



GOVERNMENT OF GHANA

MINISTRY OF FOOD AND AGRICULTURE



GHANA TREE CROPS DIVERSIFICATION  
PROJECT (GTCDP) (P180060)

Labour Management Procedure  
(LMP)

**Final Report**

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## LIST OF ACRONYMS

|          |                                                      |
|----------|------------------------------------------------------|
| CHED     | Cocoa Health and Extension Department                |
| CoC      | Code of Conduct                                      |
| COVID-19 | Corona Virus-19                                      |
| ESCP     | Environmental and Social Compliance Plan             |
| ESMF     | Environmental and Social Management Framework        |
| ESMP     | Environmental and Social Management Plan             |
| ESS      | Environment and Social Standard                      |
| FAGE     | Federation of Associations of Ghanaian Exporters     |
| GBV      | Gender based Violence                                |
| GoG      | Government of Ghana                                  |
| GRM      | Grievance Redress Mechanism                          |
| GTCDP    | Ghana Tree Crop Development Project                  |
| IFC      | International Finance Corporation                    |
| LMP      | Labour Management Procedure                          |
| NGO      | Non- Government Organization                         |
| OHS      | Occupational Health and Safety                       |
| PIU      | Project Implementation Unit                          |
| POM      | Project Operating Manual                             |
| PPRSD    | Plant Protection and Regulatory Services Directorate |
| SEA      | Sexual Exploitation and Abuse                        |
| SH       | Sexual Harassment (SH)                               |
| SMEs     | Small and Medium Enterprises                         |
| SOP      | Standard Operating Procedures                        |
| TA       | Technical Assistance                                 |
| TCDA     | Tree Crops Development Authority                     |
| TCDP     | Tree Crops Diversification Project                   |
| WBG      | World Bank Group                                     |
| WFCL     | Worst Form of Child Labour                           |
| WGRMC    | Workers Grievance Redress Management Committee       |

## DEFINITIONS

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Child</b>                                   | A child means every human being below the age of eighteen years unless under the law applicable to the child, majority is attained earlier.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Permitted / authorized work of children</b> | The International Labour Organization (ILO) says that light work for children aged 13–15 (for limited hours and not harming their health, safety or school attendance and achievement), or for those aged 12-14 if the minimum age is set at 14, can be permitted. Light work should not be for more than 14 hours per week. Children above the minimum working age / minimum age for employment (between 15-18 in most countries) can work full time so long as they are not doing work which is considered a “Worst Form of Child Labour” (see below definition). On World Bank projects the ESS2 defines that minimum age for employment or engagement in connection with the project, which will be the age of 14 unless national law specifies a higher age. Ghana legislation (Children’s Act 1998) defines minimum age for light work to 13 years, which means that on a World Bank project the higher standard of 14 years applies. Ghana legislation (Children’s Act 1998) furthermore defines minimum age for employment (on a labour contract) to 15 years. In this case, Ghana legislation sets a higher standard which means that on a World Bank project, children can be employed on a labour contract at the age of 15 and above only. Specific conditions apply for each age-group and are further described in the LMP. |
| <b>Child labour</b>                            | Work that deprives children of their childhood, their potential and their dignity, that is harmful to physical and mental development and that is mentally, physically, socially or morally dangerous and harmful to children; and/or that interferes with their schooling by: depriving them of the opportunity to attend school; obliging them to leave school prematurely; or requiring them to attempt to combine school attendance with excessively long and heavy work. <sup>[1]</sup> Whether or not particular forms of “work” can be called “child labour” depends on the child’s age, the type and hours of work performed, the conditions under which it is performed and the objectives pursued by individual countries. The answer varies from country to country, as well as among sectors within countries.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Worst Forms of Child Labour</b>             | Defined by <a href="#">Article 3 of ILO Convention No. 182</a> to include: all forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labour, including forced or compulsory recruitment of children for use in armed conflict; the use, procuring or offering of a child for prostitution, for the production of pornography or for pornographic performances; the use, procuring or offering of a child for illicit activities, in particular for the production and trafficking of drugs as defined in the relevant international                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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|                               | treaties; work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Hazardous child labour</b> | Within the meaning of Article 3 of ILO Convention No. 182, hazardous work is considered to be work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children. Hazardous work is one of the Worst Forms of Child Labour.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Forced Labour</b>          | According to Conventions n ° 29 14 and n ° 105 15 of the ILO on Forced Labour, forced labour is defined as ““all work or service exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily”. (NB: consent is never applicable for children)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Trafficking</b>            | As to Article 3 of the Protocol to Prevent, Suppress and Punish trafficking in Persons Especially Women and Children, supplementing the United Nations Convention against Transnational Organized Crime (“Palermo Protocol”): "Trafficking in persons" shall mean the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labor or services, slavery or practices similar to slavery, servitude or the removal of organs; The consent of a victim of trafficking in persons to the intended exploitation set forth in subparagraph (a) of this article shall be irrelevant where any of the means set forth in subparagraph (a) have been used; The recruitment, transportation, transfer, harboring or receipt of a child for the purpose of exploitation shall be considered "trafficking in persons" even if this does not involve any of the means set forth in subparagraph (a) of this article; "Child" shall mean any person under eighteen years of age. |
| <b>Vulnerability</b>          | According to the United Nations “Palermo Protocol”, “abuse of a position of vulnerability” qualifies as the combination of means through which persons can be subjected to a range of particular actions such as recruitment, transportation and harbouring, for purposes of exploitation. “Vulnerability” is used to refer both to the pre-existing individual and structural factors that may increase the susceptibility of an individual or group to trafficking in persons (further referred to as “susceptibility” to trafficking) and to those elements that may be generated by the trafficker in order to maximize control over the victim in the context in which the                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

|                       |                                                                                                                                                                                                |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                       | exploitation takes place (such as isolation, dependency and irregular legal status). <sup>[2]</sup>                                                                                            |
| <b>Casual workers</b> | Casual workers are those workers who are called in to work only as and when they are needed. Thus, the working hours of a casual employee fluctuate and are dependent on the magnitude of work |

<sup>[1]</sup> <https://www.ilo.org/ipec/facts/lang--en/index.htm>

<sup>[2]</sup> UNODC (2013). Abuse of a position of vulnerability and other “means” within the definition of trafficking in persons, Issue Paper.

## **EXECUTIVE SUMMARY**

These Labour Management Procedures (LMP) are intended to provide the framework for protecting workers, including vulnerable and young workers, under the age of 18 but above the minimum age for socializing work (above 14) and employment (above 15). The LMP addresses specific labour-related risks and impacts, including preventing and managing the risk that child labour would risk occur as a result of the implementation of the Ghana Tree Crops Diversification Project (GTCDP).

The GTCDP aims, among other things, to support the existing capacity of the Ghana Cocoa Board (COCOBOD), and strengthen the nascent organizational capacity of the Tree Crops Development Authority (TCDA), and provide the optimal enabling environment by legalizing and implementing tree crop regulations and agribusiness policies.

In turn, this will ensure that local farmers, traders, and processors are adequately supported and able to generate jobs and profits from the production and processing of cocoa, cashew, coconut and rubber. Moreover, and at the most fundamental level, farmers will receive the necessary assistance to increase productivity. This includes the knowledge and funding necessary to adopt new climate-smart technologies to increase yields, reduce pests and diseases, rehabilitate land, and intensify production sustainably.

The project has four (4) components comprising:

Component 1. Institutional strengthening and value chain governance

Component 2. Improving tree crops productivity and climate resilience

Component 3. Support for Post-Harvest Management, Value Addition and Market Access; and

Component 4. Project Coordination, Management, Monitoring and Evaluation.

The LMP has been developed to promote the health, safety, rights and wellbeing of project workers who will be engaged during the implementation of the GTCDP. It is also intended to promote equal opportunity and non-discrimination in workforce management, taking into account both national and international labour requirements, including the World Bank's Environmental and Social Standard on Labour and Working Conditions (ESS2).

The scope of the LMP encompasses all aspects of the project that will necessitate the hiring of a workforce to carry out project activities as well as any instances of child labour. It applies to all types of project workers, whether skilled or unskilled; full-time, part-time, temporary, seasonal or migrant; and it covers all aspects of recruitment, labour and working conditions, remuneration, management of worker relationships, and occupational health and safety (OHS), and work-based grievance redress mechanisms. According to ESS2, the LMP is applicable to the project as follows:



- Individuals directly hired or contracted by PCU/ PIU to work on the project (direct workers);
- Personnel employed or engaged by contractors and consulting firms to perform project-related tasks, regardless of their location (contracted workers);
- People employed or engaged by this project's primary suppliers, including farmer cooperatives (primary supply workers).

The objectives of the labour management procedures are to:

- Promote project worker safety, health, and well-being.
- Protect project workers, including women, individuals with disabilities, children, migrant workers, contract workers, and primary supply workers, as necessary.
- Support the principles of freedom of association and collective bargaining for project workers in accordance with national laws.
- Provide project employees with an accessible method for voicing workplace concerns.

The project workers will be divided into five categories: direct workers, contract workers, marginalized workers, and primary supply workers in accordance with the ESS 2.

The anticipated labour risks of the project include the following:

- Occupational risks and hazards (incidents and accidents), especially from improper handling of agrochemicals, use of machinery and equipment for rehabilitation works, animal attacks etc.
- Labour influx, migrant workers, and the associated stress on community infrastructure as well as Gender-Based Violence (GBV), Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH).
- Risk of Contracting COVID-19, HIV and AIDS and other sexually transmitted infections (STIs) extended to both workforce and local community.
- Child labour and trafficking.
- Poor working conditions and service; and
- Discrimination and exclusion of women and other vulnerable groups.

The main procedures for the project labour management will focus on the following:

#### Terms and Conditions of Employment

The PCU/PIU will ensure that: Every worker is given a contract defining the terms and conditions of employment which will include that workers work for 8 hours a day from 8am to 5pm with an hour break five days a week. Workers know the standards of conduct expected of them. A written policy manual (Code of Conduct) specifying the rules and procedures will be issued and made readily available to all workers as part of the labour contract. The Code of Conduct will be explained to workers in a language they understand.

Children above 14 can be engaged for light work but cannot be employed on a labour contract. If children above 14 are engaged, their age should be verified and written parental consent should be given.

Children above 15 can be engaged on a labour contract. Their age should be verified and written parental consent should be given.

Special rules on working conditions for each age-group are outlined in the relevant sections of the report.

#### Non-discrimination and Equal Opportunity for workers

TCDA and COCOBOD and its implementing partners shall monitor discriminatory practices not only in hiring procedures but throughout all stages of employment. To avoid any discrimination;

- The contractor/employer should also ensure that its workers and suppliers are aware of its policy on non-discrimination and equal treatment in order to promote a culture of respect and zero-tolerance for discrimination.
- The contractors should ensure that adequate mechanisms are in place for workers to report on workplace discrimination, bullying or sexual harassment. These mechanisms should be able to promptly investigate all complaints and take appropriate preventive or disciplinary action.
- All workers must be informed of their rights and encouraged to use the mechanism without fear of reprisal. TCDA and COCOBOD as well as Sub Project Contractors and their Sub Contractors shall designate specific staff (e.g., a workers' representative) to act as the workers' focal point on employment discrimination issues. Workers should be able to report discriminatory incidents to the focal point on a confidential basis. At the same time, the focal point should possess adequate knowledge to advise workers on national laws and contractor/employer policies regarding non-discrimination and the various remedies available.

#### Workers Organization

TCDA and COCOBOD, Consultants, as well as Sub Project Contractors and their Sub Contractors, must not attempt to influence the right of workers to organize or associate with any Trade Union;

#### Age of employment

According to international law, children are entitled to the basic right to education. National law defines that children in Ghana should be in compulsory education until the age of 15. Children under 18 should therefore not be engaged in work that jeopardizes the health or physical, mental, moral or social development of the child.

#### Occupation health and safety

Sub project contractors must provide safe and healthy working facilities and take appropriate precautionary measures to protect workers from anticipated dangers in the workplace. This will include a pre-established action plan designed to respond effectively to workplace

accidents and health hazards in the event that all precautions fail. Contractors will need to submit OHS implementation plan as part of the C-ESMP prior to the start of construction work. Employees of TCDA/ COCOBOD, Sub Project Contractors and Sub-Contractors as well as Project Consultants including Farmer Cooperatives shall be provided with orientation/training on Child Labour, GBV/SEA/SH and health and safety. OHS training/orientation will be provided prior to beginning a new assignment. All workers will be required to avail themselves for OHS training and subsequent toolbox meetings.

#### Grievance redress

The grievance redress mechanism shall contribute a lot to the efficient running of the project activities as it shall assist in investigating complaints and bring up a much clearer version of the complaint at the earliest time possible, provide a fair and speedy means of dealing with complaints, prevent minor disagreements from developing into more serious disputes, thereby, providing a simple, speedy, and without cost and effective mechanism of installing satisfaction to the ones that were affected.

The Workers grievance procedure will have five major stages. These stages include: (i) the complaint or grievance uptake, (ii) Assessment, analysis and response, (iii) Resolution and closure (iv) Registry and monitoring (v) GRM Evaluation.

There will be specific procedures for addressing GBV/SEA/SH, including confidential reporting with safe and ethical documentation of GBV cases guided by the GBV Referral Protocol. Multiple channels will be put in place for lodging a complaint in connection to GBV, SEA, or SH.

Due to their young age, grievance cases that involve children under 18 are to be given special considerations. The LMP grievance mechanism should be alerted:

- If a child below 14 is working in connection to project activities.
- If a child between 14 and 15 is found working in connection to project activities under conditions. that are not qualified as light socializing work.
- If a child below 18 is found to perform hazardous work.
- If a child below 18 is suspected of being forced to work, or to be a victim of child trafficking.
- If child is victim of violence or abuse, including sexual abuse and sexual exploitation.
- Suspicion of forced child labour and/or child trafficking is justified:
- If work of a child is performed under the coercion of a third party.
- If the child is working as a direct result of the forced labour of his or her parents.
- If a child is from another country or region and is not with his or her primary caregivers and the employer appears to be taking advantage of the child child's possible vulnerability, if a child's family has been exploited, and/or when an imbalance of power between the child and the employer has been abused.

Communities and individuals who believe that they are adversely affected by a World Bank supported project may submit complaints to existing project-level grievance redress mechanisms or the World Bank's GRS (e-mail: [grievances@worldbank.org](mailto:grievances@worldbank.org)).

The LMP includes labour monitoring mechanism that will track and keep records on key performance indicators to demonstrate the extent to which various aspects of the LMP has been implemented. The PCU-TCDA and PIU-COCOBOD shall have oversight responsibility towards the implementation of the LMP. The direct responsible staff will be the Safeguard Officers who will report directly to the Project Coordinators.

## **1.0 INTRODUCTION**

These Labour Management Procedures (LMP) are intended to provide the framework for addressing the anticipated labour-related risks and impacts associated with the implementation of the Ghana Tree Crop Diversification Project (GTCDP). This LMP sets out a formal system by which the Tree Crop Development Authority (TCDA) and Ghana Cocoa Board (COCOBOD), along with other stakeholders and sub-project contractors, will manage labour-related risks and implement mitigation measures to prevent or avoid or reduce the significance of labour-related impacts on workers, community health, safety, children, vulnerable groups, women and security. During implementation, it will be the responsibility of TCDA and COCOBOD to review and update this LMP into a plan.

### **1.1 Purpose and Scope of the Labour Management Procedures (LPM)**

This LMP has been developed with the purpose of protecting the health, safety, rights and wellbeing of project workers who will be engaged during the implementation of the Ghana Tree Crop Diversification Project (GTCDP). It is also intended to promote conducive working conditions, equal opportunity and non-discrimination in the management of the workforce taking into account both national and international labour requirements including the World Bank's Environmental and Social Standard on Labour and Working Conditions (ESS2). It also seeks to protect workers, including vulnerable and young workers, under the age of 18 but above the minimum age for socializing work (above 14) and employment (above 15).

The scope of this LMP will cover all aspects of the project that necessitate the hiring of workforce to execute the project activities. It is applicable to all types of project workers, skilled and unskilled, and addresses all aspects of recruitment, labour and working conditions, compensation, management of worker relationships and Occupational Health and Safety (OHS) as well as work-based grievance redress mechanisms. The LMP also includes measures concerning the management of workers employed by third parties, contractors, and sub-contractors, as well as the management of workforce-related risks within the supply chain.

### **1.2 Objectives of the LMP**

This LMP is developed taking into consideration ESS 2 which specifies the requirements for the management of labour and working conditions. The LMP seeks to achieve the following specific objectives;

- i. Promote safety, good health and employee welfare at work by:
  - Establishing a system to appropriately manage and protect the OHS and welfare of project workers who may be exposed to the risks associated with the project activities;
  - Ensuring that workers understand their rights in relation to labour and working conditions;

- Allowing workers to exercise their right to freedom of association and collective bargaining;
  - Providing project workers avenues to raise concerns and seek information and receive feedback and any associated corrective action;
  - Preventing discrimination in hiring, remuneration, access to training, on the grounds of race, nationality or social origin, birth, religion, disability, gender, sexual orientation, union membership, political opinions and age and promoting equal opportunities;
  - Managing disciplinary practices and grievances in a manner that treats those affected individuals with respect and dignity and without threat, abuse or ill-treatment; and
  - Banning the use of child and forced labour in direct operations and in the supply chain of the Project.
- ii. Preventing all forms of Violence and Harassment in all aspects including Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) as well as Gender Based Violence (GBV) that may arise as a result of implementing activities or sub projects.
  - iii. Protect project workers, including vulnerable workers such as women, persons with disabilities, children (of working age, in accordance with ESS 2) and contracted workers, including migrant workers and primary supply workers, as appropriate.
  - iv. Supporting the principles of freedom of association and collective bargaining of project workers in a manner consistent with national law; and
  - v. Providing project workers with accessible means to raise workplace concerns and grievances.
  - vi. Managing the potential impacts of labour influx and associated tensions with local communities.

This LMP applies to all Project workers whether full-time, part-time, temporary, seasonal or migrant workers. The LMP is applicable, as per ESS2, to the Project in the following manner:

- People employed or engaged directly by the Project Coordination Unit/Project Implementation Unit (PCU/ PIU) to work specifically in relation to the Project;
- People employed or engaged by contractors and consulting firms to perform work related to the core function of the project, regardless of location; and
- People employed or engaged by the primary suppliers under this project

## **2.0 OVERVIEW OF THE GHANA TREE CROPS DIVERSIFICATION PROJECT (GTCDP)**

The Project Development Objective (PDO) is to improve economic, climate, and social resilience in selected tree crop value chains.

The project activities will be organized around three technical components and a fourth focused on project management and monitoring:

### **Component 1. Institutional Strengthening and Value Chain Governance**

The objective of this component is to strengthen the institutional capacity of TCDA and COCOBOD and improve sector governance for competitive and sustainable development of tree crops. This will be achieved by: (i) supporting organizational capacity development of both institutions; (ii) operationalizing policies and regulations meant to improve the enabling environment; (iii) investing in digitizing the value chains for traceability including environmental and social sustainability, and (iv) building the national capacity to monitor and prevent child labour in the tree crop sector.

Subcomponent 1.1. Institutional capacity, policies, and regulations. The project will support COCOBOD in implementing its Medium-Term Capacity Building strategy. Implementation includes strengthening the operational capacity of its technical departments like the research, monitoring and evaluation department (RM&E), the Cocoa Health and Extension Department (CHED), Quality Control and Cocoa Marketing, as well as the auxiliary departments including human resource, finance, internal audit, and information system departments. The project will also finance the following activities (i) COCOBOD Information Technology (IT) agility and paperless transformation of internal operations, as well as interoperability of administrative processes with the Cocoa Management System (software, IT equipment and training of staff; (ii) technical assistance (TA) to develop a methodology for measuring and monitoring carbon sequestration under cocoa farms, for accessing climate financing; (iii) TA to finalize and implement the policy and standards for cocoa agroforestry. These standards will guide on-farm productivity investments with environmental benefits (including Climate Co-Benefits); and (iv) a study to evaluate and propose modifications to expand cost-effective access to semi-finished cocoa products (liquor, butter, and powder) from free zones companies through regulatory or policy instrument changes. The COCOBOD Project Implementation Unit (PIU) will be responsible for implementing activities under this subcomponent.

For TCDA, the project will finance the Agency to build its organizational capacity to deliver efficient agri-value-chain oriented services. This includes the following activities: (i) conducting a needs assessment, developing a capacity building plan, and implementing this plan for organizational development; (ii) financing the development of administrative policies and manuals for TCDA internal operations; (iii) strengthening the governance of the cashew, coconut and rubber value chain associations and their respective umbrella organizations. Support will be provided to the Federation of Associations of Ghanaian Exporters (FAGE),

Cashew Council Coconut Federation – TCDA’s service delivery value chain interlocutors; and (iv) financing the operationalization of the tree crops regulation passed by parliament in early 2023, that would improve the enabling environment, via zonal offices, district assemblies and other entities. TCDA will also carry out consultations and analysis to better understand the impacts of its levies, farmgate access policies, and subsidies on farmers, processors, enterprise owners, and other value chain actors’ revenues and performance. TCDA’s Project Coordination Unit (PCU) will be responsible for the implementation of the set of activities.

