

## **APPENDICES**

**Appendix 1: Minutes from Focus Group Meetings and Attendance  
Register**

# **North East District & Tutume Sub-District Water Supply Scheme**

**Focus Group Meeting**

**Date: 8 November 2017**

**Time: 0800hrs**

**Venue: Zwenshambe Kgotsa**

## **INTRODUCTIONS**

Kgosi Mabutho

Mr. Messiah Gwaloba (VDC Chairperson)

Ms. Banabolhe Masala (VDC Secretary)

Ms. Chendzimu Mokgethi (VDC Treasurer)

Mr Gaaitsewe Phirinyane ; Court Clerk

Mr. Ishmael Ontlogetse; Police Officer

Ms. Masego Dipolelo; Police Officer

Mr Oteng Mahlala; Enviro Solve Consultancy

Mr. Tinae Gopolang; Enviro Solve Consultancy

Ms. Onkarabile Gosupamang; Enviro Solve Consultancy

## **WELCOME REMARKS**

Kgosi Moses Mabutho welcomed the consultants to the Kgotsa and allowed to state the purpose of their visit.

## **PROJECT OVERVIEW AND DESCRIPTION BY ENVIRO SOLVE CONSULTANCY (Mr. Oteng Mahlala)**

### **Introduction**

Envirosolve Consultancy (Pty) Ltd has been commissioned by Water Utilities Corporation to update the Environmental Impact Statement for the proposed North East and Tutume Sub-District Water Supply scheme, which supplies water to 52 villages, spanning across two districts of Central District and North East District with the latter contributing 36 villages and the former represented by 16 villages. This scheme falls under the Masunga Management Centre, with its headquarters located at Masunga village

## **North East District & Tutume Sub-District Water Supply Scheme**

and it has satellite offices located at various villages in the management area for ease of operational activities and closeness to customers.

### **Description of the project**

The two sources of water that supply the area are Ntimbale Dam, through Masingwaneng Water works, which is supposed to produce 14,000 m<sup>3</sup>/day of water per day but only managing 7,200 m<sup>3</sup>/day currently. Conjunctive to the Ntimbale dam is the Maitengwe Wellfield, a borehole system that has been supplying most villages in the Tutume sub-district. The boreholes have a recommended extraction rate of 3,290 m<sup>3</sup>/day but currently being extracted at a rate of 8, 640 m<sup>3</sup>/day which depicts over extraction. The two components of the scheme are inter-connected by Mbalmabi-Goshwe pipeline, a 17km 300mm diameter Ductile Iron pipeline which can transfer water from either side of the scheme components. The water schemes were designed with a notion that, the entire demand area would be supplied from Ntimbale Water Works, with Maitengwe well field being a back-up.

The sub-project scope of work includes upgrading of the Ntimbale Dam treatment works at the Masingwaneng to bring it to full capacity (currently working at about 50% efficiency), upgrading of some pump stations to increase pumping rates and efficiencies, construction of a booster pump station, upgrading of some collector reservoirs and upgrading of village tanks for 10 villages in the scheme. The works shall also include improvement to some pipelines to enhance flow to other sections of the scheme.

### **Location**

The project covers 17 villages; Masingwaneng, Makaleng, Kalakamati, Vukwi, Masunga, Goshwe, Mbalmabi, Zwenshambe, Nlapkwane, Jakalas No.1, Dagwi, Nkange, Ramokwebana, Matobo, Siviya, Mabudzane, and Jakalas No.2. Major water works will be done in Goshwe, Kalakamati, Makaleng, Masingwaneng, Mbalmabi, Vukwi, and Zwenshambe.

### **Purpose**

For several years villages in the water scheme have been experiencing acute water shortage mainly due to inefficiency of the water infrastructure that supplies the area .The proposed project seeks to address water shortages in the 52 villages that depend on the water scheme, and to improve potable water supply and future water supply security.

### **PRESENTATION ON EIA IMPACTS BY ENVIRO SOLVE CONSULTANCY (Mr. Tinae Gopolang)**

Mr Gopolang informed the attendants that consultations are done in fulfillment of the Environmental Assessment Act No. 10 of 2011. The Act states that Interested and Affected Parties should be consulted prior to any development in the country. The purpose of the consultation meeting is to solicit the Interested and Affected Parties (I & Aps) views on the proposed project. He added that the residents who stay in close proximity to the tanks will also be interviewed one on one.

## **North East District & Tutume Sub-District Water Supply Scheme**

He highlighted on the negative and positive impacts of the project. Noise pollution, excavation, air pollution, water supply disruption, and damage to property if blasting is to be done are some of the negative impacts that will arise during the construction stage. Waste such as soil, rocks, and general waste and should be disposed of at the designated areas.

Some residents will have the chance of being employed by the contractor once the project starts. He stated that they will advise the contractor to employ residents rather than bring people from outside who could do the same job as local people. He continued to say that interactions whether cordial or work related can yield negative or positive results. Negative impacts include the transmission of HIV/AIDS and other sexually transmitted diseases whereas positive impacts include long term partnerships and friendships.

### **QUESTIONS AND COMMENTS**

NAME	COMMENTS/ QUESTIONS	RESPONSE
Mr. Gwaloba	We are thankful for the project. Water is not enough for the village and the tariffs are too high.	Comment appreciated.
Kgosi Mabutho	What is going to be done so that water supply is effective after the project?	WUC is the one responsible for water supply. We are going to give them the information we collected, am sure water supply interruptions would be minimized after the completion of the project.

### **CLOSING REMARKS**

Mr. Gwaloba thanked the consultants for the information they brought, and appreciated the proposed water works.

# **North East District & Tutume Sub-District Water Supply Scheme**

**Focus Group Meeting**

**Date: 8 November 2017**

**Time: 1400hrs**

**Venue: Mbalambi Kgotsla**

## **INTRODUCTIONS**

Kgosi Bernard Mbalambi

Ms. Serewalo Matsepe ; Court Clerk

Ms .Kefilwe Mpatane; Court Bailiff

Mr. Olatotse; Police Officer

Mr Oteng Mahlala; Enviro Solve Consultancy

Mr. Tinae Gopolang; Enviro Solve Consultancy

Ms. Onkarabile Gosupamang; Enviro Solve Consultancy

## **WELCOME REMARKS**

Kgosi Mbalambi welcomed the consultants to the Kgotsla and gave them the floor to state the purpose of their visit.

## **PROJECT OVERVIEW AND DESCRIPTION BY ENVIRO SOLVE CONSULTANCY (Mr. Oteng Mahlala)**

### **Introduction**

Envirosolve Consultancy (Pty) Ltd has been commissioned by Water Utilities Corporation to update the Environmental Impact Statement for the proposed North East and Tutume Sub-District Water Supply scheme, which supplies water to 52 villages, spanning across two districts of Central District and North East District with the latter contributing 36 villages and the former represented by 16 villages. This scheme falls under the Masunga Management Centre, with its headquarters located at Masunga village and it has satellite offices located at various villages in the management area for ease of operational activities and closeness to customers.

# **North East District & Tutume Sub-District Water Supply Scheme**

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## **Purpose**

For several years villages in the water scheme have been experiencing acute water shortage mainly due to inefficiency of the water infrastructure that supplies the area .The proposed project seeks to address water shortages in the 52 villages that depend on the water scheme, and to improve potable water supply and future water supply security.

## **PRESENTATION ON EIA IMPACTS BY ENVIRO SOLVE CONSULTANCY (Mr. Tinae Gopolang)**

Mr Gopolang informed the attendants that consultations are done in fulfillment of the Environmental Assessment Act No. 10 of 2011. The Act states that Interested and Affected Parties should be consulted prior to any development in the country. The purpose of the consultation meeting is to solicit the Interested and Affected Parties (I & Aps) views on the proposed project. He added that the residents who stay in close proximity to the tanks will also be interviewed one on one.

## **North East District & Tutume Sub-District Water Supply Scheme**

He highlighted on the negative and positive impacts of the project. Noise pollution, excavation, air pollution, water supply disruption, and damage to property if blasting is to be done are some of the negative impacts that will arise during the construction stage. Waste such as soil, rocks, and general waste and should be disposed of at the designated areas.

Some residents will have the chance of being employed by the contractor once the project starts. He stated that they will advise the contractor to employ residents rather than bring people from outside who could do the same job as local people. He continued to say that interactions whether cordial or work related can yield negative or positive results. Negative impacts include the transmission of HIV/AIDS and other sexually transmitted diseases whereas positive impacts include long term partnerships and friendships.

### **QUESTIONS AND COMMENTS**

NAME	COMMENTS/ QUESTIONS	RESPONSE
Kgosi Mbalambi	When will the project start?	Approximately next year; from January to April when the EIA report has been approved by WUC and the World Bank
Mr. Olatotse	We accept the proposed project. The project will improve the water status in the village, and bring employment for the locals	Comment appreciated
Ms. Serwalo Matsepe	We are thankful for the project, though it comes with some negative impacts such as water supply disruption.	Comment appreciated

### **CLOSING REMARKS**

Kgosi Mbalambi was thankful for the upcoming water supply scheme. He encouraged the consultants to urge the contractor to give the local people priority when it comes to employment.

# **North East District & Tutume Sub-District Water Supply Scheme**

## **Focus Group Meeting**

**Date: 9 November 2017**

**Time: 0800hrs**

**Venue: Goshwe Kgotla**

## **INTRODUCTIONS**

Ms. Khumoetsile Sanka; Court Clerk

Mr. Batsho Nkhwa; Court Bailiff

Mr. Aleck Mavuna; VDC member

Ms. Julia Keokilwe; VDC member

Mr Oteng Mahlala; Enviro Solve Consultancy

Mr. Tinae Gopolang; Enviro Solve Consultancy

Ms. Onkarabile Gosupamang; Enviro Solve Consultancy

## **WELCOME REMARKS**

Ms. Sanka welcomed the consultants to the kgotla and allowed them to say what they came for.

## **PROJECT OVERVIEW AND DESCRIPTION BY ENVIRO SOLVE CONSULTANCY (Mr. Oteng Mahlala)**

### **Introduction**

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## **Purpose**

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## **North East District & Tutume Sub-District Water Supply Scheme**

He highlighted on the negative and positive impacts of the project. Noise pollution, excavation, air pollution, water supply disruption, and damage to property if blasting is to be done are some of the negative impacts that will arise during the construction stage. Waste such as soil, rocks, and general waste and should be disposed of at the designated areas.

