



# Environmental and Social Safeguarding Policy

*ACT International, Islamabad*

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## ACT International Environmental and Social Safeguarding Policy

At Aiming Change for Tomorrow (ACT) International, we are unwavering in our commitment to promoting sustainable development, protecting the environment, and ensuring the rights and well-being of individuals and communities. Guided by globally recognized frameworks, we align our initiatives with the highest standards of environmental and social governance.

We draw from the United Nations Industrial Development Organization (UNIDO)<sup>1</sup> Environmental and Social Safeguards Policies, emphasizing sustainable industrialization, climate resilience, and the integration of environmental and social safeguards throughout project lifecycles. This includes conducting comprehensive impact assessments, optimizing resource efficiency, and fostering inclusive development practices.

Similarly, our work is informed by the Asian Development Bank's (ADB)<sup>2</sup> Social Safeguard Policy Statement (SPS), ensuring environmental sustainability, social inclusivity, and meaningful stakeholder engagement. By conducting rigorous environmental and social assessments, implementing mitigation measures, and actively consulting with stakeholders, we uphold the integrity of our projects at every stage.

We incorporate the principles of the World Bank Environmental and Social Framework (ESF)<sup>3</sup> into project design, implementation, and monitoring, ensuring effective risk management, respect for human rights, and the promotion of social equity. In alignment with the International Finance Corporation (IFC)<sup>4</sup> Performance Standards, we strive for positive developmental outcomes while minimizing risks to people and the environment. These standards guide our efforts to uphold labor rights, social safeguard community health and safety, and ensure responsible risk management.

Our adherence to the Equator Principles underscores our commitment to responsible environmental and social risk management in project financing, while the United Nations Environment Programme (UNEP)<sup>5</sup> Principles for Sustainable Insurance strengthen our risk management practices by embedding environmental, social, and governance (ESG) considerations. Through this approach, we enhance accountability, promote transparency, and contribute to advancing global sustainability goals.

At ACT International, our policies and practices are designed to reflect the highest standards of environmental and social performance. By aligning with international best practices and continuously collaborating with stakeholders, we ensure that our initiatives leave a positive and enduring impact. We remain dedicated to fostering a future where development is synonymous with sustainability, resilience, and social progress, contributing to the well-being of both present and future generations.

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<sup>1</sup> United Nations Industrial Development Organization. (n.d.). *Environmental and Social Safeguards Policies*. (<https://www.unido.org>)

<sup>2</sup> Asian Development Bank. (2009). *Safeguard Policy Statement*.

<sup>3</sup> World Bank Group. (2017). *Environmental and Social Framework*.

<sup>4</sup> International Finance Corporation. (2012). *Performance Standards on Environmental and Social Sustainability*.

<sup>5</sup> UNEP Finance Initiative. (2012). *Principles for Sustainable Insurance*.

## A. Environmental Responsibility

### a) Commitment to Sustainable Development

At ACT International, sustainable development is a core principle that shapes our mission and operations. We recognize the critical interplay between economic growth, social equity, and environmental preservation. Guided by globally recognized frameworks, we embed sustainability into every aspect of our work, striving to create lasting positive impacts for communities and ecosystems. Drawing inspiration from the UNIDO Environmental and Social Safeguards Policies<sup>6</sup>, we emphasize sustainable industrialization, climate resilience, and resource efficiency. By conducting thorough impact assessments and integrating social and environmental social safeguards into our initiatives, we ensure our efforts promote equitable, inclusive, and sustainable development.

Our approach is further strengthened by adherence to key international standards that guide our sustainability practices:

1. In view of SPS<sup>7</sup>, we prioritize projects that improve community well-being while ensuring the responsible management of natural resources. Through comprehensive environmental and social assessments, we foster resilience and support initiatives that enhance livelihoods in harmony with the environment.
2. Against backdrop of ESF<sup>8</sup>, we integrate sustainability at all stages of project planning, execution, and monitoring. By adopting measures such as reducing waste, conserving energy, and leveraging eco-friendly technologies, we minimize environmental footprints and promote positive social outcomes.
3. Collaboration is central to our sustainability efforts. Based on equator principles, we actively engage with stakeholders to co-create solutions that address environmental challenges effectively, amplifying our impact through collective action.

Environmental, social, and governance (ESG) considerations are embedded into our risk assessment and management processes. This proactive approach enhances resilience across operations and ensures long-term sustainability.

At ACT International, sustainability is more than a strategic goal; it is a moral obligation. By aligning our efforts with global frameworks such as UNIDO's Environmental and Social Safeguards Policies, the ADB SPS, the World Bank Group ESF, the Equator Principles, and the UNEP Principles for Sustainable Insurance, we aim to create a future where development and sustainability coexist harmoniously. Through innovation, collaboration, and adherence to these standards, we reaffirm our commitment to empowering communities, protecting natural resources, and fostering a resilient and sustainable world for generations to come.

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<sup>6</sup> United Nations Industrial Development Organization. (2019). *Environmental and Social Safeguards Policies and Procedures Manual*. Vienna, Austria: UNIDO.

<sup>7</sup> Asian Development Bank. (2009). *Safeguard Policy Statement*. Manila, Philippines: ADB.

<sup>8</sup> World Bank Group. (2017). *Environmental and Social Framework: Setting Environmental and Social Standards for Investment Project Financing*. Washington, DC: World Bank.

## b) Commitment to Environmental Protection

At ACT International, environmental preservation is a core value and strategic priority that underpins our operations. Our unwavering dedication to safeguarding natural resources reflects both a moral obligation and an adherence to internationally recognized standards and frameworks for sustainable development.

To ensure the highest standards of environmental stewardship, we draw upon the following globally acknowledged frameworks:

- *Asian Development Bank Safeguard Policy Statement (SPS)*: We uphold stringent environmental safeguards that exceed compliance requirements, ensuring ecosystems and natural resources are protected for future generations.
- *World Bank Group Environmental and Social Framework (ESF)*: We integrate environmental considerations at every phase of our work (i.e., planning, implementation, and evaluation). This includes strategies to minimize waste, conserve water and energy, and promote sustainable land use while mitigating adverse impacts on air, soil, and biodiversity.
- *IFC Performance Standards on Environmental and Social Sustainability*<sup>9</sup>: These standards serve as benchmarks for achieving positive environmental outcomes. By embedding them into our operations, we minimize risks and ensure our activities contribute to sustainable growth.
- *Equator Principles*: Recognizing that collaboration is essential to addressing environmental challenges, we work closely with stakeholders, including environmental organizations and government agencies, to co-create innovative and impactful solutions.
- *UNEP Principles for Sustainable Insurance*: By integrating environmental, social, and governance (ESG) considerations into our risk management processes, we proactively address environmental

Our commitment to environmental protection is reflected in actionable strategies that prioritize sustainable resource management, promote conservation efforts, and support eco-friendly technologies. Through these actions, we aim to:

- Reduce energy consumption and waste generation across all operations.
- Adopt environmentally sustainable practices that align with global best practices.
- Enhance partnerships to amplify conservation efforts and support climate-resilient initiatives.

