

Particulars

About Your Organisation

Organisation Name

TWIFO OIL PALM PLANTATIONS LIMITED

Corporate Website Address

www.toppghana.com

Primary Activity or Product

- Oil Palm Growers
-

Related Company(ies)

No

Membership

| Membership Number | Membership Category | Membership Sector |
|-------------------|---------------------|-------------------|
| 1-0157-14-000-00 | Ordinary | Oil Palm Growers |

Oil Palm Growers

Operational Profile

1.1 Please state your main activities as a palm oil grower

- Palm oil grower & miller

Operations and Certification Progress

Operations and Certification Progress (for oil palm growers)

2.1 Total landbank available

2.1.1 Total landbank licensed / owned

5,938.80 ha

2.1.2 Total landbank for palm oil cultivation

5,721.20 ha

2.1.3 Total land managed for conservation that is set aside including HCV area

38.40 ha

2.2 About your estate operations

2.2.1 Mature area

3,289.80 ha

2.2.2 Immature area

1,016.10 ha

2.2.3 Total area of estate plantations - planted

4,305.90 ha

2.3 Certification:

2.3.1 Area certified

0.00 ha

2.3.2 Number of estates/Management Units

1 unit(s)

2.3.3 Number of estates/Management Units certified

1 unit(s)

2.4 Total annual production (tonnes)

2.4.1 Total annual Crude Palm Oil production

15,477.00 Tonnes

2.4.2 Total annual Palm Kernel production

3,056.00 Tonnes

2.4.3 Total annual Palm Kernel Oil production

- Tonnes

2.4.4 Total annual FFB processing

78,932.00 Tonnes

2.5 In which countries are your estates?

2.5.1 Indonesia - Please indicate which province(s)

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2.5.2 Malaysia - please indicate which state(s)

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2.5.3 Other - please indicate which country(ies)

- Ghana

2.6 New plantings and developments:**2.6.1 Area planted in this reporting period**

- ha

2.6.2 Have New Planting Procedures notifications been submitted to the RSPO for plantings this year?

No

2.7 Smallholder Operations**2.7.1 Do you have smallholders as part of your supply base?**

Yes

2.7.2 Please select which type(s) of smallholder operates within your company?

- Schemed

Area of "Schemed" smallholder plantations - planted:

1,373.80 ha

Area of "Schemed" smallholder plantations - certified:

- ha

- Independent

Area of "Independent" smallholder plantations - planted:

1,000.00 ha

Area of "Independent" smallholder plantations - certified:

- ha

- Outgrowers

Area of other form of smallholder plantations - planted

3,300.00 ha

Area of other form of smallholder plantations - certified:

- ha

2.8 Third party Fresh Fruit Bunches (FFB) sourcing**2.8.1 Do you source for FFB from third parties i.e. FFB that is not sourced from your own plantation(s), scheme smallholders or contracted outgrowers?**

Yes

2.8.2 Amount of outside FFB purchased from sources that are not company, scheme smallholders or contracted outgrowers

13058.00 Tonnes

2.8.3 Amount that is RSPO-certified?

Tonnes

2.9 Fresh Fruit Bunches processing operations

2.9.1 Number of Palm Oil Mills operated

1

2.9.2 Number of Palm Oil Mills certified

-

2.9.3 Number of Palm Kernel crushers operated

-

2.9.4 Number of Palm Kernel crushers certified

-

Supply Chain Used**3.1 Which supply chain options do you sell RSPO-certified palm oil products through?**

- Mass Balance

Time-Bound Plan**4.1 Date of first RSPO group certification (planned or achieved)**

2015

Comment:

First RSPO Certification for TOPP Mill, Nucleus Estate & Scheme Smallholders was planned to be achieved by December 2015.

4.2 Time-bound plan - Year expected to achieve 100% RSPO certification of groups

2019

Comment:

TOPP Mill, Nucleus Estate & Smallholders - 2016 Scheme Outgrowers - 2018 Independent Smallholders - 2019

4.3 Which countries that your organization operates in do the above commitments cover?

- Ghana

4.4 Timebound plan - Year expected to achieve 100% RSPO certification of associated smallholders and outgrowers

2018

Comment:

We believe we need to take some time to refresh Outgrowers' knowledge & understanding of sustainable best practices to ensure successful certification.

