


P-9 Workers Code of Conduct

Aim and Objective				
The purpose and scope of P-9 Workers Code of Conduct (WCC) is to outline the policies, procedures and expectations relating to the behaviour of all workers (employees and subcontractors) during construction of the Project. The Workers Code Conduct will be enforced at the Project site in Core Land, in the Workers Accommodation Camp (WAC), and when the workers interact with external stakeholders, including local communities. Compliance with the WCC is a condition for working on the Project.				
Summary of Impacts and Risks				
Workers need to be aware that their actions during and associated with the Project needs to be consistent with good conduct. Inappropriate behaviour by workers has the potential to adversely impact other workers, visitors, local communities and may even bring the entire Project into disrepute. Such behaviour includes rude, inappropriate, or criminal behaviour, through to well-meaning but disrespectful conduct related to working in a different cultural environment. For example, offence may be caused through culturally inappropriate behaviour or being inappropriately dressed. There is a fear of disruption and loss of culture, particularly from the Moro/Gaena'alu communities.				
Mitigation and Management Actions				
#	Issue or Risk	Action	Timing / Frequency	Responsibility
P-9-1.	Disrespect to community members by workers visiting villages	<p>The procedures for all workers to follow when entering a village for the first time:</p> <ul style="list-style-type: none"> All visits to villages must be discussed beforehand with the HEC E&S Supervisor, who can advise on correct protocols as per P-3 Stakeholder Engagement and Communication Plan (SECP). 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. 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. <p>The procedures for all workers to follow when greeting and talking to the members of the local community:</p> <ul style="list-style-type: none"> When talking to village people avoid direct eye contact especially with opposite sex as it could be misinterpreted or cause offence. Do not criticize someone openly but always call the person aside and talk to him or her separately to avoid any ill feelings. When shaking hands avoid a strong hand press, hug, directly facing each other, or other close body contact 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 talking loudly to village people in the presence of others. <p>Socially and culturally appropriate behaviours are expected when in contact with local people:</p> <ul style="list-style-type: none"> Wear decent clothes upon entering a local village especially clothes that cover 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 using obscene words and disrespectful gestures in public (including in the workplace and in the WAC). 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 traditional days of rest. 	Throughout construction	HEC E&S Supervisor HEC CLO All workers
P-9-2.	Impact to historical or cultural heritage	<p>Disturbance to any architectural, historical or cultural heritage feature or artefact is prohibited. This includes known tambu sites along the Lot 2 access road.</p> <p>The procedure to follow in the event of a chance find is as follows:</p> <ul style="list-style-type: none"> Workers who come across any human remains/cultural artefacts will not touch or destroy it. Construction activities with potential to damage or destroy cultural heritage will cease. The find will be reported to the HEC Construction Manager. The HEC Construction Manager will report the incident and inform THL and PO accordingly. The protocols in P3 Stakeholder Engagement and Communication Plan will be followed to notify affected stakeholders in the community, such as the relevant previous customary land-owning tribe (and relevant authorities, as appropriate) before further actions are taken. An appropriate response will be followed as per C-1 Cultural Heritage Management Plan. This may involve scientific examination and/or cultural rituals and compensation agreement. Additional actions will be carried out to protect the rest of the site if the tambu is to be preserved (e.g. demarking or fencing the site if culturally appropriate). <p>Should the community identify a previously unidentified tambu site within the Project Area, PO and CLOs shall be notified and will help to investigate and reach a resolution.</p>	Throughout construction	HEC Construction Manager All workers Project Office HEC Community Liaison Officers (CLOs)
P-9-3.	Nuisance or disturbances	<p>Workers will not cause nuisance and/or disturbances in, or near the local communities, or within the WAC. The following nuisance, disruptive behaviours are not permitted:</p> <ul style="list-style-type: none"> 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. Wilful damage to property. <p>Workers staying at the WAC will comply with the Camp Rules (Annex P-9-I).</p>	Throughout construction	All workers
P-9-4.	Impact to flora, fauna and their habitat	<p>To avoid or minimise potential impacts to the environment, workers are not permitted to:</p> <ul style="list-style-type: none"> Cut, damage or remove vegetation except where approved as part of the project construction. Collect plants or firewood, or light a fire. 	Throughout construction	All workers