At ACT International, environmental protection is more than a policy, it's a guiding principle for creating a sustainable future. By aligning with frameworks such as the UNIDO Environmental and Social Safeguards, ADB SPS, World Bank ESF, IFC Performance Standards, Equator Principles, and UNEP Principles for Sustainable Insurance, we reaffirm our commitment to protecting the planet while fostering development that benefits both present and future generations.

*Annex-1 contains the procedures and templates for ensuring environmental responsibility.*

## B. Compliance and Accountability

At ACT International, our commitment to environmental compliance, conservation, pollution prevention, and biodiversity protection reflects our dedication to sustainable development and responsible

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<sup>9</sup> International Finance Corporation (IFC). (2012). *Performance Standards on Environmental and Social Sustainability*. Washington, DC.

stewardship of natural resources. Guided by internationally recognized standards and frameworks, our efforts aim to create a positive impact on the environment while ensuring the long-term sustainability of our operations.

### a) Compliance:

At ACT International, environmental compliance is a cornerstone of our operations. We are guided by globally recognized frameworks, including the Asian Development Bank Safeguard Policy Statement (SPS), the World Bank Group's Environmental and Social Framework (ESF), and the IFC Performance Standards on Environmental and Social Sustainability. These frameworks inform every aspect of our work, ensuring we not only meet but consistently exceed local and international regulatory requirements.

To uphold our commitment to compliance, we have established rigorous systems for monitoring, auditing, and proactive risk assessments. These mechanisms allow us to identify and address gaps in compliance, adapt to evolving environmental legislation, and ensure accountability at every level. Even in regions with limited environmental regulations, we voluntarily adhere to global best practices, setting a high benchmark for responsible operations. By fostering a culture of transparency and accountability, we ensure that our environmental compliance efforts contribute to the long-term sustainability of our projects and the well-being of the communities we serve.

### b) Conservation:

Conservation is integral to our mission of sustainable development. At ACT International, we recognize the critical need to conserve natural resources and integrate sustainable practices into every aspect of our operations. Our conservation strategy focuses on reducing waste, conserving energy, and optimizing the efficiency of resource use.

We actively implement innovative approaches, such as adopting renewable energy solutions and deploying energy-efficient technologies, to reduce our environmental footprint. By aligning with the Equator Principles and UNEP Principles for Sustainable Insurance, we encourage collaborative conservation efforts with stakeholders, including government agencies, local communities, and private sector partners. Our work extends beyond internal operations, fostering sustainable behaviors within the communities we serve. Through awareness campaigns, capacity-building initiatives, and partnerships, we inspire collective action toward conserving natural resources and ensuring their availability for future generations.

### c) Pollution Prevention:

Pollution prevention is a fundamental aspect of our environmental stewardship. Guided by the Asian Development Bank SPS and the World Bank ESF, we take proactive steps to minimize the environmental impacts of our operations. These include robust waste management systems that emphasize reducing, reusing, and recycling materials, as well as ensuring the safe disposal of hazardous substances.

Our pollution prevention efforts focus on mitigating air and water pollution through advanced emission control technologies and sustainable operational practices. By investing in cleaner technologies and adopting emission reduction strategies, we safeguard vital natural resources and protect ecosystems from harm.



Additionally, we empower our employees, partners, and supply chain stakeholders to embrace responsible environmental practices. Through regular training, awareness sessions, and collaborative partnerships, we promote pollution prevention as a shared responsibility, ensuring that it becomes an integral part of our operational culture.

#### d) Biodiversity Protection:

Preserving biodiversity is a top priority for ACT International, as we recognize the vital role of ecosystems in maintaining ecological balance and supporting human livelihoods. Before initiating any project, we conduct thorough biodiversity assessments to identify sensitive ecosystems, critical habitats, and species of conservation concern. Informed by global frameworks such as the SPS and ESF, our decision-making processes are designed to minimize ecological disruption and prioritize conservation. We actively implement initiatives such as habitat restoration, reforestation, and the creation of protected areas to mitigate the impacts of our activities on biodiversity.

Collaboration with local communities, conservation organizations, and other stakeholders is central to our approach. By fostering partnerships and leveraging collective expertise, we aim to achieve meaningful biodiversity conservation outcomes that benefit both the environment and the communities that depend on it. We also employ adaptive management practices, guided by the Equator Principles and UNEP guidelines, to continuously monitor and address emerging threats to biodiversity. This ensures that our conservation efforts remain effective and responsive to the dynamic challenges of environmental protection.

*Procedures and templates for ensuring compliance and accountability are provided in Annex-II.*

### C. Upholding Rights and Well-being

At ACT International, our unwavering commitment to safeguarding the rights and well-being of individuals and communities lies at the heart of our mission. Rooted in internationally recognized standards and frameworks, our approach reflects a deep respect for human dignity, inclusivity, and social equity.

#### a) Commitment to Human Rights:

Guided by international treaties and conventions, we uphold and promote fundamental human rights, including the rights to life, liberty, and security. We believe in the inherent value of every individual and remain steadfast in our efforts to ensure that their rights are respected and protected across all our operations.

ACT International aligns its practices with frameworks such as the Universal Declaration of Human Rights and principles outlined by the United Nations Industrial Development Organization (UNIDO). This alignment ensures that our activities not only meet but exceed global benchmarks for ethical and responsible conduct.

#### b) Community-Centered Engagement:

We prioritize participatory and inclusive approaches to community engagement, fostering meaningful partnerships built on trust, respect, and mutual benefit. Drawing guidance from The World Bank Group's Environmental and Social Framework (ESF) and the IFC Performance Standards on Environmental and Social Sustainability, we actively involve communities in decision-making processes that impact their lives.

By valuing cultural heritage, traditional knowledge, and the right to self-determination, we create an environment where communities feel empowered to contribute to sustainable and equitable solutions. Through open dialogue and collaboration, we strive to enhance transparency and accountability in all our engagements.

### c) Advocacy for Marginalized Groups

Our commitment extends to protecting the rights and addressing the needs of marginalized and vulnerable populations, including women, children, indigenous peoples, and persons with disabilities. ACT International's approach is informed by The Asian Development Bank Safeguard Policy Statement (SPS) and the Equator Principles, which emphasize social equity and justice.

We are dedicated to combating discrimination, inequality, and systemic oppression by promoting initiatives that empower underserved communities. This includes creating opportunities for economic inclusion, fostering access to essential services, and addressing social barriers that hinder equitable participation in development processes.

### d) Foundation of Justice and Equity

At ACT International, our dedication to human rights and social justice is more than a guiding principle, it is the foundation of our work. By aligning with global standards such as those established by UNIDO and incorporating the best practices outlined in international frameworks, we ensure that our efforts are both impactful and sustainable.

