



**ACCELERATING IMPACTS OF CGIAR CLIMATE RESEARCH FOR AFRICA (AICCRA)  
(P173398)**

**LABOR MANAGEMENT PROCEDURE (LMP)**

*FOR*

**GHANA CLUSTER ACTIVITIES**

*PREPARED BY*

**INTERNATIONAL INSTITUTE OF TROPICAL AGRICULTURE (IITA)**

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## **ACRONYMS**

ABC	Alliance Bioersity-CIAT
AICCRA	Accelerating Impacts of CGIAR Climate Research for Africa
CCAFS	Climate Change, Agriculture, and Food Security
CIAT	Center for International Tropical Agriculture
CIS	Climate Information Service
CoC	Code of Conduct
CSA	Climate Smart Agriculture
E&S	Environmental and Social
ESF	Environmental and Social Framework
ESMP	Environmental and Social
ESS	Environmental and Social Standards
FBOs	Farmer Based Organizations
GBV	Gender Based Violence
GM	Grievance Mechanism
ID	Identify Card
IDA	Internatioal Development Associate
IRI	International Research Institute for Climate and Society
LMP	Labor Management Procedures
NFCS	National Frameworks for Climate Services
OHS	Occupational Health and Safety
P&OD	People and Organizational development
PPE	Personal Protection Equipment
SEA/SH	Sexual Exploitation and Abuse/Sexual Harassment
SEP	Stakeholder Engagement Plan
PPRSD/MoFA	Plant Protection and Regulatory Service Directorate of Ministry of Food and Agriculture
GMA	Ghana Meteorological Agency
NIBIO	Norwegian Institute of Bioeconomy Research
IWMI	International Water Management Institute
CIFOR-ICRA	Center for International Forestry Research and World Agroforestry
CABI	Center for Agriculture and Bioscience International
ILO	International Labor Organization
IITA	International Institute for Tropical Agriculture

## 1 INTRODUCTION/PROJECT BACKGROUND

### 1.1 Introduction

The environmental and social screening conducted on Accelerating Impact of CGIAR Climate Research for Africa (AICCRA) project activities in Ghana identified some potential risks on labor working conditions and occupational health and safety (OHS). The International Institute for Tropical Agriculture (IITA) has, therefore, prepared this Labor Management Procedures (LMP) to guide mitigation and response to key labor and OHS risks identified on AICCRA Ghana cluster.

IITA is the institutional lead of AICCRA Ghana and holds the primary responsibility in assessing and mitigating all environmental and social risk on AICCRA Ghana activities. IITA has prepared this LMP to set the basis for providing clear understanding to grantees and project workers on AICCRA Ghana of what is required on any specific labor issue. This LMP will constitute a guiding instrument for IITA and all other grant partners implementing activities on AICCRA Ghana in mitigating and responding to risks on labor conditions and OHS. Based on this LMP, individual grant partners may be required to prepare separate occupational health and safety plans proportionate to their project risks to mitigate and respond to OHS.

The implementing partners on AICCRA Ghana include Alliance Bioversity-CIAT (ABC), International Water Management Institute (IWMI), International Research Institute for Climate and Society (IRI), and Center for International Forestry Research and World Agroforestry (CIFOR-ICRA). Center for Agriculture and Bioscience International (CABI), Plant Protection and Regulatory Service Directorate of Ministry of Food and Agriculture (PPRSD/MoFA), Ghana Meteorological Agency (GMA), Crop Research Institute of Council for Scientific and Industrial Research of Ghana (CSIR-CRI), Esoko, Norwegian Institute of Bioeconomy Research (NIBIO), Climate Change & Agriculture Department of the University of Development Studies (CCAD/UDS),

### 1.2 Purpose and Objectives of the LMP

The purpose of this LMP instrument is to provide a methodical and coherent approach to dealing with the labor-related issues, impacts and risks likely to emanate from the implementation of this project. The LMP also set out the ways in which workers will be managed in accordance with the requirements of Ghana labor laws and the objectives of the World Bank Environmental and Social Standard 2: Labor and Working Conditions (ESS2) and Standard 4: Community Health and Safety (ESS4) of the Environmental and Social Framework (ESF).

Consistent with ESS2, this LMP seeks to:

- Establish a framework for managing labor engaged in implementing the project and protecting them from the potential occupational health and safety risks.
- Promote safety at work and health of workers;
- Promote the fair treatment, nondiscrimination and equal opportunity of project workers;

- Protect project workers, including vulnerable workers such as women, persons with disabilities, children (of working age, in accordance with this ESS) and migrant workers, contracted workers, community workers and primary supply workers, as appropriate;
- Prevent the use of all forms of forced labor and child labor;
- Support the principles of freedom of association and collective bargaining of project workers in a manner consistent with national law;
- Provide project workers with accessible means to raise workplace concerns;
- Respect labor and working conditions for all their employees and the employees of their sub-contractors;
- Respect social and environmental conditions on sites;
- Promote workers' positive behavior during the implementation of the project;
- Reduce negative impacts of the Project;
- Ensure that a reliable and effective grievance system exists to address the concerns of employees in a timely and fair manner;
- Institute measures to prevent potential sexual and gender-based violence at workplaces and in project implementation activities in general.

It is important to note that this LMP is a living document and would be updated as and when the scope of work for AICCRA Ghana and its related labor requirements change.

### **1.3 Scope of the LMP**

This LMP describes the requirements and expectations in terms of compliance, reporting, roles, supervision and training with respect to labor and working conditions, including discriminatory working conditions (especially against women and persons with disabilities), child labor, etc. The LMP sets out the following; overview of labor use on the project; assessment of key potential labor risks; brief overview of labor legislation (Terms and conditions); brief overview of labor legislation (Occupational Health and Safety) applicable in Ghana; responsible staff, policies and procedures, age of employment; terms and conditions; grievance mechanism; contractor management; community Workers; primary supply workers.

### **1.4 The Project and its Components**

The AICCRA project is a World Bank supported project that seeks to strengthen the technical, institutional, and human capacity needed to enhance transfer of climate-relevant information, decision-making tools and technologies in support of scaling efforts in International Development Association (IDA) eligible countries in Africa. It supports critical knowledge creation and sharing, and capacity building activities to enable regional and national-level stakeholders to take Climate Smart Agriculture (CSA) innovations to scale. It will achieve this by further strengthening partnerships between CGIAR and regional and local research institutes, universities, civil society organizations, farmer organizations, and the private sector. AICCRA will facilitate the development of Climate Information Services (CIS) and promote the adoption of CSA solutions across sub-regions within Africa that are extremely vulnerable to climate change. The project will also support on-the-ground activities in selected countries in Western, Eastern and Southern

Africa where CGIAR science has the greatest chance of success in delivering catalytic results, which can be adopted by other countries in the region.

The **Project Development Objective** is to strengthen the technical, institutional, and human capacity needed to enhance transfer of climate-relevant information, decision-making tools, and technologies in support of scaling efforts in IDA-eligible countries in Africa. Based on this overall objective the project is structured into four components:

**Component 1 - Knowledge generation and sharing:** Supporting generation and sharing of knowledge products and tools designed to address critical gaps in the design and provision of agricultural climate services, enable climate-informed investment planning, and contribute to the design of policies to promote uptake of climate smart agriculture (CSA) practices at the regional, sub-regional and national levels.

**Component 2 - Strengthen partnership for delivery:** Strengthening the capacities of key regional and national institutions in Sub-Saharan Africa along the research-to-development continuum for anticipating climate effects and accelerating identification, prioritization, and uptake of best-bet adaptive measures.

**Component 3 - Validating Climate-Smart Agriculture innovations through piloting:** Supporting testing and validation (including gender and social inclusion) of CSA technologies in research stations and in farmers' fields; linking of validated CSA technology packages to technology transfer systems; and improving access by farmers and other value chain actors to climate-informed agricultural advisory services to inform decision-making about choice of technology and enterprise management.

**Component 4 - Project management:** Supporting day to day implementation, coordination, supervision and overall communication and management (including, procurement, financial management, monitoring and evaluation, audits, environmental and social risk management, and reporting) of Project activities and results, all through the provision of goods, consulting services, non-consulting services, Training and Workshops, Operating Costs, and payment of staff salaries for the purpose.

## 1.5 Ghana Cluster Activities

AICCRA-Ghana, led by IITA, focuses on bridging the gap between the research institutes that produce improved technologies and the development organizations that promote the adoption of improved technologies including digital climate advisories, for the purpose of enhancing the resilience of the country's agriculture and food systems in the face of climate change while improving livelihoods of hundreds of thousands of farmers.

AICCRA-Ghana will mutualize existing expertise to strengthen the technical, institutional, and human capacity needed to move CGIAR innovations off the shelf and achieve impacts in the country. The project will specifically launch a "One-health platform for climate-driven pests and diseases." It is an advanced climate-informed One-health innovation that builds on CGIAR's track records in this area, framing the nexus of crop, livestock, soil and water health for improved human and ecosystem health, food safety and nutrition, and climate change as a complex public health issue.

AICCRA Ghana will use the CGIAR’s scaling Readiness Tool to undertake assessment of CSA options for accelerated uptake of innovations. The National Framework for Climate Services (NFCS) and innovation platforms including private sector, Nourishing Africa network and farmers will be capacitated towards identification, promotion and implementation of suitable CIS and best-bet CSA and One-health innovations. Media and mass campaign awareness will be launched while developing business models and engaging champion women and youth-led enterprises. Pilot sites will be identified, and training provided to farmers for successful implementation of One-Health and CSA technologies. Key activities include:

- 1. 2.1 Development of ag-data hubs and decision support systems.
- 1.2.2 Strengthening digital climate advisory services.
- 2.2.1 Support strengthening of national meteorological real-time services.
- 2.2.3 Build capacity of public and private sectors users to support implementation of CSA technology packages.
- 2.2.4 Develop existing or strengthen new National Frameworks for Climate Services (NFCS).
- 3.2.1 Identify and prioritize climate and gender and social inclusion smartness of CSA packages.
- 3.2.2 Create awareness and identify scaling mechanism for best-bet CSA options.
- 3.2.3 Integrate climate-smart options and tailored CSI advisory systems for specific value chains.

Table 1: Brief Scope of Work for Partners on AICCRA Ghana

Organization/Institution	Project management and intervention scope
IITA	<ul style="list-style-type: none"> <li>• Overall Project Coordination.</li> <li>• Overall Project Monitoring &amp; Evaluation.</li> <li>• Overall coordination management of environmental and social risks.</li> <li>• Coordination and establishment of data hubs.</li> <li>• Facilitate the establishment of the National Task Force (Ghana) for the "One-health platform for climate-driven pests and diseases".</li> <li>• Trainings, CSA awareness and workshops coordination.</li> <li>• Strengthening National Framework for Climate Services (NFCS).</li> <li>• Provide overall technical and scientific backstopping towards refining and adapting Climate-smart One-health approaches and technologies.</li> <li>• Upgrading One-health approaches and technologies within the Regional Centers of Excellence (Roots &amp; Tubers-Ghana, Maize-Benin).</li> </ul>
NIBIO (under IITA)	<ul style="list-style-type: none"> <li>• Pesticide risk analysis and management.</li> </ul>
CABI (under IITA)	<ul style="list-style-type: none"> <li>• Promotion of pest forecast, early warning tools, and One-health approaches and technologies.</li> </ul>
Ghana Met (under IITA)	<ul style="list-style-type: none"> <li>• Upgrading Met services: operationalizing Climate-smart advisories.</li> </ul>
CSIR-CRI (under IITA)	<ul style="list-style-type: none"> <li>• Upgrading One-health approaches and technologies within the Regional Center of Excellence on Roots and Tubers.</li> </ul>
PPRSD/MOFA (under IITA)	<ul style="list-style-type: none"> <li>• Upgrading Plant Health unit and participation for the establishment of the National Task Force (Ghana) for the "One-health platform for climate-driven pests and diseases"</li> </ul>

UDS (under IITA)	<ul style="list-style-type: none"> <li>• Capacity building (joint PhD programs on One-health, CIS and CSA)</li> <li>• Curricula development on One-health approach, CIS and CSA.</li> </ul>
Esoko Limited (under IITA)	<ul style="list-style-type: none"> <li>• Implementation and promotion of digital Climate-informed Services</li> </ul>
<b>(CGIAR Centers)</b>	<b>Priority intervention scope</b>
IWMI	<ul style="list-style-type: none"> <li>• Project country-coordination (shared position with IITA and under IITA's supervision)</li> <li>• Backstopping and promotion of climate-smart technologies for improved Water Health</li> </ul>
Alliance Bioversity-CIAT	<ul style="list-style-type: none"> <li>• Backstopping on CSA Investment Plans (CSAIP) and promotion of climate-smart technologies for improved Soil Health</li> </ul>
ICRAF	<ul style="list-style-type: none"> <li>• Backstopping for the development of country roadmaps for CSA scaling and agroforestry measurement, reporting and verification (MRV) system</li> <li>• Implementation of the Ghanaian CSAIP.</li> <li>• Backstopping for agro ecological approaches to prevent crop pests and infectious diseases of humans.</li> </ul>
IRI/Columbia University (FP4 Leader)	<ul style="list-style-type: none"> <li>• Backstopping for upgraded Met services and promotion of Climate-informed Services.</li> </ul>

## 2 OVERVIEW OF LABOR USE ON THE PROJECT

### 2.1 Labor Requirement

The Project workers as it relates to the applicability of the ESS2 refers to workers that will be employed or engaged under the project, whether as a full-time, part-time, temporary, seasonal or as a migrant worker. The ESS2 categorizes project workers into four broad categories:

- a. **Direct Workers:** People employed or engaged directly by the Borrower (in this case Alliance Bioversity-CIAT) to work specifically in relation to the project.
- b. **Contracted Workers:** People employed or engaged by contractors (in this case workers of grant partners) to perform work related to core activities of the project, regardless of location.
- c. **Primary Supply Workers.** People employed or engaged by the project's primary suppliers<sup>1</sup> of goods and materials for core project activities.
- d. **Community Workers:** People employed or engaged in providing community labor.

