

# RSPO

Roundtable on Sustainable Palm Oil

**CALL FOR PUBLIC CONSULTATION**

**NATIONAL INTERPRETATION OF THE  
PRINCIPLES AND CRITERIA OF THE RSPO  
STANDARD FOR SUSTAINABLE PRODUCTION OF  
PALM OIL IN IVORY COAST**

June 2016

In relations to the media coverage on the negative impact of palm oil cultivation on the environment, all stakeholders in the field are committed to the environmental protection associations in order to look for cultural patterns of sustainable development.

This cooperation was initiated in 2004 with the organization of the first Roundtable on Sustainable Palm Oil (RSPO). The major stakeholders in the industry committed themselves in working towards RSPO certified palm oil.

With the consciousness that the RSPO standard is today the best way to improve the sustainability of palm oil cultivation, all the stakeholders of the Ivorian palm oil industry need to endorse this approach, the 'Extraprofessional Association of Pathway Oil Palm (IAPH) requested the Extraprofessional Fund for Agricultural Research Council (IFARC) for the implementation of the **project need to support the Pathway Oil Palm for the interpretation of standard national RSPO.**

In Ivory Coast, the current situation of the palm oil sector comes through:

- 2.1 million tonnes of palm plans annually
- 450,000 tonnes of crude palm oil per year
- 165 000 ha of village plantations ;
- 75 000 ha of industrial plantations ;
- 40,000 oil palm planters ;
- 32 member cooperatives of the National Federation of Cooperative societies and union of Cooperative societies Palm tree planters Oil Ivory Coast (NFCOPO-IC);
- 16 large production units of crude palm oil, the total installed capacity is (600 T / H);
- 20 medium and small production units of gross crude palm oil whose total installed capacity is (180 T / H).

In order to achieve this, and to adapt this standard to suit the Ivorian context, several bodies have been set up at the National Secretariat of the RSPO (composed of the IAPH, the MINARD<sup>1</sup>, The MINESD<sup>2</sup>, IFARC, the consortium office ENVAL-DAVID OGGs -CONTROL UNION, SOILIDARIDAD), a National Working Group and five (5) technical committees.

The process was conducted according to the following main steps:

- 1- **July 29, 2014:** launching ceremony which was intended to raise awareness and project partners and gain their support.
- 2- **From 7 to 11 October 2014:** Sensitization of stakeholders in the palm oil sector in Côte d'Ivoire in five production areas (Aboisso, Dabou, San Pedro, Tabou, Divo)
- 3- **From 11 to 18 October 2014:** Conducting a diagnostic survey which aimed to make the inventory of the sector for sustainable palm oil production.
- 4- **February 2015:** Establishment of technical committees<sup>3</sup>
  - **Agriculture Technical Committee:** Good Agricultural Practices and development of new plantations - agricultural inputs
  - **Working Condition Technical Committee:** Safety and Health Compliance with laws & regulations work
  - **Technical Committee on Environment:** Waste Management Environmental Protection High Conservation Value (HCV)

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<sup>1</sup> Ministry of Agriculture and Rural Development

<sup>2</sup> Ministry of Environment and Sustainable Development

<sup>3</sup> The full list of technical committee members is attached to this document on proposed national interpretation RSPO.

- **Technical Committee on Land issues:** Land rights and traditional rights
  - **Sustainable Development Technical Committee:** Economic Viability, Development in favour of local communities, equitable remuneration and producer prices.
- 5- **From 20 to 24 July 2015:** Organization of a training workshop for technical committee members. This training aimed to enable committees to better understand the RSPO process, to know their role and working methodology of the technical committees.
- 6- **From 8 to 10 September 2015:** Held a workshop with the technical committees. This workshop was attended by seventy (70) representatives of all interested parties. Including organizations of civil society, environmental protection organizations, palm oil producers, the production units and processing of palm oil, the traditional authorities of communities along the sites of industrial plantations oil palm, departments directly concerned (Agriculture, Environment, Water and Forest, Labour). This allowed, on one hand, identify points of improvement on indicators of the RSPO standard and secondly make an adjustment on the said indicators to suit Ivorian realities.
- 7- **November 12, 2015:** Held the first meeting of the working group was organized with the objective developing a project document for the National Interpretation RSPO.

In accordance with the guidelines and procedures of the RSPO standard, a public consultation for at least 60 days is required to allow interested parties to bring their opinions and comments on the draft document of the national interpretation.

RSPO National Secretariat of the Ivory Coast public to consult this document, decide freely and impartially on the suitability of the various indicators.



Roundtable on Sustainable Palm Oil

**NATIONAL INTERPRETATION OF THE RSPO P&C 2013.**

**Côte d'Ivoire**

**Endorsed by the RSPO <<DD.MM. YYYY>>**

**This National Interpretation was prepared in accordance with Annex 1 of the RSPO Certification Systems.**

- The RSPO Principles and Criteria for the Production of Sustainable Palm Oil 2013, and the associated indicators have been used without amendment.
- Additional observations have been made for the Ivory Coast.
- The working group comprised members from at least 7 categories, including an RSPO member.
- The working group convened for physical meetings on at least two occasions; at least one of which must be subsequent to the public consultation period.
- Public consultation periods for obtaining comments on draft requirements, totalling at least 60 days.
- Draft documents were made available in appropriate languages (English and National Language).
- The working group can show evidence that it has sought and taken account of input from producers, supply chain and investors, environmental interests and social interests.
- No specific criteria required national interpretation.

**Other applicable RSPO Procedures and standards.**

The following may also be applicable to individual projects and the latest version and any subsequent updates should be obtained from [www.rspo.org](http://www.rspo.org):

- RSPO Certification Systems. 26<sup>th</sup> June 2007.
- New Planting Procedure. 20<sup>th</sup> November 2015.
- RSPO GHG Assessment Procedure for New Plantings.
- RSPO Management System Requirements and Guidance for Group Certification of FFB Production. Endorsed by the Board of Governors on 7th March 2016.
- RSPO FPIC Guide for Companies October 2008.
- Guidance on HCV assessments – various.
- RSPO Supply Chain Certification Standard. November 2014.
- Revised Rules on Market Communications and Claims. June 2015.

**Annexes to this National Interpretation.**

- Annex 1 Definitions.
- Annex 2. International Laws and Conventions.
- Annex 3. Glossary of terms.

**The Oil Palm industry of the Côte d'Ivoire**

There are about 240,000 ha of oil palm grown in Ivory Coast of which 75,000 ha is considered to be industrial plantations.

The majority of the plantations are owned by Independent Small Holders with individual holdings ranging from less than 1ha to 50 ha. The yield per ha of fresh fruit bunches from the small holder plantations varies from **4 tons/ha/yr. to 17 tons/ha/yr.** Many factors influence the yield and it anticipated that, for example the adaptation of best practices; improved extension services and correct fertiliser regimes, which will take place as a direct result of RSPO certification, will contribute to enhanced yields and greater wealth for families and their communities.

The National Interpretation for the Côte d'Ivoire of the RSPO Principles and Criteria for the Production of Sustainable Palm Oil 2013.		
Indicator	Specific Guidance.	Observations.
1.1.1 Minor	The indicator must be complied with by the CPO Mill and the Supply Base. Each indicator is categorised as either a "Major" or "Minor". All Major indicators must be fully complied with prior to certification being possible.	Taken from the RSPO Principles and Criteria for the Production of Sustainable Palm Oil 2013.
Additional observations for the Ivory Coast.		
<b>Other guidance.</b> May be given where it is applicable to the whole criterion.		

**Principle 1: Commitment to Transparency.**

**Criterion 1.1: Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.**

	<b>Indicator.</b>	<b>Specific Guidance.</b>	<b>Observations.</b>
<b>1.1.1 Minor</b>	There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making.	<p><i>Information will include information on the RSPO mechanisms for stakeholder involvement, including information on their rights and responsibilities.</i></p> <p><i>Procedure and evidence to ensure that:</i></p> <ul style="list-style-type: none"> <li>• <i>Information is in appropriate form(s) and language(s).</i></li> <li>• <i>Constructive responses are made.</i></li> <li>• <i>Specific timeframe for response.</i></li> </ul> <p><i>See Criterion 1.2 for requirements relating to publicly available documentation.</i></p> <p><i>See Criterion 6.2 on consultation.</i></p> <p><i>See Criterion 4.1 on SOPs.</i></p>	The growers and millers must have evidence that they provided adequate information to relevant stakeholders on environmental, social and/or legal issues relevant to RSPO Criteria in order to support an effective participation in decision making. (For example: Identification of stakeholders; Record of meetings.)
<b>1.1.2 Major</b>	Records of requests for information and responses shall be maintained.	<p><b>Guidance:</b></p> <p><i>Growers and millers should have a Standard Operating Procedure (SOP) to respond constructively to stakeholders, including a specific timeframe to respond to requests for information. Growers and millers should respond constructively and promptly to requests for information from stakeholders.</i></p> <p><i>Growers and millers should ensure that sufficient objective evidence exists to demonstrate that the response is timely and appropriate.</i></p> <p><i>See Criterion 1.2 for requirements relating to publicly available documentation.</i></p> <p><i>See Criterion 6.2 on consultation.</i></p> <p><i>See Criterion 4.1 on SOPs.</i></p>	

**Criterion 1.2: Management documents are publicly available except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.**

	<b>Indicator.</b>	<b>Specific Guidance.</b>	<b>Observations.</b>
<b>1.2.1 Major</b>	<p>Publicly available documents shall include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> <li>• Land titles/user rights (Criterion 2.2);</li> <li>• Occupational health and safety plans (Criterion 4.7);</li> <li>• Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8);</li> <li>• HCV documentation (Criteria 5.2 and 7.3);</li> <li>• Pollution prevention and reduction plans (Criterion 5.6);</li> <li>• Details of complaints and grievances (Criterion 6.3);</li> <li>• Negotiation procedures (Criterion 6.4);</li> <li>• Continual improvement plans (Criterion 8.1);</li> <li>• Public summary of certification assessment report;</li> <li>• Human Rights Policy (Criterion 6.13).</li> </ul>	<p><i>This concerns management documents relating to environmental, social and legal issues that are relevant to compliance with RSPO Criteria.</i></p> <p><i>Management documents will include monitoring reports.</i></p> <p><i>The auditors will comment on the adequacy of each of the documents listed in the public summary of the assessment report.</i></p> <p><i>Examples of commercially confidential information include financial data such as costs and income, and details relating to customers and/or suppliers. Data that affects personal privacy should also be confidential.</i></p> <p><i>Ongoing disputes (within or outside of a legal mechanism) can be considered as confidential information where disclosure could result in potential negative outcomes for all parties involved. However, affected stakeholders and those seeking resolution to conflict</i></p>	<p>Details of the complaints and the claims (Criterion 6.3) must guarantee the anonymity of the complainant and the contact person.</p> <p>Additional documents to be made available:</p> <ul style="list-style-type: none"> <li>• Authorizations and registered numbers for Cooperative companies.</li> </ul>

		<p>should have access to relevant information.</p> <p>Examples of information where disclosure could result in potential negative environmental or social outcomes include information on sites of rare species where disclosure could increase the risk of hunting or capture for trade, or sacred sites which a community wishes to maintain as private.</p> <p>Growers and millers should ensure that sufficient objective evidence exists to demonstrate that the level of measuring and monitoring of the management plan, and information, is appropriate and made available.</p>	
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**Criterion 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.**

	<b>Indicator.</b>	<b>Specific Guidance.</b>	<b>Observations.</b>
<b>1.3.1 Major</b>	There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.	<p><b>Guidance:</b> All levels of the operations will include contracted third parties (e.g. those involved in security). The Policy should include as a minimum :</p> <ul style="list-style-type: none"> <li>• A respect for fair conduct of business;</li> <li>• A prohibition of all forms of corruption, bribery and fraudulent use of funds and resources;</li> <li>• A proper disclosure of information in accordance with applicable regulations and accepted industry practices.</li> </ul> <p>The policy should be set within the framework of the UN Convention Against Corruption, in particular Article 12.</p>	An ethical guideline is available and communicated (posting and evidence of staff awareness) to all staff levels and in the area of operations.

**Principle 2: Compliance with applicable laws and regulations.**

**Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.**

	<b>Indicator.</b>	<b>Specific Guidance.</b>	<b>Observations.</b>
<b>2.1.1 Major</b>	Evidence of compliance with relevant legal requirements shall be available.	<p>Implementing all legal requirements is an essential baseline requirement for all growers whatever their location or size. Relevant legislation includes, but is not limited to: regulations governing land tenure and land-use rights, labour, agricultural practices (e.g. chemical use), environment (e.g. wildlife laws, pollution, environmental management and forestry laws), storage, transportation and processing practices. It also includes laws made pursuant to a country's obligations under international laws or conventions (e.g. the Convention on Biological Diversity (CBD), ILO core Conventions, UN Guiding Principles on Business and Human Rights). Furthermore, where countries have provisions to respect customary law, these will be taken into account.</p> <p>Key international laws and conventions are set out in Annex 1</p> <p>Contradictions and inconsistencies should be identified and solutions suggested.</p>	An evidence of compliance with each legal requirement applicable must be available.

