

For Revision

Principle 1 - RSPO Growers behave transparently, ethically, and responsibly		
Criteria	Indicator	
1.1 The Unit of Certification shall demonstrate transparency and responsible conduct with relevant stakeholders on issues related to the RSPO Principles and Criteria standard. Information provided shall be in appropriate language(s) and format(s), through a transparent process.	1.1.1 (C)	The Unit of Certification shall ensure that management documents on environmental, social, and legal issues relevant to the RSPO Principles and Criteria standard are publicly available or upon request by relevant stakeholders in appropriate language(s). This excludes confidential information.
	1.1.2 (C)	The Unit of Certification shall ensure that process(es)/procedure(s) for consultation and communication with relevant stakeholders are documented, implemented and made available. Explanations of such process(es)/procedure(s) shall be done by a nominated management official(s).
	1.1.3 (C)	The Unit of Certification shall maintain a list of identified relevant stakeholders. Records shall be maintained of any requests for information by relevant stakeholders, and the UoC's responses to such requests.
1.2 The Unit of Certification shall commit to ethical behaviour in all business operations, transactions, and conduct.	1.2.1	An Ethical Conduct Policy shall be developed, implemented, and communicated by the Unit of Certification.
	1.2.2	The Ethical Conduct Policy shall include process(es) or procedure(s) to manage ethical misconduct.
1.3 The Unit of Certification shall demonstrate corporate responsibility by identifying business risks and human rights impacts in its operations, through progressive implementation of Human Rights Due Diligence (HRDD).	1.3.1	<p>The Unit of Certification shall identify existing and potential business and human rights impacts within its operations and in its direct supply chain annually, through progressive implementation of Human Rights Due Diligence (HRDD). Existing and potential human rights impacts identified through the HRDD shall be addressed through an action plan developed by the UoC. The status of identified risks shall be regularly updated.</p> <p><u>Procedural Note</u> <u>The RSPO Human Rights Working Group shall develop a guidance to assist members and UoCs in their compliance to this Indicator regarding their respective Human Rights Due Diligence obligations. Until this guidance is developed, endorsed and implemented, members should use available methodologies to conduct HRDD.</u></p>

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Principle 2 - RSPO Growers operate legally and respect human rights	
Criteria	Indicator
<p>2.1 The Unit of Certification shall operate legally, in compliance with applicable legal requirements*.</p> <p><i>*National Interpretations should determine all applicable national and local laws/regulations.</i></p>	<p>2.1.1 (C) The Unit of Certification shall comply with all applicable and relevant national and local laws/regulations.</p>
	<p>2.1.2 A documented system to ensure legal compliance to all applicable national and local laws/regulations shall be developed and implemented. The system shall include legal due diligence of contractors.</p>
	<p>2.1.3 (C) Evidence of the Unit of Certification's legal status of business operations and legality of land operations shall be available. Legal land boundaries shall be physically demarcated and visibly maintained.</p> <p>Evidence shall include: A) Land title(s)*; B) Evidence of land use rights; C) Evidence of land tenure; D) Land boundary maps; and E) Business/operating licence(s).</p> <p><i>*Including legal registration(s) or written authorisation(s) issued from government authority(ies).</i></p>
<p>2.2 The Unit of Certification shall only engage with contractors that are legally compliant.</p>	<p>2.2.1 The Unit of Certification shall maintain a list of its contractors.</p>
	<p>2.2.2 All contracts involving contractors shall require the contractor to meet and demonstrate compliance to applicable national and local laws/regulations.</p>
	<p>2.2.3 All contracts involving contractors shall disallow the use of child labour, forced/trafficked labour, and collection of recruitment fees (and related costs) from workers by the contractor.</p>