The AICCRA Ghana project will engage both direct workers and contracted workers but will not engage the services of primary suppliers or community workers.

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<sup>1</sup> 'Primary suppliers' are those suppliers who, on an ongoing basis, provide goods or materials essential for the core functions of the project.

**Direct workers:** The national and international staff of the Alliance Bioversity-CIAT (ABC) assigned to implement AICCRA project activities in Ghana will be regarded as direct workers. This is because, ABC is the lead client and overall coordinator of AICCRA project activities. ABC staff on AICCRA Ghana will remain subject to the terms and conditions of their existing employment contracts, which are governed by ABC policies. ABC has prepared and disclosed a separate LMP for the management of its staff on AICCRA project. ABC staff on AICCRA Ghana are listed in table 2 below.

Table 2: ABC staff on AICCRA Ghana

#	Name	Position	Role on AICCRA	Mode of engagement on AICCRA (fulltime/part time, temporary)	Employee Type	Timing on project
1	Fred Kizito	Senior Scientist	-Project Lead -Partnership engagements -CSA-CIS Prioritization	Part time	IRS	All Stages
2	Evan Girvetz	Principal Scientist	-Mapping potential private sector partners & existing PPP business models for scaling -Sustainable finance & linking investment opportunities to CSA	Part time	IRS	All Stages
3	Powell Mponela	Post-Doctoral Fellow	-Support with data analysis, synthesis and publications -Field work and partnership engagements	Full Time	IRS	All Stages

**Contracted Workers:** In Ghana, ABC has subcontracted IITA, through a project Performance Partnership Agreement (PPA) to lead and coordinate the implementation of the AICCRA Ghana project activities. In addition to IITA, IWMI and CIFOR-ICRAF have also signed PPA agreements with ABC to implement some activities under the Ghana Cluster. These CGIAR centers have assigned some of their national and international staff to coordinate and implement key activities under the Ghana Cluster. These staff includes principal scientist, science officers, research associates, and support Staff. The staff of these centers will remain subjected to the terms and conditions of their existing contracts, which are governed by Ghana labor laws and their respective institutional policies. There will be no legal transfer of their employment to the AICCRA Project.

IITA has further contracted some national partners including CABI, Esoko, and NIBIO to implement key activities under the AICCRA Ghana project. The sub-agreement signed with these partners require them to implement project activities in accordance with the labor management procedures outlined in this document. The staff of these partners will remain subject to the terms and conditions of their existing

private sector employment, which are governed by Constitution of Ghana, Labor Act, and other labor laws. There will be no legal transfer of their employment to the Project.

Apart from these partners, IITA may occasionally engage other private sector institutions to scale up dissemination of CIS, and consultants to undertake key research and evaluation studies and prepare other essential dissemination documents in the second and third year of the project implementation.

**Government Civil and Public Servants:** GMA, CSIR-CRI, PPRSD/MoFA, and CCAD/UDS are state institutions engaged by IITA to implement project activities. The staff assigned by these institutions to work on AICCRA activities are all government civil and public servants. These staff will remain subject to the terms and conditions of their existing public sector employment, which are governed by the Constitution of Ghana, Labor Act 2003 (Act No. 651), civil service code and Ghana public service human resource manual. There will be no legal transfer of their employment or engagement to the Project. Nonetheless, these sub-grantees are required by the terms of their contract to implement project activities in accordance with the occupational health and safety measures contained in this LMP and prohibitions placed on forced and child labor as well as measures on SEA/SH.

**Consultants:** The project may occasionally engage consultants to undertake key research and evaluation studies and prepare other essential dissemination documents in the second and third year of project implementation. Terms and conditions of these consultants will be guided by national labor legislations, and this LMP.

**Female Workers.** Currently about 25% of existing workers on AICCRA Ghana are females. Given this low threshold more priority will be given to qualified women during recruitment of consultants and new workers to fill vacant positions on the project. This will be done with the overall aim of seeking to promote women’s entry and advancement in agriculture.

The table 2 below provides further details on the range of contracted workers under AICCRA Ghana.

Table 3: Range of Contracted Workers under AICCRA Ghana

#	Name	Position	Role on AICCRA	Nature of engagement on AICCRA	Employee Type	Period of engagement on AICCRA
IITA						
1.	Ghislain Tèpa-Yotto	Project Leader	General over-sight responsibility of all project partners and other CGIAR centers and thematic groups contributing to project implementation. Backstopping One-Health Activities	Full Time	International Recruited Staff	All stages of the project
2.	Mustapha Alasan Dalaa	Project Coordinator	General project implementation, Monitoring and Evaluation, Safeguard Coordinator and coordinating the efforts of National Partners, CABI and NIBIO. etc	Full Time	National Recruited Staff	All stages of the project
3.	Manuele Tamò	Principal Scientist, Entomologist and IITA Country Representative for Benin	Backstopping One-Health activities	Part time	International Recruited Staff	All stages of the project
4.	Rousseau Djouaka	Principal Scientist,	Backstopping One-Health activities	Part time	International Recruited Staff	All stages of the project
5.	Agboton Cyriaque	Project Assistant	Project support, logistics etc,	Full time	National Recruited Staff	All stages
6.	Faustina Obeng	Gender and Social Inclusion Expert	Support project implementation with GSI Lens and to ensure women and youth needs are catered for.	Part time	National Recruited Staff	All stages
7.	Michea Wilson	Ag-Data Hub Expert	Design, set up Multifunctional Dashboards for data, CSA/ advisories	Part time	National Recruited Staff	implementation stage
IWMI						
8.	Zwat Sander	Senior Researchers	Support implementation	Part time	Internationally Recruited Staff	All stages of project

CIFOR-ICRAF						
9.	Bayala Jules	Burkina Faso Country Representative, and Sahel Regional Convener	Principal Investigator for AICCRA Ghana and institutional focal person of CIFOR-ICRAF for global AICCRA	Part time	National Recruited Staff	All stages
10.	Chabi Adeyemi (Climate Smart Agriculture)	Scientist - Climate Smart Agriculture	CSA and climate information services	Part time	National Recruited Staff	Implementation
11.	Sory Ibrahima Diallo	Senior Finance Officer	Financial management of the project	Part time	National Recruited Staff	Implementation
12	Catherine Dembele	Scientist – Tree Domestication	Climate information services (PICSA)	Part time	National Recruited Staff	Implementation
CABI						
13.	Victor Attuquaye Clottey	Project Leader	To coordinate the project within CABI and link up with PCU for reporting. Co-Lead a Technical Working Group on partnership for delivery	Part-time	International Recruited Staff	All Stages
14.	Birgitta Oppong-Mensah	Plant Health Advisory Service Personnel	To deliver activities that fall under promoting gender-smart and one-health CSA options	Part-time	National Recruited Staff	All Stages
15.	Solomon Agyemang Duah	Communication Specialist	Knowledge management and sensitization of stakeholders on CSA.	Part-time	National Recruited Staff	All Stages
	Martha Abambilla	Administrator	Admin & Finance duties for the project to conform with both internal CABI and donor financial management systems & requirements	Part-time	National Recruited Staff	All Stages
CSIR-CRI						
16.	Dr Stephen Yeboah	Senior Research Scientist	Technical Focal Point & Principal Investigator	Part time	National Recruited Staff	All stages
17.	Dr Joseph Adomako	Research Scientist	Plant health specialist (Pathology)	Part time	National Recruited Staff	All stages
18.	Dr Kofi Frimpong Annin	Research Scientist	Plant Health Specialist (Entomology)	Part time	National Recruited Staff	All stages

19.	Dr Jonas Osei Adu	Senior Research Scientist	Agriculture Economist	Part time	National Recruited Staff	All stages
20.	Dr Mavis Badu Brempong	Research Scientist	Soil Health	Part time	National Recruited Staff	All stages
21.	Dr Patricia Amankwaa-Yeboah	Senior Research Scientist	Water Health	Part time	National Recruited Staff	All stages
<b>MoFA-PPRSD</b>						
22.	Eric Bentsil Quaye	Director	Supervision of project activities implementation	Part time	National Recruited Staff	All stages
23.	Christopher Mawuli Gaitu	Project Focal person	Project planning, implementation and technical reporting	Part time	National Recruited Staff	All stages
24.	Diana Hajara Yakubu	Project Accountant	Manage the accounts of the project and financial reporting	Part time	National Recruited Staff	All stages
25.	Ginifred Barnes	Assistant Project Focal person	Assist the project focal person in planning, implementation and technical reporting	Part time	National Recruited Staff	All stages
<b>UDS</b>						
26	Osman Tahidu Damba	Lead/Focal Person	Leads in activities, approves activities at the UDS level, provides coordination on AICCRA-UDS	Part-time	National	All stages
27	Bernard Aalandu	Administrative Assistant	Provides administrative support to the project	Part-time	National	Implementation and Completion stages
28	Muftaw Iddrisu	Senior Accounts Officer	Provides financial support and accounting records of the project	Part-Time	National	Implementation and Completion
29	Ing. Prof. Felix Kofi Abagale	Technical Backstopping	Provides technical backstopping on critical issues	Part-time	National	All stages
<b>GMA</b>						
30.	Francisca Martey	Deputy Director	Focal Technical Person	Full time	National	All stages
31.	Jeremiah Z. Lazia	Senior Meteorologist	Technical Person	Full time	National	Implementation /Completion Stage

## 2.2 Timing of Labor Requirements

Key direct and contracted workers required for the implementation of AICCRA Ghana activities are existing staff of respective partners. These workers have started their role and will continue to work on the project activities through implementation up to closure. Unskilled laborers that may be needed on the project will be engaged in the project second year and the numbers to be engaged will depend on the number of demonstration sites to be set up. In addition, the project may occasionally engage consultants to undertake key research and evaluation studies and prepare other essential dissemination documents in the second and third year of project implementation.

## 3 ASSESSMENT OF KEY POTENTIAL LABOR RISKS

This section provides assessment of key labor and OHS related risks and the extent to which they relate to the AICCRA Ghana activities. In summary, the key labor risks for this intervention include: 1) OHS risks relating to poisoning or other injuries from the use of pesticides and other chemicals, as well as workplace accidents/ injuries, including lack/inappropriate use of personal protective equipment (PPE), dust, fumes, and traffic accidents; excessive hours of work; risks relating to child labor (risk that a person under 18 years of age is employed/engaged in relation to the project), 2) community health and safety issues, including community exposure to pesticides and other hazardous materials; infection with communicable disease (such as COVID-19) which may arise from the interaction of project workers with local communities, between project workers; Gender Based Violence (GBV) in relation to contacts between project workers and members of the project affected local communities and members of local communities. Details are as follows.

- 1. Discrimination:** Discrimination is a potential risk. This includes potential inappropriate treatment or harassment of project workers related to gender, age, disability, ethnicity, or religion; potential exclusion or preferences with respect to recruitment, hiring, termination of employment, working conditions, or terms of employment made on the basis of personal characteristics unrelated to inherent work requirements; in training and development provision. In this project, no discrimination is acceptable as per the Ghana Labor Law and ESS2. The Project supports equal opportunities for women, men, and persons with disability (PWD), with emphasis on equal criteria for selection, remuneration, and promotion, and equal application of those criteria.
- 2. Unsafe working environment:** There are concerns that workers may be subjected to poor working conditions including lack of PPE when working on demonstration sites, which could result in eye injuries from pesticides use, sand or rock particles, leg injuries from reptile bites and other hazardous on-farm conditions. Partners that will operate CSA demonstration sites will be required to procure and provide PPEs for all workers and visiting farmers to safeguard against injuries.
- 3. Exposure to chemical use (pesticides and fertilizers):** the AICCRA project in Ghana will focus on the use of bio-pesticides instead of chemical-based pesticides, which is environmentally friendly and does not pose any hazardous risk to human health. Organic and inorganic sources of fertilizer would be used in demonstrations, which the project notes that excessive use of inorganic fertilizers

could be harmful for human health. It can contaminate water bodies through erosion that can further affect aquatic life and nearby residents relying on it as source of water. The project would therefore focus on using organic source of fertilizers to support plant nutrients and growth.

4. **Violation of workers' right:** The violation of workers' rights could occur through inadequate compensation of consultants and contracted workers to be engaged, requirements for direct and contracted staff to work for long hours and denial of holidays or leave requests. Through pre-contractual due diligence, the project will ensure that staff of all partners working on AICCRA Ghana enjoy working conditions and rights consistent with Ghana labor laws and ESS2.
5. **Labor disputes over terms and conditions of employment:** Likely causes for labor disputes could include labor wages rates and delays of payment; disagreement over working conditions; and health and safety concerns in the work environment. Invariably employers may retaliate against workers for demanding legitimate working conditions, or raising concerns regarding unsafe or unhealthy work situations, or any grievances raised, which could further lead to labor unrest.
6. **Forced and Child Labor:** Forced and child labor risk is unlikely as the project is required to work only with institutions without risks to forced and child labor. The AICCRA project maintains strict prohibitions on forced and child labor. Under the AICCRA project, all grant partners are screened to establish that they have no historical practices on forced and child labor before contracts are signed with them. However, at the community level, some persons under 18 years may disguise their age when searching for casual laborer work at the demonstration sites.
7. **Sexual exploitation abuse (SEA)/ Sexual Harassment (SH):** There are concerns of vulnerable female staff of grant partners being harassed by their supervisors. Other abuse may also be experienced by female farmers that would be selected to participate in CSA knowledge transfer sessions of the project. Project workers could ask for sexual favors from women farmers before allowing them to be included in studies at the CSA demonstrations. Project staff visiting farming communities may also demand for sex from community members in exchange for money. It is also likely that separate latrine, and other sanitation facilities for both men and women may not be provided at the demonstration sites, which could lead to violation of sexual privacy. There could also be the absence of specific grievance mechanism for females to share their concern about the working environment including concerns on SEA/SH.

