



## Guidance Note on Labor and Working Conditions

### Introduction

As a conservation organization, WWF does not typically fund large infrastructure activities in conservation projects implemented by WWF's GEF and GCF Agency and therefore does not directly adversely impact labour and working conditions. However, WWF GEF and GCF Agencies do implement projects in the forestry, agriculture and fisheries sectors, which may have potential unintended adverse impacts. This is mostly seen in financing activities necessary for strengthening protected area management systems, including construction of protected area administrative buildings, watch towers, accommodation for park guards. In such cases, these activities are usually executed by third party contractors who employ construction workers including sub-contractors. In such cases, WWF will ensure that any funding for such activities complies with WWF's Environment and Social Safeguards Integrated Policies and Procedures (SIPP) and more specifically international labor and working condition standards such as the International Labour Organization's (ILO) Declaration on the Fundamental Principles and Rights at Work<sup>1</sup> and any relevant local labor standards of the project specific countries. Although WWF's SIPP does not currently have a standalone policy on labor and working conditions, this guidance note has been developed for Project Teams to provide better understanding of impacts related to labour and working condition/s.

Although as mentioned above, WWF's SIPP does not have a mandatory safeguards policy on labor, at the institutional level, WWF as a leading conservation institution has in place several policies that provide protections and these are applied to all project implemented by WWF. This include the Child Safeguarding Policy<sup>2</sup> which ensures a zero-tolerance policy for child labor. Additionally, WWF has zero-tolerance for all forms of forced or compulsory labor. WWF recognizes the importance of the elimination of discrimination in respect of employment and occupation and has its own Non-Discrimination Policy<sup>3</sup> and Equal Employment Opportunity Policy.<sup>4</sup> Additionally, WWF has a Harassment-Free Work Environment Policy.<sup>5</sup>

For the purposes of this guidance note, a Worker means a person employed or engaged directly by an entity that executes a project or program to work specifically in relation to the project or program, or through third parties to perform work related to core functions of the project or

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<sup>1</sup> International Labour Organization's (ILO) Declaration on the Fundamental Principles and Rights at Work <https://www.ilo.org/declaration/lang--en/index.htm>

<sup>2</sup> WWF's Child Safeguarding Policy <https://worldwildlifefund.sharepoint.com/Policies/Pages/Child-Safeguarding-Policy.aspx>

<sup>3</sup> Non-Discrimination Policy <https://worldwildlifefund.sharepoint.com/Policies/Pages/Non-Discrimination-Policy.aspx>

<sup>4</sup> Equal Employment Opportunity Policy <https://worldwildlifefund.sharepoint.com/Policies/Pages/HR/EEOPolicy.aspx>

<sup>5</sup> Harassment-Free Work Environment Policy <https://worldwildlifefund.sharepoint.com/Policies/Documents/Harassment-Free-Work-Environment-Policy.pdf>

program, regardless of location.

In order to identify potential impacts, the following questions may be helpful for project teams to keep in mind when designing project activities during project proposal stage:

1. Will the project involve any of the following:
  - Working in conflict zones or areas that host other security issues or risks of hazards?
  - Safety of life at sea?
  - Transport or handling of parasitic diseases or transmissible animal diseases?
  - Contact with dangerous and/or poisonous animals, reptiles and insects mentioned above?
  - Construction and maintenance of facilities and vessels?
2. Is there a risk that the project might employ/engage children under 15 and as such may interfere with the child's education, or may be harmful to the child's health or to the child's physical, mental, spiritual, moral, or social development? Consider also forms of voluntary engagement/work, e.g. in community based natural resources management activities or livelihood restoration activities?
3. Is there a risk the project is using forced labor, e.g. involuntary or compulsory labor (including forced child labor)?
4. If the project employs forest workers, do project activities involve any health and safety risks? Would these risks be covered by the national forest laws for forestry workers?
5. Will the project be able to seek opportunities for inclusion of disadvantaged groups as employees / workers (e.g. of indigenous people, migrant workers, people from lower caste and people with disabilities)?
6. When possible, how will the project promote fair treatment, non-discrimination and equal opportunities for workers/staff employed by the project (including staff employed by entities sub-contracted for implementing project activities)?