<b>2.1.2 Minor</b>	A documented system, which includes written information on legal requirements, shall be maintained.		A documentation including written information on legal requirements must be held and updated.
<b>2.1.3 Minor</b>	A mechanism for ensuring compliance shall be implemented.		A legal watch device and an institutional and legal review are ensured and followed.  A training, information and sensitizing of the players in palm oil sector on the regulation of work conditions
<b>2.1.4 Minor</b>	A system for tracking any changes in the law shall be implemented.	<i>The systems used for tracking any changes in laws and regulations should be appropriate to the scale of the organization.</i>	A policy of legal watch must be available and implemented. A legal watch device and an institutional and legal review are ensured and followed

**Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.**

	<b>Indicator.</b>	<b>Specific Guidance.</b>	<b>Observations.</b>
<b>2.2.1 Major</b>	Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available.		The documents justifying the history of land ownership (Provisional or final Concession, Land Certificate, Land Title) or a legal lease are available.
<b>2.2.2 Minor</b>	Legal boundaries shall be clearly demarcated and visibly maintained.	<i>Plantation operations should cease on land planted beyond the legally determined area and there should be specific plans in place to address such issues for associated smallholders.</i>	
<b>2.2.3 Minor</b>	Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC).		Where there are or have been disputes, additional proof of legal acquisition of ownership title and evidence that fair compensation has been paid to previous owners and occupants, and evidence that they agree with free, prior and informed consent (FPIC). Shall be available.
<b>2.2.4 Major</b>	There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved.	<i>Where there is a conflict on the condition of land use as per land title, growers should show evidence that necessary action has been taken to resolve the conflict with relevant parties. A mechanism should be in place to resolve any conflict (Criteria 6.3 and 6.4). Where operations overlap with other rights holders, companies should resolve the issue with the appropriate authorities, consistent with Criteria 6.3 and 6.4.</i>	No important land conflict must exist, unless an acceptable process of resolution of the conflicts (see Criterion 6.3 and 6.4) is implemented and accepted by the concerned parties.
<b>2.2.5 Minor</b>	For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable).		For any conflict or land litigation, the disputed area must be mapped in a contradictory and participative way (including the stakeholders and neighboring communities if necessary).
<b>2.2.6 Major</b>	To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations.	<i>Company policy should prohibit the use of mercenaries and para-militaries in their operations. Company policy should prohibit extra-judicial intimidation and harassment by contracted security forces (see Criterion 6.13).</i>	To avoid increase of the conflicts, it should not exist any presumption of violences related to present and future operations of palm oil production.

**Criterion 2.3 Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.**

	Indicator.	Specific Guidance.	Observations.
<p><b>2.3.1 Major</b></p>	<p>Maps of an appropriate scale showing the extent of recognised legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).</p>	<p><i>All indicators will apply to current operations, but there are exceptions for long-established plantations which may not have records dating back to the time of the decision making, in particular for compliance with Indicators 2.3.1 and 2.3.2.</i></p> <p><i>Where there are legal or customary rights over land, the grower should demonstrate that these rights are understood and are not being threatened or reduced. This Criterion should be considered in conjunction with Criteria 6.4, 7.5 and 7.6. Where customary rights areas are unclear these should be established through participatory mapping exercises involving affected parties (including neighbouring communities and local authorities).</i></p> <p><i>This Criterion allows for sales and negotiated agreements to compensate other users for lost benefits and/or relinquished rights. Negotiated agreements should be non-coercive and entered into voluntarily, carried out prior to new investments or operations, and based on an open sharing of all relevant information. The representation of communities should be transparent and in open communication with other community members. Adequate time should be given for customary decision making and iterative negotiations allowed for, where requested. Negotiated agreements should be binding on all parties and enforceable in the courts. Establishing certainty in land negotiations is of long-term benefit for all parties. Companies should be especially careful where they are offered lands acquired from the State by its invoking the national interest (also known as 'eminent domain'). Growers and millers should refer to the RSPO approved FPIC guidance ('FPIC and the RSPO: A Guide for Companies', October 2008)</i></p>	<p>Maps of an appropriate scale showing the recognized limits of legal rights of land use, customary (Criteria 2.2, 7.5 and 7.6) must be established by contradictory and participative mapping involving the stakeholders (including neighboring communities if necessary, and competent authorities).</p>
<p><b>2.3.2 Minor</b></p>	<p>Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include:</p> <p>a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making;</p> <p>b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken;</p> <p>c) Evidence that the legal, economic,</p>	<p><i>Evidence that the maps have also been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making.</i></p>	<p>A copy negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) must be accessible and must include:</p>

	environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land.		
<b>2.3.3 Minor</b>	All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.		All the useful information (including impact assessment, sharing of the advantages proposed, and legal procedures) are accessible in official language of Côte d'Ivoire
<b>2.3.4 Major</b>	Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel.	<i>Evidence should be available from the companies, communities or other relevant stakeholders.</i>	

**Principle 3: Commitment to long-term economic and financial viability.**

**Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.**

Indicator.	Specific Guidance.	Observations.
<b>3.1.1 Major</b>  A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders.	<ul style="list-style-type: none"> <li><i>The business or management plan should contain:</i></li> <li><i>Attention to quality of planting materials;</i></li> <li><i>Crop projection = Fresh Fruit Bunches (FFB) yield trends;</i></li> <li><i>Mill extraction rates = Oil Extraction Rate (OER) trends;</i></li> <li><i>Cost of Production = cost per tonne of Crude Palm Oil (CPO) trends;</i></li> <li><i>Forecast prices;</i></li> <li><i>Financial indicators.</i></li> <li><i>Suggested calculation: trends in 3-year running mean over the last decade (FFB trends may need to allow for low yield during major replanting programmes).</i></li> </ul> <p><b>Guidance :</b></p> <ul style="list-style-type: none"> <li><i>Whilst it is recognised that long-term profitability is also affected by factors outside their direct control, top management should be able to demonstrate attention to economic and financial viability through long-term management planning. There should be longer term planning for plantations on peat, particularly in regards to subsidence and flooding issues (see Indicator 4.3.5).</i></li> <li><i>Consideration of smallholders should be inherent in all management planning where applicable (see also Criteria 6.10 and 6.11). For scheme smallholders the content will vary from that suggested (refer to RSPO Guidance on Scheme Smallholders, July 2009).</i></li> <li><i>Growers should have a system to improve practices in line with new information and techniques. For smallholder schemes, the scheme management should be expected to provide their members with information on significant improvements.</i></li> </ul>	<p>any independent growers who supply FFB to the palm oil mill</p> <p><b>A business or management plan (minimum three years)</b> is available and includes an analysis of profitability of associated small-scale farmer as well as a contribution to strengthening of research and development in particular on valorization of palm tree derived products.</p> <p>A program to support the development of associated small-scale farmer is set up and implemented including at least:</p> <ul style="list-style-type: none"> <li><i>A support to improve agricultural performance;</i></li> <li><i>A support to plant-health treatments (in the event of serious threat).</i></li> </ul>

		<ul style="list-style-type: none"> <li><i>This Criterion is not applicable to independent smallholders (refer to RSPO Guidance for Independent Smallholders under Group Certification, June 2010)</i></li> </ul>	
<b>3.1.2 Minor</b>	An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available.		

**Principle 4: Use of appropriate best practices by growers and mills.**

**Criterion 4.1 Operating procedures are appropriately documented and consistently implemented and monitored.**

Indicator.	Specific Guidance.	Observations.
<b>4.1.1 Major</b> Standard Operating Procedures (SOPs) for estates and mills shall be documented.	<i>SOP and documentation for mills should include relevant supply chain requirements (see RSPO Supply Chain Certification Standard, Nov 2014 and subsequent updates).</i>	The following practices are indicative for inclusion, but not exhaustive: <ul style="list-style-type: none"> <li><i>Land preparation for both new planting and for re-planting.</i></li> <li><i>Nursery practices.</i></li> <li><i>Planting density, pattern and technique.</i></li> <li><i>Soil Erosion controls.</i></li> <li><i>Weeding and weed Control.</i></li> <li><i>Management of agrochemicals. Stores etc.,</i></li> <li><i>Fertilising, Leaf and soil sampling.</i></li> <li><i>Pests &amp; Disease.</i></li> <li><i>Water management.</i></li> <li><i>Pruning of fronds.</i></li> <li><i>Harvesting and extraction to palm oil mill</i></li> <li><i>Road maintenance.</i></li> <li><i>Receiving of FFB.</i></li> <li><i>Sterilizing of FFB.</i></li> <li><i>Threshing &amp; Pressing.</i></li> <li><i>Purifying process.</i></li> <li><i>Nut process.</i></li> <li><i>Kernel process.</i></li> <li><i>Water Treatment.</i></li> <li><i>Steam Energy &amp; Electricity.</i></li> <li><i>Machine Maintenance.</i></li> <li><i>POME and EFB processing.</i></li> </ul>
<b>4.1.2 Minor</b> A mechanism to check consistent implementation of procedures shall be in place.	<i>Mechanisms to check implementations could include documentation management systems and internal control procedures.</i>	The flow chart and job description of the person in charge of the implementation of the <b>Standard Operating Procedures</b> must be available
<b>4.1.3 Minor</b> Records of monitoring and any actions taken shall be maintained and available, as appropriate.	<i>Records as applicable.</i>	A register of the actions of follow-up and any implemented measures must be held updated and available.
<b>4.1.4 Major</b> The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB).	<i>Mills: see RSPO Supply Chain Certification Standard, Nov 2014 and subsequent updates.</i>	The factories must record the origin of the bunches in order to ensure their traceability. For plantations the traceability of germinated seeds must be recorded and available.

**Criterion 4.2 Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.**

Indicator.	Specific Guidance.	Observations.
<b>4.2.1 Minor</b> There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible.	<i>Long-term fertility depends on maintaining the structure, organic matter content, nutrient status and microbiological health of the soil. Nutrient efficiency should take account of the age of plantations and soil conditions. The nutrient recycling strategy should include any use of biomass for by-products or</i>	Evidence that best agricultural practices stated in the operational procedures (foliar diagnosis; diagnosis of ground; choice of the amendment; application of the amendment) are applied in order to maintain the fertility of the ground, on a level which guarantees an optimal and durable performance, if possible.

		<i>energy production.</i>	
<b>4.2.2 Minor</b>	Records of fertiliser inputs shall be maintained.		
<b>4.2.3 Minor</b>	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status.		
<b>4.2.4 Minor</b>	A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting.	<i>The nutrient recycling strategy should include any use of biomass for by-products or energy production.</i>	

<b>Criterion</b>			
	<b>Indicator.</b>	<b>Specific Guidance.</b>	<b>Observations.</b>
<b>4.3.1 Major</b>	Maps of any fragile soils shall be available. Practices minimise and control erosion and degradation of soils.	<i>These should include practices such as ground cover management, biomass recycling, terracing, and natural regeneration or restoration instead of replanting.</i>	A Map of any fragile soils of the exploitation shall be available.
<b>4.3.2 Minor</b>	A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific).	<i>Maximum acceptable slope gradient for planting shall be 25 degrees. Soil conservation measures (e.g. terracing, platforms, cover crop, etc.) should be applied for terrain with gradients between 9 and 25 degrees.</i>	A management strategy shall be in place for plantings on slopes between 15 and 25% according to soil and climate specificities (special land development in curve standard or terraced).
<b>4.3.3 Minor</b>	A road maintenance programme shall be in place.	<i>This may be a general maintenance programme with specifications for roads, bridges, drains and culverts etc. It is recognised that road maintenance maybe an ongoing process or carried out periodically.</i>	A road maintenance programme shall be in place according to: <ul style="list-style-type: none"> <li>• the technical specifications of the local committees of roads maintenance for the rural plantations</li> <li>• the annual programs for agribusiness companies</li> </ul>
<b>4.3.4 Major</b>	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place.	<i>Plantations on peat should be managed at least to the standard set out in the 'RSPO Manual on Best Management Practices (BMPs) for existing oil palm cultivation on peat', June 2012 (especially water management, fire avoidance, fertilizer use, subsidence and vegetation cover).</i>  <i>For existing plantings on peat, the water table should be maintained at an average of 50cm (between 40 - 60cm) below ground surface measured with groundwater piezometer readings, or an average of 60cm (between 50 - 70cm) below ground surface as measured in water collection drains, through a network of appropriate water control structures e.g. weirs, sandbags, etc. in fields, and Watergates at the discharge points of main drains (Criteria 4.4 and 7.4).</i>	
<b>4.3.5 Minor</b>	Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing.	<i>Where drainability assessments have identified areas unsuitable for oil palm replanting, plans should be in place for appropriate rehabilitation or alternative use of such areas. If the assessment indicates high risk of serious flooding and/or salt water intrusion within two crop cycles, growers and planters should consider ceasing replanting and implementing rehabilitation.</i>	
<b>4.3.6 Minor</b>	A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils).		