Subcomponent 1.2. Value chain digitization for traceability. Under this subcomponent, the project will finance COCOBOD’s “last mile” roll-out of the Cocoa Management System (CMS) in project areas and train staff in the use of the system. The specific activities to finance under CMS include (i) functional operation for traceability (digital grading and sealing); (ii) making digital payments, input distribution, and other farm management services operational; (iii) training of COCOBOD and Licensed Buying Company (LBC) staff linked to quality control company (QCC), Cocoa Marketing Company (CMC), CHED, RM&E on how to use relevant applications of the CMS system; (iv) financing logistics for operationalization i.e. computers, tablets, basic connectivity, and vehicles; (v) capacity building, knowledge exchange, and study tours. The subcomponent will also finance the development and implementation of e-extension modules for CHED, leveraging CMS to offer extension. The financing will support farm-level tree tagging and remote sensing, the subcomponent will also monitor land use changes, study climate change patterns and their impacts, and estimate on-farm biomass and carbon storage that could benefit from climate financing. COCOBOD’s PIU with CMS department will be responsible for implementing these activities.

TCDA will be financed to implement an existing blueprint for digitizing the value chains it oversees. Support will be provided for: (i) a web-based platform and apps for licensing and regulating the operations of tree crop value chain actors (including farmers and their FBOs); (ii) the mapping of value chain actors, including the mapping of farm parcels, and other data collection; (iii) the training of value chain associations (the Cashew Council and Coconut Federation) and TCDA staff in the use of the platform; and (iv) the upgrading and maintenance of a database of certified and traceable tree crop value chain actors (on the platform). TCDA’s PCU will be responsible for implementing these activities.

Both systems at TCDA and COCOBOD will be designed to be interoperable with other databases to ensure that the digitized systems respond to international and regional quality standards around child labour, forest degradation, and deforestation.

Subcomponent 1.3. Preventing and responding to child labour. Under the subcomponent, an integrated, area-based child labour prevention, identification, and remediation strategy will be applied in the 11 project districts. The project will collaborate with the Ghana Productive Safety Net Project-2 (GPSNP-2; P175588) to leverage social protection support to project communities and will, in addition, finance the following specific activities under the subcomponent (i) alternative livelihood support, consisting of a mix of empowerment



interventions, including financial empowerment and expansion of income generating opportunities, to vulnerable households that are not eligible under Livelihood Empowerment Against Poverty (LEAP) support; (ii) implementation of nationally representative child labour surveys for project tree crops and assessment of prior inter-ministerial interventions in child labour; (iii) set up of a national child labour implementation review committee for harmonizing ministerial interventions; (iv) set up of child labour desk or unit at COCOBOD and TCDA; (v) scaling up of Ministry of Gender, Children and Social Protection's Social Welfare Information Management System (MOGCSP SWIMS) and Ministry of Employment and Labour Relations' Ghana Child Labour Management System (MELR's GCLMS) in the project districts currently not implementing these child labour monitoring systems; (vi) development of an interface between GCLMS and COCOBOD's CMS and TCDA's digital platform; (vii) increasing awareness, case management and remediation of child labour. This subcomponent will be implemented by COCOBOD's PIU and TCDA's PCU in collaboration with the GPSNP, Ministry of Local Government and Rural Development (MLGDRD), Office of the Head of Local Government Service (OHLGS), MOGCSP, MELR, and Ghana Statistical Services (GSS).

## **Component 2. Improving Tree Crops Productivity and Climate Resilience**

This component supports the productivity, profitability, and climate resilience of tree crop farms and these objectives will be achieved by: (i) strengthening research capacity for tree crops and ensuring collaboration with value chain actors to promote demand driven research; (ii) rehabilitating farms affected by cocoa trees disease through the use of a compensation mechanism and adoption of improved cutting, spraying, and other farming practices; (iii) supporting cashew, coconut and rubber nurseries engaged in climate-smart tree multiplication and input delivery centres; (iv) linking private sector service delivery to farmers via the coconut federation, cashew council and FBOs; and (iv) strengthening delivery of climate-smart extension and other relevant services. The component promotes reforestation, restoration of degraded lands, and carbon sequestration to maximize climate co-benefits (CCBs).

Subcomponent 2.1. Demand driven research. The project will finance COCOBOD and the Cocoa Research Institute of Ghana (CRIG) to integrate cutting edge technology into research programs relating to cocoa. Specific activities to be financed are (i) expanding and refurbishing laboratory space and upgrading equipment; (ii) capacity building and formal training of researchers; (ii) documentation of existing knowledge and gaps in current recommendations for CSSVD control; (iii) identification of all major CSSVD strains, early detection for CSSVD and ancillary research; (iv) research in priority topics for cocoa farmers. These activities will be implemented by the Cocoa Research Institute of Ghana (CRIG) under COCBOD PIU's supervision

In cashew, coconut, and rubber research, activities to be financed are (i) establishing and upgrading in-vitro laboratories for cashew and coconut respectively, to develop high-yielding, pest- and disease-resistant, and climate-resilient tree crop varieties; (ii) capacity building and formal training of researchers; (iii) developing and disseminating appropriately stress-tolerant

tree crop varieties for different geographical regions including, highly disease prone ones (iii) research in other priority areas. These activities will be implemented by CRIG, Oil Palm Research Institute (CSIR-OPRI), and the CSIR Crop Research Institute (CSIR-CRI) under the TCDA PCU's supervision.

Under this subcomponent, for three years the project will finance TCDA to establish and institutionalize a market-led tree crops research agenda platform. The platform will be a collaboration with research institutions, value chain actors, farmers and development partners and is expected to be sustainable after the third year.

Subcomponent 2.2 On-farm productivity enhancement and resilience. Under this subcomponent the project will finance COCOBOD's rehabilitation of CSSVD-infested farms. The specific activities to be financed are: (i) core rehabilitation by competitively selected private sector firms -slashing, cutting of diseased and contact trees, application of arboricide, reinspection or retreatment, production and supply of plantain seedlings, production and supply of permanent shade trees, and cocoa saplings; (ii) standard payment to farmers and landlords to compensate for a loss of income from cutting of cocoa trees; (iii) individual contracts with farmers for maintenance - weeding, refilling of cocoa and economic shade trees, pesticide, and fertilizer application; (iv) support for rolling out e-extension on CSA practices in agriculture; (v) certification of all rehabilitated farms.

The project investment for cocoa rehabilitation will be roughly US\$ 64.49 million to rehabilitate 25,000 hectares, the bulk share of COCOBOD's project budget. COCOBOD would provide counterpart financing of around US\$ 27.5 million.

The project financing for TCDA under this subcomponent in cashew, coconut, and rubber, will support private sector to deliver seeds, saplings, other inputs, and CSA practices to farmers. The activities to be financed include (i) matching grants for private sector nurseries to be able to access loans to scale up multiplication services; (ii) matching grants to input suppliers for certification and to be able to access loans for scale up; (iii) provision of inputs to farmers via private sector; and (iv) delivery of CSA via e-extension and training. Targeting of farmers for access to quality planting materials and inputs will involve the bulk share of spending of TCDA under component 2.2. Farmers will receive a subsidy for these inputs. TCDA's PCU will be responsible for implementing the above activities with support from MOFA departments.

Subcomponent 2.3 Strengthening of FBOs. The subcomponent will also build the capacity of FBOs to enhance their ability to implement and absorb the project's productivity investments. For this, the project will (i) offer training on group dynamics, management, good governance, business development, M&E, and financial literacy; (ii) support the registration of cocoa cooperatives and the development of organizational by-laws if needed, in order to facilitate FBOs' access to rural finance and the establishment of contracts with buyers; (iii) help FBOs develop a strategy to communicate outreach efforts, and (iv) provide technical assistance, including help with logistics and short-term access to expertise and equipment (IT, audio, logistics).

### **Component 3. Support for Post-Harvest Management, Value Addition, and Market Access**

This component will support private investments in secondary value addition of SMEs in cocoa, cashew, and coconut value chains and in cashew and coconut processing units.

The component will involve these activities: (a) the promotion, mobilization and pre-screening of investments proposals via an independent selection committee; (b) the establishment of a matching grant window within TCDA to partially finance the cost of eligible investments; (c) the technical assistance provided to investors for the detailed preparation of business plans to be presented to financial institutions; (d) technical assistance to investors for the start-up phase of their investments; and (e) support for export fairs in country to link local businesses to buyers.

The project's investment support mechanism will be designed in a way that ensures long-term sustainability. In particular, the following principles will be applied: (i) selection criteria of eligible investments will include indicators to assess the mitigation and adaptation benefits of the investments (with the objective that at least 75 percent of supported subprojects are expected to have CCBs); (ii) investment proposals will include environmental and social assessments in line with World Bank policies and environmental and social standards; and (iii) technical assistance will be provided during the start-up period (a critical phase) to improve sustainability and reduce the risk perceived by participating financial institutions (PFIs).

### **Component 4. Project Coordination, Management, Monitoring and Evaluation**

This component will focus on the establishment of project coordination unit (PCU) at TCDA and project implementation unit (PIU) at COCOBOD for effective coordination, management, and project monitoring and evaluation (M&E). Key activities will include: (i) establishing and maintaining financial management and procurement systems; (ii) reporting on program activities; (iii) ensuring the full implementation of environmental and social safeguards; (iv) maintaining and ensuring the performance of the monitoring and evaluation system; and (v) developing and implementing a knowledge management and communication for development strategy. This component will also be leveraged for designing and monitoring gender, child labour and other inclusion issues that will be internalized to the project. The component will finance the needed recruitments of project personnel and the operating costs of the project. Through component 4, the implementation of a project baseline and impact evaluation with quasi-randomized control trial (including surveys as baseline, midterm and endline) will be financed through an independent firm/s to be hired with the relevant expertise.

The project districts are described in **Table 1 below**.

**Table 1: Selected Regions and Districts for the Ghana Tree Crop Diversification Project**

| Commodities | Region  | District          | Selection Criteria                                                                                                                                             | Total Land Area (Ha) | Land area being targeted (Ha) | Socio-economic Characteristics              | Commodity Farmer population | Target farmers |
|-------------|---------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------------------------|---------------------------------------------|-----------------------------|----------------|
| Cashew      | Savanna | Bole              | High cashew production. High levels of poverty. Decline in quality and productivity levels due to inappropriate management practices                           | 963,100              | 96,310                        | Population: 115,800 (M=59,903; F=55,897)    | 21,509                      | 5,377          |
|             |         | Sawala-Tuna-Kalba | High Level of production Potential for expansion. High levels of poverty. Decline in quality and productivity levels due to inappropriate management practices | 460,100              | 46,010                        | Population: 112,664 (M=53,004; F=59,660)    | 26,889                      | 6,722          |
|             | Bono    | Wenchi            | Major cashew production. Processing area. Research Station. Decline in quality and productivity levels due to inappropriate management practices.              | 493,900              | 49,390                        | Population: 124,758 (M=60,960; F=63,798)    | 63,840                      | 15,960         |
|             |         | Tain              | High cashew production. High levels of poverty. Decline in quality and productivity levels due to                                                              | 195,300              | 19,530                        | Population: 115,568; (M = 58,382; F=57,186) | 39,414                      | 9,854          |

| Commodities | Region    | District           | Selection Criteria                                                                                                                        | Total Land Area (Ha) | Land area being targeted (Ha) | Socio-economic Characteristics                | Commodity Farmer population | Target farmers |
|-------------|-----------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------------------------|-----------------------------------------------|-----------------------------|----------------|
|             |           |                    | inappropriate management practices                                                                                                        |                      |                               |                                               |                             |                |
|             | Bono East | Techiman Municipal | Major production and trading hub of cashew in Ghana. Decline in quality and productivity levels due to inappropriate management practices | 111,900              | 11,190                        | Population: 243,335; (M = 118,699; F=124,636) | 27,365                      | 6,841          |
|             |           | Techiman North     | Major production area, Decline in quality and productivity levels due to inappropriate management practices                               | 38,940               | 3,894                         | Population: 102,529; (M = 50,248; F=52,281)   | 33,052                      | 8,263          |
| Rubber      | Eastern   | Upper West Akim    | Predominant production area in Eastern region. Potential Expansion                                                                        | 34,320               | 8,580                         | Population: 93,391; (M = 45,548; F=47,843)    | 2000                        | 500            |
| Coconut     | Eastern   | Upper West Akim    | Predominant production area in Eastern region. Potential Expansion due to proximity to urban market.                                      | 34,320               | 1,000                         | Population: 93,391; (M = 45,548; F=47,843)    | 1500                        | 375            |
|             |           | Suhum              | Emerging production area in Eastern region. Potential Expansion due to proximity to urban market.                                         | 101,800              | 1,000                         | Population: 126,403; (M = 61,226; F=65,177)   | 500                         | 125            |

| Commodities | Region         | District              | Selection Criteria                                   | Total Land Area (Ha) | Land area being targeted (Ha) | Socio-economic Characteristics              | Commodity Farmer population | Target farmers |
|-------------|----------------|-----------------------|------------------------------------------------------|----------------------|-------------------------------|---------------------------------------------|-----------------------------|----------------|
| Cocoa       | Western North  | Bia East, Adabokrom   | High prevalence of CSSVD in the Western North region | 23,426.45            | 10,000                        | Population: 53,073; (M = 28,154; F=24,919)  | 8,500                       | 5,500          |
|             |                | Bia West, Essam       | High prevalence of CSSVD in the Western North region | 26,785.49            | 10,000                        | Population: 115,881; (M = 59,955; F=55,926) | 8,400                       | 5,500          |
|             | Eastern Region | West Akim, Asamankese | High prevalence of CSSVD in the Eastern region       | 19,744.53            | 5,000                         | Population: 120,145; (M = 58,268; F=61,877) | 13,500                      | 3,000          |

Source: Population and Housing Census 2021; Ghana Agriculture Census 2021

### **3.0 OVERVIEW OF LABOUR USE FOR THE PROJECT**

This section describes the number of project workers, characteristics of project workers, timing of labour requirements, contracted workers, migrant workers etc. It also identifies all classes of possible project workers including potential project workers between 14 and 15 years who may be engaged in light work activities on the project, without being employed, and children between 15 and 18 years who may be employed.

#### **3.1 Numbers of Project Workers**

##### **3.1.1 Direct Workers**

The direct workers are employees of the PCU-TCDA and PIU-COCOBOD who will be dedicated to this project. These are persons hired to ensure the successful implementation of the project. All other workers to be involved in the project from the other institutions will not be classified as direct workers. The approximate number of direct workers is twenty (20).

##### **3.1.2 Contracted Workers**

The precise number of contracted workers who will be employed is currently not known because of the multiplicity of project sites and activities. This will become evident later in the project when specific site locations and activities are confirmed.

##### **3.1.3 Primary Supply Workers**

The project will support subproject investments to rehabilitate/renovate existing laboratory and warehousing facilities in the respective project districts which may involve the use of contractors and their workers. Additionally, new structures may be constructed. It is unknown how many workers (artisans, casual labourers) will be involved in the renovation and construction of sub-projects facilities.

For direct farm-related activities, in addition to the FBOs and farmers, there will be service providers (agrochemical and other agricultural input suppliers) who will be engaged to support the project. Their numbers will become available during the implementation phase of the project.

It is difficult to estimate the number of young workers (14 to 15 and 15 to 18 years) who may be engaged to help satisfy the labour requirements on the project. A rough estimation which is based on the engagements with project staff and farmers in the field during the preparation of this report suggests that young workers aged 14 to 15 and 15 to 18 years may be engaged in relatively low numbers (less than 2% of total farm workers). It is expected that these are young

people whom will be supporting their parents on their farms doing safe jobs, including work in nurseries, during their free times.

### **3.2 Characteristics of Project Workers**

The PCU-TCDA and PIU-COCOBOD staff will be specialists with various backgrounds, including crop specialists, agronomists, engineers, financial, and environmental and social specialists, and will include both male and female staff.

The civil works contractors and workers (for laboratory and other facilities construction and rehabilitation) will most likely include semi-skilled and unskilled construction labourers especially hired from the project districts. These may come from both local and neighbouring communities. The project will encourage the training and hiring of as many local people from the local communities as possible, where the activities may take place.

The farm hands will be casual workers, mostly from the local communities, and will consist of both male and female workers. Some migrant workers are expected on farms who would move around various parts of the country during harvest seasons and return home when the season is over. The engagement with some farmers during the preparation of this document, generally suggests that these seasonal farm hands are dominated by women (in the region of about 90% female and 10% male) and many come from the northern parts of Ghana. The farmers also indicated that children are usually involved in work on nurseries and farms. The standards described in this LMP regulate that children's work is limited to what is permitted work of children as per the law and ESS2, and that work that is defined as child labour and hazardous child labour, thus prohibited by law, will be prevented.

#### **3.2.1 Direct Workers (Government workers)**

The project will be implemented by the Tree Crops Development Authority (TCDA) and COCOBOD and other implementing agencies under the Ministry of Food and Agriculture (MoFA). Direct workers may also be drawn from such implementing agencies belonging to the national Council for Scientific and Industrial Research (CSIR), that is, the Oil Palm Research Institute (OPRI) and Crops Research Institute (CRI) as well as the Cocoa Research Institute (CRIG). These are public servants who are involved in the implementation of other national development projects.

Direct workers may also be deployed as 'technical consultants' by the project and will be governed by mutually agreed contracts. These direct workers will generally be required to work full time and all year round for the project duration.

#### **3.2.2 Contracted Workers**



Contracted workers are expected for the proposed rehabilitation and/or construction of laboratories and warehouses. They will provide implementation support services to the Project, such as training of FBOs, etc. Contract workers will be employed as deemed appropriate by contractors, subcontractors, and other intermediaries. The details of such agreements will be known as and when activities implementation begin.. So, it will be up to the contractor to mobilize the labour force to match the type of work and the contract duration.

### 3.2.3 Foreign Workers

The project does not expect to hire foreign workers as part of its implementation. The project shall require the contractors to engage workers from the locality of the project's impact area. However, where skilled workers are not available in the locality, it is expected that workers from nearby communities, other parts of the country, or other countries will be involved in project implementation.

### 3.2.4 Women Workers and Marginalized Workers

Even though the project anticipates fewer women and marginalized employees among the workforce, TCDA and COCOBOD will, as much as possible, encourage employers including contractors to give more job opportunities to women, persons with disabilities and other vulnerable individuals in the project communities. . The project will attempt to achieve at least 20 percent marginalized worker share of the total workforce of the project.

### 3.2.5 Primary supply workers

Primary supply workers are individuals and groups who will be engaged to supply and/or produce materials to the project based on agreed procurement standards. These may include suppliers of agrochemicals, farming equipment and laboratory equipment. As part of the project's due diligence, any new supplier will be vetted with regard to compliance with taxes, social security (SSNIT) payments, certification, licensing, and a public liability certificate. In recruitment policy, consideration of primary suppliers will also be attached to meeting the relevant requirements of this LMP, including prohibiting the use of child labour and forced labour. Also, primary supply workers will be required to comply with the national labour laws, applicable international labour standards and World Bank ESS2. The project will stringently monitor issues of child labour, forced labour and health and safety among primary suppliers on the project.

### 3.2.6 Young Workers

The Labour Act (2003) identifies young persons as vulnerable workers that are to be protected from hazardous work. The Children's Act, 1998 (Act 560), Section 90 (1), further define these protection measures, including that the minimum age for engaging a child in light work is thirteen (13) years, Section 90 (2) defines light work as work that is not likely to be harmful to

the health or development of the child and does not affect the child's attendance at school or the capacity of the child to benefit from school work. However, the ESS2 sets the age limit for any child to be engaged on a World Bank Project to 14 years. Thus, for this project, the age limit for engaging children in light socializing work shall be 14 years. , as long as the work performed does not prevent children from going to school and benefit from their education, is not hazardous and otherwise follows the standards for what is permitted work of children for this age group. From age 15, children can be employed as long as the work is not harmful and respects standards for the work of children under 18. Young workers may be male and female.

For this project, children under 18 may accompany parents and assist with some basic work on their farms during their free time, especially in nurseries (potting), which are usually carried out by the women. The children may also participate in harvesting work when they help gather and carry fruits from the farms to their communities. They are most times not formal workers . It is however possible that children will work on farms during the weekends to earn some pocket money, especially during harvest times when most farmers require additional hands. The LMP regulates the work that can be performed by children as a contribution to the labour requirements of the project in order to prevent and protect children from being involved in work that is defined as child labour (exploitative and harmful to the child's health and development) and hazardous.

#### 4.0 ASSESSMENT OF KEY POTENTIAL LABOUR RISKS

The following potential labour risks have been identified which must be prevented or mitigated and monitored closely by the PCU/PIU and project contractors during project implementation.

