# Environmental and Social Questionnaire (category A projects)

***SECTION A:***

***COMPANY AND PROJECT FACT SHEET***

## *CONTACT DETAILS*

| Company (incl. site details if different): | Name / Address/ Position: | Phone Number: | Fax Number: | Website/ home page: |
|---|---|---|---|---|
| | ..... | ..... | ..... | ..... |
| Executive board member with responsibilities for environment and social issues: | ..... | T-Ext.: ..... | F-Ext.: ..... | e-mail: ..... |
| Environmental & social contact person: | ..... | T-Ext.: ..... | F-Ext.: ..... | e-mail: ..... |

## ENVIRONMENTAL AND SOCIAL ASSESSMENT

### A 1. PROJECT INFORMATION

A 1.1 Details of Company activities; Please provide a description of Company activities (with specific reference to the funding / investment request). Include information on location(s), history of operations, whether funding is sought for development of new site/ modernisation of existing site, construction schedule etc. Provide location plans and maps if necessary:

A 1.2 Details of operational process: Please provide a description of operational processes including raw material / inputs, technologies and outputs, details of energy and water needs and supplies (for water please provide details on source – municipal, groundwater etc – and volumes used/month), production capacities, by products and waste products etc. Provide flow diagrams and other figures as necessary:

### *Land, Site and Setting Information*

A 1.3 Will the Company **acquire any land** as a result of the loan /investment? If so please describe (providing details of location, size, current land use lease and purchase date and arrangements): ☐ Yes ☐ No

A 1.4 Is there potential for **contamination** of the Company's site(s) from past or present activities? If yes please provide details: ☐ Yes ☐ No

A.1.5 Specifically in respect of the proposed loan/ investment, please provide information on the Company's activities and locations in relation to local towns/ villages, industrial estates, **environmentally or socially sensitive areas** etc. Use the table below if it is helpful:

**Site information:**

| **Are Company activities located within, or in the vicinity of (2.5 km radius) any of the following (more than one may be selected)?** | | |
|---|---|---|
| | Company site located in: | Site in the vicinity of: |
| ☐ Industrial areas | ..... | ..... |
| ☐ Free trade zones or special economic zones | ..... | ..... |
| ☐ Residential areas (villages/housing, shops) | ..... | ..... |
| ☐ Agricultural areas | ..... | ..... |
| ☐ Water bodies (such as wetlands, lakes, rivers) | ..... | ..... |
| ☐ Significant cultural property (e.g. sites of archaeological, geological, historical or religious interest) | ..... | ..... |
| ☐ Natural habitats (e.g. forests, savannah, swamp, mangrove, coral reefs) | ..... | ..... |

### A 2. LABOR ISSUES

#### *Employment*

A 2.1 Current number of employed people Permanent Workers: Temporary Workers:

| | | | | |
|---|---|---|---|---|
| | Total: (.....) | Females: ..... Males: ..... | Females: ..... Males: ..... | Seasonal ..... Migrants ..... |
| Jobs that will be created | Total: (.....) | Females: ..... Males: ..... | Females: ..... Males: ..... | |
| Subcontracted jobs | Total: (.....) | Females: ..... Males: ..... | Females: ..... Males: ..... | |

Number of subcontractors : .....  Type of sub-contracted work : .....

A 2.2 Does the project offer a significant number of **females access to permanent jobs in the formal sector**? If yes, please specify the number of jobs: ☐ Yes ☐ No

## *Basic Terms and Conditions of Employment*

A 2.3 Please provide details of the Company's monthly **minimum wage** (based on the standard working week as defined by law, excluding any overtime): ..... /month ..... hours /week

A 2.4 Please provide details (if known) of the average monthly minimum wage for the sector and geographical location: ..... /month

A 2.5 Does the Company run a **shift system**? If yes, please specify (numbers of shifts per day, hours per shift, shift sequence): ☐ Yes ☐ No

A 2.6 Does the Company provide any **additional benefits** or services to workers beyond statutory requirements ☐ Yes ☐ No

(e.g. pension schemes, medical treatment, free meals, women empowerment programs, housing programs, childcare and education for children, transportation, insurance etc.)? If yes, please specify:

## *A 3. SUPPLY CHAIN AND CONTRACTORS*

A 3.1 Please briefly describe **your supply chain** (e.g. what products and /or services are used and what relationships do you have with your suppliers – spot market purchases, small businesses/smallholders, home-workers, forward financing etc);

A 3.2 If the project involves **construction**, please describe the proposed construction period, work force, number of local /foreign workers, need for construction camps or accommodation etc.

