- The construction, layout, and extent of the construction site and its components, i.e. all offices, accommodation facilities, testing facilities/laboratories, batching areas, storage & stockpiling areas, workshops, vehicle washing areas, and all other areas/facilities required for completion of the project shall be planned, designed and managed in such a manner that environmental and social impacts are minimized;
- The Contractor shall establish worker's camps, offices, workshops, testing facilities, stockpiling areas, staff accommodation, etc. in a manner that does not adversely affect the environment.
- Observe applicable national (if any) and international standards<sup>1</sup> on how many workers are allowed in one room, what minimum space is required per person, type of beds, cooking arrangements, etc.
- Site offices, camps, depots, asphalt plants, mixing stations, and workshops shall be located in appropriate areas as agreed by the local village and approved by the Supervision

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<sup>1</sup> Like Workers' accommodation: processes and standards A guidance note by IFC and the EBRD and [https://www.ebrd.com/downloads/about/sustainability/Workers\\_accommodation.pdf](https://www.ebrd.com/downloads/about/sustainability/Workers_accommodation.pdf)

engineer/Consultant and not within 500 meters of existing residential settlements and not within 1,000 meters of asphalt plants;

- Site offices, camps, depots, and particularly storage areas for fuel, lubricants, bitumen, and asphalt plants shall not be located within 500 meters of watercourses, and be operated so that no pollutants enter watercourses, either overland or through groundwater seepage, especially during periods of rain. This will require lubricants to be recycled and a ditch to be constructed around the area with an approved settling pond/oil trap at the outlet;
- Areas for the storage of fuel or lubricants and a maintenance workshop shall be fenced and have a compacted/impervious floor to prevent the escape of accidental spillage of fuel and or lubricants from the site. Surface water drainage from fenced areas shall be discharged through purpose-designed and constructed oil traps. Empty fuel or oil drums may not be stored on-site.
- Fuel wood shall not be used as a means of heating during the processing or preparation of any materials forming part of the Works;
- The Contractor shall restrict all his activities, materials, equipment, and personnel to the area specified. Entry into restricted areas by any person, vehicle, or equipment without the Supervision Engineer's/Consultant's permission can result in penalties;
- Potable water safe for human consumption shall be provided for at camps, site offices, and other working areas;
- Camp areas shall be located to allow effective natural drainage;
- A method shall be established for storing and disposing of all solid wastes generated by the labor camp. If applicable, kitchen wastes shall be disposed of into soak pits;
- Solid wastes generated in the labor site shall be reused, recyclable, or disposed of in landfill sites;
- If water is stored on-site, drinking water and multi-purposed water storage facilities shall be distinguished and demarcated.
- Sanitary arrangements, latrines, and urinals shall be provided in every campsite/work front.

## **8.6 Hiring of security personnel**

Security measures shall be put into place to ensure the safe and secure running of the site facilities and its residents. Some of these security measures include:

- Adequate, daytime and night-time lighting shall be provided;
- A perimeter security fence at least 2m in height constructed from appropriate materials.
- Provision and installation in all buildings of firefighting equipment and portable fire extinguishers.

## **8.7 Monitoring, reporting, and budget:**

Monitoring is a long process that should start from the beginning of the project and should continue throughout the life of the project. Monitoring involves the continuous or periodic review of operation activities to determine compliance with the existing labor laws and guidelines.

The PIU shall prepare and submit to the World Bank quarterly monitoring reports on the environmental, social, health, and safety (ESHS) performance of the Project, including but not limited to the implementation of the ESCP, the status of preparation and implementation of E&S instruments required under the ESCP, stakeholder engagement activities, and functioning of the grievance mechanism(s), and incidences of Gender Based Violence (GBV). The report should be submitted to the World Bank no later than 14 days after the end of each reporting period.

The PIUs will notify the World Bank of any incident or accident related to the Project that has, or is likely to have, a significant adverse effect on the environment, the affected communities, the public, or workers, including, inter alia, cases of sexual exploitation and abuse (SEA), sexual harassment (SH), and accidents that result in death, serious or multiple injury. Provide sufficient detail regarding the scope, severity, and possible causes of the incident or accident, indicating immediate measures taken or that are planned to be taken to address it, and any information provided by any contractor and/or supervising firm, as appropriate. Subsequently, at the World Bank's request, prepare a report on the incident or accident and propose any measures to address it and prevent its recurrence. Furthermore, the PIUs should notify the World Bank no later than 48 hours after learning of the incident or accident and provide subsequent reports to the World Bank within a timeframe acceptable to the World Bank.

The Contractors and supervising firms will provide monthly monitoring reports on ESHS performance in accordance with the metrics specified in the respective bidding documents and contracts and submit such reports to the World Bank through the implementing agencies (PIUs).

### **8.8 Fatality and serious incidents:**

In the event of an occupational fatality or serious injury, the PIU shall report to the World Bank as soon as it becomes aware of such incidents and inform the MoE under national reporting requirements. Corrective actions shall be implemented promptly in response to project-related incidents or accidents. The TASFAM Project PIU or, where relevant a consultant, may conduct a root cause analysis for designing and implementing further corrective actions.

### **8.9 HIV/AIDS and Awareness Prevention Mechanisms**

In line with the HIV and AIDS Prevention and Control Act, 2008, and National Policy on HIV/AIDS, 2001, the TASFAM Contractor shall prepare a written HIV/AIDS policy detailing issues such as basic human rights including the right to work are not infringed by project implementation; HIV infection shall not be grounds for discrimination concerning education, employment, health, and any other social services. Pre-employment HIV screening shall not be required. For persons already employed, HIV/AIDS screening, whether direct or indirect, shall not be required. HIV infection alone does not limit fitness to work or provide grounds for termination. HIV/AIDS patients shall be entitled to the social welfare benefits like other patients among the employees.

The Employers are also duty-bound under the law to develop and implement HIV Prevention and Control measures by mainstreaming gender into these plans for the new transmission of HIV/AIDS among project workers and strategies for mitigating stigma for already infected workers. As one of the occupational illnesses/diseases in the category of 'All other occupational illnesses', The Contractor prepared HIV/AIDS policy should also adhere to the confidentiality provisions in the UNAIDS, Developing and Using Individual Identifiers for the Provision of Health Services Including HIV, 6–7 (2009), HIV and AIDS Act, 2008 and exception for NOT entering the employee's name on the OSHA Form 300 in Recording Work-Related Injuries and Illnesses.