**Table 2: Potential Labour Risks and Mitigation Measures**

| S/No. | Potential Labour Risk                                                                                                                                                                                                           | Mitigation Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | Occupational risks and hazards (incidents and accidents) especially from machinery/equipment, animal attacks, poor handling of agrochemicals, manual handling; and other physical, chemical, mechanical and biological sources. | <ul style="list-style-type: none"> <li>• Prepare, implement and ensure full compliance with the site-specific OHS Management Plans which could be prepared as a standalone document or incorporated into the site-specific Environmental and Social Management Plans (ESMPs);</li> <li>• Ensure full implementation and compliance with the project's Integrated Pest Management Plan (IPMP);</li> <li>• Provide regular OHS training to workers including training in emergency response and preparedness;</li> <li>• Provide and ensure appropriate use of personal protective equipment (PPE) among project workers;</li> <li>• Put appropriate safe use labels on chemical containers and comply with chemicals Safety Data Sheets (SDS);</li> <li>• Develop Standard Operating Procedures (SOPs) for all major tasks including laboratories;</li> <li>• Ensure full application of the Hazardous Child Labour Activity Framework for Ghana for workers under 18.</li> <li>• Only employ or engage people with the right qualification, experience and competence for the job;</li> <li>• Provide well stocked first aid boxes at work site and ensure availability of trained first aiders.</li> </ul> |
| 2.    | Risk of Contracting diseases including COVID-19, sexually transmitted infections (STIs), malaria, cholera, etc.                                                                                                                 | <ul style="list-style-type: none"> <li>• Continue to raise awareness of COVID-19 best practices for construction sites among workers</li> <li>• Use shift system to decongest workers from highly congested areas/ rooms</li> <li>• Ensure national COVID-19 protocols are adhered to</li> <li>• Provide and ensure appropriate use of PPEs among project workers</li> <li>• Encourage vaccination of all staff;</li> <li>• Sensitize/educate workers on sexually transmitted infections and other communicable diseases;</li> <li>• Where practicable, provide and promote the use of condoms among project workers.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

| S/No. | Potential Labour Risk                                                                                                                                               | Mitigation Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       |                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Avoid water stagnation at construction sites which may serve as breeding grounds for disease-borne vectors;</li> <li>• Provide standard work camp accommodation including proper ventilation and appropriate screens for disease-borne vectors;</li> <li>• Provide decent water and sanitation facilities for workers, segregated by gender.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3.    | Labour influx/ Migrant workers and associated stress on community infrastructure as well all forms of Violence and Harassment including Gender-Based Violence (GBV) | <ul style="list-style-type: none"> <li>• Develop Code of Conduct (CoC) and ensure that all workers sign it and adhere to the provisions;</li> <li>• Develop and publish a policy on labour influx and community labour engagement</li> <li>• Hire more local labour</li> <li>• Provide appropriate welfare facilities including proper sanitation, potable water etc.) to project workers to avoid having to compete with community for their resources. Sensitize workforce and community on the GBV action plan and implement it</li> <li>• Provide systems to ensure equal opportunity for all.</li> <li>• Provide robust grievance redress mechanism for all forms of violence including GBV/SEA/SH risks management</li> <li>• Monitor if labour influx results in an increase in children accompanying their parents and in case these children are out of school or engage in child labour, refer cases to grievance mechanism.</li> </ul> |
| 4.    | Child labour and trafficking                                                                                                                                        | <ul style="list-style-type: none"> <li>• Sensitize farmers on what is permitted work of children and the standards for engaging children from 14 to 15 in light socializing work and from 15 to 18 in employment. Sensitize farmers to work with their wards only during their free times e.g., weekends when there is no school</li> <li>• Sensitize workers and surrounding communities on issues of child marriage</li> <li>• Restrict under-aged from doing business on the project site e.g. selling food items especially during school days/ times</li> <li>• Restrict workers from buying merchandise especially agrochemicals from children</li> <li>• Put in place and make known reporting mechanisms for child marriage and other abuses</li> </ul>                                                                                                                                                                                   |

| S/No. | Potential Risk                                                    | Labour | Mitigation Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------|-------------------------------------------------------------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       |                                                                   |        | <ul style="list-style-type: none"> <li>Strengthen pre-employment screening systems to ensure children who are hired have reached the minimum age for employment (15 years)</li> <li>Routine monitoring of project sites to confirm that the standards for engaging children between 14 and 15 in light socializing work, and children above 15 in employment, are upheld. Develop a comprehensive protocol for monitoring, identifying and remediating cases of child labour including lessons on child right and child development in cocoa and tree crop development areas</li> </ul> |
| 5.    | Noncompliance with labour laws                                    |        | <ul style="list-style-type: none"> <li>Intensive monitoring to ensure compliance with labour laws</li> <li>Include clauses in contracts to ensure contractors comply with labour laws</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                        |
| 6.    | Poor working conditions                                           |        | <ul style="list-style-type: none"> <li>Specify minimum conditions of service to all workers in their contracts</li> <li>Ensure contractors implement conditions of services of workers.</li> <li>Ensure non-discrimination of workers especially migrant/ seasonal workers</li> <li>Ensure satisfactory living conditions including adequate sanitary facilities for migrant/ seasonal workers</li> </ul>                                                                                                                                                                               |
| 7.    | Discrimination and exclusion of Women and other vulnerable groups |        | <ul style="list-style-type: none"> <li>Ensure adherence to the workers' Code of Conduct (CoC)</li> <li>Development of Grievance Redress Mechanism (GRM)</li> <li>Implement a deliberate policy for gender equality.</li> <li>Develop deliberate mechanisms to monitor participation of vulnerable groups in all activities</li> </ul>                                                                                                                                                                                                                                                   |

The project will be implemented in 11 districts across Ghana. The prevalence of child labour varies between the regions where the implementing districts are located. The highest risk is in the regions and districts where the cashew component will be implemented, as the prevalence of child labour in these regions and districts is higher than the national average. The risk of child labour is highest in Bole and Sawala-Tuna-Kalba in Savannah Region, where the child labour rate is 49.4 percent, followed by Wenchi in Bono Region, Tain in Bono Region, and Techiman Municipal and Techiman North in Bono East Region, where the child labour rate is 32.5 percent. The risk of child labour is lower in districts where the cocoa, rubber, and coconut components will be implemented (**Table 3**).

**Table 3: Child Labour prevalence**

| Project districts                     | Child labor prevalence rate<br>(MICS 2017/18) |
|---------------------------------------|-----------------------------------------------|
| <b>Cashew component</b>               |                                               |
| Wenchi                                | 32,50%                                        |
| Tain                                  | 32,50%                                        |
| Tecniman Municipal                    | 32,50%                                        |
| Tenciman North                        | 32,50%                                        |
| Bole                                  | 49,40%                                        |
| Sawala-Tuna-Kalba                     | 49,40%                                        |
| <b>Cocoa component</b>                |                                               |
| Assamankese                           | 27,70%                                        |
| Essam                                 | 27,40%                                        |
| Adabokrom                             | 27,40%                                        |
| <b>Rubber &amp; Coconut component</b> |                                               |
| Upper West Akim                       | 27,70%                                        |
| <b>Coconut component</b>              |                                               |
| Suhum                                 | 27,70%                                        |

## **5.0 OVERVIEW OF LABOUR POLICIES AND LEGISLATION: TERMS AND CONDITIONS**

### **5.1 National Policies on Human Rights and Labour Rights**

Governmental policies, laws and action plans on human rights and labour rights focusing on child labour include the following:

#### Child and Family Welfare Policy, 2015

The Policy notes for the existing legal and policy frameworks to address child maltreatment are often disjointed. The current child protection system is reactive, with few effective preventive measures. The system is characterized by weak information management systems and ineffective coordination between the key actors. Further, for children and families, the main entry points into the existing Child and Family Welfare System are the police and social welfare agencies, but these institutions are hampered by a lack of financial and human resources to effectively deliver services. Community structures – mostly led by family heads, religious leaders, chiefs, queen-mothers, and assembly members – often emphasize compensation, reconciliation, and restoring harmony in the family and community over the needs of the child who has been harmed.

The overall goal of the policy is to help formulate child and family welfare programs and activities to more effectively prevent and protect children from all forms of violence, abuse, neglect, and exploitation. The policy is guided by national and internationally recognized principles, as well as values, beliefs, and practices specific to Ghana, ensuring that the Child and Family Welfare System will be “fit” for the context of Ghana. The policy prioritizes three areas of concern, namely: child protection issues stemming out of family-related challenges; child maltreatment, and other protection issues concerning children, especially older children, that are not brought about by a third party but because of risks taken by the child his/herself.

The main objectives of the policy are:

- Design child and family welfare programs and activities to more effectively prevent and protect children from all forms of violence, abuse, neglect, and exploitation.
- Ensure effective coordination of the child and family welfare system at all levels.
- Empower children and families to better understand abusive situations how to make choices that prevent and respond to situations of risk.
- Build the capacity of institutions and service providers to ensure adequate service quality for children and families in urban and rural areas.
- Reform existing laws and policies to conform to the Child and Family Welfare System.
- Ensure the provision of adequate human, technical, and financial resources required for the functioning of the Child and Family Welfare System at all levels.

To achieve the objectives of the policy, ten strategies have been identified as follows:

- Strengthening community structures
- Early intervention through social protection
- Improved child and family welfare services
- Provision of alternative care
- Improved coordination and data/information management
- Empowering children and young people to protect themselves from harm
- Empowering families in their role as primary caregivers
- Ensuring adequate resources and building capacity of social welfare services providers
- Partnerships with civil society organizations
- Legal reform

The policy also provides guidance to specialized services, especially to the Department of Social Welfare and Community Development at district level. The guidance aims to support staff to facilitate solutions when problems arise, emphasizing promoting welfare and restoring the well-being of the child, the family and the community. The Ministry of Gender, Children and Social Protection will lead and coordinate implementation of the policy while other key line ministries, departments, and agencies have been identified to perform various roles and responsibilities as critical contributors to successfully reform the Child and Family Welfare System.

#### National Employment Policy

The National Employment Policy (NEP) was developed in pursuance of the Government of Ghana's (GoG) commitment to coordinate, address employment issues, and adopt an evidence-based approach.

The following key issues have been identified by the government:

- Increasing unemployment, especially youth unemployment
- High population growth rate that has resulted in a growing working population that far exceeds the rate of job creation
- Lack of forward and backward linkages between the productive sectors of the economy limits employment opportunities
- Uncompetitive nature of the private sector limiting its potential for job growth
- Large informal sector employment that is characterized by low productivity, huge decent work deficits, vulnerable workers, and poor working conditions
- Weak resource mobilization in support of the cooperative sector and of small-scale business development.
- Over emphasis on academic education to the neglect of employable skills resulting in skills mismatch and employability challenges
- Incidence of youth and seasonal unemployment among rural smallholder farm workers
- Weak institutional capacity for labour administration and coordination of employment creation interventions
- Lack of accurate and timely labour market information for development decision making and planning.



The key policy objectives of the NEP include the following:

- To create more decent jobs to meet the growing demand for employment
- To improve the quality of jobs for those who are employed
- To increase labour productivity
- To strengthen governance and labour administration

The NEP is to be implemented across sectors. Specific ministries, departments, agencies, and local government institutions shall mainstream employment outcomes into their development plans and ensure allocation of funds for implementation. Specific Action Plans and Monitoring and Evaluation (M&E) Frameworks will be developed by sectors to aid program/project implementation, monitoring, and evaluation. The Ministry for Employment and Labour Relations and its technical departments and agencies shall play the coordination role. An action plan is to be developed to translate all the policy recommendations into specific, measurable policy activities and targets expected to be achieved within stipulated timeframes.

#### National Gender Policy, 2016

The overarching goal of this policy is to mainstream gender equality concerns into national development processes by improving the social, legal, civic, political, economic, and socio-cultural conditions of the people of Ghana particularly women, girls, children, the vulnerable, people with special needs, persons with disabilities, and the marginalized.

The issues of concern identified by the policy include:

- Inequality in access to social protection by the marginalized, vulnerable, and the poor.
- Inequalities in the burden of extreme poverty, education, skilled training gaps, and excess maternal mortality.
- Unequal access to social and economic power, and justice; including lack of respect for, and inadequate protection and promotion of, human rights of women and girls.
- Inequalities between women and men in sharing of power and decision making at all levels and in dealing with all kinds of conflict.
- Insecurities and threats on women and girls.
- Inequality in macro-economic issues including trade, industry structures, and productive resources.
- Stereotyping and persistent discrimination against women and girls that manifest in negative gender relations and that have severe implications for maternal health and mortality.

To address the challenges posed by these inequities, efforts have been made by promoting girl-child education, social development and protection initiatives, such as distributing free school uniforms, free exercise books, skill training for young women, free ante-natal services for pregnant women, access to credit in the form of programs such as the Livelihood Empowerment against Poverty, among others. The Government has also improved the legal

environment by enacting the Domestic Violence Act, 2007 (Act 732) to aggressively tackle gender inequality and promote the welfare of women and girls.

The National Gender Policy focuses on mainstreaming gender equality, women empowerment, and social protection concerns by strongly concentrating on the implementation of the following five policy commitments:

- Women's Empowerment and Livelihood
- Women's Rights and Access to Justice
- Women's Leadership and Accountable Governance
- Economic Opportunities for Women
- Gender roles and relations

The application of Information and Communication Technology (ICT) tools, skill development, advocacy, lobbying, negotiation, mobilization, transformational leadership, research, monitoring, and evaluation are key strategies listed for action towards achieving the goal and objectives / commitments of this policy. The Ministry of Gender, Children, and Social Protection will be the main body driving policy actions using a Strategic Implementation Plan to actualize the policy objectives.

#### National Plan of Action Phase II, on the Elimination of the Worst Form of Child Labour (WFCL) (NPA2) (2017-2021)

In 2009, the Cabinet adopted the first National Plan of Action (NPA1) for the Elimination of the WFCL in Ghana. The plan ran from 2009 to 2015, making important gains in the fight against child labour. NPA1 was developed through a long consultative process. Some 88 stakeholder-institutions were consulted. The outcome was a document that sought to address all the fundamental causes of child labour in a manner that pulled together efforts of duty-bearing agencies, integrating ongoing interventions with new gap-filling ones as well as innovative intentions. It heavily depended on the institutional capacity, professional responsibility, and available resources of mandated agencies, both public and non-public.

The objectives of NPA1 were to:

- Review, update and enforce the laws.
- Ensure social mobilization for the respect and protection of children's rights.
- Ensure full implementation of the Free Compulsory Universal Basic Education (FCUBE) Policy, prioritizing deprived communities.
- Improve access to post-basic education for children above 15 years.
- Make alternative education, including transitional education, available to out-of-school children in deprived areas and children withdrawn from WFCL.
- Put in place clear institutional arrangements to identify, withdraw, rehabilitate, and reintegrate children unconditionally from the WFCL.
- Put in place measures to prevent and eliminate hazardous child labour.
- Empower deprived households and communities to overcome vulnerability to child exploitation.

- Progressively introduce new technologies and labour market reforms to reduce dependence on child labour.
- Provide adequate institutional, technical, and organizational capacity to duty-bearing agencies at all levels and to enhance the inter-agency knowledge base.

The overall impact was below expectation. Significant efforts were made to monitor the implementation of NPA1, but there were serious challenges. The monitoring plan developed was not implemented effectively and the monitoring agency, the Child Labour Unit of the Ministry of Employment and Labour Relations, was institutionally, technically, and logistically incapacitated to conduct adequate inspections.

The recommendations after the evaluation of NPA1 led to the introduction of a second National Plan of Action (NPA2) for the Elimination of the WFCL in Ghana. The strategy of NPA2 is not only informed by the findings and recommendations of NPA1, but also by the National Child Labour Report (GLSS, 2014), and relevant policy objectives, sectoral plans under the Ghana Shared Growth and Development Agenda (GSGDA2: 2014-2017), and the National Child and Family Welfare Policy (2015). It also hinges on regional and global frameworks such as the West Africa Regional Action Plan (RAP) on child labour and the Sustainable Development Goals and targets (SDGs), particularly Goal 8 and Target 8.7.

Specifically, the plan seeks to:

- Inform Ghanaian society on the rights of children and mobilize to support the fight against child labour.
- Design, implement, and promote policies and programs that strengthen the rural economy and promote the fundamental principles and rights at work using integrated area-based approaches towards Child Labour Free Zones (CLFZ).
- Ensure implementation modalities for conducting child labour interventions are mainstreamed in agricultural policies and programs, especially agricultural extension services including fisheries and livestock, are in place and functional
- Ensure that laws on child labour are enforced and content gaps in the legal framework addressed
- Expand social protection intervention including the LEAP (Livelihood Empowerment Against Poverty) Program and other livelihood enhancement interventions in all areas where child labour is endemic.

The following eight areas will receive priority attention:

- Public awareness and advocacy for effective implementation of key policies in education, social protection, child development, rural economy (including agriculture and artisanal small-scale mining), and youth employment
- Social mobilization for direct community action
- Proactive and preventive strategies, including quality education, gender equality, and poverty reduction direct services to affected families and children
- Law enforcement at all levels

- Protection of children and their rights
- Withdrawal of children below the age of 15 from child labour and the protection of working children aged 15 and above from exploitation and hazardous work
- Operationalization of the Hazardous Child Labour Activity Framework (HAF)<sup>32</sup> and implementation of standard procedures and protocols for dealing with cases of child abuse and exploitation
- Development of institutional capacity at all levels of government and civil society to ensure the effective application of established procedures and protocols

The main objective of this NPA is to reduce the WFCL to the barest minimum, i.e., below 10 per cent by 2021 while laying strong social, policy, and institutional foundations for the elimination and prevention of all forms of child labour in the longer term.

On the issue of low prioritization and inadequate implementation modalities for child development policies at regional and district levels, the plan aims at generally achieving effective provision and monitoring of social services and economic empowerment programs by local government administrations. Specifically, child development interventions in the regions will be effectively coordinated and monitored; Metropolitan, Municipal and District Assemblies (MMDA) will prioritize the implementation of child development interventions and provide adequate educational and social protection services to child labour endemic communities. Development and Implementation of Community Action Plans (DICAP) will be monitored in all communities in each MMDA.

Ultimately, the plan is to ensure that there is effective inter-agency collaboration and coordination in the development and implementation of national policies and programs to improve the well-being of children. The plan also aims to promote community empowerment and sustainable action against child labour.

#### National Plan of Action for the Elimination of Human Trafficking in Ghana (NPA) (2017-2021)

This plan notes that Ghana continues to be a source, transit, and destination country for human trafficking. The exploitation of Ghanaians, particularly children, within the country is more prevalent than transnational trafficking. Ghanaian boys and girls are subjected to being trafficked into forced labour, such as in fishing, domestic service, street hawking, begging, portaging, artisanal gold mining, quarrying, herding, and agriculture.

The key goals of this National Plan of Action are to strengthen Ghana's capabilities along the holistic "4 Ps" strategy, in the:

- Prevention of trafficking in persons
- Prevention of trafficking in persons victims
- Prevention of trafficking in persons offenders
- Partnerships with stakeholders to combat trafficking in persons

Under Prevention, the objectives of the plan are to: include increase public awareness and facilitate a deeper understanding of human trafficking issues; develop and implement systematic procedures for proactively identifying persons at risk of being trafficked; enhance social protection for high-risk communities; eliminate push and pull factors of trafficking; enhance identification of human trafficking networks; and prevent the re-trafficking of victims.

Under Protection, the objectives of the plan include coordinating inter-agency action to support victims of trafficking through an established referral system, ensuring the provision of comprehensive care to victims of trafficking, and developing livelihood opportunities for rescued victims of trafficking.

Under Prosecution, the objectives of the plan include: providing training to prosecutors and judges on the appropriate implementation of anti-trafficking laws, ensuring Attorney General's Department prosecutors receive robust human trafficking case dockets and review them faster, monitoring the prosecution of human trafficking cases, and reviewing human trafficking laws to meet new demands.

Finally, under Partnership, the objectives include:

- Improving data collection and information sharing amongst key stakeholders
- Coordinating among line ministries for enhanced budgetary prioritization and monitoring to deliver on the NPA
- Increasing coordination and joint monitoring between key ministries, departments, agencies, and other stakeholders
- Increasing cooperation amongst regional and international actors in the fight against cross-border trafficking.

A new National Plan of Action for the Elimination of Human Trafficking in Ghana NPA (2022-2026) has been prepared to emphasize on the progress made so far.

#### Justice for Children Policy, 2015

This Policy seeks to establish a well-structured and coordinated justice for children system that: promotes the well-being of children; prevents violence, exploitation, and abuse, protects children from harm, and promotes justice for children. The Policy is all children in contact with the justice system – victims of crime, witnesses, alleged offenders, offenders, and other cases involving children. The Policy addresses both criminal and civil cases. The Policy statement is guided by internationally recognized principles and existing laws, as well as values, beliefs, and practices specific to the country, especially those provided in the Child and Family Welfare Policy, to ensure the justice system “fits” the Ghanaian context. The rationale for this Policy is to establish a coherent system by providing guidance on the reform of justice for children programs and activities.

The objectives of the Policy are to: prevent juvenile offending; strengthen programs for rehabilitation and social reintegration; strengthen and link formal and community justice

systems to enhance access to justice and protection for children in conflict with the law; protect child witnesses and victims of crimes; provide protection for children involved in family and other civil proceedings; guide the reform of laws, policies, and procedures to improve access to justice for children to inform the necessary changes to the regulatory framework; develop guidelines for handling cases relating to children at all levels; and ensure the provision of financial and human resources for implementation of the policy.

2010 Declaration of Joint Action to Support the Implementation of the Harkin-Engel Protocol (2010 Declaration) and its Accompanying Framework of Action

This is a Framework of Action aimed to reduce the WFCL in cocoa producing areas of Côte d'Ivoire and Ghana. The Framework is intended to support the implementation and realization of the goals of the Harkin-Engel Protocol, an international agreement aimed at ending the WFCL and forced labour in the production of cocoa. The protocol was negotiated by U.S. Senator Tom Harkin and U.S. Representative Eliot Engel in response to a documentary, and multiple articles in 2000 and 2001 reporting widespread child slavery and trafficking in the production of cocoa. The protocol was signed in September 2001. Joint statements in 2001, 2005, 2008, and a joint declaration in 2010 extended the commitment to address the problem.

The overarching goal of the 2010 joint declaration is that by 2020, the WFCL will be reduced by 70 percent in the cocoa sectors of Côte d'Ivoire and Ghana through joint efforts by key stakeholders to:

- Provide and support remediation services for children removed from the WFCL, including education and vocational training
- Provide protective measures to address issues of occupational safety and health related to cocoa production and provide livelihood services for the households of children in cocoa growing communities
- Establish and implement a credible and transparent sector-wide monitoring system across cocoa growing regions in the two countries
- Promote respect for core labour standards

Tens of millions of dollars have been invested, and Tulane University in Louisiana has been tasked with monitoring progress.