Mitigating SEA/SH at workspaces of AICCRA Ghana is critical for all partners. IITA will coordinate to ensure strict compliance to all SEA/SH mitigation measures contained in the overall project action plan on SEA/SH mitigation and response. In so doing, the project will conduct sensitization on SEA/SH and require workers to sign code of conduct with key prohibitions on SEA/SH. Safe and confidential grievance channels easily accessible to all workers will also be provided.

8. **COVID-19 transmissions:** Multiple levels of interactions between project staff, farmers, and other stakeholders during project events could increase the risk of COVID-19 transmissions. To mitigate these risks, workers will attend awareness raising sessions, be provided with relevant PPE, and be required to enforce and maintain adequate distances during meetings, training sessions, and other project activities.

Table 4: Potential Labor Risks and Mitigation Measures

Risk Category	Labor Risks	Impacts	Mitigation	Monitoring indicator	Responsible person
Discrimination	<p>Unfair and unclear recruitment/employment and selection practices.</p> <p>Payment of workers may be based on discrimination, e.g., male may be paid higher than women even on the same level of job schedule.</p> <p>Inequality in the treatment of workers (foreigners, persons with disabilities, etc.).</p>	<p>Discrimination against women, vulnerable groups or based on religion or ethnicity</p> <p>Reduces opportunities for people, wastes talent and slows economic progress.</p> <p>Increases tensions and reinforces inequalities.</p>	<p>The employment of project workers will be based on the principle of equal opportunity and fair treatment.</p> <p>No discrimination with respect to any aspects of the employment relationship.</p> <p>Equal opportunities for women, men and Persons with Disabilities (PWD), with emphasis on equal criteria for selection, remuneration, and promotion, and equal application of those criteria.</p> <p>Ensure appropriate implementation of labor management procedures and mitigation measures.</p>	<p>Number of qualified women and persons from other vulnerable groups recruited.</p> <p>No reported cases of discrimination on recruitments, treatment at work place and allocation of project opportunities,</p>	<p>AICCRA Ghana Cluster Lead, Safeguard Focal Person</p>
Unsafe working environment	<p>Workers subjected to poor working conditions including lack of PPE on demonstration sites</p> <p>Exposure to heat, cold and other ambient factors.</p> <p>Use of hazardous equipment (heavy vehicles such as tractors, sharp equipment, etc.),</p> <p>Trips, slips, and falls at demonstration sites and research institutes.</p>	<p>Eye injuries from pesticides use, sand or rock particles, Leg injuries from reptile bites and other hazardous on-farm conditions.</p> <p>Fatigue and reduced alertness, heatstroke and cases of hypothermia.</p> <p>Crushing, cuts, and injuries.</p>	<p>Site specific Environmental and Social Management Plan (ESMP) will be prepared to mitigate OHS potential risks relating to field activities.</p> <p>Promote general understanding and implementation of occupational health and safety requirements.</p> <p>Procure and provide PPE for all workers and visiting farmers.</p> <p>Provide farmers with adequate protective clothing, water and regular break periods.</p> <p>Provide first aid boxes at site.</p>	<p>100 percent of workers and farmers are provided with PPE and trained in its use.</p> <p>Workers and farmers sensitized and aware of E&amp;S risks on the fields.</p> <p>Availability of first aid boxes at project sites.</p>	<p>AICCRA Ghana Cluster Lead Safeguard Focal person</p> <p>Project Leads of implementing partners.</p>

Risk Category	Labor Risks	Impacts	Mitigation	Monitoring indicator	Responsible person
Exposure to chemical use (pesticides and fertilizers):	Occupational exposure of workers. Non-occupational exposure of nearby residents due to drift of pesticides products. Poor disposal of pesticide residues and containers.	Damage to health of workers and community members.  Soil and water bodies contamination, pollution.	Develop an integrated pest management plan to promote good farming practices that use fewer chemical inputs. Resort to the use of synthetic chemical pesticides as a last pest mitigation measure. Use pesticides approved by the national government. Train workers and farmers in the proper handling and disposal of chemical residue and cans. Comply with prescriptions contained in the pesticide safety data sheets. Provide farmers with adequate PPE.	Integrated pest management plan developed and made available to workers and farmers. 100 percent of workers and farmers are provided with PPE. Farmers trained in the use and storage of pesticide.	Project Leads of Implementing partners, Safeguard Focal Person
Violation of workers' rights	Inadequate compensation of consultants and contracted workers to be engaged. Requirement for direct and contracted staff to work for long working hours and denial of holidays or leave requests.	Increase of tension between employer and employees. Stagnation of work.	Ensure that staff of all partners working on AICCRA Ethiopia have working conditions and rights consistent with Ghana labor laws.	Absence of complaints about workers' rights. Satisfactory feedback of employee about work conditions.	AICCRA Ghana Project Lead. Implementing partners, Safeguard Focal Person.
Labor disputes over terms and conditions of employment	Disagreement over wages, salaries and delays in payment. Unresponsiveness to workers' concerns on OHS Victimization over legitimate demand of sound working conditions or raising concerns on OHS.	Deprivation of workers and their families of the resources to which they are entitled Strikes, Retaliation of employers against workers.	Compliance with wage payment regulations. Establishment of an effective grievance mechanism. Equipping workers with the tools they need for their jobs.	Wages set and paid in accordance with regulations. Fully functional grievance mechanism. Workers with tools necessary for their work.	AICCRA Ghana Cluster Lead Safeguard Focal Person Project Leads of implementing partners.

Risk Category	Labor Risks	Impacts	Mitigation	Monitoring indicator	Responsible person
Potential risk of road accidents	Travels of project workers to regions and communities to train extension officers and farmers on CSAs and provide CIS. Movement of farmers to the fields.	Human consequences (injury, death). Loss of materials	Compliance with rules of defensive driving and conduct. Keep all project vehicles in good conditions.	Absence of road accidents. All drivers sensitized about safe conduct rules.	Project Drivers Safeguard Focal person Project Leads of implementing
Child Labor	There is a minimal risk that children (below the age of 18) may be used to provide labor on the demonstration sites. Under-aged persons within the host communities may disguise themselves as above 18 to enable them to work and get paid.	Bodily and mental harm to children. Reduced school attendance and academic performance.	Enforced prohibitions on child labor, persons under 18 years will not be permitted to work on AICCRA-Ghana demonstration plots. Sensitize all partners and farmer groups on child labor prohibitions. Institute age verification for new workers before engagement. This will include national identification cards, passports, alternative methods including copies of academic certificates, testimony/affidavits from officials of the schools attended, a medical examination, statements from family members and locality/village officials/local authorities.	No reported incident of child labor.	AICCRA Ghana Cluster Lead Safeguard Focal Person Project Leads of implementing partners.
Sexual exploitation abuse/Sexual Harassment (SEA/SH)	Harassment of female workers by their supervisors and colleagues. Project workers could ask for sexual favors from women farmers before allowing them to be included in studies at the CSA demonstrations. Project staff visiting farming communities may also demand for sex from community members in exchange for money	Female workers being harassed. Female farmers and other community members being sexually exploited. Violation of sexual privacy.	Include SEA/SH prohibitions and sanctions in Worker's code of conduct and enforce compliance. Provide mandatory training and awareness raising for the workforce on SEA/SH probations. Informing workers about national laws and institutional policies that make SEA/SH a punishable offence. Provide safe and suitable toilets and washing facilities, separate for men and women workers, particularly during on-farm demonstrations.	100 percent workers sensitized on SEA/SH. Signed code of conduct. Compliance with the Project GBV action plan Functioning grievance mechanism and referral pathways. Male and female separate toilet facilities	AICCRA Ghana Cluster Lead Safeguard Focal Person Project Leads of implementing partners.

Risk Category	Labor Risks	Impacts	Mitigation	Monitoring indicator	Responsible person
	Absence of separate latrines, and other sanitation facilities for both men and women at the demonstration sites, which could lead to violation of sexual privacy.		Provide safe and confidential grievance channels easily accessible to all stakeholders.	available at demonstration sites. No reported incident on SEA/SH.	
COVID-19 transmissions	Multiple levels of interactions between project staff, farmers, and other stakeholders during project events could lead to COVID-19 transmissions.	Increased spread of corona virus	<p>Provide nose masks to workers and visiting farmers at no cost to them and require mandatory wearing of face masks at sites.</p> <p>Ensure social distancing at the workplace.</p> <p>Provide handwashing facilities supplied with soap, disposable paper towels, and closed waste bins at key places at sites.</p> <p>Provide accessible sanitation areas with water, soap, and sanitizers.</p> <p>Ensure that all workers have adequate and updated information on COVID-19 and Government of Ghana updated COVID-19 guidelines.</p> <p>Establishing measures and a referral pathway including linkage with the Ministry of Health for workers who get infected with COVID-19 in line of duty.</p> <p>Immediately isolate workers or visiting farmers with symptoms of COVID-19 (e.g., fever, dry cough, fatigue) and report suspected cases through the following emergency numbers 112 or 311 or link up with local district health authorities for immediate evacuation or medical help.</p> <p>Provide adequate support to workers who get exposed to the virus at workplace.</p>	<p>Nose masks procured and made available for use by farmers</p> <p>Handwashing facilities made available at the project sites.</p> <p>No of COVID-19 transmission incidents links to the project.</p>	<p>AICCRA Ghana Cluster Lead</p> <p>Safeguard Focal Person</p> <p>Project Leads of implementing partners.</p>

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

This section provides an overview of labor legislation in Ghana on terms and conditions of work. Employment contracts of workers on AICCRA Ghana are governed by the following laws and regulations:

### 4.1 Ghana's Constitution of 1992 with amendments through 1996

The Constitution of Ghana, 1992, came into force on 7 January 1993 and was amended on 16 December 1996. Its Chapter 5 covers "Fundamental Human Rights and Freedoms". Section 12(2) states that "Every person in Ghana, whatever their race, place of origin, political opinion, color, religion, creed or gender shall be entitled to the fundamental human rights and freedoms of the individual contained in this Chapter but subject to respect for the rights and freedoms of others and for the public interest". Section 14 covers protection of the right to personal liberty and Section 16 protects against slavery and forced labor.

Section 17(2) ensures equality and freedom from discrimination on grounds of gender, race, color, ethnic origin, religion, creed or social or economic status. Section 17(3) amplifies this to cover place of origin and occupation; (4) constitutionally protects affirmative action generally. Section 21 sets out general freedoms such as freedom of speech. Section 21(1)(e) guarantees the right to form or join a trade union; its subsection (4) allows limitations by order of a court in the interest of defense, public safety or public order, or movement or residence within Ghana as long as reasonably justifiable in terms of the spirit of the Constitution.

Section 24 lays down economic rights, including the right to work under satisfactory, safe and healthy conditions and to receive equal pay for equal work; its subsection (3) states, among other things, that: "Every worker has the right to form or join a trade union of his choice for the promotion and protection of his economic rights and social interests". Subsection (4) permits restrictions if reasonably necessary in the interest of national security or public order, or for the protection of the rights and freedoms of others. Section 27(1) promotes women's rights, including paid leave during maternity while (2) requires the provision of childcare facilities. Section 28 covers children's rights, including the right to protection against exposure to physical and moral hazards. Section 29 covers the rights of persons with disabilities (PWD); its subsection (7) promotes special incentives for PWD to engage in business and for businesses that employ PWD in significant numbers.

Chapter 6 is entitled "Directive principles of State policy". Section 35(6) requires the State to take appropriate measures to achieve reasonable regional and gender balance in recruitment and appointment to public offices. Section 36(6) lays down the economic objectives, including that the State afford equality of economic opportunity to all citizens, in particularly taking all necessary steps to ensure full integration of women into the mainstream of Ghana's economic development. Its subsection (10) safeguards the health, safety and welfare of all persons in employment; and its subsection (11) requires the State to "encourage the participation of workers in the decision-making process at the workplace". Section 40 on international relations states: "In its dealings with other nations, Government shall...(d) adhere to the principles of...(v) any other international organization of which Ghana is a member". Ghana joined the International Labor Organization (ILO) in 1957.

### 4.2 ILO Conventions Ratified by Ghana

Ghana joined the International Labor Organization in 1957 and immediately ratified many of the ILO Conventions including the 'core' Conventions that guarantee workers the right and freedom to form or join unions (Convention No. 87), the right to collective bargaining (Convention No. 98), abolition of forced labor (Conventions Nos. 29 and 105), and equal treatment (Conventions Nos. 100 and 111). Many other ILO Conventions that sought to promote industrial harmony and welfare of workers were also ratified. These included Conventions on hours of work in industry, weekly rest, minimum wage fixing, labor inspection, underground work by women, employment service, night work by women, social policy, working environment, child labor, labor administration, and many others. Ghana has so far ratified 46 ILO Conventions.

### **4.3 Labor Act, 2003 (Act 651)**

#### ***Employer-worker relationship***

Section 12 of the Labor Act requires a written contract of employment for work done for a period of 6 months or for a number of working days equivalent to 6 months or more within a year. The contract shall express in clear terms the rights and duties of the parties. Particulars are listed in Schedule 1 to the Act, namely names of parties, date of first appointment, job title, pay (including overtime rates), hours of work, holidays, sickness and work-related injury entitlements, social security or pension scheme, termination notice and disciplinary rules/grievances. The contract must be signed by both parties and dated.