2.3	<p>The Unit of Certification shall source fresh fruit bunches (FFB) from legal and traceable suppliers.</p> <p><i>*National Interpretations shall determine commonly accepted local practices and customs for FFB legality that are generally accepted to be on a par with legal standing or accepted by authorities (e.g., native courts).</i></p>	2.3.1 (C)	<p>For all directly sourced FFB, the mill(s) within the Unit of Certification shall obtain documentation on the FFB origins and legality.</p> <p>Documentation shall include:</p> <ul style="list-style-type: none"> A) Geolocation of the FFB origin; B) Evidence of legal status of the land (including tenure and user rights) of the supply base or smallholder; and C) Where applicable, evidence of a legal business licence for the buying and selling of FFB.
		2.3.2 (C)	<p>For all indirectly sourced FFB, the mill(s) within the Unit of Certification shall engage with such suppliers. Documentation on FFB origins and legality should be obtained.</p> <p>Documentation shall include:</p> <ul style="list-style-type: none"> A) Geolocation of the FFB origin; B) Evidence of legal status of the land (including tenure and user rights) of the supply base or smallholder; and C) Where applicable, evidence of a legal business licence for the buying and selling of FFB. <p><u>Procedural Note:</u> <u>RSPO recognises that compliance to Indicator 2.3.2 is challenging in situations of complex indirect supply chains, especially in the absence of a certification/licensing mechanism for intermediates. Mechanisms for certifying/licensing intermediates involved in indirectly sourced FFB shall be considered in the upcoming revision of the RSPO Supply Chain Certification (SCC) standard. Until any such mechanism for intermediates is developed and endorsed by RSPO for implementation, the Interim Measure for Fulfillment of Indicator 2.3.2 (dated 14 February 2022) shall remain in force.</u></p>

<p>2.4</p>	<p>The Unit of Certification shall commit to uphold human rights and to respect rights of workers and stakeholders; in particular stakeholders affected by the UoC's business operations and conduct.</p>	<p>2.4.1 (C)</p>	<p>2.4.1(C) The Unit of Certification shall develop, implement, and socialise a Human Rights Policy to respect the human rights of Workers, Contractors, contract workers, Suppliers, Affected Communities, Human Rights Defenders and Stakeholders.</p> <p>The Policy shall be implemented by apply to the UoC's business operations and its contracted security services (including private military and security companies, which ever is applicable)</p> <p>The Policy shall include the prohibition of the following negative actions against affected stakeholders (including Human Rights Defenders, complainants, whistleblowers, and/or community spokespersons who lodge complaints against the UoC):</p> <ul style="list-style-type: none"> (a) Retaliation; (b) Intimidation, harassment and threats; (c) Violence (physical, sexual and gender-based) and torture (d) Instigate violence or use any form of harassment, including the use of mercenaries and paramilitaries in their operations; (e) Exploitation; (f) Discrimination - access to employment, education and training; <p>and</p> <ul style="list-style-type: none"> (g) Detention, disappearance and killing. <p>The Policy shall be publicly available and as well as relevant stakeholders, in a language understood by them.</p>
<p>2.5</p>	<p>The Unit of Certification shall, in consultation with relevant stakeholders, develop and implement an accessible internal system to manage and resolve grievances regarding its business operations and conduct.</p>	<p>2.5.1 (C)</p>	<p>The Unit of Certification shall establish and implement an accessible and impartial internal Grievance System.</p> <p>The System shall:</p> <ul style="list-style-type: none"> A) Ensure confidentiality and or anonymity, if requested; B) Be appropriate for potential complainants, especially workers and affected communities; C) Take into account any specific needs of women and children; D) Maintain independence and impartiality in handling grievance(s); E) Not prevent the use of other judicial or non-judicial processes independent of the UoC on the same issue by either party; and F) Provide safeguards to avoid potential reprisals or intimidation of complainant(s) as the result of lodging grievance(s).

		<p>2.5.2</p>	<p>The Unit of Certification shall ensure availability, access, and socialisation of the internal Grievance System to relevant stakeholders, especially workers and affected communities, in appropriate language(s) and format(s). Special attention shall be considered to enable access to illiterate stakeholders or vulnerable groups.</p> <p>Assistance shall be provided to relevant stakeholders including illiterate stakeholders or vulnerable groups who may face challenges during socialization or gaining access to the Grievance System.</p>
		<p>2.5.3 (C)</p>	<p>The status of grievance(s) shall be recorded, maintained, and kept up-to-date. All grievance(s) raised shall be responded to, and should be resolved or be in the process of resolution.</p> <p>Records/documentation of grievance(s) shall include:</p> <ul style="list-style-type: none"> A) Steps taken to resolve grievance(s); B) Procedures outlining the timeline in addressing the raised grievance(s); C) Outcomes of grievance resolution processes; D) Unresolved grievance(s), including status, issues affecting resolution, and steps taken by UoC for potential resolution; and E) Verification that a complainant (and their representatives, if any) are updated and informed on the progress and status of a case, in a language they understand. <p>Information regarding the status or outcome of grievance(s) shall be provided to a complainant (and their representatives, if any) in a language they understand.</p>
		<p>2.5.4</p>	<p>The Unit of Certification shall monitor and review the progress, status, and outcome/resolution of all grievance case(s).</p>

