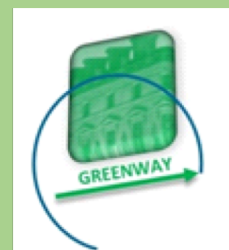




Greenway Consultancy (PTY) Ltd. Profile



Contacts:

Tel: +266 2731 6066

Mobile: +266 5968 6066

Email: lipalesamalebese@greenway.co.ls
[/greenwaylesotho@gmail.com](mailto:greenwaylesotho@gmail.com)

Physical Address: 1st Floor, Dolphin House, 23
Motšoene Road, Maseru, Lesotho

ABOUT GREENWAY CONSULTANCY

ESTABLISHMENT

Greenway Consultancy was established in 2013 as a sole trader and incorporated as a private company in 2020. The aim of Greenway Consultancy is to provide environmental management, social research, GIS services as well as health and safety systems. The major focus of the Consultancy has been Environmental Management and Social Research.

VISION:

To be a consultancy of choice in Environmental Management, Health and Safety, and GIS solutions.

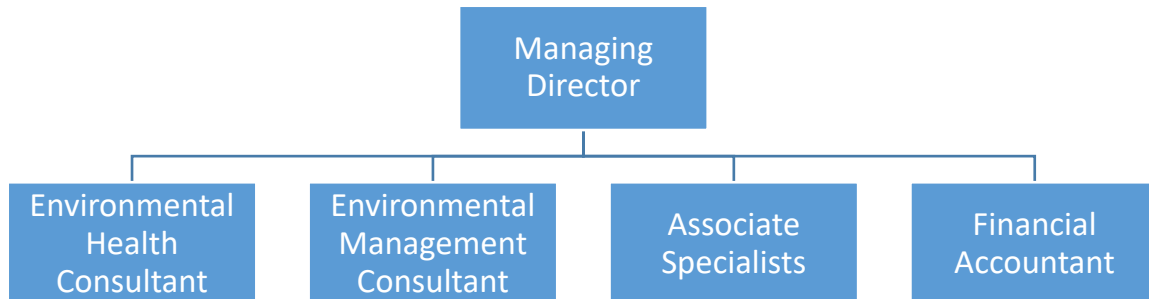
MISSION STATEMENT:

Assisting our Clients to carry out development in a green way (sustainable) through excellent and effective services in environmental management, social research, health and safety and GIS.

VALUES



ORGANOGRAM



THE FIRM'S CORE BUSINESS

ENVIRONMENTAL SERVICES OFFERED BY GREENWAY CONSULTANCY:

- Environmental and Social Impact Assessments (ESIAs);
- Environmental and Social Management Plans (ESMPs);
- Environmental monitoring and auditing for construction projects;
- Environmental research.

HEALTH AND SAFETY SERVICES THAT GREENWAY OFFER INCLUDE:

- Development of Health and Safety Systems;
- Compliance monitoring.

RESEARCH:

- Project monitoring and evaluation;
- Socio-economic research including baseline researches.