Special provisions relate to temporary and casual workers (Part X of the Labor Act). A contract of employment for a casual worker need not be in writing; but casuals have rights to minimum remuneration for each day worked, overtime and medical facilities. Temporary workers are entitled to the Act's minima in respect of minimum wage, hours of work, rest periods, paid public holidays, night work and sick leave, irrespective of whatever terms agreed by the parties.

#### ***Forced and child labor***

The minimum legal age of entering the labor market is 16 years. Sections 58 to 61 of the labor Act prohibit the employment of young persons in hazardous work, which is defined to include work likely to expose the person to physical or moral hazard. The Minister for Labour may determine the exact types of work meant here. Section 58(3) specifies that an employer must not employ a young person in underground mine work. Registers of young persons employed in undertakings must be maintained. Young person is defined as of or above 18 years of age but below 21 years.

#### **Salaries and deductions**

Sections 67 to 72 of the Labor Act protect remuneration. Salaries, wages and allowances shall be paid in legal tender in addition to any non-cash remuneration and may not make deductions unless permitted under section 70, namely for amounts due by the worker for provident, pension or other agreed funds, for trade union dues and the like.

#### ***Women***

Employment of women are covered by Part VI; section 55 to 57 of the Labor Act. Section 55 stipulate that unless with her consent, an employer shall not (a) assign or employ a pregnant woman worker to do any night work between the hours of ten o'clock in the evening and seven O'clock in the morning; (b) engage for overtime a pregnant woman worker or a mother of a child of less than eight months old for overtime labor. Section 57 covers maternity (at least 12 weeks, with extensions in certain circumstances) and nursing pauses of one hour during the working hours for women to nurse her baby up to the baby's first year of age.

### ***Working hours***

Sections 33 to 39 of the Labor Act cover hours of work. A maximum is set at 8 hours a day or 40 hours a week, except in cases expressly noted in the Act. Provision is made for paid overtime, and the Act permits unpaid overtime in certain exceptional circumstances "including an accident threatening human lives or the very existence of the undertaking".

### ***Rest periods***

Under section 40, workers in continuous workdays are entitled to a rest period of at least 30 minutes counted as normal hours of work, but where the normal hours of work are split into two, the break should not be less than one-hour duration and is not counted as part of the normal work hours. Workers have the right to a continuous daily rest period of at least 12 hours between 2 consecutive workdays, and a weekly rest period of 48 consecutive hours in every 7 days of normal working hours."

### ***Leave***

Sections 20 to 32 cover annual leave with pay (15 working days in every calendar year of continuous service, deemed to mean not less than 200 days in the particular year).

Public holidays and absence from duty due to sickness certified by a medical practitioner, and pregnancy and confinement, shall not affect the annual leave entitlement of a worker. In addition, a period during which a worker is absent from his or her normal duties with the permission of the employer on account of the worker's participation in voluntary communal work, the discharge of civic duties or the granting of special leave with or without pay, shall not be counted as part of the worker's annual leave.

Every worker is entitled to enjoy an unbroken period of leave but an employer, in cases of urgent necessity, may require a worker to interrupt his or her leave and return to work. Any employer who requires a worker to interrupt his or her annual leave in the circumstance stated in section 25, shall make up to the worker any reasonable expense incurred on account of the interruption, and also resumption of the leave by the worker.

Without prejudice to the provisions of this Sub-Part, a worker may be permitted to take his or her annual leave in two approximate equal parts.

### ***Overtime***

Overtime may be required. Section 35 of the Labor Act stipulates that where a worker in an undertaking works after the hours of work fixed by the rules of that undertaking, the additional hours done shall be regarded as overtime work.

### ***Labor conflicts***

The Labor Act allows for the apprehension of industrial disputes and sets out procedures for resolution of such disputes including arbitration. Section 153 encourages the parties to negotiate in good faith to reach a settlement of the dispute in accordance with the dispute settlement procedures established in the collective agreement or contract of employment.

If the parties cannot settle within 7 days, either or both parties may refer the dispute to the new 7-person National Labor Commission, whose prime function is to facilitate settlement of industrial disputes. It has drawn up internal rules and procedures for the settlement of labor disputes and is working on the development and passage of the Legislative Instrument for this.

Under section 154, the Commission can encourage the parties to try to settle again, using the services of a Commission-appointed mediator. If at the end of mediation (maximum 3 days) there is no settlement, the mediator declares the dispute unresolved and refers it to the Commission. At that stage, with the consent of the parties, the Commission may refer it to an arbitrator or arbitration panel, which has 7 days to settle it after notification of the hearing to the parties. The decision must be communicated to the parties in writing within 72 hours of being made. Where the dispute remains unsettled at the end of arbitration or the parties refuse to refer to voluntary arbitration, either party may give 7 days' notice of intension to strike or lockout (s. 159). Special procedures for compulsory arbitration apply to essential services (s.162) and industrial action there is prohibited (s. 163). Section 175 defines essential services as "areas in an establishment where an action could result in a particular or total loss of life or pose a danger to public health and safety and such other services as the Minister [for Labor] may by Legislative Instrument determine." The Commission's awards in compulsory arbitration cases must be immediately published in the Gazette; they are final and binding, unless challenged, within 7 days, in the Court of Appeal on a point of law (s. 167).

Section 168 protects legal sympathy strikes, subject to certain conditions. It declares no work, no pay for illegal strikers for the period that the worker is engaged in the illegal action and permits termination (subsection (4)). Section 170 protects against the hiring of replacement labor during a lawful strike, unless for minimum maintenance services at the undertaking. The Commission is authorized to hear disputes over what work amounts to minimum maintenance services. Section 171 protects peaceful picketing

### ***Right to form an association***

Sections 79 to 95 of the Labor Act cover the formation, registration and free internal administration of these occupational organizations. Two or more workers employed in the same undertaking may form a union, and two or more employers in the same industry or trade, each of whom employs not less than 15 workers, may form or join an employers' organization.

A person who engages in anti-union discrimination is guilty of an unfair labor practice (section 127); similarly, interference by employers in the formation of a union or in union affairs of prohibited (section 128). Reasonable facilities and time must be afforded to officers of a trade union, but trade union officers may not engage in union activities during working hours without the consent of the employer.

### ***Termination conditions***

Part VIII of the Labor Act indicates the fair and unfair termination of employment. Section 62 specifies in which conditions a termination of a worker's employment by the employer is fair. The employer can terminate a contract in one of these cases (i) incompetence of the worker or lack of qualification; (ii) proven misconduct; (iii) major changes in production, program, organization, structure, or technology of an undertaking that are likely to entail terminations of employment of workers in the undertaking; (iv) due to legal restriction imposed on the worker prohibiting the worker from performing the work for which he or she is employed.

The section 63 stipulates that the employment of a worker shall not be unfairly terminated by worker's employer. In this section, unfair termination means for instance (i) the worker has joined, intends to join or has ceased to be a member of a trade union or intends to take part in the activities of a trade union (ii) consideration of gender, race, color, ethnicity, origin, religion, creed, social, political or economic status (iii) worker with a disability...

Section 64 gives mechanisms to remedies for unfair termination which involve the recourse of complaint to the commission.

#### ***Non-discrimination and equal opportunities***

The Constitution of Ghana and the labor laws prohibit discrimination on the basis of race, sex, ethnic origin, creed, color, religion, social, or economic status.

Part VI of the Labor Act ensures protection of working women and Part V protects workers with disabilities. Section 68 specifies that every worker shall receive equal pay for equal work without distinction of any kind. Section 46 offers special incentives for the employment of persons with disabilities, and section 53 places special emphasis on training and retraining to enable the worker to cope with any aspect of the job.

The Labor Act introduces the offence of sexual harassment. Section 175 defines it as "any unwelcome, offensive or inopportune sexual advances or requests made by an employer or superior officer or a co-worker to a worker, whether the worker is a man or a woman".

#### **4.4 Summary of other complementary laws to the Labor Act, 2003 (Act 651)**

In addition to the Labor Act, 2003 (Act No. 651) the following laws provide further clarity on labor terms and conditions:

- Children's Act, No. 560 of 1998, which defines a child is a person below the age of eighteen years. Sections 12 and 87 prohibit engaging a child in exploitative labor, defined to mean labor depriving the child of its health, education, or development. Section 91 of that text defines hazardous work.
- The Human Trafficking Act, 2005, covers the recruitment, transportation, transfer, harboring, trading, or receipt of persons, within and across borders, by the use of threat, fraud and exploitation of vulnerability or by paying to gain consent as well as induced prostitution and other forms of sexual exploitation, forced labor, slavery or the removal of organs. Complaints can be filed with the police not only by the victim but by any person having information about the trafficking. Sections 14 to 33 cover rescue, rehabilitation, and reintegration of trafficked persons, including the creation of a Fund whose money shall be applied towards the basic support of

victims of trafficking, tracing their families and providing skills and training, as well as training for the persons connected with rescue operations. Sanctions for persons convicted of trafficking include imprisonment for not less than 5 years.

- The National Vocational Training Act, No. 351 of 1970 and the National Vocational Training Regulations (Executive Instrument 15) enjoin companies to introduce apprenticeship schemes when there is a technical business attached to the establishment. Employers are therefore obliged to provide training for their employees for the attainment of the level of competence required for the performance of their jobs and to enhance their career.
- Persons with Disability Act, 2006 (Act 715) covers key thematic provisions such as rights, accessibility, employment and education for PWDs amongst others. Chapter 4 stipulates (1) A person shall not discriminate against, exploit or subject a person with disability to abusive or degrading treatment; (2) An employer shall not discriminate against a prospective employee or an employee on grounds of disability unless the disability is in respect of the relevant employment.
- Alternative Dispute Resolution Act, 2010 (Act 798) concerns the voluntary mediation and arbitration of disputes in Ghana.
- National Labor Commission Regulations (2006) provides for negotiation procedures, mediation procedures, voluntary and compulsory arbitration, procedures for resolving disputes from essential services, strikes and lockout procedures.
- Labor Regulation (2007) contains regulations concerning employment agencies, conditions of employment, organized labor, employment of persons with disability, health and employment, restriction on recruitment including prohibition of human trafficking.

#### **4.5 National institutions responsible for labor issues**

National institutions responsible for labor issues in Ghana are described below:

**The National Tripartite Committee (NTC):** The NTC compose of the Minister who shall be the chairperson; five representatives of the Government; five representatives of employers' organization; and five representatives of organized labor. The functions of this committee are to: determine the national daily minimum wage; (b) advise on employment and labor market issues, including labor laws, international labor standards, industrial relations and occupational safety and health; (c) consult with partners in the labor market on matters of social and economic importance; and (d) perform such other functions as the Minister may request for the promotion of employment development and peace in the labor sector.

**The National Labor Commission (NLC):** Comprised of a Chairperson nominated jointly by employers and organized labor and six members (likewise coming from the tripartite social partners), it is to be an independent body with allowances paid as determined by the Minister in consultation with the Minister for Finance. Its functions are, among others, to facilitate the settlement of industrial disputes, investigate unfair labor practices, prevent labor disputes and, or promote cooperation between workers and management.

**The Ministry of Manpower Development, Youth and Employment (MMDYE):** The MMDYE is the Executive body responsible for the formulation and implementation of labor laws, policies, regulations and conventions of industrial relations as well as the monitoring and evaluation of such policies and

programs. It is also responsible for the implementation of labor market programs in collaboration with other stakeholders in the sector.

**The Labor Inspection:** The role of the Labor Inspection is in particular to ensure the application of the Act itself (bringing violations to the notice of the Labor Department or the National Labor Commission) and providing technical assistance and advice to employers and workers in effectively complying with the Act's provisions.

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

Part XV of the Labor Act is about Occupational Health, Safety and Environment. Article 118 stipulates that "It is the duty of an employer to ensure that every worker employed by him or her works under satisfactory, safe and healthy conditions". The requirements of the employer are to:

- a. Provide and maintain at the workplace, plant and system of work that are safe and without risk to health;
- b. Ensure the safety and absence of risks to health in connection with use, handling, storage and transport of articles and substances;
- c. Provide the necessary information, instructions, training and supervision having regard to the age, literacy level and other circumstances of the worker to ensure, so far as is reasonably practicable, the health and safety at work of those other workers engaged on the particular work;
- d. Take steps to prevent contamination of the workplaces by, and protect the workers from, toxic gases, noxious substances, vapors, dust, fumes, mists and other substances or materials likely to cause risk to safety or health;
- e. Supply and maintain at no cost to the worker adequate safety appliances, suitable fire-fighting equipment, personal protective equipment, and instruct the workers in the use of the appliances or equipment;
- f. Provide separate, sufficient and suitable toilet and washing facilities and adequate facilities for the storage, changing, drying and cleansing from contamination of clothing for male and female workers;
- g. Provide adequate supply of clean drinking water at the work-place; and
- h. Prevent accidents and injury to health arising out of, connected with, or occurring in the course of, work by minimizing the causes of hazards inherent in the working environment.

It is the obligation of every worker to use the safety appliances, firefighting equipment and personal protective equipment provided by the employer in compliance with the employer's instructions. The employer is not kept responsible in case the injury is caused solely by non-compliance of the worker to protection measures.

Article 119 stipulates that in case of serious danger to life, safety and health, the worker shall immediately report this fact to his or her immediate supervisor and remove himself or herself from the situation. No action should be taken by the enterprise against employees that refuse to continue their job after such ascertainment.