<b>Criterion 4.4 Practices maintain the quality and availability of surface and ground water.</b>		
<b>Indicator.</b>	<b>Specific Guidance.</b>	<b>Observations.</b>
<b>4.4.1 Minor</b> An implemented water management plan shall be in place	The water management plan will: Take account of the efficiency of use and renewability of sources; <ul style="list-style-type: none"> <li>• <i>Ensure that the use and management of water by the operation does not result in adverse impacts on other users within the catchment area, including local communities and customary water users;</i></li> <li>• <i>Aim to ensure local communities, workers and their families have access to adequate, clean water for drinking, cooking, bathing and cleaning purposes;</i></li> <li>• <i>Avoid contamination of surface and ground water through run-off of soil, nutrients or chemicals, or as a result of inadequate disposal of waste including Palm Oil Mill Effluent (POME).</i></li> </ul>	Growers and millers should address the effects of their use of water and the effects of their activities on local water resources.
<b>4.4.2 Major</b> Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated.	<i>Refer to the 'RSPO Manual On Best Management Practices (BMP) for management and rehabilitation of natural vegetation associated with oil palm cultivation on peat', July 2012.</i>	A maintenance free buffer zone should be established where the plantation has encroached into the legal buffer zone and plans to re-establish the full buffer zone should be included at the time of re-planting.
<b>4.4.3 Major</b> Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6).		Appropriate treatment of mill effluent shall be made in compliance with regulations in force (Criteria 2.1 and 5.6).
<b>4.4.4 Major</b> Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored.	<i>The data of follow-up of mills water consumption per ton of treated Fresh Fruit Bunches (see Criterion 5.6) shall be available</i>	

<b>Criterion 4.5 Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.</b>		
<b>Indicator.</b>	<b>Specific Guidance.</b>	<b>Observations.</b>
<b>4.5.1 Major</b> Implementation of Integrated Pest Management (IPM) plans shall be monitored.	<i>Growers should apply recognized IPM techniques, incorporating cultural, biological, mechanical and physical methods to minimize the use of chemicals. Native species should be used in biological control where possible.</i>	Implementation of integrated management plan against enemies shall be monitored.
<b>4.5.2 Minor</b> Training of those involved in IPM implementation shall be demonstrated.		

<b>Criterion 4.6 Pesticides are used in ways that do not endanger health or the environment</b>		
<b>Indicator.</b>	<b>Specific Guidance.</b>	<b>Observations.</b>
<b>4.6.1 Major</b> Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available.	<i>Measures to avoid the development of resistance (such as pesticide rotations) should be applied. The justification should consider less harmful alternatives and IPM.</i>  <i>The RSPO has identified some examples of alternatives to pesticide use, which include those listed in the 'Research project on Integrated Weed Management Strategies for Oil Palm; CABI, April 2011'. Due to problems in the accuracy of measurement, monitoring of pesticide toxicity is not applicable to independent smallholders (refer to 'Guidance for Independent Smallholders under Group Certification', June 2010).</i>	Justification of all pesticides used shall be demonstrated. The use of selective products specific to pest, weed or target disease and which have minimal effect or not on non-targeted species shall be used in case of approval.  Pesticides are used in ways that do not endanger health or the environment.  The routine prophylactic use of pesticides is prohibited.
<b>4.6.2</b> Records of pesticides use (including		Note: The active ingredient must be

<b>Major</b>	active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided.		known by managers and workers.
<b>4.6.3 Major</b>	Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides.	<i>Justification of the use of such pesticides will be included in the public summary report.</i>	
<b>4.6.4 Minor</b>	Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances.		
<b>4.6.5 Major</b>	Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7).		
<b>4.6.6 Major</b>	Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3).	<i>Recognised best practice includes: Storage of all pesticides as prescribed in the FAO International Code of Conduct on the distribution and use of pesticides and its guidelines, and supplemented by relevant industry guidelines in support of the International Code. (See annex 2).</i>	The products should be kept preferably in their original containers or properly labelled containers. If fertilizer blends are made, the containers must be properly labelled. The application of pesticides must be done under the guidance of an agricultural engineer. There must be a training program in place for the handling of chemicals. Must be done annually Cholinesterase testing for those who handle agrochemicals for the group of organophosphates and carbonates.
<b>4.6.7 Minor</b>	Application of pesticides shall be by proven methods that minimise risk and impacts.		Application of pesticides shall be by proven methods that minimize risk and impacts or at least in accordance with the regulations of the manufacturer guidelines
<b>4.6.8 Major</b>	Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application.		Pesticides shall be applied aerially only where there is documented justification. Surrounding Communities shall be informed by written notice of impending aerial pesticide within one week prior to application. This notification shall include all the provisions to be taken and must be followed by an acknowledgment of delivery signed by the chief.
<b>4.6.9 Minor</b>	Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8).		Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be implemented every two (2) years and demonstrated, including provision of appropriate information materials (see Criterion 4.8). In addition, the introduction of new methods or products shall be subject of a systematic updating.

<b>4.6.10 Minor</b>	Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3).		Proper disposal of waste material, according to procedures that will be given to the workers and managers by posting shall be demonstrated with documents (see Criterion 5.3).
<b>4.6.11 Major</b>	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated.		A periodic medical visit, in accordance with the regulations into force, specific for the people handling pesticides must be shown by a doctor's certificate, as well as a documentation of the actions taken to treat the related health conditions.
<b>4.6.12 Major</b>	No work with pesticides shall be undertaken by pregnant or breast-feeding women.		

**Criterion 4.7 An occupational health and safety plan is documented, effectively communicated and implemented.**

<b>Indicator.</b>		<b>Specific Guidance.</b>	<b>Observations.</b>
<b>4.7.1 Major</b>	A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored.	<i>Growers and millers should ensure that the workplace, machinery, equipment, transport and processes under their control are safe and without undue risk to health. Growers and millers should ensure that the chemical, physical and biological substances and agents under their control are without undue risk to health when appropriate measures are taken. All indicators apply to all workers regardless of status. The health and safety plan should also reflect guidance in ILO Convention 184 (see Annex 1).</i>	The health and safety policy at work shall be signed by the employer to materialize his commitment t; it must be posted and known by all the workers.  A person should be designated to follow-up the implementation of the health and safety at work policy.
<b>4.7.2 Major</b>	All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.		All operations where health and safety is an issue shall be risk assessed. Procedures and corrective actions resulting from risk assessed shall be documented and implemented to resolve the identified issues. All precautions attached to products shall be properly observed and applied to the workers. <ul style="list-style-type: none"> <li>Information related to products used shall be in official language. If needed, images, illustration or symbols can be used to facilitate the communication.</li> </ul>
<b>4.7.3 Major</b>	All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.		
<b>4.7.4 Major</b>	The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.		

<b>4.7.5 Minor</b>	Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.		
<b>4.7.6 Minor</b>	All workers shall be provided with medical care, and covered by accident insurance.		All workers shall be provided with medical care, and covered in case of Occupational injuries in accordance with the current regulation.
<b>4.7.7 Minor</b>	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics.		Occupational injuries shall be recorded regarding to the current official outline.

**Criterion 4.8 All staff, workers, smallholders and contractors are appropriately trained.**

<b>Indicator.</b>		<b>Specific Guidance.</b>	<b>Observations.</b>
<b>4.8.1 Major</b>	A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme.	<p><i>Workers should be adequately trained on: the health and environmental risks of pesticide exposure; recognition of acute and long-term exposure symptoms including the most vulnerable groups (e.g. young workers, pregnant women); ways to minimise exposure to workers and their families; and international and national instruments or regulations that protect workers' health.</i></p> <p><i>The training programme should include productivity and best management practice, and be appropriate to the scale of the organisation.</i></p> <p><i>Training should be given to all staff and workers by growers and millers to enable them to fulfil their jobs and responsibilities in accordance with documented procedures, and in compliance with the requirements of these Principles, Criteria, Indicators and Guidance.</i></p> <p><i>Contract workers should be selected for their ability to fulfil their jobs and responsibilities in accordance with documented procedures, and in compliance with the requirements of the RSPO Principles, Criteria, Indicators and Guidance.</i></p> <p><i>Growers and millers should demonstrate training activities for schemes smallholders who provide Fresh Fruit Bunches (FFB) on a contracted basis.</i></p>	
<b>4.8.2 Major</b>	Records of training for each employee shall be maintained.		<p>A register of training must be held and updated for all the workers; The employees should sign after having attended to the training session.</p> <p>A report of the training session with the list of the trainees shall be documented and available.</p>

**Principle 5: Environmental responsibility and conservation of natural resources and biodiversity.**

**Criterion 5.1 Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.**

	<b>Indicator.</b>	<b>Specific Guidance.</b>	<b>Observations.</b>
<p><b>5.1.1 Major</b></p>	<p>An environmental impact assessment (EIA) shall be documented.</p>	<p>The EIA should cover the following activities, where they are undertaken:</p> <ul style="list-style-type: none"> <li>• <i>Building new roads, processing mills or other infrastructure;</i></li> <li>• <i>Putting in drainage or irrigation systems;</i></li> <li>• <i>Replanting and/or expansion of planting areas;</i></li> <li>• <i>Management of mill effluents (Criterion 4.4);</i></li> <li>• <i>Clearing of remaining natural vegetation;</i></li> <li>• <i>Management of pests and diseases palms by controlled burning (Criteria 5.5 and 7.7).</i></li> </ul> <p><i>Impact assessment can be a non-restrictive format e.g. ISO 14001 EMS and/or EIA report incorporating elements spelt out in this Criterion and raised through stakeholder consultation.</i></p> <p><i>Environmental impacts should be identified on soil and water resources (Criteria 4.3 and 4.4), air quality, greenhouse gases (Criterion 5.6), biodiversity and ecosystems, and people's amenity (Criterion 6.1), both on and off-site.</i></p> <p><i>Stakeholder consultation has a key role in identifying environmental impacts. The inclusion of consultation should result in improved processes to identify impacts and to develop any required mitigation measures.</i></p> <p><i>For smallholder schemes, the scheme management has the responsibility to undertake impact assessment and to plan and operate in accordance with the results (refer to 'Guidance for Independent Smallholders under Group Certification', June 2010, and 'Guidance on Scheme Smallholders', July 2009).</i></p>	<p>A report of environmental impact assessment (EIA) shall be available and approved by the authority.</p>
<p><b>5.1.2 Minor</b></p>	<p>Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons.</p>		<p>Action plans must be worked out to address identified impacts. These plans must be documented and their implementation and assessment must be monitored annually.</p> <p>The following are some of the potential impacts that should be evaluated:</p> <ul style="list-style-type: none"> <li>• Environmental impacts on water and soil resources, air quality (see criterion 5.6), ecosystems and species, and socio-cultural impacts (see criterion 6.1 with respect to social impacts), within and outside the site.</li> <li>• Consultation with stakeholders plays a key role in identifying environmental impacts. The inclusion of the consultation should result in improved processes to identify impacts and develop the required mitigation measures.</li> </ul> <p>It is important that where activities, techniques and operations change over time, the identification of impacts, and any mitigation efforts are updated as needed.</p>

<p><b>5.1.3 Minor</b></p>	<p>This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p>		
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**Criterion 5.2 The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.**

	<b>Indicator.</b>	<b>Specific Guidance.</b>	<b>Observations.</b>
<p><b>5.2.1 Major</b></p>	<p>Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors)</p>	<p><i>This information will cover:</i></p> <ul style="list-style-type: none"> <li>• <i>Presence of protected areas that could be significantly affected by the grower or miller;</i></li> <li>• <i>Conservation status (e.g. IUCN status), legal protection, population status and habitat requirements of rare, threatened, or endangered (RTE) species that could be significantly affected by the grower or miller;</i></li> <li>• <i>Identification of HCV habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower or miller;</i></li> </ul> <p><i>This information gathering should include checking available biological records and consultation with relevant government departments, research institutes and interested NGOs if appropriate. Depending on the biodiversity values that are present, and the level of available information, some additional field survey work may be required. Wherever HCV benefits can be realized outside of the management unit, collaboration and cooperation between other growers, governments and organizations should be considered.</i></p>	
<p><b>5.2.2 Major</b></p>	<p>Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan.</p>	<p><i>These measures will include:</i></p> <ul style="list-style-type: none"> <li>• <i>Ensuring that any legal requirements relating to the protection of the species or habitat are met;</i></li> <li>• <i>Avoiding damage to and deterioration of HCV habitats such as by ensuring that HCV areas are connected, corridors are conserved, and buffer zones around HCV areas are created;</i></li> <li>• <i>Controlling any illegal or inappropriate hunting, fishing or collecting activities, and developing responsible measures to resolve human-wildlife conflicts (e.g. incursions by elephants).</i></li> </ul>	
<p><b>5.2.3 Minor</b></p>	<p>There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species.</p>		<p>There shall be a training and sensitization programme to regularly inform the workers about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law in case any worker captures, harms, collect or kills these species.</p>