PROJECTS EXPERIENCE - ABRIDGED

Project Name	Completion Date	Client
Consultancy Services for Environmental and Social Mitigation Plan (ESMP) Implementation: Urban Distribution Rehabilitation and Transmission Expansion Project	2025	Lesotho Electricity Company (LEC) – funded by AfDB
Health Care Waste Management (HCWM) Assessment, Lesotho	September 2023	UNICEF
Construction Supervision (Environment, Health and Safety and Social) for Construction of Belo Infrastructure and Factory Shells in Butha-Buthe District	September 2023	Lesotho National Development Corporation (LNDC)
Development of the Environmental and Social Management for grid extension to Lebakeng (Melikane) Villages – Lesotho Renewable Energy and Energy Access Project (LREEAP)	August 2023	Lesotho Electricity Company (LEC) – Funded by World Bank
Updating of the Environmental and Social Management for grid extension to Belo Villages - Lesotho Renewable Energy and Energy Access Project (LREEAP)	June 2023	Lesotho Electricity Company (LEC) – Funded by World Bank
Project Brief (Basic Environmental Impact Assessment) Nyakosoba and Popanyane Rural Water Supply Systems	2022	Department of Rural Water Supply (DRWS)
Updating of the Environmental and Social Management for grid extension to Rothe Villages - Lesotho Renewable Energy and Energy Access Project (LREEAP)	December 2022	Lesotho Electricity Company (LEC) – Funded by World Bank
Basic Environmental Impact Assessment (Project Brief) – Feasibility Study for Van Rooyen’s Gate Border Post Refurbishment	February 2023	Revenue Services Lesotho (RSL)
Environmental and Social Impact Assessment (ESIA) for Output Performance Based Road Contract (OPBRC)	December 2021	Sub-consulted by SEED Consult for Ministry of Public Works and Transport
Environmental Impact Assessment (EIA) and Environmental Management Plan (EMP) for Construction of Standards and Quality Assessment Infrastructure	November 2021	Ministry of Trade and Industry, Lesotho
Environmental and Social Impact Assessment (ESIA) for Khukhune – Letšeng 132 kV line	March 2021	Lesotho Electricity Company (LEC)
Environmental Management Plan (EMP) for National Security Service (NSS) Headquarters and construction supervision (Safety, Health and Environment).	February 2021	Ministry of Public Works and Transport
Environmental Impact Assessment (EIA) for Upgrading of Lot 1: Mohalalitoe Road Network and Construction Supervision (Environmental Management).	May 2021.	Maseru City Council
Basic Environmental Impact Assessment (Project Brief) incorporating Environmental Management Plan (EMP) for Masowe Warehouses	June 2020	EFS Construction, Lesotho
Environmental and Social Impact Assessment (ESIA) for Lesotho Lowlands Bulk Water Supply Scheme, Zones 6 and 7.	January 2019	Sub-consulted by SEED Consult for Water Commission, Ministry of Water Lesotho
Development of National Strategy for Awareness Raising on Minamata Convention on Mercury.	February 2018	Africa Institute
Social Assessment – Lesotho Lowlands Rural Water Supply and Sanitation Project	July 2017	Sub-consulted by GWC Consulting Engineers for, Commissioner of Water (CoW), Lesotho

Project Name	Completion Date	Client
Environmental Management Plans (EMPs) and Construction Supervision for Zones 2 and 5 and Zones 17 and 19 – Lesotho Lowlands Rural Water Supply and Sanitation Project.	2018	Sub-consulted by GWC Consulting Engineers for Commissioner of Water (CoW)
Environmental and Social Impact Assessment (ESIA) and Willingness and Ability to Pay (WAP) Study for Water Supply and Sanitation Scheme for Ha Joang and Neighbouring Villages, Leribe, Lesotho.	November 2015	Government of Lesotho – Department of Rural Water Supply
Environmental Impact Assessment EIA (Project Brief) for Puma Energy Petroleum Depot	October 2014	Puma Energy (PTY) Ltd.
Environmental Impact Assessment (Project Brief) for the Proposed Ha Lephallo Quarry and Crusher Plant	November 2013	Makana Mining (PTY) Ltd.
Environmental Protection Plan for Mokhotlong to Sani-Pass Road Upgrade	November 2013	Sub-consulted by OSCHEM-C for China Geo Engineering Corporation

CODE OF CONDUCT AND POLICIES



GREENWAY CONSULTANCY (PTY) LTD.

CODE OF CONDUCT

Code of Conduct for Greenway Consultancy's Employees and Sub-Consultants

This Code of Conduct is developed as guidelines and rules outlining how personnel should interact at workplace as well as with Clients and other third parties. It is developed to ensure that a workplace promotes a fair treatment, non-discrimination and equal opportunities to all personnel including vulnerable workers such as women, people with disabilities and migrant workers.

ETHICAL AND BEHAVIOURAL STANDARDS

The Code of Conduct defines the ethical requirements and standards for Consultant's personnel. It provides the behaviour prohibited and ethics required from all the project personnel. It further states that personnel should feel free in reporting issues without fear. It is the responsibility of the Employer to ensure that all workers and sub-consultants comply with ethical requirements and standards as set forth in this Code of Conduct. Failure to comply with it may lead to disciplinary hearing or termination of work contract. The following are ethical and behavioural standards:

- Personnel will respect all persons equally without distinction of race, gender, age, socio-economic status and more;
- Personnel must not engage in any abuse of vulnerable people;
- There shall be zero tolerance for abuse and misconduct, including sexual exploitation and abuse, sexual and work place harassment, discrimination, assault, and threatening or jeopardizing the lives or wellbeing of colleagues or others;
- Personnel must not abuse any associated privileges and immunities that maybe granted.

