**BSTDB Environmental and Social questionnaire for A, B+ and B category operations**

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| --- | --- |
| **Company Information:** | |
| **Company Name:** | |
| **Company Address:** | |
| **Country:** | |
| **Town/Location:** | |
| **Business Sector/Activities:** | |
| **Company authorized representative:**  I certify that, to the best of my knowledge and belief, the data contained in this questionnaire accurately represents current or future operations. | |
| Signature: | |
| Title: | Date: |
| **Contact Details:** | |
| Telephone: | |
| Mobile: | |
| E-mail: | |

As part of the due diligence process, BSTDB carries out an Environmental and Social Assessment of each proposed Operation of Category A, B+ and B in accordance with its Environmental and Social Policy and Environmental and Social Assessment Procedures. The list below is the starting point for this assessment. The information is intended to help form an understanding of the operation’s Environmental and Social status and to highlight where more information and further action may be required. The more thoroughly the questions are answered at this stage, the easier it will be for the Bank to complete the due diligence process.

Please, have a technical person complete the required information within this document. Please, use as much space as needed. If particular questions are not relevant to your operations, please write "Not applicable" or N/A. If information is not available, write "No information” and explain why it is not available or when it will be available Add appendices if necessary. Submit the completed questionnaire to BSTDB.

For any questions related to this questionnaire please do not hesitate to contact Mircea Cojocaru at [mcojocaru@bstdb.org](mailto:mcojocaru@bstdb.org)

*Note:* For the purpose of this questionnaire by:

* Social Issues it is meant labor and working conditions, occupational health and safety, public health and safety and other community impacts, as well as stakeholder engagement; and
* Project/Operation it is meant the development for which the BSTDB funding is sought.