		<ul style="list-style-type: none"> • Burn waste or cleared vegetation. • Wash vehicles, machinery, equipment, tools or clothes in local waterways (including streams, creeks and rivers). • Harm, capture or poach wildlife including fish (although local villagers and other Guale people who work on the project may purchase fish outside of work hours). • Keep caged animals (including birds) or remove wildlife from the project area (with the exception of qualified spotter/catcher/wildlife carer in the course of their duties). • Enter natural habitat/forest areas except where required for project purposes. • Take or pick produce (including but not limited to flowers, bananas, papaya, sugar cane, cassava, sweet potatoes, cabbage, coconut, betel nut, Ngali nut, etc.) from a village, garden, along the access road. • Should injured wildlife be found within Core Land, the Injured Wildlife Protocol (refer C-3 Forest Clearance Plan) shall be implemented. 		
P-9-5.	Workers unfit for work	<p>The use of drugs, alcohol, tobacco and betel nut is strictly prohibited. All workers will comply with the Alcohol and Drug Policies (Annex P-9-II). Compliance will be monitored through random testing and disciplinary action will be taken for non-compliance. Relevant actions are as follows:</p> <ul style="list-style-type: none"> • 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. • All workers are prohibited from consuming alcohol during working hours and working while under the influence of alcohol. Alcohol is not permitted in the WAC, site office or anywhere within Core Land. Any workers found unfit for work due to alcohol consumption will be disciplined in accordance with P4 Human Resources and Labour Management Plan. Workers may also be requested to take a breath alcohol test at the discretion of the HEC HSE Manager, HEC Camp Manager or Security Manager (subcontractor – Midlands Security Services). • 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. • Smoking will only be permitted in designated smoking areas during work breaks. • Chewing of betel nuts is strictly prohibited during working hours and anywhere on the Project site (Direct Impact Area, including the access roads, Core Land and WAC). • Littering is strictly prohibited. This includes disposal of cigarette butts and spitting of betel nut stain. • Drugs and alcohol may not be consumed in the workplace, while driving vehicles, while using access roads, while staying in the WAC, or in local communities. • Under no circumstances are workers to visit any night club, pub or similar establishment that sells alcohol that may be established within the Project area or near the Workers Camp. Workers have an obligation to report the presence of any such establishment to THL and HEC management in accordance with obligations contained in the P-5 Influx Management Plan. 	Throughout construction	All workers
P-9-6.	Potential safety concerns from firearms	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 commercial and homemade guns, revolvers, pistols, rifles, air rifles and shotguns, and associated ammunition, is prohibited at the Project site and WAC.	Throughout construction	All workers
P-9-7.	Misuse of vehicles	<ul style="list-style-type: none"> • The WCC is supported by the requirements of the P-11 Traffic Management Plan. Expected behaviour includes (but is not limited to) following set speed limits, wearing seatbelts, being appropriately licensed to drive in SI, using light signals, driving to conditions, watching for animals and pedestrians on or near the roads, and being fit for work. • Workers and visitors will adhere to all speed limits within the P-11 Traffic Management Plan including a maximum 20 km/hr limit when passing villages or pedestrians. • The carriage of passengers is covered in P-11 Traffic Management Plan. 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. 	Throughout construction	All workers
P-9-8.	Safety of workers	<ul style="list-style-type: none"> • The WCC is supported by the requirements of P-8 Workers Health and Safety Plan which outlines expectations of workers with regard to safety for themselves and others. • All workers are expected to wear culturally appropriate and work-appropriate clothing (e.g. personal protective equipment), and maintain standards of personal hygiene at all times. 	Throughout construction	All workers
P-9-9.	Inappropriate waste disposal	The WCC is supported by the requirements of the P-12 Waste Management and Point Source Pollution Plan . Workers are not permitted to dispose of waste (litter, rubbish, construction waste/rubble, human waste, liquid waste, etc.) in unauthorised areas. Nuisance behaviours such as urination outside of designated facilities and indiscriminate spitting (including betel nut stain) is not permitted.	Throughout construction	All workers
P-9-10.	Training for understanding of expectations	<p>Training requirements for workers are outlined in P-1 Construction Environmental and Social Management Plan (CESMP).</p> <p>All workers will undergo a site induction before participating in construction activities. This will cover expectations including (but not limited to) site rules, risk register, permit to work, how to report incidents and observations, hours of work, behaviour towards other workers and during contact with local villagers, gender awareness and local customs and traditions, delivered with the help of a representative of the Guale people of Bahomea and Malango. 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.</p>	Pre-commencement of construction work	HEC Training Supervisor HEC HSE Manager PO Gender Focal Point
P-9-11.	Sexual harassment, abuse and exploitation	<ul style="list-style-type: none"> • Any form of sexual exploitation, including paying for sex, sex trafficking, prostitution, visiting brothels etc. is strictly prohibited. • The following deviant and/or criminal behaviours will be subject to instant dismissal and reported to the authorities: <ul style="list-style-type: none"> – 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. <p>Refer to P-4 Human Resources and Labour Management Plan and specifically Annex P-4-IV Worker Harassment Policy for procedures.</p>	Throughout construction	All workers
P-9-12.	Worker misconduct	<p>Disciplinary action and/or termination of employment may occur when a worker continually displays unsatisfactory conduct or misconduct. Further details are contained in P-4 Human Resources and Labour Management Plan.</p> <p>Workers engaging in illegal / criminal activity (including but not limited to sexual assault/harassment, assault, threat of assault, violence, theft, consuming illicit substances, etc) will be instantly dismissed and reported to the authorities.</p>	Throughout construction	All workers