4.5 What are your interim milestones towards achieving RSPO certification commitment (year and progressive CSPO%) - please state annual targets/strategies

Present all Shape files for Outgrower Farms so Land Use Change Analysis can be complete and present by 31st March 2016. We expect the certification body to grant RSPO Certificate to TOPP Mill, Nucleus Plantation & Smallholder Plantation by April 2016. RSPO audit of Outgrowers is planned for 2018 and that for Independent Sourced FFB for 2019.

4.6 Time-Bound plan - Year expected to achieve 100% RSPO certification of independently sourced FFB

2019

Comment:

Time-bound plan for independent sourced FFB was originally planned for 2018. This milestone has been rescheduled to 2019 for the same reasons as for 4.4

Concession Map

5.1 With regards to the GA resolution 6g that call for map submission by ACOP 2014 deadline. Please upload your estate location concession maps in KML or SHP format here: (RSPO General Assembly resolution 6g calling for map submissions by ACOP 2014 deadline)

Uploaded files:

- amenities.shp
- boundary_road.shp
- community.shp
- culvert.shp
- division.shp
- division_boundary.shp
- estate_boundary.shp
- inner_road.shp
- other_features.shp
- road.shp
- terrace.shp
- water_body.shp
- all_blocks.shp
- boundary_road.shp
- community.shp
- culvert.shp
- division_boundary.shp
- erase_block.shp
- inner_road.shp
- offset.shp

5.2 Map data declaration

I hereby declare that map data submission represents 100% of an oil palm growers' concession sites (both RSPO certified and uncertified)

Please state if any concession sites have been recently acquired or if any concession sites have changed ownership since the previous ACOP submission

The ownership of the Smallholders concession originally owned by Government of Ghana was transferred to Twifo Oil Palm Plantations Limited.

GHG Emissions

6.1 Are you currently assessing your operational GHG emissions?

Yes

6.1.1 What GHG assessment tool or method are you currently using?

Palm GHG tool version 2.0.1

6.2 What is your operational GHG emission value (tCO2e/tCPO)? (refer to P&C C5.6)

5,101.56

6.3 What is the projected GHG emission associated with your new plantation development(s) (tCO2e)? (refer to P&C C7.8)

0.00

Actions for Next Reporting Period

7.1 Outline actions that you will take in the coming year to advance your plans for certification

In 2015, all conservation areas including those along streams totaled 136.58 Ha. TOPP also planted 3,375 paper trees. 96.15% renewable energy per total energy consumption was achieved. In 2016, TOPP plans to plant an additional 500 local tree species. TOPP will conduct a baseline audit to identify existing RSPO P&C gaps. TOPP will do refresher training for Scheme Outgrowers to RSPO close gaps.

7.2 Outline actions that you will take to promote CSPO along the supply chain

In 2016, TOPP will evaluate knowledge & Skills base of Farmers, contractors and other key stakeholders of TOPP and organize workshops to bridge identified gaps.

Reasons for Non-Disclosure of Information**8.1 If you have not disclosed any of the above information, please indicate the reasons why**

Other:

Transfer of Ownership of Smallholders Lands to TOPP was undisclosed because Government procedures for the transfer were not completed until quarter 4, 2015.

Conflict and Complaints Mechanism

9.1 Has your Group put in place any mechanism to resolve any conflict?

Uploaded files:



Please indicate when the procedures would be set up and put in place.

