

Questions for developers regarding working conditions in Qatar

Note: Question 11 provides the company with the opportunity to describe challenges confronted in the areas covered by the preceding questions

1. Standards:

- a) Does your company have a publicly-available commitment to human rights or to social responsibility? If so please share the link.

Yes: <http://www.bechtel.com/sustainability/respecting-human-rights/>

- b) Does your company have a policy on worker welfare and employment practices with which all appointed contractors and business partners must comply? If so please share the link or attach the document.

Yes: <http://www.bechtel.com/about-us/ethics-compliance/code-of-conduct/>. The code applies to contract labor and we expect our suppliers, business partners and contractors to be guided by these principles. It also includes Bechtel's General Standards, Diversity and Fair Employment.

Scope of operations: Please describe the nature and scope of your company's operations in Qatar, including reference to current projects and business partners (contractors, sub-contractors, suppliers, and joint ventures).

Bechtel currently does not have any active projects in Qatar. The Al Sejeel mega-petrochemical complex in Ras Laffan listed on www.bechtel.com is presently on hold. Given our inactivity in Qatar, we are unable to respond to questions 3-8. If there are questions regarding our corporate-level human rights procedures, please email us at sustain@bechtel.com.

2. Contractor engagement:

- a) How do you communicate your company policy on worker welfare and employment practices to contractors and other business partners?
- b) What procedures does your company have in place to monitor the compliance of contractors and business partners with your policy?
- c) What procedures does your company have in place should a contractor or business partner be found to be in violation of this policy?
- d) Is there a set of minimum requirements concerning employment practices and worker welfare that contractors have to demonstrate to be considered for the procurement process? If so, do these requirements take a company's previous track record and own policies into consideration?
- e) How many workers do your contractors and other business partners collectively employ?

3. **Policy:** Please describe your company's policies/standards for contractors and business partners on each of the items listed below.

Where applicable, please include any additional information to that provided in '3b' that is relevant to ensuring contractor compliance in the following areas.

Health and safety

- a) Ensuring workers' health and safety
- b) Establishment of occupational health and safety committees with worker participation
- c) Working hours and rest periods, including annual leave entitlement

- d) Reporting of injuries and deaths

Conditions of employment

- e) Contracts – ensuring they are in a language the worker understands and are not modified upon the worker’s arrival in Qatar
- f) Full and timely payment of wages, including issuing bank cards for workers
- g) Issuing ID and health insurance cards for workers
- h) Ensuring adequate worker accommodation
- i) Passport retention – ensuring workers can store passports in a safe place and have unrestricted access to them
- j) Allowing workers to transfer employers within the country
- k) Issuing of exit permits for workers who wish to leave the country
- l) Informing workers of their rights in a language they understand

Recruitment

- m) Payment of recruitment and placement fees
- n) Compensation of workers if they are charged fees by recruiting agencies during their recruitment and arrival to Qatar
- o) Standards and selection criteria for recruitment agencies, including circumstances under which contractors and business partners can no longer work with a recruitment agency

Grievance/remedy

- p) Having a grievance mechanism, including processes to address and remedy grievances
- q) Ensuring that workers are aware of grievance mechanisms and that they are accessible in their own language
- r) Protecting workers from retaliation for raising grievances

4. Freedom of association:

- a) How does the company support freedom of association for workers hired by contractors and business partners in a context where local law restricts the ability of migrant workers to form or join trade unions, such as in Qatar?

5. Public engagement:

- a) Who in your leadership is responsible for ensuring compliance with policies and procedures related to human rights in Qatar?
- b) Who should be contacted if workers or civil society groups have questions or concerns about your company’s Qatar operations? Please provide contact information.

6. Engagement with the Qatari government:

- a) How does your company work with the Qatari government to improve enforcement of the Labour Law in areas such as passport and fee retention?
- b) Has your company engaged with the Qatari government about elements of the “kafala” sponsorship system that restrict workers’ ability to change jobs or leave the country?

7. Challenges: Please describe any challenges your company is encountering in the areas described above.

Further information and guidance:

[OECD Guidelines for Multinational Enterprises](#)

[UN Guiding Principles on Business and Human Rights](#)