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## Code of Conducts

(Special Reference to Social, Environmental, Health & Safety with COVID-19 Protocol)

**MM Builders & Engineers Ltd and M/S Anik Trading Corporation (JV)**

**Contract No. BLPA/W-2**

**Development of Sheola Land Port (IDA Credit No. 6002-BD)**

Following are the Key Code of Conducts are considered as a guideline to reduce or eliminate social, environmental risk, health safety and service rules due to various activities during construction phase associated with the project to be implemented under Bangladesh Regional Connectivity Project-1, Contract No. BLPA/W-2. The Contractor will ensure following aspects:

### **1. Social**

1. Ensure to stop gender based violation and sexual harassment for employee/workers/labourer
2. Ensure to protect women trafficking for our workers/labourer in the project site
3. No child labor (children under the age of 18Y) will engage in the project/construction work
4. Workload distribution (Consider leave on Government Holiday and others) no heavy work will be distribution to women at their critical moments
5. Daycare facility for both women & men employee/worker will be assured
6. Maternity leave for women will be maintained as per govt. directions
7. Transparent policy of appointment and termination will be assured
8. Transparent rule for making the payments & equal wages will be paid for both male & female workers also attached with payment slip.
9. Ensure fencing the work intervention area
10. Hang on a wording write up regarding common law and restriction in entrance of the site
11. Adding address for launching complaint against the quality of work or behavior of the contractor's team member.
12. Equal opportunity for male and female workers and staffs concerned with wages and others
13. The Contractor will maintain corporate social responsibility through contributing the society and environment
14. A grievance redress mechanism (GRM) will be established at the project site to ensure rights of laborers. Disputes may be resolved in a formal or informal manner. Problems will be mitigated with sensitivity and fairness based on the following approach:
  - Be courteous, respectful, and polite to fellow community members
  - No offensive comments related to gender, gender identity or expression, sexual orientation, disability, physical appearance, body size, race & religion.
  - No sexual images in public spaces, real or implied violence, intimidations, oppression, stalking, following, harassing photography or recording, sustained disruption of talks or other events and inappropriate physical contact.
  - Make everyone in community feel welcome, regardless of their background, and do everything possible to encourage participation in our community.
  - When other critiques contractor's work or ideas, gracefully accept the criticism and default to assuming good intentions.
  - Share only content that the Contractor own, do not share private and sensitive information, and do not break the law.

### **2. Environmental**

1. Noise and Vibration Management
2. Air Quality Management
3. Traffic management at construction site

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4. Prohibition of hunting of birds and animals roaming around the construction site
  5. Construction Camp Management
  6. Waste Management
    - a. General Wastes
    - b. Hazardous Wastes
  7. Installation of fire protection, fire detection and watch tower with search light (during night time) in and around the construction site
  8. Fuels and Hazardous Goods Management
  9. Water Resources Management
  10. Health, Safe Sanitation and Hygiene Management
  11. Drinking Water Management
  12. Drainage Management
  13. Erosion and Sediment Control in existing canal
  14. Top Soil Management
  15. Construction and Dismantling of Structures
  16. Using Renewable Energy Saving Day light in Office
  17. Appoint environmental, health and safety manager with adequate supporting staff
  18. Identified all environmental issues will be reported to EHS Manager
  19. Arrangement of full time power supply system with arrangement of generator and CCTV system

### **3. Health & Safety**

Health and Safety is about presenting accident free and promoting a healthy and safe work environment for our employees, people working with us and the general public who come into contact with our projects. This is a fundamental priority for MM Builders & Engineers Ltd. and M/S Anik Trading Corporation (JV), and our goal is clear; an Injury-Free Work place. It includes supportive supervision, having a sense of purpose and a feeling of physical security which includes sexual harassment.

Personal protective equipment we detailed out the following safety measures:

- Wearing a safety helmet for head protection;
- Eye and face protection through wearing safety goggles, face shields, safety spectacles etc.
- Hearing protection depends on the loudness of the noise
- Protective equipment includes gloves, finger guards and arm coverings or elbow-length gloves for hand and arm protection;
- Wearing protective footwear for foot and leg protection.
- Health insurance for the employee
- Ensured pure drinking water to the project site
- Ensure gender segregated toilet facility
- Maintain nonsmoking office environment

### **4. COVID-19**

- A COVID-19 risk assessment will be conducted starting with the workforce characteristics as a starting point since the work force may have a mix of workers
- Workers will be employed under different terms and conditions and be accommodated in different ways. Assessing these different aspects of the workforce will help in identifying appropriate mitigation measures

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- Vulnerable workers (e.g., older age - greater than 55 years old; presence of chronic medical conditions, including immune compromising conditions, cancers, diabetes, pregnancy, etc.) might be avoided in the workplace
- Workers will be provided with regular opportunities to understand their situation, and how they can adapt best protection to themselves, their families and the community. They should be made aware of the COVID-19 OHS Protocols that have been put in the workplace, and their own responsibilities in protecting them. Contractors will provide regular communications with workers to ensure:
  - All workers should understand COVID-19 OHS Protocols; and
  - All workers on site are kept up to date with how preventive measures are being implemented or updated.
- Hand washing is a simple yet one of the most effective ways to prevent the spread of COVID-19 and keep anybody healthy.
- Everybody will must wear a face mask then this will prevent or slow the spread of COVID-19.
- Everybody should maintain social distancing as per WHO COVID-19 guideline/protocol
- The firm shall provide daily health screening to workers entering the worksite to ensure that workers are fit for work, identify any sick/ ill workers and to prevent an outbreak within the project.
- COVID-19 Daily Health Screening Protocol along with awareness will be followed strictly,
- COVID-19 awareness posters, recommended in the document of COVID-19 OHS PROTOCOLS FOR PROJECT CONSTRUCTION SITES, will abide by strictly.

We the JV of MM Builders & Engineers Ltd. And M/S Anik Trading Corporation believe every accident and every injury is avoidable. We will take every reasonable step to reduce the possibility of injury, illness, or accident. We will take utmost care to prevent any foreseeable hazards that may arise from our undertaking of this project. Our safety policy is devised to protect our workers, employers' workers, third party contractors and consultants, and the general public.

We will ensure for undertaking the construction work must have safety equipment's to make cater for emergencies, including;

- ✓ First aid equipment (dressings, etc.);
- ✓ Communication with, and transport to, the nearest hospital with an accident / emergency department;
- ✓ Communication with nearest fire brigade station.
- ✓ Monitoring equipment;
- ✓ Rescue equipment;
- ✓ Fire-fighting equipment;

##### **5. Construction work protective equipment**

Personal protective equipment we detailed out the following safety measures:

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- Hearing protection depends on the loudness of the noise
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- Wearing protective footwear for foot and leg protection.

*Signature*

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This Code of Conduct outlines principles that are crucial for the wellbeing of the MM Builders & Engineers Ltd. And M/S Anik Trading Corporation (JV). A significant breach of this Code would be grounds for disciplinary action and may lead to termination of their employment or engagement.

I have read and understood the above statement and will strive to comply with its contents.

  
Name: **MD. ALI AZAM**  
Designation: Authorized Signature  
M.M. Builders & Engineers Ltd.  
and Anik trading Corporation (JV)

Signature with Date and Seal: