

Environmental and Social Action Plan (ESAP) Status Report (Client completes this report annually)	
Project Name:	Helix Lab: 32926
Team Name:	Europe and Central Asia
Country:	Russian Federation
Task Title/Description	Anticipated Completion Date
1.Helix will develop an overarching policy, in line with IFC Performance Standards, defining environmental, health, and safety objectives and providing a framework for the Company's management and operational activities, including franchises.	4/30/2014
2.Helix will integrate its existing EHS management system to cover key environmental and occupational health and safety issues consistent with IFC PS1 requirements. The system should include, among others, the following elements: ·a corporate EHS risk analysis to identify which major EHS issues and relevant mitigations should fall under the direct control of Helix; ·specific SOPs for the in-house renovation and maintenance personnel; ·standard EHS key performance indicators (KPIs) and target value to monitor sensitive EHS elements. The KPIs will be used by upper management to track company EHS performance and indicate areas of improvement; develop and implement a formal corporate standard for EHS reporting	4/30/2014
3.The Company will develop emergency response and preparedness plans covering emergency scenarios (e.g. fire evacuation plan) for all facilities and conduct training and emergency drills for all its personnel.	4/30/2014
4.Helix will develop a corporate HR policy and will develop and put in place supporting HR procedures, such as hiring and termination of contract policy, duties and compensation policy(ies), performance assessment and promotion policy, and benefits policy that are consistent with local laws and IFC's PS 2 provisions.	4/30/2014
5.Helix will develop a formal internal grievance mechanism for its workforce to raise concerns and inform personnel on relevant procedures and use	4/30/2014
6.Helix will adopt and implement minimum requirement PPE for the renovation/maintenance crew	2/28/2014
7.The Company will ensure that first aid kits are also available on site for personnel involved in renovation/maintenance work.	2/28/2014
8.Helix will develop and implement audit procedures for its hazardous waste contractor (solid waste and air filters) to ensure they are compliant with local and IFC provisions	2/28/2014
9.Helix will develop and implement audit procedures for selecting courier contractor to ensure they keep and have a safe record and are compliant with local and IFC provisions.	4/30/2014
10.Helix will develop a screening system for the selection of new location to ensure that key life and fire safety elements (e.g. emergency exits) and in compliance with local and international standards	4/30/2014