PERSONAL DATA PROTECTION: All the personal data provided herein shall be processed by BSTDB for the purpose of carrying out the Environmental and Social Due Diligence. BSTDB is committed to the protection of personal data in accordance with its Policy on Personal Data Protection <https://www.bstdb.org/Protection_of_Personal_Data_Policy.pdf>. In case you have a query or concern regarding the protection of your personal data held by BSTDB, please contact BSTDB’s Data Protection Officer <https://www.bstdb.org/privacy>.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **General Information about the Company and Project/Operation** | | | | | | | | | | | | |
| 1 | Please, confirm compliance of the Company and the Project/Operation with the BSTDB Environmental and Social Exclusion List provided in Annex 1 to this questionnaire. If some activities are not compliant please provide additional information. | | | | | | ... | | | | | |
| 2 | Provide brief information about the Company’s main activities, products, processes involved, raw materials, location, and history of operations. | | | | | | ... | | | | | |
| 3 | Provide brief information about the Project/Operation and whether it is a greenfield development, modernization of existing facilities, construction, etc. | | | | | | ... | | | | | |
| 4 | Has the Company made an assessment of the environmental and social impacts of its operations? If yes, please provide copies of relevant supporting documentation. | | | | | | ... | | | | | |
| 5 | Are/were any studies required for the preparation of the Project/Operation such as but not limited to an Environmental and Social Impact Assessment (ESIA), Environmental, Health and Safety, and Labor Audit, Monitoring Plans, Resettlement Plans, Social Impact Assessments, etc? If yes, please provide copies of relevant supporting documentation. | | | | | | ... | | | | | |
| 6 | Have any site investigations for the Project/Operation been performed to check the suitability of the site e.g. soil and groundwater testing? If yes, please provide copies of relevant supporting documentation. | | | | | | ... | | | | | |
| 7 | Will/does the Project/Operation involve acquisition, or temporary occupancy of land? If yes, whose land is it currently? Are people living and/or working there? | | | | | | ... | | | | | |
| 8 | Do the Company’s activities require a sanitary belt around its facilities? If, yes please specify its radius and the distance to the closest settlement, water body, cultural properties, natural forests. | | | | | | ... | | | | | |
| 9 | Is the Company and/or the Project/Operation located within 5 km to the national borders, and/or international waterways? If yes, please provide more details. | | | | | | ... | | | | | |
| 10 | How many people does the Company currently employ? | | | | | | ... | | | | | |
| 11 | Out of the total how many (%) are employed permanently and how many temporary? | | | | | | ... | | | | | |
| 12 | What is the gender distribution in %? | | | | | | ... | | | | | |
| 13 | How many new jobs will be created as a result of Project/Operation implementation? | | | | | | ... | | | | | |
| 14 | What is the Company’s monthly minimum wage based on the standard working week excluding the overtime? | | | | | | ... | | | | | |
| 15 | If the Project/Operation involves construction, please specify the construction period, the number of the workers needed, how many are/will be local and how many migrant? | | | | | | ... | | | | | |
| 16 | Will the Company provide accommodation/camp? If yes, please provide more information on the facilities the camp will provide to workers. | | | | | | ... | | | | | |
| 17 | As a result of the Project/Operation will local people lose assets, or access to assets, leading to a loss of income or a means of livelihood? | | | | | | ... | | | | | |
| 18 | Will the Project/Operation result in resettlement of people or economic displacement? | | | | | | ... | | | | | |
| 19 | Will/does the Project/Operation involve significant excavations, demolitions, movement of earth, flooding or other changes in the physical environment? | | | | | | ... | | | | | |
| 20 | Will/does the Project/Operation (likely to) impact upon any protected or designated areas or areas important for local biodiversity? | | | | | | ... | | | | | |
| 21 | Is the Project/Operation located in, or in the vicinity of, a cultural heritage site recognized by the country in which the project is located? | | | | | | ... | | | | | |
| 22 | Is/will the Project/Operation (be) located on/near a place of worship, cemetery or other place of importance and value to a community? | | | | | | ... | | | | | |
| **Compliance with relevant environmental and social guidelines, laws and regulations** | | | | | | | | | | | | |
| 23 | Does the Company fully comply with the relevant environmental, labor, health and safety national and local laws and regulations? | | | | | | ... | | | | | |