## *A 4. COMMUNITY DEVELOPMENT IMPACTS*

A 4.1 Does the Company undertake any **activities for local communities with positive impact** (e.g. improvement of local infrastructure, medical programmes, educational programmes etc.). If so, please describe: ☐ Yes ☐ No

A 4.2 Does the Company seek to **promote economic linkages with local communities** and business (e.g. through preferential sourcing of goods or supplies, through local recruitment and training etc)? If so please describe: ☐ Yes ☐ No

A 4.3 Have local communities or other stakeholders **expressed concerns** about the Company's activities in the past two years? If so please describe: ☐ Yes ☐ No

## *A 5. ENVIRONMENTAL AND SOCIAL IMPACT ASSESSMENT*

A 5.1 Has the Company undertaken any environmental and / or social **impact assessments** for the project? If so please describe the assessment procedure and the conclusions. Attach approval permits if available and complete the table below: ☐ Yes ☐ No

| Document | Prepared by / Date | Required by local/ national laws/regulation | Preparation underway |
|---|---|---|---|
| Environmental and / or social impact assessment? | ..... / ..... | ☐ Yes ☐ No | ☐ Yes, due ..... |
| Environmental and / or social due diligence or audit report? | ..... / ..... | ☐ Yes ☐ No | ☐ Yes, due ..... |
| Environmental and / or social monitoring report? | ..... / ..... | ☐ Yes ☐ No | ☐ Yes, due ..... |
| Environmental and / or social management / action plan? | ..... / ..... | ☐ Yes ☐ No | ☐ Yes, due ..... |
| Other documents (please specify) | ..... / ..... | ☐ Yes ☐ No | ☐ Yes, due ..... |

A 5.2 Does the company **report to regulators** on any environmental and social issues? If so please provide a brief description (what the company discloses, how often, to which authorities)**:** ☐ Yes ☐ No

## A 6. ENVIRONMENTAL AND SOCIAL MANAGEMENT SYSTEMS

A 6.1 Does the Company have an environmental or social **management system**[1]? If so, please describe:

***SECTION B:***

***COMPANY COMPLIANCE STATEMENTS***

***In this section the client has to be asked to confirm compliance with environmental and social requirements on an aggregate level. If compliance cannot be clearly confirmed, please check "Not Confirmed", and provide further information. Please note, that non confirmation is not necessarily an indication of a misdemeanour.***

## B 1. COMPLIANCE WITH THE RELEVANT ENVIRONMENTAL AND SOCIAL GUIDELINES, LAWS AND REGULATIONS

B 1.1 Please confirm that the Company will fully comply with the relevant environmental and social national and local **laws and regulations**: ☐ Confirmed ☐ Not Confirmed

B 1.2 Please confirm that you have obtained all environmental and social/ labor **permits and approvals** necessary for the Company and that these are all valid: ☐ Confirmed ☐ Not Confirmed

B 1.3 Please confirm that, within the past two years, there have been **no objections** to the Company and / or project due to environmental or social factors or land issues (ownership, use): ☐ Confirmed ☐ Not Confirmed

B 1.4 Please confirm that you have **consulted with relevant stakeholders**[2] about the Company's activities in an appropriate manner and in accordance with local requirements: ☐ Confirmed ☐ Not Confirmed

B 1.5 Please confirm that the Company does not use or produce any products which are subject to **international ban or phase out** (such as PCBs or CFCs): ☐ Confirmed ☐ Not Confirmed

## *B 2. ENVIRONMENTAL AND SOCIAL MANAGEMENT SYSTEM*

B 2.1 Please confirm that scope and significance of environmental, social, health and safety effects of the project have been fully adequately **assessed and evaluated**: ☐ Confirmed ☐ Not Confirmed

B 2.2 Please confirm that all environmental, social, health and safety issues (including fire safety, and emergency response plans) identified in the assessment are **adequately managed**: ☐ Confirmed ☐ Not Confirmed

## *B 3. LABOR AND WORKING CONDITIONS*

### *Occupational Health & Safety*

B 3.1 Please confirm that there have been no **fatalities,** serious injuries or major health risks (such as fires, explosions, sudden release of hazardous substances, traffic accidents, incidents involving evacuation) caused by or related to the Company within the last two years: ☐ Confirmed ☐ Not Confirmed

B 3.2 Please confirm that you have an **HIV / AIDS policy and program** in place, which especially targets the needs of your workers and employees: ☐ Confirmed ☐ Not Confirmed

B 3.3 Please confirm that you require all workers to wear **Personal Protective Equipment** (gloves, hard hats, respirators etc) when conditions require : ☐ Confirmed ☐ Not Confirmed