<p><b>5.2.4 Major</b></p>	<p>Where a management plan has been created there shall be ongoing monitoring:</p> <ul style="list-style-type: none"> <li>• The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported;</li> <li>• Outcomes of monitoring shall be fed back into the management plan.</li> </ul>		
<p><b>5.2.5 Minor</b></p>	<p>Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights.</p>	<p><i>If a negotiated agreement cannot be reached, there should be evidence of sustained efforts to achieve such an agreement. These could include third party arbitration (see Criteria 2.3, 6.3 and 6.4).</i></p> <p><i>Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights.</i></p>	<p><b>Note:</b> Operators need to consider a variety of land management and tenure options to secure HCV management areas in ways that also secure local peoples' rights and livelihoods. Some areas are best allocated to community management and secured through customary or legal tenures, in other cases co-management options can be considered. Where communities are asked to relinquish rights so that HCVs can be maintained or enhanced by the companies or State agencies, then great care needs to be taken to ensure that communities retain access to adequate land and resources to secure their basic needs; all such relinquishment of rights must be subjected to their free, prior, and informed consent (see Criteria 2.2 and 2.3).</p>

<b>Criterion</b>			
	<b>Indicator.</b>	<b>Specific Guidance.</b>	<b>Observations.</b>
<p><b>5.3.1 Major</b></p>	<p>All waste products and sources of pollution shall be identified and documented.</p>		
<p><b>5.3.2 Major</b></p>	<p>All chemicals and their containers shall be disposed of responsibly.</p>		
<p><b>5.3.3 Minor</b></p>	<p>A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.</p>	<p><i>The waste management and disposal plan should include measures for:</i></p> <ul style="list-style-type: none"> <li>• <i>Identifying and monitoring sources of waste and pollution.</i></li> <li>• <i>Improving the efficiency of resource utilisation and recycling potential wastes as nutrients or converting them into value-added products (e.g. through animal feeding programmes).</i></li> <li>• <i>Appropriate management and disposal of hazardous chemicals and their containers. Surplus chemical containers should be reused, recycled or disposed of in an environmentally and socially responsible way using best available practices (e.g. returned to the vendor or cleaned using a triple rinse method), such that there is no risk of contamination of water sources or risk to human health. The disposal instructions on the manufacturers' labels should be adhered to.</i></li> </ul> <p>• <i>Use of open fire for waste disposal should be avoided.</i></p>	

<b>Criterion 5.4 Efficiency of fossil fuel use and the use of renewable energy is optimised.</b>		
<b>Indicator.</b>	<b>Specific Guidance.</b>	<b>Observations.</b>
<p><b>5.4.1 Minor</b></p> <p>A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored.</p>	<p><i>Renewable energy use per tonne of Crude Palm Oil (CPO) or palm product in the mill should be monitored.</i></p> <p><i>Direct fossil fuel use per tonne of CPO or Fresh Fruit Bunches (FFB) should be monitored.</i></p> <p><i>Energy efficiency should be taken into account in the construction or upgrading of all operations.</i></p> <p><i>Growers and millers should assess the direct energy use of their operations, including fuel and electricity, and energy efficiency of their operations. This should include estimation of fuel use by on-site contract workers, including all transport and machinery operations.</i></p> <p><i>The feasibility of collecting and using biogas should be studied if possible.</i></p>	

<b>Criterion 5.5 Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.</b>		
<b>Indicator.</b>	<b>Specific Guidance.</b>	<b>Observations.</b>
<p><b>5.5.1 Major</b></p> <p>There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p>	<p><i>Fire should be used only where an assessment has demonstrated that it is the most effective and least environmentally damaging option for minimising the risk of severe pest and disease outbreaks, and exceptional levels of caution should be required for use of fire on peat. This should be subject to regulatory provisions under respective national environmental legislation.</i></p> <p><i>Extension/training programmes for associated smallholders may be necessary.</i></p>	<p>There shall be no land preparation by burning, other than in specific situations as identified below:</p> <ul style="list-style-type: none"> <li>- Difficulties of access of the machines of preparation on ground without burning. (Hydromorphic, peat, etc....);</li> <li>- Parasitic infestation of the zone of which the only method to fight against is fire.</li> </ul>
<p><b>5.5.2 Minor</b></p> <p>Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p>		<p>If fire were used for the preparation of the grounds in the replanting program, a report delivered by an expert of an approved structure shall be available.</p>

<b>Criterion 5.6 Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</b>		
<p><i>Growers and millers commit to reporting on operational greenhouse gas emissions. However, it is recognised that these significant emissions cannot be monitored completely or measured accurately with current knowledge and methodology. It is also recognised that it is not always feasible or practical to reduce or minimise these emissions.</i></p> <p><i>Growers and millers commit to an implementation period until the end of December 2016 for promoting best practices in reporting to the RSPO, and thereafter to public reporting. Growers and millers make this commitment with the support of all other stakeholder groups of the RSPO.</i></p>		
<b>Indicator.</b>	<b>Specific Guidance.</b>	<b>Observations.</b>
<p><b>5.6.1 Major</b></p> <p>An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate / soot emissions and effluent (see Criterion 4.4).</p>	<p><i>Where practically feasible, operations should follow best management practices to measure and reduce emissions. Advice on this is available from the RSPO.</i></p>	
<p><b>5.6.2 Major</b></p> <p>Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented.</p>	<p><i>Plans will include objectives, targets and timelines. These should be responsive to context and any changes should be justified.</i></p> <p><i>The treatment methodology for POME will be recorded.</i></p>	
<p><b>5.6.3</b></p> <p>A monitoring system shall be in place,</p>	<p><i>The treatment methodology for POME</i></p>	<p>In addition, during the implementation</p>

<p><b>Minor</b></p>	<p>with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools.</p>	<p><i>will be recorded.</i>  <i>For the implementation period until December 31st 2016, an RSPO-endorsed modified version of Palm GHG which only includes emissions from operations (including land use practices) can be used as a monitoring tool.</i></p>	<p>period, growers will start to assess, monitor and report emissions arising from changes in carbon stocks within their operations, using the land use in November 2005 as the baseline. The implementation period for Indicator 5.6.3 is the same implementation period for Criterion 7.8.</p> <p>During the implementation period, reporting on GHG will be to a relevant RSPO working group (composed of all membership categories) which will use the information reported to review and fine tune the tools, emission factors and methodologies, and provide additional guidance for the process. Public reporting is desirable, but remains voluntary until the end of the implementation period.</p> <p>During the implementation period the RSPO working group will seek to continually improve PalmGHG, recognizing the challenges associated with measuring GHG and carbon stock.</p> <p>PalmGHG or RSPO-endorsed equivalent will be used to assess, monitor and report GHG emissions. Parties seeking to use an alternative to PalmGHG will have to demonstrate its equivalence to the RSPO for endorsement.</p>
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<p><b>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and mills.</b></p>			
<p><b>Criterion 6.1 Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.</b></p>			
	<p><b>Indicator.</b></p>	<p><b>Specific Guidance.</b></p>	<p><b>Observations.</b></p>
<p><b>6.1.1 Major</b></p>	<p>A social impact assessment (SIA) including records of meetings shall be documented.</p>	<p><i>Identification of social impacts should be carried out by the grower with the participation of affected parties, including women and migrant workers as appropriate to the situation. The involvement of independent experts should be sought where this is considered necessary to ensure that all impacts (both positive and negative) are identified.</i></p> <p><i>Participation in this context means that affected parties are able to express their views through their own representative institutions, or freely chosen spokespersons, during the identification of impacts, reviewing findings and plans for mitigation, and monitoring the success of implemented plans.</i></p> <p><i>Potential social impacts may result from activities such as: building new roads, processing mills or other infrastructure; replanting with different crops or expansion of planting area; disposal of mill effluents; clearing of remaining natural vegetation; changes in employee numbers or employment terms; smallholder schemes.</i></p> <p><i>Plantation and mill management may have social impacts (positive or negative) on factors such as:</i></p> <ul style="list-style-type: none"> <li>• <i>Access and use rights;</i></li> </ul>	

		<ul style="list-style-type: none"> <li>• <i>Economic livelihoods (e.g. paid employment) and working conditions;</i></li> <li>• <i>Subsistence activities;</i></li> <li>• <i>Cultural and religious values;</i></li> <li>• <i>Health and education facilities;</i></li> <li>• <i>Other community values, resulting from changes such as improved transport/communication or arrival of substantial migrant labour force.</i></li> </ul> <p><i>The review can be done (once every two years) internally or externally.</i></p>	
<b>6.1.2 Major</b>	There shall be evidence that the assessment has been done with the participation of affected parties.		The reports of the public consultations shall be available.
<b>6.1.3 Major</b>	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation.		Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in agreement with the affected parties, documented and timetabled, and shall designate a person in charge of implementation.
<b>6.1.4 Minor</b>	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties.		
<b>6.1.5 Minor</b>	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme).		An evidence that the Social Impacts Assessment is extended to the activities of the associated smallholders (when such a program is included in the operations)

**Criterion 6.2 There are open and transparent methods for communication and consultation between growers and/or mills, local communities and other affected or interested parties.**

	<b>Indicator.</b>	<b>Specific Guidance.</b>	<b>Observations.</b>
<b>6.2.1 Major</b>	Consultation and communication procedures shall be documented.	<p><i>Decisions that the growers or mills are planning to make should be made clear, so that local communities and other interested parties understand the purpose of the communication and/or consultation.</i></p> <p><i>Communication and consultation mechanisms should be designed in collaboration with local communities and other affected or interested parties. These should consider the use of appropriate existing local mechanisms and languages. Consideration should be given to the</i>  <i>Existence / formation of a multi-stakeholder forum. Communications should take into account differential access to information by women as compared to men, village leaders as compared to day labourers, new versus established community groups, and different ethnic groups.</i>  <i>Consideration should be given to involving third parties, such as disinterested community groups, NGOs, or government (or a combination of these), to facilitate smallholder schemes and communities, and others as appropriate, in these communications.</i></p>	
<b>6.2.2 Minor</b>	A management official responsible for these issues shall be nominated.		

<p><b>6.2.3 Minor</b></p>	<p>A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained.</p>		
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**Criterion 6.3 There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all parties.**

	<b>Indicator.</b>	<b>Specific Guidance.</b>	<b>Observations.</b>
<p><b>6.3.1 Major</b></p>	<p>The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistle-blowers, where requested. The system should distinguish between different types of complaints that may occur and the procedures for resolving each of them. Complaints may be internal (employees) and external. Mechanisms should be established to resolve disputes through open and consensual agreements with the relevant parties.</p>	<p><i>The system should aim to reduce the risks of reprisal.</i></p> <p><i>See also to Criterion 1.2.</i></p> <p><i>Dispute resolution mechanisms should be established through open and consensual agreements with relevant affected parties.</i></p> <p><i>Complaints should be dealt with by mechanisms such as Joint Consultative Committees (JCC), with gender representation as necessary. Grievances may be internal (employees) or external.</i></p> <p><i>For scheme and independent smallholders, refer to 'Guidance for Independent Smallholders under Group Certification', June 2010, and 'Guidance on Scheme Smallholders', July 2009.</i></p> <p><i>Where a resolution is not found mutually, complaints can be brought to the attention of the RSPO Complaints System.</i></p> <p><i>Refer to helpful texts for guidance, such as the Human Rights Commission (HRC) endorsed 'Guiding Principles on Business and Human Rights: Implementing the UN "Protect, Respect and Remedy" Framework', 2011.</i></p>	<p>The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and contact person, where requested.</p> <p>The system shall highlight a non-disclosure agreement.</p>
<p><b>6.3.2 Major</b></p>	<p>Documentation of both the process by which a dispute was resolved and the outcome shall be available.</p>		

**Criterion 6.4 Any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stake holders to express their views through their own representative institutions.**

	<b>Indicator.</b>	<b>Specific Guidance.</b>	<b>Observations.</b>
<p><b>6.4.1 Major</b></p>	<p>A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place.</p>	<p><i>This criterion should be considered in conjunction with Criteria 2.2 and 2.3, and the associated Guidance.</i></p>	
<p><b>6.4.2 Minor</b></p>	<p>A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation.  This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land.</p>	<p><i>Companies should make best efforts to ensure that equal opportunities have been provided to both female and male heads of households to hold land titles in smallholder schemes.</i></p>	

6.4.3 Major	The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available.		
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Criterion			
Indicator.		Specific Guidance.	Observations.
6.5.1 Major	Documentation of pay and conditions shall be available.		
6.5.2 Major	Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official.		
6.5.3 Minor	Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible.		In agreement with the workers, the employers shall provide an adequate housing, water supply, medical services, school and social respecting or exceeding the national standards, when such public services are not available or accessible
6.5.4 Minor	Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food.		In consultation with the workers, the employers shall control and improve the access of the workers to an adequate, sufficient and accessible food.