## **5.2 Legislation on Labour and Terms and Conditions of Work**

The legislative instruments considered include the following:

- The 1992 Constitution of the Republic of Ghana
- Labour Act 2003 (Act 651),
- Labour Regulations, 2007 (LI 1833)
- Children's Act, 1998 (Act 560)
- Juvenile Justice Act, 2003 (Act 653)
- Human Trafficking Act, 2005 (Act 694), and
- Domestic Violence Act, 2007 (Act 732)
- Education Act, 2008 (Act 778)

- Youth Employment Agency Act, 2015 (Act 887)

#### Constitution of the Republic of Ghana

The 1992 Constitution is the main legal framework which provides for the rights, equal treatment, and protection of all Ghanaian citizens and those residing within the borders of Ghana. It ensures that no citizen is discriminated against on the basis of sex, age, ethnic background, religious belief, political affiliation, social and economic status.

Article 24. (1) Every person has the right to work under satisfactory, safe and healthy conditions, and shall receive equal pay for equal work without distinction of any kind.

(2) Every worker shall be assured of rest, leisure and reasonable limitation of working hours and periods of holidays with pay, as well as remuneration for public holidays.

(3) Every worker has a right to form or join a trade union of his choice for the promotion and protection of his economic and social interests.

(4) Restrictions shall not be placed on the exercise of the right conferred by clause (3) of this article except restrictions prescribed by law and reasonably necessary in the interest of national security or public order or for the protection of the rights and freedoms of others.

Article 27. (3) Women shall be guaranteed equal rights to training and promotion without any impediments from any person.

Article 28. (2) Every child has the right to be protected from engaging in work that constitutes a threat to his health, education or development.

(3) A child shall not be subjected to torture or other cruel, inhuman or degrading treatment or punishment.

(5) For the purposes of this article, "child" means a person below the age of eighteen years.

#### Labour Act 2003 (Act 651)

The law provides the conditions within which labour contracts shall be mutually agreed upon by employer and employee, and every contract of employment, whether written or oral, express or implied, shall comply with the requirements of the law.

Section 10 of the Labour Act 2003 (Act 651) confirms the **Rights of a worker** to include the right to:

(a) work under satisfactory, safe and healthy conditions;

(b) receive equal pay for equal work without distinction of any

(c) have rest, leisure and reasonable limitation of working hours and period of holidays with pay as well as remuneration for public holidays;

(d) form or join a trade union;

(e) be trained and retrained for the development of his or her skills; and

(f) receive information relevant to his or her work.

The Part 4 of the law describes the General Conditions of Employment relating to Annual leave with pay, Hours of work and Rest periods. The hours of work shall be a maximum of eight hours a day or forty hours a week except in cases expressly provided for in the Act.

The Part 6 touches on the **Employment of Women** and describes the prohibition of assignment of pregnant women including Night work or overtime by pregnant women

Section 55. (1) states that Unless with her consent, an employer shall not

(a) assign or employ a pregnant woman worker to do any night work between the hours often o'clock in the evening and seven o'clock in the morning;

(b) engage for overtime a pregnant woman worker or a mother of a child of less than eight months old.

Section 56. (1) An employer shall not assign, whether permanently or temporarily, a pregnant woman worker to a post outside her place of residence after the completion of the fourth month of pregnancy, if the assignment, in the opinion of a medical practitioner or midwife, is detrimental to her health.

The Part 7 describes the **Employment of Young Persons** regarding the Prohibition of employment of young persons in hazardous work.

Section 58. (1) confirms that A young person shall not be engaged in any type of employment or work likely to expose the person to physical or moral hazard.

Part 8 Sections 62 to 66 describe issues regarding **Fair and Unfair Termination of Employment** and defines conditions under which termination is deemed unfair.

Part 9 Section 67 to 72 highlights conditions with respect to the **Protection of Remuneration**.

The Part 10 describes provisions relating to **temporary workers and casual workers**.

74. (1) A contract of employment of a casual worker need not be in writing.

(2) A casual worker shall

(a) be given equal pay for work of equal value for each day worked in that organization;

(b) have access to any necessary medical facility made available to the workers generally by the employer;

(c) be entitled to be paid for overtime work by his or her employer in accordance with section 35; and

(d) be paid full minimum remuneration for each day on which the worker attends work, whether or not the weather prevents the worker from carrying on his or her normal work and whether it is possible or not, to arrange alternative work for the worker on such a day.

Section 75. (1) A temporary worker who is employed by the same employer for a continuous period of six months and more shall be treated under this Part as a permanent worker.

(2) Without prejudice to the terms and conditions of employment mutually agreed to by the parties, the provisions of this Act in respect of minimum wage, hours of work, rest period, paid



public holidays, night work and sick leave are applicable to a contract of employment with a temporary worker.

The Part 14 relates to the **Prohibition of forced labour**

Section 116. (1) A person shall not be required to perform forced labour.

(2) It is an offence for an employer to exact or cause to be exacted, or permit to be exacted, for his or her benefit forced labour from any worker.

(3) Any employer convicted of an offence under subsection (2) is liable to a fine not exceeding 250 penalty units.

The Interpretation of "forced labour" is as follows:

Section 117. confirms that in this Part "forced labour" means work or service that is exacted from a person under threat of a penalty and for which that person has not offered himself or herself voluntarily.

The Part 27 describes issues relating to Unfair labour practices in respect of **Discrimination and Complaints** among others.

Section 127. (1) A person who discriminates against any person with respect to the employment or conditions of employment because that other person is a member or an officer of a trade union is guilty of unfair labour practice.

(2) A person who seeks by intimidation, dismissal, threat of dismissal, or by any kind of threat or by imposition of a penalty, or by giving or offering to give a wage increase or any other favourable alteration of terms of employment, or by any other means, seeks to induce a worker to refrain from becoming or Section 134. A person aggrieved by an order, direction or decision made or gives by the Commission under section 133 may, within fourteen days of the making or giving of the order, direction or decision, appeal to the Court of Appeal.

Labour Regulations, 2007 (LI 1833)

**Employment of young persons in hazardous work**

7. (1) An employer shall not engage a young person in work which involves

(a) manual lifting of loads the weight of which exceeds twenty-five kilograms,

(b) work on scaffold and other structures at a height exceeding two and a half metres,

(c) the use of substances and materials that emit

(i) radiation, or

(ii) poisonous gases or fumes,

(d) the use of dangerous chemicals, (e) excessive noise,

(f) the felling of timber;

(g) night work exceeding eight continuous hours, or

(h) other situations considered by the Chief Labour Officer as hazardous.

(2) An employer shall not engage a young person

(a) for the production and screening of pornographic materials, or

(b) to work at areas in a hotel which are likely to corrupt the moral development of that young person.

### **Victimization prohibited**

9. An employer shall not discharge or otherwise discriminate against a person because that person has made a complaint or given evidence or assisted in respect of the initiation or prosecution of a complaint or other proceedings under these Regulations.

### **Restriction on Recruitment of Children and Trafficked Person**

21. (1) An employer shall not employ a person under the age of eighteen years as a worker for work to be performed wholly or in part outside the country where the performance of the work is likely to cause the withdrawal of the person from the community or area in which that person normally lives. An employer shall not engage or employ a child under 18 whose parents or caregivers are suspected to work under the coercion of a third party or to be a victim of trafficking

(2) An employer shall not employ a trafficked person or a victim of trafficking as defined by the Human Trafficking Act, 2005 (Act 694).

The Act was amended in 2016 with the passage of the Children's (Amendment) Act, 2016 (Act 937). The Act applies to all children found within the territory of Ghana.

### Children's Act, 1998 (Act 560)

The Children's Act, 1998 (Act 560) was passed pursuant to Article 28 of the Constitution. It provides for the rights of children, maintenance, and adoption matters. The long title of the Act states that the Act was promulgated to also regulate child labour and apprenticeship.

Section 1 of Act 560 defines a child as "a person below the age of 18 years." Section 2 proceeds to state a welfare principle that "the best interest of the child shall be paramount in a matter concerning a child."

The Act permits the engagement of children in labour but provides strict conditions for such engagements. Section 12 of the Act prohibits any person from engaging a child in exploitive labour. The Act defines exploitive labour as any labour that deprives a child of health, education, or development.

Section 88 of the Act prohibits children from night work between the hours of eight o'clock in the evening and six o'clock in the morning.

The Act provides a minimum age for children in work under two circumstances. Where the work is "light work," the minimum age is 13 years. The ESS2, however sets a higher standard of 14 years that shall apply to this project for the involvement of children in light work. The Act defines light work as work which is not likely to be harmful to the health or development of the child and does not affect the child's attendance at school or the capacity of the child to benefit from schoolwork.

Where it is not light work, the minimum age for employment of children is 15 years. Children below 18 are barred in the Act from engaging in hazardous work that poses a danger to health, safety, or morals of a person. Hazardous work includes going to sea, mining and quarrying, portorage of heavy loads, manufacturing where chemicals are produced or used, work in places where machines are used, or work in places such as bars, hotels, and places of entertainment where a person may be exposed to immoral behaviour. The Hazardous Child Labour Activity

Framework provides further details on, inter alia, Hazardous work, non-hazardous work and light work in crop-agriculture, that shall apply to this project.

#### Human Trafficking Act, 2005 (Act 694)

The Human Trafficking Act, 2005 (Act 694) criminalizes the recruitment, transportation, transfer, harbouring, trading or receipt of persons, within and across borders, by the use of threat, fraud and exploitation of vulnerability or by paying to gain consent as well as induced prostitution and other forms of sexual exploitation, forced labour, slavery, or the removal of organs. The Act allows for the filing of complaints with the police not only by the victim but by any person having information about trafficking.

The Act also provides for the rescue, rehabilitation, and reintegration of trafficked persons. The Act provides for the creation of a fund whose proceeds shall be applied towards the basic support of victims of trafficking, tracing their families, the provision of skills and training to such victims, and the training for the persons connected with rescue operations.

The Act was expected to be amended to remove the option of the fine in lieu of imprisonment, but this has not yet happened. This amendment, when effected, is expected to make imprisonment the only option for the offence of human trafficking and exploitative work, making it punitive.

#### Juvenile Justice Act, 2003 (Act 653)

The Juvenile Justice Act, 2003 (Act 653) establishes the juvenile justice system in Ghana. The purpose of the Act as stated in the long title is to protect the rights of juveniles and to provide for young and juvenile offenders.<sup>26</sup> This law applies therefore to children legally working in the cocoa – or any other – sector.

The Act defines a juvenile as a person under 18 who is in conflict with the law. It requires that a juvenile is dealt with in a manner which is different from an adult, except under some exceptional circumstances provided under the Act.

The Act states as a welfare principle that the best interest of a juvenile is paramount in a matter concerned with the juvenile, thus the primary consideration by a juvenile court, institution or any other body in a matter concerned with a juvenile.

The Act also provides for “rights of the juvenile.” A juvenile has the right to privacy during arrest, the investigation of an offense, at the trial of the offense and at any other stage of the cause or matter. A person cannot in the course of arrest, investigation or trial of an offense connected with a juvenile, or at any other stage of the cause or matter, release an information for publication that may lead to the identification of the juvenile.

#### Domestic Violence Act, 2007 (Act 732)

The Domestic Violence Act, 2007 (Act 732) provides for a person’s protection in law from domestic violence. The Act criminalizes domestic violence. It provides that a person in a

domestic relationship who engages in domestic violence commits an offence and is liable on summary conviction to a fine. This law would apply to children working in a domestic setting. It defines domestic violence as engaging in the following activities within the context of a previous or existing domestic relationship: a threat or harm to a person as defined under the Criminal and other Offences Act, 1960 (Act 29); or acts or threats to commit, physical, sexual, financial or emotional abuse. The Act seeks to prevent behaviour or conduct that in any way harms a person, undermines his or her privacy, integrity or security, or detracts or is likely to detract from a person's dignity.

#### Education Act, 2008 (Act 778)

This is an Act to provide for the establishment of an educational system intended to produce well balanced individuals with the requisite knowledge, skills, values, aptitude and attitudes to become functional and productive citizens for the total development and the democratic advancement of the nation, and for related matters.

#### Youth Employment Agency Act, 2015 (Act 887)

The Youth Employment Agency Act 2015 is an Act that was passed to establish the Youth Employment Agency (YEA) for the purpose of the development, coordination, supervision and the facilitation of employment for the youth and to provide for related matters. The YEA was established under this Act to empower young people to contribute meaningfully to the socio- economic and sustainable development of Ghana.

## **6.0 BRIEF OVERVIEW OF LABOUR LEGISLATION: OCCUPATIONAL HEALTH AND SAFETY**

### 1992 Constitution of the Republic of Ghana

Article 24. (1) Every person has the right to work under satisfactory, safe and healthy conditions, and shall receive equal pay for equal work without distinction of any kind.

### Labour Act 2003 (Act 651)

The Part 25 –Occupational Health, Safety and Environment

General health and safety conditions

Section 118. (1) It is the duty of an employer to ensure that every worker employed by him or her works under satisfactory, safe and healthy conditions.

(2) Without limiting the scope of subsection (1), an employer shall (a) provide and maintain at the workplace, plant and system of work that are safe and without risk to health; (b) ensure the safety and absence of risks to health in connection with use, handling, storage and transport of articles and substances; (c) provide the necessary information, instructions, training and supervision having regard to the age, literacy level and other circumstances of the worker to ensure, so far as is reasonably practicable, the health and safety at work of those other workers engaged on the particular work; (d) take steps to prevent contamination of the workplaces by, and protect the workers from, toxic gases, noxious substances, vapours, dust, fumes, mists and other substances or materials likely to cause risk to safety or health; (e) supply and maintain at no cost to the worker adequate safety appliances, suitable fire-fighting equipment, personal protective equipment, and instruct the workers in the use of the appliances or equipment; (f) provide separate, sufficient and suitable toilet and washing facilities and adequate facilities for the storage, changing drying and cleansing from contamination of clothing for male and female workers; (g) provide adequate supply of clean drinking water at the work place; and (h) prevent accidents and injury to health arising out of, connected with, or occurring in the course of, work by minimizing the causes of hazards inherent in the working environment.

(3) It is the obligation of every worker to use the safety appliances, fire-fighting equipment and personal protective equipment provided by the employer in compliance with the employer's instructions.

(4) An employer shall not be liable for injury suffered by a worker who contravenes subsection (3) where the injury is caused solely by noncompliance by the worker.

(5) An employer who, without reasonable excuse, fails to discharge any of the obligations under subsection (1) or (2) commits an offence and is liable on summary conviction to a fine not exceeding 1000 penalty units or to imprisonment for a term not exceeding 3 years or to both.

#### Exposure to imminent hazards

Section 119. (1) When a worker finds himself or herself in any situation at the workplace which she or he has reasonable cause to believe presents an imminent and serious danger to his or her life, safety or health, the worker shall immediately report this fact to his or her immediate supervisor and remove himself or herself from the situation.

(2) An employer shall not dismiss or terminate the employment of a worker or withhold any remuneration of a worker who has removed himself or herself from a work situation which the worker has reason to believe presents imminent and serious danger to his or her life, safety or health.

(3) An employer shall not require a worker to return to work in circumstances where there is a continuing imminent and serious danger to the life, safety or health of the worker.

#### *Employer to report occupational accidents and diseases*

Section 120. An employer is required to report as soon as practicable and not later than seven days from the date of the occurrence to the appropriate government agency, occupational accidents and diseases which occur in the workplace.

#### Labour Regulations, 2007 (LI 1833)

##### Health and employment

##### Occupational safety and health at work

18. (1) An employer shall take appropriate measures to safeguard the health and safety of employees.

(2) An employer of business premises where:

(a) an occupational accident or disease occurs, or

(b) an employee dies or is incapacitated from work as a result of an accident or disease

shall report to the Chief Labour Officer or the Inspector of Factories if the accident or disease occurs during or in the course of the employment of the employee.

(3) An employer shall ensure that the business environment is not rendered unsafe by the business operations.

The Labour regulations, 2007 lists the following prohibitions for hazardous work of children under 18:

- Manual lifting of loads the weight of which exceeds twenty-five kilograms
- Work on scaffold and other structures at a height exceeding two and a half meters,
- The use of substances and materials that emit (i) radiation, or (ii) poisonous gases or fumes,
- The use of dangerous chemicals,
- Excessive noise,
- The felling of timber,
- Night work exceeding eight continuous hours, or
- Other situations considered by the Chief Labour Officer as hazardous.
- Production and screening of pornographic materials, or
- Work at areas in a hotel which are likely to corrupt the moral development of that young person.

## 6.1 International Laws and Conventions

The 1992 Constitution of the Republic of Ghana requires that whenever an international treaty, agreement, or convention is entered into by the Republic, the said convention, agreement or treaty is subject to Parliamentary ratification. The Supreme Court has held that ratification is required before the agreement can become enforceable in Ghana. Ratification of international agreements, treaties, or conventions can be achieved in one of two ways.

Parliament may by resolution approve the international treaty, agreement, or convention by a vote of not less than one-half of its members; or it may ratify it through the domestication of the treaty, agreement, or convention in an Act of Parliament.

Ghana is a signatory to and has ratified the following international treaties, agreements, conventions, and protocols which relate to human/labour rights.

### Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW)

Ghana ratified the Convention on the Elimination of All Forms of Discrimination against Women on 2nd January 1986. The Convention defines discrimination against women as “...any distinction, exclusion or restriction made on the basis of sex which has the effect or purpose of impairing or nullifying the recognition, enjoyment or exercise by women, irrespective of their marital status, on a basis of equality of men and women, of human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field.” Party States are under an obligation to put in place mechanisms to prevent discrimination against women.

### Convention on the Rights of the Child (CRC)

This Convention sets out the civil, political, economic, social, health, and cultural rights of children. It defines a child as any human being under the age of 18 years. State parties are required to put in place measures to safeguard the rights of children as prescribed by the Convention. Ghana ratified this Convention on 5th February 1990.

### Conventions of the International Labour Organization (ILO)

#### *ILO Convention No. 138, Minimum Age*

This Convention requires member states to abolish all acts of child labour within their national territory. States must fix a minimum working age in their countries and communicate it to the ILO. Also, the convention forbids children from doing work that is dangerous, unhealthy, or bad for their morals. Children are, however, allowed to work in schools for “vocational” or technical education, or in other training institutes. Ghana ratified this convention on 6th June 2011.

#### *ILO Convention No. 182 on the Worse Form of Child Labour (WFCL)*

The Convention requires states to prohibit and eliminate the WFCL. It defines a child as anyone who is under the age of 18. It further defines the “worst forms of child labour” as:

A: all forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom, and forced or compulsory labour, including forced or compulsory recruitment of children for use in armed conflict;

B: the use, procuring, or offering of a child for prostitution, for the production of pornography, or for pornographic performances;

C: the use, procuring, or offering of a child for illicit activities, particularly for the production and trafficking of drugs as defined in relevant international treaties;

D: work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety, or morals of children.

Ghana ratified this convention on 13th June 2000.

#### ILO Forced Labour Convention, 1930 (no. 29)

Each member of the ILO undertook to suppress forced or compulsory labour in all its forms within the shortest possible time.

For the purposes of this Convention, the term Forced or Compulsory Labour shall mean all work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily.

#### ILO Occupational Safety and Health Convention, 1981 (No. 155)

The convention provides for the adoption of a coherent national occupational safety and health policy, as well as action to be taken by governments and within enterprises to promote occupational safety and health and to improve working conditions. This policy shall be developed by taking into consideration national conditions and practice. The Protocol calls for the establishment and the periodic review of requirements and procedures for the recording and notification of occupational accidents and diseases, and for the publication of related annual statistics.

#### ILO Forced Labour Protocol 2014

The Protocol, adopted at the International Labour Conference in 2014, added new measures to the Forced Labour Convention of 1930 aimed at tackling newer forms of forced labour, such as trafficking for labour exploitation.

#### African Charter on Human and Peoples' Rights

This Charter is the Regional Charter for African States. It entered into force on the 21st of October 1986. Ghana ratified it on 24th January 1989. Member States agree to the adoption of legislative and other measures to recognize and give effect to the rights provided for in the Charter. These include right to life, liberty, movement, and the collective rights of Indigenous Peoples. It also includes the right to work under equitable and satisfactory conditions. The Charter and a Protocol creates an African Commission on Human and Peoples' Rights and an African Court on Human and Peoples' Rights to protect and promote the rights protected in the Charter.



## **6.2 Environment and Social Standards (ESS2): Labour and Working Conditions**

The World Bank Environment and Social Standard 2: Labour and Working Conditions (ESS2) recognizes the importance of employment creation and income generation in the pursuit of poverty reduction and inclusive economic growth. It requires projects to promote sound worker-management relationships and enhance the development benefits of a project by treating workers in the project fairly and providing safe and healthy working conditions. ESS2 seeks to ensure a safe, healthy conducive working environment for workers and ensure that the working environment is non-discriminatory, free of forced and child labour as well as other forms of intimidation and harassment. ESS2 also ensures that workers have channels for grievance redress, freedom of association and access to collective bargaining rights as prescribed by national law.

Even though the Constitution of Ghana and other national laws seek to promote the labour and working conditions of employees as well as protect children from child labour and hazardous work, there will still be need to provide capacity training on ESS2 so that project staff and other stakeholders involved in the project will be well equipped with the required skills and knowledge to manage the project Environment and Social (E&S) activities in accordance with ESS2 and other relevant standards and national laws. For example, the ESS2 sets a higher standard for the minimum age of children to be engaged in a World Bank project (14 years) as compared to the national legislation that sets this age at 13 years. In this case, ESS2 shall apply.