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### **QUESTIONS AND COMMENTS**

NAME	COMMENTS/ QUESTIONS	RESPONSE
Ms. Julia Keokilwe	There is no water in the village, we can go for days without water and there is no explanation for that. We are thankful that the proposed project will help improve water availability.	Comment appreciated
Mr. Aleck Mavuna	Am thankful for the project, it will bring some developments such as infrastructure to the village	Comment appreciated

### **CLOSING REMARKS**

Ms. Sanka welcomed the project and thanked the consultants for the consultation.

# **North East District & Tutume Sub-District Water Supply Scheme**

## **Focus Group Meeting**

**Date: 9 November 2017**

**Time: 1400hrs**

**Venue: Kalakamati Kgotla**

## **INTRODUCTIONS**

Kgosi Jenamiso Tshepoeng

Ms. Peggy Romane; VDC Chair

Ms. Bata Pagiwa; VDC member

Ms. Lame Phaganyane; Police Officer

Mr. Chakalisa Bonga; School Head (Kalakamati Primary)

Mr Oteng Mahlala; Enviro Solve Consultancy

Mr. Tinae Gopolang; Enviro Solve Consultancy

Ms. Onkarabile Gosupamang; Enviro Solve Consultancy

## **WELCOME REMARKS**

Kgosi Mabutho welcomed the consultants to the Kgotla and gave them a chance to say what they came for.

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### **QUESTIONS AND COMMENTS**

NAME	COMMENTS/ QUESTIONS	RESPONSE
Kgosi Jenamiso Tshepoeng	No objection to the proposed development, water supply will be much better. We are thankful for the project.	Comment appreciated
	Please employ the local people, young people have been hard hit by unemployment	The contractor will be urged to engage the local people where possible
	When will the project start?	The project will commence after approval of the EIA report by WUC and the World Bank; early next year
Mr. Chakalisa Bonga	Where will the tank be located?	A new tank will be constructed next to the existing one
	How secure is the tank?	WUC tanks are very secure; they are constructed by very good constructors and are very durable.

## **North East District & Tutume Sub-District Water Supply Scheme**

Ms. Peggy Romane	We appreciate the propose development, we are hopeful that you will employ the local people	Everyone who is legible will be given an opportunity
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### **CLOSING REMARKS**

Kgosi thanked the consultants for the consultation, and welcomed the proposed project.

# **North East District & Tutume Sub-District Water Supply Scheme**

**Focus Group Meeting**

**Date: 10 November 2017**

**Time: 0800hrs**

**Venue: Vukwi Kgotla**

## **INTRODUCTIONS**

Kgosi Mayendisa Mabutho

Mr Nfundisi Dema ; Kgosana

Ms. Poria Tabutabu; VDC Chair

Ms. Tiny Ratshaa; Teacher

Mr. Foster Motshola; Domboshaba National Monument

Mr Oteng Mahlala; Enviro Solve Consultancy

Mr. Tinae Gopolang; Enviro Solve Consultancy

Ms. Onkarabile Gosupamang; Enviro Solve Consultancy

## **WELCOME REMARKS**

Kgosi Mabutho welcomed the consultants and everyone to the meeting.

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### **Introduction**

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### **QUESTIONS AND COMMENTS**

NAME	COMMENTS/ QUESTIONS	RESPONSE
Mr Nfundisi Dema	We welcome the proposed project.	Comment appreciated
Ms. Portia Tabutabu	Appreciated the development. There are some plots that cannot connect water because there is no pipeline to feed them, the development will help those that do not have water.	Comment appreciated
Mr. Foster Motshola	We will tap water from the proposed pipeline to connect into our facility. There are two burials that have been discovered during connection of electricity to some facility along the road	Comment noted

### **CLOSING REMARKS**

Mr. Dema was thankful for the proposed water pipeline, and that plots that cannot connect water they will be able to connect.

# **North East District & Tutume Sub-District Water Supply Scheme**

**Focus Group Meeting**

**Date: 10 November 2017**

**Time: 1400hrs**

**Venue: Masingwaneng Kgotla**

## **INTRODUCTIONS**

Kgosi Solomon Masingwaneng

Ms. Beauty Molefe; Court Clerk

Mr. Joseph Machaye; VDC Chair

Mr. Ogolotse Morobolo; VDC member

Mr. Thabang Matleelana; VDC member

Mr. Moshe Sedakwa; VDC member

Mr Oteng Mahlala; Enviro Solve Consultancy

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## **WELCOME REMARKS**

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For several years villages in the water scheme have been experiencing acute water shortage mainly due to inefficiency of the water infrastructure that supplies the area. The proposed project seeks to address water shortages in the 52 villages that depend on the water scheme, and to improve potable water supply and future water supply security.

## **PRESENTATION ON EIA IMPACTS BY ENVIRO SOLVE CONSULTANCY (Mr. Tinae Gopolang)**

Mr Gopolang informed the attendants that consultations are done in fulfillment of the Environmental Assessment Act No. 10 of 2011. The Act states that Interested and Affected Parties should be consulted prior to any development in the country. The purpose of the consultation meeting is to solicit the Interested and Affected Parties (I & Aps) views on the proposed project. He added that the residents who stay in close proximity to the tanks will also be interviewed one on one.

## **North East District & Tutume Sub-District Water Supply Scheme**

He highlighted on the negative and positive impacts of the project. Noise pollution, excavation, air pollution, water supply disruption, and damage to property if blasting is to be done are some of the negative impacts that will arise during the construction stage. Waste such as soil, rocks, and general waste and should be disposed of at the designated areas.

Some residents will have the chance of being employed by the contractor once the project starts. He stated that they will advise the contractor to employ residents rather than bring people from outside who could do the same job as local people. He continued to say that interactions whether cordial or work related can yield negative or positive results. Negative impacts include the transmission of HIV/AIDS and other sexually transmitted diseases whereas positive impacts include long term partnerships and friendships.

### **QUESTIONS AND COMMENTS**

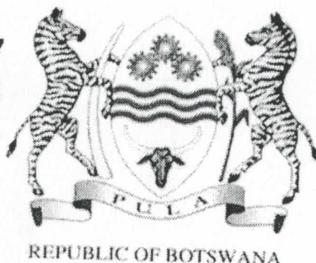
NAME	COMMENTS/ QUESTIONS	RESPONSE
Mr. Joseph Machaye	We welcome the proposed project; it will bring water and employment to the village	Comment appreciated
Kgosi Masingwaneng	We have long heard about the proposed project and we are thankful that it is about to start	There were no funds for the project by then but now the World Bank is funding, the project is up again.
Ms. Beauty Molefe	We are grateful for the project, as Kgosi said, we have been waiting for the project	Comment appreciated

### **CLOSING REMARKS**

Mr. Machaye welcomed the proposed development, and thanked the consultants for coming.

## **Appendix 2: Copy of Title Deeds and Lease Agreements**

TELEPHONE: +267 2489267  
FAX: + 267 2489345



TATTI LAND BOARD  
PRIVATE BAG 009  
MASUNGA  
BOTSWANA

REF: TATTI 6/7/1-8/577

25 July 2016

WATER UTILITIES CORPORATION  
BOX 366 MASUNGA

**RE- REQUEST FOR TRANSFER OF PLOTS FROM COUNCIL TO WATER UTILITIES CORPORATION**

Reference is made to the subject matter.

This serves to inform you that Tati Land Board during its meeting of 27<sup>th</sup> June to 7<sup>th</sup> July 2016 resolved the following:

VILLAGE	USE	MEASUREMENT	FINDINGS	Resolution
MASUNGA	Sewerage Ponds	263x286x266x284 (7.5Ha)	Developed, fenced	Approved
	Collector Tank, Water Tank, Water Tank		The plot encroaches on plot 1045, 1050 and 1051. The plot is fenced and has collector tank and 2 water tanks.	Approved
Mulambak wena	Water Tank	13x22x18x21 (359 sqm)	the plot is developed	Approved
	Borehole No.4186	12x17x11x14 (183 sqm)	Dilapidated structure	Approved
Zwensham be	Water Tank	8x6x9x8 (72sqm)	Developed	Approved
	Water Tank 2	7x9x9x12 (90sqm)	Developed	Approved
Nlaphkhwa ne	Borehole No. 7637	19x20x20x21 (406 sqm)	Developed	Approved



*Vision: Sustainable Human Settlements*

*MISSION: Management of land and delivery of housing for Socio Economic Development*



Mapoka	Water Tank	43x40x45x39 (1769 sqm)	Developed, Fenced	Approved
	Booster Station	28x29x30x30 (877 sqm)	Developed, Fenced	Approved
	Borehole 1	35x38x31x40 (1328 Sqm)	Developed, Fenced	Approved
	Borehole 2	30x29x26x29 (829 sqm)	Developed, fenced	Approved
	Borehole 3	40x40 (1610 sqm)	Developed, dilapidated	Approved
Mosojane	Water Tank	12x17x12x16m	Developed, proposed measures 12x17x12x16m. The plot encroaches on the layout. The layout was designed to accommodate the plot. the proposed plot is plot no <b>175</b> which measures <b>33x43x7x20x46m</b>	Approved
Pole	Borehole No. 4177	10x8x11x8 (88sqm)	Developed, dilapidated	Approved
	Water Tank	57x50x48x50 (2686 sqm)	Developed, Fenced	Approved
Masukwane	Water Tank	30x28x30x30 (901 sm)	Developed	Approved
	Borehole	8x12x6x11 (88 sqm)	Developed	Approved
Kgari	Water Tank	15x20x14x15 (311sqm)	Developed	Approved
Moroka	Borehole 6928	26x25x30x26 (746 sqm)		Approved
	Collector Tank	51x71x51x70 (3642 sqm)	Developed, Fenced	Approved
	Borehole 1	5x9x8x7 (54 sqm)	Developed	Approved
	Water Tank	38x40x40x40 (1586 sqm)	Developed, Fenced	Approved
Mabudzane	Water Tank 2	21x13x19x16 (307 sqm)	Developed , Fenced	Approved
Jackalas 2	Water Tank	29x29x30x29 (896 sqm)	Developed, Fenced	Approved
	Borehole 1	14x15x13x15	Developed	Approved