Criterion 6.6 The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.			
Indicator.		Specific Guidance.	Observations.
6.6.1 Major	A published statement in local languages recognising freedom of association shall be available.	<i>The right of employees, including migrant and transmigrant workers and contract workers, to form associations and bargain collectively with their employer should be respected, in accordance with Conventions 87 and 98 of the International Labour Organisation (ILO). Labour laws and union agreements, or in their absence direct contracts of employment detailing payments and other conditions, should be available in the languages understood by the workers or explained carefully to them by a management official.</i>	A declaration published in the official languages in respect of the right of association shall be available
6.6.2 Minor	Minutes of meetings with main trade unions or worker's representatives shall be documented.		Minutes of meetings with main trade unions or worker's representatives shall be documented and transmitted.

Criterion 6.7 Children are not employed or exploited.			
Indicator.		Specific Guidance.	Observations.
6.7.1 Major	There shall be documentary evidence that minimum age requirements are met.	<i>Growers and millers should clearly define the minimum working age, together with working hours. Only workers above the minimum school leaving age in the country or who are at least 15 years old may be employed. The minimum age of workers will not be less than stated under national regulations. Any hazardous work should not be done by those under 18, as per International Labour Organisation (ILO) Convention 138. Please refer to 'Guidance for Independent Smallholders under Group Certification', June 2010, and 'Guidance on Scheme Smallholders', July 2009 for additional guidance on family farms and subsequent editions.</i>	

<b>Criterion 6.8 Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.</b>		
<b>Indicator.</b>	<b>Specific Guidance.</b>	<b>Observations.</b>
<b>6.8.1 Major</b> A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented.	<i>Examples of compliance can be appropriate documentation (e.g. job advertisements, job descriptions, appraisals, etc.), and/or information obtained via interviews with relevant stakeholders such as affected groups which may include women, local communities, foreign workers, and migrant workers, etc. Notwithstanding national legislation and regulation, medical conditions should not be used in a discriminatory way. The grievance procedures detailed in Criterion 6.3 apply. Positive discrimination to provide employment and benefits to specific communities is acceptable as part of negotiated agreements.</i>	
<b>6.8.2 Major</b> Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against.		A code of nondiscrimination shall be elaborated, available and transmitted
<b>6.8.3 Minor</b> It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available.		

<b>Criterion 6.9 There is no harassment or abuse in the work place, and reproductive rights are protected.</b>		
<b>Indicator.</b>	<b>Specific Guidance.</b>	<b>Observations.</b>
<b>6.9.1 Major</b> A policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce.	<i>There should be a clear policy developed in consultation with employees, contract workers and other relevant stakeholders, and the policy should be publicly available. Progress in implementing the policy should be regularly monitored, and the results of monitoring activities should be recorded. Notwithstanding national legislation and regulation, reproductive rights are respected.</i>	These policies should include education for women and awareness of the workforce. There should be programmes provided for particular issues faced by women, such as violence and sexual harassment in the workplace. A gender committee specifically to address areas of concern to women will be used to comply with this Criterion. This committee, which should include representatives from all areas of work, will consider matters such as: training on women's rights; counselling for women affected by violence; child care facilities to be provided by the growers and millers; women to be allowed to breastfeed up to nine months before resuming chemical spraying or usage tasks; and women to be given specific break times to enable effective breastfeeding.
<b>6.9.2 Major</b> A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce.	<i>See Indicator 4.6.12. Notwithstanding national legislation and regulation, reproductive rights are respected.</i>	
<b>6.9.3 Minor</b> A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce.		

<b>Criterion 6.10 Growers and mills deal fairly and transparently with smallholders and other local businesses.</b>		
<b>Indicator.</b>	<b>Specific Guidance.</b>	<b>Observations.</b>
<b>6.10.1 Minor</b> Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available.	<i>Transactions with smallholders should consider issues such as the role of middle men, transport and storage of FFB, quality and grading. The need to recycle the nutrients in FFB (see Criterion 4.2) should also be considered; where it is not practicable to recycle wastes to smallholders, compensation for the value</i>	Present and past prices paid for Fresh Fruit Bunches (FFB) currently practiced by all stakeholders shall be publicly available.

		<p><i>of the nutrients exported can be made through the FFB price.</i></p> <p><i>Smallholders should have access to the grievance procedure under Criterion 6.3 if they consider that they are not receiving a fair price for FFB, whether or not middle men are involved.</i></p> <p><i>The need for a fair and transparent pricing mechanism is particularly important for outgrowers who are contractually obliged to sell all FFB to a particular mill.</i></p> <p><i>If mills require smallholders to change practices to meet the RSPO Principles and Criteria, consideration should be given to the costs of such changes, and the possibility of advance payments for FFB can be considered.</i></p>	
<b>6.10.2 Major</b>	Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation).		The report of the price of FFB fixed by the inter-professional branch is available. The miller posts the price of FFB. The Cooperative companies posts and explains the price of FFB. The pricing of the inputs/services is documented if those are under the control of the millers or Cooperative companies
<b>6.10.3 Minor</b>	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent.		Written, legal and transparent contracts are concluded between the producers, the millers and the other local companies.
<b>6.10.4 Minor</b>	Agreed payments shall be made in a timely manner.		Orders of transfer and registers of payment attest the respect of the terms of payment.

**Criterion 6.11 Growers and mills contribute to local sustainable development wherever appropriate.**

	<b>Indicator.</b>	<b>Specific Guidance.</b>	<b>Observations.</b>
<b>6.11.1 Minor</b>	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated.	<p><i>Contributions to local development should be based on the results of consultation with local communities. See also Criterion 6.2. Such consultation should be based on the principles of transparency, openness and participation, and should encourage communities to identify their own priorities and needs, including the different needs of men and women.</i></p> <p><i>Where candidates for employment are of equal merit, preference should always be given to members of local communities. Positive discrimination should not be recognized as conflicting with Criterion 6.8.</i></p> <p><i>Efforts should be made to identify independent smallholders in the supply base.</i></p> <p><i>Where sourcing of fruit is from identified independent smallholders, efforts should be made to contribute to the improvement of their farming practices.</i></p>	<p>The report of local consultations is available</p> <p>The reports of works reception and allocation of resources used for local development are available.</p>
<b>6.11.2 Minor</b>	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity.		Any documents or supports attesting the efforts and/or the resources allocated to improve the productivity of the small-scale farmers are available.

<b>Criterion 6.12 No forms of forced or trafficked labour are used.</b>		
<b>Indicator.</b>	<b>Specific Guidance.</b>	<b>Observations.</b>
<b>6.12.1 Major</b>	There shall be evidence that no forms of forced or trafficked labour are used.	<p><i>Workers should enter into employment voluntarily and freely, without the threat of a penalty, and should have the freedom to terminate employment without penalty given reasonable notice or as per agreement.</i></p> <p><i>Migrant workers should be legalized, and a separate employment agreement should be drawn up to meet immigration requirements for foreign workers and international standards. Any deductions made should not jeopardize a decent living wage.</i></p> <p><i>Passports should only be voluntarily surrendered.</i></p> <p><i>There should be evidence of due diligence in applying this to all sub-contract workers and suppliers.</i></p> <p><i>National guidance should be used on contract substitution.</i></p>
<b>6.12.2 Minor</b>	Where applicable, it shall be demonstrated that no contract substitution has occurred.	
<b>6.12.3 Major</b>	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented.	<p><i>The special labour policy should include:</i></p> <ul style="list-style-type: none"> <li>• <i>Statement of the non-discriminatory practices;</i></li> <li>• <i>No contract substitution;</i></li> <li>• <i>Post-arrival orientation programme to focus especially on language, safety, labour laws, cultural practices etc.;</i></li> <li>• <i>Decent living conditions to be provided.</i></li> </ul>

<b>Criterion 6.13 Growers and millers respect human rights.</b>		
<b>Indicator.</b>	<b>Specific Guidance.</b>	<b>Observations.</b>
<b>6.13.1 Major</b>	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1).	<p><i>From the UN Guiding Principles on Business and Human Rights:</i></p> <p><i>“The responsibility of business enterprises to respect human rights refers to internationally recognised human rights – understood, at a minimum, as those expressed in the International Bill of Human Rights and the principles concerning fundamental rights set out in the International Labour Organization’s Declaration on Fundamental Principles and Rights at Work” (“The corporate responsibility to respect human rights” in Guiding Principles on Business and Human Rights).</i></p> <p><i>The RSPO WG on Human Rights will provide a mechanism to identify, prevent, mitigate and address human rights issues and impacts. The resulting Guidance will identify the relevant issues on human rights to all RSPO Members.</i></p>

**Principle 7: Responsible development of new plantings.**

**Note: See Annex 1 for definition of new planting.**

**Criterion 7.1 A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.**

Indicator.		Specific Guidance.	Observations.
<b>7.1.1 Major</b>	An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented.	<i>For smallholder schemes, the scheme management should address this Criterion. For individual smallholders, this Criterion does not apply.</i>  <i>See also other guidance below.</i>	For land areas greater than 500ha, a full independent assessment will be required. For land areas less than 500ha, an internal assessment using selected components of SEIA and HCV assessments can be used. Where such internal assessments identify significant environmentally or socially sensitive areas or issues, an independent assessment will be undertaken.
<b>7.1.2 Minor</b>	Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts.	<i>See also other guidance below.</i>	
<b>7.1.3 Minor</b>	Where the development includes an outgrower scheme, the impacts of the scheme and the implications of the way it is managed shall be given particular attention.	<i>See also other guidance below.</i>	

**Other guidance:**

See also Criteria 5.1 and 6.1.

The terms of reference should be defined and impact assessment should be carried out by accredited independent experts, in order to ensure an objective process. Both should not be done by the same body. A participatory methodology including external stakeholder groups is essential to the identification of impacts, particularly social impacts. Stakeholders such as local communities, government departments and NGOs should be involved through the use of interviews and meetings, and by reviewing findings and plans for mitigation.

It is recognised that oil palm development can cause both positive and negative impacts. These developments can lead to some indirect/secondary impacts which are not under the control of individual growers and millers. To this end, growers and millers should seek to identify the indirect/secondary impacts within the SEIA, and where possible work with partners to explore mechanisms to mitigate the negative indirect impacts and enhance the positive impacts.

The potential impacts of all major proposed activities should be assessed in a participatory way prior to development. The assessment should include, in no order of preference and as a minimum:

- Assessment of the impacts of all major planned activities, including planting, mill operations, roads and other infrastructure;
- Assessment, including stakeholder consultation, of High Conservation Values (see Criterion 7.3) that could be negatively affected;
- Assessment of potential effects on adjacent natural ecosystems of planned developments, including whether development or expansion will increase pressure on nearby natural ecosystems;
- Identification of watercourses and wetlands and assessment of potential effects on hydrology and land subsidence of planned developments. Measures should be planned and implemented to maintain the quantity, quality and access to water and land resources;
- Baseline soil surveys and topographic information, including the identification of steep slopes, marginal and fragile soils, areas prone to erosion, degradation, subsidence, and flooding;
- Analysis of type of land to be used (forest, degraded forest, cleared land);
- Analysis of land ownership and user rights;
- Analysis of current land use patterns;
- Assessment of potential social impacts on surrounding communities of a plantation, including an analysis of potential effects on livelihoods, and differential effects on women versus men, ethnic communities, and migrant versus long-term residents;
- Identification of activities which may generate significant GHG emissions.

Plans and field operations should be developed and implemented to incorporate the results of the assessment. One potential outcome of the assessment process is that the development may not proceed because of the magnitude of potential impacts.