| 24 | How does the Company monitor environmental, labor, health and safety issues associated with its facilities and/or subsidiaries including compliance with relevant laws and Company policies/standards? | | | | | | ... | | | | | |
| 25 | Please provide brief conclusions of the operational environmental, labor, health and safety audit reports carried out for the last 2 years. | | | | | | ... | | | | | |
| 26 | Please list all the required permits, approvals and licenses needed for the Company/Project/Operation to operate, including their validity date. Have these been duly obtained? If not, please specify how and when these will be obtained. Please provide copies of relevant supporting documentation. | | | | | | ... | | | | | |
| 27 | When was the last inspection from the environmental, labor, health and safety authorities? Please summarize the conclusions. | | | | | | ... | | | | | |
| 28 | In the last 2 years have there been any non-compliance with requirements of the environmental, labor, health and safety permits, approvals, licenses or regulations? | | | | | | ... | | | | | |
| 29 | Have these resulted in any penalties, fines and/or corrective action plans? | | | | | | ... | | | | | |
| 30 | Have any operations been reduced, suspended or closed down due to non-compliance reasons? | | | | | | ... | | | | | |
| **Environmental and Social Management System** | | | | | | | | | | | | |
| *Environment* | | | | | | | | | | | | |
| 31 | Who is responsible for environmental management at the Company? | | | | | | ... | | | | | |
| 32 | Does the Company have an Environmental Management System (EMS)? If yes, please provide copies of relevant supporting documentation. | | | | | | ... | | | | | |
| 33 | Is the EMS compliant with any internationally recognized systems such as ISO 14001 or EMAS? | | | | | | ... | | | | | |
| 34 | Does the Company have an environmental action plan outlining key actions and targets for the current year? If yes, please provide copies of relevant supporting documentation. | | | | | | ... | | | | | |
| 35 | Has any environmental training been provided for Company personnel during the previous three years? | | | | | | ... | | | | | |
| *Social Issues* | | | | | | | | | | | | |
| 36 | Who is responsible for health and safety management at the Company? | | | | | | ... | | | | | |
| 37 | Does the Company have a Health and Safety Management System? If yes, please provide copies of relevant supporting documentation. | | | | | | ... | | | | | |
| 38 | Is the system compliant with an internationally recognized health and safety standard e.g. OHSAS18001? | | | | | | ... | | | | | |
| 39 | Is there a current Health and Safety Action Plan for the Company? If yes, please provide copies of relevant supporting documentation. | | | | | | ... | | | | | |
| 40 | Does the Company keep any statistics on:   * Fatalities. * Lost time accidents. * Lost workdays resulting from incidents. * Total Staff Hours Worked. | | | | | | ... | | | | | |
| 41 | Has health and safety training been provided for Company personnel during the previous 2 years? | | | | | | ... | | | | | |
| 42 | How many inspections did the Company receive from the local authorities in the previous 2 years? | | | | | | ... | | | | | |
| 43 | Have these resulted in any penalties, fines and/or corrective action plans? | | | | | | ... | | | | | |
| 44 | Have any operations been reduced, suspended or closed down due to health and safety reasons? | | | | | | ... | | | | | |
| 45 | How does the Company ensure that workers on its premises employed by contractors, sub-contractors or labor agents apply the same labor and health and safety standards as those that apply to the Company’s own employees? | | | | | | ... | | | | | |
| *HR* | | | | | | | | | | | | |
| 46 | Who is responsible for HR Management at the Company? | | | | | | ... | | | | | |
| 47 | Does the company have HR Policies in place in the following areas? If yes, please provide brief information:   * Non-discrimination and equal opportunity in employment; * Employment of young persons under age 18; * Wages (wage level, normal and overtime); * Working hours and overtime; * Benefits; * Grievance mechanism for workers; * Freedom for workers to form or join trade unions; * Collective bargaining. | | | | | | ... | | | | | |
| 48 | Are the HR Policies certified to a good labor practices standard/management system such as SA 8000? | | | | | | ... | | | | | |
| **Labor and Working Conditions** | | | | | | | | | | | | |
| *Occupational Health and Safety* | | | | | | | | | | | | |
| 49 | Have there been fatalities, serious injuries or major health risks e.g. fires, explosions, sudden release of hazardous substances, traffic accidents, incidents involving evacuation, caused by, or related to the Company/Project/Operation within the last 2 years? If, yes, please provide details.  BSTDB does not need this information to be provided in a form that identifies the natural persons involved in the accident, just an anonymized description of the event. | | | | | | ... | | | | | |