## 7.0 STAKEHOLDER ENGAGEMENT

During the preparation of this report, some stakeholders were identified and engaged to provide an insight into labour issues, especially at the community/ farmer level. Two (2) key project regions were selected namely, Bono and Eastern Region. The two regions are noted for cashew and cocoa production, respectively. Coconut and rubber production are also found in the Eastern region. The results of the engagement in the two regions provide a good reflection of the labour issues within the sector.

Institutional meetings were held with:

- COCOBOD Regional Office, Koforidua
- COCOBOD District Office, Asamankese
- Plant Protection and Regulatory Services Directorate (PPRSD), MoFA
- Wenchi Municipal Assembly, Social Welfare Department
- Wenchi Municipal Assembly, Agricultural Department

Focus group discussions were held with Farmer Based Organizations at Wenchi and Asamankese namely:

- Wurompo Community Farmers Association, and
- Calvary Cocoa Partnership (Kwaku Sae Asafoatse)/ Brekumanso Cooperative/ Amanfrom Cooperative, Asamankese Cocoa District, Lower West Akim Municipal

Key person interviews were held with the following:

- MoFA Station Manager, Wenchi
- Private Nursery Operator, Wenchi
- Agricultural Input Supplier, Wenchi

The Labour office is recognized as an important stakeholder but was not directly consulted during this work because of time constraints. Useful information was however obtained from the other stakeholders who were engaged. The outcome of the engagement is described in detail in the **Annex 1** and summarized below:

### Institutional

- Logistical challenges. Most of the institutions rely on externally funded projects to survive. Inadequate collaboration between institutions especially on child labour issues. Communication gaps between institutions and also between departments within institutions, especially at the Assembly level
- Extensive training has been available on child labour issues and therefore institutional knowledge and capacity is appreciable
- Some institutions have active Gender Desks responsible for GBVs especially COCOBOD

Conclusion: Even though some capacity exists (especially in knowledge and awareness around labour related challenges) to prevent and mitigate labour related risks, this capacity is limited. The organizational capacity in the form of sufficient staffing, logistics, coordination procedures of institutions mandated to prevent and monitor labour related risks are weak and may not have full capacity to fulfil their role in support the project. The institutions mandated to prevent, monitor, identify and remediate child labour cases and risks do not have full capacity to fulfil their role at the start of the project. The project will address capacity gaps to mitigate the child labour risk through a child labour action plan that will strengthen capacity of mandated institutions, including their collaboration to prevent and respond appropriately to child labour in the project districts.

Community/ farmer level

- High labour and equipment costs are a major source of stress to farmers
- Migrant workers are key to the sector, especially from the northern parts of the country during harvesting periods. These are predominantly women. They immediately return when the season is over;
- GBV is minimal mostly due to socio- cultural norms
- Assistance from children is currently critical to the farmer and the use of children on farms is a way of reducing costs for hired labour. Farmers testify that children's work on farms is limited to, as much as possible, off school times especially weekends.
- Children are increasingly showing less interest in farm work and this is a source of concern to farmers.

Conclusion: Stakeholder engagement confirmed awareness of farmers and communities of the importance to not let work jeopardize children's education. However, the perceived necessity to engage children in work on farms as a cost-reducing strategy, demonstrates that a risk of children being engaged in work beyond what is permitted and in conditions that are not in compliance with the law, prevails. Thus, continuous monitoring of the implementation of this LMP will be important to prevent child labour and hazardous child labour.

## 8.0 RESPONSIBLE STAFF

The Environmental and Social Specialists (E&S) in the PCU of TCDA and PIU of COCOBOD will oversee and guide all the workers associated with the project. These E&S staff in the PCU and PIU with support from other PCU/PIU staff such as the Procurement Specialists and the Project Coordinators, will be responsible for the following:

- i. Implement these labour management procedures;
- ii. Ensure that the LMP is reflected in contract documents and civil works contractors comply with these labour management procedures, and also prepare occupational health and safety plans before starting work;
- iii. Ensure the contracts with the contractors are developed in line with the provisions of this LMP and the project's Environmental and Social Management Framework (ESMF) and/or any relevant site-specific E&S instruments, as may be detailed in the Project Operations Manual;
- iv. Monitor to verify that contractors and implementing agencies are meeting labour and OHS obligations toward their workers as required by the laws of the country and respective contracts between TCDA/COCOBOD and the contractors;
- v. Monitor contractors and subcontractors' implementation of labour management procedures;
- vi. Monitor compliance with occupational health and safety standards at all workplaces in line with relevant Ghanaian legislation, Factories, Offices and Shops Act 1970, (Act 328) Ghanaian occupational safety and health policies;
- vii. Monitor and implement training on LMP and OHS for project workers;
- viii. Sensitize and provide training on child labour, hazardous child labour, forced labour and trafficking risks
- ix. Ensure that the grievance redress mechanism for project workers is established and implemented and that workers are informed of its purpose and how to use it;
- x. Monitor how the GRM is working including what are the most common complaints, and how successful the GRM is in resolving complaints and grievances;
- xi. Prepare and monitor the effect of the Child Labour Action Plan (CLAP) and provide regular reporting on child labour cases and remediation measures.
- xii. Have a system for regular monitoring and reporting on labour and occupational safety and health performance;
- xiii. Monitor implementation of the Worker Code of Conduct (**see Annex 2**) include clause on Gender Based Violence (GBV), Sexual Exploitation and Abuse (SEA)/Sexual Harassment (SH) and child labour; and
- xiv. Provide remediation and/or access for remediation for children.

The Project Operating Manual (POM) to be developed will include standard templates of contracts which include the LMP, OHS aspects, and the civil contractors' commitment to them. LMP and OHS responsibilities of the Contractors include the following:

- i. Follow the labour management procedures and occupational health and safety requirements in line with the ESMF provisions and stated in the contracts signed with Implementing Agency. If the number of workers (direct plus contracted) is above 50, then Contractors will develop their own Labour Management Plans and OHS plans.
- ii. Supervise the subcontractors' implementation of labour management procedures and occupational health and safety requirements.
- iii. Maintain records of recruitment and employment of contracted workers as provided in their contracts.
- iv. Record occupational accidents, incidents, near misses and dangerous occurrence and submit necessary reports as may be contractually required;
- v. Communicate clearly job descriptions and employment conditions to all workers.
- vi. Make sure every project worker hired by contractor/subcontractor is aware of the PCU/PIU dedicated phone number, email address, and web portal through which anyone can submit grievances and structure of worker Grievance Redress Mechanism (GRM).
- vii. Establish and operationalize a worker grievance redress mechanism which will allow workers to submit complaints for redress;
- viii. Provide induction (including social induction) and regular training/briefing to employees in labour protection requirements, including training on their rights on safe labour under the laws of Ghana, on the risks of their jobs, and on measures to reduce risks to the acceptable levels
- ix. In collaboration with PCU/PIU Social and Environmental Specialists and contractor's manager, conduct training on labour management procedures and occupational safety to manage subcontractor performance.
- x. Ensure that all contractor and subcontractor workers understand and sign the Code of Conduct prior to the commencement of works and supervise compliance with the Code.

Primary Suppliers including agrochemical suppliers will implement these labour management procedures and further:

- i. Liaise with the PCU/PIU to ensure any contracts with the FBOs are developed in line with the provisions of this LMP and the project's ESMF and/or site specific E&S instruments, as may be detailed in the Project Operations Manual;
- ii. Ensure compliance with occupational health and safety standards for agrochemical usage in line with the relevant Ghanaian legislation, Pesticides Control and Management Act, 1996 (Act 528);
- iii. Have a system for regular monitoring and reporting on labour and occupational safety and health performance; and
- iv. Implement the Worker Code of Conduct include clause on Child Labour and Sexual Exploitation and Abuse/Sexual Harassment.
- v. Comply with the project GRM by presenting grievance redress mechanism which corresponds with the requirements of this LMP

The beneficiary farming groups (e.g., FBOs/ Cooperatives) will implement the labour management procedure which will include:

- i. Availability and participation of farmers in occupational health and safety training programmes;
- ii. Ensuring compliance with occupational health and safety plans;
- iii. Meeting child labour and OHS obligations towards young workers as required by the laws of Ghana and this LMP
- iv. Compliance with occupational health and safety standards in line with the relevant Ghanaian legislation, Factories, Offices and Shops Act 1970, (Act 328);
- v. Ensuring that the grievance redress mechanism for farm workers is established and implemented and that workers are informed of its purpose and how to use it;
- vi. Have a system for regular monitoring and reporting on child labour and occupational safety and health performance; and
- vii. Implementation of the Worker Code of Conduct to include clause on Child labour and Sexual Exploitation and Abuse/Sexual Harassment.

## **9.0 PROCEDURES FOR LABOUR MANAGEMENT**

### **9.1 Terms and Conditions of Employment**

The PCU/PIU will ensure that:

- i. Every worker is given a contract defining the terms and conditions of employment
- ii. Workers work for 8 hours a day from 8am to 5pm with an hour break five days a week.
- iii. The Conditions of Service and collective bargaining agreements for construction and related workers including artisans are in line with the provisions of the constitution and other labour laws.
- iv. Wages negotiated every three years as stipulated in the labour laws.
- v. Sub Project Contractors and Sub-Contractors provide and sign written employment contracts for all workers upon hiring.
- vi. Sub Project Contractors inform hired workers of all employment related information and ensure that the workers understand the rights and obligations of both parties under the contract.
- vii. Workers know the standards of conduct expected of them. A written policy manual (Code of Conduct) specifying the rules and procedures will be issued and made readily available to all workers as part of the labour contract. The Code of Conduct will be explained to workers in a language they understand.
- viii. Employees of Sub Project Contractors, Sub Contractors, Consultants and Primary Suppliers (skilled and unskilled or casual labour) are paid living wages which are not below the current minimum wage.
- ix. Workers are made to enjoy regular leaves, maternity leave and other such leaves and the accompanying benefits consistent with the national labour laws.
- x. Workers should also be made aware of the period of notice for resignation, and other duty excuses in line with national laws and international best practices.
- xi. Children above 14 can be engaged for light work but cannot be employed on a labour contract. If children above 14 are engaged, their age should be verified and written parental consent should be given.
- xii. Children above 15 can be engaged on a labour contract. Their age should be varified and written parental consent should be given.
- xiii. Special rules on working conditions for each age-group are outlined below under the section on minimum ages.

### **9.2 Non-discrimination and Equal Opportunity**

TCDA and COCOBOD and its implementing partners shall monitor discriminatory practices not only in hiring procedures but throughout all stages of employment. To avoid any discrimination;

- i. Subproject Contractors and their Sub Contractors shall treat workers equally and fairly with respect to all policies, conditions and benefits of employment.
- ii. Subproject Contractors and their Sub Contractors must ensure that employment decisions are based on relevant and objective factors (merit, experience, tasks, skills, etc.), and that consistent procedures are followed in the decision-making processes.
- iii. The contractor/employer should also ensure that its workers and suppliers are aware of its policy on non-discrimination and equal treatment in order to promote a culture of respect and zero-tolerance for discrimination.
- iv. The contractors should ensure that adequate mechanisms are in place for workers to report on workplace discrimination, bullying or sexual harassment. These mechanisms should be able to promptly investigate all complaints and take appropriate preventive or disciplinary action.
- v. All workers must be informed of their rights and encouraged to use the mechanism without fear of reprisal. TCDA and COCOBOD as well as Sub Project Contractors and their Sub Contractors shall designate specific staff (e.g., a workers' representative) to act as the workers' focal point on employment discrimination issues. Workers should be able to report discriminatory incidents to the focal point on a confidential basis. At the same time, the focal point should possess adequate knowledge to advise workers on national laws and contractor/employer policies regarding non-discrimination and the various remedies available.

### **9.3 Workers Organization**

- i. TCDA and COCOBOD, Consultants, as well as Sub Project Contractors and their Sub Contractors, must not attempt to influence the right of workers to organize or associate with any Trade Union;
- ii. The union workers must be allowed to have access to company/employer premises and time to carry out their responsibilities therein, as long as they exercise their duties in a reasonable and non-disruptive manner;
- iii. TCDA and COCOBOD, Consultants as well as Sub Project Contractors and their Sub Contractors shall not intimidate or harass workers union including FBO or Cooperative due to their active participation in collective bargaining or strikes aimed at improving working conditions; and
- iv. TCDA and COCOBOD, Consultants as well as Sub Project Contractors and their Sub Contractors must not refuse to recognize the elected representatives of the union members. Thus, the elected representatives of the unionized workers but be recognized and engaged during collective bargaining and other deliberations that border on employee and staff welfare

### **9.4 Age of Employment**

According to international law, children are entitled to the basic right to education. National law defines that children in Ghana should be in compulsory education until the age of 15.



Children under 18 should therefore not be engaged in work that jeopardizes (the health or physical, mental, moral or social development of the child. Therefore, the following minimum ages and standards for engaging children apply to the project:

**The minimum age for employment is 15 years:** The minimum age for employment on a labour contract shall be 15 years. The conditions for employing children aged between 15 and 17 years (below 18) are as follows:

**Table 4: Conditions under which child may undertake work (15- 17 years)**

| Minimum age as per national legislation | World Bank project requirements (as per ESS2) | Under what conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Children 15-17 years                    | Same as national legislation                  | <ul style="list-style-type: none"> <li>• Can undertake normal/non-hazardous tasks and be employed (have a labor contract).</li> <li>• Can be employed under condition that a medical practitioner has certified that the young person is in good health and is medically fit for work.</li> <li>• Employers in an industrial undertaking<sup>[1]</sup> shall keep a register of young persons employed by him or her and their dates of birth or their apparent ages.</li> <li>• That age can be verified through different methods (birth registration or ID-card and in the absence of that through a method that triangulates at least two different sources, e.g., school records, interviews with a caretaker and or the child)</li> <li>• That weekly rest periods and right to holidays are respected (same as for 18+)</li> <li>• The work does not exceed 8 hours of work per day and 43 hours per week if the work is light. If the work takes place in heavy manual work occupations (e.g., agriculture), the work should not exceed 4 hours per day and 25 hours per week</li> <li>• The work should not take place night-time. The Child Act defines “night-time work” (thus prohibited for below 18) as before 6:00 a.m. and after 8:00 p.m.</li> </ul> |

**Permitted non-hazardous work for children from 15 years and above to be engaged in crop-agriculture include (Hazardous Child Labour Activity Framework 2022):**

1. Making a shed to provide shade for seedlings.
2. Covering the counted oranges with branches to hide them and shade them from the sun
3. Assisting in planting and securing seedlings and other crops, e.g., cassava and maize
4. Weeding/brushing under-growths with an age-appropriate cutlass (*sua-ado*)
5. Plucking pods or oranges within hand-reach

6. Collecting rubber latex
7. Breaking cocoa pods with a breaking mallet or hitting them on the ground
8. Carrying and carting age-appropriate load (permissible weight), e.g., seedlings, water, harvested pods
9. Heaping of cocoa, orange, rubber, or oil palm fruit.
10. Gathering harvested pods
11. Scooping cocoa beans out of broken pods
12. Assisting in loading harvested produce into vehicles
13. Heaping of scooped beans for fermentation
14. Stirring or turning fermented beans on a drying mat

**The minimum age to perform light work (but not to be employed) is 14 years:** Children under 15 years of age and over 14 years of age may perform economic activities in the context of the project if such activities are considered light work and are not harmful. This may include labor services in agriculture. The minimum age for children performing light work in the context of this project should be set at 14 years (according to ESS2), although Ghanaian legislation allows this type of work from the age of 13. The conditions for engaging children aged more than 14, but below 15 years of age are as follows:

**Table 5: Conditions under which child may undertake work (13- 14 years)**

| Minimum age as per national legislation | World Bank project requirements (as per ESS2) | Under what conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Children 13-14 years                    | From 14 years                                 | <ul style="list-style-type: none"> <li>• Can undertake light work limited to helping in economic activities such as for example in the family business, and under certain conditions, e.g., to earn a little pocket money outside of school hours or during school holidays, but cannot be employed (under a labor contract)</li> <li>• Should be undertaken under the supervision of an adult, for the purposes of education and social integration of the child.</li> <li>• Should not jeopardize the health or physical, mental, moral or social development of the child.</li> <li>• Should not compromise the school attendance and participation of the child. This includes should not compromise the child's possibility to do homework, prepare for tests and benefit fully from education.</li> <li>• The work should not take place night-time (before 6 a.m. or after 8 p.m.) or during regular school-hours</li> <li>• Although national legislation does not prescribe specific maximum hours of that children can perform economic activities that are light work, the daily working time of actual work should not exceed 2 hours for a school day</li> </ul> |

|  |  |                                                                                                                                                                                                                                                                                       |
|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <p>and 4 hours for a non-school day. The effective weekly working time should not exceed 12 hours for a school week and 14 hours for a non-school week<sup>[2]</sup>.</p> <ul style="list-style-type: none"> <li>• None of the tasks undertaken should be hazardous tasks.</li> </ul> |
|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Permitted light work for children aged 14 but who have not yet reached 15 and are to be engaged in crop-agriculture include (Hazardous Child Labour Activity Framework 2022):**

1. Filling the plastic bags with planting medium (soil, cocopeat etc.)
2. Picking and gathering cocoa, orange, loose palm fruits and other produce during harvesting
3. Counting oranges and other farm produce.
4. Fetching water for spraying and leaving the farm before spraying commences
5. Running basic farm errands
6. Assist in childcare responsibilities after school hours during weekends and holidays.
7. Assisting in carrying seedlings within the permissible weight
8. Assisting with lining and pegging, setting planting distance under supervision

**Children under 14 years are prohibited to undertake any tasks to satisfy labour requirements on the project:** In general, tasks that are undertaken by a child under adult guidance as a contribution to household chores, for less than 28 hours per week<sup>[3]</sup>, during hours that are not regular school hours is not considered child labour. However, providing labour on a family farm does not qualify as *household chores* but as an economic activity and therefore this permission to engage children below 14 in household chores does not apply to the project.

**The involvement of children below 18 in hazardous work is prohibited. The following hazardous work is prohibited to any child under 18** who is engaged to contribute to the labour requirements of the project (Ghana Labour Regulations, 2007):

- Manual lifting of loads the weight of which exceeds twenty-five kilograms.
- Work on scaffold and other structures at a height exceeding two and a half meters,
- The use of substances and materials that emit (i) radiation, or (ii) poisonous gases or fumes,
- The use of dangerous chemicals,
- Excessive noise,
- The felling of timber,
- Night work exceeding eight continuous hours, or
- Other situations considered by the Chief Labour Officer as hazardous.
- Work in areas which are likely to corrupt the moral development of that young person.

**More specifically, hazardous work prohibited for under 18 engaged in Crop Agriculture include (Hazardous Child Labour Activity Framework, 2022):**

1. Clearing of land.
2. Felling and chopping off trees
3. Removing tree stumps
4. Bush burning

5. Exposure to agrochemicals, i.e., purchase, transport, storage, mixing, loading into spraying machine, spraying trees, washing containers, and spraying machine, disposing of empty agrochemical containers
6. Being present or working in the vicinity of the farm during spraying of agrochemicals<sup>[4]</sup> or re-entering a sprayed farm within less than approved re-entry periods<sup>[5]</sup>
7. Using machetes/long cutlass for weeding or pruning (e.g removal of mistletoe, harvesting or pruning with sharp-cutlass or implement)
8. Climbing trees higher than 2.5metres
9. Working with motorized farm machinery, i.e., mist blower, knapsack sprayer, chainsaw, tractor, and bulldozer
10. Harvesting overhead cocoa pods, palm fruits, oranges or rubber with a Malayan knife, ax, or other implements
11. Breaking cocoa pods with sharp tools stripping palm fruit from stem bunches with a sharp axe or cutlass
12. Carrying heavy load beyond permissible carrying weight, i.e., above 30% of body weight for more than 2 miles (3Km).
13. Working without adequate basic foot and body protective clothing (e.g., long sleeves, trousers and ‘Afro Moses,’ wellington boots, overalls
- 14. A child working alone on the farm in isolation (i.e., beyond the visible or audible range of the nearest adult**

<sup>[1]</sup> “industrial undertakings” include (a) mines, quarries and other works for the extraction of minerals from the earth; (b) undertakings in which articles are manufactured, altered, cleaned, repaired, ornamented, finished, adapted for sale, broken up or demolished, or in which materials are transformed, including undertakings engaged in shipbuilding or in the generation, transformation or transmission of electricity or motive power of any kind; (c) undertakings engaged in building and civil engineering work, including constructional, repair, maintenance, alteration and demolition work.

<sup>[2]</sup> ILO/IPEC: [ILO Conventions and Recommendations on child labour \(IPEC\)](#)

<sup>[3]</sup> MICS child labour measurement framework.

<sup>[4]</sup> Approved agrochemicals per compendium of COCOBOD and EPA

<sup>[5]</sup> Insecticides-two to seven days, fungicides-three to six hours and fertilizers-one to two hours

The following conditions will therefore apply:

- i. TCDA and COCOBOD together with the supervising consultants must institute a verification system where every worker must have their age verified by a recognized community/opinion leader in addition to presenting a national identity card as a precondition for employment or birth certificate where available prior to employment.
- ii. TCDA and COCOBOD Social Safeguards Specialist shall routinely undertake spot checks for issues of child and forced labour in collaboration with community and district level structures established for this purpose.
- iii. Where there is any reasonable doubt as to the age of the applicant, requesting and reviewing available documents to verify age (such as a birth certificate, national identification card, medical or school record, or chiefdom tax receipt).