**Criterion 7.2 Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.**

Indicator.		Specific Guidance.	Observations.
<b>7.2.1 Major</b>	Soil suitability maps or soil surveys adequate to establish the long-term suitability of land for oil palm cultivation shall be available and taken into account in plans and operations.	<i>These activities can be linked to the Social and Environmental Impact Assessment (SEIA) (see Criterion 7.1) but need not be done by independent experts.</i> <i>Soil suitability maps or soil surveys should be appropriate to the scale of operation and should include information on soil types, topography, and hydrology, rooting depth, moisture availability, stoniness and fertility to ensure long-term sustainability of the development. Soils requiring appropriate practices should be identified (see Criteria 4.3 and 7.4). This information should be used to plan</i>	Assessing soil suitability is also important for smallholders, particularly where there are significant numbers operating in a particular location. Information should be collected on soil suitability by companies planning to purchase Fresh Fruit Bunches (FFB) from potential developments of independent smallholders in a particular location. Companies should assess this information and provide information to independent smallholders on soil suitability, and/or in conjunction with relevant government/public institutions and other organisations (including

		<i>planting programmes, etc. Measures should be planned to minimise erosion through appropriate use of heavy machinery, terracing on slopes, appropriate road construction, rapid establishment of cover, protection of riverbanks, etc. Areas located within the plantation perimeters that are considered unsuitable for long-term oil palm cultivation will be delineated in plans and included in operations for conservation or rehabilitation as appropriate (see Criterion 7.4).</i>	NGOs) provide information in order to assist independent smallholders to grow oil palm sustainably.
<b>7.2.2 Minor</b>	Topographic information adequate to guide the planning of drainage and irrigation systems, roads and other infrastructure shall be available and taken into account in plans and operations.		

**Criterion 7.3 New plantings since November 2005 have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values. Note: See definition of new planting.**

	<b>Indicator.</b>	<b>Specific Guidance.</b>	<b>Observations.</b>
<b>7.3.1 Major</b>	There shall be evidence that no new plantings have replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs), since November 2005. New plantings shall be planned and managed to best ensure the HCVs identified are maintained and/or enhanced (see Criterion 5.2).	<i>Evidence should include historical remote sensing imagery which demonstrates that there has been no conversion of primary forest or any area required to maintain or enhance one or more HCV. Satellite or aerial photographs, land use maps and vegetation maps should be used to inform the HCV assessment. Where land has been cleared since November 2005, and without a prior and adequate HCV assessment, it will be excluded from the RSPO certification programme until an adequate HCV compensation plan has been developed and accepted by the RSPO.</i>  <i>See also other guidance below.</i>	
<b>7.3.2 Major</b>	A comprehensive HCV assessment, including stakeholder consultation, shall be conducted prior to any conversion or new planting. This shall include a land use change analysis to determine changes to the vegetation since November 2005. This analysis shall be used, with proxies, to indicate changes to HCV status.	<i>See also other guidance below.</i>	
<b>7.3.3 Minor</b>	Dates of land preparation and commencement shall be recorded.	<i>See also other guidance below.</i>	
<b>7.3.4 Major</b>	An action plan shall be developed that describes operational actions consequent to the findings of the HCV assessment, and that references the grower's relevant operational procedures (see Criterion 5.2).	<i>See also other guidance below.</i>	
<b>7.3.5 Minor</b>	Areas required by affected communities to meet their basic needs, taking into account potential positive and negative changes in livelihood resulting from proposed operations, shall be identified in consultation with the communities and incorporated into HCV assessments and management plans (see Criterion 5.2).	<i>The management plan will be adaptive to changes in HCV 5 and 6. Decisions will be made in consultation with the affected communities.</i>  <i>See also other guidance below.</i>	

**Other guidance:**

This Criterion applies to forests and other vegetation types. This applies irrespective of any changes in land ownership or farm management that have taken place since November 2005. HCVs may be identified in restricted areas of a landholding, and in such cases new plantings can be planned to allow the HCVs to be maintained or enhanced.

The HCV assessment process requires appropriate training and expertise, and will include consultation with local communities, particularly for identifying social HCVs. HCV assessments should be conducted according to the National Interpretation of the HCV criteria or according to the Global HCV Toolkit if a National Interpretation is not available (see Definitions).

Developments should actively seek to utilise previously cleared and/or degraded land on mineral soil. Plantation development should not put indirect pressure on forests through the use of all available agricultural land in an area.

Where landscape level HCV maps have been developed, these should be taken into account in project planning, whether or not such maps form part of government land use plans.

In case of small areas located either in hydrological sensitive landscapes or in HCV areas where conversion can jeopardise large areas or species, an independent assessment will be required. HCV areas can be very small.

Once established, new developments should comply with Criterion 5.2.

**Criterion 7.4 Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.**

	<b>Indicator.</b>	<b>Specific Guidance.</b>	<b>Observations.</b>
<b>7.4.1 Minor</b>	Maps identifying marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided	<i>This activity should be integrated with the social and environmental impact assessment (SEIA) required by Criterion 7.1. Planting on extensive areas of peat soils and other fragile soils should be avoided (see Criterion 4.3). Adverse impacts may include hydrological risks or significantly increased risks (e.g. fire risk) in areas outside the plantation (see Criterion 5.5).</i>	Maps identifying marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided.
<b>7.4.2 Major</b>	Where limited planting on fragile and marginal soils, including peat, is proposed, plans shall be developed and implemented to protect them without incurring adverse impacts.		Where limited planting on fragile and marginal soils, including peat, is proposed, plans shall be developed and implemented to protect them without incurring adverse impacts. (See Criterion 4.3).

**Other guidance:**

Guidance and definitions relating to specific controls and thresholds, such as slope limits, listing soil types on which planting should be avoided (especially peat soils), the proportion of plantation area that can include marginal/fragile soils, and definitions of 'problem', 'extensive', 'marginal', 'fragile' and 'excessive'

- Excessive gradient which shall be avoided are those that are 25 degrees or greater. Soil conservation measures (e.g. terracing, platforms, cover crop, etc.) Should be applied for terrain with gradients between 9 and 25 degrees. Soil suitability should be determined using crop and environmental suitability criteria. Those identified as marginal and/or problematic should be avoided if the soil cannot be improved through agro management input.

- Problem and marginal soils may include sandy soils, low organic content soils, and potential or actual acid sulphate soils. Suitability of these soils is also influenced by other factors including rainfall, terrain and management practices. These areas may only be developed for new plantations provided that adequate management plans based on controlling specific organisms which are causing severe damage in natural forests, plantations or nurseries in the specified country or region (as indicated by documented evidence of current feasibility study reports: field-trials of alternative non-chemical or less toxic pest-management methods, cost-benefit analysis, social and environmental impact assessment); best management practices are in place. Failing which extensive plantings should be avoided on these soils.

- Fragile soils on which extensive planting shall be avoided include peat soils, mangrove sites and other wetland areas

- Extensive planting on steep terrain – any individual contiguous planted area on steep terrain (25 degrees) greater than 25 ha within the new development area and the total area of planting on steep terrain shall be no more than 1% of a new development area.

- Limited planting on steep terrain- individual areas smaller than 25 ha each and in total no more than 1% of a new development area.

- Extensive planting on fragile soils – Total area of planting on fragile soil within a new development should not be greater than 100 ha.

Recognising that small growers have fewer options, for the development of 500 ha or less, no more than 20% of the total area should be on fragile soil.

Note: RSPO should develop technical guidance on identification of fragile soils for countries without NI.

**Criterion 7.5 No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their free, prior and informed consent. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.**

	<b>Indicator.</b>	<b>Specific Guidance.</b>	<b>Observations.</b>
<b>7.5.1 Major</b>	Evidence shall be available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the grower/miller is signed and ratified by these local peoples.	<i>Refer also to criteria 2.2, 2.3, 6.2, 6.4 and 7.6 for Indicators and Guidance on compliance.  This activity should be integrated with the Social and Environmental Impact Assessment (SEIA) required by Criterion 7.1. Where new plantings are considered to be acceptable, management plans and operations should maintain sacred sites. Agreements with indigenous peoples, local communities and other stakeholders</i>	

		<p>should be made without coercion or other undue influence (see Guidance for Criterion 2.3).</p> <p>Relevant stakeholders include those affected by or concerned with the new plantings.</p> <p>Free, prior and informed consent (FPIC) is a guiding principle and should be applied to all RSPO members throughout the supply chain. Refer to RSPO approved FPIC guidance ('FPIC and the RSPO; A Guide for Companies', October 2008).</p> <p>Customary and user rights will be demonstrated through participatory user mapping as part of the FPIC process.</p>	
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**Criterion 7.6 Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.**

	<b>Indicator.</b>	<b>Specific Guidance.</b>	<b>Observations.</b>
<b>7.6.1 Major</b>	Documented identification and assessment of demonstrable legal, customary and user rights shall be available.	<i>This activity shall be integrated with the social and environmental impact assessment (SEIA) required by Criterion 7.1.</i>	Refer to Criteria 2.2, 2.3 and 6.4 and associated Guidance. This requirement includes indigenous peoples (see Annex 1). Refer to RSPO approved FPIC guidance ('FPIC and the RSPO; A Guide for Companies', October 2008)
<b>7.6.2 Major</b>	A system for identifying people entitled to compensation shall be in place.		A system for identifying people entitled to compensation with a list of these people shall be in place.
<b>7.6.3 Major</b>	A system for calculating and distributing fair compensation (monetary or otherwise) shall be in place.		Evidence of the existence of a system of equal calculation and share of compensation for destroyed cultures of people entitled to compensation must be available. A system of equal fixation and share of a compensation of customary rights of people entitled to compensation ground (written agreement of the parties) is available
<b>7.6.4 Minor</b>	Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development.		A written evidence which establishes that the communities which lost the access to land and rights because of the activities of can profit from the development of the plantations is available to the consultation framework
<b>7.6.5 Minor</b>	The process and outcome of any compensation claims shall be documented and made publicly available.		
<b>7.6.6 Minor</b>	Evidence shall be available that the affected communities and rights holders have access to information and advice that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands.	<i>Growers and millers will confirm that the communities (or their representatives) gave consent to the initial planning phases of the operations prior to the new issuance of a concession or land title to the operator.</i>	

**Criterion 7.7 No use of fire in the preparation of new plantings other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.**

	<b>Indicator.</b>	<b>Specific Guidance.</b>	<b>Observations.</b>
<b>7.7.1 Major</b>	There shall be no land preparation by burning, other than in specific situations, as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.	<i>Fire should be used only where an assessment has demonstrated that it is the most effective and least environmentally damaging option for minimizing the risk of severe pest and disease outbreaks, and exceptional levels of caution are required for use of fire on peat. This should be subject to regulatory provisions under respective national environmental legislation. Extension/training programmes for smallholders may be necessary.</i>	There shall be no land preparation by burning, other than in specific situations as identified below: - Difficulties of access of the machines of preparation on ground without burning. (Hydromorphic, peat, etc....); - Parasitic infestation of the zone of which the only method to fight against is fire.

<p><b>7.7.2 Minor</b></p>	<p>In exceptional cases where fire has to be used for preparing land for planting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p>	<p><i>This activity shall be integrated with the social and environmental impact assessment (SEIA) required by Criterion 7.1.</i></p>	<p>In the exceptional case fire were used for the preparation of the grounds for planting, a report delivered by an expert of an approved structure shall be available.</p>
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**Criterion 7.8 New plantation developments are designed to minimise net greenhouse gas emissions.**

*It is noted that oil palm and all other agricultural crops emit and sequester greenhouse gases (GHG). There has already been significant progress by the oil palm sector, especially in relation to reducing GHG emissions relating to operations. Acknowledging both the importance of GHGs, and the current difficulties of determining emissions, the following new Criterion is introduced to demonstrate RSPO's commitment to establishing a credible basis for the Principles and Criteria on GHGs. Growers and millers commit to reporting on projected GHG emissions associated with new developments. However, it is recognised that these emissions cannot be projected with accuracy with current knowledge and methodology. Growers and millers commit to plan development in such a way to minimise net GHG emissions towards a goal of low carbon development (noting the recommendations agreed by consensus of the RSPO GHG WG2). Growers and millers commit to an implementation period for promoting best practices in reporting to the RSPO, and after December 31st 2016 to public reporting. Growers and millers make these commitments with the support of all other stakeholder groups of the RSPO.*

Indicator.	Specific Guidance.	Observations.
<p><b>7.8.1 Major</b></p> <p>The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated.</p>	<p><i>GHG identification and estimates can be integrated into existing processes such as HCV and soil assessments. The RSPO carbon assessment tool for new plantings will be available to identify and estimate the carbon stocks. It is acknowledged that there are other tools and methodologies currently in use; the RSPO working group will not exclude these, and will include these in the review process. The RSPO Palm GHG tool or an RSPO-endorsed equivalent will be used to estimate future GHG emissions from new developments using, amongst others, the data from the RSPO carbon assessment tool for new plantings. Parties seeking to use an alternative tool for new plantings will have to demonstrate its equivalence to the RSPO for endorsement.</i></p>	
<p><b>7.8.2 Minor</b></p> <p>There shall be a plan to minimise net GHG emissions which takes into account avoidance of land areas with high carbon stocks and/or sequestration options.</p>	<p><i>Growers are strongly encouraged to establish new plantings on mineral soils, in low carbon stock areas, and cultivated areas, which the current users are willing to develop into oil palm. Millers are encouraged to adopt low-emission management practices (e.g. better management of palm oil mill effluent (POME), efficient boilers etc.) in new developments. Growers and millers should plan to implement RSPO best management practices for the minimisation of emissions during the development of new plantations.</i></p>	

**Other guidance:**

This Criterion covers plantations, mill operations, roads and other infrastructure. It is recognised that there may be significant changes between the planned and final development area, hence the assessment may need to be updated before the time of implementation. Public reporting is desirable, but remains voluntary until the end of the implementation period. During the implementation period until December 31st 2016 (as specified in Criterion 5.6), reporting on GHG will be to a relevant RSPO working group (composed of all membership categories) which will use the information reported to review and fine tune the tools, emission factors and methodologies, and provide additional guidance on the process. During the implementation period the RSPO working group will seek to further develop and continually improve the RSPO carbon assessment tool for new plantings, recognising the challenges associated with estimating carbon stocks and projecting GHG emissions from new developments. Thereafter growers and millers will ensure that new plantation developments are designed to minimise net GHG emissions and commit to reporting publicly on this. Once established, new developments should report on-going operational, land use and land use change emissions under Criterion 5.6.

