***Insert Company Name***

**Insert Name of the Procedure or Plan**

|  |
| --- |
| ***General Instructions***1. *Insert company logo in the header*
2. *Insert company name where indicated (“[insert company name]”)*
3. *Consider the guidance / follow the instructions given in the instruction boxes*
4. *Delete the instruction boxes throughout when the document is completed, including this box.*
 |

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| **Document No.:** | XX |
| **Type of Document:**  | Procedure or Plan  |

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| **Version No..** | **Issue Date** | **REVIEWED by (Team Members)** | **Reviewed by****(Relevant Manager)** | **Approved** | **Signature** |
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**Amendments**

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|  |
| --- |
| *Instruction Box – Delete when complete.*General Instructions for Customisation and Compliance |
| This document provides a template from which your company can develop an Environmental and Social Management System (ESMS) procedure for which a generic template does not exist.The purpose of this document is to serve as a guide to tailor the content of your ESMS procedure based on your specific context and company needs. Depending on the type of environmental and social (E&S) risks you have identified as being key to your company’s operational success, you may also wish to develop any of the following management procedures, for example:* Transport Management Procedure;
* Incident investigation and Reporting Procedure;
* Security Management Procedure; or
* Energy and Climate Change Procedure.

Whichever ESMS procedure you decide to develop, the following needs to be considered when drafting the ESMS procedure to ensure clarity, consistency and effectiveness:* Define the purpose of the procedure: Clearly outline the purpose of the procedure. What problem does it address? What goals does it support?
* Gather information: Collect data and insights from relevant stakeholders, including team members, management, and other departments. Understand existing practices and identify gaps.
* Identify key steps: Break down the process into clear, actionable steps. Outline what needs to be done, by whom, and in what order.
* Assign roles and responsibilities: Determine who is responsible for each step in the process. Clearly define roles to ensure accountability.
* Draft the procedure: Write the procedure in a clear, concise format. Use simple language and include visuals (like flowcharts) if helpful. Ensure it’s easy to follow.
* Review and revise: Share the draft with stakeholders for feedback. Make necessary revisions based on their input to ensure clarity and practicality.
* Implement: Communicate the final management procedure to all relevant employees. Provide training if necessary to ensure everyone understands their roles.
* Monitor and evaluate: After implementation, monitor the procedure’s effectiveness. Gather feedback and make adjustments as needed.
* Document and update: Keep the management procedure documented in an accessible location. Regularly review and update it to reflect any changes in processes or company policies.

Below is a list of useful resources to consider when drafting your environmental or H&S management procedure:* [IFC Performance Standards on E&S Sustainability (2012)](https://www.ifc.org/content/dam/ifc/doc/2010/2012-ifc-performance-standards-en.pdf)
* [IFC General Environmental, Health and Safety (EHS) Guidelines (2007)](https://www.ifc.org/content/dam/ifc/doc/2000/2007-general-ehs-guidelines-en.pdf)
* [IFC EHS Guidelines for Annual Crop Production (2016)](https://www.ifc.org/content/dam/ifc/doc/mgrt/annual-crop-production-ehs-guidelines-2016-final.pdf)
* [IFC EHS Guidelines for Food and Beverage Processing (2016)](https://www.ifc.org/content/dam/ifc/doc/2010/2016-annual-crop-production-ehs-guidelines-en.pdf)
* [IFC EHS Guidelines for Perennial Crop Production (2015)](https://www.ifc.org/content/dam/ifc/doc/mgrt/final-perennial-crop-production-november-2015.pdf)
* [IFC ESMS Toolkit and Case Studies – Crop Production](https://documents1.worldbank.org/curated/en/414331491570397072/pdf/114083-WP-IFC-ESMS-Toolkit-Crop-Production-PUBLIC.pdf)
* [IFC ESMS Implementation Handbook – General (2015)](https://www.ifc.org/content/dam/ifc/doc/mgrt/esms-handbook-general-v21.pdf)
* [ESMS Self-Assessment and Improvement Guide](https://www.ifc.org/content/dam/ifc/doc/2010/esms-self-assessment-en.xlsx)
* [BII Sector Profiles](file:///C%3A/Users/Liaan.Van-der-Spuy/Downloads/%E2%80%A2%09British%20International%20Investment%20%28BII%29%20%E2%80%93%20Fund%20E%26S%20Management%20Systems) including [Agriculture and Aquaculture](https://toolkit.bii.co.uk/sector-profiles/agriculture-and-aquaculture/), [Food and Beverages](https://toolkit.bii.co.uk/sector-profiles/food-and-beverages/) and [Forestry and Plantations](https://toolkit.bii.co.uk/sector-profiles/forestry-and-plantations/)
 |

# Purpose and Scope

|  |
| --- |
| *Instruction Box – Delete when complete** *Insert the company name where indicated throughout the document.*
* *Describe the purpose of the management procedure or management plan. It should describe why the management procedure or management plan is required and any requirements it is aligned to (e.g. compliance with other internal procedures and guidelines, alignment with international standards and guidelines, e.g. International Finance Corporation (IFC) Performance Standards (PS) on Environmental and Social Sustainability (2012)).*
* *Define the scope of application of the management procedure or management plan and whom it applies to.*
* *If there are any areas in which the management procedure or management plan specifically does NOT apply, these should also be mentioned.*
* *The section below is generic. Review and modify as required for your company.*
 |

The purpose of the [xxx] Procedure is to ensure that effective procedures are implemented for the management of [xxx….]. [Insert company name] has developed this Procedure to ensure xxx

The Procedure includes details on the following:

* xxx
* xxx
	+ xxx
	+ xxx

This Procedure applies to employees and contractors who are responsible for xxx.