According to Article 120 of? an employer is required to report as soon as practicable and not later than seven days from the date of the occurrence to the appropriate government agency, occupational accidents and diseases which occur in the workplace.

## 6 World Bank Environmental and Social Framework

The World Bank recently approved an Environmental and Social Framework (ESF) which consists of ten standards and are aimed at preventing and mitigating undue harm to people and their environment in any development projects involving the Bank. The relevant standard of this framework to the LMP is ESS-2 Labor and Working Conditions.

**ESS-2: Labor and Working Conditions:** The World Bank through the ESS2 promotes the fair treatment, non-discrimination and provision of equal opportunities for workers engaged on projects it supports. It strongly encourages protection of all project workers, including vulnerable groups such as women, persons with disabilities, children (of working age) and migrant workers, contracted workers and primary supply workers, as appropriate. It sets certain requirements that the project must meet in terms of working conditions, protection of the work force (especially the prevention of all forms of forced and child labor), and provision of a grievance mechanism that addresses concerns on the project promptly and uses a transparent process that provides timely feedback to those concerned. It requires borrowers to:

- Develop and implement written labor management procedures applicable to the project.
- Provide workers with information and documentation clear and understandable regarding their terms and conditions of employment.
- Provide fair treatment, non-discrimination and equal opportunity to workers. Decisions relating to the employment or treatment of project workers should not be made on the basis of personal characteristics unrelated to inherent job requirements.
- Protect the work force by defining the minimum age for employment and prohibiting forced labor.
- Provide an efficient Grievance Mechanism for all direct workers and contracted workers (and, where relevant, their organizations) to raise workplace concerns.
- Conduct risk assessment to understand the likelihood and magnitude of OHS risks associated with project based on: whether the project will involve hazardous materials or processes; the potential consequences to workers, communities, or the environment if hazards are not adequately managed, which may depend on the proximity of project activities to people or to the environmental resources on which they depend.

Table 4 below shows comparison of the Ghana Labor Act and its implementing texts with key elements of the ESS2.

Table 5: Comparison of the Ghana Labor Act and its implementing texts with key elements of the ESS-2

Key Elements	Ghana Labor law	ESS-2 requirements	Identified gaps	Action required
Equal opportunity and non-discrimination	Ghanaian law prohibits discrimination on the basis of race, sex, ethnic origin, creed, color, religion, social, or economic status.	ESS-2 gives provisions for equal opportunity, fair treatment, and no discrimination with respect to any aspects of the employment relationship	Both are against discrimination in workplaces	Provision for equal opportunity and no-discrimination in the Ghanaian constitution and the Labor Act will be used for AICCRA project. AICCRA project will make all institutions aware of the Labor Act requirement to ensure compliance in their recruitment processes. Institutions shall show the evidence of induction of employees on the legal requirements for non-discrimination.
Pay issues	Payment of salaries, wages and allowances shall be realized in legal tender.	Project workers should be paid on a regular basis as required by national law and labor management procedures.	Both protect workers' wages	Salary wages and allowances will be paid in accordance with Ghana Labor Act.
Working hours and overtime	The Labor Act sets a maximum of 8 hours a day or 40 hours a week, except in cases expressly noted in the Act. Provision is made for paid overtime, and the Act permits unpaid overtime in certain exceptional circumstances.	Working hours shall be agreed mutually or by collective bargaining.	Both give provisions according to working hours and overtime.	Working hours and overtime will be defined in accordance with the Ghana Labor Act. Attendance register shall be maintained to record time of arrival and departure from work.
Worker rights	Ghanaian labor law provides provisions for regular leaves and benefits. Employer must also provide reasons for termination.	ESS-2 requires full respect of workers' rights.	Both recognize the rights of workers	The AICCRA project will be implemented in accordance with Ghanaian Laws. An effective grievance mechanism will be put in place to help workers raise their concerns.
Minimum age	Sixteen years and above	Fourteen years and above	Disparity in age of engagement	Children under 18 years old will not be permitted to work on AICCRA project. Evidence like birth certificates will be required to certify workers' ages.
Prevents use of all forms of forced labor	According to Article 116 of the Labor Act, forced or compulsory labor is absolutely prohibited.	All works associated with this project shall be performed voluntarily without coercion or any form of threats. Forced labor in this context can be any form of indentured labor.	Both condemn forced labor	AICCRA project will not resort to forced labor. Periodic checks and screening for forced labor shall be carried out. Project Leads will ensure consent of employees to work as project workers.

Key Elements	Ghana Labor law	ESS-2 requirements	Identified gaps	Action required
Protection of workers	Provisions are given in the Labor Act relating to the protection of workers such as: Protection against discrimination; Protection of assignment of pregnant women.	ESS-2 require borrowers to provide appropriate measures of protection and assistance for workers, especially vulnerable workers.	Both include provisions to protect workers	Effective grievance mechanism would be put in place to manage complaints that may arise from workers in accordance with ESS-2.
OHS	The law provides for full OHS and empowers the Labor Inspection Services to carry out inspections of establishments and impose sanctions in the event of infringement or non-compliance.	There are adequate provisions for OHS procedures in ESS-2, which projects are expected to adhere to.	Both make OHS provision for workers.	Beyond AICCRA safeguard specialists, Ghana cluster shall have a safeguard focal person to manage OHS issues. Project workers will not be victimized for removing themselves from unsafe or unhealthy work environments. Project workers should have access and trained to effectively use appropriate PPE.
Employment of young persons	Sections 58 to 61 of the labor Act prohibit the employment of young persons (above 18 years of age but below 21 years) in hazardous work.	ESS-2 gives provision to protect children between 14 years of age and 18 years against hazardous works.	The labor Act provides a higher age for hazardous work.	As the minimum age to work on AICCRA Ghana project is 18 provision in labor Act will be applied. Enforced prohibitions on child labor, persons under 18 years will not be permitted to work on AICCRA-Ghana demonstration plots. Sensitize all partners and farmer groups on child labor prohibitions. Institute age verification for new workers before engagement.
Women	Provisions are given in the Ghanaian Constitution and Labor Act. They take into account equality of chance, non-discrimination, maternity leaves, etc.	ESS-2 provides measures to protect and assist vulnerable project workers, including women.	Both protect women in workplaces.	AICCRA project should therefore target to maximize employment benefits to women. AICCRA Ghana project should comply with the national legislation on pregnant and maternity.
Person with Disabilities (PWDs)	Ghana labor law safeguards against discrimination on the grounds of disability.	ESS-2 provides measures to protect and assist vulnerable project workers, including PWDs.	Both include provisions to fight against discrimination of PWDs in workplaces.	AICCRA Ghana project would comply with the national legislation on discrimination against PWDs. AICCRA project should therefore target to involve PWDs in project learning activities.
Sexual Harassments	The Labor Act introduces the offence of sexual harassment. Section 175 defines it as “any unwelcome, offensive or inopportune sexual advances or request made by an employer or	ESS-2 clearly forbids sexual harassment of any kind. .	Both forbid sexual harassments	AICCRA Ghana will adopt the provisions of the Labor Act. All project workers will sign the code of conduct with key prohibitions on SEA/SH.

Key Elements	Ghana Labor law	ESS-2 requirements	Identified gaps	Action required
	superior officer or a co-worker to a worker, whether the worker is a man or a woman".			AICCRA Ghana project will provide safe and confidential grievance channels easily accessible to all stakeholders.
Temporary and casual Workers	Provisions of the Ghanaian Labor Act take into account casual and temporary workers.	ESS-2 applies to project workers including fulltime, part-time, temporary, seasonal and migrant workers.	Both take into account temporary and casual workers	The AICCRA project will apply provisions in both the Labor Law and ESS2.
Freedom of association and collective bargaining	The Ghanaian law especially the 1992 Constitution affords all persons the right to freedom of association, which includes freedom to form or join trade unions or other associations.	ESS-2 makes provision for borrowers to legally establish workers' organizations and legitimate workers' representatives.	Both give workers the right to freedom of association.	The AICCRA project will applied provision on the Ghanaian Constitution and the Labor Law. The institutions working on AICCRA project shall recognize and respect the right of employees to freedom of association and collective bargaining.
Access to grievance mechanism	The Ghanaian Labor Act contains provisions that allow workers to resolve disputes in the event of disagreement between employer and employee through conciliation procedures or Labor Courts.	ESS-2 recognizes that a sound grievance mechanism shall be provided for all direct workers and contracted workers to raise workplace concerns.	ESS-2 includes more provisions on GM	AICCRA project will elaborate, implement and disclose a GM in accordance with provisions in ESS2. Implementing partners will be required to induct their employees on the grievance procedure. AICCRA Ghana will be required to report grievances raised and progress on resolution.
Salary deductions	Labor Act generally precludes employers from deducting any amount from the remuneration of their employees except in some cases defined in the Act.	ESS-2 gives provisions for payment deductions in line with national law or the labor management procedures.	EES-2 refers to national law for salary deduction	AICCRA Ghana project will follow provisions in the Labor Act to make salary deductions.

## 7 RESPONSIBLE STAFF

This LMP will be operationalized by IITA through the leadership of AICCRA Cluster Lead for Ghana with assistance from the Safeguard Focal Person for the AICCRA Ghana Cluster. The AICCRA Environmental and Social Safeguard Specialists will provide additional oversight to ensure the application of this LMP to mitigate and respond to issues on occupational health and safety. Detailed levels of oversight, responsibility and roles are provided in the table below.

Table 6: Roles and Responsibilities

#	Oversight Areas	Responsible staff	Key Roles
1.	Labor and working conditions	AICCRA Ghana Cluster Lead, Project Leads of Implementing Partners	<ul style="list-style-type: none"> <li>• Identification and recruitment of grant partners and consultants.</li> <li>• Ensuring that relevant OHS requirements are included in grantee contracts.</li> <li>• Checking to ensure that working conditions of new employees and consultants are consistent with national laws.</li> <li>• Ensuring that all workers and consultants signs code of conduct that includes prohibitions and sanction regime on SEA/SH.</li> </ul>
2.	Occupational health and safety	Safeguard Focal Person  AICCRA Ghana Country Coordinator	<ul style="list-style-type: none"> <li>• Ensuring day to day compliance with safety measures outlined in this LMP and site specific ESMPs to be prepared.</li> <li>• Assessing the risk of serious safety issues</li> <li>• Ensuring that the required PPE are procured and used on project activities at no cost to workers.</li> <li>• Ensure that all staff and consultants working on the AICCRA Ghana activities receives basic training on occupational health and safety arrangements on the project.</li> <li>• Keeping and maintaining records of all incidents and ensure that major accidents are reported to the World Bank through the AICCRA Senior Safeguard Specialist within 48 hours upon notice.</li> </ul>
3.	Workers grievance	Safeguard Focal Person.	<ul style="list-style-type: none"> <li>• Ensuring that all workers are aware of grievance uptake points and procedures.</li> <li>• Keeping records of all workers' grievance and include them in biannual reports to the AICCRA Project Management Unit.</li> <li>• Ensuring that grievances linked to SEA/SH are reported to the World Bank through AICCRA Senior Safeguard Focal Person within 24 hours upon receipt.</li> </ul>
4.	Sensitization on LMP	Safeguard Focal Person	<ul style="list-style-type: none"> <li>• Organizing sessions to raise awareness of project staff on this LPM.</li> <li>• Ensuring full disclosure of this LMP.</li> </ul>

5.	Monitoring and reporting	Safeguard Person  AICCRA Safeguard Specialists	Focal  E&S	<ul style="list-style-type: none"> <li>• Conducting regular monitoring to partners including visits to CSA demonstration sites to ensure effective compliance with OHS measures in this LMP</li> <li>• Targeted monitoring of specific situations or difficulties arising from implementation, and of the compliance to this LMP and providing tailored assistance.</li> <li>• Providing reporting template to grant partners for quarterly reporting.</li> <li>• Producing biannual report on this LMP implementation and submit to the World Bank through the AICCRA Project Management Unit.</li> </ul>
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## 8 POLICIES AND PROCEDURES

IITA and all AICCRA Ghana partners are committed to managing project activities in a manner that safeguards the welfare, health, and safety of their employees and consultants. In accepting this responsibility, the centers are committed to following the policies and procedures outlined under this section to avoid, mitigate, and respond to the potential labor and OHS related risks outlined under Section 3.0.

### 8.1 Discrimination and Exclusion of Vulnerable/Disadvantaged Groups

- All implementing partners will maintain fair terms and conditions guided by the Ghana Labor Code for all employees and consultants working on the AICCRA project.
- Decisions relating to the employment or treatment of project workers will be made in accordance with the requirements of the job. The recruitment of project workers will be based on the principle of equal opportunities and fair treatment, and there will be no discrimination in recruitment and hiring, remuneration (including wages and benefits), working and employment conditions, access to training, assignment of a position, promotion, termination or retirement, or disciplinary practices. However, because women representation on AICCRA project is low and the project seeks to promote women's entry and advancement in agriculture, more priority will be given to qualified women during recruitment of consultants and new workers to fill vacant positions on the project.
- Implementing partners will also be required to comply with the national Labor law on gender equality in the workplace, which will include provision of maternity leave and nursing breaks and sufficient and suitable toilet and washing facilities, separate from men and women workers.

### 8.2 Labor Disputes over Terms and Conditions of Employment

- To avoid labor disputes, fair terms and conditions will be applied for project workers under AICCRA Ghana.
- The project will respect the workers' right of labor unions and freedom of association, as set out in the Labor Act and constitution.