### *ILO Core Labor Standards*

B 3.4 Please confirm that no personnel under the age of 18 years is employed and that you have a robust **age verification system** in place: ☐ Confirmed ☐ Not Confirmed

B 3.5 Please confirm that work is carried out for the Company and its suppliers only **voluntarily** and not exacted from any individual under threat of force or penalty: ☐ Confirmed ☐ Not Confirmed

B 3.6 Please confirm that the Company does not **withhold deposits** or the original identity papers of workers for ☐ Confirmed ☐ Not Confirmed

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[1] **Environmental management systems** define the organisational structure, planning activities, responsibilities, practices, procedures and resources for developing, implementing and maintaining compliance with environmental laws and standards, including systems such as **ISO 14001**.

[2] A Stakeholder is an individual or group which may be affected by a company's activities. It is often applied to local communities or groups who live near to a company's assets/ facilities, but also includes employees, investors, Non Governmental Organisations and other groups or individuals.

any reason:

B 3.7 Please confirm that the Company has a policy /regulations to **prevent workplace discrimination** (e.g. gender, ethnicity, political opinion, and religion, national or social origin) with regard to recruitment/promotion/access to training/benefits: ☐ Confirmed ☐ Not Confirmed

B 3.8 Please confirm that the Company does not **deduct wages** for disciplinary or any other reasons: ☐ Confirmed ☐ Not Confirmed

B 3.9 Please confirm that workers have the **right to organise** (e.g. in trade unions) and to be represented on decision making bodies at work and are free to attend meetings on decisions which affect them: ☐ Confirmed ☐ Not Confirmed

***Basic Terms and Conditions of Employment (Wage, Working Hours, contracts etc.)***

B 3.10 Please confirm that the Company pays all workers (permanent and temporary) at more than the **local minimum wage**: ☐ Confirmed ☐ Not Confirmed

B 3.11 Please confirm that the Company provides all workers (permanent and temporary) with **legally required social securities and benefits** (health & unemployment insurances, pension, maternity leave etc.): ☐ Confirmed ☐ Not Confirmed

B 3.12 Please confirm that daily work time including overtime does not exceed **12 hours** for more than a maximum three months per year: ☐ Confirmed ☐ Not Confirmed

B 3.13 Please confirm that **overtime i**s paid at premium rate: ☐ Confirmed ☐ Not Confirmed

B 3.14 Please confirm that workers have **one day off** per week: ☐ Confirmed ☐ Not Confirmed

B 3.15 Please confirm that all workers have **written contracts**: ☐ Confirmed ☐ Not Confirmed

B 3.16 Please confirm that **retrenchment** of more than ten percent (10%) of workers has neither been carried out in the last five years nor is planned within the activity to be financed: ☐ Confirmed ☐ Not Confirmed

***Sub-contractors and supply chain labour***

B 3.17 Please confirm that you **contractually bind** sub-contractors and your tier-one supply chain to comply at least with relevant local health & safety, labor and environmental laws and regulations: ☐ Confirmed ☐ Not Confirmed

B 3.18 Please confirm that you ensure that child[3] and forced[4] labor is not used by your **sub-contractors** or in your tier-one supply chain: ☐ Confirmed ☐ Not Confirmed

B 3.19 Please confirm that no significant portion (e.g. > 20 % by volume) of your **tier-one suppliers** are mines of any kind, or small-scale farmers, or other small scale enterprises: ☐ Confirmed ☐ Not Confirmed

B 3.20 Please confirm that no significant portion (e.g.> 20%) of your work-force are **migrant labourers, seasonal workers or temporary labour workers** or come from minimum income groups or are women: ☐ Confirmed ☐ Not Confirmed

**B4. POLLUTION PREVENTION AND ABATEMENT**

B 4.1 Please confirm that all industrial and domestic effluents are discharged to municipal sewer with necessary approvals, and confirm that you discharge less than 20,000m$^3$ of effluent/year: ☐ Confirmed ☐ Not Confirmed

B 4.2 Please confirm that **effluents** do not contain hazardous or toxic materials ☐ Confirmed ☐ Not Confirmed

B 4.3 Please confirm that there are no **significant emissions to air** (such as emissions from a thermal combustion plant larger than 3 MW): ☐ Confirmed ☐ Not Confirmed

B 4.4 Please confirm that your total **energy use**, including purchased and self-produced power and heat, is not higher than 25,000 MWh per year: ☐ Confirmed ☐ Not Confirmed

B 4.5 Please confirm that all general industrial **waste is managed** and disposed of in an environmentally sound manner (e.g. it is recycled, re-used, incinerated in dedicated facilities or disposed of in a municipal landfill): ☐ Confirmed ☐ Not Confirmed

B 4.6 Please confirm that **hazardous materials** (such as explosives or toxic chemicals, etc.) are not used or are only present in small quantities (e.g. for laboratory use): ☐ Confirmed ☐ Not Confirmed

B 4.7 Please confirm that **flammable substances** (e.g. fuel or flammable gases etc.) are used, managed and ☐ Confirmed ☐ Not Confirmed

[3] Employment of children in a manner that is economically exploitative, or is likely to be hazardous 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.