| 50 | What are the main occupational health and safety risks associated with the Company’s activities, or the Project/Operation? | | | | | | ... | | | | | |
| 51 | Is Personal Protective Equipment (PPE) required at the work place? What type and for what works? | | | | | | ... | | | | | |
| 52 | Are these readily available to the workers? | | | | | | ... | | | | | |
| 53 | How are the PPE use enforced within the Company and who is typically responsible for that? | | | | | | ... | | | | | |
| *Labor Standards* | | | | | | | | | | | | |
| 54 | What labor standards does the Company abide to? | | | | | | ... | | | | | |
| 55 | Does the Company employ any personnel under the age of 18 and how this is checked? | | | | | | ... | | | | | |
| 56 | Is there any labor exacted under force, or not performed voluntarily by the workers? | | | | | | ... | | | | | |
| 57 | Does the Company withhold deposits or original identity papers from workers? | | | | | | ... | | | | | |
| 58 | What are the Company’s regulations to prevent workplace discrimination due to gender, ethnicity, political opinion, region, national or social origin with regard to recruitment/promotion/access to training/benefits? | | | | | | ... | | | | | |
| 59 | Do the workers have the right to organize trade unions and associations an participate in the decision-making process on issues that affect them? | | | | | | ... | | | | | |
| 60 | Have there been any strikes in the last 2 years? If yes, what was the disputed issue and how this was resolved? | | | | | | ... | | | | | |
| *Terms and Conditions of employment* | | | | | | | | | | | | |
| 61 | Does the Company pay a basic salary that is equal or higher than the legal local minimum wage per standard working week? | | | | | | ... | | | | | |
| 62 | Does the Company provide all workers with legally required social security and benefits e.g. health insurance, pension, maternity leave, etc.? | | | | | | ... | | | | | |
| 63 | What is the average daily working time? Does it exceed 12 hours per day for more than 3 consecutive weeks? | | | | | | ... | | | | | |
| 64 | How is overtime paid? Does it meet the legally required minimum rate for overtime? | | | | | | ... | | | | | |
| 65 | How many days off do the workers have per week? | | | | | | ... | | | | | |
| 66 | Do the workers have written employment contracts, and are the workers properly informed about its stipulations? | | | | | | ... | | | | | |
| 67 | Have there been retrenchments (cutting off jobs) of more than 250, or more than 10% of the total workforce employed in the last 2 years? If yes, please provide more information. | | | | | | ... | | | | | |
| *Sub-contractors and supply chain labor* | | | | | | | | | | | | |
| 68 | Does the Company contractually bind the sub-contractors and tier-one suppliers to comply with relevant environmental, labor, health and safety laws and regulations? | | | | | | ... | | | | | |
| 69 | How does the Company make sure that there is no force labor and child labor used by its sub-contractors and tier-one supply chain? | | | | | | ... | | | | | |
| **Pollution Prevention and Mitigation** | | | | | | | | | | | | |
| *Air Emissions* | | | | | | | | | | | | |
| 70 | What are the main sources, types and quantities of air emissions produced by the Company and/or Project/Operation? | | | | | | ... | | | | | |
| 71 | Please describe any air pollution prevention and mitigation measures used to reduce such emissions. | | | | | | ... | | | | | |
| 72 | Please provide in the table below monitoring data for total air emissions: | | | | | |  | | | | | |
|  | Pollutant | Measuring point | | Unit | | Local/  national | WB/IFC | Measured value | | Planned value | Date | |
| Particulate Matter | mg/m3 | | ... | | ... |  | ... | | ... | ... | |
| Nitrogen Oxide | mg/m3 | | ... | | ... |  | ... | | ... | ... | |
| Sulfur Oxide | mg/m3 | | ... | | ... |  | ... | | ... | ... | |
| *Water Use* | | | | | | | | | | | | |
| 73 | What are the main sources of water for the Company and/or Project/Operation? | | | | | | ... | | | | | |
| 74 | How much water is the Company/Project/Operation permitted to utilize? | | | | | | ... | | | | | |
| 75 | What is the actual water use? | | | | | | ... | | | | | |
| 76 | Is any water treatment required prior to use? | | | | | | ... | | | | | |
| *Waste Water Discharges* | | | | | | | | | | | | |
| 77 | What are the sources, types and quantities of effluent discharges produced by the Company and/or Project/Operation? | | | | | | ... | | | | | |
| 78 | Are effluents discharged to the municipal sewer or directly to surface waters? | | | | | | ... | | | | | |
| 79 | Is any waste water treatment applied prior to discharge? | | | | | | ... | | | | | |
| 80 | Please provide in the table below monitoring data for waste water discharges: | | | | | |  | | | | | |
|  | Pollutant | | Unit | | Local/  national | | WB/IFC | | Measured value | Planned value | | Date |
| pH | | - | | … | | 6-9 | | … | ... | | ... |