*Guidance on low carbon stock areas:*

Low carbon stock areas are defined as those with (above and below ground) carbon stores, where the losses as a result of conversion are equal or smaller to the gains in carbon stock within the new development area including set aside areas (non-planted areas) over the period of one rotation.

**Principle 8: Commitment to continual improvement in key areas of activity.**

**Criterion 8.1 Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.**

	Indicator.	Specific Guidance.	Observations.
<p><b>8.1.1 Major</b></p>	<p>The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> <li>• Reduction in use of pesticides (Criterion 4.6);</li> <li>• Environmental impacts (Criteria 4.3, 5.1 and 5.2);</li> <li>• Waste reduction (Criterion 5.3);</li> <li>• Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);</li> <li>• Social impacts (Criterion 6.1);</li> <li>• Optimising the yield of the supply base.</li> </ul>	<p><i>Growers should have a system to improve practices in line with new information and techniques, and a mechanism for disseminating this information throughout the workforce. For smallholders, there should be systematic guidance and training for continual improvement.</i></p> <p><i>Specific minimum performance thresholds for key indicators (see also Criteria 4.4) to be included in an action plan for continuous improvement.</i></p>	<p>A report of Social Environmental Impacts Assessment (SEIA) is available.</p> <p>An action plan (at least over three years) for a continuous improvement is available and implemented based on examination of the principal's social and environmental impacts and opportunities of the production/ factory.</p> <p>It includes the whole indicators covered by the principles and criteria of this standard.</p> <p>At least, the covered axes must include, in a non-exhaustive way:</p> <ul style="list-style-type: none"> <li>• Reduction in use of pesticides (Criterion 4.6);</li> <li>• Environmental impacts (Criteria 4.3, 5.1 and 5.2);</li> <li>• Waste reduction (Criterion 5.3);</li> <li>• Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);</li> <li>• Social impacts (Criterion 6.1);</li> <li>• Optimising the yield of the supply base.</li> </ul> <p>The periodic evaluation report (<i>at least once per annum</i>) of the action plan and the revised action plan, shall be available.</p>

**Annex 1. Definitions.**

**Environmental Impact Assessment:** A process of predicting and evaluating the effects of an action or series of actions on the environment, then using the conclusions as a tool in planning and decision-making.

**Family farm:** A farm operated and mostly owned by a family, for the growing of oil palm, sometimes along with subsistence production of other crops, and where the family provides the majority of the labour used. Such farms provide the principal source of income, and the planted area of oil palm is below 50 hectares in size. Work by children is acceptable on family farms, under adult supervision; when not interfering with education programmes; when children are part of the family and when they are not exposed to hazardous working conditions.

**Grower:** The person or entity that owns and/or manages an oil palm development.

**High Conservation Value (HCV) Areas:** The areas necessary to maintain or enhance one or more High Conservation Values (HCVs):

• **HCV 1 – Species diversity.** Concentrations of biological diversity including endemic species, and rare, threatened or endangered species, that are significant at global, regional or national levels.

• **HCV 2 - Landscape-level ecosystems and mosaics.** Large landscape level ecosystems and ecosystem mosaics that are significant at global, regional or national levels, and that contain viable populations of the great majority of the naturally occurring species in natural patterns of distribution and abundance.

• **HCV 3 - Ecosystems and habitats.** Rare, threatened, or endangered ecosystems, habitats or refuge.

• **HCV 4 - Critical ecosystem services.** Basic ecosystem services in critical situations, including protection of water catchments and control of erosion of vulnerable soils and slopes.

• **HCV 5 - Community needs.** Sites and resources fundamental for satisfying the basic necessities of local communities or indigenous peoples (for livelihoods, health, nutrition, water, etc.), identified through engagement with these communities or indigenous peoples.

• **HCV 6 - Cultural values.** Sites, resources, habitats and landscapes of global or national cultural, archaeological or historical significance, and/or of critical cultural, ecological, economic or religious/sacred importance for the traditional cultures of local communities.

**Note:** RSPO will develop coherent guidance for standardised identification, management and monitoring (and other types of relevant guidance) of HCVs which would include guidance for compatibility of national toolkits as necessary

**Integrated Pest Management (IPM):** IPM is the careful consideration of all available pest control techniques and subsequent integration of appropriate measures that discourage the development of pest populations and keep pesticides and other interventions to levels that are economically justified and reduce or minimize risks to human health and the environment. IPM emphasizes the growth of a healthy crop with the least possible disruption to agro-ecosystems and encourages natural pest control mechanisms. (FAO 2013: <http://www.fao.org/agriculture/crops/corethemes/theme/pests/ipm/en/>)

**ISO Standards:** Standards developed by the International Organization for Standardization (ISO: see <http://www.iso.ch/iso>).

**Livelihood:** A person's or a group's way of making a living, from their environment or in the economy, including how they provision their basic needs and assure themselves and following generations secure access to food, clean water, health, education, housing and the materials needed for their life and comfort either through their own direct use of natural resources or through exchange, barter, trade or

<p>engagement in the market. A livelihood includes not just access to resources but the knowledge and institutions that make this possible such as time for community participation and integration, personal, local or traditional ecological knowledge, skills, endowments and practices, the assets that are intrinsic to that way of making a living (e.g. farms, fields, pastures, crops, stock, natural resources, tools, machinery and intangible cultural properties) and their position in the legal, political and social fabric of society. The risk of livelihood failure determines the level of vulnerability of a person or a group to income, food, health and nutritional insecurity.</p> <p>Therefore, livelihoods are secure when they have secure ownership of, or access to, resources and income earning activities, including reserves and assets, to offset risks, ease shocks and meet contingencies. (Compiled from various definitions of livelihoods from DfID, IDS and FAO and academic texts from: <a href="http://www.fao.org/docrep/X0051T/X0051t05.htm">http://www.fao.org/docrep/X0051T/X0051t05.htm</a>).</p>
<p><b>Miller:</b> A person or entity that operates a Palm Oil Mill.</p>
<p><b>Natural vegetation:</b> Areas where many of the principal characteristics and key elements of native ecosystems such as complexity, structure and diversity are present.</p>
<p><b>New planting:</b> The clearance of the following categories of land for the planting of oil palm and which will require HCV assessments:</p> <ul style="list-style-type: none"> <li>• Structurally complex forest, regenerating, selectively logged forests with elements of high canopy.</li> <li>• Structurally degraded but ecologically functional natural forest.</li> <li>• Degraded but still functional low-canopy secondary forest and pioneer dominated, heavily and / or repeatedly logged or previously burned forest and regenerating forest.</li> <li>• Land that is used for agricultural purposes that was converted from any of the above, including primary forest, since November 2007.</li> </ul>
<p><b>Operations:</b> All activities planned and/or undertaken by the management unit within the boundaries of the palm oil mill and its supply base.</p>
<p><b>Operator:</b> A person or entity that runs a business, machine, facility etc.</p>
<p><b>Origin of fresh fruit bunch (FFB):</b> Source of FFB entering a mill (see Indicator 4.1.4). RSPO members acknowledge the need for responsible operators to practise due diligence in sourcing of FFB from third parties to reduce the risk that unsustainable products are entering the certified supply chain. However, it is also recognised that there are significant challenges in tracing all such supplies back to their point of origin. Therefore, as a minimum the mill must record the particulars of the party from which the FFB was sourced at the mill gate.</p> <p>Note: As stated in the preamble, the millers will commit to a process whereby they aim to source third party FFB from identified, legal and responsible sources</p>
<p><b>Outgrowers:</b> Farmers, where the sale of FFB is exclusively contracted to the grower/miller. Outgrowers may be smallholders.</p>
<p><b>Pesticide:</b> Substances or mixture of substances intended for preventing, destroying, repelling or mitigating any pest. Pesticides are categorized into four main substituent chemicals: herbicides; fungicides; insecticides and bactericides.</p>
<p><b>Plan</b> – A time-bound and detailed scheme, programme, or method for achieving objective(s) and desired outcome(s). Plans shall have clear targets with timelines for delivery, actions to be taken and a process for monitoring progress, adapting plans to changing circumstances and reporting. Plans shall also include the identification of named individuals or positions responsible for the delivery of the plan. There shall be evidence that sufficient resources are available to carry out the plan and the plan is implemented in full.</p>
<p><b>Plantation:</b> The land containing oil palm and associated land uses such as infrastructure (e.g., roads), riparian zones and conservation set-asides.</p>
<p><b>Primary Forest:</b> A primary forest is a forest that has never been logged and has developed following natural disturbances and under natural processes, regardless of its age. Also included as primary, are forests that are used inconsequentially by indigenous and local communities living traditional lifestyles relevant for the conservation and sustainable use of biological diversity. The present cover is normally relatively close to the natural composition and has arisen (predominantly) through natural regeneration. (From FAO Second Expert Meeting On Harmonizing Forest related Definitions for Use by Various Stakeholders, 2001, <a href="http://www.fao.org/documents/show_cdr.asp?url_file=/DOCREP/005/Y4171E/Y4171E11.htm">http://www.fao.org/documents/show_cdr.asp?url_file=/DOCREP/005/Y4171E/Y4171E11.htm</a>).</p> <p>Note: National interpretations should consider whether a more specific definition is required.</p>
<p><b>Prophylactic:</b> A treatment or course of action applied as a preventive measure.</p>
<p><b>Restore:</b> Returning degraded or converted areas within the plantation to a semi-natural state.</p>
<p><b>Customary rights:</b> Patterns of long-standing community land and resource usage in accordance with indigenous peoples' customary laws, values, customs and traditions, including seasonal or cyclical use rather than formal legal title to land and resources issued by the State. (From World Bank Operational Policy 4.10 - <a href="http://go.worldbank.org/6L01FZTD20">http://go.worldbank.org/6L01FZTD20</a>).</p>
<p><b>Legal rights:</b> Rights given to individual(s), entities and others through applicable local, national or ratified international laws and regulations</p>
<p><b>User rights:</b> Rights for the use of land and resources that can be defined by local custom, mutual agreements, or prescribed by other entities holding access rights. (From FSC Principles &amp; Criteria: <a href="https://ic.fsc.org/download.revised-fsc-pc-v-5-0-high-resolution.a-871.pdf">https://ic.fsc.org/download.revised-fsc-pc-v-5-0-high-resolution.a-871.pdf</a>)</p>
<p><b>Demonstrable rights</b> are those rights that are demonstrated through participatory user mapping as part of an FPIC process. Note: Where there is a national interpretation, these rights shall be further defined taking into account national obligations, constitutions, local laws and regulations, consistent with the generic definitions, including development of adequate guidance on a process to avoid or resolve any conflicts between customary rights (as defined above) and the nationally recognised customary rights.</p>
<p><b>Smallholders:</b> Farmers growing oil palm, sometimes along with subsistence production of other crops, where the family provides the majority of labour and the farm provides the principal source of income and where the planted area of oil palm is usually below 50 hectares in size.</p>
<p><b>Scheme smallholders</b> – Smallholders that may be structurally bound by contract, credit agreement or by planning to a particular mill, but the association is not necessarily limited to such linkages. Other terms commonly used for scheme smallholders include associated and/or plasma smallholders.</p>
<p><b>Independent smallholders</b> – Smallholders that are not bound by any contract, credit agreement or planning to a particular mill.</p>
<p><b>Independent growers</b> - Independent growers are growers of oil palm who are free to sell their FFB to any POM or to any FFB trader and where the farm provides the principal source of income. Independent growers include small holders but are not exclusively small holders.</p>
<p><b>Stakeholders:</b> An individual or group with a legitimate and/or demonstrable interest in, or who is directly affected by, the activities of an organisation and the consequences of those activities.</p>
<p><b>Undue influence:</b> The exertion by a third party of any kind of control such that a person signs a contract or other agreement which, absent the influence of the third party, he would not have signed.</p>

**Workforce:** The total number of workers employed by the management unit either directly or indirectly. This includes contract workers and consultants.