Our vision is a world where equity, inclusion, and justice are not aspirations but realities. Through our commitment to protecting rights, engaging communities, and empowering marginalized groups, we aim to build a more just and inclusive future for all.

## D. Minimizing Negative Impacts, Maximizing Positive Outcomes

At ACT International, our Environmental and Social Safeguarding Policy is guided by the principle of "*do no harm*." Rooted in globally recognized frameworks, our approach is designed to minimize environmental and social risks while maximizing positive and sustainable outcomes across all our operations.

### a) Comprehensive Impact Assessments

In alignment with The World Bank Group's Environmental and Social Framework (ESF) and the IFC Performance Standards on Environmental and Social Sustainability, we conduct comprehensive environmental and social impact assessments for all projects. These assessments help us identify potential risks, uncover opportunities for improvement, and design mitigation strategies to address challenges effectively. By adhering to The Asian Development Bank Safeguard Policy Statement (SPS), we ensure that our actions uphold the integrity of both the environment and the communities we serve.

### b) Monitoring and Continuous Improvement

Our commitment to safeguarding is reinforced by rigorous monitoring and evaluation mechanisms. We actively assess the effectiveness of our mitigation measures, engage stakeholders in meaningful dialogue, and maintain transparent reporting on our environmental and social performance. Feedback is an integral part of our continuous improvement process, enabling us to adapt and refine our practices to achieve better outcomes over time.

## c) Commitment to Sustainable Development

At ACT International, we are dedicated to advancing sustainable development by protecting the environment and upholding the rights and well-being of all individuals and communities affected by our work. By aligning with global standards and frameworks, including those of UNIDO, we ensure our policies reflect the highest levels of environmental and social responsibility.

Through these efforts, ACT International aims to set a benchmark for excellence in safeguarding practices, contributing to a more equitable and sustainable world for future generations.

## E. Social Responsibility Framework

At ACT International, our commitment to sustainability, inclusivity, and social equity is rooted in globally recognized standards and frameworks, including the Asian Development Bank Safeguard Policy Statement (SPS), The World Bank Group's Environmental and Social Framework (ESF), IFC Performance Standards on Environmental and Social Sustainability, ILO's Fundamental Principles and Rights at Work, and relevant guidelines from UNIDO. This framework ensures our operations uphold the highest standards of environmental and social safeguarding, contributing to sustainable development.

### a) Human Rights

ACT International upholds human rights as articulated in key international frameworks, including the Universal Declaration of Human Rights (1948)<sup>10</sup> and the International Covenant on Civil and Political Rights (1966)<sup>11</sup>.

- I. *Commitment to Equality:* We ensure the protection of the rights of all individuals, regardless of race, gender, religion, or ethnicity, aligning with principles outlined in the World Bank's Environmental and Social Standard 1 (ESS1).
- II. *Operational Integration:* Human rights considerations are embedded into all policies and operations, following the UN Guiding Principles on Business and Human Rights (2011).
- III. *Risk Mitigation:* By conducting human rights due diligence, as recommended by OECD Guidelines for Multinational Enterprises, we identify and address potential violations, ensuring compliance with global standards.

This proactive approach enables us to safeguard fundamental rights while promoting inclusivity and diversity.

### b) Community Engagement

Our approach to community engagement is guided by the UNEP Principles for Sustainable Insurance and Equator Principles to ensure meaningful collaboration with local communities.

- I. *Participatory Decision-Making:* We engage communities during all project phases, reflecting the principles of Environmental and Social Standard 10 (ESS10) under the World Bank's ESF.

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<sup>10</sup> United Nations General Assembly. (1948). *Universal Declaration of Human Rights*. Paris, France: United Nations.

<sup>11</sup> United Nations General Assembly. (1966). *International Covenant on Civil and Political Rights*. New York, NY: United Nations.

- II. *Cultural Sensitivity*: Respecting traditional knowledge and local customs aligns with the UN Declaration on the Rights of Indigenous Peoples (2007).
- III. *Empowerment Initiatives*: Programs are designed to empower marginalized groups, ensuring equitable outcomes as emphasized by UNIDO's Inclusive and Sustainable Industrial Development (ISID) framework.

Through inclusive dialogue, we co-create sustainable solutions that reflect community needs and aspirations.

### c) Labor Standards

ACT International is committed to the ILO Declaration on Fundamental Principles and Rights at Work (1998) and the United Nations Global Compact principles.

- I. *Fair Practices*: We enforce policies on fair wages, safe working conditions, and the prohibition of child and forced labor, adhering to ILO Conventions 138 and 182.
- II. *Monitoring Mechanisms*: Compliance with labor standards is monitored through robust systems, consistent with IFC Performance Standard 2 (Labor and Working Conditions).
- III. *Advocacy*: We raise awareness and engage in capacity building on labor rights, promoting systemic change in alignment with UNIDO's ISID goals.

This ensures dignity, fairness, and equitable opportunities for all workers in our operations and supply chains.

### d) Diversity and Inclusion

Diversity and inclusion are integral to our operations, guided by IFC Performance Standard 7 on Indigenous Peoples and principles from the UN Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW).

- I. *Internal Initiatives*: We promote inclusive recruitment and leadership opportunities, ensuring representation of underrepresented groups as recommended by ILO Convention 100 on Equal Remuneration.
- II. *Program Accessibility*: All initiatives are designed to address systemic inequities, following UNIDO's gender equality and women's empowerment policies.

This fosters a culture of belonging and enhances our capacity to deliver impactful solutions.

### e) Environmental and Social Impact Assessments (ESIAs)

Our ESIAs are conducted in alignment with Asian Development Bank's SPS and IFC Performance Standard 1 to systematically evaluate risks and opportunities.

- I. *Comprehensive Analysis*: We assess biodiversity, health, safety, and cultural heritage impacts, consistent with UNIDO's environmental guidelines.
- II. *Sustainability Focus*: By identifying risks early, we incorporate mitigation strategies, ensuring compliance with World Bank's ESS6 on Biodiversity Conservation.

This ensures responsible development that benefits both people and the planet.

## f) Mitigation and Management Plans

Environmental and Social Management Plans (ESMPs) serve as actionable tools to address risks identified through ESIAAs.

- III. *Proactive Measures*: Plans include pollution prevention, habitat restoration, and equitable access to project benefits, as outlined in IFC Performance Standards.
- IV. *Inclusion of Vulnerable Groups*: Guided by UNIDO's environmental and social safeguards, we ensure marginalized populations are prioritized in our projects.

Through continuous monitoring and adaptation, we enhance the sustainability of our initiatives.

## g) Stakeholder Engagement and Grievance Mechanisms

We adhere to the World Bank's ESS10 in designing stakeholder engagement and grievance mechanisms that ensure transparency and participation.

