

Environmental and Social Action Plan (ESAP)					
<b>Project Name:</b>	Grupociencia - High-Tech Medical Devices	<b>Project ID:</b>	14264-01	<b>Category:</b>	B
<b>Sector:</b>	Healthcare	<b>Country:</b>	Panama		

No.	Product/Deliverable	Completion Date
<b>ND 1: Assessment and Management of Environmental and Social Risks and Impacts</b>		
<b>1.1 Identification of Risks and Impacts</b>		
1.1.1	Develop a corporate procedure to identify, characterize and assess the environmental and social (E&S), and occupational health and safety (OHS) risks and impacts created by its subsidiaries	
a.	Corporate procedure to identify risks and impacts	60 days after the first disbursement
b.	E&S and OHS risk matrices in each country	90 days after the first disbursement
c.	Evidence of the implementation of the risk matrices and procedure	Periodically, as part of the Environmental and Social Compliance Report (ESCR)
<b>1.2 Management Programs</b>		
1.2.1	Develop a corporate procedure for end-to-end waste management.	
a.	Corporate waste management procedure	120 days after the first disbursement
b.	Evidence of the implementation of the procedure in each country	150 days after the first disbursement and later as part of the ESCR
1.2.2	Develop a corporate procedure to store hazardous materials.	
a.	Corporate procedure to manage hazardous materials.	120 days after the first disbursement
b.	Evidence of the implementation of the procedure in each country	150 days after the first disbursement and later as part of the ESCR
<b>1.3 Emergency Preparedness and Response</b>		
1.3.1	Develop and implement emergency preparedness and response plans in each country, in compliance with the local legislation and international standards.	
a.	Emergency preparedness and response plans	120 days after the first disbursement
b.	Evidence of implementation	Periodically as part of the ESCR
<b>1.4 Monitoring and Review</b>		
1.4.1	Develop and implement a corporate procedure to monitor and review the implementation of the E&S management systems of its subsidiaries, including: i) a compliance matrix with key performance indicators; and ii) internal or external audit procedures that allow for assessing the state of compliance with the management programs and policies.	
a.	Corporate monitoring and control procedure	180 days after the first disbursement
b.	Evidence of implementation	Periodically as part of the ESCR
<b>1.5 Community Grievance Mechanisms</b>		
1.5.1	Develop a stakeholder grievance mechanism, including: i) how grievances and complaints are captured (telephone line, website and email address); ii) the deadline to respond and deal with the grievances; iii) the appointment of an employee or a team to receive, record, validate, investigate and determine alternative solutions for external communications from the public; and iv) guidelines to monitor, document and communicate the grievances to the claimants.	
a.	External grievance mechanism	90 days after the first disbursement
b.	Evidence of the external grievance mechanism implementation	Periodically as part of the ESCR

<b>ND 2: Labor and Working Conditions</b>		
<b>2.1 Human Resources Policies and Procedures</b>		
2.1.1	Develop a human resources policy that includes at least explicit references to: i) recognition of the workers' labor rights in compliance with local labor legislation and international standards; ii) gender equality, non-discrimination and equal opportunity; iii) freedom of association and recognition of the right to bargain collectively; iv) the workers' right to submit grievances without fear of retaliation; v) rejection of child labor and forced labor; and vi) safe and healthy workplace.	
a.	Human resources policy	60 days after the first disbursement
b.	Evidence of the implementation of the human resources policy at each subsidiary.	90 days after the first disbursement and later as part of the ESCR
2.1.2	Document the procedures to recruit, hire and train human resources in Costa Rica, Panama and the Dominican Republic.	
a.	Procedures to recruit, hire and train human resources	120 days after the first disbursement
2.1.3	Develop an internal work rulebook for the subsidiaries in Costa Rica and the Dominican Republic, which contains information regarding the workers' rights and observes the national employment and labor laws (work hours, salaries, overtime, compensation and benefits).	
a.	Internal work rulebook	120 days after the first disbursement
<b>2.2 Retrenchment</b>		
2.2.1	Develop a procedure to be used in case of mass terminations, including: i) the non-discrimination principle when determining who will be terminated; ii) an analysis of alternatives that considers the options available; and iii) compliance with all the legal and contractual requirements to (a) notify the workers of their termination, (b) to make lay-off payments as requested by the law in each country and the collective agreements, (c) notify the authorities, if appropriate, and (d) provide workers and their organizations with details about the termination, as legally required.	
a.	Corporate procedure for mass terminations	270 days after the first disbursement
<b>2.3 Internal Grievance Mechanism</b>		
2.3.1	Develop an internal grievance mechanism, which includes: i) how grievances and complaints are captured (telephone line, website and email address); ii) the deadline to respond and deal with the grievances; and iii) guidelines to monitor, document and communicate the grievances to the claimants.	
a.	Internal grievance mechanism	90 days after the first disbursement
b.	Evidence of the internal grievance mechanism implementation	Periodically as part of the ESCR
<b>2.4 Occupational Health and Safety</b>		
2.4.1	Develop an occupational health and safety (OHS) management system.	
a.	Corporate OHS policy	60 days after the first disbursement
b.	OHS manual which includes procedures to investigate accidents.	120 days after the first disbursement
c.	Evidence of the implementation of the OHS management system in each country	180 days after the first disbursement and later as part of the ESCR