## Possible Mitigation Measures

In the context of conservation projects, most project activities are implemented at the protected area level by Park Managers, and thus work sites are often remote and far from communities. Any park infrastructure constructed tends to be executed by construction companies who generally hire subcontractors who are migrant or seasonal workers and Park Managers do not have direct relation to hiring or employment status of these workers. Park Managers do not have access to employment contracts nor are they made available to them by the construction companies. Therefore, it is essential that:

1. Written labor management procedures are established in accordance with applicable national laws and international best practice;
2. Workers are provided with clear and understandable documentation of employment terms and conditions, including their rights under national law related to hours of work, wages, overtime, compensation and benefits;
3. Workers are provided regular and timely payment of wages; adequate periods of rest, holiday, sick, maternity, paternity, and family leave; and written notice of termination

- and severance payments, as required under national laws and the adequate labor management procedures,
4. Decisions relating to any aspect of the employment relationship, including recruitment, hiring and treatment of workers, are made based on the principles of non-discrimination, equal opportunity and fair treatment, and not on the basis of personal characteristics unrelated to inherent job requirements,
  5. Appropriate measures are in place to prevent harassment, intimidation, and exploitation, and to protect vulnerable workers, including but not limited to women, children of working age, migrants and persons with disabilities, and
  6. Occupational health and safety (OHS) measures are applied to establish and maintain a safe and healthy working environment, and such measures are designed and implemented to address:
    - (i) Identification of potential hazards to workers, particularly those that may be life threatening;
    - (ii) Provision of preventive and protective measures, including modification, substitution, or elimination of hazardous conditions or substances;
    - (iii) Training of workers and maintenance of training records;
    - (iv) Documentation and reporting of occupational accidents, diseases and incidents;
    - (v) Emergency prevention and preparedness and response arrangements to emergency situations; and
    - (vi) Remedies for adverse impacts such as occupational injuries, deaths, disability and disease.

### Grievance and Conflict Resolution Systems

Workers should be informed of the project level and all other grievance resolution systems provided under the project. Workers may use these mechanisms without retribution, and the grievance and conflict resolution systems do not impede access to other judicial or administrative remedies available under the law or through existing arbitration procedures, or substitute for grievance systems provided through collective agreements.

### Monitoring and Supervision

Park Managers need to provide adequate monitoring of the occupational conditions of migrant/seasonal or any construction workers to ensure compliance with WWF institutional labor policies and international best practice. Park Managers bear full responsibility for the occupational conditions of workers, even if they are independently hired by the constructor. This implies the need to monitor both their contracts, and their employment conditions on the ground.

Park Managers should provide the Project Management Unit with the bidding documents and the employment contracts, and ensure that these contracts provide appropriate occupational conditions to construction workers, in line with international good practices.

The Project Safeguards Specialist or Project Management Unit staff should review the bidding documents and employment contracts for all planned construction activities on all project sites to ensure full compliance with safeguards requirements. Examples of clauses related to occupational

conditions that could be included in employment contracts are provided in Annex 1.

## **Annex 1: Suggested Occupational Health and Safety Standards**

Employers and supervisors are obliged to implement all reasonable precautions to protect the health and safety of workers. Implementing entities should hire contractors that have the technical capability to manage the occupational health and safety issues of their employees, extending the application of the hazard management activities through formal procurement agreements.

This section provides guidance of reasonable precautions to implement in managing principal risks to occupational health and safety. The following is based on the IFC's Environmental, Health, and Safety Guidelines (April 30, 2007).<sup>6</sup>

### **1. General Facility Design and Operation**

#### ***Integrity of Workplace Structures***

Permanent and recurrent places of work should be designed and equipped to protect occupational health and safety:

- Surfaces, structures and installations should be easy to clean and maintain, and not allow for accumulation of hazardous compounds.
- Buildings should be structurally safe, provide appropriate protection against the climate, and have acceptable light and noise conditions.
- Fire resistant, noise-absorbing materials should, to the extent feasible, be used for cladding on ceilings and walls.
- Floors should be level, even, and non-skid.
- Heavy oscillating, rotating or alternating equipment should be located in dedicated buildings or structurally isolated sections.

