

Project: Gigared

Environmental and Social Action Plan

No.	Reference	Action	Product / Deliverable	Implementation date
PS 1: Assessment and Management of Environmental and Social Risks and Impacts				
1.1	Environmental and Social Management System	Implement an Integrated Environmental, Social, Health, Safety and Security Management System applicable to all activities carried out by its in-house and contracted personnel, in accordance with the requirements of IFC Performance Standard 1. For this purpose, Gigared will incorporate to its own staff a specialist in health, safety, security, and environment, who will be responsible for the development, implementation and monitoring of the company's environmental, social, health, safety, and security management plans, programs and procedures, including the oversight of contracted companies and third parties. Such professional will be able to raise reports directly to the company's General Management. Gigared will designate, or contract, if necessary, technical personnel in environmental, health, safety and security matters who will work in its facilities, who will report to the specialist appointed for such purpose. The academic background and experience of the health, safety, security, and environmental specialist to be appointed should demonstrate suitable experience.	Appointment of an Environmental and Social Coordinator at a national level	April 30, 2019
1.2	Policy	Prepare an Environmental, Social, and Health, Safety and Security Policy whose purpose is to reflect the company's values, attain full legal compliance and comply with the guidelines of the IFC Performance Standards applicable to the company's activities.	Environmental, Occupational Safety and Security, and Social Policy	April 30, 2019
1.3	Risk and Impact Identification	Prepare matrices to identify and assess the environmental aspects and occupational hazards associated with all of Gigared's activities, including those relevant to services provided on harvest fronts; in each case, the degree of significance of the possible impacts and risks will be determined by considering the seriousness and probability of occurrence; the matrices will indicate the preventive and/or corrective actions to be implemented, the person responsible and the corresponding implementation deadline.	(i) Environmental aspects identification and assessment matrix (ii) Occupational risks identification and assessment matrix	(i) June 30, 2019 (ii) June 30, 2019
1.4		Prepare a matrix to identify and evaluate legal aspects. Such matrix shall take into account the identification and assessment of the legal aspects associated with the legislation in force and all the legal commitments undertaken by Gigared, including those arising from loan agreements entered into with funding entities.	Legal aspects identification matrix	June 30, 2019
1.5	Management Programs	Prepare and implement documented procedures for the management of occupational risks and possible environmental and social impacts associated with the construction works of network laying and maintenance (work at height, electrical risk, entry into confined spaces, safety in the use of fiber optics, safety signage in public roads, ergonomic risk and use of personal protection equipment), to supply management, to	Documented Procedures	September 30, 2019