## 9.0 AGE OF EMPLOYMENT

As stipulated in the Tanzania Employment and Labor Relations Act (2004) the minimum age of employment is 18 years, which is also stipulated in the International Labor Organization Conventions (138) on minimum age. These two legislations prohibit the employment of underage children. The implementing agencies' standard for minimum age of employment/work is 18 years, and it will be among the terms of contracts regarding child labor. The project will target the participation of both men and women between the ages of 18 and 65. During the project implementation, various tools will be used to verify the age of workers. Such tools include Birth certificates, voter registration cards, and National Identity Cards which will be filled in each employee's records. In the circumstances where these documents are not available the Affidavit of Birth will be used. The consequence of breaching implementing agencies' standards on child labor may result in the termination of the contract.

In case it is found that underage children are working during the implementation of the project, the following procedures will be applied:

- routine document check process without raising the alarm.
- Review the age documents of the child and verify that they are genuine.
- If document checks confirm the child is underage, remove the child from all work immediately.
- If the documentary evidence is inconclusive, checking the age of the child may entail Communication or meeting with parents and guardians of the children, contacting local labor authorities to validate identification, and conducting medical checkups to assess age.
- Obtain contact details (ideally mobile phone number) of the child and parents/guardian, and wherever possible, home address.
- Talk to the child to ensure they understand what is happening and why, as well as the risks and hazards of child labor.
- Meet with the contractor and site supervisor/consultant to communicate the policies and basic positions regarding child labor.
- Contact the parents/guardians to ensure that they understand and agree with what is happening and to explain the risks and hazards of child labor.
- Review all the personnel records at the workplace to identify whether there are any other child workers; and
- Advise the contractor and supervision engineer/consultant on improving age verification systems to ensure that no new child worker is hired.



## 10.0 TERMS AND CONDITIONS

Tanzania Employment and Labor Relations Act (2004) broadly addresses issues including the minimum, statutory requirement of any employment arrangement as presented in Labor Relations (Code of Good Practice) Rules, 2007; Employment and Labor Relations (Forms) Rules, 2007; and Employment and Labor Relations (General) Regulations, 2017. Where the national laws differ from ESS 2 and ESS4 provisions and provide lower levels of protection to the workers, ESS2 and ESS4 shall take precedence.

For this project, the provisions in Table 1 will inform the management of all workers.

*Table 2: TASFAM Project's Labor Conditions*

Category	Conditions
Direct workers	<ul style="list-style-type: none"><li>• The terms and conditions for direct workers in TASFAM Project PIU, the consultants, and workers at the project-supported facilities shall be governed by National Labor Laws and provisions of ESS2 and ESS4.</li><li>• Workers who are on short-term employment will not be entitled to maternity or annual leave.</li><li>• Their terms and conditions will be based on a specific assignment to be completed within a specified period at a daily pay rate.</li><li>• These terms and conditions shall be discussed at recruitment.</li><li>• Training and Awareness: Workers must be informed of the specific OHS risks associated with their tasks and trained on proper safety procedures and the use of Personal Protective Equipment (PPE).</li><li>• Employer's OHS Responsibilities: Workers will be made aware of their employer's duties to provide a safe and healthy working environment, including hazard assessments, risk mitigation, and ongoing health and safety monitoring.</li><li>• Monitoring and Reporting: Workers must actively report any unsafe conditions or incidents, and follow protocols for responding to emergencies.</li><li>• Conduct and Compliance: Workers are expected to uphold the Worker Code of Conduct, which outlines behavior standards, including the prohibition of harassment, respect for co-workers, and adherence to safety practices.</li><li>• The contractor will be held accountable for enforcing these measures and ensuring compliance through continuous monitoring and corrective actions.</li></ul>
Contracted workers	<ul style="list-style-type: none"><li>• The Employment and Labor Relations Act (2004) and associated Employment and Labor Relations regulations are the guiding legislations on employment terms and conditions for contracted workers.</li><li>• The PIU shall therefore follow the provisions related to labor engagements and management.</li><li>• Training and Awareness: Workers must be informed of the specific OHS risks associated with their tasks and trained on proper safety procedures and the use of Personal Protective Equipment (PPE).</li></ul>

	<ul style="list-style-type: none"> <li>• Employer's OHS Responsibilities: Workers will be made aware of their employer's duties to provide a safe and healthy working environment, including hazard assessments, risk mitigation, and ongoing health and safety monitoring.</li> <li>• Monitoring and Reporting: Workers must actively report any unsafe conditions or incidents, and follow protocols for responding to emergencies.</li> <li>• Conduct and Compliance: Workers are expected to uphold the Worker Code of Conduct, which outlines behavior standards, including the prohibition of harassment, respect for co-workers, and adherence to safety practices.</li> <li>• The contractor will be held accountable for enforcing these measures and ensuring compliance through continuous monitoring and corrective actions.</li> </ul>
Minimum wages	<ul style="list-style-type: none"> <li>• The provisions of Remuneration in Part III (c) of the Employment and Labor Relations Act (2004) shall govern the official minimum wage.</li> <li>• All efforts shall be made to ensure that contractors do not underpay and overwork their workers, more so temporary (casual) workers;</li> </ul>
Hours of work	<ul style="list-style-type: none"> <li>• The normal hours of work of a project worker shall not exceed 8 hours a day.</li> <li>• Hours worked more than the normal hours shall be entitled to relevant allowances</li> </ul>
Rest per week	<ul style="list-style-type: none"> <li>• Every worker shall be entitled to rest on Saturday and Sunday.</li> <li>• Workers shall also be entitled to rest on public holidays recognized as such by the Government of Tanzania.</li> </ul>
Annual leave	<ul style="list-style-type: none"> <li>• Workers (apart from consultants and temporary workers) shall be entitled to 30 days' leave with pay for every year of continuous service.</li> <li>• An entitlement to leave with pay shall normally be acquired after a full year of continuous service.</li> </ul>
Maternity and Paternity leaves	<ul style="list-style-type: none"> <li>• A female worker shall be entitled, on presentation of a medical certificate indicating the expected date of her confinement, to 90 days maternity leave while male workers shall be entitled to child-bonding leave of 3 days with pay.</li> </ul>
Deductions from remuneration	<ul style="list-style-type: none"> <li>• No deductions other than those prescribed in labor laws shall be made hereunder or any other law or collective labor agreement shall be made from a worker's remuneration, except for repayment of advances received from the employer and evidenced in writing.</li> <li>• The employer shall not demand or accept from workers any cash payments or presents of any kind in return for admitting them to employment or for any other reasons connected with the terms and conditions of employment.</li> </ul>
Death benefit	In case of the death of a worker during his/her contract of employment, the employer shall pay his/her remuneration as death benefits in line with the provisions of the relevant laws.

Medical treatment of injured and sick workers	<ul style="list-style-type: none"> <li>• Contract workers shall, at a minimum, be expected to be enrolled on NHIF by the contractors.</li> <li>• All other workers will continue to benefit from medical insurance as arranged by their employers.</li> </ul>
COVID 19 Consideration	<ul style="list-style-type: none"> <li>• Various mitigation measures will be put in place to ensure consideration; these include the use of legislation enacted in response to the health and safety issues posed by COVID-19 and additional mitigation measures to protect workers.</li> </ul>

## 11.0 GRIEVANCE REDRESS MECHANISM

In line with the provisions of ESS2, a grievance mechanism will be provided for all direct workers and contracted workers (and, where relevant, their organizations) to raise workplace concerns. Such workers will be informed of the grievance redress mechanism at the time of recruitment and the measures put in place to protect them against reprisal for its use. Measures will be put in place to make the grievance mechanism easily accessible to all such project workers.

Workers' Grievance Redress Mechanism (GRM) involves a formal process for receiving, evaluating, and addressing workers' project-related grievances and concerns, including workplace sexual harassment. Typical workplace grievances include demand for employment opportunities; labor wage rates; delays of payment; disagreement over working conditions; and health and safety concerns in the work environment. To raise workplace concerns, a grievance structure will be established for project workers (direct workers and contracted), as required in ESS2. The GRM for workers will be provided separately from the overall project grievance mechanism provided under ESS10 which is discussed in the SEP. This GRM should address workplace concerns specifying procedures as to whom a project worker should lodge their grievances, the time limit for receiving a response or feedback, and steps to refer to a more senior level, while allowing for transparency, confidentiality, and non-retribution practices. Since all types of workers under this project (i.e., Direct as well as Contracted Workers) are identified as Stakeholders; employers will be required to produce their GRM procedure as a prerequisite for tender which at a minimum conforms to these requirements. The GRM procedures have to be transparent. After they are engaged, employers will be required to prove that each employee has been inducted and sign that they have been inducted on the procedure. The GRM should foresee the procedure that at least: -

- Specifies to whom the employee should lodge the grievance.
- Refers to the time limit allowed for the grievance to be dealt with.
- Allows the employee to refer to a more senior level within the organization if the grievance is not resolved at the lower level.
- Includes right to representation.
- Guarantees non-retribution practice.
- Does not impede access to other judicial or administrative remedies that might be available under the law or through existing arbitration/dispute resolution procedures if the grievance is not resolved within the organization.
- Provides for anonymous complaints to be raised and addressed.

Workers' grievance procedures shall be tailored to meet the needs of the TASFAM Project, culture, and workforce composition. The Project Coordinator will be accessible to all employees through various means (written, telephone, social media, etc.). The workers' grievance redress mechanism will be described in staff induction training, which will be provided to all project workers, and a

description added to Worker's CoC. The contractor will be required to prove that each employee has been inducted and sign that they have been inducted in the GRM procedure. The grievance logbook will be maintained in the TASFAM Project's office. The GRM will be at the project's PIU and at the Contractor as well as the Consultant. Any third party employing and engaging contracted workers will be required to design and implement grievance mechanisms that will be aligned with or surpass this standard ensuring easy access to protective measures and effective remedial actions in work situations that may give rise to grievances and disputes. Before beginning civil works, contractors as well as sub-contractors will be required to prepare and submit a detailed description of the workers' grievance mechanism as a pre-requisite for tender documents.

**a) Direct workers' GRM structure**

Direct workers will be government employees in the project's implementation Agency as well as PIU. The project will utilize the current grievance system for direct workers. The GRM structure for direct workers will have two levels which are: -

*First level:* The project's PIU depending on the nature of the issue raised will be responsible for receiving, considering, and addressing promptly the grievances, including the concerns about unaccounted working hours and lack of overtime compensation, delay in/non-payment of salaries. If the issue cannot be resolved at the first level within 7 working days, then it will be escalated to the next level.

*Second level:* The Project's Agency level (MLF, MBEF, and DSFA) is the second level GRM for direct workers if there is a situation in which there is no response from the PIU or if the response is not satisfactory then complainants and feedback providers have the option to appeal directly to the Project's Higher-level administration to follow up on the issue. The complaints should be considered, and feedback provided within the next 7 working days.

**b) Contracted workers' GRM structure**

**Contractor's level:** Contractors shall develop their own GRM and are required to resolve the grievances of contracted workers under requirements in this LMP as well as the ESS2. The Grievance Focal Point (GFP) assigned by the Contractor will file the grievances and appeals of contracted workers and will be responsible for facilitating and addressing the grievances. If the issue cannot be resolved at the contractor's level within 7 working days, then it will be escalated to the TASFAM Project sub-project Council level.

**Project's PIU level:** The Safeguard specialist of the sub-project PIU will serve as the Grievance Focal Point (GFP) to file the grievances and appeals of the project workers. He/She will be responsible for coordinating with relevant departments/organizations and persons to facilitate addressing these grievances. If the issue cannot be resolved at the PIU level within 7 working days, then it will be escalated to the Agency level.

**Project's Agency level:** If there is a situation in which there is no response from the project PIU, or if the response is not satisfactory then complainants and feedback providers have the option to contact the Focal Person in the project's Agency directly to follow up on the issue.

**NB:** The Workers' grievance mechanism will not prevent workers from using the dispute procedures provided in part VIII of the Employment and Labor Relations Act of 2004.