#### ***Severe Weather and Facility Shutdown***

- Work place structures should be designed and constructed to withstand the expected elements for the region and have an area designated for safe refuge, if appropriate.
- Standard Operating Procedures (SOPs) should be developed for project or process shut-down, including an evacuation plan. Drills to practice the procedure and plan should also be undertaken annually.

#### ***Workspace and Exit***

- The space provided for each worker, and in total, should be adequate for safe execution of all activities, including transport and interim storage of materials and products.
- Passages to emergency exits should be unobstructed at all times. Exits should be clearly marked to be visible in total darkness. The number and capacity of emergency exits should be sufficient for safe and orderly evacuation of the greatest number of people present at any time, and there should be a minimum two exits from any work area.

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<sup>6</sup> IFC Environmental, Health, and Safety (EHS) Guidelines: Occupational Health and Safety  
<https://www.ifc.org/wps/wcm/connect/1d19c1ab-3ef8-42d4-bd6b-cb79648af3fe/2%2BOccupational%2BHealth%2Band%2BSafety.pdf?MOD=AJPERES&CVID=1s62x8l>.

- Facilities also should be designed and built taking into account the needs of disabled persons.

### ***Fire Precautions***

The workplace should be designed to prevent the start of fires through the implementation of fire codes applicable to industrial settings. Other essential measures include:

- Equipping facilities with fire detectors, alarm systems, and fire-fighting equipment. The equipment should be maintained in good working order and be readily accessible. It should be adequate for the dimensions and use of the premises, equipment installed, physical and chemical properties of substances present, and the maximum number of people present.
- Provision of manual firefighting equipment that is easily accessible and simple to use.
- Fire and emergency alarm systems that are both audible and visible.

### ***Lavatories and Showers***

- Adequate lavatory facilities (toilets and washing areas) should be provided for the number of people expected to work in the facility. Toilet facilities should also be provided with adequate supplies of hot and cold running water, soap, and hand drying devices.
- Where workers may be exposed to substances poisonous by ingestion and skin contamination may occur, facilities for showering and changing into and out of street and work clothes should be provided.

### ***Potable Water Supply***

- Adequate supplies of potable drinking water should be provided from a fountain with an upward jet or with a sanitary means of collecting the water for the purposes of drinking.
- Water supplied to areas of food preparation or for the purpose of personal hygiene (washing or bathing) should meet drinking water quality standards.

### ***Clean Eating Area***

- Where there is potential for exposure to substances poisonous by ingestion, suitable arrangements are to be made for provision of clean eating areas where workers are not exposed to the hazardous or noxious substances.

### ***Lighting***

- Workplaces should, to the degree feasible, receive natural light and be supplemented with sufficient artificial illumination to promote workers' safety and health, and enable safe equipment operation. Supplemental 'task lighting' may be required where specific visual acuity requirements should be met.
- Emergency lighting of adequate intensity should be installed and automatically activated upon failure of the principal artificial light source to ensure safe shut-down, evacuation, etc.

### ***Safe Access***

- Passageways for pedestrians and vehicles within and outside buildings should be segregated and provide for easy, safe, and appropriate access.
- Equipment and installations requiring servicing, inspection, and/or cleaning should have unobstructed, unrestricted, and ready access.
- Hand, knee and foot railings should be installed on stairs, fixed ladders, platforms, permanent and interim floor openings, loading bays, ramps, etc.

- Covers should, if feasible, be installed to protect against falling items.
- Measures to prevent unauthorized access to dangerous areas should be in place.

