
 <b>HYUNDAI</b> ENGINEERING CO. LTD.	<b>WORKERS CODE OF CONDUCT</b>	<b>SUBCONTRACTOR'S CI</b>	
<b>TINA RIVER HYDROPOWER DEVELOPMENT PROJECT</b>	<b>HEC-CDSB-CESMP- PPP-009</b>	<b>REV. 4</b>	<b>PAGE 1 OF 26</b>

## Workers Code of Conduct

<b>Person Responsible</b>	<b>HEC Administration Manager</b>
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<b>REV.</b>	<b>DATE (dd/mm/yyyy)</b>	<b>DESCRIPTION</b>	<b>PREPARED</b>	<b>CHECKED</b>	<b>APPROVED</b>
1	31/12/19	Version 1 draft issued for Lenders' Review	HEC		
2	02/05/20	Version 2 draft issued for OE's Review	HEC		
3	02/06/2020	Version 2 draft issued for Lenders' Review – Access Road Lot 1	HEC	OE (JG)	
4	08/09/2020	Version 3 draft issued for Lenders' Review (Access Road)	HEC	OE (JG)	



 <b>HYUNDAI</b> ENGINEERING CO., LTD.	<b>WORKERS CODE OF CONDUCT</b>	<b>SUBCONTRACTOR'S CI</b>	
<b>TINA RIVER HYDROPOWER DEVELOPMENT PROJECT</b>	<b>HEC-CDSB-CESMP- PPP-009</b>	<b>REV. 4</b>	<b>PAGE 3 OF 26</b>


## CONTENTS

<b>ACRONYMS</b>	<b>4</b>	
<b>1</b>	<b>INTRODUCTION</b>	<b>5</b>
<b>1.1</b>	<b>PURPOSE</b>	<b>5</b>
<b>1.2</b>	<b>COMPLIANCE WITH THE WCC</b>	<b>6</b>
<b>1.3</b>	<b>DEFINITIONS</b>	<b>6</b>
<b>1.4</b>	<b>LINKS WITH OTHER PLANS</b>	<b>7</b>
<b>1.5</b>	<b>APPLICABLE STANDARDS</b>	<b>7</b>
<b>2</b>	<b>ROLES AND RESPONSIBILITIES</b>	<b>9</b>
<b>2.1</b>	<b>DESCRIPTION OF ROLES AND RESPONSIBILITIES</b>	<b>9</b>
<b>3</b>	<b>SITE INDUCTION</b>	<b>13</b>
<b>4</b>	<b>GENERAL WORKPLACE</b>	<b>14</b>
<b>5</b>	<b>VEHICLES AND MACHINERY</b>	<b>15</b>
<b>6</b>	<b>DRESS AND APPEARANCE</b>	<b>16</b>
<b>7</b>	<b>ANTI-DISCRIMINATION &amp; CULTURAL AWARENESS</b>	<b>17</b>
<b>8</b>	<b>WASTE AND HYGIENE</b>	<b>19</b>
<b>9</b>	<b>ENVIRONMENTAL CONSIDERATIONS</b>	<b>19</b>
<b>10</b>	<b>WILDLIFE INTERACTION</b>	<b>20</b>
<b>11</b>	<b>PROHIBITED BEHAVIOURS</b>	<b>21</b>
<b>12</b>	<b>USE OF DRUGS, ALCOHOL, TOBACCO, AND BETEL NUT</b>	<b>21</b>
<b>13</b>	<b>FIREARMS</b>	<b>22</b>
<b>14</b>	<b>DISCIPLINARY ACTION</b>	<b>23</b>
<b>15</b>	<b>MONITORING</b>	<b>24</b>
<b>ANNEX A – SITE RULES POSTER</b>		<b>26</b>

 <b>HYUNDAI</b> ENGINEERING CO. LTD.	<b>WORKERS CODE OF CONDUCT</b>	<b>SUBCONTRACTOR'S CI</b>	
<b>TINA RIVER HYDROPOWER DEVELOPMENT PROJECT</b>	<b>HEC-CDSB-CESMP- PPP-009</b>	<b>REV. 4</b>	<b>PAGE 4 OF 26</b>

## ACRONYMS

<b>Name</b>	<b>Description</b>
<b>ADB</b>	Asian Development Bank
<b>BOOT</b>	Build, Own, Operate and Transfer
<b>CESMP</b>	Construction Environmental and Social Management Plan
<b>DIA</b>	Direct Impact Area
<b>EDCF</b>	Economic Development Cooperation Fund
<b>EIS</b>	Environmental Impact Statement
<b>EPC</b>	Engineering, Procurement and Construction
<b>E&amp;S</b>	Environmental and Social
<b>ESHG</b>	Environmental and Health Safety Guidelines
<b>ESIA</b>	Environmental and Social Impact Assessment
<b>ESMP</b>	Environmental and Social Management Plan
<b>GAP</b>	Gender Action Plan
<b>GIIP</b>	Good International Industry Practice
<b>GRM</b>	Grievance Redress Mechanism
<b>HEC</b>	Hyundai Engineering Corporation Limited.
<b>H&amp;S</b>	Health and Safety
<b>HRLMP</b>	Human Resources and Labour Management Plan
<b>HSE</b>	Health, Safety and Environment
<b>IA</b>	Implementation Agreement
<b>IFC</b>	International Finance Corporation
<b>K-water</b>	Korea Water Resources Corporation
<b>LTA</b>	Lenders Technical Advisor
<b>MMERE</b>	Ministry of Mines, Energy and Rural Electrification
<b>NGO</b>	Non-Governmental Organization
<b>OE</b>	Owner's Engineer (Stantec New Zealand)
<b>PO</b>	Project Office
<b>PPA</b>	Power Purchase Agreement
<b>PPE</b>	Personal Protective Equipment
<b>SIEA</b>	Solomon Islands Electricity Authority
<b>SIG</b>	Solomon Island Government
<b>SPS</b>	Safeguard Policy Statement
<b>THL</b>	Tina Hydropower Limited
<b>TRHDP</b>	Tina River Hydropower Development Project (the Project)
<b>WCC</b>	Workers Code of Conduct
<b>WHSP</b>	Workers' Health and Safety Plan

 <b>HYUNDAI</b> ENGINEERING CO. LTD.	<b>WORKERS CODE OF CONDUCT</b>	<b>SUBCONTRACTOR'S CI</b>	
<b>TINA RIVER HYDROPOWER DEVELOPMENT PROJECT</b>	<b>HEC-CDSB-CESMP-PPP-009</b>	<b>REV. 4</b>	<b>PAGE 5 OF 26</b>

## 1 INTRODUCTION

The Tina River Hydropower Development Project (TRHDP or “Project”) is a hydropower development located on central Guadalcanal in the Solomon Islands, managed by a dedicated Project Office (PO) under the national Ministry of Mines, Energy and Rural Electrification (MMERE).