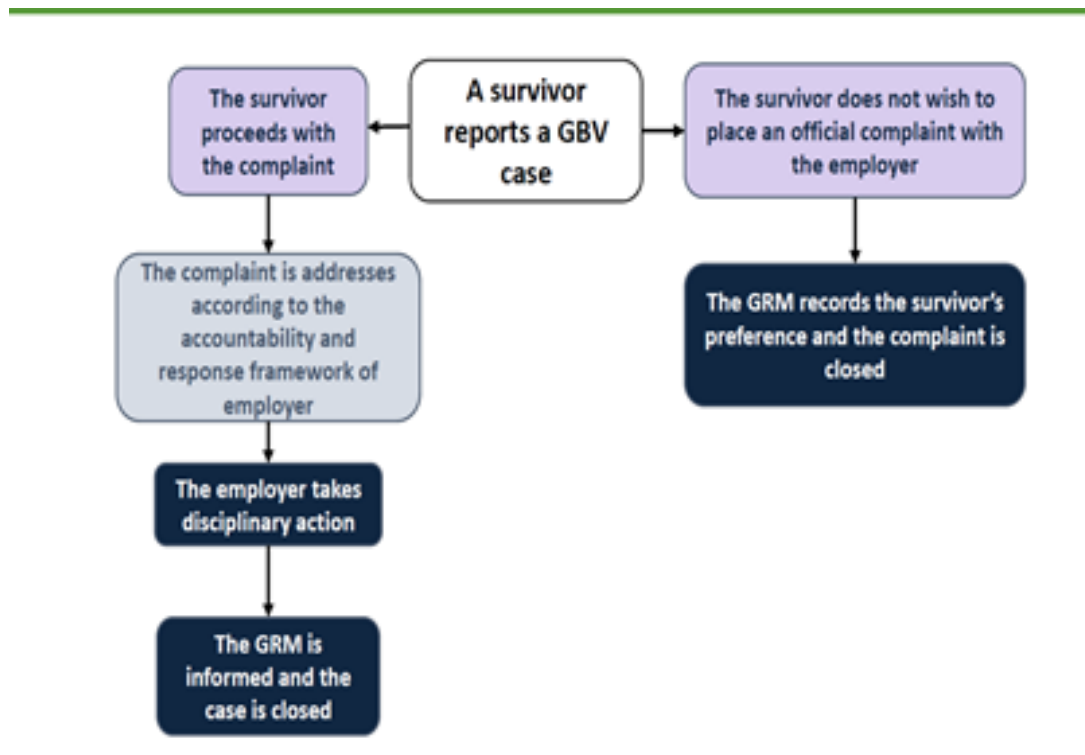
If the dispute is not resolved at the workplace, other resolution mechanisms provided for in the labor legislation as well as the World Bank Grievance Redress System can be utilized. The proposed TASFAM Project's GRM flow chart is presented in the Project's SEP document.

**c) World Bank Grievance Redress System**

Project workers may submit complaints to existing project-level grievance redress mechanisms or the WB's Grievance Redress Service (GRS). The GRS ensures that complaints received are promptly reviewed to address the project's labor-related issues. Project workers may submit their complaint to the WB's independent Inspection Panel which determines whether harm occurred, or could occur, because of WB's non-compliance with its policies and procedures. Complaints may be submitted at any time after concerns have been brought directly to the World Bank's attention, and Bank Management has been allowed to respond. For information on how to submit complaints to the World Bank's corporate Grievance Redress Service (GRS), please visit <http://www.worldbank.org/en/projectsoperations/products-and-services/grievance-redress-service>. For information on how to submit complaints to the World Bank Inspection Panel, please visit [www.inspectionpanel.org](http://www.inspectionpanel.org).

**d) Gender-based Violence including Sexual Exploitation, Abuse, and Workplace Sexual Harassment**

The PIU through the WBCU will identify institutions and service providers (mapping of gender and children service providers) who are actively engaged in the prevention of gender-based violence, sexual exploitation, and workplace sexual harassment to establish a manual for referencing any potential survivors. Grievances related to gender-based violence will be reported through the project/contractor safeguard specialist, the nature of the complaint will be recorded along with the age of the complainant and relation to the project/sub-project will be recorded but the issue will be referenced to relevant institutions. However, Gender-based Violence including Sexual Exploitation, Abuse, and Workplace Sexual Harassment, should include the option for the complainant to remain anonymous, determining procedures so that the identity of the survivor can remain private, while still facilitating access to support services. In addition, the ESIA may identify additional mitigation measures related to gender and such measures will be reflected in site-specific ESMPs, including the contractors' ESMP or contractors' specific Labor Management Plans, where required. This will include engagement with communities on gender-related risks, grievance, and response measures available, as identified in the manual. The SEA/SH Action Plan included in the ESMF to assess and manage the risks of GBV, SEA, and SH in the ESMPs (ESCP, 4.3).



*Figure 1: GRM process for GBV survivors.*

## 12.0 CONTRACTOR MANAGEMENT

The PIUs will ensure that the contractor executes the management of the contract in a manner that is acceptable to the client (i.e. MLF, MBEF, and DSFA), the national legal requirements, and is under the World Bank rules and regulations as it relates to ESS2, specifically relating to the selection process for contractors, management of labor issues, including health and safety, procedures for managing and monitoring of performance for contractors, as well as reporting on workers under the project.

To ensure sound and time-bound project implementation, the project will employ direct workers, contracted workers, and short-term consultants through contracts. All employees will be recruited under the procurement procedures provided in the TASFAM Project's Procurement Manual.

However, employment through contracts calls for sound contractor management, which shall be realized through proper agreement signing; agreement on key performance indicators, and ensuring that worker-related aspects of the project are embedded in contracts. Efforts shall be made to ensure that all sub-project contractors as per the guidance in ESS2, provide workers with evidence of all payments made, including social security benefits, pension contributions, or other entitlements regardless of the worker being engaged on a fixed-term contract, full-time, part-time, or temporary contract.

The application of this requirement will be proportionate to the activities and to the size of the contract, in a manner acceptable to the MLF, MBEF, DSFA, and the World Bank:

- a) **Labor conditions:** records of workers engaged under the project, including contracts, registry of induction of workers including CoC, hours worked, remuneration and deductions (including overtime), and collective bargaining agreements.
- b) **Safety:** Provide working conditions, management of workers' relationships, occupational health and safety (including personal protective equipment, and emergency preparedness and response), code of conduct (including relating to SEA and SH), forced labor, child labor as per general EHS of the World Bank. Recordable incidents and corresponding Root Cause Analysis (lost time incidents, medical treatment cases), first aid cases, high potential near misses, and remedial and preventive activities required (for example, revised job safety analysis, new or different equipment, skills training, and so forth).
- c) **Workers personal records:** number of workers, indication of origin (expatriate, local, non-local nationals), gender, age with evidence that no child labor is involved, and skill level (unskilled, skilled, supervisory, professional, management).
- d) **Workers Payroll Records:** documentation of the number of hours worked and pay received inclusive of all payments made on their behalf, for example, payment made to the National Insurance Scheme and other entitlements regardless of the workers being engaged on a short- or long-term assignment or full time or part-time worker.
- e) **Training/induction:** dates, number of trainees, and topics.
- f) **Details of any security risks:** details of risks the contractor may be exposed to while performing its work—the threats may come from third parties external to the project.