#### ***First Aid***

- The employer should ensure that qualified first-aid can be provided at all times. Appropriately equipped first-aid stations should be easily accessible throughout the place of work.
- Eye-wash stations and/or emergency showers should be provided close to all workstations where immediate flushing with water is the recommended first-aid response.
- Where the scale of work or the type of activity being carried out so requires, dedicated and appropriately equipped first aid room(s) should be provided. First aid stations and rooms should be equipped with gloves, gowns, and masks for protection against direct contact with blood and other body fluids.
- Remote sites should have written emergency procedures in place for dealing with cases of trauma or serious illness up to the point at which patient care can be transferred to an appropriate medical facility.

#### ***Air Supply***

- Sufficient fresh air should be supplied for indoor and confined work spaces. Factors to be considered in ventilation design include physical activity, substances in use, and process related emissions. Air distribution systems should be designed so as not to expose workers to draughts.
- Mechanical ventilation systems should be maintained in good working order. Point-source exhaust systems required for maintaining a safe ambient environment should have local indicators of correct functioning.
- Re-circulation of contaminated air is not acceptable. Air inlet filters should be kept clean and free of dust and microorganisms. Heating, ventilation and air conditioning (HVAC) and industrial evaporative cooling systems should be equipped, maintained and operated so as to prevent growth and spreading of disease agents (e.g. Legionella pneumophila) or breeding of vectors (e.g. mosquitoes and flies) of public health concern.

#### ***Work Environment Temperature***

- The temperature in work, rest room and other welfare facilities should, during service hours, be maintained at a level appropriate for the purpose of the facility.

## **2. Training**

#### ***Occupational Health and Safety (OHS) Training***

- Provisions should be made to provide OHS orientation training to all new employees to ensure they are apprised of the basic site rules of work at / on the site and of personal protection and preventing injury to fellow employees.
- Training should consist of basic hazard awareness, site-specific hazards, safe work practices, and emergency procedures for fire, evacuation, and natural disaster, as appropriate. Any site-specific hazard or color coding in use should be thoroughly reviewed as part of orientation training.

## **3. Physical Hazards**

Physical hazards represent potential for accident or injury or illness due to repetitive exposure to mechanical action or work activity.

### ***Rotating and Moving Equipment***

Injury or death can occur from being trapped, entangled, or struck by machinery parts due to unexpected starting of equipment or unobvious movement during operations.

Recommended protective measures include:

- Designing machines to eliminate trap hazards and ensuring that extremities are kept out of harm's way under normal operating conditions. Examples of proper design considerations include two-hand operated machines to prevent amputations or the availability of emergency stops dedicated to the machine and placed in strategic locations.
- Where a machine or equipment has an exposed moving part or exposed pinch point that may endanger the safety of any worker, the machine or equipment should be equipped with, and protected by, a guard or other device that prevents access to the moving part or pinch point. Guards should be designed and installed in conformance with appropriate machine safety standards.

### ***Noise***

- No employee should be exposed to a noise level greater than 85 dB(A) for a duration of more than 8 hours per day without hearing protection. In addition, no unprotected ear should be exposed to a peak sound pressure level (instantaneous) of more than 140 dB(C).
- The use of hearing protection should be enforced actively when the equivalent sound level over 8 hours reaches 85 dB(A), the peak sound levels reach 140 dB(C), or the average maximum sound level reaches 110dB(A). Hearing protective devices provided should be capable of reducing sound levels at the ear to at least 85 dB(A).
- Although hearing protection is preferred for any period of noise exposure in excess of 85 dB(A), an equivalent level of protection can be obtained, but less easily managed, by limiting the duration of noise exposure. For every 3 dB(A) increase in sound levels, the 'allowed' exposure period or duration should be reduced by 50 percent.
- Prior to the issuance of hearing protective devices as the final control mechanism, use of acoustic insulating materials, isolation of the noise source, and other engineering controls should be investigated and implemented, where feasible.
- Periodic medical hearing checks should be performed on workers exposed to high noise levels.

### ***Vibration***

Exposure to hand-arm vibration from equipment such as hand and power tools, or whole-body vibrations from surfaces on which the worker stands or sits, should be controlled through choice of equipment, installation of vibration dampening pads or devices, and limiting the duration of exposure.

