

Companex
Environmental and Social Action Plan

No.	Sector	Action	Deliverable	Deadline
Performance Standard No. 1: Assessment and Management of Environmental and Social Risks and Impacts				
1	Environmental and Social, Health and Safety Policy	State an Environmental, Social and Health and Safety Policy that reflects the adoption of values and principles consistent with the requirements of the IFC Performance Standards. The Policy must be signed by the Directors of the company.	Companex's Environmental, Social and Health and Safety Policy	Three months after first disbursement
2	Environmental and Social Management	<p>Develop an Environmental, Social and Health and Safety (ESHS) Management Plan compliant with the IDB and the IFC's environmental and social standards and safeguards.</p> <p>The ESHS Management Plan will include the following:</p> <ol style="list-style-type: none"> a) Identification of risks and impacts. b) Mitigation measures. c) Environmental and health and safety training plan. d) Integration of the responsible team (see # 4). e) Specific management plans, including but not limited to: solid and liquid waste management (see # 9), emergency plans (see # 8), vehicle fleet management (see # 10 and 13). f) Local community's participation and grievance mechanisms (see # 5). g) Main environmental and social indicators including but not limited to: <ul style="list-style-type: none"> • Record-keeping of the ESHS Management Plan implementation steps. • Record-keeping of accidents and incidents, their investigation, corrective measures to be implemented, and their follow-up. • Record-keeping of meetings and other actions involving community members and authorities on topics of interest to stakeholders. 	Environmental, Social and Health and Safety Management Plan	
3	Operation Licenses and Permits	Prepare a matrix with all the relevant licenses and permits needed by the company, including their expiration dates. Designate those responsible for monitoring and renewal. This matrix must be updated periodically.	Licenses Matrix	Three months after first disbursement

4	Management Team	Establish an environmental, social and health and safety team to execute the Environmental, Social and Health and Safety Management Plan.	Organizational Chart of the ESHS Management Team	Three months after first disbursement
5	Community Interaction and Communications	Develop an interaction and communication procedure with stakeholders that includes a stakeholder identification mapping, their expectations, communications with said parties, and a grievance mechanism. Appoint a community liaison.	Stakeholder Interaction Plan	Six months after first disbursement
Performance Standard No. 2: Labor and Working Conditions				
6	Human Resources Management	Develop a Personnel Manual to establish rights and responsibilities for employer and workers, including third-party workers, if any. Procedures for selection, hiring and training human resources, methods of determining remunerations and benefits, grievance mechanisms, and others. The Manual should include a code of ethics and conduct (see # 14).	Staff Manual	Six months after first disbursement
7	Health and Safety Management	Develop a specific health and safety management plan. Identifying occupational risk factors and corrective measures. Determining the use of personal protective equipment, if necessary. Training and controls.	Health and Safety Management Plan	Six months after first disbursement
8	Emergency Response	Develop a emergency prevention and response plan. Identification of potential risks and corresponding action procedures (such as: accidents, fires, earthquakes, spillages, intoxication, assaults, riots, etc.). Evacuation procedures. Fire alarm and firefighting systems. First aid procedures. Assessment of nearby available emergency medical facilities and related services (ambulances) at each location nationwide. Communications plan in case of emergencies (recipients and contents), chain of command responsible for the emergency response. Specific training plan. Emergency drills.	Emergency Management Plan	Six months after first disbursement
Performance Standard No. 3: Resource Efficiency and Pollution Prevention				
9	Waste Management	Develop a solid and liquid waste management plan, with a specific section on handling hazardous materials (such as used lubricating oils, batteries, filters, contaminated rags, fluorescent tubes, toner cartridges, etc.), including the corresponding tasks, responsibilities and follow-up activities. Determine procedures to classify, store and dispose of waste as common, recyclable, hazardous, and	Waste Management Plan	Six months after first disbursement

		others. Final disposal sites for each type of waste. In the case of hazardous waste, verifying its traceability until its final disposal according to current regulations.		
10	Use of Resources	Develop a management plan for the use of resources (water, energy, gas emissions, etc.) detailing quantity, source, quantity and quality controls, and applicable conservation measures. Analysis of vehicle fleet emissions quality and fuel consumption, establishing measurable improvement plans.	Resources Management Plan	Six months after first disbursement
11	Pest Control	Create a pest management handbook for contracted companies in order to verify the use of authorized products, proper application methods including handling and storage of pesticides, avoiding potential harm to workers and the community, as well as to stored merchandise, and adapted to the type of pest seeking to control without affecting other non-problematic species.	Pest Control Handbook	Six months after first disbursement
Performance Standard No. 4: Community Health, Safety, and Security				
12	Physical Security of Premises	The site security plan should identify security threats and determine specific measures to be implemented in response to said threats, including internal and external communication procedures. Develop procedures manuals for security companies following the best practices established in the Voluntary Principles on Security and Human Rights of the United Nations (PVs).	Security Plan	Six months after first disbursement
13	Road Safety	Develop a road safety plan comprising safe driving standards according to the type of vehicle, road behavior standards, inspection and required maintenance for the vehicle fleet, reporting and analysis of road accidents, training for drivers and maintenance personnel, among others.	Road Safety Plan	Six months after first disbursement
14	Code of Ethics and Good Conduct	Develop a code of ethics and good conduct for employees, applicable to interaction among workers as well as interaction with third parties. Identification of prohibited practices and their sanctions, such as corruption, robbery, addictions, harassment, threat, intimidation, violence or other inappropriate behavior. Establish anonymous reporting mechanisms.	Code of Ethics and Conduct	Three months after first disbursement