- iv. Children under 14 years found on site or working within the Project will be summarily removed out of the site following nationally accepted standard operating procedures.
- v. If children between 14 and 15 and between 15 and 18 are found to be working under conditions that are not in line with standards for permitted work of children, a workplace assessment and assessment of the child's situation should immediately be undertaken to determine appropriate remedial action (see also Grievance Mechanism for different types of actions recommended for different types of cases). TCDA and COCOBOD, and Sub Project Contractors in collaboration with the Child Labour Unit (CLU) of the Ministry of Employment and Labour Relations and other relevant stakeholders will be required to undertake a child labour risk assessment for each sub project and activity following the under listed steps:
  - Identify communities and persons vulnerable to child labour risks as well as hazardous activities to children/minors through consultation with relevant Non-Governmental Organizations (NGOs) and Farmer Based Organizations (FBOs) in the Sub Project Catchment, review national legislations and ESS2 requirements on child and forced labour.
  - Evaluate and prioritize risks.
  - Decide on action to prevent or control the identified risks.
  - Put in place the preventive and control measures through a prioritization plan.
  - Monitoring, reviewing and updating the established preventive and control measures daily.
- vi. TCDA and COCOBOD, Sub Project Contractors and their Sub Contractors shall create and keep separate record of all project workers

## **9.5 Occupational Health and Safety**

- i. Sub project contractors must provide safe and healthy working facilities and take appropriate precautionary measures to protect workers from anticipated dangers in the workplace.
- ii. They must also have a pre-established action plan designed to respond effectively to workplace accidents and health hazards in the event that all precautions fail. Contractors will need to submit a OHS implementation plan as part of C-ESMP, prior to the start of the construction works.
- iii. The contractor must consult employees and their representatives on health and safety matters in the workplace. Employees must be given adequate information regarding health and safety matters and asked to contribute their input on such issues as the alteration of workplace processes, occupational safety, and the organization of work.
- iv. No employee will be punished for removing him/herself from a working environment that he or she reasonably perceives to be dangerous or harmful.
- v. Employees of TCDA/ COCOBOD, Sub Project Contractors and Sub-Contractors as well as Project Consultants including Farmer Cooperatives shall be provided with orientation/training on Child Labour, GBV/SEA/SH and health and safety. OHS

- training/orientation will be provided prior to beginning a new assignment. All workers will be required to avail themselves for OHS training and subsequent toolbox meetings.
- vi. Sub project contractor/employers/ TCDA/ COCOBOD must also ensure that workers are fully updated and capable of carrying out their work tasks safely.
  - vii. Workers including farmhands and migrant farmers must be provided with the appropriate Personal Protective Equipment (PPE) which must be worn at all time on site as well as during performing any task.
  - viii. TCDA/ COCOBOD, Sub project Contractors and Suppliers shall ensure that regulations on the use of PPEs are enforced on site and within the working premises
  - ix. Workers must be provided facilities such as canteens, toilets, first aid kits, potable water, hygiene and, WASH facilities including washing points (clean running water, soap and paper towels) on site and within the work environment.
  - x. Work plans and schedules should avoid crowding on site and within the premises while enforcing COVID-19 protocols e.g., social distancing at work and the use face masks to protect workers against COVID-19 and availability of sufficient sanitizer for workers at the workplace.
  - xi. Sub Project Contractors and Sub-Contractors will be required to maintain proper housekeeping on site.
  - xii. Facility Managers, Sub Project Contractors and Sub-Contractors shall be required to designate qualified management personnel to handle environmental, social, labour, occupational health and safety issues including grievance redress and enforce the laws of Ghana on same as well as requirements of ESS2 and ESS4, site specific ESMPs, this LMP and other sub project safeguards instruments on site.
  - xiii. Sub Project Contractors and Sub-Contractors must identify and display potential risks and hazards.
  - xiv. Prepare and display OHS policy at conspicuous places (places easily accessible and seen by all workers and the public

## **10.0 WORKERS GRIEVANCE REDRESS MECHANISM**

Workers should be able to file complaints about workplace issues without fear of job loss or unfair treatment. Complaints may range from discontent with work hours and rest periods to allegations of coercion, intimidation, or abuse, such as GBV, SEA, and SH. To facilitate the articulation of these complaints;

- i. TCDA/ COCOBOD and sub-project contractors, including farmer cooperatives, must work with the workers, farmers, or their representatives to establish and maintain an effective grievance mechanism through which workers can lodge complaints.
- ii. Workers' grievance and complaint boxes must be placed at convenient locations where workers can log their complaints.
- iii. TCDA/ COCOBOD and sub-project contractors shall inform all workers about the grievance mechanisms put in place during orientation sessions, toolbox meetings, and using notice boards on site or within the premises of project sites.
- iv. FBOs and cooperatives shall inform all their members about the grievance redress mechanisms available to them during their regular meeting times;
- v. The grievance mechanism should serve three key functions. First, it should serve as a focal point of communication across the organization where workers can report and receive advice on their concerns and grievances and from which those concerns and grievances are channeled to management. Second, the mechanism should be mandated to identify remedies to be implemented through internal procedures in the form of corrective action, mediation, settlement, or dispute resolution. Third, the mechanism should have the capacity to direct complainants or hand over cases to appropriate external mechanisms, including non-state and state-based mechanisms, such as courts, GBV service providers, and the Domestic Violence & Victims Support Unit (DOVVSU) of the Ghana Police Force, socio-psychological support units in the case of GBV/SEA/SH complaints.
- vi. The internal grievance redress mechanism for resolving complaints should not hinder the complainant's access to assistance from other external mechanisms.
- vii. TCDA/COCOBOD, and sub-project contractors are required to review all grievances in accordance with their pre-established grievance procedures.
- viii. Any employee who files a grievance must be notified of the contractor's or employer's findings regarding his or her specific complaint, as well as whether corrective action will be taken.

The proposed structure for Grievance Redress Mechanisms under the project are discussed as follows:

### **10.1 Grievance redress mechanism for workers**

The grievance redress mechanism shall contribute a lot to the efficient running of the project activities as it shall assist in investigating complaints and bring up a much clearer version of the complaint at the earliest time possible, provide a fair and speedy means of dealing with

complaints, prevent minor disagreements from developing into more serious disputes, thereby, providing a simple, speedy, and without cost and effective mechanism of installing satisfaction to the ones that were affected.

#### 10.1.1 Work related GRM stages

The Workers grievance procedure will have five major stages. These stages include: (i) the complaint or grievance uptake, (ii) Assessment, analysis and response, (iii) Resolution and closure (iv) Registry and monitoring (v) GRM Evaluation.

##### *Stage 1: Complaint Uptake*

Workers will present their complaints or grievances to a Workers Grievance Redress Management Committee (WGRMC), at the actual project office or site. The WGRMC to be constituted at the instance of the PIU and the PMU, will record all received complaints or grievances in a “Workers’ Log and Resolution Form” as attached in **Annex 3**. The case shall only be referred to Institutional Grievance Redress Management Committee (IGRMC) when it has not been resolved at WGRMC. One worker from the committee will have the responsibility of ensuring the cases are followed up and feedback is provided.

##### *Stage 2: Assessment, Analysis and Response*

When a complaint is received, the WGRMC has a maximum of five days to resolve the complaint. This is to make sure that grievances and complaints are resolved as early as possible. Once a complaint is received, the WGRMC shall assess whether the complaint or grievance is relevant or not. In a situation where the complaints are not related to the project, complainants shall be advised to channel their complaints to the right institutions. If the complaint is related to the project’s worker concerns, the WGRMC shall hear such cases and make necessary follow-ups to gather evidence and make the necessary determination. The outcome of the analysis shall be communicated to the complainant.

##### *Stage 3: Resolution and Closure*

When a resolution has been found and the complainant agrees to it, the complainant must sign the Workers Grievance Log and Resolution Form in the resolution and closure section. The chairperson of the WGRMC shall also be required to countersign. This shall signify that the complaint or grievance which was presented has been fully discussed, resolved, and closed.

##### *Stage 4: GRM Registry*

At all levels of WGRM, a register must be kept to keep track of all complaints and how they are solved. For any case heard, closed, or referred at the WGRMC, a copy of the logs and resolution forms for every case shall be submitted to PCU-TCDA and PIU-COCOBOD for records. Records of complaints must be kept in a disaggregated format.

##### *Stage 5: GRM Evaluation*



The Worker GRM evaluation shall be undertaken alongside other evaluation exercise for the project, and the output of the evaluation shall be shared with the project management, TCDA/COCOBOD and the Bank.

#### 10.1.2 Grievance for Gender Based Violence (GBV) Issues

There will be specific procedures for addressing GBV/SEA/SH, including confidential reporting with safe and ethical documentation of GBV cases guided by the GBV Referral Protocol. Multiple channels will be put in place for lodging a complaint in connection to GBV, SEA, or SH. Specific GRM considerations for addressing GBV, SEA, and SH are:

- A separate GBV GRM system, potentially run by a GBV Services Provider or trained professionals with feedback to the project GRM similar to that for parallel GRMs, will be established. The GRM operators are to be trained on how to collect GBV, SEA, and SH cases confidentially and empathetically (without judgment);
- The project will establish multiple complaint channels, and these must be trusted by those who need to use them.
- No identifiable information about the survivor should be stored in the GRM logbook or GRM database.
- The GRM should not ask for, or record, information on more than three aspects related to the GBV/SEA/SH incident:
  - The nature of the complaint (what the complainant says in her/his own words without direct questioning);
  - If, to the best of complainant's knowledge, the perpetrator was associated with the project; and,
  - If possible, the age and sex of the survivor.

The GRM should assist survivors by referring them to GBV Services Provider(s) or the nearest one-stop GBV center for support immediately after receiving a complaint directly from a survivor. This will be possible because a list of service providers and GBV risks management centers will be made available before project work commences as part of the mapping exercise. The information in the GRM must be confidential, especially when related to the identity of the complainant. For GBV, the GRM should primarily serve to: (i) refer complainants to the GBV Services Provider; and (ii) record resolution of the complaint.

#### *Data Sharing*

GBV Service Providers will have their own case management process, which will be used to gather the necessary information to assist the complainant and make it easier to resolve the case sent to them by the GRM operator. To close the case, the GBV Services Provider and GRM Operator must devise a plan for sharing information. This information should be limited to the incident's resolution, the date it was resolved, and the fact that the case has been closed. Service providers are not required to disclose a case without the survivor's consent. If the survivor consents to the sharing of case information, the service provider may share

information when and if it is safe to do so, meaning that the sharing of information does not put the survivor or the service provider at risk for experiencing additional violence or abuse. With the consent of the survivor, the GRM will have procedures in place to immediately notify both TCDA/ COCOBOD and the World Bank of any GBV complaints.

#### 10.1.3. Special considerations for children in Grievance Processes

Due to their young age, grievance cases that involve children under 18 are to be given special considerations. The LMP grievance mechanism should be alerted:

- If a child below 14 is working in connection to project activities.
- If a child between 14 and 15 is found working in connection to project activities under conditions that are not qualified as light socializing work.
- If a child below 18 is found to perform hazardous work.
- If a child below 18 is suspected of being forced to work, or to be a victim of child trafficking.
- If child is victim of violence or abuse, including sexual abuse and sexual exploitation.
- Suspicion of forced child labour and/or child trafficking is justified:
- If work of a child is performed under the coercion of a third party.
- If the child is working as a direct result of the forced labour of his or her parents.
- If a child is from another country or region and is not with his or her primary caregivers and the employer appears to be taking advantage of the child's possible vulnerability, if a child's family has been exploited, and/or when an imbalance of power between the child and the employer has been abused.

#### Preliminary assessment of a case

If a case involving a child is reported to the LMP grievance mechanism, a preliminary assessment of the situation shall be made by a specially trained person who shall determine the next steps and any eventual need for a referral. The assessment will include:

- The capacity and willingness of the employer to gather information on the concern and defining the type of child labour or abuse that has occurred.
- The level of vulnerability of the child.

#### Classification of cases:

- Non-criminal, low-risk case: Child goes to school, or is above 15 and is not socio-economically vulnerable.
- Non-criminal, high-risk case: Child has a high level of socio-economic vulnerability; and/or child is below the age of 15 and out of school
- Criminal, high-risk case: Child is suspected to be victim of forced labour or child trafficking.

#### Types of responses and referrals:

Depending on the case, referrals may be needed. This referral will be in addition to addressing any specific concerns on the worksite (e.g., removing the child from dangerous tasks if it's a

case of hazardous labour for a child). Continued collaboration with the District Social Welfare  
Often some cases may need to do a deeper assessment of the child's case, and the employer  
will be needed to support the remediation plan which is defined in the case management plan.

### 10.1.3 World Bank Grievance Redress System

Communities and individuals who believe that they are adversely affected by a World Bank supported project may submit complaints to existing project-level grievance redress mechanisms or the World Bank's GRS (e-mail: [grievances@worldbank.org](mailto:grievances@worldbank.org)). The GRS ensures that complaints received are promptly reviewed in order to address project-related concerns. Project affected communities and individuals may submit their complaint to the World Bank's independent Inspection Panel (email: [ipanel@worldbank.org](mailto:ipanel@worldbank.org)) which determines whether harm occurred, or could occur, as a result of World Bank non-compliance with its policies and procedures. Complaints may be submitted at any time after concerns have been brought directly to the World Bank's attention, and Bank Management has been given an opportunity to respond.

## **11.0 MONITORING AND REPORTING**

### **11.1 Labour Management Procedures Monitoring**

A list of monitoring indicators, frequency of monitoring and responsible party/parties for monitoring are presented in the **Table 4** to guide the monitoring of the LMP. The indicators are not exhaustive and can be updated during the preparation of sub project E&S instruments and during project implementation.

**Table 6: Monitoring Indicators**

| Item                                         | Monitoring Indicators                                                                                                                                                                                                                                                                                                               | Frequency of Monitoring | Means of Verification                                                                                                                                           | Responsibility for Monitoring | Supporting Agencies      |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------|
| <b>Occupational Health and Safety Issues</b> | <ul style="list-style-type: none"> <li>• Number, type, place and time of accidents/incidents</li> <li>• Number, type, place and time of incidents/accidents involving a person under 18.</li> <li>• Presence of Health and Safety Officer on Site or otherwise</li> <li>• Suspected and confirmed COVID 19 cases on site</li> </ul> | • Monthly               | <ul style="list-style-type: none"> <li>• Site Visits</li> <li>• Sub Project Contractors Accident Records books</li> <li>• Accident/ Incident Reports</li> </ul> | • PCU/PIU E&S Specialists     | • Sub Project Consultant |
|                                              | <ul style="list-style-type: none"> <li>• Number and type of PPEs distributed by Sub Project Contractors and Sub-Contractors</li> <li>• Number of workers on site wearing the appropriate PPEs</li> <li>• Workers level of compliance with OHS standards e.g. wearing of PPEs</li> </ul>                                             | • Monthly               | <ul style="list-style-type: none"> <li>• Site Visits/ Audits</li> <li>• Safeguard implementation reports</li> </ul>                                             | • PCU/PIU E&S Specialists     | • Sub Project Consultant |
|                                              | <ul style="list-style-type: none"> <li>• Number of workers receiving OHS and hygiene training provided for sub project contractors' and sub-contractors employees.</li> <li>• Number of workers receiving training on hazardous work for children</li> </ul>                                                                        | • Half yearly           | • Training reports/ documents                                                                                                                                   | • PCU/PIU E&S Specialists     | • Sub Project Consultant |
|                                              | <ul style="list-style-type: none"> <li>• Presence of First Aid Kits on site or otherwise</li> <li>• Presence of Fire Extinguishers on Site</li> <li>• Hoarding material</li> </ul>                                                                                                                                                  | • Quarterly             | • Site inspections                                                                                                                                              | • PCU/PIU E&S Specialists     | • Sub Project Consultant |

| Item                                                  | Monitoring Indicators                                                                                                                                                                                                                                                                                                    | Frequency of Monitoring                                       | Means of Verification                                                                                                                                       | Responsibility for Monitoring                                                     | Supporting Agencies                                                                                                                                             |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                       | <ul style="list-style-type: none"> <li>• Presence of handwashing facilities and hand sanitizers on site or otherwise</li> </ul>                                                                                                                                                                                          |                                                               |                                                                                                                                                             |                                                                                   |                                                                                                                                                                 |
| <b>Labour Related Issues</b>                          | <ul style="list-style-type: none"> <li>• Number of Sub Project</li> <li>• Contractor and Sub-Contractor employees with formal Contracts</li> <li>• Number and type of employees recruited from the community by gender</li> <li>• Working days and hours</li> </ul>                                                      | <ul style="list-style-type: none"> <li>• Monthly</li> </ul>   | <ul style="list-style-type: none"> <li>• Site Visits</li> <li>• Inspection of Employees Contracts</li> <li>• Random interview of project workers</li> </ul> | <ul style="list-style-type: none"> <li>• TCDA/ COCOBOD Safeguards Unit</li> </ul> | <ul style="list-style-type: none"> <li>• Sub Project Consultant</li> <li>• Factories Inspectorate Division</li> </ul>                                           |
|                                                       | <ul style="list-style-type: none"> <li>• Number of children engaged to satisfy labour requirements of the project (disaggregated by children 14 to 15; and 15 to 18 years)</li> <li>• Number of signed parental consent forms for children 14 to 15; and 15 to 18 years who are engaged on project activities</li> </ul> | <ul style="list-style-type: none"> <li>• Quarterly</li> </ul> | <ul style="list-style-type: none"> <li>• Employment records</li> <li>•</li> </ul>                                                                           | <ul style="list-style-type: none"> <li>• TCDA/ COCOBOD Safeguards Unit</li> </ul> | <ul style="list-style-type: none"> <li>• Department of Social Welfare</li> </ul>                                                                                |
|                                                       | <ul style="list-style-type: none"> <li>• Availability of Code of Conduct</li> <li>• Contractor and Sub-Contractor employees who have signed and understand the Code of Conduct</li> </ul>                                                                                                                                | <ul style="list-style-type: none"> <li>• Quarterly</li> </ul> | <ul style="list-style-type: none"> <li>• Code of conduct document/ reports</li> </ul>                                                                       | <ul style="list-style-type: none"> <li>• TCDA/ COCOBOD Safeguards Unit</li> </ul> | <ul style="list-style-type: none"> <li>• Factories Inspectorate Division</li> </ul>                                                                             |
|                                                       | <ul style="list-style-type: none"> <li>• Average monthly income of project workers and informal workers by gender</li> </ul>                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• Annually</li> </ul>  | <ul style="list-style-type: none"> <li>• Pay roll records</li> </ul>                                                                                        | <ul style="list-style-type: none"> <li>• TCDA/ COCOBOD Safeguards Unit</li> </ul> | <ul style="list-style-type: none"> <li>• Factories Inspectorate Division</li> </ul>                                                                             |
| <b>Gender Based Violence, Sexual Exploitation and</b> | <ul style="list-style-type: none"> <li>• Uptake points of complaints</li> <li>• Number of SEA/SH/GBV cases reported by type and location</li> </ul>                                                                                                                                                                      | <ul style="list-style-type: none"> <li>• Daily</li> </ul>     | <ul style="list-style-type: none"> <li>• Grievance Redress Mechanism Platform</li> <li>• On Site Grievance Redress Register</li> </ul>                      | <ul style="list-style-type: none"> <li>• TCDA/ COCOBOD Safeguards Unit</li> </ul> | <ul style="list-style-type: none"> <li>• EPA</li> <li>• Sub Project Consultant</li> <li>• GBV Service Providers</li> <li>• NGOs working in the field</li> </ul> |

| Item                                        | Monitoring Indicators                                                                                                                                                                                                                                                                                                                          | Frequency of Monitoring | Means of Verification                                                                                                                                                                       | Responsibility for Monitoring   | Supporting Agencies                                                                                                                                                                                                                                     |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Abuse, and Sexual Harassment</b>         | <ul style="list-style-type: none"> <li>• Number of SEA/SH/GBV cases under investigation by type</li> <li>• Number of cases under prosecution by type</li> <li>• Number of cases discharged by outcome</li> <li>• Sex and age of perpetrators and survivors</li> <li>• Duration between case reportage, feedback and case completion</li> </ul> | • Monthly               | • GRM records/ documents                                                                                                                                                                    | • TCDA/ COCOBOD Safeguards Unit | <ul style="list-style-type: none"> <li>• Community</li> <li>• EPA</li> <li>• Sub Project Consultant</li> <li>• GBV Service Providers</li> <li>• Police/ DOVVSU</li> <li>• Hospital</li> <li>• NGOs working in the field</li> <li>• Community</li> </ul> |
|                                             | <ul style="list-style-type: none"> <li>• Presence of GBV/SEA/SH or COVID-19 Focal Person within the selected facility</li> <li>• Worker awareness about the Grievance Redress System or otherwise</li> </ul>                                                                                                                                   | • Quarterly             | <ul style="list-style-type: none"> <li>• Site visits</li> <li>• Training reports</li> <li>• Random engagement with workers</li> </ul>                                                       | • TCDA/ COCOBOD Safeguards Unit | <ul style="list-style-type: none"> <li>• Sub Project Consultant</li> <li>• GBV Service Providers</li> <li>• NGOs working in the field</li> <li>• Community</li> </ul>                                                                                   |
| • <b>Community Health and Safety Issues</b> | <ul style="list-style-type: none"> <li>• Incidence of communicable and non-communicable diseases in the project beneficiary communities</li> <li>• Incidence of agrochemical poisoning</li> <li>• Accidents involving contractors trucks and equipment as well as third party haulage trucks by type and degree of severity</li> </ul>         | • Quarterly             | <ul style="list-style-type: none"> <li>• Top ten causes of morbidity from hospital records of the nearest Health Facility</li> <li>• Reported accidents at local police stations</li> </ul> | • TCDA/ COCOBOD Safeguards Unit | <ul style="list-style-type: none"> <li>• Sub Project Consultant</li> <li>• Community Monitors</li> </ul>                                                                                                                                                |
| <b>Child and Forced labour issues</b>       | <ul style="list-style-type: none"> <li>• Presence of Child labour within the selected district/ farm</li> <li>• Number of child labour cases reported by type and age and location</li> </ul>                                                                                                                                                  | • Daily                 | <ul style="list-style-type: none"> <li>• Grievance Redress Mechanism Platform</li> <li>• On Site Grievance Redress Register</li> </ul>                                                      | • TCDA/ COCOBOD Safeguards Unit | <ul style="list-style-type: none"> <li>• EPA</li> <li>• Sub Project Consultant</li> <li>• GBV Service Providers</li> <li>• Police/ DOVVSU</li> </ul>                                                                                                    |