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Principle 3 - RSPO Growers optimise productivity and demonstrate traceability, in balance with creating positive impacts	
Criteria	Indicator
3.1 The Unit of Certification shall develop and implement business plans to ensure long-term economic and financial viability of the UoC.	3.1.1 (C) The Unit of Certification shall develop and implement a long-term Business Management Plan. Where applicable, the Business Management Plan shall include a jointly-developed business case for scheme smallholders.
	3.1.2 An annual long-term Replanting Plan shall be developed, and reviewed annually.
	3.1.3 The Business Management Plan shall be reviewed annually by the management of the Unit of Certification, to address risks, allow adaptive business planning, and for continuous improvements.
3.2 The Unit of Certification shall ensure that operating procedures to optimise productivity are consistently documented, implemented, and monitored.	3.2.1 (C) The Unit of Certification shall develop and implement Standard Operating Procedures (SOPs) for its production operations aimed at optimising productivity.
	3.2.2 The Unit of Certification's SOPs shall be monitored for consistent implementation. Records of monitoring, and any actions taken based on such checks, shall be maintained and made available.
3.3 The Unit of Certification shall ensure that a comprehensive assessment of social and environmental impacts is conducted prior to its development of any new plantings or operations, with an integrated management plan developed to monitor continuous improvement and mitigate negative impacts in new and ongoing operations. <i>*For National Interpretation: National Interpretation will determine any national legal requirements together with any other issues that are not required by law but are nevertheless considered important.</i>	3.3.1 (C) In any new plantings (or operations including mills), the Unit of Certification shall ensure social and environmental impacts are independently assessed in line with the RSPO New Planting Procedure. This SEIA shall be undertaken through participatory methodology involving the affected stakeholders.
	3.3.2 (C) For the Unit of Certification as a whole, the UoC shall ensure that Social and Environmental Impact Assessments (SEIA) have been or are conducted, and made available. All SEIA(s) shall be developed with the participation of affected stakeholders.
	3.3.3 (C) The Unit of Certification shall develop and implement an Integrated Management Plan(s), which covers social and environmental assessments, monitoring, and management derived from SEIA(s). The Integrated Management Plan shall be reviewed and updated at least once every two (2) years in a participatory way.
	3.3.4 (C) Per its Integrated Management Plan(s), the Unit of Certification shall demonstrate that Action Plan(s) developed for continuous improvement for social and environmental assessments, monitoring and management are implemented and show continuous improvement.

3.4	<p>The Unit of Certification managed land responsibly and adopts Good Agriculture Practices (GAP) towards optimising FFB yields and optimal productivity</p> <p><i>*National Interpretations shall determine national legal requirements and good agricultural practices relating to nutrition and nutrient management of the oil palm.</i></p>	3.4.1	The Unit of Certification shall conduct regular estimates of its and potential fresh Fruit Bunch (FFB) yields.
		3.4.2	Changes and trends in soil fertility and plant nutrient levels are monitored, documented, and managed for optimising soil fertility.
		3.4.3	The Unit of Certification shall follow and implemented Good Agriculture Practices (GAPs) to manage soil fertility and plant nutrient levels to target continuous improvement and balancing productivity with environmental/social impacts.
3.5	<p>Supply Chain Requirements for Mills</p> <p><i>*Not applicable to Medium Growers and Scheme Smallholders)</i></p> <p>Procedural Note. RSPO Supply Chain Certification Standard shall be referred during the auditing of this criteria.</p>	3.5.1 (C)	The Unit of Certification shall record and make available its actual annual production or the previous 12-month period by the UoC's mill(s) at the point of audit.
		3.5.2 (C)	The Unit of Certification shall record and make available its estimated annual production of certified oil palm products by the UoC's mill(s), based on the documented and recorded Oil Extraction Rate (OER) and Kernel Extraction Rate (KER) specific to the mill(s).
		3.5.3 (C)	The Unit of Certification shall have complete and up-to-date documented procedures for the implementation of all elements of the RSPO supply chain model applicable to the UoC's mills(s).
		3.5.4 (C)	The Unit of Certification shall have a documented procedure to conduct an annual internal audit to determine whether the UoC's mill(s) conforms to the requirements in the RSPO Supply Chain Requirements for Mills and the RSPO Rules on Market Communications and Claims.
		3.5.5 (C)	The Unit of Certification shall monitor the level of FFB sourcing.
		3.5.6 (C)	The Unit of Certification shall document and make available information necessary to demonstrate compliance to the RSPO Supply Chain Certification (SCC) standard for the UoC's certified oil palm products.
		3.5.7 (C)	The Unit of Certification shall not outsource milling activities at its mill(s). In cases where the UoC's mill(s) outsource any other activities to independent third parties (e.g., subcontractors for storage or transport), the UoC seeking or holding certification shall ensure that the independent third party complies with relevant requirements of the RSPO Supply Chain Requirements for Mills.