- The project will maintain a grievance mechanism for all project workers to promptly address their workplace grievances. Further details are provided in Section 11.0

### **8.3 Forced Labor**

- Forced labor will not be permitted on the AICCRA Ghana project, this is strictly prohibited by Ghana Labor code, the project Environmental and Social Risk Management (ESRM) guide and the World Bank ESS2.
- AICCRA project will not resort to forced labor.
- Periodic checks and screening for forced labor shall be carried out.
- Project Leads will ensure the consent of employees to work as project workers.
- For the reference of partners, this may also include excessive limitations of freedom of movement, 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.

### **8.4 Occupational Health and Safety**

All project implementing partners under the AICCRA project will be required to:

- Comply with national legislation on occupational health and safety.
- Communicate these policy statements and procedures to all workers working under the AICCRA Ghana Cluster.
- Prepare Occupational Health and Safety Plan proportionate to their project risks to mitigate and respond to OHS.
- Provide OHS training and enable workers' attendance of such training.
- Regularly screen all project sites to identify potential hazards and set out measures to eliminate them.
- Procure and provide relevant PPE for workers, especially those working on demonstration sites, visiting farmers and other stakeholders as and when needed. This may include farm safety boots, protective goggles, hand gloves, air purifying disposable/washable masks, neoprene gloves, chemical resistant hats, and coverall dress.
- Ensure proper storage and disposal of pesticides as instructed on the product label and recommended actions in the pest management plan to be prepared.
- Ensure availability of emergency first aid boxes at demonstration sites and provide a card that displays emergency numbers.
- Document all occupational accidents and incidents and report severe and serious (as per World Bank incident classification at Annex 2) incidents to the World Bank through the AICCRA Senior E&S Specialist with 48 hours after the occurrence of such major accidents and provide a full detail report within three weeks. Conduct root cause analysis to inform corrective actions required.
- Maintain effective collaborations with IITA, and employees to investigate cause of accidents at workplace. Relevant information should be gathered and provided in written format with incident

investigation form provided at Annex 3 and subsequent details report produced with the aid of the outline provided at Annex 4.

- Inspect all farm equipment with the view of ascertain it safety status before use.
- Provide workers and visiting farmers with access to toilets and potable drinking water.
- Properly dispose of solid waste at designated permitted landfill sites allocated by the local authorities.
- Ensure that all drivers to be used on AICCRA activities have undertaken training in defensive driving, enforce maximum speed limits on roads, and ensure adequate insurance cover for vehicles.

## **8.5 Sexual exploitation abuse (SEA)/ Sexual Harassment (SH)**

- Overall, all implementing partners under AICCRA Ghana Cluster are required to adhere to and implementing measures contained in the project SEA/SH mitigation and response action plan.
- All partners working under the AICCRA Ghana Cluster are required to ensure that their workers sign a code of conduct that set out acceptable standards of behavior. The CoC must include sanctions for non-compliance, including non-compliance with specific policies relating to SEA/SH. Partners whose employees CoC does not meet these standards will be required to adapt the CoC at Annex 1 for employees to sign. The CoC will be signed by each worker to indicate that they have:
  - Received a copy of the CoC as part of their contract;
  - Had the CoC explained to them as part of induction process;
  - Acknowledged that adherence to this CoC is a mandatory condition of employment;
  - Understood that violations of the CoC can result in serious consequences, up to and including dismissal, or referral to legal authorities.
- All partners will be further required to act against SEA/SH, through:
  - Mandatory training and awareness raising for the workforce about refraining from unacceptable conduct toward local community members, specifically women and children. Training may be repeated;
  - Informing workers about national laws and institutional policies that make sexual harassment and gender-based violence a punishable offence;
  - Adopting a policy to cooperate with law enforcement agencies in investigating complaints about gender-based violence;
- Provide awareness of workers on SEA/SH grievance mechanism on the project and cooperate with the Safeguard Focal person to report SEA/SH complaints to the World Bank through AICCRA Senior Safeguard Focal Person within 24 hours upon receipt.
- Provide a safe and suitable toilet and washing facilities, separate from men and women workers, particularly during on-farm demonstrations.

## **8.6 COVID-19**

All partners under the AICCRA Ghana Cluster shall be required to provide a working environment that minimizes spread of COVID-19 among project workers and stakeholders. In so doing, these minimum measures will be followed accordingly.

- Ensure social distancing at the workplace and offer a flexible working schedule for workers as and when necessary, include telecommuting.
- Provide accessible sanitation areas with water, soap, and sanitizers at entrance to offices and other venues for project activities.
- Provide all workers with appropriate hand sanitizers and face masks and require mandatory wearing of face masks at official premises and other work locations.
- Ensure that all workers have adequate and updated information on COVID-19 and Government of Ghana updated COVID-19 guidelines.
- Establishing measures and a referral pathway including linkage with the Ministry of Health for workers who get infected with COVID-19 during line of duty.
- The following emergency numbers will be available for reporting suspected cases of COVID-19. Partners must contact 112 or 311 or link up with local district health authorities for immediate evacuation or medical help.
- Provide adequate support to workers who get exposed to the virus at workplace.

## **8.7 Monitoring and Reporting**

The Safeguard Focal Person for AICCRA Ghana will regularly monitor compliance of workers and consultants to the above policies and procedures and provide biannual reports to the AICCRA project management unit which shall be included in regular project implementation report to the World Bank. All partners shall provide quarterly reports to IITA on the status of ensuring compliance to the above policies and procedures.

## **8.8 Dissemination and Awareness**

This LMP will be shared with all partners and project workers. The policies and procedures will further be disseminated to workers during scheduled training.

## **9 AGE OF EMPLOYMENT**

### **9.1 Minimum Age for Admission to Employment under AICCRA Ghana Project**

The Ghana Labor Act prohibits employment of all children under the age of 16. It also prohibits the employment of children under the age of 18 in hazardous work, which is defined to include work likely to expose the person to physical or moral hazard. Thus, the Ghanaian Labor Act provides for a higher age and therefore more favorable to the protection of the child, on certain provisions relating to work. In compliance with these national standards, persons under 18 years will not be permitted to work on the AICCRA Ghana Project as key project activities may exceed their capacity. IITA will ensure that all sub-grantees adhere to this requirement.

### **9.2 Procedure to follow to verify the Age of Project Workers**

Age of potential new workers will be verified before engagement. The National Identification Card (ID), Passport, birth certificate or national driver's license will be used as proxy documents for verifying

workers’ age. In the absence of these forms of IDs, the project will apply and document an age verification process. The age verification process will consist of alternative methods including copies of academic certificates, testimony/affidavits from officials of the schools attended, a medical examination, statements from family members and locality/village officials/local authorities.

In addition, all documents will be cross-referenced and subjected to a verification process to ensure the validity of the documents. In instances where the documents are thought to be falsified the project will conduct the same process to ensure their authenticity. In all the processes, care will be provided to ensure that the applicant or employee’s data are protected and their right to privacy is guaranteed. All copies of the IDs and documents pertaining to the applicant's age and other supporting materials will be kept in files with the human resources personnel.

**10 TERMS AND CONDITIONS**

The Ghanaian Labor Act sets the statutory terms and conditions for all employment arrangements in Ghana. Drawing from this Act, the table below provides an outline of terms and conditions that will inform management of all workers under the AICCRA Ghana project. The due diligence conducted on all partners under AICCRA Ghana showed that employment arrangement of existing workers meets all the essential terms and conditions required by the World Bank.

*Table 7: Terms and Conditions*

Category	Conditions
Minimum Wages	<ul style="list-style-type: none"> <li>• The worker must always be assured of receiving a salary at least equal to the minimum wage of the professional category to which the job in question falls.</li> <li>• No worker on AICCRA shall be paid below the statutory minimum wage. The daily minimum wage in Ghana, effective June 2021 is Ghc12.53.</li> <li>• The salary scale and consultancy fees band of implementing partners will also provide a framework for setting salaries and fees of new employees and consultants based on inherent job description and grade without discrimination.</li> </ul>
Provision of written individual contract of employment	<ul style="list-style-type: none"> <li>• A written individual contract of employment shall be provided to workers that specify the following: (a) name of workers; (b) address, occupation, age, and sex of workers; (c) employer’s name and address; (d) nature and duration of contract; (e) hours and place of work; (f) remuneration payable to the worker; (g) procedure for suspension or termination of contract. In addition to written documentation, an oral explanation of conditions and terms of employment will be provided to workers who may have difficulty understanding the documentation.</li> </ul>
Hours of Work	<ul style="list-style-type: none"> <li>• The hours of work of a project worker shall be a maximum of eight hours a day or forty hours a week.</li> <li>• Where a worker in an undertaking works after the hours of work fixed by the rules of that undertaking, the additional hours done shall be regarded as overtime work.</li> </ul>
Rest per week	<ul style="list-style-type: none"> <li>• A worker shall be given a rest period of forty-eight consecutive hours, in every seven days of normal working hours, and the rest period may, for preference, start from Saturday and end on the Sunday following and shall wherever possible, be granted to all the workers of the undertaking.</li> </ul>

Category	Conditions
	<ul style="list-style-type: none"> <li>Workers shall also be entitled to rest on public holidays recognized as such by the Republic of Ghana.</li> </ul>
Annual leave	<ul style="list-style-type: none"> <li>Workers shall be entitled to a minimum of 15 working days in every calendar year of continuous service, deemed to mean not less than 200 days in the particular year.</li> </ul>
Maternity Leaves	<ul style="list-style-type: none"> <li>A woman worker, on production of a medical certificate issued by a medical practitioner or a midwife indicating the expected date of her confinement, would be entitled to a period of maternity leave of at least twelve weeks in addition to any period of annual leave she is entitled after her period of confinement.</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> </ul>
Death benefit	<ul style="list-style-type: none"> <li>In case of death of a worker during his/her contract of employment, the employer shall pay to his/her remuneration as death benefits in line with the provisions of the relevant national laws and institutional policies.</li> </ul>
Medical treatment of injured and sick workers	<ul style="list-style-type: none"> <li>At minimum, all sub-grantees shall be required to enroll their workers on the Ghana National Health Insurance Scheme.</li> <li>Employees of CGIAR centers will be required to continue to benefit from existing medical insurance arranged by their respective research institutions.</li> </ul>
Notice of Termination	<ul style="list-style-type: none"> <li>Either of the contracting parties may terminate a contract of employment by giving written notice as under: (a) not less than ten days in the case of manual workers; or (b) not less than 30 days in the case of non-manual workers. No notice needs to be given in case the duration of contract does not exceed one month.</li> </ul>

## 11 GRIEVANCE MECHANISM

IITA and project implement partners on AICCRA Ghana are committed to providing transparent and easily accessible grievance mechanism for all workers to report complaints relating to disagreement on working conditions, health and safety, discrimination, bullying, sexual harassment, and abuse.

Two major grievance mechanisms are currently available for all workers working on the AICCRA project to report labor related grievances including SEA/SH. These include (i) the CGIAR grievance mechanism, and (ii) the project grievance mechanism provided in the AICCRA Ghana stakeholder engagement plan (SEP). All workers will be informed of the grievance mechanism at the time of their engagement on the project including measures put in place to protect them against any reprisal for its use. The mechanism will also allow for anonymous complaints to be raised and addressed through providing options for people reporting a grievance not to mention their names, positions or place or work station.

### 11.1 The CGIAR Grievance Mechanism

#### Scope

The grievance mechanism procedure primarily applies to all staff members of ABC, IWMI, CIFOR-ICRA, IITA (covering all types of employment contracts including, but without limitation to regular, consultants, part-time, contract of service and temporary employees), interns, visiting scientists, fellows, contractors, grantees, visitors, donors, volunteers, board members and vendors of the CGIAR centers.

The reporting mechanisms under this policy procedure are also applicable to workers of other grant partners including CABI, NIBIO, UDS, Esoko and CABI, although in such cases the investigation procedures may be adjusted in consultation with other relevant legal entities where this may be applicable. The workers of grant partners will be encouraged to report labor related concerns on AICCRA project through this mechanism.

#### Types of complaints

The mechanism handles complaints relating to three broad areas:

- (i) Fraud related breaches: these include embezzlement, theft, bribery, and kickbacks,
- (ii) Compliance related breaches: these include unsafe working conditions, vandalism, falsification of contract, reports, or records, non-compliance to research ethics, etc.
- (iii) Human resource related breaches: these include sexual harassment, discrimination, abuse, bullying, conflict of interest, alcohol, substance abuse, etc.

#### Reporting/grievance uptake point

Staff members and all other stakeholders may choose one of two ways to submit their reports:

1. Anonymous reporting using a CGIAR wide external service provider known as Lighthouse. The provider has been commissioned by the CGIAR to manage anonymous reporting services for all the CGIAR centers through an ethics hotline. Cases can be reported to [Lighthouse anonymous reporting page](#), Email [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com) and Toll-Free number: [844-709-6000](tel:844-709-6000). Complaints received by Lighthouse through these channels including cases linked with SEA/SH will be shared with

the AICCRA Ghana Safeguard Focal Person for records keeping and reporting, and referral of SEA survivors to GBV service providers listed at Annex 6. OR

2. Direct reporting to a supervisor/manager/director/People and Organizational Development Directorate (P&OD)/or a colleague.

### **Procedure for direct reporting**

- The whistle-blower/reporter shall prepare a written report to a supervisor/manager/ relevant director/P&OD directorate/other colleagues. If the report is made verbally, the person receiving the report shall capture the matter in writing and submit to either the supervisor/manager/ director or P&OD directorate.
- The person receiving the report shall acknowledge receipt of the report.
- The information provided shall be reviewed and may be the basis of an internal and/or external investigation into the issues which are reported

### **Procedure for anonymous reporting through the Lighthouse ethics hotline**

#### ***The whistle-blower/reporter:***

- Makes a call through the ethics hotline or accesses the online case management system platform and provides information to the external vendor (Lighthouse) which will be captured as a report.

