LABOR MANAGEMENT PROCEDURES

1. OVERVIEW OF LABOR USE ON THE PROJECT

**Number of Project Workers:**
Total estimated number of workers to be employed on the project: 35.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Number of Individuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collaborative Labeling and Appliance Standards Program (CLASP) -- employees</td>
<td>16</td>
</tr>
<tr>
<td>Humboldt State University (HSU) -- contracted</td>
<td>10</td>
</tr>
<tr>
<td>University of Nairobi (UoN) -- contracted</td>
<td>4</td>
</tr>
<tr>
<td>Individual Consultants -- contracted</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>35</strong></td>
</tr>
</tbody>
</table>

**Characteristics of Project Workers:**
All workers will be professional office workers. There will be a mix of male and female workers all of whom are at least 18 years old.

**Timing and Location of Labor Requirements:**
Most project personnel will be based in the United States or Kenya. A few individual consultants will be based elsewhere. Some project activities will take place in the following countries: Haiti, Kenya, Nigeria, Madagascar, Rwanda, and Uganda. The majority of project personnel will be engaged throughout the duration of the project.

This document will be updated periodically throughout the project with detail on the location of individual consultants.

**Contracted Workers:**
Contracted workers will largely be the employees of our contractors (Humboldt State University and University of Nairobi). CLASP plans to also contract directly with individual consultants.

**Migrant Workers:**
N/A
2. ASSESSMENT OF KEY POTENTIAL LABOR RISKS

The project will include no physical works, and anticipated risks and impacts related to working conditions (including health and safety) are expected to be negligible. The current scope of engagement planned under the project includes CLASP focusing on adopting the international standards of off-grid solar products and engaging with manufacturers on market surveillance and compliance. The stakeholder engagement will also cover consumers (on a limited scale) for estimating the relative size of quality-verified and non-quality-verified product markets.

3. BRIEF OVERVIEW OF LABOR LEGISLATION: TERMS AND CONDITIONS

All employees of CLASP, HSU, and UoN are based in the United States or Kenya and are protected by the relevant labor legislation of those jurisdictions. CLASP will use the standard World Bank consultant agreement template for its contracts with independent consultants.

4. BRIEF OVERVIEW OF LABOR LEGISLATION: OCCUPATIONAL HEALTH AND SAFETY

All employees of CLASP, HSU, and UoN are based in the United States or Kenya and are protected by the relevant labor legislation of those jurisdictions. CLASP will use the standard World Bank consultant agreement template for its contracts with independent consultants. CLASP will request a certificate from HSU and from UoN providing evidence of their compliance with applicable laws, e.g., Department of Occupational Safety & Health (DOS&H) certificate.

5. RESPONSIBLE STAFF

The table below shows which individual within each organization will be responsible for the following:

- engagement and management of project workers
- engagement and management of contractors/subcontractors
- occupational health and safety (OHS)
- training of workers
- addressing worker grievances

<table>
<thead>
<tr>
<th>Organization</th>
<th>Responsible Individual</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASP</td>
<td>Ari Reeves</td>
</tr>
<tr>
<td>Humboldt State University (HSU)</td>
<td>Arne Jacobson</td>
</tr>
<tr>
<td>University of Nairobi (UoN)</td>
<td>Michael Gatari</td>
</tr>
<tr>
<td>Individual Consultants</td>
<td>Andrea Testa</td>
</tr>
</tbody>
</table>
6. POLICIES AND PROCEDURES

CLASP will ensure that all applicable local, national, and international occupational health and safety standards are followed throughout this project.

7. AGE OF EMPLOYMENT

All personnel will be adults above 18 years old. Copies of individuals’ government-issued identification is available upon request.

8. TERMS AND CONDITIONS

Not applicable.

9. GRIEVANCE MECHANISM

Workers will be made aware that in the occurrence of any labor-related issue, they shall contact Ari Reeves (areeves@clasp.ngo).

10. CONTRACTOR MANAGEMENT

CLASP maintains procurement guidelines that are based on United States and international standards and are consistent with the World Bank’s procurement guidelines. CLASP will follow these guidelines in selecting contractors for this project and will use the standard World Bank consultant agreement template for its contracts with independent consultants. CLASP will closely monitor the performance of its consultants throughout the project.