		3.5.8 (C)	Prior to its next audit, the Unit of Certification shall record and make available in advance to its appointed Certification Body details of all contractors that physical handle the UoC's RSPO certified oil palm products.
		3.5.9 (C)	The Unit of Certification shall maintain accurate, complete, up-to-date, and accessible records/reports covering all aspects of the RSPO Supply Chain Certification requirements.
		3.5.10 (C)	For the Identity Preserved supply chain module, the Unit of Certification shall assure and verify that the RSPO certified oil palm products are kept separated from non-certified oil palm products.
		3.5.11 (C)	The Unit of Certification shall comply to all registration/reporting requirements for the appropriate supply chain module (IP or MB) through the RSPO Information System.
		3.5.12 (C)	The Unit of Certification shall only make sustainability claims regarding the production of RSPO Certified oil palm products in compliance with the RSPO Rules on Market Communications and

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Principle 4 - RSPO Growers are responsible social and community stewards	
Criteria	Indicator
4.1 The Unit of Certification shall respect rights of communities over lands and resources	4.1.1 For existing plantations and/or developments established before November 2007, the Unit of Certification shall provide evidence of a: A) Social Impact Assessment (SIA); B) Environmental Impact Assessment (EIA); or C) Social and Environmental Impact Assessment (SEIA) and its corresponding Management Plan.
	4.1.2 For existing plantations and/or developments established after November 2007, the Unit of Certification shall provide evidence of the following: A) Social Impact Assessment (SIA), Environmental Impact Assessment (EIA), or Social and Environmental Impact Assessment (SEIA), and its Management Plan; B) Documents showing the Unit of Certification's legal ownership or lease, or authorised use of customary land given by customary landowners; C) History of land tenure and the actual legal or customary use of the land; D) List of current stakeholders; and E) Participatory mapping with affected communities showing the extent of rights.
	4.1.3 The Unit of Certification shall establish a communication process for continued engagement between the UoC and stakeholders, which shall be publicly available.
4.2 The Unit of Certification shall obtain the Free, Prior and Informed Consent (FPIC) of affected communities for all new plantings and/or associated developments. The FPIC process shall be iterative, well-documented, and enables affected communities to express their views and seek redress. Procedural Note: <u>The RSPO Human Rights Working Group shall develop an RSPO FPIC Procedure to assist members and UoCs in their compliance to this Indicator. Until this Procedure is</u>	4.2.1 (C) For all new plantings and/or associated developments, the Unit of Certification shall obtain the Free, Prior and Informed Consent (FPIC) of affected communities over their legal, customary, and user rights (including access to forest resources, food, water, and/or passage). The Unit of Certification shall provide evidence of compliance with the latest version of the RSPO FPIC Procedure.
	4.2.2 For new plantings and/or associated developments, the UoC shall not cultivate oil palm on lands expropriated by the country's government
	4.2.3(C) The Unit of Certification shall not acquire new lands for new plantings and/or associated developments where the land is inhabited by communities in voluntary isolation.