		(211sqm)		
	Water Tank	17x21x16x22 (368 sqm)	Developed, fenced	Approved
Siviya	Borehole No. 4766	16x16x17x18 (282sqm)	Developed	Approved
	Water Tank	20x30x17x27 (558 sqm )	Developed, Fenced	Approved
	Borehole	10x11x14x13 (152 Sqm)	Developed, dilapidated	Approved
Senyawe	Water Tank	9x8x11x12 (102 Sqm)	Developed, Fenced	Approved
	Water Tank	9x8x11x12 (106sqm)	Developed, Fenced	Approved
	Borehole	30x30 (905 sqm)	Developed, Fenced	Approved
Jackalas 1	Borehole 7127	13x15x13x10 (170sqm)	Developed,	Approved
	Borehole 7126	4x5x4x5	Developed, LAPCAS 500	Approved
	Water Tank	24x31x26x32	Developed, Fenced LAPCAS 905	Approved
Vukwi	Booster Station	30x30 (900sqm)	Developed, Fenced	Approved
	Water Tank	17x18x16x16 (300sqm)	Developed,	Approved
	Borehole	40x39x31x38 (1395 Sqm)	Developed, Fenced	Approved
Mbalambi	Water Tank	57x29x54x25 (1511 sqm)	Developed, Fenced	Approved
	Water Works	99x73x99x74 (7364 sqm)	Developed, Fenced	Approved
	Borehole 3195	24x28x25x30 (722sqm)	Developed, Fenced	Approved
Sekakangwe	Water Tank	38x24x38x19 (845 sqm)	Developed	Approved
	Borehole	25x36x21x41 (911sqm)	Developed, dilapidated	Approved
Kalakamati	Borehole 859	25x19x25x13 (422 sqm)	Developed, dilapidated	Approved
	Borehole 8572	28x20x30x30 (740sqm)	Developed, dilapidated	Approved
	Water Tank	40x25 (1001 sqm)	Developed	Approved
	Borehole 1	9x8x9x9 (89 Sqm)	Developed, dilapidated	Approved
Botalaote	Water Tank	11x19x11x20 (229	Developed	Approved

		sqm)		
	Borehole	17x13x16x14 (235 sqm)	BH 6465 sold to Christopher Lempaletse	Approved
Toteng	Water Tank	31x31x42x28 (1079 sqm)	Developed	Approved
Makaleng	Water Tank	27x18x21x26 (529 sqm)	Developed	Approved
Sechele	Water Tank	8x7x9x7 (69sqm)	Developed	Approved
	Borehole	22x25x25x35 (703 sqm)	Developed, dilapidated	Approved
Masingwan eng	Water Tank	14x17x14x18 (262 sqm)	Developed	Approved
Matenge	Water Tank	26x20x28x22 (598 sqm)	Developed, fenced	Approved
Gulubane	Water Tank	41x51x43x55 (2237 sqm)	Developed	Approved
	Borehole	14x16x14x13 (216 sqm)	Developed	Approved
Tsamaya	Water Tank	18x15x16x14 (264sqm)	Developed LAPCAS 955	Approved
	Borehole 2721	14x14x14x12 (188sqm)	Developed	Approved
	Water Tank	16X15X18X13 (250sqm)	Developed	Approved
	Water Tank	30x30x30x30 (916 sqm)	Developed LAPCAS 1496	Approved
Mowana	Water Tank	22x24x23x25 (567sqm)	Developed	Approved
Themashan ga	Borehole 1	21x23x16x20 (413sqm)	Developed	Approved
	Borehole 7122 & Borehole 7313	15x17x18x18 (300sqm)	Developed	Approved
	Borehole 2	15x12x13x14 (188sqm)	Developed	Approved
	Water Tank	17x52x18x54 (955Sqm)	Developed	Approved
Tshesebe	Water tank	26x49x23x50 (1220sqm)	Developed	Approved
	Water tank	18x15x18x17 (307 sqm)	Developed	Approved
	Borehole 3907	17x8x11x16 (157Sqm)	Developed	Approved

	Borehole 7817	28x28x26x28 (779sqm)	Allocated to Samuel Mothibi of box 1271 Gaborone	Approved
Butale	Borehole 8996	10x8x13x7 (95 sqm)	Developed	Approved
	Borehole 3458	10x11x10x10 (114sqm)	Developed	Approved
	Water Tank	22x25x23x24 (568 sqm)	Developed LAPCAS 31	Approved
Ramokgwe bana	Water Tank	32X29X28X39 (1032sqm)	Developed	Approved
	Borehole 7127	7x8x8x10 (76sqm)	Developed	Approved
	Borehole 3727	13x13x13x18 (211sqm)	This borehole has been leased to Meshack Isaac of Box 19 Ramokgwebana	Disapproved to consult with the lessee
Letsholathe be	Water Tank	18x15x18x17 (307 sqm)	Developed	Approved
Mambo	Water Tank	14x17x14x18 (262 sqm)	Developed	Approved
	Borehole No.7122		Developed	Approved
	Borehole No. 7313	9x8x9x9 (89 Sqm)	Developed	Approved
	Borehole 1	10x11x14x13 (152 Sqm)	Developed	Approved
	Borehole 2	12x17x11x14 (183 sqm)	Developed	Approved

Thank you

Yours faithfully

O.M Tshegetsang

**FOR/BOARD SECRETARY**

Telephone: 2489267

Telegram: Kabo Ditsha

Fax: 2489345

Ref: TLB/

Water Utilities Corporation

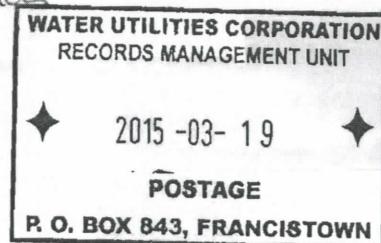
Box 843  
FRANCISTOWN



**TATI LAND BOARD**

Private Bag 009  
Masunga  
Republic of Botswana

DATE: 11/02/2015



**INVITATION FOR SIGNING OF LEASE AGREEMENT**

You are invited to Tati Land Board Office (Masunga) for signing of the Memorandum of Lease Agreement for a Pump Station at Vhalakamati

You are to pay P150.00/P100.00/P60.00, being sketch plan fee /allocation fee/lease fee for conversion of residential from customary to common law.

Please bring two witnesses (21 years and above) and they should bring their identity cards (Omang).

NB: Those who will be representing Churches, Committee, Club and Companies are requested to bring authorization letter from their respective unions, authorizing them to sign and collect the lease documents on behalf of their unions.

Your Lease Rental Areas are \_\_\_\_\_.

Thank You,

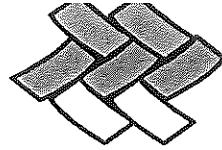
Yours Faithfully,

PR

P.B Rabewu

For Board Secretary

### **Appendix 3: DNMM AIA Report and Clearance Letter**



BOTSWANA  
n a t i o n a l  
m u s e u m

Department of National Museum  
And Monuments

28 May 2018

Enviro Solve Consultancy (Pty) Ltd  
P.O.Box 70327  
Gaborone

331 Independence Avenue  
Gaborone, Botswana  
Private Bag 00114  
Tel: (267) 3610 402  
(267) 3610444  
Fax: (267) 3973612  
Email: [national.museum@gov.bw](mailto:national.museum@gov.bw)  
Website: [www.national-museum.gov.bw](http://www.national-museum.gov.bw)

Our reference: NM 6/3/1 XXXI (215)

**RE: AIA FOR THE PROPOSED NORTH EAST DISTRICT & TUTUME SUB-DISTRICT  
WATER SUPPLY PROJECT.**

Your client Water Utilities Corporation is given a conditional planning for the above stated project. The conditions are as follows;

1. That development shall take place strictly within the surveyed pipeline corridor.
2. All archaeological and cultural heritage sites that exist within and in the immediate environs of the pipeline corridor should be protected at all costs.
3. Burial sites recorded near the pipeline corridor should be avoided at all costs.
4. Archaeological induction should be conducted for all people to be involved in all development activities.
5. An archaeological watching brief should be undertaken by an accredited archaeologist, and a detailed report submitted to the DNMM.
6. When a burial is encountered, the affected area should be immediately be demarcated and all work halted pending advice from DNMM or the consultant archaeologist.
7. All chance finds should be reported to the Department of National Museum and Monuments-Salvage Unit-3610409.

Thank you

Yours faithfully



T. Sabokone

**DIRECTOR, BOTSWANA NATIONAL MUSEUM**

**Our Vision:** To protect the environment; Conserve the country's renewable and natural resources; Derive value out of environment for the benefit of Botswana



## **Appendix 4. Environment, Social, Health and Safety (ESHS) Guidelines**

## **PROJECT CODE OF CONDUCT FOR THE CONTRACTOR**

### **Introduction**

This attachment sets out to present the general environmental practice expected of the Contractor and his subcontractors to ensure the integrity of the environment. This code of conduct should be adhered to and made known to all workers. It should be included in the Contractor's tender documents. The Code of Conduct has been presented in the form of a brief set of instructions and shall be adhered to by the contractor. It should be noted that this environmental code of conduct is fairly standard for construction projects. This forms part of the ESCP and it is expected that the contractor will adhere to its provisions in order to comply with the requirements of the World Bank (WB). This should be used in conjunction with other Codes of Conduct of the World Bank.

### **Environmental Legislation**

The Contractor and his Sub-contractors must familiarize themselves with the Acts/Policies/Standards of the country and that of the WB, which relate to environmental and social issues and concern that have been presented in previous chapters.

### **Environmental Monitoring**

- The Contractor and his subcontractors shall read the ESMP for the North East and Tutume Water Transfer Scheme.
- Implement environmental controls and measures as suggested in the ESMP.
- Conduct environmental awareness for all of the Contractor and Subcontractor's employees.
- Inform all workers of their environmental responsibilities.
- Be accountable for the disregard of environmental controls.
- Report all environmental concerns to the general site manager for onwards transmission to the Environmental Consultant.
- Respond to all public enquiries and complaints.
- Manage environmental monitoring procedures.

#### Compliance

- All persons employed by the Contractor or his Subcontractor shall comply with the requirements of the environmental code.
- No staff or employee of the Contractor or his Subcontractor shall be directed to undertake any activities that contravene the requirements of the environmental code.
- Staff employees of the Contractor or his Subcontractor if found in breach of the foregoing shall have their employment terminated with due cognisance the labour laws of the country. They shall also be required to leave the construction site as soon as possible.