#### ***Lighthouse:***

- Captures all the information and generates a report that will be shared with the designated recipient.
- May liaise with the whistle-blower/reporter to seek clarification, gather additional information and work with the whistle-blower as appropriate to build their confidence or encourage to come out of anonymity (as may be relevant).
- Analyzes and shares the report with the designated case system administrator and designated recipient at employees' organization.

***Designated recipient:*** The designated recipients of the reports will generally be the directors of the institute and the reports that will be shared with them will align to their area of work according to the three broad areas of breaches.

#### ***The designated recipient will:***

- Receive a copy of the report submitted to Lighthouse
- Review the report and consult internally to decide on the way forward

***Case management investigator:*** Case management investigators are the designated investigators of the case, who shall investigate the case in accordance with institutional policies and procedures.

***Case management system (CMS) administrator:*** A P&OD official will assume the role of a case management systems administrator responsible for updating case information on the Lighthouse platform in accordance with the institute's policies and procedures.

### **Investigation**

- After receipt of the ethical report either directly or anonymously, an initial assessment shall be carried out to determine if there is a genuine concern. If the concern is considered to fall more properly within a different type of complaints procedure, such as a grievance, the whistle-blower/reporter will be

informed accordingly by the supervisor and People and Organizational Development Directorate and be provided with advice on how to proceed.

- If there are sufficient grounds to initiate a full investigation, a diverse committee shall be constituted by the Director General or his designate to investigate the matter and recommend the course of action to be taken. During the investigation, the alleged perpetrator/s may be given the opportunity to represent their argument.
- The amount of contact between the individual submitting a report and the body investigating the concern will depend on the nature of the issue, the clarity of information provided, and whether the employee remains accessible for follow-up.
- Where breaches of duty are confirmed to have occurred, the investigation report will provide recommendations on what action is appropriate, which may involve disciplinary procedures of the institute. Action will be taken to correct the failure and avoid similar events in the future as well as to address the alleged perpetrator(s) of misconduct.

#### **Conclusion of cases**

- Management endeavors to conclude on all cases under investigation within a month of the start of the process, although it is recognized that there may be exceptions depending on the circumstances.
- At the discretion of the institute and subject to legal and other constraints, the reporter may receive information about the outcome of an investigation.
- Should the whistle-blower/reporter still feel either victimized or disadvantaged following the report and subsequent investigation, they may choose to escalate the issue to the next level in the form of an appeal to the next level of authority. Should the issue raised be with reference to the People and Organizational Development Director, then the whistle blower/reporter shall raise it with the Director General. In the event that the matter is with regards to the Director General, it may be raised with the Chair of the Board and subsequently in cases where the matter refers to the Chair of the Board, the staff member may raise it directly with the Director of the CGIAR Internal Audit Unit.

### **11.2 AICCRA Ghana Grievance Mechanism**

The AICCRA Ghana grievance mechanism outlined in the cluster SEP constitutes an alternative pathway for project workers to report grievances including cases linked to SEA/SH. The mechanism provides for several channels for lodging complaints including emails, phone calls, texts, letters, and toll-free line that will also be accessible to all workers. Information on this grievance will be made available to all workers to ensure that all workers have adequate knowledge on how to lodge a complaint and receive resolution through the mechanism.

### **11.3 SEA/SH Grievance Mechanism**

Given that most GBV cases at workplace are not reported because of the fear of victimization, anonymous reporting channels have been provided as part of CGIAR and AICCRA Ghana grievance uptakes points to encourage reporting of SEA/SH related cases. When such a case is reported, the complainant would be provided with information about the available services including confidentially appropriate medical and psychological support, emergency accommodation, and any other necessary services as appropriate

including legal assistance. The Safeguard Focal Person will refer all SEA/SH survivors to relevant GBV service providers at annex 6. When a case of that nature is reported, the Safeguard Focal persons will record the case with the following limited information: the nature of the incident, the age and sex of the complainant, and whether the survivor was referred to a service provider.

The AICCRA Ghana Grievance committee will review all cases referred to it to determine and agree upon course of action for handling and resolving the case. The appropriate institution that employs the perpetrator will be required to review the case and take disciplinary action in accordance with the employer's code of conduct and national legislation. Disciplinary actions may include informal warning, formal warning, additional training, loss of salary, suspension, or termination of employment. A survivor may continue to receive support from the appropriate GBV service providers while the case is being handled by the employer.

## **12 CONTRACTOR/GRANTEE MANAGEMENT**

The AICCRA Ghana Cluster will follow the project implementation manual (PIM) and ESRM guide to oversee management of grantees. In accordance with these documents, the following measures and procedure will be followed.

### **12.1 Selection of Grantees**

As and when the need arises for the cluster to engage a grantee that may engage contracted workers, IITA shall make reasonable efforts to ascertain that the grantee is legitimate and a reliable entity that will be able to comply with the relevant requirements of this LMP. These requirements shall be included in the Terms of Reference (ToR) or the Request for Proposals (RFP) document.

As part of the process to select grantees that will engage contracted workers, IITA will review business registration and permits, human resource manuals, labor and OHS performance on previous projects. The potential grantees will also be required to complete an environmental and social screening form to confirm the absence of any unresolved OHS and SEA/SH cases, establish the grantees' existing OHS system including HR policies and OHS guidelines, labor management records, and the expertise to implement the project activities in accordance with this LMP.

### **12.2 Contractual Provisions**

All grantees' contracts are issued by the Alliance Bioversity-CIAT (ABC) and consistent with existing practices, ABC shall incorporate agreed labor management requirements in all sub-agreements as specified in PIM and the ESRM guide. A summary of this is provided at Annex 5. The provision will also include appropriate non-compliance remedies such as suspension of grant disbursement and cancellation of grant project.

### **12.3 Performance Monitoring**

Sub-grantees shall be required to provide quarterly reports to the AICCRA Ghana Safeguard Focal Person on the status of implementation of measures in this LMP. The AICCRA Ghana Cluster Lead, and Safeguard Focal Person shall exercise direct oversight in monitoring the performance of grantees in relations to this LMP. The monitoring role will include inspections, spot checks of project locations or work sites and/or labor management records and reports compiled by the grantee. Grantees labor management records and reports that would be review would include the following:

- Representative samples of employment contracts and signed code of conduct.
- Records of training provided for contracted workers to explain occupational health and safety risks and preventive measures.
- Reports relating to fatalities, incidents and implementation of corrective actions.
- Records relating to incidents of non-compliance with national Labor Code and the provisions of the LMP.

### **13 COMMUNITY WORKERS**

The AICCRA Ghana Project will not engage community workers as defined by ESS2 to implement any aspect of the project. PPAs signed by centers prohibit use of community workers.

### **14 PRIMARY SUPPLY WORKERS**

The AICCRA Ghana Project does not foresee engagement of primary suppliers as defined by ESS2 to support the delivery of the project.

## 15 ANNEXES

### **Annex 1: Individual Code of Conduct (AICCRA Sample)**

I, \_\_\_\_\_, acknowledge that it is important adhering to AICCRA Project environmental, social, health and safety (ESHS) standards, requirements, and preventing sexual exploitation and abuse (SEA), sexual harassment (SH), and violence against children (VAC).

AICCRA considers that failure to follow ESHS standards, or to commit acts of SEA/SH or VAC —be it on the work site, the work site surroundings, or the surrounding communities—constitute acts of gross misconduct and are therefore grounds for sanctions, penalties, or potential termination of employment. Prosecution of those who commit SEA/SH or VAC by law enforcement authorities may be pursued if appropriate, and only upon informed survivor consent, or in the case of a minor, with appropriate caregiver consent.

**I agree that while working on the project I will:**

#### **Regarding Occupational Health and Safety**

- Comply with legislation and other applicable requirements relating to occupational health and safety risks.
- Attend occupational health and safety trainings as requested by employer or the project.
- Identify the potential risks associated with each activity and workstation.
- Make recommendations regarding safety and health issues affecting employees.
- Wear prescribed and appropriate personal protective equipment (PPE) all times on project site.
- Take proper care of working tools and PPE.
- Ensure safe disposal of used pesticides containers in accordance with the project pest management plan.
- Prevent avoidable accidents and report conditions or practices that pose a safety hazard or threaten the environment.
- Report any violations of this code of conduct to workers' representative, HR, or the Safeguard Focal Person. No employee who reports a violation of this code of conduct in good faith will be punished in any way.

#### **Regarding COVID-19**

- Washing hands, always sanitize and observing social distancing and follow WHO and Government of Ghana updated guidelines.
- Take care of PPE and materials used for protection (including gloves, masks) and ensuring their safe disposal.
- Wash hands, always sanitize and observe social distancing and follow WHO and Government of Ghana updated guidelines.
- Seek healthcare after experiencing any of the following symptoms (while at home or work): cough, fever, and shortness of breath.
- Stay at home and report immediately to the supervisor if I or any family member comes into contact with someone who has been reported to have COVID-19.

#### **Regarding Sexual Exploitation and Abuse/ Sexual Harassment**

- Attend and actively partake in training courses related to SEA/SH and VAC as requested by the project.

- Treat women, children (persons under the age of 18), and men with respect regardless of race, color, language, religion, political or other affiliation, nationality, ethnicity, or social origin, property, disability, birth or nationality, sexual orientation, gender identity, 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 engage in sexual exploitation, which is defined as any actual or attempted abuse of position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially, or politically from the sexual exploitation of another.
- Not engage in sexual abuse, which is defined as the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
- Not engage in sexual harassment, which is defined as any unwelcome sexual advance, request for sexual favor, verbal or physical conduct or gesture of a sexual nature, or any other behavior of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation to another, when such conduct interferes with work, is made a condition of employment, or creates an intimidating, hostile or offensive work environment.
- Not participate in sexual contact or activity with children—including grooming or contact through digital media (community members married to minors, even if legally done, will not be hired). Mistaken belief regarding the age of a child is not a defense. Consent from the child is also not a defense or excuse.
- Not have sexual interactions with members of the host communities (NB: an exception applies to a locally hired worker already married to an adult member of the community). This includes relationships involving the withholding or promise of actual provision of benefit (monetary or non-monetary) to community members in exchange for sex—such sexual activity is considered “non-consensual” within the scope of this Code.
- Consider reporting through the Grievance Mechanism or to my manager any suspected or actual SEA/SH or VAC by a fellow worker, whether employed by my company or not, or any breaches of this Code of Conduct.

**Regarding children under the age of 18:**

- Wherever possible, ensure that another adult is present when working in the proximity of children.
- Not invite unaccompanied children unrelated to my family into my home unless they are at immediate risk of injury or in physical danger.
- Not use any computers, mobile phones, video, and digital cameras or any other medium to exploit or harass children or to access child pornography (see also “Use of children's images for work related purposes” below).
- Refrain from physical punishment or discipline of children.
- Refrain from hiring children for domestic or other labor below the minimum age of 14 unless national law specifies a higher age (16 for Ghana), or which places them at significant risk of injury.
- Comply with all relevant local legislation, including labor laws in relation to child labor and World Bank’s E&S standards on child labor and minimum age.
- Take appropriate caution when photographing or filming children (see details below).

**Use of children's images for work related purposes. When photographing or filming a child for work related purposes, I must:**

- Before photographing or filming a child, assess and endeavor to comply with local traditions or restrictions for reproducing personal images.

- Before photographing or filming a child, obtain informed consent from the child and a parent or guardian of the child. As part of this I must explain how the photograph or film will be used.
- Ensure photographs, films, and videos present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- Ensure images are honest representations of the context and the facts.
- Ensure file labels do not reveal identifying information about a child when sending images electronically.

**Sanctions**

I understand that if I breach this Individual Code of Conduct, the grant partner will take disciplinary action which could include:

- Informal warning.
- Formal warning.
- Additional Training.
- Loss of up to one week’s salary.
- Suspension of employment (without payment of salary/contract fees), for a minimum period of 1 month up to a maximum of 6 months.
- Termination of employment.
- Reporting to the Police if warranted.

I understand that it is my responsibility to ensure that the environmental, social, health and safety standards are met. I will adhere to the occupational health and safety management requirements and avoid actions or behaviors that could be construed as SEA/SH or VAC. Any such actions will be a breach this Individual Code of Conduct. I do hereby acknowledge that I have read the foregoing Individual Code of Conduct, do agree to comply with the standards contained therein and understand my roles and responsibilities to prevent and respond to OHS, SEA/SH and VAC issues. 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 and may affect my ongoing employment.

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Annex 2: World Bank incidents classification

Incident Classification	Detail Guide
Indicative	<ul style="list-style-type: none"> <li>• Relatively minor and small-scale localized incident that negatively impact a small geographical areas or small number of people.</li> <li>• Does not result in significant or irreparable harm.</li> <li>• Failure to implement agreed E&amp;S measures with limited immediate impacts.</li> </ul>
Serious	<ul style="list-style-type: none"> <li>• An incident that caused or may potentially cause significant harm to the environment, workers, communities, or natural or cultural resources</li> <li>• Failure to implement E&amp;S measures with significant impacts or repeated non-compliance with E&amp;S policies incidents</li> <li>• Failure to remedy indicative non-compliance that may potentially cause significant impacts</li> <li>• Is complex and/or costly to reverse</li> <li>• May result in some level of lasting damage or injury</li> <li>• Requires an urgent response</li> <li>• Could pose a significant reputational risk for the World Bank</li> </ul>
Severe	<ul style="list-style-type: none"> <li>• Any fatality</li> <li>• Incidents that caused or may cause great harm to the environment, workers, communities, or natural or cultural resources</li> <li>• Failure to remedy <i>Serious</i> non-compliance that may potentially cause significant impacts that cannot be reversed.</li> <li>• Failure to remedy <i>Serious</i> non-compliance that may potentially cause severe impacts that is complex and/or costly to reverse</li> <li>• May result in high levels of lasting damage or injury</li> <li>• Requires an urgent and immediate response</li> <li>• Poses a significant reputational risk to the Bank.</li> </ul>

**Annex 3: Incident Investigation Form**

**OHS Incident Investigation Form**

Classification of Accident (Indicative, Serious, Severe) .....