	<u>developed, endorsed and implemented, the FPIC process for new plantings and/or associated developments shall be guided by the FPIC Guide 2022.</u>	4.2.4 (C)	The Unit of Certification shall review implementation of any negotiated agreement(s) with the participation of affected communities annually, through a consultative process.
4.3	The Unit of Certification shall establish a documented Conflict Resolution System that enables affected communities and stakeholders to raise concerns over land and resources.	4.3.1 (C)	The Unit of Certification shall establish, document, and implement a Conflict Resolution System, to address disagreements with, and between, affected communities.
		4.3.2	The Conflict Resolution System shall be publicly available, and socialised to stakeholders (including illiterate parties).
		4.3.3 (C)	The Conflict Resolution System shall include the option for affected communities to access: A) Independent legal and technical advice; B) Mutually agreed third-party mediator; C) Any individual or groups chosen by the affected communities to act as their representative, or to support or act as observers; and D) Information and documents that are relevant to the land in dispute.
		4.3.4 (C)	The Unit of Certification shall conduct participatory mapping with affected communities for disputed area(s).
		4.3.5	Steps taken to resolve lodged conflict(s) shall be documented, maintained, and kept updated. The outcome of a conflict resolution shall be made available to and shall be understood by affected communities (and their representatives, if any). Where conflicts have not yet been resolved, the UoC shall document the reasons hindering resolution and steps to be taken to reach a conclusion; this information shall be clearly communicated to all parties to the conflict.
4.4	The Unit of Certification shall establish procedure(s) for providing remediation, as a mechanism for resolving conflicts over land and resources.	4.4.1 (C)	The Unit of Certification shall establish, document, and implement a remediation procedure, in consultation with affected communities. The remediation procedure may provide monetary or non-monetary remedies.
4.5	The Unit of Certification shall contribute to local sustainable development, in consultation with affected communities.	4.5.1	The Unit of Certification shall consult with affected communities in its proposed contributions to community development. Such consultations shall be documented.
		4.5.2	The Unit of Certification's community development contributions are implemented based on community needs.
		4.5.3	The Unit of Certification and identified affected communities shall jointly monitor and evaluate contributions made towards sustainable community development.

		4.5.4	Affected communities who have lost access and/or rights to land should be provided opportunities to benefit from the Unit of Certification's operations.
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Principle 5 - RSPO Growers proactively support and include smallholders in RSPO certified supply chains	
Criteria	Indicator
<p>5.1 The Unit of Certification shall engage and trade with interested smallholders in a fair and transparent way. Smallholder inclusion in the UoC's RSPO supply chain shall be strengthened.</p>	<p>5.1.1 (C) The Unit of Certification shall develop and implement process(es)/procedure(s) to conduct fairly and transparently with all smallholders, in particular including interested certified independent smallholders, shall include;</p> <p>A) Current and historical prices paid for FFB supplied to the UoC's mill(s), publicly available or upon request; B) Transparent and clear explanation of the UoC's FFB supply pricing mechanism; C) Fair pricing, including premium FFB pricing D) Mutual agreement of terms, schedule of activities, budget, beneficiaries, characterisation of the producers, and timeframe of payments for FFB supplied; and E) Annual inspection of the UoC's FFB weighing scale by an appropriate independent third party or a government authority.</p>
	<p>5.1.2 (C) Where there is a contractual agreement(s) between the Unit of Certification and smallholders for FFB supply, evidence shall be provided that such contractual agreement(s) are mutually agreed through a fair and transparent process.</p> <p>If the agreement with the UoC requires a change in agricultural practices by smallholders (particularly to meet the RSPO P&C standard), the costs of such changes should be considered as part of the contractual agreement through:</p> <ul style="list-style-type: none"> - Adjustment of the FFB supply pricing mechanism; - Allow for advance payments (to fund changes towards good agricultural practices); - Compensation for nutrient- or waste-recycling aspects (if it is not practical for smallholders to recycle themselves); or - Incorporation of repayments (direct funding to support smallholder replanting offset by adjustments in future FFB pricing).

