

**Hadco – Trade Finance for Green Supply Chains – Trinidad and Tobago
Environmental and Social Action Plan (ESAP)**

No.	Aspect	Action	Deliverable	Delivery date
PS 1: Assessment and Management of Environmental and Social Risks and Impacts				
1.1	Environmental and Social Assessment and Management System	1. Develop an Environmental and Social Management System ("ESMS") scoped for Hadco's main warehouse complex.	1. ESMS manual.	1. Twelve months after the date of the First Disbursement.
		2. Implement the ESMS.	2. Internal ESMS audit report.	2. Attached to each Environmental and Social Compliance Report ("ESCR").
1.2	Emergency Preparedness and Response	1. Contract a specialized third-party consultant, acceptable to IDB Invest, to conduct a fire and life safety audit of the main warehouse complex and provide recommendations for improvements, as appropriate.	1. Consultant audit report with recommendations.	1. Three months after the date of the First Disbursement.
		2. Develop an action plan, acceptable to IDB Invest, for implementing the recommendations of the fire and life safety expert.	2. Life and Fire Safety Action Plan.	2. Six months after the date of the First Disbursement.
		3. Implement the action plan.	3. Implementation report.	3. 18 months after the date of the First Disbursement.
1.3	Stakeholder Engagement	1. Develop a Stakeholder Engagement Plan ("SEP") with a focus on the following aspects: providing the neighboring community with information regarding potential risks and impacts of the Company's operations on the community and relevant mitigation measures being implemented; plans for an ongoing, permanent engagement process between the community and the Company; and details regarding the Company's external grievance mechanism.	1. SEP included in ESMS.	1. Twelve months after the date of the First Disbursement.
		2. Implement the SEP.	2. Evidence of implementation.	2. As part of each ESCR.
1.4	Grievance Mechanism for Affected Communities	1. Develop an External Grievance Mechanism ("EGM") for fielding complaints and suggestions from the public, and describe on the Hadco website how it can be accessed.	1. EGM included in the ESMS and described on Hadco website.	1. Twelve months after the date of the First Disbursement.
		2. Implement the EGM.	2. Evidence of implementation.	2. Included in each ESCR.
1.5	Ongoing Reporting to Affected Communities	1. Develop a procedure for periodic reporting of information to the communities surrounding Hadco's main warehouse complexes in Trinidad and Tobago.	1. Community reporting procedure included in ESMS.	1. Twelve months after the date of the First Disbursement.
		2. Implement the reporting procedure.	2. Evidence of implementation.	2. As part of each ESCR.

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PS 2: Labor and Working Conditions				
2.1	Worker Grievance Mechanism	1. Enhance the corporate Worker Grievance Mechanism ("WGM") to fully align with PS2.	1. WGM included in the Hadco Employee Handbook, with procedures defined in the Hadco Group Policy Manual.	1. Twelve months after the date of First Disbursement.
		2. Implement the WGM.	2. Evidence of implementation.	2. As part of each ESCR.
PS 3: Resource Efficiency and Pollution Prevention				
3.1	Pollution Prevention	1. Have a specialized third-party firm acceptable to IDB Invest clean the vehicle maintenance workshop in the main Trinidad warehouse complex.	1. Report from consultant describing activities performed and including photographic evidence.	1. Six months after the date of the First Disbursement.
		2. Develop housekeeping and inspection procedures for the maintenance workshops at Hadco's Trinidad warehouse complex, and incorporate them into the ESMS.	2. Housekeeping and inspection procedures included in ESMS.	2. Twelve months after the date of the date of the First Disbursement.
		3. Implement the housekeeping and inspection protocols.	3. Evidence of implementation	3. As part of each ESCR.
3.2	Waste Management	1. Develop procedures for managing wastes (including hazardous wastes) generated in Hadco's vehicle maintenance workshops.	1. Waste management procedures included in ESMS.	1. Twelve months after the date of the First Disbursement.
		2. Implement the hazardous waste management procedures.	2. Evidence of implementation.	2. As part of each ESCR.
3.3	Hazardous Materials Management	1. Update the Health, Safety and Environment ("HSE") manual to include procedures for managing hazardous materials throughout Hadco's warehouse facilities (including vehicle maintenance workshops).	1. Hazardous materials management procedures included in ESMS.	1. Twelve months after the date of the First Disbursement.
		2. Implement the hazardous materials management procedures.	2. Evidence of implementation.	2. As part of each ESCR.
3.4	Pesticide Use and Management	1. Ensure third party pest control services use only pesticides/rodenticides that do not fall in the World Health Organization's Recommended Classification of Pesticides Hazard Class 1a or 1b.	1. Pest management protocols incorporated into ESMS, including complete list of pesticides and rodenticides in use at Hadco facilities.	1. Twelve months after the date of the First Disbursement.
PS 4: Community Health, Safety, and Security				
4.1	Security Personnel	1. Assess risks posed by the Company's security arrangements to people within and outside Hadco's facilities.	1. Security Risk Assessment.	1. Twelve months after the date of the First Disbursement.
		2. Develop a Security Management Plan ("SMP") covering the following aspects: hiring; rules of conduct; training; equipping; and monitoring of security personnel.	2. SMP included in ESMS.	2. Twelve months after the date of the First Disbursement.