Monitoring Requirements					
#	Title	Description	Target / Performance Indicator	Timing / Frequency	Responsibility
P-9-A.	Compliance with Workers Code of Conduct	Behaviour of workers is monitored against expectations within the WCC. Monitoring of behaviour to be undertaken by the HEC Construction Manager, HEC Camp Manager and HEC Security Manager (and subordinate staff) and raised to HEC Human Resources as required. Potential serious misconduct shall be raised with THL during routine weekly Project meetings.	Records of misconduct, disciplinary actions and terminations maintained by HEC	Throughout construction Discussed at weekly project meetings.	HEC HR Manager
P-9-B.	Community grievances associated with worker behaviour	Monitoring and reporting as per P-6 Grievance Redress Mechanism .	Zero (0) grievances related to worker behaviour or misconduct raised each month.	Throughout construction Reported as per the HEC E&S Monitoring Reports	THL Governance Lead HEC E&S Manager
P-9-C.	Drugs and alcohol	Monitoring and reporting as per P-11 Traffic Management Plan .	Refer P-11 TMP	Refer P-11 TMP	Refer P-11 TMP
P-9-D.	Speeding and vehicle related offences	Monitoring and reporting as per P-11 Traffic Management Plan .	Refer P-11 TMP	Refer P-11 TMP	Refer P-11 TMP
Supporting Documents					
Annex	Name	Description			
P-9-I.	Camp Rules	A set of rules to be complied with at the WAC (also available in Korean).			
P-9-II.	Alcohol and Drug Policies	HEC Policies related to alcohol and drugs, including a warning notice template.			

ANNEX P-9-I CAMP RULES


	Tina River Hydropower Development Project	Revision 2
	Workers Accommodation Camp Rules	Effective Date: 07.09.2022

Rules of accommodation


Each occupant and visitor is obligated to get acquainted with these Rules; In the case of a serious violation of the Rules may be the stay of the occupants or the visitor terminated with an immediate effect, and he/she can be relegated from the campsite by an employee of the Camp or Camp Security worker; such occupant or visitor doesn't have any right any compensation