		<p>5.1.3 (C) Where there is a contractual agreement(s) between the Unit of Certification and smallholders for FFB supply, evidence shall be demonstrated that smallholders understand key terms of such contractual agreement(s), and received payments in accordance with terms stated within.</p> <p>The evidence shall specify, at a minimum:</p> <ul style="list-style-type: none"> A) Date of receipt/documentation; B) Price per unit of FFB supplied and timeline for payment; C) Weight of FFB supplied; D) Deductions (if any); and E) Total price paid by the UoC for FFB supplied.
		<p>5.1.4 (C) To support smallholder inclusion and to strengthen downstream traceability, the Unit of Certification shall actively engage, consult, and provide opportunities for all smallholders to access the UoC's RSPO certified supply chain where possible; in particular including interested certified independent smallholders.</p> <p>Where potential smallholder partnership or collaboration opportunities is identified and is possible, the UoC shall develop mutually agreed terms or agreement(s) that specify:</p> <ul style="list-style-type: none"> A) Management of the RSPO certification process; B) Roles and responsibilities of the UoC and smallholders for operating the internal control system (ICS); C) Certificate ownership; and D) Distribution, handling, and marketing of certified material (particularly certified FFB from certified independent smallholders, where possible).
<p>5.2</p>	<p>The Unit of Certification shall support interested smallholders within its supply base to develop, operate, and improve their livelihoods; in particular interested certified independent smallholders.</p>	<p>5.2.1 In collaboration with interested smallholders within its supply base, the Unit of Certification shall develop ,and implement and review annually a Smallholder Support Plan to improve agricultural practices. The Plan shall include, at a minimum:</p> <ul style="list-style-type: none"> A) Training on sustainable agricultural practices; and B) Support to achieve legality of smallholder FFB production.

		<p>5.2.2 The Unit of Certification shall ensure that interested smallholders participating in the Smallholder Support Plan are trained and can show understanding of key sustainable agricultural practices necessary to increase their FFB productivity.</p> <p>The development of training under the Smallholder Support Plan should prioritise training relevant to RSPO, aligned with requirements/guidance of the RSPO Principles and Criteria Version 4.0 (Part II for Independent Smallholders). as appropriate topics and goals for smallholders.</p>
		<p>5.2.3 In consultation, collaboration, and agreement with interested smallholders within its supply base, the Unit of Certification should identify potential opportunities and implement additional initiatives to improve smallholder livelihoods.</p> <p>Potential opportunities/initiatives for smallholder livelihoods improvement may include aspects such as:</p> <ul style="list-style-type: none"> A) Quality and process controls; B) Access to high-yielding oil palm seeds and/or seedlings; C) Organisational, managerial, and/or financial competency; D) Support for RSPO standards and procedures, including certification under RSPO Principles and Criteria Version 4.0 (Part II for Independent Smallholders); and E) Support for other RSPO smallholder initiatives, such as the RSPO Smallholder Trainer Academy. F) Diversification of supports to SHs not limited to oil palm

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Principle 6 - RSPO Growers are responsible and respectful employers		
Criteria	Indicator	
6.1 All forms of discrimination are prohibited against all Workers.	6.1.1 (C)	The Unit of Certification shall establish and implement a non-discrimination policy which is applicable to recruitment, hiring, work scope, pay and benefits, and access to training, promotion, facilities and work equipment. This policy shall be Publicly Available and socialised to Workforce and Contractors.
	6.1.2 (C)	The Unit of Certification shall provide equal opportunities to all workers.
	6.1.3	The Unit of Certification shall ensure that all workers receive remuneration for work of equal value and evaluation, which is based on both their experience and the quality of their work.
6.2 Working and living conditions for all Workers shall meet legal or industry minimum standards	6.2.1 (C)	The Unit of Certification shall establish and implement procedures for recruitment, selection, hiring, promotion, retirement, suspension, and termination. The procedures shall be documented, socialised and made available to all workers. The procedures shall be documented, and socialised to all workers. The document shall be made available upon request.

<p>6.2.2 (C)</p>	<p>The UoC shall ensure that:</p> <p>a. Employment contracts shall set out the terms and conditions of employment in compliance with national legal requirements or any collective bargaining agreement (if applicable). The terms and conditions shall include pay, regular working hours, deductions, overtime, sick leave, leave entitlement, maternity leave, reasons for dismissal, repatriation (if applicable), and termination notice.</p> <p>b. The terms and conditions of the employment contract, or collective bargaining agreement, along with applicable labour laws, shall be made available and explained to workers in a language they understand prior to signing of the contract. The UOC shall acquire acknowledgment from the workers regarding their understanding of the terms and conditions of employment.</p> <p>c. A copy of the employment contract shall be given to the Workers.</p> <p>d. There shall be no contract substitution. The consent of the workers shall be obtained before any amendments are made to the employment contract. This does not include the terms and conditions in the collective bargaining agreement, where applicable. If national regulations require more than one contract to be signed by workers, the higher standards or provisions will apply.</p> <p>e. Any amendments to the employment contract shall be agreed to by the Worker. This does not include the terms and conditions in the collective bargaining agreement, if applicable.</p>
<p>6.2.3</p>	<p>The Unit of Certification shall demonstrate that the International Migrant Workers signed the Unit of Certification's employment contract in the country where they were hired.</p>
<p>6.2.4</p>	<p>The Unit of Certification shall maintain a worker register and up-to-date next of kin contact information, for up to five years from the date of workers' resignation or termination of employment.</p>
<p>6.2.5</p>	<p>Casual and short-term workers who are employed for more than three consecutive months and perform work that is permanent in nature, shall be provided the opportunity, depending on workforce planning, to have longer term contracts or permanent employment. The offer made shall be documented.</p>

