

**Annex no. 5  
to the Request for Proposal no. 17/RCBR/2021**

Appendix 5 to IS-0-07/IB-0-07

***Requirements for Contractors/Subcontractors  
with regards to Employee Relations Management***

1. The Contractor/Subcontractor declares that:
  - he/she respects the labour and employment regulations (including laws on remuneration, working hours, overtime and other benefits, e.g. sick leaves and holidays), and ensures appropriate protection of personal data of their employees;
  - complies with the regulations regarding employment of minors;
  - does not make use of forced labour, slave labour or victims of human trafficking;
  - treats all employees equally, regardless of colour of their skin, race, nationality, ethnic origin, disability, sexual orientation, systems of beliefs, sex, age, trade union membership, marital or family status (unrelated to the requirements for a given position); this principle extends to recruiting, hiring, training, promotions and other terms and conditions of employment;
  - treats his/her employees with respect and protects human rights;
  - does not tolerate unacceptable treatment of their employees, e.g. abuse, harassment, intimidation, discrimination, coercion, threats, insults and exploitation; initiates actions to prevent such conduct;
  - does not discourage employees from electing their representatives, forming or joining employees' organisations of their choice; does not discriminate against employees who are representatives or intend to join such organisations;
  - if accommodation is provided for employees, the Contractor/Subcontractor ensures that the lodgings are safe and meet basic needs of their employees,
  
2. The Contractor/Subcontractor shall, as part of their business operations, provide a mechanism for issuing complaints by their employees, enabling them to raise objections regarding the workplace.

The mechanism is to include:

  - informing employees about the system of complaints reporting when they are being hired,
  - procedure for handling of complaints and communicating feedback regarding the complaint,
  - ensuring that complaints made by employees are handled anonymously,
  - ensuring that the complainant will not be persecuted in any way.
  
3. The Contractor shall be fully responsible for implementation of the above provisions by his/her Subcontractors.

***I hereby certify that I have read the above Employee Relationship Management requirements and represent that the Company  
..... complies with these requirements.***

.....  
Place and date

.....  
Signature of authorised representative  
of the Contractor/Subcontractor