

RAP3 Worker Briefing Card for RBG/SBG/RMG(to be reviewed at each formal encounter)

1. **RAP3 Programme Ambitions:** RAP3 is funded by UKAid and seeks to increase the economic opportunities available to the poorest and most vulnerable people in remote districts in Nepal.
2. **Insurance:** All workers (including legitimate substitutes) are insured for accidents with treatment with compensation rates no less than required by GoN legislation (uses internal funds for RBG/SBG; Private Insurance Companies for RMGs)
3. **First Aid:** RAP3 provides and funds the provision and restocking of First Aid boxes which are to be kept at Site. Workers should inform Supervisor in case of any low stock.
4. **Safety Arrangements:** RAP3 operates a 'Safety First' policy. All working groups should nominate a 'Safety Officer' and conduct a daily pre-work safety review by RAP3 'check-card'. Worn out items of safety gear should be presented to the Supervisor for replacement.
5. **Wage Calculation:**
 - a. **RBGs:** Based on measured volume of work by applying unit payment rates calculated from District Wage Rate and DoLIDAR work output norms.
 - b. **RMGs:** A fixed monthly wage (stated in the contract) based on satisfactory completion of Monthly Work Plan (deductions for incomplete items may be applied)
6. **Payment Frequency:** All workers are entitled to be paid at intervals no greater than monthly. In case a detailed calculation is unavailable an interim assessment may be offered which will be reconciled later. If workers decline to accept an interim amount they should state this in writing.
7. **Sanitary Arrangements:** RAP3 supports 'Open-Defecation-Free' policies
 - a. **RBGs/SBGs:** RAP3 will pay a reasonable fixed cost for the group to construct their own work-site latrines.
 - b. **RMGs:** No special arrangement due to varying work locations. Members should use their ID Cards to request access to private road-side facilities.
8. **Substitute Workers:** RAP3 does not encourage but tolerates limited short term substitution of nominated workers:
 - a. **RBGs / SBGs:** Family members who are eligible to work can substitute temporarily in case of RBGs, whereas substitution is not accepted in SBGs.
 - b. **RMGs:** Allowed short-term for a few days due to emergency unavailability. If substitution continues beyond two weekly inspection intervals, a new worker may be selected by the Employer.
9. **Care for the Environment:** RAP3 supports principles of 'do no harm', respect for peoples' property and the environment. Workers are expected to minimise the effects of damage and repair where possible. RAP3 expects the handling and transportation of cut materials rather than careless throwing.
10. **Public Audit:** RAP3 promotes high levels of transparency and ethical behaviour and supports the process of Public Audit twice a year at LRUC level and after each payment at RBG and RMG level.