6.2.6 (C)	<p>a. All Workers shall be paid and provided payslips according to the terms in their employment contract (monthly / weekly / daily / piece rate / as relevant).</p> <p>b. The details of the payslip, including the calculation of wages and lawful deductions, are explained to the Workers in a language they understand.</p> <p>c. The Unit of Certification shall maintain records for each and every type of Worker, of hours worked (both regular and overtime), calculation of wages and lawful deductions, and actual wages paid.</p> <p>d. Where several members of a family are employed by the Unit of Certification, each family member shall have separate payslips. The wages earned shall be reflected in their individual payslips.</p>
6.2.7 (C)	<p>All Workers shall be paid at least legal minimum wage or minimum wage negotiated in Collective Bargaining Agreements (CBAs), whichever is higher. Noting the following:</p> <p>a. Performance bonuses and overtime pay shall not be counted as part of the legal minimum wage or the CBA minimum wage.</p> <p>b. For piece-rate work, pay shall be based on either the legal minimum wage rate or the rate specified in the Collective Bargaining Agreement (CBA). Where there is no legal minimum wage for piece-rate work, pay shall be calculated proportionately based on the legal minimum wage or the CBA wage, ensuring work targets are achievable within regular working hours.</p> <p>c. Overtime work shall be paid at the national legal rate or at the rate under the CBA. Where legal requirements and CBA are not available, the rate of pay for overtime shall be not less than one-and-one-quarter times the regular rate. (See ILO Conventions No. 1 and No. 30)</p> <p>d. Where a work day is curtailed due to workplace injuries, a full day's wage shall be paid to the affected Worker (regardless of worker type).</p>

		6.2.8 (C)	<p>a. Accommodation provided for Workers living within the Unit of Certification shall include adequate housing, sanitation facilities, water supplies (including water that is safe to drink) and access to medical, educational and welfare amenities. The facilities and amenities provided shall comply with applicable national and/or international law requirements. The ILO Guidance on Workers' Housing Recommendation, 1961 (No. 115) may be referred to if no applicable laws are available.</p> <p>b. In the case of acquisitions of non-certified supply base, a time-bound plan (maximum 5 years) is developed detailing the upgrade of infrastructure, where applicable. The Unit of Certification shall review the plan annually. The plan shall meet applicable national and/or international law requirements.</p>
		6.2.9	The Unit of Certification shall ensure workers have access to safe, sufficient, and affordable food.
6.3	Living Wage shall be paid to all workers, progressively	6.3.1 (C)	<p>As the first step towards paying Living Wage, the Unit of Certification shall calculate prevailing wages annually in accordance with RSPO Prevailing Wage Calculation Procedure.</p> <p>PROCEDURAL NOTE: The Unit of Certification shall use the existing Prevailing Wage Guidance until RSPO Prevailing Wage Calculation Procedure is available.</p>
6.4	The Unit of Certification shall respect the rights of all Workers to form and join trade unions, associations of their choice, or Worker Organisations with their own representatives to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates a parallel means of independent and free association and bargaining for all Workers through representatives of their choice.	6.4.1 (C)	The Unit of Certification shall establish and implement a policy recognising freedom of association, the right to collective bargaining and Collective Bargaining Agreements (CBA), where available. This policy shall be made Publicly Available.
		6.4.2	The Unit of Certification shall allow nomination, formation, functioning, administration of Workers' Organisations and registered trade unions free from interference. Workers that are participating in such organisations shall be protected against discrimination, retaliation, and intimidation or harassment (including threats) such as penalties or repercussion. Facilities for Workers to engage with each other and their representatives shall be provided free of charge and shall not be monitored by the Unit of Certification. The Unit of Certification shall inform all Workers that there will be no repercussions or penalties due to their participation in Worker Organisations and registered trade unions.