#### Environmental Monitoring and Audits

- Compliance with the environmental code shall be regularly monitored through audits and reviews. DEA, the Client or a nominated representative and the Engineer shall conduct these audits unannounced at intervals to be decided by them.
- The Contractor must make available all necessary documentation for effective review and auditing of his environmental compliance programme.
- The Contractor responsible for an area/system to be audited shall assist the audit team in the execution of the audit. The Contractor shall also be responsible for timely corrective actions based on the findings of the audit. The Contractor shall sign the audit findings report sheet to indicate acceptance and commitment to the required corrective action.

### Other Concerns

- Local authorities and the representatives of the people shall be informed in good time of works or other aspects of the design and construction, which may affect their activities or daily lives.
- All Contractors and Subcontractors must adhere to both the specific requirements and the spirit of this code in accordance with the undertaking submitted with their tender.

### **Consultation (Methods and Application)**

#### Consultation and Liaison

The Contractor must consult and liaise with authorities, local people and their representatives on all matters that affect the activities or daily lives of the resident community. Liaison and consultations must be well in advance of the proposed activity to allow for required corrective actions to be taken by either the Contractor or concerned individuals. Consultations and liaison must occur whenever new activities in new areas are initiated. Among the activities that require consultations are the following:

- Reporting to the local authorities on arrival in the community area.
- Obtaining permission to set-up camp storage of materials from the relevant authorities and liaising with community leaders and leadership structures.
- Liaising with concerned individuals and relevant authorities before destroying or tampering with private property in the areas of project development.
- Maintaining continuous contact with the community through the local leadership structures, to allow for appropriate communication on matters that affect the community, such that advice, complaints, feedback and corrective actions can be taken well in advance of the situation and relationships deteriorating. For this, the established GRM should be used.
- Using natural resources from the area in the construction process.
- Employment practices, must be done in a transparent manner, must not disadvantage the local community or exhibit gender bias. The Contractor shall maximize the utilization of local; resources, services, skills and labour. About 60 percent of unskilled labour should be taken from the local communities.
- The Contractor should liaise and consult with the relevant authorities when construction activities or other situations, occurrences or activities are likely to be of nuisance or pose danger to health, welfare, and safety of public: and
- Employment practices must be done in a transparent manner must not disadvantage the local community or exhibit gender bias.

### **Commercial/Economic Aspects ( Sustainable Procurement)**

The Contractor shall encourage his employees and Subcontractors to support the local economy by utilizing goods and services from the area as much as possible. The following activities among others must be encouraged:

- Purchase of goods and services from the local community or local industry,
- Employment of local community where skills, qualifications, and experiences are locally available
- Hiring accommodation from the villages in the area for those employees and staff not housed at Contractor's camp; and
- Employment of the local community in all activities that do not require specialized skills, qualifications, and experience.

### **Social Disorder and Squatting**

The Contractor shall minimize disruption of the social order of the communities by facilitating and/or encouraging the following:

- Sensitizing his employees and those of his Subcontractors about the importance of observing local norms and behaviour and avoiding contravention of the social set up, protocol and respect for tribal authorities, etc;
- The Contractors employees and those of his Subcontractors shall refrain from being a public nuisance. The Contractor shall facilitate the course of justice for those who become a nuisance and terminate the employment of those who regularly do so;
- The Contractors employees and those of his Subcontractor shall avoid activities that facilitate the creation of squatter camps or squatting in the vicinity of construction sites;
- The Contractors employees and those of his Subcontractors shall be discouraged from patronizing squatter camps; and
- The Contractor and his Subcontractor shall hire only at designated established settlements (villages) sites to discourage squatting by those seeking employment. Under no circumstances shall hiring occur at the construction site.

### **Private Property Affected**

The Contractor and his Subcontractor shall minimize disruption of the day to day activities of the owners of private property, which may be affected by construction activities. This can be achieved through, among others, the following:

- Early consultation and liaison with the affected property owner.
- Adoption of measures that address concerns of the owner, for instance, ensuring that there is a relocated secure temporary fence for the farmer's field or homestead.
- Allowing the property owner opportunities to salvage re-useable parts of the property destroyed.
- Replacing damaged property with new material or items of equal or better quality and condition, than existing.
- Getting documented and witnessed confirmation for settlements/agreements made on replacements to damaged properties.
- Involving the village leadership/authorities throughout the above process.
- Report to the engineer any dealings with the public.

### **Construction Process and Construction Spoils**

The Contractor and his Subcontractors must ensure that during the construction process, open trenches and excavated areas are minimized and left open only for limited periods. These shall be properly protected to eliminate the danger they may pose to the general public, livestock, etc. Active construction sites shall be appropriately signposted.

### **Archaeological Aspects**

- All of the Contractor's supervisory personnel and those of his Subcontractors shall be given basic training in the identification of the Archaeological artifacts by the Project Archaeologist.
- At least 3 days before commencing any new excavation operation at the Site, the Contractor shall inform the Engineer in writing of his intentions, in order that the Project Archaeologist may inspect the area to be excavated prior to the commencement of work. If Archaeologist material is found, the Project Archaeologist shall be given time to perform a test Archaeological excavation.
- Should the Contractor expose any Archaeological artifacts, excavation work shall cease

immediately and the Engineer shall be notified as soon as possible. No Archaeological artifacts shall be removed from Archaeological sites without authorization. (Follow "Chance Finds" procedures.)

- Upon receipt of such notification, the Engineer will arrange for the excavation to be examined by the Project Archaeologist as soon as practicable, and so that work is not held up. Acting upon advice from the Archaeologist, the Engineer will advise the Contractor of necessary actions to be taken. The Engineer will take all necessary actions to ensure that delays are minimized.
- Under no circumstances shall Archaeological artifacts be removed, destroyed or interfered with by the Contractor, his employees, his Subcontractor or his Subcontractor's employees.
- The Contractor shall ensure that none of his employees or Subcontractor's gains access to any Archaeological areas, whether fenced or unfenced, except when authorized to do so as directed by the Engineer.
- Staff and employees of the Contractor or his Subcontractors found in breach of the foregoing shall have their employment terminated forthwith. They shall also be required to leave the construction site as soon as possible.

## Road Safety

The Contractor and his Subcontractors shall abide by the Road Traffic Act. In this regard:

- Road traffic rules should be strictly adhered to.
- Extra caution should be exercised when passing through villages.
- Heavy construction vehicles should be preceded and followed with slow-moving warning with yellow flashing lights.
- Any accidents should immediately be reported at the nearest police station and to the engineers within a day of occurrence.

## Protection of Vegetation

- The Contractor, his employees, and Subcontractors must ensure that there is a limitation of the environmental imprint in all activities associated with the project execution.
- Only areas that are required for effective project execution should be cleared, grubbed and excavated.
- All works must be undertaken in a way that facilitates sustainable, cost-effective and timely rehabilitation of the affected areas.
- Haulage routes shall avoid areas designated as environmentally sensitive and should otherwise is as short as possible. All articulated vehicles should turn at designated turning areas.

## Flora and Fauna

The Contractor and his Subcontractors shall ensure that all works are undertaken in a manner which, minimizes the impacts on the local fauna and flora and shall apply the following:

- Under no circumstances shall any animals be handled, removed, killed or interfered with by the Contractor, his employees, or his Subcontractors.
- The Contractor, his Subcontractors or their employees shall not bring any domesticated animals onto the site.
- The Contractor shall ensure that the work site is kept clean and tidy and free from rubbish, which may attract animal pest species.
- There should be no feeding of indigenous animal pest species.
- No flora is to be removed.

- The contractor shall not bring into the site any live plants or transplant trees from other areas unless this constitutes part of the project works.
- Vehicles and machinery shall be thoroughly cleaned when entering and leaving the site and if possible disinfected to prevent the spread of aquatic weeds.

## **Natural Resources**

The Contractor and his Subcontractors shall ensure that relevant permits are obtained for the extraction of natural resources required in the execution of the project. The Contractor and his Subcontractors must liaise with the relevant authorities and affected parties in the extraction of these resources to avoid conflict. Extraction must be achieved in a sustainable and environmentally sensitive manner.

The following are some aspects relating to water resources:

- Runoff entering and leaving construction areas must be strictly controlled to prevent erosion, pollution, and siltation of water sources.
- All construction areas must be kept clear of refuse, and spillages of chemicals. The site must be cleaned up always and , approved dumping sites are to be used for disposal.
- Water abstraction for construction purposes must not be to the detriment of local water requirements and existing water supplies locally and in downstream areas.
- No polluted water shall be discharged into natural watercourses: such polluted waters should be disposed of in an appropriate environmentally sensitive manner, and
- Excavations for any construction shall be carried out in such a way as to minimize disturbance to the soil and to allow rehabilitation of the works area as soon as construction work is completed.

## **Public Health (HIV/AIDs, STDs etc.)**

- The Contractor and his Subcontractors must sensitize their staff and employees on issues of public health and hygienic practices. The Contractor and his Subcontractors must sensitize their staff and employees about diseases such as malaria, bilharzias (schistosomiasis) and STDs, HIV/AIDS, etc.
- The Contractor shall assist the relevant authorities in monitoring changes in the spread of STDs and other communicable diseases.
- The Contractor and his Subcontractors must sensitize their staff and employees about the risk of infection from the above diseases as well as ways of preventing or avoiding them.
- The Contractor must ensure that proper and adequate sanitation facilities are provided and appropriate sanitation practices observed.
- The Contractor and his Subcontractors shall minimize the generation of dust within the project environment.
- The Contractor will contact the Department of Radiation Protection Inspectorate to provide badges for his employees to monitor levels of exposure of radiation at the laboratories and those working around A-Cap Resources Mine Lease area and comply with the ACT regulating radiation.
- Allow workers to access their medicines on time.

## **Waste Management**

The Contractor must ensure that waste generated during the works and by his employees at the camp is disposed off without harm to the environment in general, with particular attention paid to minimizing the risk of groundwater and surface water pollution. Waste management should among other things include:

- Separation of waste (e.g. solids from liquids or hazardous substances from non-hazardous ones) and its subsequent disposal using trained personnel and appropriate equipment.
- Hazardous waste and petroleum fluids can be safely put in special storage containers for subsequent reuse and disposal. If transported to suitable waste disposal facilities, appropriate measures should be taken to ensure that spillages are avoided.
- Appropriate facilities and equipment should be availed for storage of non-toxic waste on site and their subsequent transportation and disposals to designated sites
- Skips and dustbins must be provided at construction areas for the temporary disposal of domestic waste. Regular, permanent disposal of such waste at a permitted waste site shall be undertaken. Domestic waste shall not be burned.
- Appropriate collection and disposal standards must be adhered to for the disposal of waste and litter at all construction areas.
- A water borne toilet system is recommended for the construction camp.