| Item                             | Monitoring Indicators                                                                                                                                                                                                                                                                                                              | Frequency of Monitoring                                     | Means of Verification                                                                                                                                                | Responsibility for Monitoring                                                   | Supporting Agencies                                                                                                                                                                                                  |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                  | <ul style="list-style-type: none"> <li>Number of Child labour cases under investigation by type</li> </ul>                                                                                                                                                                                                                         |                                                             |                                                                                                                                                                      |                                                                                 | <ul style="list-style-type: none"> <li>Hospital</li> <li>NGOs working in the field</li> <li>Community</li> </ul>                                                                                                     |
|                                  | <ul style="list-style-type: none"> <li>No. of child labourers in Hazardous Work by age</li> <li>No. of identified child labourers removed and/or referred disaggregated by sex and age</li> <li>Number of cases discharged by outcome</li> <li>Worker/ farmer awareness about the Grievance Redress System or otherwise</li> </ul> | <ul style="list-style-type: none"> <li>Monthly</li> </ul>   | <ul style="list-style-type: none"> <li>Site visits</li> <li>Safeguard reports</li> <li>Training reports</li> <li>Random engagements with workers/ farmers</li> </ul> | <ul style="list-style-type: none"> <li>TCDA/ COCOBOD Safeguards Unit</li> </ul> | <ul style="list-style-type: none"> <li>EPA</li> <li>Sub Project Consultant</li> <li>GBV Service Providers</li> <li>Police/ DOVVSU</li> <li>Hospital</li> <li>NGOs working in the field</li> <li>Community</li> </ul> |
|                                  | <ul style="list-style-type: none"> <li>Number of child labour cases remediated by type of remediation action</li> <li>Duration between reporting, feedback and case completion</li> <li>Average and median number of months between case reporting and case remediation by type of child labour case</li> </ul>                    | <ul style="list-style-type: none"> <li>Quarterly</li> </ul> | <ul style="list-style-type: none"> <li>Safeguard reports</li> </ul>                                                                                                  | <ul style="list-style-type: none"> <li>TCDA/ COCOBOD Safeguards Unit</li> </ul> | <ul style="list-style-type: none"> <li>Sub Project Consultant</li> </ul>                                                                                                                                             |
| <b>Fraud and Abuse of Office</b> | <ul style="list-style-type: none"> <li>Number of fraud and abuse of office cases reported</li> <li>Number of cases under investigation</li> <li>Number of cases under prosecution by type</li> <li>Number of cases discharged by outcome</li> </ul>                                                                                | <ul style="list-style-type: none"> <li>Quarterly</li> </ul> | <ul style="list-style-type: none"> <li>Grievance Redress Platform</li> </ul>                                                                                         | <ul style="list-style-type: none"> <li>Police</li> </ul>                        | <ul style="list-style-type: none"> <li>GTCD/ COCOBOD</li> </ul>                                                                                                                                                      |



## **11.2 Reporting on the Labour Management Procedure**

Sub-Project Contractors and Consultants will submit Monthly Progress Reports to the PCU/ PIU with a section dedicated to progress on the implementation of provisions in this LMP . The section will report on non-compliances issues and timelines for compliance, incidence/accident reports, status of grievances received among others. The report will also discuss mitigation measures of identified emerging labour impacts/risks. During the operational phase of the project, monthly reports with the same headings will be prepared by project managers and submitted to TCDA/ COCOBOD.

The PCU / PIU Safeguard team will compile a summary of the E&S issues on the Project in a quarter and submit to the Bank in the Quarterly Report. This document will also report on issues relating to ESS2 as well as progress and performance of implementing this LMP.

Annual third-party monitoring reports and a project completion report capturing implementation of the LMP during the entire duration of the project will also be prepared by third party specialists.

## 12.0 CONTRACTOR MANAGEMENT AND CODE OF CONDUCT

The project anticipates engagement of contractors and consultant for various activities to be managed under the project and it will include various categories of personnel. In order to ensure fair competition and transparency, the selection of contractors/consultants will be based on the Bank's approved procurement procedures as well as that of the Government of Ghana and this will include i.) competitive bidding through transparent open advertising; ii.) shortlisting and selection; and iii.) contractual signing.

The PCU/ TCDP will ensure that the requirements of ESS2 and non-compliance remedies are incorporated into contractual agreements. Contractors will be required to develop and implement a contractors' ESMP that will also include specific measures on code of conduct, GBV, SEA/SH, child labour and GRM at the contractor's worksite. The project will also strengthen awareness among workers to ensure that they are aware of their entitlements.

The employees/personnel will sign a code of conduct. The code of conduct aims at preventing and/or mitigating environmental, social, health and safety risks within the context of the project. Contractors engaged in the project will be required to develop and implement a code of conduct that will commit them to create and maintain a safe workplace. The developed code of conduct will be reviewed by the Bank. The contractor/PCU will be required to communicate clearly to all those engaged in the project the behaviors which constitute any form of abuse and exploitation. A Sample of the outline of the Code of Conduct is provided in **Annex 2**.

*Sub- project contractors:* Sub-project Contractors will be managed based on Contracts they signed with TCDA/COCOBOD. These contracts will be inserted with relevant environmental and social clauses that prohibit any form of discrimination, child and forced labour, guarantees freedom of association, access to grievance redress mechanisms, safe working environment and rights of workers under Ghanaian laws in line with the World Bank ESS2. The contract documents for works contractors, primary suppliers as well as for monitoring consultants shall have requirement mandating their employees to sign explicit Codes of Conduct. Periodic mandatory training will be provided for all workers on child labour, GBV/SEA/SH issues, Code of Conduct etc.

Accidents/incident reporting must be made according to the laws and procedures established and the Environmental and Social Commitment Plan (ESCP) agreed with the Bank/Association. The number and type of all accidents and incidents including near misses and spills occurring during the construction phase shall be recorded in the Accident Record Book to be kept by each Sub Project Contractor, Sub Contractor or Third-Party Suppliers. The information to be captured will include but not limited to the time and type of incident/accident, persons involved, type of injuries/fatality, location of accident and incident. After investigations, the following will be presented as part of Sub Project Contractors' Monthly Progress Report in addition to the information specified above:

- cause(s) of the accident/incident;
- remedial/corrective measures; (including sanctions, if necessary); and
- compensatory measures, if necessary

Sub-Project Contractors shall notify their Supervising Consultant and the TCDA/PCU within twelve (12) hours after the occurrence of any accident results in significant damage or loss of property, disability or loss of human life, or which could reasonably be foreseen to have a material impact on the environment. They will submit to the same, no later than twenty-eight (28) days after the occurrence of such an event, a summary report in line with the provisions of the ESCP.

*Direct supply workers:* PCU/ PIU shall ensure that any suppliers engaged under the project have sound environmental and social standards and management practices in place. Therefore, all suppliers to the project must be assessed to ensure compliance with the required environmental and social management standards. The assessment should be embedded in the tendering, hiring and contracting processes, and any due diligence measures required in the sourcing of supplies for the project.

The contract documents for primary suppliers include among others, explicit clauses on child and forced labour, GBV/SEA/SH as well as responsible extraction of natural resources.

## **ANNEXES**

Annex 1: Stakeholder Engagement

Annex 2: Code of Conduct

Annex 3: Workers' Grievance Log and Resolution Form

## Annex 1: Stakeholder Engagement

### Issues, Concerns and Comments raised during stakeholder engagement

The table below summarises engagements carried out in cashew and cocoa production held with various identified stakeholders at Wenchi in the Wenchi Municipal of the Bono Region as well as Regional and District Cocoa Health and Extension Divisions of COCOBOD at Koforidua and Asamankese respectively, in the Eastern Region between 22 February and 03 March 2023.

| Contact Person(s)                                                              | Location/District         | Role                                             | Contact No. | Issues/Concerns Raised and Information Received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------|---------------------------|--------------------------------------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Wenchi Municipal- Agriculture Department</b>                             |                           |                                                  |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| John Osei Gyimah                                                               | Wenchi - Wenchi Municipal | Municipal Agriculture Officer In-Charge of Crops | 0243441353  | <p><b>Labour Issues</b></p> <ul style="list-style-type: none"> <li>• Have a total of 18 staff providing crop extension services, this comprise of 3 females and 15 males who are all Government employees</li> <li>• Minimum education of the staff is Diploma in Agriculture</li> <li>• The extension officers employed about 4 years ago, do not have enough training on cashew</li> <li>• Have 20 operational areas, some of which do not have extension officers</li> <li>• Have manuals for pest and disease control</li> <li>• Lacks adequate logistical support to carry-out planned activities</li> <li>• Support from the government (Ministry of Agriculture) has been extremely minimal</li> <li>• Majority of support for the department comes from NGOs</li> <li>• Currently relying on support from the Modernizing Agriculture in Ghana (MAG) program funded by the Canadian Government</li> </ul> <p><b>Gender Based Violence Issues</b></p> <ul style="list-style-type: none"> <li>• No reported case of gender-based violence among the staff of the agriculture department</li> </ul> |
| <b>2. Wenchi Municipal Department of Social Welfare and Social Development</b> |                           |                                                  |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Abdulai Jimba Ibrahim                                                          | Wenchi - Wenchi Municipal | Head of Department                               | 0200860600  | <p><b>Labour Issues</b></p> <ul style="list-style-type: none"> <li>• Has 10 staff working in the department which the department considers adequate (9 senior and 1 Junior)</li> <li>• Children below the age of 18 are not burdened to work on the farms</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| Contact Person(s)                                          | Location/District              | Role      | Contact No. | Issues/Concerns Raised and Information Received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------|--------------------------------|-----------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                            |                                |           |             | <ul style="list-style-type: none"><li>Sensitize farmers on child labour for them to fully appreciate the issues involved</li><li>The department cannot report on any specific case of child labour because it does not monitor operations on the farms and have not received any reports to that effect</li><li>The department is ready to invite parents who may force their children under 18 years to work for a social enquiry to be conducted to ascertain the facts</li><li>Seeking a collaboration with the extension officers who go to the farms, to also monitor possible issues of child labour and inform them accordingly for action to be taken</li><li>Logistical challenge is the major problem hampering the departments attempt to monitor activities on the farms</li><li>Sensitization and education which are a major aspect of the functions of the department have been taken over by Planning when programs are allocated in the Municipal Assembly</li></ul> <p><b>Gender Based Violence Issues</b></p> <ul style="list-style-type: none"><li>Cases of gender-based violence are handled by Domestic Violence and Victims Support Unit (DOVVSU) of the Ghana Police Service</li><li>Cases mostly reported are issues of family maintenance</li></ul> |
| <b>3. Ghana Health Service – CHPS Compound</b>             |                                |           |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Halidu Ngmen-yelle                                         | Amponsakrom - Wenchi Municipal | In-Charge | 0249847817  | <p><b>Occupational health and Safety</b></p> <ul style="list-style-type: none"><li>Two staffs handle reported cases since its inception in 2019</li><li>No health issue reported at the facility concerning children due to child labour works</li><li>Averagely, 15 persons visit the facility in a day, this number shoots up to about 30 during the raining seasons</li><li>Facility currently has one bed, detains patients only for some few hours and do not admit patients</li><li>Do not have adequate personnel, space and equipment to operate optimally and effectively</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Asantewaa Elizabeth                                        | Amponsakrom - Wenchi Municipal | Midwife   | 0549322893  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>4. Wurompo Cashew Farmers and Marketing Association</b> |                                |           |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Stephen Opoku                                              | Wurompo –Wenchi Municipal      | Farmer    | 0546460173  | <p><b>Labour Issues</b></p> <ul style="list-style-type: none"><li>The farmers’ population is about 700 whilst the total population of the community is about 1200</li><li>Indigenes and migrants children under 18 years do not work on the farms</li><li>The main challenge for women involved in cashew farming is the issue of cost of hired labour, as they cannot do all the farm works</li><li>Hired labour is for mainly weeding, spraying and harvesting of cashew</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Angelina Asantewaa                                         | Wurompo –Wenchi Municipal      | Farmer    | 0246012398  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Akosus Adei                                                |                                | Farmer    | 0541497878  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

| Contact Person(s)                                    | Location/District         | Role     | Contact No.               | Issues/Concerns Raised and Information Received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------|---------------------------|----------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Robert Nsiah                                         | Wurompo –Wenchi Municipal | Farmer   | 0551973626                | <ul style="list-style-type: none"><li>During harvesting, about 300 migrants of northern extraction predominantly females help in the picking of the cashew nuts</li><li>Both men and women own farmlands through inheritance</li><li>The size of cashew farms owned by the farmers is between 2 to 70 acres</li><li>Hired laborers are paid daily wages</li></ul> <b>Gender Based Violence Issues</b> <ul style="list-style-type: none"><li>No cases of gender-based violence such as sexual harassment has been recorded in the community and on the cashew farms</li><li>Migrant female laborers of northern Ghana extraction who come around to work on the farms especially during harvesting of the cashew nuts are not molested by their host</li></ul> |
| Francis Okrah                                        | Wurompo –Wenchi Municipal | Farmer   | 0549383074                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Vida Gyebugene                                       | Wurompo –Wenchi Municipal | Farmer   | 0248961511                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| John Okrah Saase                                     | Wurompo –Wenchi Municipal | Farmer   | 0549398640                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| David Boachie                                        | Wurompo –Wenchi Municipal | Farmer   | 0550839478                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Isaac Manu                                           | Wurompo –Wenchi Municipal | Farmer   | 0547147082                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Comfort Ndure                                        | Wurompo –Wenchi Municipal | Farmer   | 0541297798                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Kwao Joseph                                          | Wurompo –Wenchi Municipal | Farmer   | 0546359815                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Alexander Boakye                                     | Wurompo –Wenchi Municipal | Farmer   | -                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Mahama Kremoh                                        | Wurompo –Wenchi Municipal | Farmer   | -                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Abraham Anane                                        | Wurompo –Wenchi Municipal | Farmer   | -                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>5. Donewell Agro Ventures – Agro Input Dealer</b> |                           |          |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Samuel Kwame Fosu                                    | Wenchi – Wenchi Municipal | Director | 0244047267/<br>0265897818 | <b>Labour Issues</b> <ul style="list-style-type: none"><li>Company is a major distributor and sells-point for agro inputs such as fertilizers, seeds, PPEs, Insecticides, sprayers in Wenchi and its environs since the year 2008</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| Contact Person(s)                            | Location/District         | Role            | Contact No. | Issues/Concerns Raised and Information Received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------|---------------------------|-----------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                              |                           |                 |             | <ul style="list-style-type: none"><li>Company representatives provides free extension services to farmers in the form of disease and insects infestation advice</li><li>Ten (10) extension service providers comprising of 4 males and 6 females are paid on commission basis work with company</li><li>No person below the age of 18 is engaged to either sell chemicals or spray on the farms due to safety and child labour concerns</li></ul> <b>Gender Based Violence Issues</b> <ul style="list-style-type: none"><li>No recorded issues of gender based violence among the workers providing extension services due to training received</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>6. Wenchi Agriculture Station</b>         |                           |                 |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Sylvester de Clerg Mensah                    | Wenchi – Wenchi Municipal | Station Manager | 0242540354  | <b>Labour Issues</b> <ul style="list-style-type: none"><li>The station has 13 permanent staff for the farms</li><li>The station undertakes storage of planting materials, training programs and field trials</li><li>The station engages in the growing of plantation crops, grains, tubers and roots</li><li>About 99% of nursery work is done by women whilst the plantation work is done by the men</li><li>Women are paid by-day (casual workers), grafters have contracts</li><li>Work on the agriculture station cashew farm is done by adults only</li><li>Children only helps once a while in the nursery and picking of cashew with the adults which cannot be classified as child labour</li><li>Cost of labour is high due to grafting and seedling</li><li>Farm laborers comprise of settlers from northern Ghana and indigenes</li><li>Majority of cashew farmers are small-holder farmers with 2 to 8 acres of farm size</li><li>Processing of cashew presents great potential but there is no capacity to undertake processing of the nuts and fruits</li><li>Fire belts are created during the dry season to prevent fire from destroying the farms</li></ul> <b>Gender Based Violence Issues</b> <ul style="list-style-type: none"><li>No cases of gender based violence has been recorded on the stations farm</li><li>There is an established mechanism for reporting such a case</li></ul> |
| Wisdom Dabuo                                 | Wenchi – Wenchi Municipal | Nursery Manager | 0553393417  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>7. Henry 86 Enterprise – Input dealer</b> |                           |                 |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Henry Osabutey                               | Wenchi – Wenchi Municipal | Director        | 0502209292  | <b>Labour Issues</b> <ul style="list-style-type: none"><li>Have permit with EPA to operate as Agribusiness input dealer</li><li>Company has been registered since 2016</li><li>Company has 12 managers, 36 nursery attendants and 48 grafters</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |



| Contact Person(s)                             | Location/District                 | Role             | Contact No. | Issues/Concerns Raised and Information Received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------|-----------------------------------|------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                               |                                   |                  |             | <ul style="list-style-type: none"> <li>Managers are under signed contract, nursery attendants are on commission whilst grafters are casual workers</li> <li>Major clients are MoFA and District Assemblies within the Bono Region</li> <li>All 12 managers are females, 50% (18) of the attendants are females and 44 of the 48 casual workers are females</li> <li>Company operates 1 acre of land for nursery of tree crops</li> <li>Company do not engage children under the age of 18 in any form of labour</li> </ul> <b>Gender Based Violence Issues</b> <ul style="list-style-type: none"> <li>The company has not had any issues of gender based violence in the course of its operation</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>8. Cocoa Health and Extension Division</b> |                                   |                  |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Abdul Majeed Mumuni                           | COCOBOD Eastern Region, Koforidua | Regional Manager | 0244885598  | <b>Labour Issues</b> <ul style="list-style-type: none"> <li>The regional office considers child labour as any activity undertaken by a child below 18 years that has the potential to affect the child's physical, mental, moral and educational development</li> <li>No reported cases of child labour recorded in the region</li> <li>Children are not exposed to any form of hazardous work or activity on the farm</li> <li>All officials of COCOBOD in the region have been trained on child labour issues</li> <li>The regional office incorporates child labour education to farmers in all COCOBOD farmers training programs through extension officers</li> <li>The office has set up committees on child labour in the various cocoa farming communities which are superintended by Chiefs to monitor activities relating to child labour</li> <li>Age appropriate (11-17 years) works children undertake on the farms on weekends include; Boys - uprooting weeds under young cocoa farms, picking of harvested pods, fetching of water for parents with appropriate containers, filling of nursery bags, watering of seedlings at nursery and breaking of cocoa pods with wooden mallet</li> <li>Girls - assist in taking care of younger siblings on the farm, picking and gathering of harvested pods and filling of nursery bags</li> <li>All age appropriate children works undertaken on the cocoa farms are supervised by adults</li> <li>Shared cropping (Abunu – 50/50, Abusa – 75/25) are the main types of cocoa cultivation arrangements as well as single-person farm ownerships</li> <li>By-day works such as weeding, harvesting, collecting and breaking of pods are paid for by farm owners who contract laborers</li> </ul> |
| Samuel Owusu Ansah                            |                                   | Operations 1     | 0244563044  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Prince Kyei Ofori-Atta                        |                                   | Operations 2     | 0243377619  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

| Contact Person(s)                             | Location/District                                            | Role                                                       | Contact No. | Issues/Concerns Raised and Information Received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                               |                                                              |                                                            |             | <ul style="list-style-type: none"> <li>Migrant cocoa farmers come from northern parts of Ghana, Volta Region and the Krobo areas and are usually men who come with their wives</li> <li>Migrants cocoa famers engage in shared cropping thus Abusa (75/25), where the migrants take up 25 percent of the cocoa beans harvested after every crop season</li> <li>The migrant farmers are well integrated in the communities and do not pose any social challenges</li> <li>Farmers are constantly educated on issues of child labour, forced labour and additional livelihoods by extension officers in the cocoa committees</li> <li>The regional COCOBOD Office is made up of the manager, two deputies, and heads of departments made up of accounts, audits, human resource, monitoring and evaluation, IT, cartography, and extension</li> <li>The office has a total staff of 431, comprising of 94 females and 337 males</li> </ul> <p><b>Gender Based Violence Issues</b></p> <ul style="list-style-type: none"> <li>No reported cases of sexual harassment and abuse targeted at women on the farms</li> <li>No cases of gender based violence has been recorded at the regional and District offices</li> <li>The regional office has a gender desk and policy document on gender-based violence, where sanctions would be applied of anyone is found culpable of engaging in such act</li> </ul> |
| <b>9. Cocoa Health and Extension Division</b> |                                                              |                                                            |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Abubakar Sadik Ibrahim                        | COCOBOD Asamankese Cocoa District, Lower West Akim Municipal | District Cocoa Officer                                     | 0242508445  | <p><b>Labour Issues</b></p> <ul style="list-style-type: none"> <li>No cases of child labour has been reported on the farms and communities in the District</li> <li>Age appropriate (12-17 years) works children undertake on the farms on weekends and holidays include; <ul style="list-style-type: none"> <li>Boys - picking and carrying of harvested pods to breaking centers, fetching of water with appropriate containers prior to spraying and taking care of younger siblings on the farm</li> <li>Girls – helps in cooking, sweeping farm houses, assist in taking care of younger siblings on the farm, picking and gathering of harvested pods</li> </ul> </li> <li>All age appropriate works done by children on the farm are under supervision of parents or adults</li> <li>Chiefs and Assemblymen have constituted volunteers among farmer groups that monitor activities in the farming communities in relation to possible cases of child labour</li> <li>About 24,000 cocoa farmers captured under Cocoa Management System (2022)</li> <li>Lands are owned by family heads</li> <li>Shared cropping arrangements comprising of Abusa (75/25, when farm is established by land owner) and Abunu (50/50, when caretaker cultivates the farm) is dominant in the area</li> </ul>                                                                                                          |
| David Awuku                                   |                                                              | District Extension Coordinator                             | 0242480469  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Shine Enyonam Kubuafor                        |                                                              | Community Extension Agent and Coordinator of child labour, | 0246505344  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

