**ENVIRONMENTAL, SOCIAL, HEALTH AND SAFETY**

**ANNUAL REPORTING TEMPLATE for BUSINESSES**

**Cover Page**

Name of Business: [Insert Business Name]

Business Address: [Insert Business Address]

Telephone: [Insert Business number]

Email Address: [Insert Business email address]

Contact information: [Name of Contact],

[Telephone],

[Email Address]

[Physical Address] (If different from above)

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

Reporting Period: [Indicate which year report covers]

Date of Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contents**

Introduction

1. Brief Description of the Business

**A. ENVIRONMENTAL IMPACTS & SOCIAL ISSUES**

Achievements / Growth

Environmental and Worker Health and Safety Matters

1. Special Conditions

Current Status of Environmental and Worker Health and Safety Permits and Licenses

Summary of Non-Compliance Incidents

Details of Failures due to Environmental Problems

Grievance Reporting

**B. ACTIONS PLANNED / TAKEN**

Progress on any improvements in Environmental and Social Management

Difficulties and/or Constraints related to the implementation of Environmental and Social Management procedures

Worker Health and Safety Initiatives

Steps taken to address any problems/complaints lodged during the reporting period

**Introduction**

We would like to start by thanking you for taking the time to fill out this short report, as it will assist us in understanding the social and environmental issues that businesses on Sint Maarten are facing and help us mitigate these issues for future applicants. The main 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. In this report, the business is encouraged to 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 where requested.

|  |
| --- |
| 1. **Please provide a brief description of the business** (State the main activities the business engages in) |
| **A. ENVIRONMENTAL IMPACTS & SOCIAL ISSUES** |
| 1. **Achievements / Growth:** Please describe what your business has achieved in the last year. Are there any highlights or notable/memorable things that your business has been able to achieve with assistance of the ESP funding? |
| 1. **Environmental and Worker Health and Safety Matters:** Please describe any incidents or accidents which have happened, relating to the project and its operations in the reporting period. Where possible, please provide copies of documents made available to the relevant authorities. (Incidents can include an employee falling at work and requiring medical attention, an employee getting hurt while using the company’s equipment, or an employee being assaulted or harassed by a colleague or client.) Note that reporting these incidents or accidents do not cause any implications to your application/loan with the NRPB (National Recovery Program Bureau). |
| 1. **Special Conditions in Beneficiary Agreement:** This refers to the signed Beneficiary Agreement by section 4. Please describe the status of any additional Environmental, Social, Health and Safety clauses/conditions/requirements added to section 4 of the Beneficiary Agreement. (For example: license requests/updates, vehicle insurance/inspections, lease agreements, etc.) |
| 1. **Please provide a copy (attachment) and list the current Status of Environmental, Labor and Worker Health and Safety Permits and Licenses required and/or requested in the Beneficiary Agreement.** (List all Certificates, Licenses and Permits with date of renewal copies of renewals, modifications of approvals to be included as Annexes/attachments)   List of permits/certificates/licenses attached to your report:   * ………………………………………………………………………………………………………………………………….. * ………………………………………………………………………………………………………………………………….. * ………………………………………………………………………………………………………………………………….. * …………………………………………………………………………………………………………………………………… * …………………………………………………………………………………………………………………………………… * ……………………………………………………………………………………………………………………………………. * ……………………………………………………………………………………………………………………………………. |
| 1. **Summary of Non-Compliance Incident(s) (inability to execute instructions or requirements) of the Environmental,** **Social, and related Labour Laws. Has your business encountered any of these issues?** If yes, please explain any incidents of non-compliance with Environmental and Socialrequirements. Include written warnings and legal or administrative action involving your business (Fines, penalties or any charges which were imposed on your business connected to Environmental, social and labour laws. Non-compliance with labour laws can include provisions concerning the worktimes, periods of rest, overtime, nightshift, standby shift, holidays, safety, the prohibition of child labor, the prohibition of night work, dangerous work for youths and the violation of terms and conditions of employment) |
| 1. **Give details of any negative effects on your business 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. |
| 1. **Grievance Reporting (Include any worker and community complaints): Please l**ist any complaints (including legal action) which were submitted against your business, by completing the following table:  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Date Complaint Submitted** | **Who Submitted the Complaint**  **(Select from: Customer, Employee, Other Stakeholder (Specify)** | **Summary of Complaint** | **Actions Taken to Resolve the Complaint** | **Status**  **(Resolved/**  **Unresolved)** | **Further Intervention Required**  **(Yes/No)** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |
| **B. ACTIONS PLANNED/TAKEN** |
| 1. **Give an update on any improvements in Environmental and Social Management that you may have made during the reporting period:** Describe what was done by your business to improve the management of environmental and social concerns/requirements or performance. |
| 1. **Did you have any difficulties and/or Constraints related to the implementation of Environmental and Social Management procedures?** If yes, please describe any difficulties which your business encountered in implementing the Environmental and Social Policies relating to the project. |
| 1. **Worker Health and Safety Initiatives:** Has your business implemented any activities / processes to improve worker health and safety? If yes, please include any initiatives that follow the National Guidelines, trainings, or workshops. |
| 1. **Was a portion of this loan/grant used to finance environmental improvements? Please list the environmental improvements finances below. (**For example: energy efficiency, waste minimization, switch to cleaner technology, and reduction of permit fees or fines due to environmental improvements) |
| If you would like to express other concerns or chances to improve environmental or safety, or have suggestions to improve the template, please let us know here. |

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:**