### **Aesthetic and Scenic Quality**

- The Contractor and his Subcontractors must ensure that they minimize activities, which reduce the aesthetic appeal of the project area.
- The Contractor and his Subcontractors must avoid activities not essential to the project execution that deface and degrade natural features in the project area. For instance, marking for survey purposes shall only be done with pegs and beacons.
- The Contractor and his Subcontractors must avoid activities that degrade or destroy cultural archaeological/historical artifacts or site.
- All cuttings, fillings and rehabilitated sites should be rounded and smoothed to blend with the surrounding landforms. Slopes that allow for vegetation foothold should be maintained at all times.

### **Fires**

The use of fires to clear vegetation by the contractor should strictly be prohibited. In the event that fire is used for cooking, this should be done in an enclosed place to reduce the effect of wind becoming an agent in the outbreak of veldt fires. However, it is recommended the contractor provides his staff with gas stoves to reduce risk caused by open fire cooking. In the event of a fire outbreak, the contractor shall summon all his resources and enlist the help of neighbors in putting out such fires.

### **Veldt Product Harvesting**

The Contractor or his subcontractors shall not be engaged in acts of veldt product harvesting except in the process of undertaking his duties and only in such cases that the natural become unavoidable due to project works.

### **Emergency Preparedness and Response**

An emergency prevention, preparedness and response plan need to be prepared by the contractor and submitted to the project monitoring team within the second week of commissioning. This will be for all unanticipated incident. Arising from both natural and manmade-made hazards, typically in the form of fire, explosions, leaks or spills, which may occur for a variety of different reasons, includes failure to implement. The measures are to be designed to address the emergency event in a coordinated and expeditious manner to prevent it from injuring the health and safety of the community and to minimize and compensate for any impacts that may occur.

## **Social Corporate Responsibility**

As with international practice and recommended by Agenda 21, the Contractor is encouraged to respond to some of the needs of the communities during the implementation of the project.

## **Site Camp**

The contractor upon identifying a site for the camp should write to DEA for environmental assessment. The site camp is likely to contain offices, workshop, fuel tanks and dispensers, batching plants, vehicles, and machinery. A site specific management plan for the camp site will be required.

## **Codes of Conduct for Preventing Gender Based Violence and Violence Against Children**

### **Background**

The purpose of these Codes of Conduct and Action Plan for Implementing ESHS and OHS Standards, and Preventing Gender Based Violence (GBV) and Violence Against Children (VAC) is to introduce a set of key definitions, core codes of conduct, and guidelines that:

- Clearly define obligations on all project staff (including sub-contractors and day workers) with regard to implementing the project's environmental, social, health and safety (ESHS) and occupational health and safety (OHS) requirements, and;
- Help prevent, report and address GBV and VAC within the work site and in its immediate surrounding communities.

The application of these Codes of Conduct will help ensure the project meets its ESHS and OHS objectives, as well as preventing and/or mitigating the risks of GBV and VAC on the project and in the local communities.

These Codes of Conduct are to be adopted by those working on the project and are meant to:

- Create awareness of the ESHS and OHS expectations on the project;
- Create common awareness about GBV and VAC and;
- Ensure a shared understanding that they have no place in the project; and,
- Create a clear system for identifying, responding to, and sanctioning GBV and VAC incidents.

Ensuring that all project staff understand the values of the project, understand expectations for all employees, and acknowledge the consequences for violations of these values, will help to create smoother, more respectful and productive project implementation thereby helping ensure that the project's objectives will be achieved.

### **Definitions**

The following definitions apply:

- Environmental, Social, Health and Safety (ESHS): an umbrella term covering issues related to the impact of the project on the environment, communities and workers.
- Occupational Health and Safety (OHS): Occupational health and safety is concerned with protecting the safety, health and welfare of people engaged in work or employment. The enjoyment of these standards at the highest levels is a basic human right that should be accessible by each worker.
- Gender-Based Violence (GBV): is an umbrella term for any harmful act that is perpetrated against a person's will and that is based on socially ascribed (i.e. gender) differences between males and females. It includes acts that inflict physical, sexual or mental harm or suffering, threats of such acts, coercion, and other deprivations of liberty. These acts can occur in public or in private. The term GBV is used to underscore systemic inequality between males and females (which exists in every society in the world) and acts as a unifying and foundational characteristic of most forms of violence perpetrated against women and girls. The 1993 United Nations Declaration on the Elimination of Violence against Women defines violence

against women as “any act of gender-based violence that results in, or is likely to result in, physical, sexual or psychological harm or suffering to women.”<sup>1</sup> The six core types of GBV are:

- Rape: non-consensual penetration (however slight) of the vagina, anus or mouth with a penis, other body part, or an object.
- Sexual Assault: any form of non-consensual sexual contact that does not result in or include penetration. Examples include: attempted rape, as well as unwanted kissing, fondling, or touching of genitalia and buttocks.
- Sexual Harassment: is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment is not always explicit or obvious, it can include implicit and subtle acts but always involves a power and gender dynamic in which a person in power uses their position to harass another based on their gender. Sexual conduct is unwelcome whenever the person subjected to it considers it unwelcome (e.g. looking somebody up and down; kissing, howling or smacking sounds; hanging around somebody; whistling and catcalls; in some instances, giving personal gifts).
- Sexual Favors: is a form of sexual harassment and includes making promises of favorable treatment (e.g. promotion) or threats of unfavorable treatment (e.g. loss of job) dependent on sexual acts—or other forms of humiliating, degrading or exploitative behavior.
- Physical Assault: an act of physical violence that is not sexual in nature. Examples include: hitting, slapping, choking, cutting, shoving, burning, shooting or use of any weapons, acid attacks or any other act that results in pain, discomfort or injury.
- Forced Marriage: the marriage of an individual against her or his will.
- Denial of Resources, Opportunities or Services: denial of rightful access to economic resources/assets or livelihood opportunities, education, health or other social services (e.g. a widow prevented from receiving an inheritance, earnings forcibly taken by an intimate partner or family member, a woman prevented from using contraceptives, a girl prevented from attending school, etc.).
- Psychological / Emotional Abuse: infliction of mental or emotional pain or injury. Examples include: threats of physical or sexual violence, intimidation, humiliation, forced isolation, stalking, harassment, unwanted attention, remarks, gestures or written words of a sexual and/or menacing nature, destruction of cherished things, etc.
- Violence Against Children (VAC): is defined as physical, sexual, emotional and/or psychological harm, neglect or negligent treatment of minor children (i.e. under the age of 18), including exposure to such harm,<sup>2</sup> that results in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power. This includes using children for profit, labor<sup>3</sup>, sexual gratification, or some other personal or financial advantage. This also includes other activities such as using computers, mobile phones, video and digital cameras or any other medium to exploit or harass children or to access child pornography.
- Grooming: are behaviors that make it easier for a perpetrator to procure a child for sexual activity. For example, an offender might build a relationship of trust with the child, and then seek to sexualize that relationship (for example by encouraging romantic feelings or exposing the child to sexual concepts through pornography).
- Online Grooming: is the act of sending an electronic message with indecent content to a recipient who the sender believes to be a minor, with the intention of procuring the recipient

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<sup>1</sup> It is important to note that women and girls disproportionately experience violence; overall 35 percent of women worldwide have faced physical or sexual violence (WHO, Global and regional estimates of violence against women: prevalence and health effects of intimate partner violence and non-partner sexual violence, 2013). Some men and boys also face violence based on their gender and unequal power relationships.

<sup>2</sup> Exposure to GBV is also considered VAC.

<sup>3</sup> The employment of children must comply with all relevant local legislation, including labor laws in relation to child labor and World Bank’s safeguard policies on child labor and minimum age. They must also be able to meet the project’s Occupational Health and Safety competency standards.

to engage in or submit to sexual activity with another person, including but not necessarily the sender.<sup>4</sup>

- Accountability Measures: are the measures put in place to ensure the confidentiality of survivors and to hold contractors, consultants and the client responsible for instituting a fair system of addressing cases of GBV and VAC.
- Contractors Environmental and Social Management Plan (CESMP): the plan prepared by the contractor outlining how they will implement the works activities in accordance with the project's environmental and social management plan (ESMP).
- Child: is used interchangeably with the term 'minor' and refers to a person under the age of 18. This is in accordance with Article 1 of the United Nations Convention on the Rights of the Child.
- Child Protection (CP): is an activity or initiative designed to protect children from any form of harm, particularly arising from VAC.
- Consent: is the informed choice underlying an individual's free and voluntary intention, acceptance or agreement to do something. No consent can be found when such acceptance or agreement is obtained using threats, force or other forms of coercion, abduction, fraud, deception, or misrepresentation. In accordance with the United Nations Convention on the Rights of the Child, the World Bank considers that consent cannot be given by children under the age of 18, even if national legislation of the country into which the Code of Conduct is introduced has a lower age.<sup>5</sup> Mistaken belief regarding the age of the child and consent from the child is not a defense.
- Consultant: is as any firm, company, organization or other institution that has been awarded a contract to provide consulting services to the project, and has hired managers and/or employees to conduct this work.
- Contractor: is any firm, company, organization or other institution that has been awarded a contract to conduct infrastructure development works for the project and has hired managers and/or employees to conduct this work. This also includes sub-contractors hired to undertake activities on behalf of the contractor.
- Employee: is any individual offering labor to the contractor or consultant within country on or off the work site, under a formal or informal employment contract or arrangement, typically, but not necessarily (e.g. including unpaid interns and volunteers), in exchange for a salary, with no responsibility to manage or supervise other employees.
- GBV and VAC Allegation Procedure: is the prescribed procedure to be followed when reporting incidents of GBV or VAC.
- GBV and VAC Codes of Conduct: The Codes of Conduct adopted for the project covering the commitment of the company, and the responsibilities of managers and individuals with regards to GBV and VAC.
- GBV and VAC Compliance Team (GCCT): a team established by the project to address GBV and VAC issues.
- Grievance Redress Mechanism (GRM): is the process established by a project to receive and address complaints.
- Manager: is any individual offering labor to the contractor or consultant, on or off the work site, under a formal or informal employment contract and in exchange for a salary, with responsibility to control or direct the activities of a contractor's or consultant's team, unit, division or similar, and to supervise and manage a pre-defined number of employees.
- Perpetrator: the person(s) who commit(s) or threaten(s) to commit an act or acts of GBV or VAC.