Tina Hydropower Limited (THL) was established by Korea Water Resources Corporation (K-water) and Hyundai Engineering Corporation Limited (HEC). THL will Build, Own, Operate and Transfer (BOOT) the Project under an Implementation Agreement (IA) and a Power Purchase Agreement (PPA) with the Solomon Islands Government (SIG). The BOOT concession is expected to last for a 30-year period, following commissioning.

HEC will be responsible for the Engineering, Procurement and Construction (EPC) of the Project, while THL will be responsible for the Operation and Maintenance contract. THL will sell electricity to the Solomon Islands Electricity Authority (SIEA), the state-owned power utility which trades as Solomon Power, for the duration of the concession. At the end of the concession, the hydropower infrastructure will be transferred to the SIG or SIEA.


### 1.1 PURPOSE

This Workers Code of Conduct (WCC) is one of a series of environmental and social management plans (ESMPs) that have been developed to address key environmental and social aspects of the Project. These were identified in the Environmental and Social Impact Assessment (ESIA) (2017) and Environmental Impact Statement (EIS) (2019).

The purpose and scope of this WCC is to outline HEC’s policies, procedures and expectations relating to the behaviours of HEC’s employees and subcontractors during construction of the Project. HEC has ultimate responsibility for implementation of the WCC.

The WCC will be enforced at the Project site, in the workers camp, and when the workers interact with external stakeholders, including local communities. A poster summarising workers’ obligations (‘Site Rules’) will be developed by HEC to display in shared areas within the active work sites, HEC and THL offices, and workers’ camp. The poster will be appended as Annex A to this WCC once finalised (within 3 months of commencement of Access Road construction).

Should the Project change or new regulations, guidelines or standards apply, HEC will review and amend this WCC. Any changes will be subject to review by THL, and potentially require the approval of the Project Office (PO) and Lenders (according to the management of change procedure outlined in the Construction ESMP (CESMP); P1).

 <b>HYUNDAI</b> ENGINEERING CO. LTD.	<b>WORKERS CODE OF CONDUCT</b>	<b>SUBCONTRACTOR'S CI</b>	
<b>TINA RIVER HYDROPOWER DEVELOPMENT PROJECT</b>	<b>HEC-CDSB-CESMP- PPP-009</b>	<b>REV. 4</b>	<b>PAGE 6 OF 26</b>

## 1.2 COMPLIANCE WITH THE WCC

This WCC applies to all workers, including employees and subcontractors, undertaking work during construction of the Project. Compliance with the WCC will form part of all employee and contractor contracts, and any non-compliance will be cause for disciplinary action (Section 14).


If any worker requires clarification of any part of the WCC, they are encouraged to seek guidance from their manager or other management personnel, as outlined in Table 2.1.

Employees and/or subcontractors will be encouraged to report any suspected violations of the WCC to the Health, Safety and Environmental (HSE) Manager, the internal grievance mechanism or the relevant entity (e.g. PO) in line with the Human Resources and Labour Management Plan. The mechanism will protect against any retaliation and maintain confidentiality.

All workers, employees, and subcontractors are to adhere to the core principles of 'Take Prior Consultation, Careful Listening, and Paying Respect' (PC-CL-PR) seriously because they are the key to avoiding conflict as incidents can easily escalate into company/community conflicts.

## 1.3 DEFINITIONS

<b>EPC Contractor</b>	The engineering, procurement and construction contractor for the TRHDP; Hyundai Engineering Corporation Limited (HEC)
<b>Subcontractors</b>	All companies, persons working directly for these companies, or employed by an employment agency, that are under contract to carry out work for HEC, as part of the construction workforce.
<b>Employer / Owner</b>	Tina Hydropower Limited (THL); the Project Owner, which will take over operation of the hydropower facility once it is constructed.
<b>Employee/s</b>	Any person(s) who is/are directly employed by the PO, THL or HEC to work on the Project and who receives, or is entitled to receive, remuneration.
<b>Misconduct</b>	The deliberate unacceptable or improper behaviour by a worker.
<b>Unsatisfactory Conduct</b>	Where work undertaken does not meet expectations or requirements.
<b>Worker/s</b>	Individual person/s engaged in Project activities, including both employees and subcontractors.

 <b>HYUNDAI</b> ENGINEERING CO. LTD.	<b>WORKERS CODE OF CONDUCT</b>	<b>SUBCONTRACTOR'S CI</b>	
<b>TINA RIVER HYDROPOWER DEVELOPMENT PROJECT</b>	<b>HEC-CDSB-CESMP- PPP-009</b>	<b>REV. 4</b>	<b>PAGE 7 OF 26</b>

#### 1.4 LINKS WITH OTHER PLANS


There are a number of other management plans that are associated with the WCC (Table 1.1). HEC has a comprehensive set of internal HSE procedures which will be implemented on site. For the purpose of the TRHDP, where there is any conflict between the mitigation measures and management approaches described in ESMPs, the TRHDP ESMP requirements will take precedence over HEC internal procedures.

**Table 1.1: Links with Other Plans**

<b>Doc No.</b>	<b>Name</b>	<b>Relevance</b>
P1	Construction Environmental Social Management Plan (CESMP)	Refer to this plan for presentation of organizational charts, detailed description of reporting an incident process, and description of process to amend management plans.
P3	Stakeholder Engagement and Communications Plan	Refer to this plan for the procedures for engaging with stakeholders, and communication protocols for the Project.
P4	Human Resources and Labour Management Plan	Refer to this plan for the management of human resources, including employees and subcontractors. This plan also outlines contractual arrangements and legal requirements for all employees on the Project, including protocols to be followed in the event that disciplinary action is required.
P5	Influx Management Plan	Refer to this plan for the management of influx, including management measures to ensure impacts of influx on community health are mitigated.
P6	Grievance Redress Mechanism	Refer to this plan for the recording and monitoring grievances related to construction activities, including those related to worker interactions with the community.
P7	Security Management Plan	Refer to this plan for the management of security, including management measures to prevent non-Project access to the Project site. The plan also outlines security rules and requirements to be met by all employees.
P8	Workers' Health and Safety Plan	Refer to this plan for management of worker health and safety, including health and safety training.
P11	Traffic Management Plan	Refer to this plan for management of traffic, speed limits and safety aspects around the use of vehicles.