# Objectives

|  |
| --- |
| *Instruction Box – Delete when complete** *State the objectives of the management procedure and what it aims to achieve.*
* *Which operational challenges does it aim to address?*
* *You may wish to relate the objectives of the management procedure to your company strategy on achieving E&S goals.*
* *The section below is generic. Review and modify as required for your company.*
 |

The objective of the [xxx] Procedure is to ensure compliance with all applicable local, national, and international regulations, thereby protecting the organization from legal penalties and ensuring alignment with industry standards.

The [xxx] Procedure aims to:

* xxx
* xxx

# Legal and International Requirements

## National Laws and Regulations

|  |
| --- |
| *Instruction Box – Delete when complete** *Review country and local legislation relating to the topic and incorporate as may be required into this section.*
* *List all relevant topic-related laws and regulations below.*
 |

This [insert name of management procedure] has been developed to conform to the following national laws and regulations:

* Xx
* Xx

## International Standards and Guidelines

|  |
| --- |
| *Instruction Box – Delete when complete** *List all relevant international standards, guidelines and delete any below that are not applicable.*
* *The section below is generic. Review and modify as required for your company.*
 |

The [insert name of management procedure] has been developed to conform to the following international standards and guidelines:

* [IFC PS on E&S Sustainability (2012)](https://www.ifc.org/content/dam/ifc/doc/2010/2012-ifc-performance-standards-en.pdf):
	+ *[insert relevant IFC Performance Standard(s) and provide a brief summary of the key requirements]*
* [IFC General Environmental, Health and Safety (EHS) Guidelines (2007)](https://www.ifc.org/content/dam/ifc/doc/2000/2007-general-ehs-guidelines-en.pdf);
* [IFC EHS Guidelines for Annual Crop Production (2016)](https://www.ifc.org/content/dam/ifc/doc/mgrt/annual-crop-production-ehs-guidelines-2016-final.pdf);
* [IFC EHS Guidelines for Food and Beverage Processing (2016)](https://www.ifc.org/content/dam/ifc/doc/2010/2016-annual-crop-production-ehs-guidelines-en.pdf);
* [IFC EHS Guidelines for Perennial Crop Production (2015)](https://www.ifc.org/content/dam/ifc/doc/mgrt/final-perennial-crop-production-november-2015.pdf);
* The United Nations Guiding Principles on Business and Human Rights (UNGPs), 2011;
* Stakeholder Engagement: A Good Practice Handbook for Companies Doing Business in Emerging Markets, IFC, 2007; and
* International Labour Organisation (ILO) conventions covering core labour standards and ILO conventions signed and ratified by host country, including ILO conventions covering the basic terms and conditions of employment, and ILO convention 190 – violence and harassment, including gender-based violence and harassment.

# Definitions

|  |
| --- |
| *Instruction Box – Delete when complete** *List definitions that need to be defined in order to ensure proper interpretation of the management procedure or management plan.*
 |

| **Term** | **Definition** |
| --- | --- |
|  |  |
|  |  |
|  |  |

# Abbreviations and Acronyms

|  |
| --- |
| *Instruction Box – Delete when complete** *List abbreviations and acronyms which are referred to in the document.*
 |

| **Abbreviations and Acronyms** | **Definition** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# General Requirements

|  |
| --- |
| *Instruction Box – Delete when complete** *Outline the general requirements with respect to adherence to the management procedure and make mention of other procedures wherein reference is made to this management procedure or plan.*
* *You may wish to refer to a corresponding section in one of the developed templates to gauge the required level of detail, formatting etc.*
* *The section below is generic. Review and modify as required for your company.*
 |

The following company procedures describe the various control measures to manage the risk associated with [xxx], and should be referred to (as applicable) in addition to this procedure:

* [xxx] Management Procedure;
* [xxx] Management Procedure; and
* [xxx] Management Procedure.