| Contact Person(s)                                                                                                                                                                                             | Location/District | Role                          | Contact No. | Issues/Concerns Raised and Information Received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                               |                   | gender and environment issues |             | <ul style="list-style-type: none"> <li>Migrants who work on the cocoa farms come from Togo, northern Ghana, Volta Region and the Krobo areas</li> <li>The migrants workers come with their wives</li> <li>The District office structure is made up of the District Cocoa Officer, District Extension Coordinator and other staffs</li> <li>Total employees number is 98, comprising of 10 females and 88 males, made up of both permanent and contract staff</li> <li>Capacity building on the job is necessary to improve staff knowledge and expertise</li> <li>Logistical support in the form of PPEs, motorbikes, computers, tablets, projectors is required to facilitate and improve outfield and office responsibilities</li> </ul> <p><b>Gender Based Violence Issue</b></p> <ul style="list-style-type: none"> <li>No reported cases of gender based violence recorded against any woman, be it migrants wives or indigenes on the farms or communities</li> <li>No cases of gender based violence has been recorded at the District office</li> </ul>                                                                                                                                                                                                                                                                                                              |
| <b>10. Farmer Based Organisations-</b><br><b>Asamankese Cocoa District, Lower West Akim Municipal</b><br><b>Calvary Cocoa Partnership (Kwaku Sae Asafoatse)/ Brekumanso Cooperative/ Amanfrom Cooperative</b> |                   |                               |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Ebenezer Atiemo                                                                                                                                                                                               | Brekumanso        | Farmer                        | 0559627295  | <p><b>Labour Issues</b></p> <ul style="list-style-type: none"> <li>Average cocoa farms are between 1 acre to 10 acres</li> <li>Share cropping constitutes larger percentage of cocoa cultivation arrangements</li> <li>Farm labour is done by farm owners and use of by-day laborers</li> <li>Mass spraying is undertaken by spraying gangs formed in the communities which is sponsored by the COCOBOD and supervised by designated persons (done twice a year)</li> <li>Cocoa farm labour cost is continuously getting expensive and women are mostly affected because they cannot undertake all farm labour related activities</li> <li>A number of migrant cocoa farm caretakers and share croppers are resident in the communities</li> <li>Migrants involved in cocoa farming come from the northern part of Ghana, Krobo areas and Volta region</li> <li>Migrant farmers and laborers do not pose any social challenges in their host communities</li> <li>Farmers are educated on issues of child labour</li> <li>No incidences of child labour reported on the farmers and communities</li> <li>Children are not exposed to any form of hazardous work on the farm</li> <li>Children between 12 – 17 years undertake activities such as; fetching of water for spraying, picking and gathering of harvested pods, taking care of younger siblings on the</li> </ul> |
| Akumaa Agyate                                                                                                                                                                                                 | Brekumanso        | Farmer                        | 0207673050  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| John Yaw Mantey                                                                                                                                                                                               | Amanfrom-Hills    | Farmer                        | 0553380978  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Amankwa Enoch                                                                                                                                                                                                 | Amanfrom-Hills    | Farmer                        | 0547057214  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Paulina Tetteh                                                                                                                                                                                                | Asafoatse         | Farmer                        | 0208348508  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Alice Amponsah                                                                                                                                                                                                | Asafoatse         | Farmer                        | 0543382750  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Otopah Johnson                                                                                                                                                                                                | Amanfrom-Hills    | Farmer                        | 0544267860  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

| Contact Person(s)  | Location/District | Role   | Contact No. | Issues/Concerns Raised and Information Received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------|-------------------|--------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Faustina Kwapong   | Kwaku Sae         | Farmer | 0201385913  | <p>farm and carrying of harvested pods normally on Saturdays and on public holidays under the supervision of parents</p> <ul style="list-style-type: none"> <li>• Delay in the payment of cocoa beans purchased by COCOBOD is a major challenge to farmers because it affects the purchase of farm inputs</li> <li>• Increased cost of inputs is a major challenge to farmers</li> <li>• Farmers do not have the means to buy critical farm implements such as; sprayers, fuel for spraying, boots and cutlasses, PPEs</li> <li>• Farmers indicated that mass spraying should be left to farm cooperatives to handle rather than mass spraying gangs which they asserted do not spray well</li> </ul> <p><b>Gender Based Violence Issues</b></p> <ul style="list-style-type: none"> <li>• No reported cases of gender based violence against women on the farms and in the communities</li> </ul> |
| Owusu Ansah Samuel | Asafoatse         | Farmer | 0543224126  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Ntow Apentneg      | Kwaku Sae         | Farmer | 0207358897  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Larbi Emmanuel     | Kwaku Sae         | Farmer | 0543262250  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

### Annex 3-1: Stakeholders Attendance Sheet

[illegible]





Title of Project: GT CDP

Date: 22/02/23

Time: 7:20 am

Venue: Wurumpo

| No. | Name             | Organization/District/Community | Position | Phone No.  | Email / Sign |
|-----|------------------|---------------------------------|----------|------------|--------------|
| 1   | Stephen Opoka    | Klenchi Municipal               | Farmer   | 0546480173 | Sc           |
| 2   | Angelina Asafusa | Klenchi Municipal               | Farmer   | 0246012398 | AK           |
| 3   | Akosea Adei      | Klenchi Municipal               | Farmer   | -          |              |
| 4   | Robert Neiah     | Klenchi Municipal               | Farmer   | 0541497878 | @Hil         |
| 5   | Francis Okrah    | Klenchi Municipal               | Farmer   | 0551973626 | CFH/mmb      |
| 6   | Vida Gyebuh      | Klenchi Municipal               | Farmer   |            |              |
| 7   | John Okrah Sasse | Klenchi Municipal               | Farmer   | 0549383074 | OK           |
| 8   | David Bonchie    | Klenchi Municipal               | Farmer   | 0248961511 | OK           |
| 9   | Isaac Many       | Klenchi Municipal               | Farmer   | 0549398640 | OK           |
| 10  | Confort Ndoro    | Klenchi Municipal               | Farmer   | 0550829478 | OK           |
| 11  | Kwao Joseph      | Klenchi Municipal               | Farmer   | 0547147082 | OK           |
| 12  | Alexander Boskye | Klenchi Municipal               | Farmer   | 0541297798 |              |
| 13  | Mahame Kremo     | Klenchi Municipal               | Farmer   |            |              |
| 14  | Abraham Aname    | Klenchi Municipal               | Farmer   | 0546359815 | OK           |
|     |                  |                                 |          |            |              |
|     |                  |                                 |          |            |              |
|     |                  |                                 |          |            |              |
|     |                  |                                 |          |            |              |
|     |                  |                                 |          |            |              |







Date: 21/02/23

Time: 2:30 pm

Venue: Wanchin Agric Station

[illegible]

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Date: 21/02/22

Time: 3:40 pm

Venue: Wanchi

[illegible]

Scanned with CamScanner



Time: 9:30 AM

Venue: REGIONAL MANAGER'S OFFICE.

[illegible]



| No. | Name                | Organization/District/Community | Position | Phone No.  | Email / Sign       |
|-----|---------------------|---------------------------------|----------|------------|--------------------|
| 1.  | Ebenezer Atieno     | Brekumasi Cor-                  | Farmer   | 0559627295 | Atieno             |
| 2.  | Akumaq Aguate       | ✓                               | Farmer   | 0207673050 | Ag                 |
| 3.  | John Yaw Mantey     | Amangam H/W                     | ✓        | 0553350978 | <del>John</del>    |
| 4.  | Amankaa Enock       | ✓                               | ✓        | 0547057214 | <del>Amankaa</del> |
| 5.  | Pauline Tetteh      | Asapatsa                        | ✓        | 0208348508 | Lo                 |
| 6.  | Alice Ampornah      | ✓                               | ✓        | 0543352750 | A. A.              |
| 7.  | Otopah Johnson      | Amangam H/W                     | ✓        | 0544267860 | John               |
| 8.  | Pauline Kwapang     | Kweku Sae Cor                   | ✓        | 0201385913 | F. K.              |
| 9.  | Owusu Anochi Samuel | Asapatsa                        | ✓        | 0543224126 | Samuel             |
| 10. | Hbow Apenteng       | Kweku Sae                       | ✓        | 0207358877 | Hbow               |
| 11. | Larbi Emmanuel      | Kweku Sae                       | ✓        | 0543262250 | <del>Larbi</del>   |
|     |                     |                                 |          |            |                    |
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**Engagement with Wenchi Municipal Agriculture In-Charge of Crops**



**Engagement with Wenchi Agriculture Station Officer Manager and other officials**



**Engagement with Wurompo Cashew Farmers and Marketing Association**



**Engagement with Wenchi Municipal Head of Community Development and Social Welfare**



**Engagement with officials of Ghana Health Service at Amponsakrom CHPS Compound**



**Engagement with Agro input dealer at Wenchi**



**Engagement at Cocoa Health and Extension Division (COCOBOD) District Office – Asamankese, Eastern Region**



**Engagement with farmer based organisations – Asamankese, Eastern Region.**

## Annex 2: Code of Conduct

This Code of Basic Labour Conditions and Human Rights represents the commitment of ---- *(insert company name)* to fundamental standards that make ----- *(insert company name)* the right place to work.

----- *(insert company name)* prides its employees as its most vital asset. The individual and collective contributions of ----- *(insert company name)* people at all levels are essential to the success of the company.

In recognition of this, ----- *(insert company name)* has developed policies and practices designed to ensure that employees enjoy the protection afforded by the concepts set forth in this Code.

----- *(insert company name)* is committed to the protection and advancement of human rights in its operations, and the concepts in this Code are generally derived from ----- *(insert company name)* policies and practices described in the Labour Management Procedure (LMP) prepared for the project. These reflect labour and human rights standards from the International Labour Organization, the Universal Declaration of Human Rights, Ghanaian labour law and the WB ESS 2 on labour and working conditions.

### Non-Discrimination and Harassment

It is the policy of ----- *(insert company name)* to attract and retain the best qualified people available without regard to race, colour, religion, national origin, gender, sexual orientation, gender identity, age, veteran status, physical or mental disability etc.. Our non-discrimination policy applies to applicants as well as employees, and covers all terms and conditions of employment, including recruiting, hiring, transfers, promotions, terminations and total compensation benefits.

Discrimination or harassment based on any of the above factors is prohibited, as is retaliation against a person who has made a complaint or given information regarding possible violations of this policy.

### Freedom of Association

----- *(insert company name)* recognize and respect the legal rights of the employee to join or not to refrain from joining any lawful organization of their own choosing. ----- *(insert company name)* is committed to complying with laws pertaining to freedom of association, privacy and collective bargaining. The company's established belief is that the interests of ----- *(insert company name)* and its employees/contractors are best served through a favourable, collective work environment, with direct communication between employees and management.



#### Environment, Health and Safety

----- (insert company name) is very much committed to as far as reasonably possible, providing services and products in a safe and responsible manner with due care to employees, customers, contractors, visitors and the general public. As a minimum requirement, the company shall meet their specific statutory legal, health, safety, security and environmental obligations.

The goals across the organization are synonymous:

- Pursuit of no harm to people.
- Pursuit of protection of Health, safety and security is managed with the same high regard as all other critical business activities.
- Pursuit of protection and preservation of the Environment is managed with the same high regard as all other critical business activities.

As such, a systematic approach to Environment, Security, and Health and Safety management is adopted to ensure compliance. In addition to any minimum legislative requirements, measurements and appraisals are taken on company performance, the objective of which is to effect continuous improvement throughout the company.

Providing employees with a safe and healthy working environment, protecting the environment wherever we conduct business and striving for excellence in safety, health and environment stewardship.

#### Work Environment and Compensation

----- (insert company name) is committed to promoting a work environment that fosters communication, productivity, creativity, teamwork, and employee engagement. As a company, we seek to provide employees with compensation and benefits that are fair and equitable for the type of work and geographic location (local market) where the work is being performed, and competitive with other “world class” companies.

#### Hours of Work and Work Scheduling

----- (insert company name) establishes work shifts and schedules work as appropriate to meet business needs and to comply with applicable laws and/or collective bargaining agreements/employees hand book and codes of practice.

#### Child Labour

By signing this Code of Conduct, ----- (insert company name) confirms that it has informed itself of:

- Risks related to child labour in the economic sector in which it is active.
- Legal standards for the work of children who have reached the minimum age for light work (14 years old) and who have reached the minimum age for employment (15 years old).
- Legal standards relating to hazardous child labour, forced child labour and child trafficking.

To minimize the risk of child labour ----- (*insert company name*) will:

- Seek informed and written consent from parents or primary care givers before engaging a child in work
- Carry out a verification of the age of the workers,
- Establish a policy and code of good conduct for the protection of children at work,
- Establish a plan to monitor that no child is involved in work that can be defined as child labour because it is exploitative in nature or hazardous
- Establish a list with identifying information, such as name, age for workers under 18,
- Establish a list that defines the tasks prohibited for children under 18,
- Appoint a person responsible for monitoring working conditions of children under 18.
- Establish an occupational health and safety policy and plan that defines the procedures for replacing a sick or injured worker that ensures that children do not replace adults for dangerous tasks.
- Record and report all suspected cases of suspected child labour.

----- (*insert company name*) commits to putting in place measures to protect young workers under the age of 18 and to draw up an awareness and training schedule given the various work risks, including child labour. These trainings must cover the working conditions of young workers.

#### Slavery, Human Trafficking, Forced Labor

----- (*insert company name*) believes that the employment relationship should be voluntary, and the terms of employment must comply with applicable laws and regulations. We are therefore opposed to slavery, human trafficking, forced labour and child labour. We are committed to complying with applicable laws prohibiting such exploitation.

----- (*insert company name*) informs its employees, contractors and vendors about this Code. We encourage our partners and vendors to adopt and enforce concepts similar to this Code. Employees who believe there may have been a violation of this Code report it through confidential established channels. ----- (*insert company name*) may conduct assessments, as needed, to measure compliance. ----- (*insert company name*) will periodically review this Code to determine whether revisions are appropriate.

The purpose of this Code is to maintain zero tolerance for slavery, human trafficking, forced labour . The policy on human trafficking applies to all its employees as well as to any persons whose functions are related to ----- (*insert company name*) work.

Employees of ----- (*insert company name*) and Contractors whose functions relate to ----- (*insert company name*) operations shall not:

- Use forced labour in the performance of any work,

- Engage in human trafficking,
- Engage in commercial sex acts,
- Deny employees access to his/her immigration documents such as passports, driving license, etc.,
- Use misleading recruitment practices,
- Use recruiters that do not comply with Labour Laws of Ghana or the law of the country/place where the recruitment takes place,
- Fail to provide a flight ticket to destination or country of permanent residence at the end of contract/employment,
- In the event of violation of this policy, ----- (*insert company name*) may take action against the violating employee or contractor to include termination of contract.

#### Expectations For Our Sub-contractors / Suppliers/ Workers

----- (*insert company name*) is committed to the highest standards of ethical and business conduct as it relates to the procurement of goods and services and for doing work. Our relationships with our sub-contractors and / or suppliers, including our consultants and contract labour, are defined by contracts, which are based on lawful, ethical, fair, and efficient practices.

As a company, we have outlined our expectations for basic code of conduct, together with our Statement of Corporate, Social Responsibility, and it is a must for all our subcontractors/suppliers and workers to adhere to these expectations.

Having read, and discussed ineptly, the above ----- (*insert company name*) Code of Conduct (dated -----),

I, .....,  
 designation ....., do hereby certify that  
 I have read, noted and adhere to abide by the above ----- (*insert company name*) Code of  
 Conduct (dated -----).

Dated .....

### **Annex 3: Workers' Grievance Log and Resolution Form**

**1. Name (Filer of Complaint):** \_\_\_\_\_

**2. ID Number:** \_\_\_\_\_ (PAPs ID number)

**3. Contact Information**

Address:

Phone number:

**4. Nature of Grievance or Complaint:**

**5. Are there adverse impacts associated with this complaint/grievance. Yes/No**

5a: List them:

**6. Complainant suggestion/s on how grievance/complaint can be resolved**

**7. Date Individuals Contacted Summary of Discussion:**

Signature\_\_\_\_\_ Date: \_\_\_\_\_

Signed (Filer of Complaint): \_\_\_\_\_

Name of Complainant: \_\_\_\_\_ (if different from Filer)

Position or Relationship to Filer: \_\_\_\_\_

**6. Review/Resolution**

Date of Conciliation Session: \_\_\_\_\_

Was Filer Present? : Yes /No

Was field verification of complaint conducted? Yes/ No

**Findings of field investigation:**

**7. Summary of Conciliation Session Discussion:**

\_\_\_\_\_  
Was agreement reached on the issues? Yes/ No

If agreement was reached, detail the agreement below:

If agreement was not reached, specify the points of disagreement below:

Signed (Conciliator): \_\_\_\_\_

Signed (Filer): \_\_\_\_\_

Signed: \_\_\_\_\_

Independent Observer

Date: \_\_\_\_\_

#### Annex 4 EXAMPLE OF PARENTAL AUTHORIZATION FOR THE WORK OF A CHILD BETWEEN 14 AND 15 (light WORK)

The work of a child under the age of 18 is done with parental authorization.

Submit this application, completed and signed, to the employer / the person who organizes the work of the child before the start of the work.

##### **Legal information:**

Children from the age of 14 can undertake light work and engage in economic activities such as for example in the family business, and under certain conditions, e.g., to earn a little pocket money outside of school hours or during school holidays, but cannot be employed (under a labor contract).

Light work should be undertaken under the supervision of an adult, for the purposes of education and social integration of the child.

Light work undertaken by a children aged at least 14 years should not jeopardize the health or physical, mental, moral or social development of the child.

The works should not compromise the school attendance and participation of the child such as the child's possibility to do homework, prepare for tests and benefit fully from education.

The work should not take place night-time (before 6 a.m. or after 8 p.m.) or during regular school-hours.

Although national legislation does not prescribe specific maximum hours of that children can perform economic activities that are light work, the daily working time of actual work should not exceed 2 hours for a school day and 4 hours for a non-school day.

For children aged at least 14 and below 15 years, the effective weekly working time should not exceed 12 hours for a school week and 14 hours for a non-school week.

None of the tasks undertaken should be hazardous tasks

I, undersigned, confirm that I have been informed of the legal conditions for engaging my child in light work (see above) and that I have understood that there is a grievance mechanism established to which I can refer, should I not be satisfied with the conditions of work or work situation of my child.

I authorize my child / the child under my parental responsibility to carry out light work:

Child's first and last name .....Born  
.....

Address .....Locality.....

Name of the company / the person organizing the work: .....

Address ..... Locality ..... ..

Period during which child will be engaged in work: from ..... to .....

Name and signature of person with parental responsibility: ..... ..

## Annex 5 – Example of PARENTAL AUTHORIZATION FOR THE WORK OF A CHILD BETWEEN 15 AND 18 (EMPLOYMENT)

The work of a child under the age of 18 is done with parental authorization.

Submit this application, completed and signed, to the employer / the person who organizes the work of the child before the start of the work.

### **Legal information :**

Children can, from the age of 15, be employed to perform work, provided that

- the child is no longer in compulsory education
- the work is not hazardous or likely to compromise the child's health and wellbeing
- Under condition that a medical practitioner has certified that the young person is in good health and is medically fit for work.
- A child's work in an industrial undertaking is logged with the employer with name and dates of birth
- The child's age has been verified
- The child is given weekly and yearly rest periods (holidays) to the same extent as any person over 18
- The work does not exceed 8 hours of work per day and 43 hours per week if the work is light and if the work takes place in heavy manual work occupations such as fishing, agriculture and mining, the work should not exceed 4 hours per day and 25 hours per week
- The work does not take place night-time. "Night-time work" (thus prohibited for children below 18 years) is defined as before 6:00 a.m. and after 8:00 p.m.

I, undersigned, confirm that I have been informed of the legal conditions for employment of my child and that I have understood that there is a grievance mechanism established to which I can refer, should I not be satisfied with the conditions of work or work situation of my child.

I authorize my child / the child under my parental responsibility to be employed

Child's first and last name .....Born .....

Address .....Locality.....

Name of the company / the person organizing the work: .....

Address .....Locality .....

Period during which child will be engaged in work: from ..... to .....

Name and signature of person with parental responsibility: .....