#### 1.5 APPLICABLE STANDARDS

The applicable standards for this WCC are as follows:

 <b>HYUNDAI</b> ENGINEERING CO. LTD.	<b>WORKERS CODE OF CONDUCT</b>	<b>SUBCONTRACTOR'S CI</b>	
<b>TINA RIVER HYDROPOWER DEVELOPMENT PROJECT</b>	<b>HEC-CDSB-CESMP- PPP-009</b>	<b>REV. 4</b>	<b>PAGE 8 OF 26</b>

### **Legislation**


- Solomon Islands Labour Act 1996 and all sub laws;
- Solomon Islands Safety at Work Act 1982; and
- Solomon Islands Firearms and Ammunition Act 1968, No.4 [cap. 80].

### **International policies, standards, and guidelines**

- Economic Development Cooperation Fund (EDCF) Safeguard Policy 2016;
- World Bank Group's Environmental Health and Safety (EHS) Guidelines;
- International Finance Corporation (IFC) Performance Standards (2012); and
- Asian Development Bank (ADB) Safeguard Policy Statement (SPS) (2009).

Where both national and international standards are applicable, the Project will apply the more stringent standard.



 <b>HYUNDAI</b> ENGINEERING CO. LTD.	<b>WORKERS CODE OF CONDUCT</b>	<b>SUBCONTRACTOR'S CI</b>	
<b>TINA RIVER HYDROPOWER DEVELOPMENT PROJECT</b>	<b>HEC-CDSB-CESMP- PPP-009</b>	<b>REV. 4</b>	<b>PAGE 9 OF 26</b>

## 2 ROLES AND RESPONSIBILITIES

Having an appropriate organisational structure in place, with all employees having defined roles and responsibilities, is essential to ensuring the overall success of this WCC. This section provides details of HEC's organisational structure with regards to onsite delivery of the Project, and the various roles and responsibilities of those people involved in delivering the Project.

HEC's organisational structure is outlined in the Construction Environmental Social Management Plan Framework (HEC-CDSB-CESMP-PPP-001).


### 2.1 DESCRIPTION OF ROLES AND RESPONSIBILITIES

HEC will provide the necessary resources to appropriately manage issues relating to worker health and safety. A description of the key roles and their responsibilities are provided in Table 2.1, including the primary communication channels.


The implementation and management of the WCC will be the primary responsibility of the **HEC Administration Manager** (due to their role in managing all human resources and administrative aspects of the Project for HEC) with assistance from the Health, Safety and Environment (HSE) Manager, Environment & Social (E&S) Supervisor, H&S Discipline Supervisor, Training Supervisor, THL and PO. A description of the key position and their responsibilities are provided in **Error! Reference source not found..**

**Table 2.1: Key Roles and Responsibilities**


Position	Responsibilities
HEC Project Manager  (Mr Eu Man Moon)	<ul style="list-style-type: none"> <li>• Ensure that adequate resources are provided to successfully implement this WCC.</li> <li>• Ensure that all HEC project managers and subcontractors understand and fulfil their WCC responsibilities.</li> <li>•</li> </ul>
HEC Construction Manager  (Mr Yoo Jae Bong)	<ul style="list-style-type: none"> <li>• Ensure that the HEC HQ Design Team integrates E&amp;S mitigation measures into the final project design.</li> <li>• Participate in site inspections to plan and confirm the detailed design of E&amp;S site measures.</li> <li>• Review and approve detailed site plans and method statements incorporating E&amp;S measures.</li> <li>• Ensure that all personnel involved in construction activities, including subcontractors and vendors, are adequately trained, and informed on the requirements of the WCC.</li> </ul>

 <b>HYUNDAI</b> ENGINEERING CO., LTD.	<b>WORKERS CODE OF CONDUCT</b>	<b>SUBCONTRACTOR'S CI</b>	
<b>TINA RIVER HYDROPOWER DEVELOPMENT PROJECT</b>	<b>HEC-CDSB-CESMP-PPP-009</b>	<b>REV. 4</b>	<b>PAGE 10 OF 26</b>


	<ul style="list-style-type: none"> <li>• Participate in site inspections in the early stages of works at each site with the HEC HSE Manager, subcontractors and THL.</li> <li>• Review and approve HSE reports.</li> <li>• Audit subcontractor performance.</li> </ul>
HEC Administration Manager  (Mr Soon Yeon Kwok)	<ul style="list-style-type: none"> <li>• Monitor general administration systems such as workers' wages, welfares, insurances and tax.</li> <li>• Manages HEC's on-site offices.</li> <li>• Ensure that the Management Plans under their responsibility (including this WCC) are being applied by all workers on site, regardless of whether they are a project personnel or visitor.</li> <li>• Ensure that the management plans under their responsibility are maintained and are fit for purpose.</li> <li>• Provide supervision and oversight for any disciplinary processes required for HEC employees.</li> <li>• Provide support and oversight to operations (including subcontractors) towards the implementation and continual improvement of the Management Plans.</li> </ul>
HEC HR Manager  (Mr Hyung Sik Park)  Assistant HR Manager  (Mr Min Hyuk Baek)	<ul style="list-style-type: none"> <li>• Support the HEC Administration Manager as required.</li> <li>• Lead recruitment processes for new HEC employees.</li> <li>• Manage any employee contract negotiations.</li> <li>• Respond in a courteous and timely manner to employee's queries regarding their rights, contractual obligations, benefits, and remuneration.</li> <li>• Ensure that employees have access to appropriate accommodation, and liaise with Workers' camp management team.</li> <li>• Ensure that HEC's recruitment and management practices are compliant with national legislation, and the requirements set out in project ESMPs and the EPC Contract.</li> </ul>
HEC HSE Manager  (Mr Dae Yong Kim)	<ul style="list-style-type: none"> <li>• Maintain this WCC.</li> <li>• Ensure that all personnel including subcontractors and vendors are adequately trained and informed on the requirements of this WCC.</li> <li>• Lead site inspections with the HEC Construction Manager to plan and confirm the detailed design of E&amp;S site measures.</li> <li>• Prepare detailed site plans integrating E&amp;S measures into final design drawings and method statements and submit these to the HEC Construction Manager.</li> <li>• Lead weekly site inspections with subcontractors and THL during construction.</li> <li>• Prepare weekly and incident HSE Performance Reports.</li> <li>• Audit subcontractor E&amp;S performance.</li> <li>• Provide support to operations (including subcontractors) towards the implementation and maintenance of the WCC.</li> </ul>

 <b>HYUNDAI</b> ENGINEERING CO., LTD.	<b>WORKERS CODE OF CONDUCT</b>	<b>SUBCONTRACTOR'S CI</b>	
<b>TINA RIVER HYDROPOWER DEVELOPMENT PROJECT</b>	<b>HEC-CDSB-CESMP-PPP-009</b>	<b>REV. 4</b>	<b>PAGE 11 OF 26</b>