### ***Electrical***

Exposed or faulty electrical devices, such as circuit breakers, panels, cables, cords and hand tools, can pose a serious risk to workers. Overhead wires can be struck by metal devices, such as poles or ladders, and by vehicles with metal booms. Vehicles or grounded metal objects brought into close proximity with overhead wires can result in arcing between the wires and the object, without actual contact. Recommended actions include:

- Marking all energized electrical devices and lines with warning signs.
- Locking out (de-charging and leaving open with a controlled locking device) and tagging-out (warning sign placed on the lock) devices during service or maintenance.
- Checking all electrical cords, cables, and hand power tools for frayed or exposed cords and following manufacturer recommendations for maximum permitted operating voltage of the portable hand tools.

- Double insulating / grounding all electrical equipment used in environments that are, or may become, wet; using equipment with ground fault interrupter (GFI) protected circuits.
- Protecting power cords and extension cords against damage from traffic by shielding or suspending above traffic areas.
- Appropriate labeling of service rooms housing high voltage equipment ('electrical hazard') and where entry is controlled or prohibited.
- Establishing "No Approach" zones around or under high voltage power lines.
- Rubber tired construction or other vehicles that come into direct contact with, or arcing between, high voltage wires may need to be taken out of service for periods of 48 hours and have the tires replaced to prevent catastrophic tire and wheel assembly failure, potentially causing serious injury or death.
- Conducting detailed identification and marking of all buried electrical wiring prior to any excavation work.

### ***Eye Hazards***

Solid particles from a wide variety of industrial operations, and/or a liquid chemical spray may strike a worker in the eye causing an eye injury or permanent blindness. Recommended measures include:

- Use of machine guards or splash shields and/or face and eye protection devices, such as safety glasses with side shields, goggles, and/or a full face shield. Specific Safe Operating Procedures (SOPs) may be required for use of sanding and grinding tools and/or when working around liquid chemicals.
- Frequent checks of these types of equipment prior to use to ensure mechanical integrity is also good practice.
- Moving areas where the discharge of solid fragments, liquid, or gaseous emissions can reasonably be predicted (e.g. discharge of sparks from a metal cutting station, pressure relief valve discharge) away from places expected to be occupied or transited by workers or visitors. Where machine or work fragments could present a hazard to transient workers or passers-by, extra area guarding or proximity restricting systems should be implemented, or PPE required for transients and visitors.
- Provisions should be made for persons who have to wear prescription glasses either through the use overglasses or prescription hardened glasses.

### ***Welding / Hot Work***

Welding creates an extremely bright and intense light that may seriously injure a worker's eyesight. In extreme cases, blindness may result. Additionally, welding may produce noxious fumes to which prolonged exposure can cause serious chronic diseases. Recommended measures include:

- Provision of proper eye protection such as welder goggles and/or a full-face eye shield for all personnel involved in, or assisting, welding operations. Additional methods may include the use of welding barrier screens around the specific work station (a solid piece of light metal, canvas, or plywood designed to block welding light from others). Devices to extract and remove noxious fumes at the source may also be required.
- Special hot work and fire prevention precautions and Standard Operating Procedures (SOPs) should be implemented if welding or hot cutting is undertaken outside established welding work stations, including 'Hot Work Permits, stand-by fire extinguishers, stand-by fire watch, and maintaining the fire watch for up to one hour after welding or hot cutting has terminated. Special procedures are required for hot work on tanks or vessels that have contained flammable materials.

### ***Industrial Vehicle Driving and Site Traffic***

Poorly trained or inexperienced industrial vehicle drivers have increased risk of accident with other



vehicles, pedestrians, and equipment. Industrial vehicles and delivery vehicles, as well as private vehicles on-site, also represent potential collision scenarios. Industrial vehicle driving and site traffic safety practices include:

- Training and licensing industrial vehicle operators in the safe operation of specialized vehicles such as forklifts, including safe loading/unloading, load limits.
- Ensuring drivers undergo medical surveillance.
- Ensuring moving equipment with restricted rear visibility is outfitted with audible back-up alarms.
- Establishing rights-of-way, site speed limits, vehicle inspection requirements, operating rules and procedures (e.g. prohibiting operation of forklifts with forks in down position), and control of traffic patterns or direction.
- Restricting the circulation of delivery and private vehicles to defined routes and areas, giving preference to 'one-way' circulation, where appropriate.