- I. *Engagement Platforms*: Stakeholders are involved through structured consultations, fostering trust and accountability.
- II. *Accessible Grievance Systems*: Mechanisms are culturally sensitive and inclusive, ensuring marginalized groups can voice concerns.
- III. *Resolution Framework*: Complaints are addressed promptly and transparently, following guidelines from UNIDO's grievance redress systems.

These efforts build trust and strengthen our social license to operate.

## h) Capacity Building and Knowledge Sharing

Aligned with UNIDO's capacity-building strategies, we invest in training and technical assistance to strengthen environmental and social competencies.

- I. *Training Programs*: Topics include gender equality, indigenous rights, and environmental management, as recommended by the World Bank's ESF and ADB SPS.
- II. *Collaborative Learning*: Partnerships with local and international institutions enable the exchange of best practices.

By embedding globally recognized principles and frameworks, such as those from UNIDO, World Bank, and IFC, ACT International ensures that our policies reflect best practices in environmental and social safeguarding. Through robust governance, inclusive engagement, and ongoing capacity building, we remain dedicated to driving sustainable development, protecting human rights, and promoting environmental stewardship for a just and equitable future.

*Annex-III includes procedures and templates to ensure implementation of Social Responsibility Framework.*

## F. Environmental and Social Safeguarding Policy: Safeguarding Measures

ACT International (Aiming Change for Tomorrow) is committed to advancing sustainable development while upholding the highest standards of environmental and social safeguarding. Our policies and practices align with internationally recognized frameworks, including the Asian Development Bank Safeguard Policy Statement (SPS), the World Bank Group Environmental and Social Framework (ESF), and the IFC Performance Standards on Environmental and Social Sustainability. These measures reflect our commitment to responsible project implementation, equitable outcomes, and environmental stewardship.

### a) Risk Assessment

ACT International employs a rigorous approach to environmental and social risk assessment, guided by the principles outlined in the ADB SPS, World Bank ESF, and IFC Performance Standards.

- I. *Comprehensive ESIA*s: All projects undergo Environmental and Social Impact Assessments (ESIAs) to identify potential risks and impacts, such as biodiversity loss, resource depletion, and adverse effects on community health and cultural heritage. These assessments adhere to globally recognized guidelines, ensuring systematic and evidence-based evaluations.
- II. *Stakeholder Engagement*: We adopt an inclusive and participatory methodology, involving local authorities, indigenous groups, and affected communities. This aligns with ESS10 under the World Bank ESF, ensuring that stakeholder voices are integral to risk assessment and mitigation strategies.
- III. *Expert-Driven Analysis*: Leveraging a multidisciplinary team of environmental specialists, social scientists, and technical experts, we develop tailored solutions to address identified risks. Mitigation measures may include project design adjustments, community-specific strategies, and enhanced stakeholder engagement efforts.
- IV. *Sustainability Focus*: Risk assessments emphasize long-term sustainability, ensuring our initiatives contribute positively to communities and ecosystems while minimizing adverse outcomes.

### b) Capacity Building

Aligned with international standards, ACT International recognizes capacity building as a cornerstone of effective environmental and social safeguarding.

- I. *Tailored Training Programs*: We design and deliver workshops and knowledge-sharing initiatives addressing diverse topics such as environmental management, social impact assessment, stakeholder engagement, and grievance handling. These programs are guided by best practices from the ADB SPS, IFC Performance Standards, and UNIDO's capacity-building frameworks.
- II. *Stakeholder Empowerment*: Training programs are customized to address the unique needs of staff, partners, and local stakeholders. This ensures the development of practical skills and tools for proactive risk management and effective project implementation.

- III. *Collaborative Learning*: We facilitate mentorship opportunities and peer learning platforms to foster innovation, knowledge exchange, and a culture of continuous improvement within our organization and among our partners.
- IV. *Impact-Driven Approach*: By investing in capacity building, we enhance the resilience and adaptability of our teams, promoting sustainable and inclusive outcomes in all our initiatives.

### c) Grievance Mechanisms

Transparent, accessible, and culturally sensitive grievance mechanisms form a core part of our accountability framework. These mechanisms align with the World Bank's ESS10 and UNIDO's best practices for grievance handling.

- I. *Accessibility and Inclusivity*: Our grievance mechanisms are designed to be easily accessible to all stakeholders, including marginalized and vulnerable groups. Communication regarding these mechanisms is disseminated through community meetings, project documentation, and digital platforms to ensure awareness.
- II. *Transparent Procedures*: Clear protocols are in place for receiving, documenting, and resolving grievances. Trained personnel handle complaints impartially, confidentially, and in a timely manner.
- III. *Feedback and Accountability*: Complainants are kept informed about the status and outcomes of their grievances. This approach fosters trust and transparency while ensuring that concerns are resolved effectively.
- IV. *Strengthened Social License*: Robust grievance mechanisms help build stronger relationships with stakeholders, enhancing community trust and contributing to improved project outcomes.

ACT International's environmental and safeguarding policies are designed to meet global standards, as outlined by UNIDO, the Asian Development Bank, the World Bank, and the IFC. By prioritizing comprehensive risk assessments, capacity building, and accessible grievance mechanisms, we ensure that our initiatives are sustainable, inclusive, and aligned with the needs of communities and ecosystems. These efforts reflect our unwavering commitment to fostering a better tomorrow through responsible and impactful development practices.

*Annex-V outlines the procedures and templates Environmental and Social Safeguarding Policy, including the safeguarding measures.*

## G. Continuous Improvement

At ACT International (Aiming Change for Tomorrow), continuous improvement is integral to our environmental and social safeguarding policy. Guided by internationally recognized frameworks such as the World Bank Group's Environmental and Social Framework (ESF)<sup>12</sup> and the Equator Principles<sup>13</sup>, we strive to ensure our practices are adaptive, collaborative, and transparent, delivering meaningful results for communities and ecosystems.

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<sup>12</sup> World Bank Group. (2017). *Environmental and Social Framework (ESF)*.

<sup>13</sup> The Equator Principles Association. (2020). *The Equator Principles IV*.

## a) Monitoring and Evaluation

Aligned with global safeguarding standards, ACT International recognizes monitoring and evaluation (M&E) as critical for ensuring the effectiveness and adaptability of our environmental and social safeguarding measures.

- I. *Standards and Frameworks*: Our M&E processes are informed by the World Bank's safeguarding guidelines, emphasizing accountability and evidence-based decision-making. We establish Key Performance Indicators (KPIs) and benchmarks to track progress and measure the impact of safeguarding initiatives against pre-set targets.
- II. *Stakeholder Engagement*: Recognizing the value of stakeholder input, we actively seek feedback through surveys, focus group discussions, and participatory workshops. These activities ensure inclusivity by incorporating the perspectives of affected communities, local authorities, NGOs, and other relevant parties.
- III. *Adaptive Strategies*: Findings from M&E activities are used to refine our policies, programs, and practices. Adjustments may include revising strategies, enhancing training modules, or initiating new measures to address emerging challenges and opportunities.