	<ul style="list-style-type: none"> <li>• Ensure that notification and reporting procedures to THL, PO and the relevant statutory authorities are carried out.</li> <li>• Has authority to issue instructions and take protective measures to prevent accidents.</li> </ul>
HEC HSE Team	<ul style="list-style-type: none"> <li>• Assist the HSE Manager to achieve a minimum-risk during the construction phase of the Project, which satisfies all Applicable Standards, and propose preventive actions.</li> <li>• Provide HSE advice, support and training.</li> <li>• Ensure the day-to-day implementation of the Worker's Health and Safety Plan (HEC-CDSB-CESMP-PPP-008).</li> <li>• Ensure that all employees receive appropriate induction and training on the general and particular site risks, and inform them of the means for prevention placed at their disposal.</li> <li>• Investigate all incidents.</li> <li>• Require the directly responsible authority to immediately stop any work whose execution he deems to be dangerous or likely to imperil the health and safety of the personnel.</li> <li>• Identify and evaluate risks and propose preventative measures.</li> <li>• Report HSE performance, identify and implement corrective actions and/or performance improvements to HSE Manager.</li> <li>• Advise the HSE Manager of any necessary required actions to improve working and living conditions in the field under the individual responsibility.</li> <li>• Inspect the Worksite daily and reporting and correcting unsafe acts and conditions.</li> <li>• Inspect and report on the application of mitigation measures as described in each management plan;</li> <li>• Maintain the accident / incident record system, making necessary reports, personal investigations of fatal or serious accidents / incidents and checking corrective actions.</li> <li>• Make personal inspections for the purpose of identifying and correct unsafe / acts / conditions / PPE or unsafe work practices before they cause accidents.</li> </ul>
HEC H&S Supervisor (Jonathan Nonosala)	<ul style="list-style-type: none"> <li>• Ensure a safe and healthful workplace for employees.</li> <li>• Enforce safe work practices and procedures.</li> <li>• Correct unsafe or unhealthful workplace conditions or hazards within their authority and ability to do so.</li> <li>• Coach and periodically remind employees of what to look for and how to correct or report unsafe conditions or hazards.</li> <li>• Conduct accident investigations and for ensuring that all occupationally injured employees report to immediately</li> <li>• Collaborate with the other teams to develop and implement corrective and preventative action in the existing management plans to address any non-conformances and deficiencies.</li> </ul>

 <b>HYUNDAI</b> ENGINEERING CO. LTD.	<b>WORKERS CODE OF CONDUCT</b>	<b>SUBCONTRACTOR'S CI</b>	
<b>TINA RIVER HYDROPOWER DEVELOPMENT PROJECT</b>	<b>HEC-CDSB-CESMP-PPP-009</b>	<b>REV. 4</b>	<b>PAGE 12 OF 26</b>

	<ul style="list-style-type: none"> <li>• Advise the Project HSE Manager of any necessary required actions to improve working and living conditions in the field under their individual responsibility.</li> <li>• Conduct social monitoring and audits as required.</li> <li>• Report on social issues and progress with implementing the various requirements in line with the Applicable Standard.</li> </ul>
HEC E&S Supervisor  (Ernest Kolly)	<ul style="list-style-type: none"> <li>• Contribute to weekly and incident HSE reports prepared by the HEC HSE Manager.</li> <li>• Ensure the HEC E&amp;S team conducts all monitoring and reporting as set out in the ESMPs.</li> <li>• Provide support to HEC HSE Manager in updating this WCC as necessary.</li> <li>• Assist in worker training during induction.</li> <li>• Ensure that E&amp;S team conduct social monitoring and audits.</li> <li>• Ensure full implementation of the Stakeholder Engagement Plan.</li> <li>• Closely coordinate with THL and PO to conduct information disclosure, public consultation, stakeholder engagement.</li> <li>• Ensure full implementation of the Grievance Redress Mechanism (GRM; P6).</li> <li>• Ensure all grievances are recorded, including type of grievance, by whom, when, resolution, feedback from the complainants.</li> <li>• Ensure that E&amp;S team conduct internal grievance monitoring and reporting as required.</li> </ul>
HEC Training Supervisor  (Mr Patrick Kekete)	<ul style="list-style-type: none"> <li>• Train HEC staff and subcontractors on training induction materials with the assistance of the HEC HSE Manager.</li> <li>• Manage the development of an HSSE training induction materials, matrix, plan, programs, etc.</li> <li>• Ensure that training team keep HSSE training records.</li> <li>• Ensure that new workers or existing workers are trained in accordance with the training induction materials</li> <li>• Ensure that the training team conduct audits to ensure compliance with training induction materials</li> </ul>
HEC H&S Emergency Supervisor	<ul style="list-style-type: none"> <li>• Designated by the HEC HSE Manager</li> <li>• Manage the Emergency Response Procedure and collaborate in the maintenance of the Spill Prevention and Emergency Response Plan (SPERP; P14) that provides specific procedures to respond to each identified emergency situation for the construction phase.</li> <li>• Coordinate and respond to emergencies timely and in compliance with the Management Plan.</li> <li>• Be involved in incident investigation teams as necessary.</li> <li>• Schedule and coordinate drill and emergency evacuations.</li> </ul>

 <b>HYUNDAI</b> ENGINEERING CO. LTD.	<b>WORKERS CODE OF CONDUCT</b>	<b>SUBCONTRACTOR'S CI</b>	
<b>TINA RIVER HYDROPOWER DEVELOPMENT PROJECT</b>	<b>HEC-CDSB-CESMP-PPP-009</b>	<b>REV. 4</b>	<b>PAGE 13 OF 26</b>

	<ul style="list-style-type: none"> <li>• Provide the necessary measures to manage emergencies, including emergency response facilities and resources.</li> <li>• Monitor and review the operational conditions of the emergency facilities.</li> </ul>
Owners Engineer (OE) – <i>Stantec New Zealand</i>	<ul style="list-style-type: none"> <li>• Review [HEC-CDSB-CEMSP-PPP-009] for compliance with the E&amp;S Standards and GIIP</li> <li>• Monitor and audit project delivery and HEC activities in accordance with the detailed project design, method statements, [HEC-CDSB-CEMSP-PPP-009], related MPs, and detailed site plans.</li> <li>• OE Site Engineer (<i>Vilive Anise and/or William Waddell</i>) will undertake regular site supervision, and report any E&amp;S non-compliances to the HEC HSE Manager, THL E&amp;S Manager and OE Environmental &amp; Social Safeguards (ESS) Lead (<i>Jessica Grinter – Off Shore</i>).</li> <li>• Audit HEC performance with respect to the requirements of the EPC Contract, and health, safety, environmental and social obligations (including but not limited to the E&amp;S Standards, and Schedule 7 of the EPC Contract). Auditing will include a site visit conducted every six months from commencement of construction, for the duration of the construction phase, by the OE ESS Lead at minimum.</li> </ul>


Additionally, HEC will ensure all subcontractors employed during construction will nominate a health and safety representative/s to be responsible during each shift and area of work. The roles and responsibilities of a health and safety representative, in relation to this plan, include ensuring contractor employees are in compliance with the WCC.