LABOUR RIGHTS AND HUMAN RIGHTS

Non-Discrimination and equal opportunities at workplace: The Employer shall not support and engage in workplace discrimination of any form. Hiring, remuneration, benefits, training, advancement, discipline, termination, retirement or any other employment related decision shall not be biased.

Health and Safety at workplace: The Employer shall ensure a safe working environment for the employees. This includes provision of appropriate protective clothing and equipment and provision of training.

Forced labour: No person shall be forced to accept employment or be engaged against their will. The Employer shall respect workers freedom to leave the work if they wish to do so.

Working hours and breaks: It must be ensured that working hours comply with the Labour Act, 2024 and other international best practices. This shall also be in accordance with obligations contained in employee's employment contract.

Child labour: A child is defined as a person under the age of eighteen (18) therefore the Contractor must not engage child labour. Child labour means any work that deprives a child of his dignity and potential and is harmful to his physical, mental, social and moral development.

REQUIRED CONDUCT FROM PERSONNEL:

- Women and children shall not be discriminated. They will be treated with equal respect and never be placed in compromising situations;
- Personnel shall not engage in sexual intercourse with a child under 18 years unless in the case of pre-existing marriage;
- Unwelcome sexual advances or sexual harassment of any form are prohibited. Verbal or physical sexual conducts including requests for sexual favours in exchange of employment, goods and services for sex is unacceptable;
- Sexual exploitation in exchange for benefits from project's goods, and service benefits shall not be engaged in;
- Attempted rape, rape, gang rape and other forms of rape are prohibited;
- Sexual assault meaning non-consensual contact –without penetration, is forbidden;
- Personnel should not engage in sexual relationships with crisis-affected populations since such relationships are based on imbalanced power dynamics and undermines the credibility and integrity of this code of conduct.

RAISING CONCERNS

In the case whereby the code of conduct is violated, the observer must raise the issue promptly in the following steps:

- i. Launch a complaint using reporting channels;
- ii. The reporter’s identity must be kept confidential. All the reports, anonymous complaints and known shall be submitted and given all the consideration that is due and appropriate. It is essential that the confidentiality and safety of Gender Based Violence (GBV) survivors is protected;
- iii. Investigations must be carried out in case of a possible misconduct and appropriate action shall be taken;
- iv. Recommendations shall be provided to service providers in order to comfort the alleged victim of the incident.

FOR EMPLOYEE:

I have received a copy of this Code of Conduct written in a language that I comprehend.

Name of Employee:

Signature: _____

Date: (day month year): _____

FOR EMPLOYER:

Name of authorized representative of the Employer:

Signature: _____

Date: (day month year): _____



GREENWAY CONSULTANCY (PTY) LTD.

HEALTH AND SAFETY POLICY

The Management of Greenway Consultancy is committed to create and maintain safe and healthy working environment for all its workers. The company highly adopts the zero-harm culture hence the policy applies to its workers, sub-consultants and visitors. It shall always be ensured that the level of the risks to people, equipment, material and environment is reasonable and acceptable.

Greenway Consultancy shall always demonstrate that Health and Safety are a priority by doing the following:

- Ensuring that all its practices do not only meet the minimum legal requirements but also compliance with all health and safety guidelines and regulations as well as international best practice;
- Management will continuously upgrade Health and Safety management standards and ensure that employees receive necessary training, understand the set standards and follow them;
- Continuous improvement of the Health and Safety principles in line with internationally recognized standards;
- Ensuring health and safety awareness for all employees and sub-consultants;
- Health and Safety is Management's accountability and all employees' responsibility;
- Improvement of workplace free of hazards that may lead to incidents and accidents;
- Employees and sub-consultants shall be obliged to cooperate with the company in identification of all hazards that may exist at work setting through reporting to their immediate supervisors following procedures and SHE management programme standards requirements;
- Promote dialogue with stakeholders about Health and Safety Performance;
- The company shall conduct periodic review of its objectives on health and safety to reflect on commitment as well as compliance;
- All Greenway Consultancy personnel shall always consider health and safety management "ONLY" because it is a way of life.

Signed by:

Managing Director:  _____

Review Date: 10th October 2023



GREENWAY CONSULTANCY (PTY) LTD.