### ***Working Environment Temperature***

Exposure to hot or cold working conditions in indoor or outdoor environments can result temperature stress-related injury or death. Use of personal protective equipment (PPE) to protect against other occupational hazards can accentuate and aggravate heat-related illnesses. Extreme temperatures in permanent work environments should be avoided through implementation of engineering controls and ventilation. Where this is not possible, such as during short-term outdoor work, temperature-related stress management procedures should be implemented which include:

- Monitoring weather forecasts for outdoor work to provide advance warning of extreme weather and scheduling work accordingly.
- Providing temporary shelters to protect against the elements during working activities or for use as rest areas.
- Use of protective clothing.
- Providing easy access to adequate hydration such as drinking water or electrolyte drinks, and avoiding consumption of alcoholic beverages.

### ***Ergonomics, Repetitive Motion, Manual Handling***

Injuries due to ergonomic factors, such as repetitive motion, overexertion, and manual handling, take prolonged and repeated exposures to develop, and typically require periods of weeks to months for recovery. These OHS problems should be minimized or eliminated to maintain a productive workplace. Controls may include:

- Facility and workstation design with 5th to 95th percentile operational and maintenance workers in mind.
- Use of mechanical assists to eliminate or reduce exertions required to lift materials, hold tools and work objects, and requiring multi-person lifts if weights exceed thresholds.
- Selecting and designing tools that reduce force requirements and holding times, and improve postures.
- Providing user adjustable work stations.
- Incorporating rest and stretch breaks into work processes, and conducting job rotation
- Implementing quality control and maintenance programs that reduce unnecessary forces and exertions.

### ***Working at Heights***

Fall prevention and protection measures should be implemented whenever a worker is exposed to the hazard of falling more than two meters; into operating machinery; into water or other liquid; into hazardous substances; or through an opening in a work surface. Fall prevention / protection measures may also be warranted on a case-specific basis when there are risks of falling from lesser heights. Fall prevention may include:

- Installation of guardrails with mid-rails and toe boards at the edge of any fall hazard area.
- Proper use of ladders and scaffolds by trained employees.
- Use of fall prevention devices, including safety belt and lanyard travel limiting devices to prevent access to fall hazard area, or fall protection devices such as full body harnesses used in conjunction with shock absorbing lanyards or self-retracting inertial fall arrest devices attached to fixed anchor point or horizontal life-lines.
- Appropriate training in use, serviceability, and integrity of the necessary PPE.
- Inclusion of rescue and/or recovery plans, and equipment to respond to workers after an arrested fall.

### ***Illumination***

Work area light intensity should be adequate for the general purpose of the location and type of activity, and should be supplemented with dedicated work station illumination, as needed. Controls should include:

- Use of energy efficient light sources with minimum heat emission.
- Undertaking measures to eliminate glare / reflections and flickering of lights.
- Taking precautions to minimize and control optical radiation including direct sunlight.
- Exposure to high intensity UV and IR radiation and high intensity visible light should also be controlled.
- Controlling laser hazards in accordance with equipment specifications, certifications, and recognized safety standards. The lowest feasible class Laser should be applied to minimize risks.

## **4. Standards for workers' accommodation<sup>7</sup>**

### 1. General living facilities

- The location of the facilities is designed to avoid flooding or other natural hazards.
- The living facilities are located within a reasonable distance from the worksite.
- Transport is provided to worksite safe and free.
- The living facilities are built using adequate materials, kept in good repair and kept clean and free from rubbish and other refuse.

### 2. Drainage

- The site is adequately drained.

### 3. Heating, air conditioning, ventilation and light

- Living facilities are provided with adequate heating, ventilation, air conditioning and light systems including emergency lighting.