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<sup>4</sup> For example, the Vanuatu Criminal Code Act 1995, Division 474 (telecommunications offences, subdivision C).

<sup>5</sup> For example, under Article 97 Criminal consolidation act for age of legal consent in Vanuatu, sexual activity with any child under the age of 15 years for heterosexual conduct and 18 years for same sex conduct is prohibited (<http://tinyurl.com/vu-consent>). However, the World Bank follows the United Nations for the age of consent (18 years) so this applies on World Bank financed projects.

- Response Protocol: is the mechanisms set in place to respond to cases of GBV and VAC (see Section 4.7 Response Protocol).
- Survivor/Survivors: the person(s) adversely affected by GBV or VAC. Women, men and children can be survivors of GBV; children can be survivors of VAC.
- Work Site: is the area in which infrastructure development works are being conducted, as part of the project. Consulting assignments are considered to have the areas in which they are active as their work sites.
- Work Site Surroundings: is the ‘Project Area of Influence’ which are any area, urban or rural, directly affected by the project, including all human settlements found on it.

### **Codes of Conduct**

This chapter presents three Codes of Conduct for use:

- Company Code of Conduct: Commits the company to addressing GBV and VAC issues;
- Manager’s Code of Conduct: Commits managers to implementing the Company Code of Conduct, as well as those signed by individuals; and,
- Individual Code of Conduct: Code of Conduct for everyone working on the project, including managers.

## **Company Code of Conduct**

### **Implementing ESHS and OHS Standards Preventing Gender Based Violence and Violence Against Children**

The company is committed to ensuring that the project is implemented in such a way which minimizes any negative impacts on the local environment, communities, and its workers. This will be done by respecting the environmental, social, health and safety (ESHS) standards, and ensuring appropriate occupational health and safety (OHS) standards are met. The company is also committed to creating and maintaining an environment in which gender based violence (GBV) and violence against children (VAC) have no place, and where they will not be tolerated by any employee, sub-contractors, supplier, associate, or representative of the company.

Therefore, to ensure that all those engaged in the project are aware of this commitment, the company commits to the following core principles and minimum standards of behavior that will apply to all company employees, associates, and representatives, including sub-contractors and suppliers, without exception:

#### **General**

- The company—and therefore all employees, associates, representatives, sub-contractors and suppliers—commits to complying with all relevant national laws, rules and regulations.
- The company commits to full implementing its ‘Contractors Environmental and Social Management Plan’ (CESMP).
- The company commits to treating women, children (persons under the age of 18), and men with respect regardless of race, color, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status. Acts of GBV and VAC are in violation of this commitment.
- The company shall ensure that interactions with local community members are done with respect and non-discrimination.
- Demeaning, threatening, harassing, abusive, culturally inappropriate, or sexually provocative language and behavior are prohibited among all company employees, associates, and its representatives, including sub-contractors and suppliers.
- The company will follow all reasonable work instructions (including regarding environmental and social norms).
- The company will protect and ensure proper use of property (for example, to prohibit theft, carelessness or waste).
- Health and Safety
- The company will ensure that the project’s occupational health and safety (OHS) Management Plan is effectively implemented by company staff, as well as sub-contractors and suppliers.
- The company will ensure that all persons on-site wear prescribed and appropriate personal protective equipment, preventing avoidable accidents and reporting conditions or practices that pose a safety hazard or threaten the environment.
- The company will:
  - prohibit the use of alcohol during work activities.
  - prohibit the use of narcotics or other substances which can impair faculties at all times.
  - The company will ensure that adequate sanitation facilities are available on site and at any worker accommodations provided to those working on the project.
  - Gender Based Violence and Violence Against Children
  - Acts of GBV or VAC constitute gross misconduct and are therefore grounds for sanctions, which may include penalties and/or termination of employment, and if appropriate referral to the Police for further action.

- All forms of GBV and VAC, including grooming are unacceptable, regardless of whether they take place on the work site, the work site surroundings, at worker's camps or within the local community.
- Sexual Harassment—for instance, making unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, of a sexual nature, including subtle acts of such behavior, is prohibited.
- Sexual favors —for instance, making promises or favorable treatment dependent on sexual acts—or other forms of humiliating, degrading or exploitative behavior are prohibited.
- Sexual contact or activity with children under 18—including through digital media—is prohibited. Mistaken belief regarding the age of a child is not a defense. Consent from the child is also not a defense or excuse.
- Unless there is full consent<sup>6</sup> by all parties involved in the sexual act, sexual interactions between the company's employees (at any level) and members of the communities surrounding the work place are prohibited. This includes relationships involving the withholding/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.
- In addition to company sanctions, legal prosecution of those who commit acts of GBV or VAC will be pursued if appropriate.
- All employees, including volunteers and sub-contractors are highly encouraged to report suspected or actual acts of GBV and/or VAC by a fellow worker, whether in the same company or not. Reports must be made in accordance with project's GBV and VAC Allegation Procedures.
- Managers are required to report and act to address suspected or actual acts of GBV and/or VAC as they have a responsibility to uphold company commitments and hold their direct reports responsible.

## **Implementation**

To ensure that the above principles are implemented effectively the company commits to ensuring that:

- All managers sign the project's 'Manager's Code of Conduct' detailing their responsibilities for implementing the company's commitments and enforcing the responsibilities in the 'Individual Code of Conduct'.
- All employees sign the project's 'Individual Code of Conduct' confirming their agreement to comply with ESHS and OHS standards, and not to engage in activities resulting in GBV or VAC.
- Displaying the Company and Individual Codes of Conduct prominently and in clear view at workers' camps, offices, and in public areas of the work space. Examples of areas include waiting, rest and lobby areas of sites, canteen areas and health clinics.
- Ensure that posted and distributed copies of the Company and Individual Codes of Conduct are translated into the appropriate language of use in the work site areas as well as for any international staff in their native language.
- An appropriate person is nominated as the company's 'Focal Point' for addressing GBV and VAC issues, including representing the company on the GBV and VAC Compliance Team (GCCT) which is comprised of representatives from the client, contractor(s), the supervision consultant, and local service provider(s).

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<sup>6</sup> **Consent** is defined as the informed choice underlying an individual's free and voluntary intention, acceptance or agreement to do something. No consent can be found when such acceptance or agreement is obtained using threats, force or other forms of coercion, abduction, fraud, deception, or misrepresentation. In accordance with the United Nations Convention on the Rights of the Child, the World Bank considers that consent cannot be given by children under the age of 18, even if national legislation of the country into which the Code of Conduct is introduced has a lower age. Mistaken belief regarding the age of the child and consent from the child is not a defense.

- Ensuring that an effective GBV and VAC Action Plan is developed in consultation with the GCCT which includes as a minimum:
- GBV and VAC Allegation Procedure to report GBV and VAC issues through the project Grievance Redress Mechanism (Section 4.3 Action Plan);
- Accountability Measures to protect confidentiality of all involved (Section 4.4 Action Plan); and,
- Response Protocol applicable to GBV and VAC survivors and perpetrators (Section 4.7 Action Plan).
- That the company effectively implements the agreed final GBV and VAC Action Plan, providing feedback to the GCCT for improvements and updates as appropriate.
- All employees attend an induction training course prior to commencing work on site to ensure they are familiar with the company's commitments to ESHS and OHS standards, and the project's GBV and VAC Codes of Conduct.
- All employees attend a mandatory training course once a month for the duration of the contract starting from the first induction training prior to commencement of work to reinforce the understanding of the project's ESHS and OHS standards and the GBV and VAC Code of Conduct.
- I do hereby acknowledge that I have read the foregoing Company Code of Conduct, and on behalf of the company agree to comply with the standards contained therein. I understand my role and responsibilities to support the project's OHS and ESHS standards, and to prevent and respond to GBV and VAC. I understand that any action inconsistent with this Company Code of Conduct or failure to act mandated by this Company Code of Conduct may result in disciplinary action.

**Company Name:** \_\_\_\_\_

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

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

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

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

## **Manager's Code of Conduct**

### **Implementing ESHS and OHS Standards**

### **Preventing Gender Based Violence and Violence Against Children**

Managers at all levels have a responsibility to uphold the company's commitment to implementing the ESHS and OHS standards, and preventing and addressing GBV and VAC. This means that managers have an acute responsibility to create and maintain an environment that respects these standards, and prevents GBV and VAC. Managers need to support and promote the implementation of the Company Code of Conduct. To that end, managers must adhere to this Manager's Code of Conduct and sign the Individual Code of Conduct. This commits them to supporting the implementation of the CESMP and the OHS Management Plan, and developing systems that facilitate the implementation of the GBV and VAC Action Plan. They need to maintain a safe workplace, as well as a GBV-free and VAC-free environment at the workplace and in the local community. These responsibilities include but are not limited to:

### **Implementation**

- To ensure maximum effectiveness of the Company and Individual Codes of Conduct:
- Prominently displaying the Company and Individual Codes of Conduct in clear view at workers' camps, offices, and in public areas of the work space. Examples of areas include waiting, rest and lobby areas of sites, canteen areas and health clinics.
- Ensuring all posted and distributed copies of the Company and Individual Codes of Conduct are translated into the appropriate language of use in the work site areas as well as for any international staff in their native language.
- Verbally and in writing explain the Company and Individual Codes of Conduct to all staff.
- Ensure that:
  - All direct reports sign the 'Individual Code of Conduct', including acknowledgment that they have read and agree with the Code of Conduct.
  - Staff lists and signed copies of the Individual Code of Conduct are provided to the OHS Manager, the GCCT, and the client.
  - Participate in training and ensure that staff also participate as outlined below.
  - Put in place a mechanism for staff to:
    - report concerns on ESHS or OHS compliance; and,
    - confidentially report GBV or VAC incidents through the Grievance Redress Mechanism (GRM)
  - Staff are encouraged to report suspected or actual ESHS, OHS, GBV or VAC issues, emphasizing the staff's responsibility to the Company and the country hosting their employment, and emphasizing the respect for confidentiality.
  - In compliance with applicable laws and to the best of your abilities, prevent perpetrators of sexual exploitation and abuse from being hired, re-hired or deployed. Use background and criminal reference checks for all employees.
  - Ensure that when engaging in partnership, sub-contractor, supplier or similar agreements, these agreements:
  - Incorporate the ESHS, OHS, GBV and VAC Codes of Conduct as an attachment.
  - Include the appropriate language requiring such contracting entities and individuals, and their employees and volunteers, to comply with the Individual Codes of Conduct.
  - Expressly state that the failure of those entities or individuals, as appropriate, to ensure compliance with the ESHS and OHS standards, take preventive measures against GBV and VAC, to investigate allegations thereof, or to take corrective actions when GBV or VAC has occurred, shall not only constitute grounds for sanctions and penalties in accordance with the Individual Codes of Conduct but also termination of agreements to work on or supply the project.