# Management Procedure

|  |
| --- |
| *Instruction Box – Delete when complete** *This section is the main text of the management procedure. It details the procedure for the task to be performed.*
* *Describe operational requirements related to the subject matter.*
* *There should be sufficient detail, clearly expressed, to enable a trained person to perform the procedure without supervision.*
* *There should also be sufficient detail to enable a trained person to use the document to train others to perform the task.*
* *You may wish to refer to a corresponding section in one of the developed templates to gauge the required level of detail, formatting etc.*
* *The use of flow diagrams may be useful, especially in complex procedures.*
 |

[Insert text here]

xxx

* xxx
	+ xxx

|  |
| --- |
| *Place holder for a figure – Delete if not required* |

**Figure 6‑1: [*insert figure title – Delete if not required*]**

**Table 6‑1: [*insert table heading – Delete if not required*]**

| **xxx** | **xxxx** |
| --- | --- |
|  |  |
|  |  |
|  |  |

## [*insert subject-related heading*]

[Insert text here]

xxx

* xxx
	+ xxx

### [insert subject-related heading]

[Insert text here]

xxx

* xxx
	+ xxx

## [*insert subject-related heading*]

[Insert text here]

xxx

* xxx
	+ xxx

## [*insert subject-related heading*]

[Insert text here]

xxx

* xxx
	+ xxx

**Table 7‑2: [*insert table heading*]**

| **xxx** | **xxx** |
| --- | --- |
| xxx | xxx |
|  |  |
|  |  |

|  |
| --- |
| *Place holder for a landscape figure – Delete if not required* |

**Figure 7‑2 : [*insert figure title*]**

# Monitoring and Reporting

|  |
| --- |
| *Instruction Box – Delete when complete** *If applicable, list the type of monitoring activities to be undertaken to ensure compliance with statutory requirements and / or permit or licensing requirements. For example, the monitoring of biodiversity impacts and mitigation measures may form part of the statutory requirements for environmental management in your country or is a requirement stemming from permit or licensing requirements.*
* *Include the monitoring frequencies, i.e. monthly, quarterly or annual monitoring requirements in line with any statutory requirements and / or permit or licensing requirements.*
* *The section below is generic. Review and modify as required for your company.*
 |

Monitoring activities shall be conducted to control potential issues that may negatively impact the [environment, community or health and safety of the workforce].

The monitoring of [xxx] impacts and mitigation measures forms part of the statutory requirements for environmental management. The [annual / quarterly / monthly] audits are to be undertaken in compliance with the requirements of the [National Guidelines or National Standards] for [xxx] Auditing in [insert host country name] as well as the [insert name of legislation].

Monitoring data shall be reported regularly [specify frequency] to both internal and external stakeholders to ensure transparency and effectiveness in addressing [xxx] impacts.

# Training and Awareness

|  |
| --- |
| *Instruction Box – Delete when complete** *Include training that is provided to employees and contractors on the requirementsof the management procedure.*
* *You may wish to refer to a corresponding section in one of the developed templates to gauge the required level of detail, formatting etc.*
* *The section below is generic. Review and modify as required for your company.*
 |

[insert company name] recognises the need for staff and contractors to be appropriately trained with respect to the implementation of this [xxx] Procedure.

All personnel and contractors shall be provided with training and awareness in respect of the company’s [xxx] procedures, to ensure [xxx] are managed appropriately in line with requirements of industry standards and in-country legislation.

Training and awareness shall be presented via the following platforms:

* xxx
* xxx

# Review and Continuous Improvement

|  |
| --- |
| *Instruction Box – Delete when complete** *Include measures for regular monitoring of the effectiveness of this management procedure or plan.*
* *State the frequency of the review and update of this management procedure or plan to ensure that it reflects and caters for any emerging issues and/or that it aligns with changes in regulations.*
* *You may wish to refer to a corresponding section in one of the developed templates to gauge the required level of detail, formatting etc.*
* *The section below is generic. Review and modify as required for your company.*
 |

Undertake regular assessments of the [xxx] Procedure’s effectiveness to ensure ongoing success and seek feedback from employees, stakeholders, or contractors to make any necessary adjustments and updates to the [xxx] Procedure.

This xxx] Procedure is a live document that will need to be reviewed on an annual basis to incorporate lessons learned, address any gaps, and adapt to changes in the regulatory environment and to assess its relevance and coverage of subject matter management issues and objectives.

As part of the annual ESMS compliance audit, undertake a compliance review of the [xxx] Procedure to identify areas for improvement.

# Roles and Responsibilities

|  |
| --- |
| *Instruction Box – Delete when complete** *Assign roles and responsibilities for the implementation of this management procedure or plan.*
* *Select responsible employees, perhaps from your existing management team, to take charge of this management procedure or plan.*
* *You may wish to refer to a corresponding section in one of the developed templates to gauge the required level of detail, formatting etc.*
 |

The key roles and responsibilities for the implementation of this [insert name of procedure or plan] are described in **Table 10‑1** *[modify as required].*

**Table 10‑1: Key Roles and Responsibilities**

| **Role** | **Responsibility** |
| --- | --- |
| **xxx** |  |
| **xxx** |  |
| **xxx** |  |

# Annex A: [*insert title*]

**Table A‑0‑1: [*insert title*]**

| **xxxx** | **xxxx** | **xxx** |
| --- | --- | --- |
| **xx** | xxx | xxx |
|  |  |  |
|  |  |  |