By integrating robust M&E processes, we ensure our safeguarding efforts are dynamic, enabling us to achieve sustainable outcomes while meeting global safeguarding standards.

## b) Collaboration

Recognizing the complexity of environmental and social challenges, ACT International emphasizes collaboration as a cornerstone of sustainability efforts.

- I. *Diverse Stakeholder Engagement*: We align with the World Bank ESF and Equator Principles, which stress the importance of multi-stakeholder collaboration. ACT International actively engages with government agencies, civil society organizations, private sector entities, and global partners to drive collective action.
- II. *Strategic Partnerships*: We pursue partnerships with like-minded organizations and participate in global and local collaborative networks to address shared environmental and social challenges. By leveraging collective strengths, we aim to promote innovative solutions and amplify impact.
- III. *Synergy and Innovation*: Collaboration enables us to identify synergies, foster innovation, and scale up efforts for environmental and social sustainability. This approach aligns with the Equator Principles' focus on collective action to address large-scale sustainability challenges.

Through meaningful collaboration, ACT International fosters collective responsibility and drives shared progress toward sustainable development goals.

## c) Reporting

Transparent reporting underpins our commitment to accountability and stakeholder engagement, aligning with the World Bank Group ESF and the Equator Principles.

- I. *Rigorous Standards*: Our reporting adheres to globally recognized criteria for accuracy, consistency, and comparability. This ensures stakeholders can rely on the information provided and reinforces trust in our operations.



- II. *Comprehensive Insights*: Reporting includes updates on safeguarding performance, progress toward objectives, and challenges encountered. We also share lessons learned, best practices, and actionable recommendations for improvement.
- III. *Accessible Platforms*: Information is disseminated through annual reports, project documentation, and digital platforms, ensuring accessibility for diverse stakeholders. Regular updates foster ongoing dialogue and collaboration, encouraging informed decision-making.

By committing to transparent reporting, we aim to build trust, foster dialogue, and enhance stakeholder confidence in our environmental and social safeguarding practices.

*Annex-VI outlines the procedures and templates for Continuous Improvement.*

**Procedures and Templates for  
Environmental and Social Safeguarding Policy,  
ACT International**

## ANNEX-I: PROCEDURES FOR ENVIRONMENTAL RESPONSIBILITY

### A. Project Planning Phase

**Objective:** Integrate sustainability considerations into project design.

- **Environmental and Social Impact Assessment (ESIA):**
  - ACT conducts comprehensive ESIA for all projects using the ADB SPS, World Bank ESF, and IFC Performance Standards.
  - ACT includes community consultations to identify key environmental and social risks and opportunities.
- **Screening and Categorization:**
  - ACT classifies projects based on environmental and social risk levels (e.g., low, medium, high).
  - ACT adopts a risk-based approach to allocate resources and determine mitigation measures.
- **Resource Planning:**
  - ACT ensures planned activities align with resource efficiency standards (e.g., water and energy conservation).
  - ACT factors in eco-friendly technologies and circular economy principles.

### B. Implementation Phase

**Objective:** Minimize environmental and social risks during execution.

- **Sustainability Guidelines:**
  - ACT uses environmentally sustainable materials and technologies.
  - Implement waste management plans, including waste segregation and recycling measures.
  - ACT conserves biodiversity by protecting habitats and using mitigation hierarchies.
- **Monitoring Mechanisms:**
  - ACT establishes real-time monitoring systems to ensure compliance with ESMP and international standards.
  - ACT records energy and resource consumption to measure environmental footprints.
- **Stakeholder Engagement:**
  - ACT regularly engages with communities, local authorities, and environmental organizations to co-create solutions.

### C. Evaluation and Reporting Phase

**Objective:** Evaluate outcomes and ensure continuous improvement.

- **Post-Implementation Environmental Audits:**
  - ACT conducts third-party and internal environmental audits to assess impacts.
  - ACT verifies compliance with the ESMP and corrective actions implemented.
- **Sustainability Reporting:**

- ACT prepares detailed reports on environmental and social outcomes, referencing UNIDO Environmental and Social Safeguards, IFC Standards, and Equator Principles.
- ACT uses these reports to adapt policies and improve future projects.

## 2. Templates for Policy Implementation

### Template A: Environmental and Social Impact Assessment (ESIA) Checklist

**Purpose:** Standardized evaluation of potential environmental and social risks.

Category	Evaluation Criteria	Findings	Mitigation Plan
<b>Biodiversity Impact</b>	Will the project affect natural habitats or endangered species?		
<b>Resource Use</b>	Will the project require significant energy or water?		
<b>Community Impact</b>	Are there risks to local communities (e.g., displacement, cultural heritage)?		
<b>Waste Generation</b>	Will the project generate significant waste or pollution?		
<b>Climate Resilience</b>	Does the project promote adaptive measures to climate risks?		

### Template B: Environmental Monitoring and Compliance Form

**Purpose:** Track compliance with sustainability standards.

Activity	Monitoring Criteria	Compliance Status	Corrective Actions (if needed)
<b>Waste Management</b>	Segregation, recycling, and disposal		
<b>Energy Efficiency</b>	Usage of energy-efficient technologies		
<b>Stakeholder Feedback</b>	Grievances or concerns addressed		

### Template C: Sustainability Performance Report

**Purpose:** Summarize project performance against sustainability goals.

1. **Project Overview**
  - Location, duration, and objectives.
2. **Environmental Outcomes**
  - Achievements in energy conservation, waste reduction, and biodiversity protection.
3. **Community Engagement**
  - Summary of consultations and participatory approaches.
4. **Challenges and Mitigation**
  - Description of unforeseen challenges and how they were addressed.
5. **Recommendations for Improvement**
  - Lessons learned and suggestions for future projects.

### 3. Example Proforma for Compliance Tracking

Project Name:			Date:
Environmental and Social Safeguards Compliance Tracking Form			
Compliance Area	Framework/Standard	Status (Compliant/Non-Compliant)	Notes/Actions Required
ESIA Completion	World Bank ESF		
Community Consultations	IFC Performance Standards		
Biodiversity Protection	ADB SPS		
Waste Management Plan	Equator Principles		

## ANNEX-II: PROCEDURES TO ENSURE COMPLIANCE AND ACCOUNTABILITY

### 1. Policy Implementation Framework

- **Establish Roles and Responsibilities**

Define clear roles for compliance officers, field teams, and management to ensure adherence to the policy.

- **Compliance Officer:** Ensure alignment with international frameworks.
- **Field Teams:** Implement monitoring and mitigation measures.
- **Management:** Review and approve periodic assessments.

### 2. Environmental and Social Impact Assessments (ESIA)

- ACT conducts comprehensive ESIA's for all projects in line with:
  - **World Bank ESF**
  - **ADB SPS**
  - **IFC Performance Standards**
- ACT develops mitigation strategies for identified risks.