### 4. Water

- Workers have easy access to a supply of clean/ potable water in adequate quantities.
- The quality of the water complies with national/local requirements or WHO standards.
- Tanks used for the storage of drinking water are constructed and covered to prevent water stored therein from becoming polluted or contaminated.
- The quality of the drinking water is regularly monitored.

### 5. Wastewater and solid waste

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<sup>7</sup> Based on Workers' accommodation: processes and standards—A guidance note by IFC and the EBRD (August 2009): [https://www.ifc.org/wps/wcm/connect/60593977-91c6-4140-84d3-737d0e203475/workers\\_accomodation.pdf?MOD=AJPERES&CACHEID=ROOTWORKSPACE-60593977-91c6-4140-84d3-737d0e203475-ijqetNIh](https://www.ifc.org/wps/wcm/connect/60593977-91c6-4140-84d3-737d0e203475/workers_accomodation.pdf?MOD=AJPERES&CACHEID=ROOTWORKSPACE-60593977-91c6-4140-84d3-737d0e203475-ijqetNIh)

- Wastewater, sewage, food and any other waste materials are adequately discharged in compliance with national and/or international standards and without causing any significant impacts on camp residents, the environment or surrounding communities.
- Specific containers for rubbish collection are provided and emptied on a regular basis.
- Pest extermination, vector control and disinfection are undertaken throughout the living facilities.

#### 6. Rooms/dormitories facilities

- Rooms/dormitories are kept in good condition.
- Rooms/dormitories are aired and cleaned at regular intervals.
- Rooms/dormitories are built with easily cleanable flooring material.
- Rooms/dormitories and sanitary facilities are located in the same buildings.
- Residents are provided with enough space.
- The number of workers sharing the same room/dormitory is minimized.
- Doors and windows are lockable and provided with mosquito screens when necessary.
- Mobile partitions or curtains are provided.
- Suitable furniture such as table, chair, mirror, bedside light are provided for every worker.
- Separate sleeping areas are provided for men and women.

#### 7. Bed arrangements and storage facilities

- A separate bed is provided for every worker.
- The practice of “hot-bedding” is prohibited.
- There is a minimum space of 1 meter between beds.
- The use of double deck bunks is minimized.
- Double deck bunks are in use, there is enough clear space between the lower and upper bunk of the bed.
- Workers are provided with comfortable mattresses, pillows and clean bed linens
- Bed linen are washed frequently and applied with adequate repellents and disinfectants (where conditions warrant).
- Adequate facilities for the storage of personal belongings are provided.
- Separate storages for work clothes and PPE and depending on condition, drying/airing areas are provided.

#### 8. Sanitary and toilet facilities

- Sanitary and toilet facilities are constructed from materials that are easily cleanable.
- Sanitary and toilet facilities are cleaned frequently and kept in working condition.
- Toilets, showers/bathrooms and other sanitary facilities are designed to provide workers with adequate privacy including ceiling to floor partitions and lockable doors.
- Separate sanitary and toilet facilities are provided for men and women.

#### 9. Toilet facilities

- An adequate number of toilets and urinals are available.
- Toilet facilities are conveniently located and easily accessible.

#### 10. Showers/bathrooms and other sanitary facilities

- The shower flooring is made of anti-slip hard washable materials.
- An adequate number of hand wash basins and showers/bathrooms facilities are provided.
- The sanitary facilities are conveniently located.
- Shower facilities are provided with an adequate supply of cold and hot running water.

#### 11. Canteen, cooking and laundry facilities

- Canteen, cooking and laundry facilities are built with adequate and easy to clean materials.
- Canteen, cooking and laundry facilities are kept in clean and sanitary condition.

12. Medical facilities

- First aid kits are provided in adequate numbers.
- Medical facilities/services are available on site.

13. Leisure, social and telecommunications facilities

- Basic social collective spaces and adequate recreational areas are provided to workers.
- Workers are provided with dedicated places for religious observance.
- Workers can access a telephone at an affordable/public price.