		waste management (including recycling or reuse), to the storage of materials (including hazardous substances, if applicable), to driving vehicles and pests control.		
1.6	Accident management	Prepare and implement a procedure to manage environmental and/or occupational accidents that will apply both to its in-house and contractor employees. Such procedure shall provide for, at least, recording the nature and severity of the accident, the immediate actions to be implemented, the processing of basic legal aspects, a report of the accident investigation and the preventive and/or corrective measures adopted to prevent it from happening again.	Accident Management Procedure	April 30, 2019
1.7	Organizational Capacities and Competences	Prepare and implement an annual Training Plan. Significant environmental aspects and occupational risks, identified by applying the respective matrices, will be considered in its preparation, in addition to the entry into force of new legislation and/or the adoption of new technologies and/or the type and severity of personal accidents that have occurred. The Training Plan will provide for identifying the type of courses or training to be imparted (including emergency drills), the recipients of the training, the dates and sites selected for the delivery of each training, the persons responsible for imparting the training, and the expected formats for attendance records.	Training Plan	April 30, 2019
1.8	Emergency Preparedness and Response	Prepare and implement an Emergency Prevention and Response Plan in its headquarters and each of its branches. Each plan will include, at least: the identification of possible emergency scenarios, the definition of responsible persons to address the emergency, the identification of external actors (hospital, fire department, police, etc.), a communications flowchart (including telephone numbers), an evacuation plan that indicates, in a sketch, the foreseen meeting points and emergency exits, a sketch with the location of the fire network, firewalls, flammable products warehouse, fire room, power cut-off switches and server room. Responsibility over weekends and holidays will be defined. Each Plan will be reviewed annually to verify its validity.	Emergency Prevention and Response Plans for headquarters and each branch	May 30, 2019
1.9	Contractor management	Develop and implement a documented procedure for managing contractors that considers, at the very least: i) The fundamental environmental, health, safety and security requirements that the contractors shall abide by; ii) contractors' obligations and prohibitions in environmental, health, safety and security matters; iii) the penalties, warnings or fines to be applied in the event of non-compliance. It should be borne in mind that, as required by IFC Performance Standard 1, contractors working for Gigared will be under the direct control of the company and will not be considered outsourced third parties for the purposes of the requirements of the Standard.	Contractor Management Procedure	May 30, 2019
1.10	Monitoring and Evaluation	Annually prepare and implement a Monitoring and Follow-Up Plan on health, safety and the environmental matters. This Plan will be applicable to all of Gigared's activities. In matters of health, safety and security, the Plan will include, at least, noise intensity, lighting intensity, ground resistance value of electrical panels, status and load of fire extinguishers, status and functionality check of firefighting systems, and quality of the drinking water supplied in drums (bacteriological every 6 months and physicochemical every year). The Plan will also include the monthly calculation and monitoring of the Frequency and Severity Rates, both for in-house staff and for future contractor personnel. In Environmental matters, the Monitoring Plan will include, for each branch, the	Monitoring and Follow-Up Plan	August 30, 2019

		measurement of the amount of electronic, paper and cardboard waste, as well as the monthly amount of water (excluding drinking water) and electricity consumed.		
1.11	Monitoring and Evaluation	Adopt performance indicators in environmental, social, and health, safety, and security matters associated, to the extent possible, with quantifiable aspects whose measurement and monitoring will enable observing their evolution in time. They will include, at least, Accident Rates, the percentage of female employees, the monthly amount of recycled waste and the monthly consumption of electricity and water for general purposes (not drinking water).	Performance Indicators	September 30, 2019
1.12	Participation of Social Actors	Identify and implement contact channels to allow anyone in the community to ask questions, file a grievance or complaint, or make suggestions; to complement this, it will develop and implement a mechanism to receive, resolve and respond to such concerns, defining responsibilities and maximum communication and resolution times.	Mechanism for receiving and resolving grievances and complaints from third parties	June 30, 2019
PS 2: Labor and Working conditions				
2.1	Working Conditions and Management of Labor Relations	Proceed to monitor the degree of women's participation as staff members of Gigared, striving to reach the employment target of 35% female participation within 5 years, periodically reporting the corresponding indicators in the Annual Compliance Reports to IDB Invest.	35% female participation in Gigared's payroll	March 30, 2020
2.2	Working Conditions and Management of Labor Relations	Prepare and implement a mechanism to receive and resolve any grievance or complaint raised by any in-house or contracted personnel, including those made anonymously.	Mechanism for receiving and resolving grievances and complaints	May 30, 2019
PS 3: Resource Efficiency and Pollution Prevention				
3.1	Pollution Prevention	Prepare and implement a solid waste management procedure that specifies, at least, the respective responsibilities, the types of waste generated, the applicable legislation in force, the construction and operational characteristics of the temporary waste storage sites, the manner in which each will be managed, the persons responsible for implementing the procedure, and the formats for recording waste removal by specialized companies, specifying the type and amount of waste removed	Solid Waste Management Procedure	May 30, 2019
PS 4: Community Health and Safety				
4.1	Community Health and Safety	Prepare and implement a specific procedure for the safe handling of all types of company vehicles, whose fulfillment will be mandatory for all personnel.	Procedure for the Safe Operation of Vehicles	June 30, 2019