- g) Worker grievances:** details including occurrence date, type of grievance, and date submitted; actions taken and dates; resolution (if any) and date; and follow-up yet to be taken- Grievances listed should include those resolved since the preceding report and those that were unresolved at the time of that report.

The Supervision Consultant for sub-projects will manage and monitor the performance of Contractors with contracted workers, focusing on compliance by contractors with their contractual agreements (obligations, representations, and warranties). This may include periodic audits, inspections, and/or spot checks of project locations or work sites and/or of labor-management records and reports compiled by contractors. The Supervision Consultant will retain qualified E&S personnel including as a minimum, one E expert, one S expert and an OHS expert.

In addition, the borrower (MLF, MBEF, and DSFA) will require that all contractors engaged in the project operate in a manner consistent with the requirements of the ESSs, including the specific requirements set out in the ESCP. To ensure that contractors engaged are managed effectively, the following measures will be considered: -

- a) Assessing the environmental and social risks and impacts associated with such contracts.
- b) Ascertaining that contractors engaged in connection with the project are legitimate and reliable enterprises and have knowledge and skills to perform their project tasks under their contractual commitments.
- c) Incorporating all relevant aspects of the ESCP into tender documents.
- d) Contractually requiring contractors to apply the relevant aspects of the ESCP and the relevant management tools including appropriate and effective non-compliance remedies.
- e) Monitoring contractor compliance with their contractual commitments; and
- f) In the case of subcontracting, contractors have to have equivalent arrangements with their subcontractors.

The Conditions of Contract for each Contractor shall include the right to terminate the Contract once the Contractor fails, within the reasonable time given, to comply with any Notice to correct related inter alia to compliance with the National Labor Laws, OHS Laws and Regulations, and this LMP.

### **13.0 COMMUNITY WORKERS**

There will be no provision for Community Workers.

### **14.0 PRIMARY SUPPLY WORKERS**

Based on the requirement in every component primary supply worker will be recruited by the suppliers as required. It will be ensured (and monitored periodically by the PIUs) that no children are recruited and supplied as workers. Furthermore, it will be monitored like above that these workers are not subject to 'forced labor' in any manner. The PIU will be responsible for making

sure that these standards are followed strictly. If any deviation is identified the PIUs will function as prescribed in the contract/agreement following the LMP.

The extent to which the Project's procurement will rely on suppliers supplying goods and materials on an ongoing basis is currently not known; however, where a significant risk of child or forced labor or serious safety issues about primary suppliers has been identified, this section sets out the procedure for monitoring and reporting on primary supply workers. This is to ensure compliance with the National law and the requirements of ESS1, and ESS2 (in the area of child labor, forced labor, and serious safety issues which may arise to primary suppliers).

Third parties i.e. Contractors will be required to ensure their Suppliers comply with the National law and the requirements of ESS1, and ESS2 (in the area of child labor, forced labor, and serious safety issues that may arise about primary suppliers); and to ensure that Employees of any Suppliers or subcontractors are adequately trained on the requirements covered in the law. This will be ensured by having the Primary suppliers sign a statement of compliance confirming that they adhere to the national requirements and ESS2 regarding labor and working conditions and these LMPs as applicable.

The selection process of primary Suppliers will ensure that they are reputable companies with evidenced positive history in social performance including zero tolerance for child and forced labor. They will further need to be able to prove and provide evidence of the procedures in place to assess and manage OHS-related risks. The PIU reserves the right to verify compliance with the requirements set by a combination of mechanisms including but not limited to self-assessments, surveys, site visits, or audits. Relevant Records must therefore be maintained relevant records to demonstrate compliance and if necessary, allow access to their own and their Suppliers' and subcontractors' premises for authorized representatives of the PIU and/or the supervision consultant.

In case the Primary Supplier fails to demonstrate conformance and compliance to the national law and this LMP in the area of child and forced labor and serious safety risks, the PIU will submit through the Contractor a Notice -to correct the non-compliance with immediate effect. Should the Primary Supplier fail to comply within the time specified in the Notice or should the PIU assess that such remedy is not possible, the project's primary suppliers shall be shifted to those that can demonstrate compliant labor management and performance. Once the Project advances the provisions of the LMP covering management of labor and working condition risk of Primary Suppliers shall be expanded and updated and based on the findings of the assessment detailed procedures established and included in the revised document.

When sourcing for primary suppliers, the project will require such suppliers to identify the risk of child labor and forced labor as well as OHS risks. The TASFAM Project PIU will review and approve the purchase of primary supplies from the suppliers following such risk identification assessment. Where appropriate, the project will be required to include specific requirements on child labor, forced labor, and work safety issues in all purchase orders and contracts with primary suppliers. The PIU will, as part of its monitoring, include indicators for assessing the functions of primary supply workers.

## 15.0 LABOR MANAGEMENT PLAN (LMP) IMPLEMENTATION BUDGET

Several activities will be implemented to ensure the LMP is well implemented throughout the project phases. These activities are not limited to awareness and training sessions as well as disclosing posters and flyers addressing LMP and GRM issues. Table 2 provides the estimated budget for LMP implementation.

**Table 3: Estimated Budget for the Implementation of this Labor Management Plan (LMP)**

Budget categories	Quantity	Unit costs	Times/ Years	Total costs	Remarks
<b>1. Estimated Staff salaries* and related expenses</b>					
1a. <i>Labour consultant</i>	12	500,000.00	5	30,000,000.00	2 consultation meetings in a year in each sub-project for 5 years
1b. <i>Travel costs for staff</i>	4	1,500,000.00	5	30,000,000.00	Four travels per year to each of the sub-projects for 5 years
<b>Sub – Total</b>				<b>60,000,000.00</b>	
<b>2. Consultations/ Participatory Planning, Meetings</b>					
2a. <i>Project launch meetings</i>	6	23,000,000.00	1	130,000,000.00	6 Regional Meetings in Dar es Salaam, Tanga, Mtwara, Dodoma, Unguja, and Pemba.
2b. <i>Organization of focus groups</i>	12	3,000,000.00	1	36,000,000.00	Centres in each subprojects for 1 <sup>st</sup> year
<b>Sub – Total</b>				<b>166,000,000.00</b>	
<b>3. Communication campaigns</b>					
3a. <i>Posters, flyers</i>	-	Lump sum	5	150,000,000.00	Development of Posters and Flyers during Social events such as Sabasaba and Nanenane days
3b. <i>Social media campaign</i>	-	Lump sum	5	100,000,000.00	Radios, TVs, Blogs, etc.

<b>Sub – Total</b>				<b>250,000,000.00</b>	
<b>4. Trainings</b>					
4a. Training on Labour Management Procedures issues including OHS training on emergency prevention and preparedness and response arrangements to emergencies for PIU and contractor staff	1	10,000,000.00	3	30,000,000.00	PIUs and Contractor Staff will be trained on Labour Management Procedures.
4b. Training on Gender-Based Violence (GBV), safe use of equipment and lifting techniques, correct use of PPE, HIV awareness, and SEA for PIU and contractor staff	1	15,000,000.00	2	30,000,000.00	PIUs and Contractor Staff will be trained on Labour Management Procedures.
<b>Sub – Total</b>				<b>60,000,000.00</b>	
<b>5. Beneficiary surveys</b>					
5a. Mid-project perception survey	1	120,000,000.00	1	120,000,000.00	Mid-term perception survey
5b. End-of-project perception survey	1	150,000,000.00	1	150,000,000.00	End-of-project perception survey
<b>Sub – Total</b>				<b>270,000,000.00</b>	
<b>6. Grievance Mechanism</b>					
6a. Training of GM committees	1	10,000,000.00	1	10, 000,000.00	Members of GM Committees will be trained on how to handle issues.
6b. Suggestion boxes in villages	-	Lump sum	1	5,000,000.00	Suggestion boxes will be developed and installed in all villages where sub-projects are implemented.
6c. GM communication materials	-	Lump sum	1	20,000,000.00	GM communication materials will be developed
6d. Grievance investigations/monitoring and site visits	-	Lump sum	5	5,000,000.00	Grievance investigations/Site visits will be undertaken.
6e. GM Information System (setting up or maintenance)	-	Lump sum	1	10,000,000.00	Setting up and maintenance of

					GM information System.
6f. Other GM Logistical Costs	-	Lump sum	2	5,000,000.00	GM logistical costs
<b>Sub – Total</b>				<b>55,000,000.00</b>	
<b>7. Other expenses</b>					
7a. Internal monitoring	2	1,000,000.00	5	10,000,000.00	For each subproject for five years
7b. Communications	360	10,000.00	5	18,000,000.00	Tsh. 10,000.00 per month for each sub-project for 5 years
<b>Sub – Total</b>				<b>28,000,000.00</b>	
<b>TOTAL LABOUR MANAGEMENT PROCEDURE (LMP)</b>				<b>829,060,000.00</b>	

## ANNEXES

### 1) ANNEX 1: SAMPLE CODE OF CONDUCT FOR PROJECT WORKERS

Implementing Environmental, Social Health and Safety (ESHS) and Occupational Health and Safety (OHS) Standards, Preventing Gender Based Violence (GBV), and valuing the surrounding Natural Resources.

I, [INSERT NAME OF PROJECT WORKER], acknowledge that my adherence to national environmental, social, health, and safety (ESHS) laws, compliance with the project's occupational health and safety (OHS) requirements including concerning COVID-19, and preventing gender-based violence (GBV), and respect for natural resources is a requirement of my job duties. I am aware that all forms of GBV, such as sexual exploitation assault, and sexual harassment, are unacceptable, whether at the project worksites, at worker camps where project workers are accommodated, or in the local communities around project worksites and worker camps.

[GIVE NAME OF CONTRACTOR COMPANY/EMPLOYER/TASFAM PROJECT] considers that failure to comply with ESHS and OHS laws, or to engage in GBV activities, constitute acts of gross misconduct and are grounds for sanctions, penalties, or termination of employment. I am aware that [GIVE NAME AGAIN OF CONTRACTOR COMPANY/EMPLOYER/TASFAM PROJECT] will cooperate with the government authorities in prosecuting anyone involved in committing acts of GBV.

I agree that while I am working on the project, I will:

- Attend and actively participate in training courses related to ESHS, OHS, HIV/AIDS, and GBV, as requested by my employer.
- Shall wear my protective equipment (PPE), in the correct prescribed manner, at all times when at the work site or engaged in project-related activities.
- Take all practical steps to implement the [CONTRACTOR COMPANY/ TASFAM PROJECT] 's environmental and social management plan.
- Implement the occupational health and safety management plan(s) established by the [CONTRACTOR COMPANY/TASFAM PROJECT] Management Plan.
- Adhere to a zero-alcohol policy during work activities, and refrain from the use of illegal substances at all times.
- Consent to a police background check.

- Will agree to undertake all health screening and other measures required by national law and 29 the requirements of the contractors and TASFAM project about COVID-19.
- Treat women, children (persons under the age of 18), and men with respect regardless of gender, race, color, language, religion, political or other opinion, gender identity, national, ethnic, or social origin, property, disability, birth, or other status.
- Not use language or behavior towards women, children, or men that is inappropriate, harassing, abusive, sexually provocative, demeaning, or culturally inappropriate.
- Not participate in sexual contact or activity with any person under 18 years of age—including grooming or contact through digital media. Mistaken belief regarding the age of a child is not a defense. Consent from the child is also not a defense or excuse.
- Not engage in sexual harassment, such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including subtle acts of such behavior. [examples include looking somebody up and down; kissing, howling, or smacking sounds; hanging around somebody; whistling and catcalls; giving personal gifts; making comments about somebody's sex life; etc.]
- Not engage in sexual favors—for instance, making promises or favorable treatment dependent on sexual acts—or other forms of humiliating, degrading, or exploitative behavior.
- Unless there is full consent by all parties involved, I shall not have sexual interactions with any member of the surrounding communities. This includes relationships involving the withholding or promise of actual provision of benefit (monetary or non-monetary) to community members in exchange for sex.
- Consider reporting through the GRM (Grievance Redress Mechanism) or to my manager any suspected or actual GBV by a fellow worker, whether employed by my employer or not, or any breaches of this Code of Conduct.