### 3 SITE INDUCTION

3.1 All workers, including HEC employees and HEC's subcontractors will undergo a site induction prior to participating in construction activities. This will cover HEC's expectations of the workers outlined in the WCC.

3.2 Inductions will be conducted by the Training Supervisor, HSE Manager and/ or designated staff member. The induction will involve a presentation (HSE Induction developed May 2020, appended to the WHSP; P8), followed by a question and answer session. The induction schedule and program, together with presentations, will be shared with the Project Office (PO), including the lenders, for comments. The following elements of the induction training will be delivered (but not limited to):

- Site rules;
- Register of identified risks to workers, environment and community;
- Stop Work authority available to all workers;

 <b>HYUNDAI</b> ENGINEERING CO. LTD.	<b>WORKERS CODE OF CONDUCT</b>	<b>SUBCONTRACTOR'S CI</b>	
<b>TINA RIVER HYDROPOWER DEVELOPMENT PROJECT</b>	<b>HEC-CDSB-CESMP-PPP-009</b>	<b>REV. 4</b>	<b>PAGE 14 OF 26</b>

- Instruction on how to report incidents, preventative programs (e.g. recording observations);
- Expected hours of work and what happens if they go over the hours of work; and
- Instruction regarding local customs and traditions, delivered with the help of a representative of the Guale people of Bahomea and Malango

3.3 Workers will be required to complete the site induction prior to the commencement of construction work. Initially inductions will be scheduled on a weekly basis to ensure all new starters are aware of HEC's expectation. Once construction is well-underway and recruitment slows down, HEC may choose to conduct inductions as required on a bi-weekly basis or monthly basis.

3.4 Additionally, workers will be provided health and safety information, such as the management plans, procedures and requirements specific to their respective role.

#### **4 GENERAL WORKPLACE**

4.1 All workers are expected to be fit for work. 'Fit for work' refers to an individual's ability to perform their role safely and competently, without presenting a risk to themselves, their colleagues, the company, or a third party. This goes beyond qualifications and experience and includes factors such as the effect of:


- fatigue;
- alcohol and/or other drug use;
- medical fitness; and
- mental health and wellbeing.

4.2 All workers have a right to stop work and notify their manager if the Project site is unsafe. The manager will confirm when the danger is removed, and will notify workers when the site is safe to continue work.

4.3 Managers have the right to stop work if a worker is being unsafe. The worker may be required to undergo further training and/or corrective action/s will be applied. The worker will only be permitted to return to work once the manager is satisfied that they can perform their role safely.

4.4 All workers will follow a roster, which will include appropriate meal and rest breaks throughout their shift.

4.5 Any workers who are found to have breached the ESMPs will face disciplinary actions.

 <b>HYUNDAI</b> ENGINEERING CO. LTD.	<b>WORKERS CODE OF CONDUCT</b>	<b>SUBCONTRACTOR'S CI</b>	
<b>TINA RIVER HYDROPOWER DEVELOPMENT PROJECT</b>	<b>HEC-CDSB-CESMP- PPP-009</b>	<b>REV. 4</b>	<b>PAGE 15 OF 26</b>

## 5 VEHICLES AND MACHINERY

5.1 All workers who are driving any vehicle within the Project area and on public roads will hold a valid driver's license as required by Solomon Islands law (Road Transport Act; Road Transport (Amendment) Regulations 2014)). A Solomon Islands drivers' license must be obtained by any employee who will be staying in the Solomon Islands for more than three months. Those operating machinery shall hold the appropriate license (as required) and have proven skills of operating such machines.

5.2 No unauthorised and unlicensed person shall drive work vehicles and/or machinery. Licenses should always be kept on hand by all personnel required to operate vehicles/machinery.


5.3 All workers and visitors shall drive slowly when passing villages, schools, clinics, and cultural heritage sites that are very close to the access roadside or a pedestrian walking along the side of the road. Drivers and passengers should watch out for animals or people crossing the access road. All workers will adhere to the Traffic Management Plan (P11). This includes:

- following the set speed limits (A 50 km/h speed limit will be enforced in Lot 1, reduced to 30 km/h within 300 m from villages/communities to suit site restrictions. The speed limit in Lot 2 and 3 will be 20 km/h.);
- wearing seatbelts;
- using appropriate light signals;
- workers and visitors shall drive slowly when passing villages that are very close to the access roadside or a pedestrian walking along the side of the road;
- drivers should watch out for animals or people crossing the access road as per S13.2.2.10 of the ESIA; and
- ensuring the driver is fit for work.

5.4 Project vehicles and heavy machinery will only be operated by workers for the Project. Workers are prohibited from using Project vehicles and heavy machinery for personal use.

5.5 Maintenance of vehicles, machinery and equipment is prohibited outside authorized areas, and can only be conducted by an authorised, qualified person. The maintenance of vehicles, machinery and equipment refers to: regular servicing of equipment, routine checks, repair work and replacement of worn or non-functional parts.

5.6 Workers that are riding motorbikes are required to wear helmets (whilst on or off duty).

 <b>HYUNDAI</b> ENGINEERING CO. LTD.	<b>WORKERS CODE OF CONDUCT</b>	<b>SUBCONTRACTOR'S CI</b>	
<b>TINA RIVER HYDROPOWER DEVELOPMENT PROJECT</b>	<b>HEC-CDSB-CESMP-PPP-009</b>	<b>REV. 4</b>	<b>PAGE 16 OF 26</b>

5.7 Workers, when using a Project vehicle, will not be permitted to pick up anyone who is not an employee of the Project, except in case of an emergency. Should this occur, workers will be required to file an incident report documenting the event.

5.8 Mobile phones and other handheld devices not required to perform the work task shall not be used while operating vehicles and machinery, and smoking is prohibited in vehicles.

## **6 DRESS AND APPEARANCE**

6.1 All workers will be expected to wear appropriate clothing (e.g. work appropriate such as Personal protective equipment (PPE), as well as culturally appropriate) and maintain standards of personal hygiene at all times, including in the workers camp and particularly when interacting with local communities. The workers will adhere to the following dress code:


- Clothes will not be revealing (e.g. exposing more skin than is usual); and
- Pants or skirts that are knee-length or longer will be worn.