| BOD5 | | mg/l | | … | | 30 | | ... | ... | | ... |
| COD | | mg/l | | … | | 125 | | ... | ... | | ... |
| Total Suspended Solids | | mg/l | | … | | 50 | | ... | ... | | ... |
| Oil and grease | | mg/l | | … | | 10 | | ... | ... | | ... |
| Nitrogen | | mg/l | | … | | 10 | | ... | ... | | ... |
| Phosphorus | | mg/l | | … | | 2 | | ... | ... | | ... |
| NH3 | | mg/l | | … | | 10 | | ... | ... | | ... |
| Temperature increase | | °C | | … | | <3 | | ... | ... | | ... |
| Coliforms | |  | | … | | 400MPN/100ml | | ... | ... | | ... |
| *Solid Waste Management* | | | | | | | | | | | | |
| 81 | What are the types and quantities of solid wastes produced by the Company and or Project/Operation? | | | | | | ... | | | | | |
| 82 | How are these wastes collected, stored and disposed of? | | | | | | ... | | | | | |
| 83 | Does the Company/Project/Operation implement any measures to reduce/reuse/recycle any solid wastes? | | | | | | ... | | | | | |
| 84 | Are any hazardous wastes produced and how are these collected, stored and disposed of? | | | | | | ... | | | | | |
| 85 | Are any of the following materials used/produced/handled/stored by the Company/Project/Operation: PCBs (PolyChlorinated Biphenyls), asbestos, ozone depleting substances? If yes, please explain. | | | | | | ... | | | | | |
| *Hazardous Material Management* | | | | | | | | | | | | |
| 86 | What hazardous materials are used by the Company and/or Project/Operation (such materials include flammable, explosive, reactive, radioactive and toxic substances) and in what quantities? | | | | | | ... | | | | | |
| 87 | Are these materials accompanied by relevant Material Safety Data Sheets (MSDS)? | | | | | | ... | | | | | |
| 88 | What measures and procedures are in place for the handling and storage of such materials? Include information on above- and under-ground storage tanks. | | | | | | ... | | | | | |
| 89 | Does the Company and/or Project/Operation have an emergency response plan to deal with accidents involving any hazardous materials? If yes, please provide copies of relevant supporting documentation. | | | | | | ... | | | | | |
| 90 | Have there been any environmental incidents or accidents such as spills, tank ruptures, explosions etc during the previous 2 years? If, yes please explain how were these handled and whether these resulted in contamination of soil and groundwater? | | | | | | ... | | | | | |
| 91 | Do you prepare Environmental Incident Reports or similar reports when an environmental accident or incident occurs? | | | | | | ... | | | | | |
| **Community Health, Safety and Security** | | | | | | | | | | | | |
| 92 | Does the current Company’s activity pose any significant risk and impacts to the local communities, their health, safety and security e.g. traffic, noise, hazardous materials, air emissions, discharges, access to resources? If, yes, please provide details. | | | | | | ... | | | | | |
| 93 | Has the Company developed measures to prevent and/or mitigate any such risks and impacts? If yes, please provide copies of relevant supporting documentation. | | | | | | ... | | | | | |
| 94 | Has the Company consulted with the locally affected community to discuss these measures and understand any concerns? | | | | | | ... | | | | | |
| 95 | Does the Company use security guards to protect the entry to the workplace? | | | | | | ... | | | | | |
| 96 | Is the Company aware of any issues, concerns or positive feedback brought to the Company’s attention by members of the community, NGOs or the media? | | | | | | ... | | | | | |
| 97 | Does the Company have any ongoing social or community development initiatives or programs with local communities? | | | | | | ... | | | | | |
| **Biodiversity issues** | | | | | | | | | | | | |
| 98 | Does the Company’s activity currently pose any risk and impact on the surrounding ecosystems, protected areas, and endangered species, if any? | | | | | | ... | | | | | |
| 99 | What preventive and mitigation measures does the Company employ in this respect? | | | | | | ... | | | | | |
| 100 | Does the Company use raw materials directly from natural habitats e.g. wood, fish, etc.? | | | | | | ... | | | | | |
| 101 | Does the Company’s activity involve genetically modified organisms? If yes, please provide details on the measures the Company takes in order to prevent their escape into the natural environment. | | | | | | ... | | | | | |
| **Cultural heritage** | | | | | | | | | | | | |
| 102 | Does the Company’s activity pose any risks and impacts on the recognized cultural heritage sites, with historical, archaeological, religious significance that might be in the vicinity? | | | | | | ... | | | | | |
| **Indigenous Peoples** | | | | | | | | | | | | |
| 103 | Are there any Indigenous People in the area? Does the Company’s activity impact directly or indirectly upon them e.g. through resettlement, use of lands and resources, employment? Please, provide details. | | | | | | ... | | | | | |