### 3. Stakeholder Engagement

- ACT conducts participatory and inclusive consultations with affected communities.
- ACT documents consultations using the attached **Stakeholder Engagement Template**.
- ACT ensures marginalized groups are adequately represented during consultations.

### 4. Monitoring and Auditing

- ACT establishes **Key Performance Indicators (KPIs)** for compliance and performance. Examples:
  - % of waste recycled.
  - Number of biodiversity conservation initiatives.
  - Participation rate of marginalized groups.
- ACT performs regular environmental and social audits to assess performance and identify gaps.

### 5. Capacity Building and Training

- ACT trains staff and partners on:
  - Human rights and inclusion.
  - Environmental compliance and conservation.
  - Pollution prevention techniques.
- ACT uses the **Training Attendance and Feedback Template** to document sessions.

### 6. Reporting and Continuous Improvement

- ACT submits quarterly compliance reports to management.
- ACT conducts annual reviews to integrate stakeholder feedback and improve practices.

## Templates

### 1. Environmental and Social Compliance Checklist

Compliance Criteria	Yes/No	Remarks	Action Required
ESIA conducted and mitigation plans developed?			
Stakeholder consultations completed?			
Grievance mechanism in place?			
Biodiversity impact assessments completed?			

### 2. Stakeholder Engagement Template

Date	Location	Participants	Issues Discussed	Resolutions Proposed

### 3. Grievance Reporting Template

Date	Stakeholder Name	Issue Raised	Action Taken	Status (Resolved/Unresolved)

### 4. Training Attendance and Feedback Template

Training Topic	Date	Trainer Name	Participants	Feedback

### Proforma for Policy Monitoring and Accountability

**Title:** Environmental and Social Policy Compliance and Monitoring Proforma

Section	Details
Project Name	
Assessment Conducted By	
Date of Assessment	
Frameworks Referenced	
Key Environmental Risks	
Mitigation Measures	
Social Safeguards Measures	
Stakeholder Involvement	
Monitoring Findings	
Recommendations for Improvement	

## **1. Compliance Monitoring Procedure**

**Objective:** Ensure adherence to international standards (ADB SPS, World Bank ESF, IFC Performance Standards).

### **Steps:**

- a) **Baseline Assessment:** ACT conducts an initial compliance audit to assess gaps in local and global regulatory requirements.
- b) **Risk Assessment:** ACT uses a standardized Environmental Risk Assessment (ERA) form to identify potential non-compliance risks.
- c) **Monitoring:** ACT implements a system of quarterly audits using a checklist based on SPS, ESF, and IFC standards.
- d) **Reporting:** ACT compiles findings in compliance reports and submit them to the management and external auditors for review.

## **2. Conservation Procedure**

**Objective:** Minimize resource use and foster conservation practices.

### **Steps:**

- a) ACT develops a Resource Utilization Plan for energy, water, and material use.
- b) ACT integrates renewable energy systems (e.g., solar panels).
- c) ACT sets measurable Key Performance Indicators (KPIs) like energy reduction (e.g., 10% annually).
- d) ACT conducts annual conservation training for employees and community partners.

## **3. Pollution Prevention Procedure**

**Objective:** Implement sustainable practices to prevent air, water, and land pollution.

### **Steps:**

- a) ACT develops a Waste Management Plan focusing on waste reduction, reuse, and recycling.
- b) ACT ensures hazardous waste is disposed of per ADB SPS guidelines, using certified waste disposal facilities.
- c) ACT monitors emissions using real-time tracking systems and maintain records.
- d) ACT trains employees and stakeholders on pollution prevention and spill response plans.

## **4. Biodiversity Protection Procedure**

**Objective:** Safeguard ecosystems and species by minimizing ecological disruption.

### **Steps:**

- a) ACT conducts Biodiversity Assessments prior to any project.
- b) ACT maps sensitive areas using GIS tools and restrict high-impact activities.
- c) ACT implements biodiversity conservation initiatives like reforestation and habitat restoration.
- d) ACT partners with conservation experts and engage communities in awareness campaigns.



## Templates for Implementation

### Environmental Compliance Checklist Template

Category	Criteria	Criteria Compliance (Yes/No)	Remarks
<b>Regulatory Compliance</b>	Adherence to local and international laws (e.g., ADB SPS, World Bank ESF).		
<b>Risk Management</b>	Regular environmental risk assessments conducted?		
<b>Reporting</b>	Quarterly reports prepared and submitted?		

### 1. Biodiversity Assessment Template

Parameter	Details
<b>Ecosystem Type</b>	
<b>Sensitive Species</b>	
<b>Project Impact Area</b>	
<b>Mitigation Measures</b>	

### 2. Waste Management Plan Template

Waste Type	Source	Quantity (kg/month)	Disposal Method	Responsible Person
<b>Organic Waste</b>	Food Waste		Composting	
<b>Recyclable Material</b>	Paper, Plastic		Recycling Facilities	
<b>Hazardous Waste</b>	Chemicals, Batteries		Certified Disposal Units	

## Proforma for Compliance and Accountability Reporting

<b>Environmental Compliance and Accountability Report</b>	
<b>Date:</b>	
<b>Project Name:</b>	
<b>Reporting Period:</b>	
<b>1. Summary of Compliance:</b>	
<b>Total number of audits conducted:</b>	
<b>Key findings:</b>	
<b>2. Risk Mitigation Measures Implemented:</b>	
<b>3. Conservation Efforts:</b>	
<b>Energy reduction:</b>	
<b>Awareness sessions conducted:</b>	
<b>4. Pollution Prevention Highlights:</b>	
<b>Waste recycled:</b>	
<b>Hazardous waste safely disposed:</b>	
<b>5. Biodiversity Protection Activities:</b>	
<b>Protected areas created:</b>	
<b>Reforestation projects:</b>	
<b>6. Recommendations for Improvement:</b>	
<b>Prepared By:</b>	Name:  Designation:

**ANNEX-IV: PROCEDURES TO ENSURE COMPLIANCE WITH SOCIAL RESPONSIBILITY FRAMEWORK**

## 1. Human Rights Protection

- **Policy Development:** Draft internal human rights policies aligned with global frameworks (e.g., UN Guiding Principles on Business and Human Rights).
- **Due Diligence:** Conduct periodic assessments using the OECD Guidelines for Multinational Enterprises to identify and mitigate risks of human rights violations.
- **Training:** Organize regular workshops for employees and stakeholders on human rights principles.
- **Monitoring:** Establish a system to monitor adherence to human rights policies.

## 2. Community Engagement

- **Participatory Planning:** Facilitate consultations with local communities at project initiation and throughout the project lifecycle.
- **Impact Studies:** Conduct Environmental and Social Impact Assessments (ESIAs) for all projects, ensuring input from community stakeholders.
- **Feedback Mechanisms:** Create structured platforms (e.g., community meetings or online portals) for continuous feedback.