6.2 PPE should be worn in a way that is consistent with the risk level associated with nature of the works undertaken by the workers, and be worn at all times during the course of the work. Boots and hard hat will be issued to all on-site workers; while safety gloves, ear protection, eye glasses, face shields, overalls, and masks relevant to work activities will be made available on site for workers to use where needed. Failure to do so will be considered a contravention of worker health and safety responsibilities. The correct use of PPE is also described in the WHSP (P8). Once issued, this PPE is the workers responsibility. The requirements in order to replace any PPE are as follows:

- Helmet: impact caused by fall from height or dropped objects, painted helmet that cannot be identified, cracked or damaged, or helmet is past the manufacturer's expiry date (which should be included on a sticker on the helmet)
- Safety shoes: malfunctions (toe protection, puncture and slip, waterproof protection) due to excessive wear
- Safety glasses and face shield: Low visibility due to damage and scratches
- Full body harness (fall protection) : impact on shock absorber caused by fall from height; the use for lifting and other kinds of activities; damage to straps due to exposure of chemical and welding slugs or sparks; and crack and damage on D-ring and hooks on lanyards

Consumable items such as gloves, dust masks, ear plugs, overall to be replaced immediately when they lose their original functions or excessive worn.



 <b>HYUNDAI</b> ENGINEERING CO. LTD.	<b>WORKERS CODE OF CONDUCT</b>	<b>SUBCONTRACTOR'S CI</b>	
<b>TINA RIVER HYDROPOWER DEVELOPMENT PROJECT</b>	<b>HEC-CDSB-CESMP-PPP-009</b>	<b>REV. 4</b>	<b>PAGE 17 OF 26</b>

The procedure for PPE replacement is stated below:

1. Worker to regularly inspect own PPE before wearing to check status
2. If excessively worn and/or malfunctioning PPE is found, the worker should request replacement PPE from the HEC HSE Team.

6.3 Workers who do not have the appropriate PPE for their required role will not be allowed to start work.

## **7 ANTI-DISCRIMINATION & CULTURAL AWARENESS**

7.1 All workers will be respectful of each other and the local community, and will not discriminate, directly or indirectly, on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.


7.2 All workers will be provided an understanding of cultural norms during the HEC site induction (Section 3.1). The induction will be provided with the assistance from a representative of the Guale people from Bahomea or Malango, and will include:

- An overview of local customs and traditions.
- The procedures to follow when:
  - entering a village for the first time;
  - greeting and talking to members of the local community; and
  - when no male members of the community are present (in order to prevent inappropriate behaviours being conducted or perceived).
- Socially and culturally appropriate behaviour, including religious observances and funerals.

7.2.1 Procedures to follow when entering the village for the first time:

- All visits to villages must be discussed beforehand with the HEC E&S Supervisor, who can advise on correct protocols as per the Stakeholder Engagement and Communication Plan (SECP; P3).
- Always ask to meet/speak with the chief, village elders and family heads who are mostly men upon entering a village for the first time;
- Always seek advice from the chiefs and village elders for clear instructions on local customs; and
- In the absence of the chief, elders, and village men, avoid talking to village women and girls as it could be interpreted as inappropriate behaviour.

7.2.2 Greeting and talking to the members of the local community:

 <b>HYUNDAI</b> ENGINEERING CO. LTD.	<b>WORKERS CODE OF CONDUCT</b>	<b>SUBCONTRACTOR'S CI</b>	
<b>TINA RIVER HYDROPOWER DEVELOPMENT PROJECT</b>	<b>HEC-CDSB-CESMP-PPP-009</b>	<b>REV. 4</b>	<b>PAGE 18 OF 26</b>


- When talking to village people avoid direct eye contact especially with opposite sex as it could be misinterpreted or cause offence;
- When handshake avoid strong hand press, hug, directly facing each other, and other close body contacts as it is culturally unacceptable;
- Betel nut can be shared with the local village people, especially with the chief, elders, and men and women who can chew betel nut. It is a form of respect and appreciation towards the village people. However, in some Christian villages and in the workplace betel nut is prohibited (and it is currently illegal for people to sell betel nut from street stalls in Honiara). Please be aware that chewing betel nut can lead to serious health effects, and can become addictive.
- Avoid being loud when talking to the village people in the presence of others.

#### 7.2.3 Socially and culturally appropriate behaviours:

- Wear decent clothes upon entering a local village especially clothes that covers the thighs, chest and upper arms and are not revealing;
- Alcohol is not allowed to be taken into local villages by Project employees;
- Ask first if you want to see anything in the village;
- Avoid use of obscene words and disrespectful gestures in public (including in the workplace and in the Workers' camp);
- In the event when a death has occurred in a village close to Project Direct Impact Area, local villages may require respect to be given in the form of gifts presented to the mourning party. Always seek advice and clearance from the HEC E&S Supervisor about whether work should continue or temporarily stop. The HEC E&S Supervisor and/or HEC Community Liaison Officers can liaise with local community leaders to determine the appropriate course of action.
- Respect the rights of all people to observe Saturdays and Sundays as a traditional day of rest.

7.3 The cultural awareness training will be delivered as a separate module, prepared by a Solomon Island national with experiences in cultural training and supported by a member of local community or NGO. This training will cover cultural awareness for working with Solomon Islanders for all foreign workers, including THL and HEC staff, as tailored to their work environment (e.g. Office vs construction site).

7.4 Disturbance to any architectural, historical or cultural heritage feature or artefact is prohibited. If by chance workers come across any human remains/cultural artefacts they must not touch or destroy it but need to report it to the HEC Construction Manager in charge. The HEC Construction Manager needs to then Report the incident and inform THL and PO accordingly. The reporting procedures detailed in the Construction ESMP (P1) and protocols in the Stakeholder Engagement and Communication Plan (SECP; P3) need to be followed in order to notify affected

 <b>HYUNDAI</b> ENGINEERING CO. LTD.	<b>WORKERS CODE OF CONDUCT</b>	<b>SUBCONTRACTOR'S CI</b>	
<b>TINA RIVER HYDROPOWER DEVELOPMENT PROJECT</b>	<b>HEC-CDSB-CESMP-PPP-009</b>	<b>REV. 4</b>	<b>PAGE 19 OF 26</b>

stakeholders in the community (and relevant authorities, as appropriate) before further actions are taken. An appropriate response will be followed as per the Accident Discovery Protocol / Chance Find Procedure which will be defined prior to construction. The protocol should define the course of action that is to be followed when a similar case is encountered, and must include: response plan, contact persons, rituals to be performed and works to be stopped.

7.5 The gender awareness training will be delivered as a separate module by the PO Gender Focal Point who can present on the Gender Action Plan (GAP) obligations. This training will cover workers' obligations stated in the GAP such as gender awareness, information regarding the Project's GAP, gender specific issues, respectful behaviours, behaviour to avoid including harassment, importance of promoting and recruiting women, domestic violence, cultural implications such as how to approach and talk to women etc. Further instruction may be required depending on the role of individuals. Workers are to respect their female counter parts in the workplaces, villages, and project sites. No use of obscene words, disrespectful gestures, bullying, cat calling/whistling and any form of discrimination based on gender is tolerated.