[4] Labor which consists of any work or service not voluntarily performed that is exacted from an individual under threat of force or penalty. This covers any kind of involuntary or compulsory labor, such as indentured labor, bonded labor or similar labor-contracting arrangements.

stored with due care:

| | |
|---|---|
| B 4.8 Please confirm **that hazardous wastes** are not generated by the Company: | ☐ Confirmed ☐ Not Confirmed |
| B 4.9 Please confirm that none of the following materials are used / produced / handled or stored by the Company: PCB (including use in transformers), asbestos, **ozone depleting substances** (including use in refrigeration or cooling systems): | ☐ Confirmed ☐ Not Confirmed |
| B 4.10 Please confirm that **Material Safety Data Sheets** (MSDS) are used for all raw materials and as appropriate finished products: | ☐ Confirmed ☐ Not Confirmed |
| B 4.11 ***For projects categorised A (high risk):*** please confirm that the company complies with relevant **Worldbank standards**, respectively where this is not the case that an action plan has been formulated. With the help of this action plan Worldbank standards will be reached in the near future. | ☐ Confirmed ☐ Not Confirmed |

## *B 5. COMMUNITY HEALTH & SAFETY AND SECURITY*

| | |
|---|---|
| B 5.1 Please confirm that there are no significant adverse impacts to **community health & safety** as a result of Company activities (e.g., traffic and infrastructure risks, hazardous materials or wastes, or risks arising from changes to drainage or flood risk): | ☐ Confirmed ☐ Not Confirmed |
| B 5.2 Please confirm that the Company's activities will not increase health **risks to local communities** (e.g. through air or water quality changes, or increased risks from communicable diseases, e. g. AIDS/HIV or malaria): | ☐ Confirmed ☐ Not Confirmed |
| B 5.3 Please confirm that the Company does not use, employ or contract **armed security personnel** to safeguard its workforce and property: | ☐ Confirmed ☐ Not Confirmed |

## *B 6. BIODIVERSITY, RESETTLEMENT, INDIGENOUS PEOPLE AND CULTURAL HERITAGE*

| | |
|---|---|
| B 6.1 Please confirm that there will be no detrimental impact on **natural habitats[5] or endangered species**: | ☐ Confirmed ☐ Not Confirmed |
| B 6.2 Please confirm that the Company's **tier one suppliers** do not obtain materials directly from natural habitats (e.g. wood from forests): | ☐ Confirmed ☐ Not Confirmed |
| B 6.3 Please confirm that the Company's activities will not affect **local communities or ecosystems** as a result of changes to water quality or quantity, air quality or other ecosystem services[6]: | ☐ Confirmed ☐ Not Confirmed |
| B 6.4 Please confirm that **genetically modified organisms** or alien species (e.g. species that are deliberately or inadvertently introduced from outside their natural range) will not be introduced: | ☐ Confirmed ☐ Not Confirmed |
| B 6.5 Please confirm that the Company will not require **resettlement (physical or economic displacement[7])** as a result of its activities, and that there has been no resettlement by government or other parties: | ☐ Confirmed ☐ Not Confirmed |
| B 6.6 Please confirm that no **indigenous people**[8] will be affected by the project: | ☐ Confirmed ☐ Not Confirmed |
| B 6.7 Please confirm that there will be no impacts to **cultural properties** with historical, archaeological, religious significance as a result of the Company's activities or through its supply chains: | ☐ Confirmed ☐ Not Confirmed |

***If any of the above issues are ´Not Confirmed´, please provide details***

[5] Natural habitats include land and water areas where the biological communities are formed largely by native plant and animal species, and where human activity has not essentially modified the area's primary ecological functions. They include forests, wetlands, unfarmed grasslands, savannah, coral reefs etc.

[6] Ecosystem services are the goods and services provided by nature. They include fresh water supply, the control of flooding and erosion, maintenance of air quality.

[7] Economic displacement is the loss of assets, or access to assets, that leads to loss of income or means of livelihood as a result of company-related land acquisition.

[8] Indigenous peoples are social groups whose identities, lifestyles, cultures and history's are distinct and different from dominant groups in society.