

ENVIRONMENTAL, SOCIAL, HEALTH AND SAFETY ANNUAL REPORTING TEMPLATE for BUSINESSES

Cover Page

Name of Business, Location of Business, Telephone, Email Address, Physical Address

Contact information: Name of Contact, Telephone, Email Address,
Physical Address (If different from above)

Name of ESHS Officer: (if different from above)

Name of Person Preparing the report: (if different from above)

Reporting Period: Indicate which period report covers

Date of Report: _____

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Introduction

The purpose of the report is to ensure all parties are fully informed of the environmental and social impacts of the business and its compliance with environmental & social laws & regulations.

The business shall highlight all negative and positive environmental/social impacts experienced during the reporting period. In addition, the business shall outline any action plans and underlying assumptions to improve environmental, worker health and safety issues. Please include evidence and supporting documentation as requested.

Brief Description of the Business (State the main activities the business engages in)

A. ENVIRONMENTAL IMPACTS & SOCIAL ISSUES

Environmental and Worker Health and Safety Matters: Describe any incidents or accidents relating to the project and its operations in the reporting period. Provide copies of documents made available to the relevant authorities.

Current Status of Environmental, Labor and Worker Health and Safety Permits and Licenses (List all Certificates and Permits with date of renewal Copies of renewals, modifications of approvals to be included as Annexes)

List of permits/certificates/licenses attached in Annex:

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Summary of Non-Compliance Incident(s) of the Environmental, Social and related Labour Laws. Explain any incidents of non-compliance with Environmental and Social requirements. Include written warnings and legal or administrative action involving your business (Fines, penalties or any charges which were imposed on your business).

Give details of any failures due to environmental problems: Describe if your business was negatively impacted by major environmental problems, e.g. climate change, air pollution, water pollution, biodiversity loss, etc.

Grievance Reporting (To include worker and community complaints): List any complaints (including legal action) which were lodged against your business.

B. ACTIONS PLANNED/TAKEN

Progress on any improvements in Environmental and Social Management: Describe what was done by your business to improve the management of environmental and social concerns/requirements or performance.

Difficulties and/or Constraints related to the implementation of Environmental and Social Management procedures: Describe any difficulties which your business encountered in implementing the Environmental and Social Policies relating to the project.

Worker Health and Safety Initiatives: Describe any activities which were implemented to improve worker health and safety. Include any Covid 19 initiatives that follow the National Guidelines, training or workshops.

Steps taken to address any concerns or complaints (including legal action) (from employees, customers, the community or other stakeholders) lodged during the reporting period: provide a summary of the concern or complaint and describe what was done to address the complaint. Please indicate what the status of the complaint is (resolved/unresolved) and if there is need for further intervention.

Details of any portion of this loan/grant used to finance environmental improvements (For example energy efficiency, waste minimization, switch to cleaner technology, and reduction of permit fees or fines due to environmental improvements)

Special Conditions: Describe the status of any additional Environmental, Social, Health and Safety clauses/ requirements added to the Beneficiary Agreement.

If you want to express other concerns or chances to improve environmental or safety, or have suggestion to improve the template, please let us know here.

Signature(s) of Owner(s) of Business: _____

Date: _____