7.6 All workers who are found to be disrespectful or disruptive to local communities or other individuals in the workplace, including in the workers camp, will be disciplined.

## **8 WASTE AND HYGIENE**

8.1 Littering in the Project site and disposal of waste in unauthorized areas is prohibited.

8.2 Indiscriminate disposal of rubbish, waste, construction waste or rubble is prohibited.


8.3 Urination and dumping of human waste outside of the designated facilities is prohibited.

8.4 No spitting of betel nut stain and cigarette butts indiscriminately.

Refer to Waste Management and Point Source Pollution Plan (WMPSPP; P12) for detailed maps of the site identifying the location of rubbish disposal areas and facilities.

## **9 ENVIRONMENTAL CONSIDERATIONS**

9.1 All workers are prohibited from cutting, damaging or removing vegetation, except where approved as part of the Project.

 <b>HYUNDAI</b> ENGINEERING CO. LTD.	<b>WORKERS CODE OF CONDUCT</b>	<b>SUBCONTRACTOR'S CI</b>	
<b>TINA RIVER HYDROPOWER DEVELOPMENT PROJECT</b>	<b>HEC-CDSB-CESMP-PPP-009</b>	<b>REV. 4</b>	<b>PAGE 20 OF 26</b>

9.2 All workers are prohibited from collecting plants and firewood.

9.3 All workers are prohibited from having fires at the Project site.

9.4 The use of welding equipment, oxy-acetylene torches and other bare flames, will be conducted only in certain designated areas equipped with fire-fighting equipment (including appropriate fire extinguishers), and having a spotter for fire watch.

9.5 All workers are prohibited from burning waste and/or cleared vegetation.

9.6 Washing of vehicles and/or machinery is prohibited in local waterways (including streams, creeks and rivers).

9.7 Washing of clothes is prohibited in local waterways. A washing area will be provided in the workers camp.

## **10 WILDLIFE INTERACTION**

10.1 All workers are prohibited from harming, capturing and/or poaching wildlife. This includes fishing. This restriction will not apply to local villagers and other Guale people who work on the Project, and may purchase fish outside of work hours.


10.2 All workers are prohibited from having caged animals, including birds, at the workers camps.

10.3 All workers will be provided wildlife information on the Injured Wildlife Protocol (which is contained within the Biodiversity Management Plan; P2), which applies to animals that are in danger, or are dangerous to workers, at the separate special training module. The training will be conducted by terrestrial and/or aquatic biologist. This training will be delivered for at least four training sessions in the first year and will prepare training materials for any induction in between these sessions.

10.4 Only a designated spotter/catcher or wild carer will be allowed to remove wildlife from the Project site. The spotter/catcher and or wildlife carer is a qualified terrestrial biologist with acquired skills and expertise in fauna handling..

10.5 All workers will be restricted to work areas and will not be permitted to enter adjacent natural habitat except where required for Project purposes.

10.6 All workers and the Project's food services / caterers are prohibited from purchasing fish from local villagers, with the exception of local villagers who work on the Project.

 <b>HYUNDAI</b> ENGINEERING CO. LTD.	<b>WORKERS CODE OF CONDUCT</b>	<b>SUBCONTRACTOR'S CI</b>	
<b>TINA RIVER HYDROPOWER DEVELOPMENT PROJECT</b>	<b>HEC-CDSB-CESMP-PPP-009</b>	<b>REV. 4</b>	<b>PAGE 21 OF 26</b>

10.7 Always ask the village people first before taking and picking anything from the village, in a garden or along the access road such as flowers, bananas, papaya, sugar cane, cassava, sweet potatoes, cabbage, coconut, betel nut, Ngali nut etc. There is always someone in the village who owns them. Taking things without asking first is regarded as disrespect or stealing and can sometimes result in paying of compensation.

## **11 PROHIBITED BEHAVIOURS**

11.1 Workers will not cause nuisance and/or disturbances in, or near the local communities, or within the workers camp. The following nuisance, disruptive behaviours are prohibited:

- use of threatening or abusive language;
- behaviour that is uncontrolled, violent, disorderly, indecent, offensive or threatening;
- behaviour that causes a substantial, unreasonable annoyance, disruption or conflict; and
- wilful damage to property.

11.2 The following deviant and/or criminal behaviours will be subject to instant dismissal and reported to the authorities:


- sexual and other assault (including bullying) or threat of assault;
- sexual harassment (including catcalling and whistling) and sexual violence; and
- any other illegal or criminal behaviour as depicted within the Solomon Islands Criminal Law as being an offence punishable by Law

11.3 Any workers who are found to have caused or were involved in any of the above prohibited behaviours will be disciplined. See Section 14 of this WCC for disciplinary actions. A protocol for responses to any allegations of harassment is appended to the Human resources and Labour Management Plan (HRLMP; P4).

## **12 USE OF DRUGS, ALCOHOL, TOBACCO, AND BETEL NUT**

12.1 All workers will comply with the Alcohol and Drug policy. The Alcohol and drug policy is attached to the Workers Health and Safety Plan (WHSP; P8).

12.2 All workers are prohibited from consuming illicit drugs. Any workers found to possess illicit substances, and/or consuming illicit substances will subject to disciplinary action up to and including termination.

 <b>HYUNDAI</b> ENGINEERING CO. LTD.	<b>WORKERS CODE OF CONDUCT</b>	<b>SUBCONTRACTOR'S CI</b>	
<b>TINA RIVER HYDROPOWER DEVELOPMENT PROJECT</b>	<b>HEC-CDSB-CESMP-PPP-009</b>	<b>REV. 4</b>	<b>PAGE 22 OF 26</b>

12.3 All workers are prohibited from consuming alcohol during working hours and working while under the influence of alcohol. Any workers found unfit for work due to alcohol consumption will be disciplined. See section 14 for disciplinary actions.

12.4 Only medically prescribed drugs are permitted to be consumed by workers. Workers using medically prescribed drugs may be required to produce a medical certificate stating that they are fit for work or specifying any restrictions.

12.5 Smoking will only be permitted in designated smoking areas during work breaks.

12.6 Chewing of betel nuts is strictly prohibited during working hours and will only be permitted in designated areas after working hours. Betel nut will not be permitted in the Workers' camp.

12.7 Indiscriminate littering of cigarette butts and spitting of betel nut stain are prohibited.

12.8 Drugs and alcohol may not be consumed in the workplace, while driving vehicles, while using access roads, or in local communities.


### 13 FIREARMS

13.1 The use and possession of firearms by definition under Solomon Islands Criminal Law, Section 2 of the Firearms & Ammunition Act, Chapter 80, including but not limited to homemade guns, revolvers, pistols, rifles and shotguns, is prohibited at the Project site and workers camp.