- Provide support and resources to the GCCT to create and disseminate internal sensitization initiatives through the awareness-raising strategy under the GBV and VAC Action Plan.
- Ensure that any GBV or VAC issue warranting Police action is reported to the Police, the client and the World Bank immediately.
- Report and act according to the response protocol (Section 4.7 Response Protocol) any suspected or actual acts of GBV and/or VAC as managers have a responsibility to uphold company commitments and hold their direct reports responsible.
- Ensure that any major ESHS or OHS incidents are reported to the client and the supervision engineer immediately.

## **Training**

The Managers are responsible to:

- Ensure that the OHS Management Plan is implemented, with suitable training required for all staff, including sub-contractors and suppliers; and,
- Ensure that staff have a suitable understanding of the CESMP and are trained as appropriate to implement the CESMP requirements.
- All managers are required to attend an induction manager training course prior to commencing work on site to ensure that they are familiar with their roles and responsibilities in upholding the GBV and VAC elements of these Codes of Conduct. This training will be separate from the induction training course required of all employees and will provide managers with the necessary understanding and technical support needed to begin to develop the GBV and VAC Action Plan for addressing GBV and VAC issues.
- Managers are required to attend and assist with the project facilitated monthly training courses for all employees. Managers will be required to introduce the trainings and announce the self-evaluations, including collecting satisfaction surveys to evaluate training experiences and provide advice on improving the effectiveness of training.
- Ensure that time is provided during work hours and that staff prior to commencing work on site attend the mandatory project facilitated induction training on:
  - OHS and ESHS; and,
  - GBV and VAC required of all employees.
- During civil works, ensure that staff attend ongoing OHS and ESHS training, as well as the monthly mandatory refresher training course required of all employees to combat increased risk of GBV and VAC.

## **Response**

- Managers will be required to take appropriate actions to address any ESHS or OHS incidents.
- With regard to GBV and VAC:
  - Provide input to the GBV and VAC Allegation Procedures (Section 4.2 Action Plan) and Response Protocol (Section 4.7 Action Plan) developed by the GCCT as part of the final cleared GBV and VAC Action Plan.
  - Once adopted by the Company, managers will uphold the Accountability Measures (Section 4.4 Action Plan) set forth in the GBV and VAC Action Plan to maintain the confidentiality of all employees who report or (allegedly) perpetrate incidences of GBV and VAC (unless a breach of confidentiality is required to protect persons or property from serious harm or where required by law).
  - If a manager develops concerns or suspicions regarding any form of GBV or VAC by one of his/her direct reports, or by an employee working for another contractor on the same work site, s/he is required to report the case using the GRM.

- Once a sanction has been determined, the relevant manager(s) is/are expected to be personally responsible for ensuring that the measure is effectively enforced, within a maximum timeframe of 14 days from the date on which the decision to sanction was made
- If a Manager has a conflict of interest due to personal or familial relationships with the survivor and/or perpetrator, he/she must notify the respective company and the GCCT. The Company will be required to appoint another manager without a conflict of interest to respond to complaints.
- Ensure that any GBV or VAC issue warranting Police action is reported to the Police, the client and the World Bank immediately
- Managers failing address ESHS or OHS incidents, or failing to report or comply with the GBV and VAC provisions may be subject to disciplinary measures, to be determined and enacted by the company's CEO, Managing Director or equivalent highest-ranking manager. Those measures may include:
- Informal warning.
- Formal warning.
- Additional Training.
- Loss of up to one week's salary.
- Suspension of employment (without payment of salary), for a minimum period of 1 month up to a maximum of 6 months.
- Termination of employment.
- Ultimately, failure to effectively respond to ESHS, OHS, GBV and VAC cases on the work site by the company's managers or CEO may provide grounds for legal actions by authorities.

I do hereby acknowledge that I have read the foregoing Manager's Code of Conduct, do agree to comply with the standards contained therein and understand my roles and responsibilities to prevent and respond to ESHS, OHS, GBV and VAC requirements. I understand that any action inconsistent with this Manager's Code of Conduct or failure to act mandated by this Manager's Code of Conduct may result in disciplinary action.

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

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

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

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

## **Individual Code of Conduct**

### **Implementing ESHS and OHS Standards Preventing Gender Based Violence and Violence Against Children**

I, \_\_\_\_\_, acknowledge that adhering to environmental, social health and safety (ESHS) standards, following the project's occupational health and safety (OHS) requirements, and preventing gender based violence (GBV) and violence against children (VAC) is important.

The company considers that failure to follow ESHS and OHS standards, or to partake in GBV or VAC activities—be it on the work site, the work site surroundings, at workers' camps, or the surrounding communities—constitute acts of gross misconduct and are therefore grounds for sanctions, penalties or potential termination of employment. Prosecution by the Police of those who commit GBV or VAC may be pursued if appropriate.

I agree that while working on the project I will:

- Attend and actively partake in training courses related to ESHS, OHS, HIV/AIDS, GBV and VAC as requested by my employer.
- Will wear my personal protective equipment (PPE) at all times when at the work site or engaged in project related activities.
- Take all practical steps to implement the contractor's environmental and social management plan (CESMP).
- Implement the OHS Management Plan.
- Adhere to a zero-alcohol policy during work activities, and refrain from the use of narcotics or other substances which can impair faculties at all times.
- Consent to Police background check.
- Treat women, children (persons under the age of 18), and men with respect regardless of race, color, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- Not use language or behavior towards women, children or men that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- Not engage in sexual harassment—for instance, making unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, of a sexual nature, including subtle acts of such behavior (e.g. looking somebody up and down; kissing, howling or smacking sounds; hanging around somebody; whistling and catcalls; giving personal gifts; making comments about somebody's sex life; etc.).
- Not engage in sexual favors—for instance, making promises or favorable treatment dependent on sexual acts—or other forms of humiliating, degrading or exploitative behavior.
- Not participate in sexual contact or activity with children—including grooming, or contact through digital media. Mistaken belief regarding the age of a child is not a defense. Consent from the child is also not a defense or excuse.
- Unless there is the full consent<sup>7</sup> by all parties involved, I will not have sexual interactions with members of the surrounding communities. This includes relationships involving the withholding or promise of actual provision of benefit (monetary or non-monetary) to

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<sup>7</sup> **Consent** is defined as the informed choice underlying an individual's free and voluntary intention, acceptance or agreement to do something. No consent can be found when such acceptance or agreement is obtained using threats, force or other forms of coercion, abduction, fraud, deception, or misrepresentation. In accordance with the United Nations Convention on the Rights of the Child, the World Bank considers that consent cannot be given by children under the age of 18, even if national legislation of the country into which the Code of Conduct is introduced has a lower age. Mistaken belief regarding the age of the child and consent from the child is not a defense.

community members in exchange for sex—such sexual activity is considered “non-consensual” within the scope of this Code.

- Consider reporting through the GRM or to my manager any suspected or actual GBV or VAC by a fellow worker, whether employed by my company or not, or any breaches of this Code of Conduct.

#### **With regard to 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, 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 safeguard policies on child labor and minimum age.
- Take appropriate caution when photographing or filming children (See Annex 2 for details).

#### **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, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- Ensure images are honest representations of the context and the facts.
- Ensure file labels do not reveal identifying information about a child when sending images electronically.

#### **Sanctions**

I understand that if I breach this Individual Code of Conduct, my employer 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), for a minimum period of 1 month up to a maximum of 6 months.
- Termination of employment.
- Report to the Police if warranted.

I understand that it is my responsibility to ensure that the environmental, social, health and safety standards are met. That I will adhere to the occupational health and safety management plan. That I will avoid actions or behaviors that could be construed as GBV or VAC. Any such actions will be a breach of 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 ESHS, OHS, GBV 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:** \_\_\_\_\_

**BOTSWANA EMERGENCY WATER SECURITY AND EFFICIENCY PROJECT  
ESIA - REPORT FOR THE NORTH EAST AND TUTUME WATER SUPPLY PROJECT**

**GUIDELINE FOR THE PREPARATION OF CONTRACTOR'S ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (CESMP)**

**Introduction**

The construction Contractor must prepare an environmental and social management plan<sup>1</sup> for the construction works of the North East and Tutume Water Supply Project, to be cleared, prior to the initiation of the construction works, by WUC officers, the Environmental Site Officer (ESO) and the Resident Engineer. The Contractor's Environmental and Social Management Plan (CESMP) shall incorporate the directives of the World Bank Group (IFC) Environmental, Health, and Safety General Guidelines (IFC EHS Guidelines<sup>2</sup>), with special attention to the IFC EHS specific guidelines on: Air Emissions and Ambient Air Quality, Wastewater and Ambient Water Quality, Hazardous Materials Management, Waste Management, Noise, Occupational Health and Safety, Physical Hazards, Personal Protective Equipment (PPE), Community Health and Safety, Life and Fire Safety (L&FS), Traffic Safety, Disease Prevention, Emergency Preparedness and Response and notably Environmental, Health, and Safety (EHS) Guidelines for Construction And Decommissioning.

The CESMP shall determine the set of mitigation, monitoring, and institutional measures to be taken during implementation to eliminate adverse environmental and social impacts, offset them, or reduce them to acceptable levels, considering the significant adverse environmental impacts (including those involving vulnerably populations) identified in the Environmental and Social Impact Assessment (ESIA) Report.

**The CESMP shall:**

- Describes--with technical details<sup>3</sup>--each mitigation measure, including the type of impact to which it relates and the conditions under which it is required (e.g., continuously or in the event of contingencies), together with designs, equipment descriptions, and operating procedures, as appropriate;
- Estimates any potential environmental impacts of these measures; and
- Provides linkage with any other mitigation plans (e.g., for involuntary resettlement Plan, health and safety management plan, vulnerable population plan) required for the project.
- The CESMP must detail the environmental monitoring to be conducted by the Contractor during construction, addressing key environmental aspects of the works, particularly the environmental impacts of the project and the effectiveness of mitigation measures.
- The monitoring section of the ESMP shall provide specific description, and technical details, of monitoring measures, including the parameters to be measured, methods to be used, sampling locations, frequency of measurements, detection limits (where appropriate), and definition of

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<sup>1</sup> The management plan is sometimes known as an "action plan." The CESMP may be presented as two or three separate plans covering mitigation, monitoring, and institutional aspects, depending on Botswana legal requirements.