Accommodation

1. Occupants may come from diverse backgrounds and are advised to live at company accommodation with peace and harmony and respect for each other, neighbors and outsiders. Any events of misbehavior, quarrel between occupants or with outsiders will lead to strict action against the concerned person.
2. Only the properly registered employees can be accommodated at the Camp; therefore, an employee should submit his valid ID to the Camp Manager immediately after his/her arrival.
3. **In the time period from 11.00 p.m. to 5.00 a.m. Occupants are obligated TO KEEP THE NIGHT SILENCE; the entrance gate of the Camp is during the Night Silence time CLOSED.**
4. During the daytime it's necessary to keep silence too; it's forbidden to disturb other occupants by shouting, loud singing, loud playing of reproduced music, etc.
5. The occupants always have to close water taps, switch off lights, and close the windows and doors when leaving the room.
6. Rooms must be kept clean and tidy: free from floor clutter, bottles and rubbish.
7. Security of personal items is occupants' responsibility. Each room has a secure locking device on the door; it is recommended that occupants secure the door whenever leave the room. Room doors should be fitted with one way locks to prevent workers being trapped inside rooms in the event of an emergency.

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- 8.The occupants are allowed neither to move equipment / neither social areas nor they can perform any repairs / any interventions to the electrical network or another installation without the agreement of the Camp management.
- 9.The occupants can admit non-accommodated persons (visitors including suppliers and service providers) at the Camp only within the term from 7.00 a.m. to 9.00 p.m. after permission by Security Manager.
- 10.In the case where damage to property or furnishings is discovered by an employee/occupant, then they should inform the camp maintenance team who will assess the damage. Each employee will be responsible for any damage they cause. The cost to repay such damage will be assessed and may be deducted from the employee's pay.
- 11.Driving into the area of Camp is only permitted on the accessible roads, and parking only in the reserved car park. At the Camp, sounding the horn and leaving the engine running unnecessarily is not permitted.
- 12.Damaging of forest growth or another way of violation the nature is strictly forbidden.
- 13.The occupants have to place rubbish of all kinds in the designated places and bins. Employees shall keep all facilities in a good state of preservation and cleanliness. All garbage/trash must be removed promptly and disposed of properly.
- 14.Throughout the camp is prohibited placing of any advertisement without the agreement of the camp management.
- 15.All lighting shall be required to adopt shading measures and be directed to minimize any unnecessary light spill and impacts on the surrounding locality.
- 16.Employees may not consume liquor or drugs within the camp property.
- 17.Smoking, tobacco, beetle nut, and alcohol in the room are strictly prohibited. Employees may smoke at designated smoke areas and are expected to abide by these rules.

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18. Consumption of any illegal substances including drugs anywhere on the site is strictly prohibited by camp management, security, and police.

19. The entrance of occupants to Night Club is banned by security subcontractor.

20. No “hot-bedding” (where two or more people share a bed over different shifts).

21. The occupants' complaints and suggestions concerning the operation and running of the Camp are accepted by the camp manager as per the Grievance Redress Mechanism (P-6).

Ancillary Facilities

1. The repairs of motor vehicles are possible only at the maintenance shop under the supervision of the Maintenance Manager.

2. It is possible to play table tennis or do other sports only on the playing field or at the places designated for this purpose.

Services


1. All the employees are transported to and from the work site by a van service.

2. The Occupants can use all the services such as laundry and recreation room in the camp site for free. Employees are responsible for the cleanliness and proper usage of all appliances and utilities.

3. In case of the occupant's illness or injury, the Camp Manager assures medical help using a first aid kit, assessment by the site doctor, or an eventual transport to the hospital (National Referral Hospital) by company owned ambulance.

4. All toilets should be cleaned and serviced regularly with the provision of adequate toilet paper, soaps, etc. by the company.

5. Potable/non-potable water (Hot and Cold) and electricity are provided by the company.

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6.All the occupants can use the canteen for the meal but No cooking should be allowed in the room.

7.It is banned that the employees utilize the recreation and community services available near the camp such as night clubs.