**Migrant worker:** a person who migrates from one country to another with a view to being employed otherwise than on his own account and includes any person regularly admitted as a migrant for employment. Migrants are defined as those who cross international boundaries for the purposes of employment, and do not include those workers who move within a country for the purposes of employment.

**Transmigrant worker:** a person who migrates from one part of the country to another with a view to being employed otherwise than on his own account.

**Annex 2. International Laws and Conventions.**

Principles	International Standards	Key provisions	Summary of Protections
Just Land Acquisition	ILO Convention 169 (1989) on Indigenous and Tribal Peoples	Articles 13-19	Respect and safeguard rights to lands and natural resources traditionally occupied and used; respect for customs of inheritance; no forced removals; compensation for loss and injury.
	UN Declaration on the Rights of Indigenous Peoples (2007)	Articles 25, 26	Right to distinctive relationship with land; right to own, use, develop and control their lands, territories and other resources.
	UN Convention on Biological Diversity (1992)	Article 10(c)	Protect and encourage customary use of biological resources in accordance with traditional practices.
Fair Representation And Participation of Indigenous and Tribal Peoples	ILO Convention 169 (1989) on Indigenous and Tribal Peoples	Articles 6-9	Represent themselves through their own representative institutions; consultations with objective of achieving agreement or consent; rights to decide their own priorities, retain their own customs and resolve offences according to customary law (compatible with international human rights).
	UN Declaration on the Rights of Indigenous Peoples (2007)	Articles 10, 11(2),19, 28(1), 29(2) and 32(2).	Right to free, prior and informed consent to any project affecting their lands as expressed through their own representative institutions.
	Convention on the Elimination of All Forms of Racial Discrimination, International Covenant on Economic, Social and Cultural Rights, Inter American Human Rights System.	UN CERD Committee, UN Committee on Social Cultural and Economic Rights, Inter-American Commission on Human Rights 3	Free, Prior and Informed Consent for decisions that may affect indigenous peoples. (This standard has been widely accepted as a 'best practice' standard by bodies such as World Commission on dams, Extractive Industries Review, Forest Stewardship Council, UNDP, CBD, IUCN and WWF).
No Forced Labour	ILO Convention 29 (1930) Forced Labour	Article 5	No concession to companies shall involve any form of forced or compulsory labour.
	ILO Convention 105 (1957) Abolition of Forced Labour	Article 1	Not make use of any form of forced or compulsory labour.
Protection of Children	ILO Convention 138 (1973) Minimum Age	Articles 1-3	Abolition of child labour and definition of national minimum age for labour not less than 15-18 years (depending on occupation).
	ILO Convention 182 (1999) Worst Forms of Child Labour	Articles 1-7	Abolition of child slavery, debt bondage, trafficking and procurement for prostitution; suitable methods to monitor and enforce compliance.
	UN Declaration on the Rights of Indigenous Peoples (2007)	Articles 17(2), 21, 22(2)	No exploitation or exposure to hazard or discrimination against indigenous women and children.
Freedom of Association and Collective Bargaining	ILO Convention 87 (1948) Freedom of Association and Protection of Right to Organise	Articles 2- 11	Freedom to join organisations federations and confederations of their own choosing; with freely chosen constitutions and rules measures to protect the right to organise.
	ILO Convention 98 (1949) Right to Organise and Collective Bargaining	Articles 1-4	Protection against anti-union acts and measures to dominate unions; established means for voluntary negotiation of terms and conditions of employment through collective agreements
	LO Convention 141 (1975) Rural Workers' Organizations	Articles 2-3	Right of tenants, sharecroppers and Smallholders to organize; freedom of association; free from interference and coercion.
	UN Declaration on the Rights of Indigenous Peoples (2007)	Article 3	Indigenous peoples have the right to self-determination and to freely pursue their economic, social and cultural development
Non-Discrimination and Equal Remuneration	ILO Convention 100 (1951) Equal Remuneration	Articles 1-3	Equal remuneration for men and women for work of equal value.
	ILO Convention 111 (1958) Discrimination (Employment and Occupation)	Articles 1-2	Equality of opportunity and treatment in respect to employment and occupation; no discrimination on the basis of race, colour, sex, religion, political opinion, national extraction or social origin.

	UN Declaration on the Rights of Indigenous Peoples (2007)	Articles 2, 8(2e), 9, 15(2), 16(1), 21(2), 22, 24(1), 29(1), 46(3)	No discrimination based on origin or identity; free to express identity based on custom; special attention to and full protection of rights of indigenous women.
Just Employment of Migrants	ILO Convention 97 (1949) Migration for Employment	Articles 1-9	Provision of information; no obstacles to travel; provision of health care; non-discrimination in employment, accommodation, social security and remuneration; no forced repatriation of legal migrant workers; repatriation of savings.
	ILO Convention 143 (1975) Migrant Workers (Supplementary Provisions)	Articles 1- 12	Respect basic human rights; protection of illegal migrants from abusive employment; no trafficking in illegal migrants; fair treatment of migrant labour.
Protection of Plantation Workers 4	ILO Convention 110 (1958) Plantations	Articles 5- 91	Protection of members of families of recruited workers; protection of workers' rights during recruitment and transport; fair employment contracts; abolition of penal sanctions; fair wages and conditions of work; no coercion or obligation to use company stores; adequate accommodation and conditions; maternity protection; compensation for injuries and accidents; of association; right to organise and collective bargaining; proper labour inspection; decent housing and medical care.
Protection of Tenants and Sharecroppers	ILO Recommendation 132 (1968) Tenants and Sharecroppers	Articles 4-8	Fair rents; adequate payment for crops; provisions for well-being; voluntary organisation; fair contracts; procedures for the settlement of disputes.
Protection of Smallholders	ILO Convention 117 (1962) Social Policy (Basic Aims and Standards)	Article 4	Alienation with due regard to customary rights; assistance to form cooperatives; tenancy arrangements to secure highest possible living standards
Health and Safety	ILO Convention 184 (2001) Safety and Health in Agriculture	Articles 7- 21	Carry out risk assessments and adopt preventive and protective measures to ensure health and safety with respect to workplaces, machinery, equipment, chemicals, tools and processes; ensure dissemination of information, appropriate training, supervision and compliance; special protections for youth and women workers; coverage against occupational injuries and disease.
Control or Eliminate Use of Dangerous Chemicals and Pesticides	Stockholm Convention on Persistent Organic Pollutants (2001)	Articles 1-5	Prohibit and/or eliminate production and use of chemicals listed in Annex A (e.g. Aldrin, chlordane, PCB); restrict production and use of chemicals in Annex B (e.g. DDT); reduce or eliminate releases of chemicals listed in Annex C (e.g. Hex chlorobenzene).
	FAO International Code of Conduct on the Distribution and Use of Pesticides (1985, Revised 2002)	Article 5	Curtail use of dangerous pesticides where control is difficult; ensure use of protective equipment and techniques; provide guidance for workers on safety measures; provide extension service to Smallholders and farmers; protect workers and bystanders; make available full information on risks and protections; protect biodiversity and minimize impacts on environment; ensure safe disposal of waste and equipment; make provisions for emergency treatment for poisoning.
	Rotterdam Conventions on Prior and Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade (1998)	Articles 1, 5 and 6	Curb trade in banned and hazardous chemicals and pesticides; develop national procedures for control of their use and trade; list banned and hazardous chemicals and pesticides.
	UN Declaration on the Rights of Indigenous Peoples (2007)	Articles 21(1), 23, 24, 29(3)	Improvement of livelihood in sanitation, health and housing; participate in health delivery; maintain traditional health systems; effective monitoring of health.

Annex 3. Glossary of terms.	
air	Active ingredient.
ASEAN	The Association of Southwest Asian Nations.
BOD	Biological Oxygen Demand.
CBD	Convention on Biodiversity.
CPO	Crude Palm Oil.
CRS	Community Relations Strategy.
EFB	Empty Fruit Bunches.
EIA	Environmental Impact Assessment.
EMP	Environmental Management Plan.
EPA	Environmental Protection Agency.
FFB	Fresh Fruit Bunches.
GAP	Good Agricultural Practices.
HCV	High Conservation Value.
ILO	International Labour Organisation.
IPM	Integrated Pest Management.
ISO	International Standard Organisation.
IUCN	International Union for Conservation of Nature and Natural Resources.
KW	Kilowatt.
LD50	Lethal Dose 50.
LTA	Lost Time Accident.
MSDS	Material Safety Data Sheet.
NGO	Non-Government Organisation.
OER	Oil Extraction Rate.
OSH	Occupational Safety and Health.
POME	Palm Oil Mill Effluent.
PPE	Personal Protective Equipment.
PER	Preliminary Environmental Report.
P&C	Principles and Criteria.
RSPO	Roundtable on Sustainable Palm Oil.
SEIA	Social and Environmental Impact Assessment.
SOP	Standard Operating Procedure.

## Liste des comités techniques

COMITES TECHNIQUES	STRUCTURES	PARTICIPANTS
<b>TECHNICAL COMMITTEE ON LAND ISSUES:</b> Land rights and traditional rights	MINARD	1
	APROSAPCI	1
	FENACOPAH-CI	1
	FER PALMIER	1
	ADAM AFRIQUE	1
	CNRA	1
	PALM CI	1
	Association of Kings and Traditional Chiefs	2
	ENVAL	1
	BNETD	1
	National Assembly	1
	SIPEF CI	1
	Cadastre Directorate	1
	ANOPACI	1
	Oil palm producers	2
	<b>AIPH</b>	<b>1</b>
	PSAC	1
	<b>Sub Total LAND</b>	<b>19</b>
<b>Agriculture Technical Committee:</b> Good Agricultural Practices and development of new plantations - agricultural inputs	MINARD	1
	APROSAPCI	1
	FENACOPAH-CI	1
	FER PALMIER	1
	CNRA	1
	BNETD	1
	ENVAL	1
	Oil palm producers	2
	<b>SIPEF CI</b>	<b>1</b>
	ESA-INPHB	1
	SOGB	1
	DEKEL OIL	1
	CROPLIFE	1
	PALMAFRIQUE	2
	PSAC	1
<b>Sub Total AGRICULTURE</b>	<b>17</b>	
<b>TECHNICAL COMMITTEE ON ENVIROMENT :</b> Waste Management Environmental Protection High Conservation Value (HCV)	MINARD	1
	APROSAPCI	1
	GITHP	1
	ENVAL	1
	FENACOPAH-CI	1
	CODINORM	1
	Ministry of Water and Forests	1
	Ministry of Industry and Mines	1
	Ministère de l'Environnement	1
	General Sustainable Development Department	1
	ANDE	1
	Biodiversity Focal Point / Ministry of Environment	1
	OIPR	1
	LANADA	1
	LANEMA	1
	CIAPOL	1
	<b>CONTROL UNION</b>	<b>1</b>
	CN-REDD+	1
	ONG GENIE BIO	1
	ONG AMISTAD	1
	ONG JVE	1
	PSAC	1
	<b>GREEN PEACE</b>	<b>1</b>
	CROPLIFE	1
	Oil palm producers	2
	<b>Sub Total ENVIRONMENT</b>	<b>26</b>

<b>WORKING CONDITION TECHNICAL COMMITTEE:</b> Safety and Health Compliance with laws & regulations work	MINARD	1
	APROSAPCI	1
	GITHP	1
	FENACOPAH-CI	1
	Ministry of Industry and Mines	1
	ADAM AFRIQUE	1
	CNPS	1
	Oil palm producers	2
	PALM CI	1
	Labour Branch	1
	Union center UGTCI	1
	<b>AGRIVAR</b>	<b>1</b>
	Centrale syndicale DIGNITE	1
	<b>UNILEVER</b>	<b>1</b>
	Centrale syndicale FESACI	1
	PSAC	
	ENVAL	1
	<b>Sub Total WORKING CONDITION</b>	<b>17</b>
	<b>SUSTAINABLE DEVELOPMENT TECHNICAL COMMITTEE:</b> Economic Viability, Development in favour of local communities, equitable remuneration and producer prices	MINARD
APROSAPCI		1
GITHP		1
FENACOPAH-CI		1
FER PALMIER		1
General Directorate for Economy		1
Ministry of Industry and Mines		1
Ministry of Trade		1
Ministry of State, Ministry of Planning and Development		1
CEPICI		1
UNEMAF		1
CGECI		1
APEX-CI		1
CCI-CI		1
<b>CONTROL UNION</b>		<b>1</b>
Oil palm producers		1
<b>SOLIDARIDAD</b>		<b>1</b>
BNETD		1
PSAC		1
DEKEL OIL	1	
CIRES	2	
<b>Sub Total SUSTAINABLE DEVELOPMENT</b>	<b>22</b>	
<b>TOTAL GENERAL</b>	<b>101</b>	