Annex 1

**BSTDB Environmental and Social Exclusion List**

BSTDB will not knowingly finance any operations that directly or indirectly involve production, use, distribution, business or trade of the following:

1. Forced labor[[1]](#footnote-1) or child labor[[2]](#footnote-2);
2. Activities deemed illegal under the host country laws and regulations, or international conventions and agreements, or subject to international phase out or bans, including but not limited to:
3. PCBs[[3]](#footnote-3);
4. Pharmaceuticals, pesticides, herbicides and other hazardous chemicals[[4]](#footnote-4);
5. Ozone-depleting substances[[5]](#footnote-5);
6. Trans-boundary movement of wastes[[6]](#footnote-6);
7. Unbounded asbestos fibers or asbestos-containing products[[7]](#footnote-7);
8. Wildlife or wildlife products regulated under CITES[[8]](#footnote-8);
9. Biodiversity resources or cultural heritage[[9]](#footnote-9);
10. Driftnet fishing in the marine environment using nets in excess of 2,5 km in length;
11. Shipment of oil or other hazardous substances in tankers which do not comply with IMO requirements[[10]](#footnote-10);
12. Radioactive materials, including radioactive wastes[[11]](#footnote-11);
13. Weapons, ammunition, military goods or goods that may be directly used for military purposes;
14. In the event that any of the following form a substantial part of the operation’s primary financed activities[[12]](#footnote-12):
15. Alcoholic beverages (content in excess of 20%);
16. Tobacco;
17. Casinos and other gambling facilities, including equipment.
18. Trade in goods without required export or import licenses or other evidence of authorization of transit from the relevant countries of export, import and, if applicable, transit;
19. Transactions which contravene any applicable laws or international conventions in all relevant jurisdictions, or United Nations economic sanctions.

1. Forced labor means all work or service, not voluntarily performed, that is exacted from an individual under threat of force or penalty. Reference documents: ILO conventions 29 and 105. [↑](#footnote-ref-1)
2. Persons may only be employed if they are at least 14 years old, unless local legislation specifies compulsory school attendance or the minimum age for working. In such cases the higher age shall apply. Reference documents: ILO conventions 138 and 182. [↑](#footnote-ref-2)
3. PCBs: Polychlorinated biphenyls are a group of highly toxic chemicals likely to be found in oil-filled electrical transformers, capacitors and switchgear produced in the period of 1950-85. [↑](#footnote-ref-3)
4. Reference documents: Regulation (EC) No 689/2008 Concerning the Export and Import of Dangerous Chemicals, as amended; UN Consolidated List of Products whose Consumption and/or Sale have been Banned, Withdrawn, Severely Restricted or not Approved by Governments; Convention on the Prior and Informed Consent Procedures for Certain Hazardous Chemicals and Pesticides in International Trade (Rotterdam Convention); Stockholm Convention on Persistent Organic Pollutants; WHO Classification of Pesticides by Hazard. [↑](#footnote-ref-4)
5. Chemical compounds that react with and deplete the stratospheric ozone and which are regulated under the Montreal Protocol. [↑](#footnote-ref-5)
6. Reference documents: Regulation (EC) No 1013/2006 on Shipment of Wastes; Decision C(2001)1007/Final of the OECD Council concerning the revision of Decision C992)39/Final on the control of trans-boundary movements of wastes destined for recovery operations; Basel Convention of 22 March 1989 on the control of trans-boundary movements of hazardous wastes and their disposal. [↑](#footnote-ref-6)
7. This does not apply to the purchase and use of bonded asbestos cement sheeting where the asbestos content is less than 20%. [↑](#footnote-ref-7)
8. CITES: Convention on International Trade in Endangered Species of Wild Fauna and Flora. [↑](#footnote-ref-8)
9. Reference documents: Convention on the Conservation of Migratory Species of Wild Animals (Bonn Convention); Convention on Wetlands of International Importance, especially as Waterfowl Habitat (Ramsar Convention); Convention on the Conservation of European Wildlife and Natural Habitats (Bern Convention); World Heritage Convention; Convention on Biological Diversity. [↑](#footnote-ref-9)
10. This includes: tankers which do not have all the required MARPOL SOLAS certificates (including, without limitation, ISM Code Compliance), tankers blacklisted by the European Union or banned by the Paris Memorandum of Understanding on Port State Control (Paris MoU) and tankers due for phase-out under MARPOL regulation 13G. No single hull tanker over 25 years old should be used. [↑](#footnote-ref-10)
11. This does not apply to medical equipment, quality control equipment and any other equipment where the radioactive source is trivial and adequately shielded. [↑](#footnote-ref-11)
12. For companies, “substantial” means more than 10% of their consolidated balance sheets or earnings. For financial intermediaries, including investment funds “substantial” means more than 10% of their underlying portfolio volumes. [↑](#footnote-ref-12)