



Galápagos
life fund

GLF ESMS ANNEX F

STANDARD CLAUSES FOR GRANT AGREEMENTS

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1 INTRODUCTION

Galápagos Life Fund (GLF) will ensure that grant agreements establish clear requirements for alignment with the applicable environmental and social legislation and standards (refer to the Environmental and Social Management System (ESMS) Manual)). The purpose of this Annex is to outline specific environmental and social clauses to be included in the grant agreement between GLF and the Grantee.

The standard clauses set out in the sections below are as follows:

- Section 2.1: Responsibility for fulfilling ESMS requirements and implementing the Environmental and Social Management Plan, ESMP (see Annex 2)
- Section 2.2: Labour and Working Conditions Clause (see Annex 3)
- Section 2.3: Gender Commitment
- Section 2.4: Accidents and Serious Incidents Reporting (see Annex 4)

This will ensure that the GLF's environmental and social requirements become contractually binding.

Note: The section numbers referred to in the section below are from GLF's Standard Grant Agreement template.

2 STANDARD CLAUSES

2.1 RESPONSIBILITY FOR FULFILLING ESMS REQUIREMENTS AND IMPLEMENTING THE PROJECT ESMP

[The Recipient Institution/Individual agrees to:]

Fulfil all the requirements from the GLF ESMS and implement the project's Environmental and Social Management Plan (ESMP) presented in Annex XX. It is an integral part of GLF's grant award and implementation procedures and the grant agreement itself. The Grantee's commitment involves following the ESMP implementation schedule, meeting deadlines, providing necessary deliverables, monitoring and reporting on its implementation, and informing GLF of the person directly responsible for implementing the ESMP. Failure to comply with this requirement may result in the suspension or cancellation of the grant.

2.2 LABOUR AND WORKING CONDITIONS CLAUSE

[The Recipient Institution/Individual agrees to:]

1.5 Ensure compliance with Ecuadorian labour and working conditions laws, International Labour Organization (ILO) Core Conventions, and internationally recognized workers' rights, and implement the project following the labour and working conditions presented in Annex 3.

2.3 GENDER COMMITMENT

1.6 In all aspects related to the execution of the project, the Recipient Institution/Individual agrees to:

- a. Support the pursuit of equality among all project participants, regardless of their sexual orientation and gender identity.
- b. Avoid worsening current gender inequalities and, where feasible, work to lessen and alleviate such inequalities in the project's context.
- c. Encourage broad participation in decision-making and implementation of project actions, irrespective of sexual orientation and gender identity.
- d. Increase women's participation in decision-making and facilitate their involvement and control in project activities.
- e. Prevent all types of gender-based violence, including harassment, exploitation and sexual abuse. If such incidents occur, respond with a human rights perspective, with a victim-centred perspective, acting promptly and effectively while respecting the principles of doing no harm, maintaining confidentiality, ensuring safety, practicing non-discrimination, involving the victim in decision-making, and obtaining informed consent for the disclosure and use of information.
- f. Align project activities with GLF's Gender Policy, where feasible, and in no case contradict or undermine that plan.

2.4 ACCIDENTS AND SERIOUS INCIDENTS REPORTING

4.3 Report to GLF any event, incident or accident related to environmental, occupational health and safety immediately following the occurrence of such an accident or incident. Use the Accidents and Serious Incidents Reporting Instruments presented in Annex 4.

ANNEX 3. LABOUR AND WORKING CONDITIONS

In all aspects related to the execution of the project, the Recipient Institution/Individual agrees to:

- a. Ensure compliance with Ecuadorian labour and working conditions laws, ILO Core Conventions, and internationally recognized workers' rights.
- b. Abstain from employing child labour, hiring minors as workers, or using forced labour under any circumstances.
- c. Uphold a general principle of equal remuneration for work of equal value, without discrimination based on birth, age, sex, ethnicity, colour, social origin, language, religion, political affiliation, property, sexual orientation, health status, disability or any other difference.
- d. Ensure that all employees are treated fairly and without discrimination in every aspect of employment, including hiring, compensation, working conditions, access to training and career development, overtime pay, holidays, sick leave, fringe benefits, and any other applicable benefits, as well as termination and retirement procedures.
- e. Provide employees with comprehensive documentation outlining their rights and working conditions according to Ecuadorian labour law. This should include, but is not limited to, details about working hours, wages, overtime, compensation, and social or statutory benefits.
- f. Implement a formalized process to capture and manage project-related complaints or grievances from employees, which is confidential and anonymous.
- g. Prioritize hiring Galapagos residents and follow the local regulations in that regard to secure authorization to hire from outside the region if the necessary resources are unavailable locally.
- h. Ensure that community work is truly voluntary, following an agreement with the community, and is free from any form of sexual and gender-based violence (SGBV), such as sexual harassment, sexual exploitation and abuse.
- i. Protect workers and community labourers from occupational hazards and prevent accidents by developing a Community and Occupational Health and Safety Plan when necessary.

ANNEX 4. ACCIDENTS AND SERIOUS INCIDENTS REPORTING INSTRUMENTS

If any of the incidents outlined in Table 2 below occur on a Project or at a Project work site, the employee must report the incident using the guidance provided below, including a description of remediation measures already taken and to be taken.

Table 2: Incident Reporting

Major work-related injuries (including employees, contractors and/or members of the public).	Work-related fatalities (including employees, contractors and/or members of the public).	Incidents significantly affecting the health of employees, contractors, or members of the public, including incidents of a sexual nature.
Fire or explosions.	Regulator enforcement actions/notices.	Major security breaches.
Incidents requiring operations to be substantially curtailed or shutdown.	Significant community unrest or public relations incidents.	Any fraud related activities.

Table 3: Occupational Accident Reporting

A. FATALITIES NUMBER	B. NON-FATAL INJURIES NUMBER	C. TOTAL TIME LOST NON-FATAL INJURIES DAYS
A.1 Immediate	B.1 Less than one day	
A.2 Within a month	B.2 Up to 3 days	C.1 related to Category B.2
A.3 Within a year	B.3 More than 3 days	C.2 related to Category B.3

Source: EHS 2.0 World Bank

Table 4: Occupational Accident Reporting Extended Form

The table below provides a template for serious accident reporting.

	ITEM	INFORMATION
	GRANTEE	Name of the Grantee
	TELEPHONE	
	DATE	Date of the incident / accident
	TIME	Time of the incident / accident
	LOCATION	Location where the incident / accident happened
	PERSON NAME	<i>Person involved in the incident / accident</i>
	PERSON AGE	<i>Age of that person</i>
	PERSON SEX	<i>Sex of that person</i>
	PERSON ID	<i>Person's ID</i>
	PERSON ROLE	<i>Person's role in the project</i>
	SENIORITY	<i>Seniority of the person involved in the incident / accident</i>
	INCIDENT TYPE	<i>Accident</i> <input type="checkbox"/> <i>Incident</i> <input type="checkbox"/>
	DESCRIPTION	<i>Description of the incident / accident (including the circumstances)</i>
	SITE CONDITIONS	<i>Description of the unsafe conditions present</i>
	HEALTH EFFECT	<i>Description of the health effects of the incident / accident</i>
	BODY PARTS AFFECTED	<i>List of the body parts affected</i>
	IMMEDIATE CAUSE	<i>Direct cause of the incident / accident - Object, equipment, substance or circumstance that caused the incident.</i>
	ROOT CAUSE ANALYSIS	<i>Analysis of the ultimate source of the incident / accident</i>
	WITNESS 1 NAME	PHONE:
	WITNESS 2 NAME	PHONE:
	INVESTIGATION DATE:	
	PERSON RESPONSIBLE	POSITION:
	CONCLUSIONS	<i>Present the main conclusions of the investigation. Add an additional sheet if need it.</i>

	ITEM	INFORMATION
	PREVENTIVE / CORRECTIVE MEASURES IDENTIFIED	<i>Present the preventive or corrective actions.</i>
	KEY FOLLOW UP POINTS	<i>Schedule to check/verify the implementation of corrective and preventive actions. Include dates.</i>
	LESSONS LEARNT THAT CAN BE SHARED WITH OTHER GRANTEES?	<i>Detail any lessons learnt.</i>
	ELABORATED BY	PHONE:
	REVIEWED BY	PHONE:

Source: EHS 2.0 World Bank