ENVIRONMENTAL POLICY

Greenway Consultancy shall ensure that all its activities, products and services are provided in an environmental sound way through implementation of the following:

- Compliance with relevant legislative requirements and international best practices;
- All workers and Clients should protect, conserve and enhance the environment. This shall be achieved through development of Environmental and Social Management Plans (ESMPs) which highly caters for environmental protection, conservation and enhancement as well as Environmental and Social Impact Assessments (ESIAs) carried out.
- All activities and services provided to Clients should not be detrimental to the environment in any form;
- Ensure that all workers, sub-consultants and Clients meet all required environmental performance standards. During environmental monitoring or auditing of construction projects penalties shall be made on Clients who do not comply with the environmental performance standards;
- Avoidance and minimization of any form of environmental pollution as far as is possible;
- Advise Clients to maintain sustainable use of resources;
- Advocate for REUSE, REDUCE and RECYCLE strategy;
- Environmental awareness(es) for Greenway employees;
- The Management shall provide and take responsibility for creating environmentally friendly workplace and ensure that the employees understand all set standards and principles;
- The Management shall actively monitor the policy to ensure environmental conformance and effectiveness.

Signed by:

Managing Director: 

Review Date: 10th October 2023



GREENWAY CONSULTACY (PTY) LTD.

CONFIDENTIALITY POLICY

Managing Director

A handwritten signature in black ink, consisting of a stylized 'R' followed by a horizontal line and a short vertical stroke at the end.

Date: 5th October 2021

BACKGROUND

Due to the nature of Greenway Consultancy's business, it is essential that all employees fully understand how to treat confidential information. Employees will naturally receive personal and confidential information about clients and the company. This information should be well protected because it may be:

- I. It may be legally binding (such as contractual material).
- II. It may be essential to the success of the organization and in turn giving a competitive advantage.

PURPOSE AND OBJECTIVE

- I. The purpose of this policy is to lay down principles that must be observed by all who work at Greenway Consultancy and have access to confidential information.
- II. This policy is promulgated to ensure that all staff members understand the Organization's requirements in relation to the disclosure of personal and confidential information.

SCOPE

This policy applies to Greenway Consultancy (PTY) Ltd. employees who may have access or potential access to confidential or sensitive information.

CONFIDENTIAL INFORMATION

Confidential information includes any information which is not publicly known. It can concern technology, business, finance, transaction or other affairs of an organization. It includes information which is commercially valuable such as trade secrets or business information, as well as personal information.

For the purposes of this policy, confidential information refers to any communication, information, or reception of knowledge and includes facts, documents, data.

Furthermore, confidential information includes but is not limited to financial records, human resources or payroll records, legal documents such as contracts, research data and reports that have not yet been published to the public domain.

EMPLOYEE OBLIGATIONS UNDER THIS POLICY

The following shall be the requirements and measures to be used by employees in accordance with this policy:

- I. Employees should take reasonable steps to ensure that confidential material is never left in plain view or otherwise unsecured.
- II. Employees should refrain from taking confidential documents off of company property unless absolutely necessary.
- III. Employees should disclose confidential information to other employees only when it is necessary and authorized.

- IV. Employees must surrender all confidential documents and material to the company upon resignation, termination or at any time upon request of their supervisor.

PROHIBITED CONDUCT AND ACTIVITIES

Employees are prohibited from doing the following:

- I. Using confidential information for financial or personal gain.
- II. Removing or making copies of confidential material; or facilitating the reproduction of confidential material relating to the company in any manner.

PROTECTION OF CONFIDENTIALITY DATA

To ensure information is always protected, the organization will:

- I. Ensure that all personal paper-based and electronic data must be accessible to those employees authorized to have access.
- II. Have employees sign a non-compete or no disclosure agreements.

EXCEPTIONS TO THIS POLICY

From time to time, some circumstances may warrant disclosure of confidential or sensitive information. Greenway consultancy reserves the right to disclose said information when:

- I. A regulatory body requests it as part of a routine audit or legal investigation.

CONSEQUENCES OF FAILURE TO COMPLY

- I. Any employee obligated to comply with this policy who deliberately or unintentionally fails to do so will be disciplined. The type of discipline will depend on the severity and frequency of the violation(s). Anyone found using confidential information for personal gain in violation of this policy will be terminated.