## 3. Labor Standards Compliance

- **Internal Policies:** Adopt workplace policies based on ILO Conventions 138 (minimum age) and 182 (worst forms of child labor).
- **Audits:** Conduct biannual audits to ensure compliance with labor standards.
- **Capacity Building:** Provide training to suppliers and contractors on labor rights and workplace safety.

## 4. Diversity and Inclusion

- **Inclusive Recruitment:** Ensure recruitment policies promote diversity by setting targets for underrepresented groups.
- **Program Accessibility:** Review programs and projects to remove barriers for marginalized groups.
- **Regular Evaluations:** Assess organizational diversity practices against benchmarks like ILO Convention 100.

## 5. Environmental and Social Impact Assessments (ESIAs)

- **Screening:** Use project categorization tools (e.g., ADB SPS) to determine the level of assessment required.
- **Risk Identification:** Include assessments for biodiversity, cultural heritage, and social risks.
- **Review and Approval:** Establish an internal review committee to evaluate ESIA reports.

## 6. Mitigation and Management Plans

- **Pollution Control:** Develop project-specific pollution prevention and resource conservation measures.
- **Vulnerable Group Inclusion:** Incorporate measures that address specific needs of vulnerable populations.

- **Monitoring:** Implement a system for tracking ESMP implementation, with quarterly reports.

## 7. Stakeholder Engagement and Grievance Mechanisms

- **Engagement Plan:** Develop structured stakeholder engagement plans, outlining key consultations.
- **Grievance System:** Establish multilingual and culturally sensitive grievance redress mechanisms.
- **Resolution Timelines:** Set defined timelines (e.g., 15 business days) for addressing grievances.

## 8. Capacity Building and Knowledge Sharing

- **Training Modules:** Develop training content on topics like gender equality, environmental management, and indigenous rights.
- **Partnerships:** Collaborate with universities, NGOs, and international organizations for shared learning.
- **Reporting:** Share learnings and best practices through quarterly or annual reports.

## Templates

### Template 1: Environmental and Social Impact Assessment (ESIA) Report

1. **Executive Summary**
  - Objectives of the ESIA
  - Summary of findings
  - Key recommendations
2. **Project Description**
  - Scope
  - Location
  - Expected outcomes
3. **Baseline Environmental and Social Conditions**
4. **Stakeholder Engagement**
  - Methods used
  - Summary of consultations
5. **Impact Assessment**
  - Environmental risks
  - Social risks
6. **Mitigation Plan**
  - Proposed actions
  - Monitoring plan
7. **Conclusion and Recommendations**

### Template 2: Stakeholder Engagement Plan

1. **Purpose**
2. **Stakeholder Identification**
  - List of stakeholders
  - Roles and responsibilities

3. **Engagement Methods**
  - Meetings, surveys, focus groups, etc.
4. **Engagement Schedule**
5. **Feedback Mechanism**
6. **Monitoring and Reporting**

**Template 3: Grievance Redress Mechanism**

1. **Grievance Lodging**
  - Channels (e.g., email, hotline, in-person)
  - Information required (e.g., name, issue, evidence)
2. **Acknowledgment**
  - Timeline for response
3. **Investigation and Resolution**
  - Investigation steps
  - Resolution timelines
4. **Appeal Process**
5. **Monitoring and Reporting**

**Performa: Social Responsibility Implementation Monitoring Performa**

<b>Project Name</b>	
<b>Location</b>	
<b>Date</b>	
<b>Human Rights Checklist</b>	<input type="checkbox"/> Rights Protected <input type="checkbox"/> Risks Identified <input type="checkbox"/> Action Taken
<b>Community Engagement</b>	<input type="checkbox"/> Consultations Held <input type="checkbox"/> Feedback Addressed <input type="checkbox"/> Cultural Sensitivity
<b>Labor Standards Compliance</b>	<input type="checkbox"/> No Child Labor <input type="checkbox"/> Fair Wages <input type="checkbox"/> Safe Conditions
<b>Diversity and Inclusion</b>	<input type="checkbox"/> Recruitment Targets Met <input type="checkbox"/> Program Accessibility
<b>Impact Assessments</b>	<input type="checkbox"/> Completed <input type="checkbox"/> Reviewed <input type="checkbox"/> Risks Mitigated
<b>Stakeholder Engagement</b>	<input type="checkbox"/> Engagement Plan <input type="checkbox"/> Grievances Resolved <input type="checkbox"/> Monitoring
<b>Capacity Building</b>	<input type="checkbox"/> Trainings Delivered <input type="checkbox"/> Partnerships Formed

Comments/Remarks	

## ANNEX-V: Environmental and Social Safeguarding Policy: Safeguarding Measures

### 1. Environmental and Social Impact Assessment (ESIA)

- **Objective:** To systematically assess environmental and social risks and propose mitigation strategies.
- **Steps:**
  1. **Screening:** Identify if the project requires an ESIA based on its scope and impact.
  2. **Scoping:** Engage stakeholders to identify key environmental and social concerns.
  3. **Baseline Study:** Collect data on environmental, social, and cultural conditions of the project area.
  4. **Impact Analysis:** Evaluate potential positive and negative impacts on biodiversity, community health, and socio-economic factors.
  5. **Mitigation Plan:** Develop solutions to reduce adverse impacts and enhance positive ones.
  6. **Approval and Disclosure:** Share findings with stakeholders, ensuring transparency and regulatory compliance.

### 2. Stakeholder Engagement Plan

- **Objective:** Ensure inclusive participation and integrate stakeholder input into decision-making.
- **Steps:**
  1. Identify stakeholders (e.g., local communities, NGOs, indigenous groups).
  2. Conduct participatory consultations (focus groups, workshops, public hearings).
  3. Establish communication channels (bulletins, social media, grievance hotlines).
  4. Document concerns and integrate them into project planning.
  5. Monitor stakeholder satisfaction throughout the project lifecycle.

### 3. Grievance Redress Mechanism (GRM)

- **Objective:** Address stakeholder complaints efficiently and transparently.
- **Steps:**
  1. **Awareness Campaigns:** Inform communities about the GRM system through meetings and materials.
  2. **Grievance Submission:** Complaints can be submitted in person, via email, or through a hotline.
  3. **Acknowledgment:** Provide a receipt and inform the complainant about the next steps.
  4. **Resolution Process:** Investigate and resolve the grievance within a set timeframe (e.g., 15 days).
  5. **Feedback:** Share the resolution decision and allow for appeals if necessary.
  6. **Monitoring:** Track trends in complaints and improve mechanisms accordingly.

#### 4. Capacity-Building Initiatives

- **Objective:** Empower staff and stakeholders with skills for effective environmental and social safeguarding.
- **Steps:**
  1. Identify training needs based on project requirements and risk assessment.
  2. Develop modules on ESIA, grievance handling, gender equality, and labor standards.
  3. Conduct workshops, online courses, and on-the-job training.
  4. Evaluate training outcomes through pre- and post-training assessments.