ANNEX P-9-II ALCOHOL AND DRUG POLICIES

Alcohol Policy

Tina River Hydropower Development Project

I Target

DIV	Owners Engineer	CONTRACTOR		SUB CONTRACTOR		REMARK
		SOLOMON	FOREIGN	SOLOMON	FOREIGN	
TARGET	○	○	○	○	○	

II Allowable Place (Possession and consumption of alcohol)

DIV	OFFICE AREA	WORK AREA	CAMP		REMARK
			INSIDE	OUTSIDE	
Place	X	X	X	X	

X = Not permitted

O = Permitted

△ = Permitted on condition

III Rule

- Disciplinary Procedures (employment agreement clause 6)
 - A verbal warning → First written warning → Second written warning → Dismissal
- Workers will only leave the camp at night if they have applied for approval in advance, and are given permission by the Security Manager. This permission will only be granted for people who have a legitimate reason to leave the camp at night, such as visiting overnight with family members who have come to visit them are staying in Honiara. Security Guard shall check the Approval Sheet.
- As soon as anyone who left the camp at night come back, has to enter his/her accommodation immediately.
 - If it makes the other occupants uncomfortable, a warning notice shall be provided
- Prohibition to enter the workplace (Check during Tool Box Meeting) and unpaid that day if found intoxicated.
 - Occupants shall be returned back to the accommodation by HSE Manager
 - Workers shall be returned back to the home by H&S Supervisor
 - Breath analysis Test for alcohol (>0.05%)

IV Form to request leave from Camp

HYUNDAI No Safety No Tomorrow		HYUNDAI No Safety No Tomorrow	
Approval Request		Approval Sheet	
1. PLACE : NEAR THE TCN CAMP	1. PLACE : NEAR THE TCN CAMP	2. DATE(TIME) : 4-APR-2020 (19:00 ~ 21:00)	2. DATE(TIME) : 4-APR-2020 (19:00 ~ 21:00)
3. THE NUMBER : 8 PERSON	3. THE NUMBER : 8 PERSON	4. SPONSOR : HONG GIL DONG(CIVIL DEPT : 50153422) / 71 11111	4. SPONSOR : HONG GIL DONG(CIVIL DEPT : 50153422) / 71 11111
5. REASON :	5. REASON :	Manager : _____ Supervisor : _____	
Requested By In Charge : _____	Safety Manager : _____	Human Manager : _____	Admin Manager : _____
Site Manager : _____			

Drug Policy

Tina River Hydropower Development Project

I Target

DIV	Owners Engineer	CONTRACTOR		SUB CONTRACTOR		REMARK
		SOLOMON	FOREIGN	SOLOMON	FOREIGN	
TARGET	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

※ Foreigners conduct health test in their home country per year

II Method

DIV	first (recruit)	Regular (1year)	REMARK
Health test	<input type="radio"/>	<input type="radio"/>	
Drug test	<input type="radio"/>	<input type="radio"/>	

※ Drug test shall be conducted only under the doctor's opinion during the regular health test

III Rule

1. Employees shall provide the details of previous or current drugs usage or his/her association in criminal acts related to drug abuse during the recruitment process. This shall be recorded in form of undertaking.
2. Screening before recruitment
3. Zero tolerance on Drug
4. Drug test shall be conducted in Solomon Islands once detected by doctor during regular health checkup
5. If it is suspected that a worker is the influence of drugs, they will be requested to submit to a blood test performed by the Project doctor. The worker will be stood down from work, without pay, until the test result is returned. If the worker refuses, further action will be taken in accordance with the WCC and the worker's employment agreement.
6. If the result is positive, the employee shall be dismissed immediately due to the breach of Drug Policy and be notified to RSIPF

Warning Notice

Personal Details					
Name					
Employment Number		Section			
Trade / Title		Nationality			
Type of Infraction					
Tardiness		Absenteeism		Breach of Confidence	
Violence		Falsification		Defamation of the employer	
Others					
Infraction Details					
Description of Infraction					
Consequences of Further Infraction:					
Acknowledgement of receipt					
<p>I hereby certify that I have understood the above details from the employer and agreed the application as mentioned above. Besides, I admit that any repetition of the misconduct or breach of the company regulations will invoke the company's disciplinary action.</p>					
<div style="text-align: center; margin-top: 20px;"> <hr style="width: 20%; margin: 0 auto;"/> <p><i>Employee</i></p> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center; width: 45%;"> <hr style="width: 80%; margin: 0 auto;"/> <p><i>Witness (If necessary)</i></p> </div> <div style="text-align: center; width: 45%;"> <hr style="width: 80%; margin: 0 auto;"/> <p><i>Employer</i></p> </div> </div>					