General Guidelines The intention of Management is to adopt this procedure to manage both internal and external grievances between the Company and its stakeholders. Internal grievance is a grievance which erupts between the Company and its employees while external grievance is the grievance that is between the Company and its external stakeholders. During all stages of this procedure the Company will take all steps necessary to ensure that: The complainant or any respondent will not be victimised or discriminated against. The complainant has an opportunity to formally present his/her case and each party to a grievance may be accompanied and assisted by a support person at any relevant meetings; A full explanation in writing for decisions and actions taken as part of the process will be provided if so requested by the complainant or a respondent; Where the internal or external grievance handling or appeal process results in a decision that supports the complainant, the Company will immediately implement any decision and/or corrective and preventive action required and advise the complainant of the outcome; There is no cost to the complainant during the grievance handling process. Procedures (Internal) All internal disputes shall be subjected to the grievance handling procedures stipulated in the employee's Collective Agreement (CA) handbook. Employees who have any grievance or problem pertaining to the interpretation or administration of his/her work shall follow the following procedures; Employee must seek timely redress from his/her immediate superior or management representative. If not satisfied with redress, he/she should immediately refer the issue to a Local Union Executive member who will seek redress with the Management representative or immediate superior within 3 working days. If the issue is not resolved, the Local Union Executive member shall refer the case to the Local Union Secretary who shall seek redress from the appropriate Departmental Head of the Company immediately. If agreement is not reached, the complaint should be put in writing and referred to the Human Resource Business Partner and the Regional Industrial Relations Officer of the Union for settlement within one week. At all levels of the settlement procedure, the complainant shall have the right to be present if he/she wishes so. Failure to reach an agreement shall necessitate the issue to be referred to the Joint Standing Negotiating Committee for settlement as stated in Article XXXV of the Company's Collective Bargaining Agreement (CBA). External Procedures In the event of trade disputes developing between Management and employees, as stated in the employee's CA; The parties shall strive to resolve the disputes by negotiating in good faith in accordance with the provisions in the Labour Act 2003 (Act 651). In the absence of agreement within seven (7) days of negotiation, and after exhausting all laid down procedures established in the Labour Act 2003 (Act 651), either party of both parties by agreement may refer the issue to the Labour Commission for Mediation. When Mediation fails, the parties shall be required by law to settle their differences by Arbitration after which the agreement reached shall be binding on all. In the case of external resolution of grievances, the following procedures shall be followed. The concern of every external stakeholder should first be discussed with the party concerned by line managers or Human Resource Business Partner and a satisfactory outcome might be achieved through the discussion. If the issue is not resolved, then the affected party can proceed to submit a grievance in writing to Management within 5 working days of which receipt of the grievance will be acknowledged in writing. The grievance handling process will commence within five (3) working days of the receipt of the formal grievance and all reasonable measures will be taken to finalise the process as soon as practicable. A written report shall be provided to the complainant on the steps taken to address the grievance, including the reasons for the decision. If complainant is not satisfied with the outcome of the settlement, he/she can lodge an appeal with the Board of Directors of the Company within ten (10) working days of the receipt of the outcome of the settlement. The Board of Directors will appoint an appropriate person or committee to consult with the complainant and other relevant parties to resolve the issue. If complainant is still dissatisfied with the outcome of the complaint, he/she can seek redress from the law court to resolve the issue.

9.2 Has your Group any ongoing land conflict?

No

Challenges

1 What significant economic, social or environmental obstacles have you encountered in the production, procurement, use and/or promotion of CSPO and what efforts did you make to mitigate or resolve them?

1. Funding of farmers' RSPO programme poses considerable challenge to TOPP. Over the last 3 years, TOPP has requested and received financial support from Solidaridad for farmers' RSPO training programmes.

2 How would you qualify RSPO standards as compared to other parallel standards?

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Cost Effective:

Yes

Robust:

Yes

Simpler to Comply to:

Yes

3 How has your organization supported the vision of RSPO to transform markets? (e.g. Funding; Engagement with key stakeholders; Business to business education/outreach)

3. TOPP's support for RSPO vision has been awareness creation, stakeholder education & training and providing technical services to farmers.

4 Other information on palm oil (sustainability reports, policies, other public information)

4. 1. TOPP has commissioned Gender Committee that meet regular to plan awareness creation programmes among all category of employees. 5. 2. TOPP has also commissioned a FFB price & Contract rates committee made up of TOPP management Reps, Smallholders & Outgrowers Reps that meet regularly to review prices paid to farmers and contract rates paid by farmers for third party services.