Description of the accident:

.....  
.....

Date and Time of Accident:

Location of the accident:

Source of accident alert:

**Investigation**

Date and Time of Investigation:

Names and Status of Investigating Team

Name..... Position.....Sign.....

Name.....Position.....Sign.....

Name.....Position.....Sign.....

Complete accident investigation questionnaire and attach copies to Incident Investigation Form.

Findings of Investigation Team

Team's description of events leading up to the accident

Team's Description of the accident itself

Team's view on the causes of the accident

Recommendation to reduce potential accident (immediate fix)  
Date.....No.....Section.....

1. Root causes.....

2. Preventive Action taken.....

3. Further Recommendation Preventive actions.....  
Signature.....Date.....

Project coordinator: Comments and Actions to be taken or recommended to higher authority:

Signature.....Date.....

#### **Annex 4: Incident Reporting Outline.**

The **Incident Report** should be 1 – 2 pages and include, at a minimum, the following information:

- Country, Name of Project, Project Number, Name of Cluster Lead and Safeguard Focal Person
- Preliminary classification of the incident
- What was the incident? What happened? To what or to whom?
- Where and when did the incident occur?
- When and how did we find out about it?
- Are the basic facts of the incident clear and uncontested, or are there conflicting versions? What are those versions?
- What were the conditions or circumstances under which the incident occurred (if known at this stage?)
- Is the incident still ongoing or is it contained?
- Is loss of life or severe harm involved?
- What measures have been or are being implemented by grant partner or sub-grantee?

## Annex 5: E&S Requirements for Sub-grantees

- a. The Contract Party agrees to carry out AICCRA Project activities in accordance with the AICCRA Environmental and Social Risks Management (ESRM) Guide. In compliance with the ESRM Guide, the contracted party shall screen for and report to AICCRA Project the negative Environmental and Social risks and impacts on project activities by using the screening template provided by the project, prior to commencement of AICCRA project activities.
- b. The Contract Party shall also implement activities in accordance with the AICCRA Cluster Environmental and Social Management Plan, Labor Management Procedures, Stakeholder Engagement Plan and Grievance Mechanism Procedures.
- c. Consistent with the AICCRA ESRM Guide, the following type of activities are ineligible for financing under the AICCRA project. The Contract Party shall implement project activities in accordance with these prohibitions.
  1. Production or activities involving forced labor<sup>2</sup>;
  2. Production or activities involving child labor<sup>3</sup>;
  3. Cross-border trade in pesticide, waste, and waste products, unless compliant to the Basel Convention and the underlying regulations<sup>4</sup>;
  4. Research that may lead to environmentally damaging activities, such as inappropriate use of chemical fertilizers;
  5. Production or trade in any product or activity deemed illegal under host country laws or regulations or international conventions and agreements, or subject to international bans, such as pharmaceuticals, pesticides/herbicides, ozone depleting substances, Polychlorinated Biphenyls (PCBs), wildlife or products regulated under the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES);
  6. Biotechnology application in genetically modified (GM) crops that may involve genetic transformations of the national original crops and/or might generate irreversible environmental impacts;
  7. Activities that could introduce invasive alien species and may impact critical habitats and/or legally protected areas;
  8. Activities that may result in discrimination against vulnerable groups, including on the basis of gender and disability;
  9. Activities involving land acquisition leading to economic or physical displacement;
  10. Activities that affect existing land tenure arrangements or cultural heritage;

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<sup>2</sup> Forced labor means all work or service not voluntarily performed that is extracted from an individual under threat of force or penalty.

<sup>3</sup> Employees may only be hired if they are at least 15 years old, in accordance with the ILO Minimum Age Convention (C138, Art. 2). Children under the age of 18 will not be employed in hazardous work. Children will not be employed in any manner that is economically exploitive, or is likely to be hazardous to, or to interfere with, the child's education, or to be harmful to the child's health, or physical, mental, spiritual, moral, or social development.

<sup>4</sup> The Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal, usually known as the Basel Convention, is an international treaty that was designed to reduce the movements of hazardous waste between nations. Under the convention, hazardous waste, as defined under the convention, generally will not be traded cross-border without the consent of the State of import. Under Basel Convention, "hazardous wastes" are defined as (a) Wastes that belong to any category contained in Annex I, unless they do not possess any of the characteristics contained in Annex III; and (b) Wastes that are not covered under paragraph (a) but are defined as, or are considered to be, hazardous wastes by the domestic legislation of the Party of export, import or transit.

11. Activities carried out by institutions with a record of unresolved occupational, health, and safety incidents or accidents;<sup>5</sup>
  12. Activities carried out by institutions with a record of unresolved Sexual Exploitation and Abuse/Sexual Harassment incidents;<sup>6</sup>
  13. All the other activities excluded under the ESRM Guide of the AICCRA Project.
- d. In compliance to occupational health and safety measures of the AICCRA Ghana, the Contract Party is required to:
- i. Prepare occupational health and safety plan to mitigate and respond to key risk on project activities.
  - ii. Provide health and safety training to all staff and consultants involved in the execution of project activities;
  - iii. Put in place procedures at the workplace so that the contracted staff can report unsafe or unhealthy working situations and to avoid a work situation which they have the justification for believing that it presents an imminent and serious danger for the life or health (without retaliation for reporting or withdrawing);
  - iv. Provide adequate PPE and first aid boxes at project demonstration site at no cost to workers.
  - v. Put in place measures to avoid or minimize the spread of disease, including measures to avoid or minimize the transmission of COVID-19.
  - vi. Remunerate project workers regularly in accordance with national legislation and labor-management procedures. Deductions from wages will be made only under national law or labor-management procedures, and project workers will be informed of the conditions under which such deductions are made.
  - vii. Ensure that project workers are entitled to sufficient periods of weekly rest, annual and sick leave, maternity, and family leave, under national law and workforce management procedures.
  - viii. As required by the Ghana Labor Act, provide written notice of termination to workers including information on their severance pay within the prescribed time limits. All wages earned, social security benefits, contributions to a pension fund and any other social benefits will be paid before or on the date of termination of the employment relationship, either directly to project workers or, where applicable, to the account of these. When payments are made on behalf of project workers, supporting documents for these payments should be provided to them.
  - ix. Employ project workers on the principle of equal opportunities and fair treatment and ensure no discrimination in any aspect of the employment relationship, whether it is recruitment and hiring, remuneration (in particular salaries and social benefits), working conditions and terms

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<sup>5</sup> Whether such incidents or accidents have been resolved and an institution is therefore eligible for a sub-grant will be evaluated and decided jointly in writing by CIAT and the Association.

<sup>6</sup> Whether such incidents have been resolved and an institution is therefore eligible for a sub-grant will be evaluated and decided jointly in writing by CIAT and the Association.

of employment, access to training, job assignments, promotion, dismissal or retirement, or even disciplinary measures. Workforce management procedures describe measures to prevent and combat harassment, bullying, and/or exploitation in the workplace.

- e. The Contract Party shall notify the AICCRA Cluster Safeguard Focal Person as soon as possible and no later than 24 hours after learning of any incident or accident related to the AICCRA Project which has, or is likely to have, a significant adverse effect on the environment, the affected communities, the public or workers. In addition, a report shall be provided to IITA within 20 days of the occurred incident or accident. The report shall provide sufficient detail regarding 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 entity, as appropriate. In the case of the incidents link with sexual abuse, exploitation and harassment, the Contact Party shall notify IITA within 12 hours upon receipt of such allegations.
- f. The Contract Party shall sensitize all project staff and stakeholders about the AICCRA Ghana Grievance Mechanism (GM) and encourage them to lodge all complaints relating to the AICCRA project through the grievance uptake points provided.
- g. The contract party shall develop or adapt the code of conduct at Annex 1 for all consultants and employees engaged to work on AICCRA activities.

## Annex 6: Service Providers for Survivors of Gender Based Violence

Health Care Service Providers	
<b>1. Planned Parenthood Association of Ghana (PPAG) Family Health Clinic</b>	<b>3. Ghana Health Services</b>
<p><b>Type of Organization:</b> NGO  <b>Primary Service:</b> Health Care  <b>Geographical coverage:</b> PPAG operates in 44 districts across the 16 regions of Ghana.  <b>Contact Person:</b> Abena Amoah  <b>Contact Number:</b> 0208892721  <b>Working Hours:</b> 8am - 5pm  <b>Other Services:</b> Referral system, Shelter, Childcare/Child Protection, social and economic reintegration, Legal, Psychosocial support.</p>	<p><b>Type of Organization:</b> Government Agency  <b>Primary Service:</b> Health Care  <b>Geographical Coverage:</b> operates 9,293 health care facilities across the country  <b>Contact Number:</b> 0302 665651  <b>Working hours:</b> 24 hours  <b>Other Services:</b> Referral system, monitoring (Follow-ups).</p>
<b>2. Marie Stopes Ghana</b>	
<p><b>Type of Organization:</b> NGO  <b>Primary Service:</b> Health Care  <b>Geographical coverage:</b> 46 networks of hospitals and health center across the 16 regions of Ghana  <b>Contact Number:</b> 0800 20 85 85 (toll-free)/ 0244208585.  <b>Working hours:</b> 24 hours  <b>Other Services:</b> Monitoring (follow ups)</p>	
Psychosocial Service Providers	
<b>4. Department of Social Welfare and Community Development</b>	<b>5. The Ark Foundation</b>
<p><b>Type of Organization:</b> Government Agency  <b>Primary Service:</b> Psychosocial  <b>Contact Person:</b> Ben Armah  <b>Phone:</b> 0244143873  <b>Working Hours:</b> 8am - 5pm  <b>Geographic Scope:</b> National with sub offices in each of the 260 district capitals in Ghana</p> <p><b>Other Services:</b> Legal, Health, Psychosocial Support, Social and Economic reintegration, Shelter, Childcare/Child protection; Monitoring (follow ups), coordination, Referral's system,</p>	<p><b>Type of Organization:</b> NGO  <b>Primary Service:</b> Psychosocial and Shelter  <b>Contact Person:</b> Dr. Angela Dwamena-Aboagye  <b>Phone:</b> +233 - 243 – 777773/ 0244-254-280  <b>Email:</b> <a href="mailto:thearkgh@yahoo.co.uk">thearkgh@yahoo.co.uk</a> or <a href="mailto:info@arkfoundationghana.org">info@arkfoundationghana.org</a>  <b>Website:</b> <a href="https://www.arkfoundationghana.org/cms/">https://www.arkfoundationghana.org/cms/</a>  <b>Geographical Scope:</b> Based in Accra with reps in all the 16 regions of Ghana  <b>Other Services:</b> Shelter, Judicial, Social and Economic Integration, Psychosocial Support, Referral's system, Monitoring (follow ups), coordination, Referral's system,</p>
Legal/Justice Service Providers	
<b>6. Domestic Violence and Victim Support Unit (DOVVSU)</b>	<b>7. Women in Law and Development in Ghana</b>
<p><b>Type of Organization:</b> Government Agency  <b>Primary Service:</b> Legal/Justice  <b>Geographic Scope:</b> office in Accra and all district capitals in Ghana  <b>Helpline:</b> 055-100-0900  <b>Working Hours:</b> 24 hours  <b>Website:</b>  <a href="https://police.gov.gh/en/index.php/domestic-violence-victims-support-unit-dovvsu/">https://police.gov.gh/en/index.php/domestic-violence-victims-support-unit-dovvsu/</a></p>	<p><b>Type of Organization:</b> network of women right organization  <b>Contact Person:</b> Pastor John Segoe  <b>Phone:</b> 0243509487/ (+233) 302 727 897  <b>Email:</b> <a href="mailto:kloba.samuel@yahoo.com">kloba.samuel@yahoo.com/</a> <a href="mailto:info@wildaf-ghana.org">info@wildaf-ghana.org</a>  <b>Website:</b> <a href="https://wildaf-ghana.org/">https://wildaf-ghana.org/</a>  <b>Working hours:</b> 8am – 5pm  <b>Geographical Scope:</b> Based in Accra with representatives in all the 16 regions of Ghana.</p>

<p><b>Other Services:</b> Legal, Health, Psychosocial Support, Social and Economic reintegration, Shelter, Childcare/Child protection; Monitoring (follow ups), coordination, Referral's system, Law enforcement mechanisms,</p>	<p><b>Other Services:</b> Judicial, Social and Economic Integration, Psychosocial Support, Referral's system,</p>
<p><b>Legal Aid under Commission of Human Rights and Administrative Justice</b></p>	
<p><b>Type of Organization:</b> Government Agency  <b>Primary Service:</b> Legal/Justice  <b>Geographical Scope:</b> Based in Accra and all district capital in Ghana  <b>Working Hours:</b> 8am-5pm  Phone: +233-030 266 5051  Email: <a href="mailto:info@mojagd.gov.gh">info@mojagd.gov.gh</a>  <b>Other Services:</b> Follow ups, Referral System</p>	
<p><b>8. Security: Ghana Police Services</b></p>	
<p><b>Type of Organization:</b> Government Agency  <b>Primary Service:</b> Security  <b>Geographical Coverage:</b> National, with offices across the country  <b>Helpline:</b> 18555 or 199  <b>Working hours:</b> 24 hours  <b>Other Services:</b> Legal, and referral support system.</p>	