<sup>2</sup> The World Bank Group EHS Guidelines are available at [www.ifc.org/eihsguidelines](http://www.ifc.org/eihsguidelines).

<sup>3</sup> To be based on the Method Statements for the different works to be developed by the Constructor.

thresholds that will signal the need for corrective actions. The monitoring report content must be agreed with the Environmental Site Officer (ESO) and the Resident Engineer, prior to the initiation of the construction works.

- For mitigation and monitoring aspects, the CESMP must provide an implementation schedule for measures to be carried out as part of the construction works and coordination with overall project implementation plans. The costs for implementing the CESMP must be integrated into the total construction cost estimates.

### **Objectives of the CESMP**

The Objectives of the CESMP are:

- Ensuring compliance with regulatory authority stipulations and guidelines which may be local, provincial, national and/or international (notably the World Bank Group Environmental, Health and Safety Guidelines);
- Ensuring that there is sufficient allocation of resources on the project budget so that the scale of CESMP-related activities is consistent with the significance of project impacts;
- Verifying environmental performance through information on impacts as they occur;
- Responding to changes in project implementation not considered in the ESIA;
- Responding to unforeseen events; and
- Providing feedback for continual improvement in environmental performance.

### **General Scope of the CESMP**

In order to achieve the above objectives, the scope of the CESMP should include the following topics:

- a) Contractor's H&S Policy Statement
- b) Institutional Arrangements – Roles and Responsibilities
  - Environmental duties of the Contractor
  - Duties of the Environmental Site Officer (ESO)
  - Environmental duties of other staff
  - Process to escalate critical hazards and incidents to the attention of the project leadership, including the Contractor's Management, the Environmental officer, the Engineer and WUC officers.
- c) Regulatory Requirements
  - Applicable legislation (national and provincial) to the construction works
  - Applicable World Bank Group Environmental Health and Safety Directives
  - Status of Permits and Permissions
- d) Environmental Training Plan
  - Key environmental management team
  - Appointment of the ESO and HSO
  - Awareness of the Responsibility
  - Content and Methodology for the Training
- e) Environmental Management During the Construction Phase – Detailing Procedures for:
  - Method Statement Preparation

- Site Location and Contractor's Camp
- Site Establishment (Working Areas and No-go Areas)
- Water Supply
- Site Clearance
  - Topsoil Conservation and Stockpiling
  - Access Roads/Haul Roads
  - Site isolation procedures
- Workshop, Equipment Maintenance and Storage
  - Workshop
  - Equipment Maintenance and Storage
- General Materials Handling, Use and Storage
- Spoil Sites
- Fuels, Oils, Hazardous Substances and other Liquid Pollutants
  - Fuels (Petrol and Diesel) and Oil
  - Hazardous Substances
- Solid Waste Management
- Sanitation
  - Wastewater and Contaminated Water Management
- Storm Water Management and Erosion Control
- Noise Control
- Dust Control
- Traffic Control
- Disruption of Access to Property
- Disruption of Services
- Protection of Sensitive Environments and Natural Features
- Fire Prevention and Control
- Emergency Procedures
- General Health and Safety Procedures
- Diseases, Heat Stress and Wounds
- Public Liability
- Special Procedures:
  - Gender Issues;
  - Environmental, health and safety procedures for works close and/or related to the Vulnerable Communities;
  - Procedures to mitigate potential impacts due to labour Influx<sup>4</sup>, especially if the communities are rural, remote or small.
  - Heavy equipment operation and transit;
  - Road blockage and crossing
  - Demolition works
  - Hard rock excavation (including blasting)
  - Access and exploitation of borrow areas
- Management and Monitoring Plans (Detailed Schedule)

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<sup>4</sup> The labour influx potential impacts were identified in a project's Environmental and Social Impact Assessment (ESIA), but may only become fully known once a contractor is appointed and decides on sourcing the required labor force.

# **BOTSWANA EMERGENCY WATER SECURITY AND EFFICIENCY PROJECT**

## **ESIA - REPORT FOR THE NORTH EAST AND TUTUME WATER SUPPLY PROJECT**

### **GUIDELINE FOR THE PREPARATION OF A HEALTH AND SAFETY MANAGEMENT PLAN**

#### **Introduction**

The Construction Contractor must prepare a Health and Safety Management Plan (H&SMP) for the construction of the North East and Tutume Water Supply Project, to be cleared prior to the initiation of the construction works, by WUC officers, the Environmental Site Officer (ESO) and the Resident Engineer. The preparation of the H&SMP must consider the Botswana Labour, Health and Safety legislation and the World Bank Group (IFC) Environmental, Health, and Safety General Guidelines (IFC EHS Guidelines<sup>1</sup>), with special attention to the IFC EHS specific guidelines for occupational health and safety, personal protective equipment (PPE), and for community health and safety.

The H&SMP aims to implement the policies and approaches to protect the safety and health of the construction workers, contractors, and the communities that may be affected by the construction works. The Health and Safety Management Plan (H&SMP) should adopt the principle of continuous improvement, consistent with the Occupational Health and Safety Management System (OHSAS) 18001, dated 2007, and complies with all requirements of the Botswana Health and Safety regulations. The H&SMP aims to control health and safety risks of the construction activities, addressing: policy; legal requirements; hazard identification and risk assessment; health and safety targets and objectives; roles and responsibilities; training and awareness; reporting and documentation; EHS communication; operational control; emergency preparedness and response; performance measurement and monitoring; accidents, incidents, non-conformance, and corrective/preventive actions; records and records management; audits and assurance; and management review.

A copy of the H&SMP should be available to all workers and sub-contractors, on the site, for the duration of the project. The Contractor must ensure that they have the opportunity to read, understand, clarify and ask questions. The Contractor may review the plan, regularly, throughout the construction and make any revisions known to those working on the project.

#### **General Scope**

In order to achieve the above objectives, the scope of the H&SMP should include the address the following topics:

a) Project Information

- Principal contractor details
- Details of persons at workplace with H&S responsibilities

b) Scope of Work

- Description of project
- Location of project

c) Roles and Responsibilities

- Principal contractor
- Contractors
- Workers

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<sup>1</sup> The World Bank Group EHS Guidelines are available at [www.ifc.org/ehsguidelines](http://www.ifc.org/ehsguidelines).

d) General H&S Information

- Relevant legislation
- H&S Policy Statement
- Codes of Practice and other guidance
- Relevant Codes of Practice, including (if applicable): Confined spaces, construction work, cranes, demolition work, excavation work, first aid in the workplace, formwork and falsework, hazardous manual tasks, managing work health and safety risks, labelling of workplace hazardous chemicals, managing electrical risks at the workplace, managing noise and preventing hearing loss at work, managing the risks of falls in the workplace, safe design structures, traffic management in workplaces, welding processes, work health and safety consultation, cooperation and coordination, working in the vicinity of overhead and underground electrical lines, among others.
- Insurances

e) Workers' Induction and Training

- Worker induction
- Worker training

f) Risk Management

- Identification and management of hazards and risks (Detail procedures to identify hazards and assess risks before the construction works start)

g) Hierarchy of Control<sup>2</sup>

h) High Risk Construction Works

- Description of safe work method statement (SWMS) for each of the high risk construction work activity.

i) Licenses and Certification for High Risk Work

- Applicable licenses and certifications for workers to undertake high risk work

j) Emergency and Incident Response

- Emergency preparedness
- Emergency response procedures

k) Incident Procedures

- Notifiable incidents
- First aid

l) Consultation and Communication

- Consultation
- Communication

m) Disciplinary Procedures<sup>3</sup>

n) Site Safety Procedures

- Site rules
- Site amenities
- Site security

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<sup>2</sup> Addressing: Eliminate, Substitute, Isolate, Engineering controls, Administrative controls and Personal Protective Equipment.

<sup>3</sup> E.g, addressing first violation, second violation, third violation and serious breach of safety

- Site signage
- o) Managing Construction Hazards specified in the Regulations, including:
- Falls from heights
  - Falling objects
  - Demolition work
  - Excavation work/trenching
  - For work near overhead power lines up to and including 133kV:
  - For excavation work near underground essential services:
  - Electrical
  - Other construction hazards
- p) Traffic Management Plan<sup>4</sup>
- The contractor must identify, evaluate and monitor the potential traffic and road safety risks to workers and potentially affected communities throughout the project life cycle and, where appropriate, develop measures and plans to address them, determining road safety initiatives proportional to the scope and nature of construction activities.
  - Traffic management plan should be drawn and certified by a person who has proper training and certification for the task;
- q) Ladder Safety
- r) Manual Handling
- s) Hand Operated and Power Tool Use
- t) Sun Safety
- u) Alcohol and Drug Control
- v) Any Other Construction Hazards<sup>5</sup>

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<sup>4</sup> Traffic safety should be promoted by all project personnel during displacement to and from the workplace, and during operation of project equipment on private or public roads. Prevention and control of traffic related injuries and fatalities should include the adoption of safety measures that are protective of construction workers and of road users, including those who are most vulnerable to road traffic accidents. The Plan must consider implementing the following control measures to keep pedestrians and vehicles apart at the construction workplace and when vehicles enter or exit the workplace: Providing separate traffic routes for pedestrians and vehicles, where possible. Providing separate clearly marked pedestrian walkways that take a direct route. Creating pedestrian exclusion zones where powered mobile plant is operating. Creating vehicle exclusion zones for pedestrian-only areas around amenities and pedestrian entrances. Securing areas where vehicles and powered mobile plant operate by installing pedestrian barriers, traffic control barricades, chains, tape or bollards. Designating specific parking areas for workers' and visitors' vehicles outside the construction area. Providing clearly signed and well-illuminated crossing points where walkways cross roadways, so drivers and pedestrians can see each other clearly. " Using traffic controllers, mirrors, stop signs or warning devices at site exits to make sure drivers can see or are aware of pedestrians before driving out onto public roads, among others.

<sup>5</sup> Note: If the contractor identifies Asbestos in any facility to be demolished and/or refurbished, it should adopt specific procedures for asbestos and follow the correct removal processes, with workers trained on the use the appropriate personal protective equipment.