Please refer to the excerpts below from the Solomon Islands Firearms and Ammunition Act [CAP.80]: PART I. 2(1) (**bold emphasis added**):

1. "Ammunition" means ammunition for any firearm as hereinafter defined and **includes bullets, cartridges, shells or anything designed or adapted for or capable of use with any firearm**, and any ammunition containing or designed to contain any noxious liquid, gas or other thing but does not include spears discharge from a firearm solely for the purpose of killing fish nor ammunition abandoned in Solomon Islands by any armed forces during WWII or thereafter in consequences of that war.

2. "Firearm" means **any lethal barrelled weapon of any description from which any shot, bullet or other missile can be discharged, or which can be adapted for the discharge of any such shot, bullet or other missile**, and any weapon of whatever description designed or adapted for the discharge of any noxious liquid, gas or other thing dangerous to person, and includes any component part of any such weapon, and any accessory to any such weapon designed or adapted to diminish the noise or flash caused by firing the weapon, but does not include an air gun, air rifle or air pistol except where otherwise expressly provided, nor articles designed or adapted solely to discharge spears for spearing fish.

 <b>HYUNDAI</b> ENGINEERING CO. LTD.	<b>WORKERS CODE OF CONDUCT</b>	<b>SUBCONTRACTOR'S CI</b>	
<b>TINA RIVER HYDROPOWER DEVELOPMENT PROJECT</b>	<b>HEC-CDSB-CESMP-PPP-009</b>	<b>REV. 4</b>	<b>PAGE 23 OF 26</b>

13.2 Anyone working on this project is subject to Solomon Islands laws, which prohibit possession/use of firearms etc.


#### **14 DISCIPLINARY ACTION**

14.1 Unsatisfactory conduct and misconduct (including negligence) that will result in disciplinary action include, but is not necessarily limited to:

- not abiding by requirements set out in the WCC and/or ESMPs;
- actions that create a health and safety hazard to the Project site, other workers, local communities, or individuals;
- gender based violence in the standard code of conduct and action plan;
- unacceptable behaviour as mentioned within the WCC;
- consistent lateness to work and/or absence from work;
- poor output of work;
- failure to follow instructions, rules and/or procedures;
- failure to report incidents, including traffic incidents, to management, regardless of whether injury or damage occurs; and
- failure to report damage to Project property caused by you.

14.2 Where a serious misconduct has occurred, HEC may terminate employment without notice as outlined in the Human Resources and Labour Management Plan (HRLMP; P4. Instances of serious misconduct include, but are not limited to:

- theft of Project property;
- fraud;
- physical and/or sexual violence to other workers or to the public, including members of the local communities;
- deliberate damage to Project property and/or vehicles;
- consumption, being under the influence of, or possession of drugs (including betel nut) and/or alcohol at work (*It is noted that betel nut is consumed in most villages in Solomon Islands as part of their culture and daily livelihoods. However, in some Christian villages and in the workplace betel nut is prohibited during working hours. As of September 2020, it is illegal to sell betel nut on the street in Honiara, and public officials have*

 <b>HYUNDAI</b> ENGINEERING CO. LTD.	<b>WORKERS CODE OF CONDUCT</b>	<b>SUBCONTRACTOR'S CI</b>	
<b>TINA RIVER HYDROPOWER DEVELOPMENT PROJECT</b>	<b>HEC-CDSB-CESMP- PPP-009</b>	<b>REV. 4</b>	<b>PAGE 24 OF 26</b>

tightened their stance on betel nut use particularly during the COVID-19<sup>1</sup> pandemic);

- illegal activities; and
- breach of the WCC and/or ESMPs that results in a serious health and safety hazard to the Project site, other workers, local communities, or individuals.

14.3 The disciplinary procedure is described in Table 14.1:

**Table 14.1: Vegetation Communities**

Offence	1st Occasion	2nd Occasion	3rd Occasion
Unsatisfactory conduct or Misconduct	1st Written Formal Warning	2nd Written Formal Warning	Termination
Serious Misconduct	Termination	-	-

## 15 MONITORING

15.1 The HEC HSE Manager will monitor the use of the WCC with assistance from supervisors and managers, and update it if:


- Items within the WCC need updating;
- Items require further clarifications; and/or
- New expectations relating to the behaviours of its employees and subcontractors are required.

Further monitoring regarding the behaviour of Project employees (and reporting requirements) are outlined in the HRLMP (P4). This includes monitoring specifically relating to compliance with the WCC, to be undertaken by the HEC Camp and Office Manager and HEC Security Manager (working in coordination) each month:


- Number and type of breaches of WCC per month
- Number of random breath alcohol tests conducted fortnightly (disaggregated by age, gender, place of origin, and role type of workers (e.g. skilled, unskilled, semi-skilled roles))

<sup>1</sup> Coronavirus disease (COVID-19), caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) as defined by the World Health Organisation. The COVID-19 global pandemic was active in September 2020 while this document was being revised, although no cases had been reported in the Solomon Islands. Further information about the Project-specific requirements and protocols in regards to COVID-19 will be provided in the Community Health and Disease Vector Management Plan (CHDVMP; P10) and Workers' Health and Safety Plan (WHSP; 8) once it becomes available in October 2020.



 <b>HYUNDAI</b> ENGINEERING CO. LTD.	<b>WORKERS CODE OF CONDUCT</b>	<b>SUBCONTRACTOR'S CI</b>	
<b>TINA RIVER HYDROPOWER DEVELOPMENT PROJECT</b>	<b>HEC-CDSB-CESMP- PPP-009</b>	<b>REV. 4</b>	<b>PAGE 25 OF 26</b>

- Number of failed tests (disaggregated by test type (alcohol; drugs), worker's age, gender, place of origin, and role type).
- Percentage of total HEC and subcontractor workforce tested (disaggregated by role type – skilled, semi-skilled and unskilled).
- Records of driver's licenses held by all workers who intend to drive on site or while employed on the Project will be kept by HEC (HEC Training Supervisor).

 <b>HYUNDAI</b> ENGINEERING CO. LTD.	<b>WORKERS CODE OF CONDUCT</b>	<b>SUBCONTRACTOR'S CI</b>	
<b>TINA RIVER HYDROPOWER DEVELOPMENT PROJECT</b>	<b>HEC-CDSB-CESMP- PPP-009</b>	<b>REV. 4</b>	<b>PAGE 26 OF 26</b>

**ANNEX A – SITE RULES POSTER**

A one-page A4 poster will be developed, to include a summary of the most important rules outlined in this WCC. This will be developed by HEC, but reviewed by THL and the OE. It will be produced within the first three months of Access Road construction. A copy of the final poster will be appended here.