Sanctions for Non-Compliance with this Code of Conduct: I understand that if I breach this Individual Code of Conduct, my employer shall take disciplinary action which could include:

- Informal (verbal) warning.
- Formal (written) warning following Regulation of the Employment and Labor Relations Act No. 6, Cap 366, R.E 2019
- Additional Training to address the problem relating to the worker's conduct, such as training on gender-based violence/sexual harassment.

- Loss of up to fifty percent of one week's salary under the Employment and Labor Relations Act No. 6, Cap 366, R.E 2019
- Suspension of employment (without payment of salary), for a minimum period of 1 month up to a maximum of 6 months.
- Termination of my employment per written notice under the Employment and Labor Relations Act No. 6, Cap 366, R.E 2019; or
- Report the incident/conduct to the police.

I understand that:

- 1) It is my responsibility to ensure that I comply with all project environmental, social, health, and safety standards
- 2) I shall adhere to the project's occupational health and safety management plan.
- 3) I shall avoid actions or behaviors that could be construed as GBV, including sexual harassment.
- 4) I shall avoid any actions involving harvesting, collecting, hunting, fishing, or disturbing wildlife or any project worksites or work camps.

Any such actions relating to “1)—4)” above shall be a breach of this Individual Code of Conduct. I do hereby acknowledge that I have read the foregoing Individual Code of Conduct, agree to comply with the standards contained therein, and understand my roles and responsibilities to prevent and respond to ESHS, OHS, GBV issues, and violations of full respect for wildlife. I understand that any action inconsistent with this Individual Code of Conduct or failure to act mandated by this Individual Code of Conduct may result in disciplinary action against me and possible termination of my employment.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Title: \_\_

Date: \_\_



## ANNEX 2: Pre-Qualification Checklist for Contractors

Project-specific pre-qualification process reviews the contractor's experience on identical or remarkably similar projects doing the same tasks that are anticipated. This includes the contractor's present capabilities, such as:

- a) OHS management systems and program.
- b) Project-specific OHS plan.
- c) Safety training is provided to management and workers.
- d) Availability and qualifications of construction safety managers and staff.
- e) Training to be provided, and Inspection processes.

The general conditions of the contract define the overall OHS responsibilities and requirements for contractors. These provisions are contained in a separate Clause of the contract. In general, these OHS conditions require the contractor to be responsible for initiating, maintaining, and supervising all safety precautions and programs while complying with all applicable laws and regulations. The details are contained in the table below.

Item	Description	Evidence
OHS work plans and schedule	Company health and safety policy and a project-specific health and safety plan (HASP) addressing all applicable OHS requirements	Policy document
	To the extent possible the plan should include risk assessments for each phase or task of the work	Risk assessment per phase of work
	The presence of a qualified safety officer at the project site responsible for implementing the HASP	CV of the Safety Officer
	Detailed schedule of work activities with their bid, with the duration of each work activity shown	Schedule of activities
	The proposed hours of operations and days per week the contractor is allowed to work on-site are usually stipulated in the contract documents	Schedule of work on a weekly and monthly basis (depending on the duration of the project)
Employees	Curriculum Vitae (CVs) of key personnel identified in the specifications	CVs
	Written documentation of completion of the contractor's and subcontractor's employees of the completion of all appropriate health and	Safety training reports

	safety training before working on-site	
	Hold regular safety meetings to instruct their employees on all project-related safety procedures	Meeting reports
	Provide appropriate personal protective clothing and equipment to employees and provide training in its use. and enforce the use of protective clothing and equipment	Inspection reports
OHS incidents	Notify the client immediately following any OH&S incident, with a detailed written report and comply with reporting and record-keeping requirements	Incident log and reports
	The prime contractor flows- down the accident notification and reporting requirement to sub-contractors, so that all incidents that occur during the project are reported and investigated promptly	
OH&S Pay Items	Pay rates for personnel to work in upgraded levels of personal protective equipment (such as respiratory protection)	Detailed pay breaks down for each category of staff
	Provision of qualified full-time health and safety officer for the duration of the project	Deployment letter for the safety officer
	Establishment and proper functioning of an OH&S Committee (as appropriate)	Committee membership and ToRs
	Contractors and personnel attending any required OH&S Orientation training	Training report
	Costs for specific air monitoring, air sampling, and analysis required to implement industrial hygiene or air quality monitoring, as may be required by the technical specifications	<ul style="list-style-type: none"> <li>✓ Breakdown of costs</li> <li>✓ Inspection reports</li> </ul>
Project-Specific Hazards Information	Contractors should document the implementation of their health and safety program and address requirements for personal protective equipment, chemical hazard communication, performing periodic health and safety inspections, emergency response procedures, tool and equipment inspections,	<ul style="list-style-type: none"> <li>✓ Report on the safety program</li> <li>✓ Inspection and verification reports</li> </ul>

	fire protection, vehicle safety, and site security	
Licenses, Certifications and Training Documentation	Copies of all licenses, certifications, and training documents including certificates of insurance indicating the contractor is adequately insured for general liability and workers' compensation	Verification of the documentation of the various requirements

### ANNEX 3: Format for Report on Compliance with Conditions of Work with ESS2 for Third Parties Engaging Contracted Workers

Assignment name:	
Contract ref. No:	
Contract period: Start date (M/D/Y)	End date (M/D/Y):
Contractor/Service Supplier:	
Reported period:	
Date of report:	
Signature of authorized person:	

#### LABOR AND WORKING CONDITIONS COMPLIANCE REPORT:

##### Company employees \*statistics:

Total number of employee's gender disaggregated 1: M.....\_F.....

Number of employees with an employment contract out of the total number of employees:.....

Number of employees without an employment contract out of the total number of employees:.....

Number of employees with access to social security, pension, and health insurance out of the total number of employees:.....

Number of employees who receive wages/salaries at least once a month out of a total number of employees:.....

Number of employees who left the company in the reported period out of the total number of Employees: .....

Number of employees hired in the reported period: .....

Number of hours worked per employee (monthly average): .....

Total overtime (monthly average per employee): .....

Several injuries at work (in a reporting period and cumulative since contract start) out of total nr. of employees: .....

Number of fatalities at work (in reporting period and cumulative) out of total number of employees: .....

Number of reported violence out of total number of employees: .....

Number of reported harassment/ abuses out of total number of employees: .....

Availability of an accessible and functioning employee grievance mechanism (Y/N): .....