#### Templates

##### 1. Environmental and Social Safeguarding Checklist

**Purpose:** To ensure compliance with ESMP principles during project implementation.

Area	Criteria	Status (Yes/No)	Remarks
Risk Assessment	ESIA completed and approved		
Community Engagement	Stakeholders consulted during project phases		
Grievance Mechanisms	GRM accessible to all community members		
Labor Standards	Policies on fair wages and safe conditions		
Diversity and Inclusion	Gender equality in staff recruitment		
Monitoring	Regular environmental and social audits		

##### 2. Stakeholder Engagement Record

**Purpose:** To document consultations and outcomes.

Date	Location	Stakeholders Engaged	Topics Discussed	Key Feedback	Actions Taken

##### 3. Grievance Form

**Purpose:** To capture stakeholder complaints.

Grievance ID	
Complainant Name	

Contact Details	
Submission Date	
Nature of Complaint	
Description	
Action Taken	
Resolution Date	

## Performa: Monitoring and Reporting of Safeguarding Measures

Indicator	Baseline	Target	Progress	Remarks
Percentage of projects with approved ESIA				
Number of stakeholder consultations held				
Percentage of grievances resolved within timeframe				
Number of staff trained on ES safeguards				

## Procedures

### 1. Monitoring and Evaluation (M&E)

- **Objective:** To measure the effectiveness of safeguarding initiatives and enable adaptive strategies for continuous improvement.
- **Steps:**
  - a) **Establish KPIs and Benchmarks:** Define measurable indicators such as the percentage of grievances resolved, training sessions conducted, or reduction in environmental risks.
  - b) **Baseline and Target Setting:** Conduct initial assessments to establish baselines and set achievable targets aligned with global standards.
  - c) **Data Collection:**
    - a. **Quantitative Methods:** Surveys, ESIA data, and stakeholder feedback.
    - b. **Qualitative Methods:** Focus group discussions, field observations, and interviews.
  - d) **Periodic Reviews:**
    - a. Conduct quarterly or annual reviews to assess progress against benchmarks.
    - b. Document findings, challenges, and opportunities for improvement.
  - e) **Adaptive Action Plans:**
    - Use findings to refine strategies, revise training modules, or introduce new measures.
    - Develop a change log to track policy or procedural updates.

### 2. Collaboration

- **Objective:** To foster partnerships and multi-stakeholder engagement for sustainable outcomes.
- **Steps:**
  - a. **Stakeholder Identification:**



- Map key stakeholders, including government bodies, NGOs, private sector entities, and community representatives.

**b. Engagement Strategy:**

- Organize participatory workshops, joint initiatives, and information-sharing sessions.

**c. Formalize Partnerships:**

- Develop Memorandums of Understanding (MoUs) or agreements that outline shared responsibilities and goals.

**d. Knowledge Exchange:**

- Create platforms for sharing innovations, best practices, and lessons learned.

**e. Monitoring Joint Efforts:**

- Periodically evaluate the impact of collaborative initiatives and identify areas for scaling up.

**3. Reporting**

- **Objective:** To maintain transparency and accountability while fostering stakeholder confidence.
- **Steps:**

**a. Develop Reporting Templates:**

- Use consistent formats for tracking and presenting data on safeguarding initiatives.

**b. Comprehensive Reporting:**

- Include performance updates, case studies, challenges faced, and recommendations for improvement.

**c. Accessible Communication:**

- Share reports through annual publications, online platforms, and community outreach channels.

**d. Stakeholder Validation:**

- Seek feedback on reports to ensure inclusivity and address stakeholder concerns.

## Templates for Continuous Improvement

### 1. Monitoring and Evaluation Progress Template

Indicator	Baseline	Target	Progress	Remarks/Adjustments
Percentage of grievances resolved				Additional resources required.
Number of training sessions held				Final sessions scheduled.
Stakeholder satisfaction (%)				Feedback being analyzed.

### 2. Stakeholder Engagement and Collaboration Record

Date	Stakeholders Engaged	Engagement Activity	Outcomes/Agreements	Next Steps
2025-01-25	Community Leaders	Workshop on ESIA	Identified key local concerns	Develop risk mitigation plans.
2025-01-30	NGO Partners	Joint Environmental Campaign	Resource-sharing formalized	Implement awareness drive.

### 3. Reporting Framework Template

Section	Details
Introduction	Overview of safeguarding initiatives, objectives, and alignment with global frameworks.
Key Achievements	Progress against KPIs, including case studies and success stories.
Challenges	Issues encountered and strategies for resolution.
Lessons Learned	Insights gained from M&E activities and stakeholder feedback.
Recommendations	Specific actions to enhance future safeguarding efforts.

### Performa: Continuous Improvement Tracking

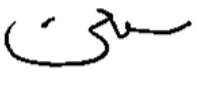
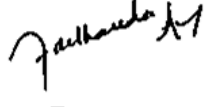
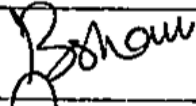
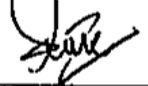
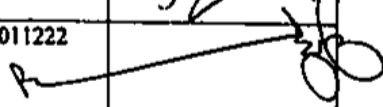
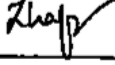
Area	Improvement Action	Timeline	Responsible Party	Outcome/Impact
Grievance Mechanisms	Enhance hotline capacity		GRM Officer	Reduced response time.
Stakeholder Training	Update training modules		Capacity Building Team	Increased engagement.
Reporting Practices	Introduce visual dashboards		M&E Department	Improved report accessibility.

## APPROVAL OF ENVIRONMENTAL AND SOCIAL SAFEGUARDING POLICY FOR ACT INTERNATIONAL

The Board of Directors approved the Environmental and Social Safeguarding Policy of Aiming Change for Tomorrow-International with additions and revisions under Agenda item no in the BOD Meeting held on March 9, 2024. Against this backdrop, this Policy entered into force on March 9, 2024. It was implemented by all ACT International affiliates subject to mandatory legal considerations. All the Line Management is responsible for the implementation of this Policy at all levels in field, district offices and headquarter.

9<sup>th</sup>-MARCH-2024

We the following members participated and put our respective hands on this documents on the day, month and year mentioned herein below;

S.No	Name	ID #	Membership	Ph. No	Signature
1	Mr. Saeed ul Hassan	35202-6543978-1	Chairperson	0345-5576454	
2	Prof Farkhanda Aurangzeb	54400-4895286-0	Member	0321-8001170	
3	Dr. Bushra Aizaz	82203-1135528-6	Member	0346-8502112	
4	Muhammad Javid Malik	61101-0488964-3	Member	03335129462	
5	Babar Aziz	61101-3686940-9	Member	03005011222	
6	Dr. Zaineb Hafceez	37301-3531962-6	Member	0044758368520 8	
7	Ms. Farzana Yaqoob	37405-5480398-2	Member	0334-5363333	
8	Mubashar Nabi	61101-9146195-7	Founder President	03018562934	