Number of grievances raised with the GRM (in a reporting period and cumulative since contract start): .....

Number of grievances resolved by GRM (in a reporting period and cumulative since contract start): .....

Number of suits filed about labor, employment, and OHS issues: .....

Number of disputes brought to peaceful settlement/ voluntary arbitration procedure: .....

Number of visits by labor/ OHS inspection: .....

\*The employee is any natural person employed or engaged to work or perform service for the employer. 1) The number of employees refers to the actual number/headcount on the date of the report. 2) The numbers imply the total number of incidents in the reported period. Project workers statistics:

- Total number of project workers\*\*:
- Number of project workers with an employment contract:
- Number of project workers without an employment contract:
- Number of project workers with access to social security, pension, and health insurance verified by confirmation from the registry.

### Working and Labor Conditions Screening Checklist

S/N	Terms and Conditions	YES/NO	Notes
1	All project workers have an employment contract or engagement agreement in writing.		If "No" please specify and explain
2	All project workers are paid at least once a month		If "No" please specify and explain
3	All project workers worked 8 hours a day, 40 hours a week		If "No" please specify and explain
4	All project workers had regular daily and weekly rest		If "No" please specify and explain
5	Several project workers were terminated from employment with termination in line with national labor law and <b>ESS2</b>		If "Yes" please specify the number and explain the conditions of termination

6	Several project workers attended. OHS-related training programme		If "Yes" please specify a number and explain
7	Project workers were granted leaves they are entitled to		If "Yes" Please specify the type and number of leaves
8	Project workers participated in accidents at work resulting in injuries or fatalities		If "Yes" please specify and explain
9	Project workers reported on cases of discrimination, harassment, sexual harassment, or non-compliance with law		If "Yes" please specify and explain
10	Project workers raised grievances or started voluntary arbitration / legal. proceedings to settle a dispute		If "Yes" please specify the numberand explain
11	In the reported period there were some incidents of noncompliance with the LMP		If "Yes" please specify the numberand explain

#### **ANNEX 4: Third Parties Statement (Potential Contractors and Service Providers) on Compliance with Provisions of Labor Legislation and the TASFAM Project LMP**

Date and place of issuance: \_\_\_\_\_

Name and address of the issuer (Bidder): \_\_\_\_\_

##### **STATEMENT OF LEGAL AND REGULATORY COMPLIANCE**

Hereby we declare that<sup>5</sup>:

- We are aware of and comply with, the standards laid down in the Labor Management Procedures.
- We conform to all national laws\* and applicable regulations concerning employment, labor and employee relations, and labor and working conditions.
- We are committed to providing a safe and healthy environment for our employees and to implementing all occupational health and safety requirements as stipulated by national legislation.
- We do not tolerate any form of child, forced or slavery work.
- We prohibit any form of harassment, sexual harassment, abuse, or violence, including Gender Based Violence (GBV) at work, and forbid direct or indirect discrimination against any employee or groups of employees on any ground and for whatever reason.
- We confirm that a workers' GRM is available.
- We confirm that no worker GM is available but will be established by the time the contract is signed.

We hereby state that should we be awarded with the contract; we shall adopt the Labor Management Procedures applicable to the project and incorporate them in our practice.

We understand that the failure to respect any of the above-stated commitments could lead to termination of the contract and exclusion from the project.

Signature: .....

Name: .....

Position: .....

\*National Laws refers both to the Laws of the United Republic of Tanzania and the domicile Laws of the country in case the Bidder is foreign

<sup>5</sup> The bidder should make an appropriate commitment.

**ANNEX 5: Primary Suppliers Statement of Compliance with Provisions of Labor Legislation and the TASFAM Project's LMP related to Child Labor, Forced Labor, and OHS**

Date and place of issuance: \_\_\_\_\_

Name and address of the Supplier: \_\_\_\_\_

**STATEMENT OF LEGAL AND REGULATORY COMPLIANCE**

Hereby we declare that:

- We conform to all national laws\* and applicable regulations concerning employment, labor and employee relations, and labor and working conditions.
- We are committed to providing a safe and healthy environment for our employees and to implementing all occupational health and safety requirements as stipulated by national legislation.
- We do not tolerate any form of child, forced or slavery work.
- We prohibit any form of harassment (including sexual) abuse, violence, and Gender-Based Violence at work and forbid direct or indirect discrimination against any employee or groups of employees on any ground and for whatever reason.
- We shall maintain records related to labor, occupational injuries, illness, near misses, and incidents.

We hereby acknowledge our understanding that our company may be subjected to announced and unannounced visits, site checks, and labor and working condition audits by the Contractor through which materials and goods are supplied to the Project, PIU staff, and independent third parties to verify compliance with the above statement. We understand that the failure to respect any of the above-stated commitments could lead to termination of the contract and exclusion from the project.

Signature: .....

Name: .....

Position: .....

\* National Laws refer both to the Laws of the United Republic of Tanzania and the domicile Law of the country in case the Bidder is foreign.



## **ANNEX 6: Abbreviated Code of Conduct**

### **DOs**

- (1) Wear prescribed and appropriate personal protective equipment on-site at all times.
- (2) Wash hands, sanitize, and observe social distancing at all times, and follow WHO and United Republic of Tanzania updated guidelines.
- (3) Seek healthcare if you experience any of the following symptoms (while at home or work): cough, fever, and shortness of breath.
- (4) Prevent avoidable accidents and report conditions or practices that pose a safety hazard or threaten the environment.
- (5) Treat women, children, and men with respect regardless of race, color, language, religion, or other status.
- (6) Report any violations of this code of conduct to the workers' representative, HR, or grievance redress committee. No employee who reports a violation of this code of conduct in good faith will be punished in any way.
- (7) Comply with all Tanzania laws and regulations.

### **DON'Ts**

- (1) Expose other people to the risk of infection in any form.
- (2) Leave personal protective equipment lying around.
- (3) Come to work if you or any of your family members have any symptoms of COVID-19 (cough, fever, and shortness of breath). Report immediately to your supervisor if you or a family member has any of these signs.
- (4) Make unwelcome sexual advances to any person in any form.
- (5) Have sexual interactions unless full and unequivocal consent is given and there is no form of material or other coercion.
- (6) Use alcohol or narcotics during working hours.

For all Staff and project workers on the TASFAM Project: Employees, associates, and representatives, including sub-contractors and suppliers, without exception.