		6.4.3	The Unit of Certification shall document the minutes of meetings between the unit of certification with trade unions or workers' representatives. These meeting minutes shall be accessible, upon request and will be explained in languages the workers understand. The actions agreed upon at these meetings are implemented and action statuses are updated.
6.5	There is no use of Child Labour. and the worst forms of child labour are prohibited.	6.5.1 (C)	The Unit of Certification shall establish and implement a policy for the protection of children, and the prohibition and remediation for child labour. This policy shall be made Publicly Available. The Unit of Certification shall socialise this policy and the negative effects of child labour to the Workforce, Contractors, Suppliers and any other relevant Stakeholders, in a language that they understand.
		6.5.2 (C)	For non-hazardous work, the Unit of Certification is permitted to employ young workers from the age of 15, following the national minimum age or the company policy minimum age, whichever is higher. The work shall not interfere with schooling nor be harmful to their health or development. Young workers shall be paid and provided individual payslips.
		6.5.3 (C)	The Unit of Certification shall document and implement an age screening verification procedure. In the event child labour is found, the Unit of Certification shall conduct remediation as guided by the latest version of RSPO supplementary document.
6.6	All forms of intimidation, harassment, abuse or violence in the workplace are prevented, mitigated and addressed.	6.6.1 (C)	The Unit of Certification shall establish and implement a policy for prohibiting all forms of intimidation and harassment (including threats), sexual harassment, abuse and violence. There shall be procedures for investigation, punishment disciplinary actions /sanctions and remediation. This policy shall be made publicly available and socialised to Workforce, suppliers, Contractors in a language that they understand.
6.7	Rights of women workers are respected and promoted and where violations are found, women shall be provided access to remediation.	6.7.1 (C)	The Unit of Certification shall establish and implement a policy to protect the rights of women Workers (e.g. reproductive rights, maternal health, women's safety) . This policy shall be made publicly available and socialised to the Workforce in a language that they understand.

		<p>6.7.2 (C)</p>	<p>The Unit of Certification shall facilitate the formation of a Womens' Welfare and Empowerment Committee of women workers to discuss matters such as but not limited to those related to discrimination, safety, grievances, or workplace issues. The womens' welfare and empowerment committee shall be permitted to decide the frequency of meetings. The meetings shall be conducted in a language that is understood or spoken by its members. The Unit of Certification shall provide a safe and secure meeting place.</p> <p>The Unit of Certification shall respond to any issues presented by the Women's Welfare and Empowerment Committee. Any actions taken shall be documented. Where no action is taken, the Unit of Certification shall record its reasons.</p>
		<p>6.7.3</p>	<p>The Unit of Certification shall provide safe alternative work with equivalent pay to identified pregnant women. Pregnancy tests shall only be required when legally mandated. In consultation with pregnant employees or those who have given birth within the last six months, the Unit of Certification shall identify and address their medical and maternity needs.</p>
<p>6.8</p>	<p>Forced Labour and Trafficking in persons is prohibited. Prevention and remediation procedures are in place.</p> <p>*For National Interpretation: National Interpretation will include information on national regulations governing recruitment fees and related costs, where applicable.</p>	<p>6.8.1 (C)</p>	<p>The Unit of Certification shall develop and implement policies and procedures on the prevention and remediation of Forced Labour and trafficking in persons; reference is made to International Labour Organisation's Indicators of Forced Labour.</p> <p>These policies and procedures shall be made Publicly Available and socialised to the Workforce, Suppliers, and Contractors in a language that they understand.</p> <p>Where migrant workers are employed, specific labour procedures are established and implemented.</p> <p>Where third party labour recruiters are used, the Unit of Certification shall conduct an evaluation of them against Indicator 6.8.1(C).</p>

6.8.2 (C)	<p>The Unit of Certification shall ensure that there is no debt bondage, withholding of wages or collection of any payments directly or indirectly, including through deductions from wages and/or benefits. This includes but is not limited to the following:</p> <ul style="list-style-type: none"> i) Wage deductions due to inability to meet unachievable work targets; ii) Allowing wage arrears to accumulate due to delayed payment (beyond the payment date agreed in the employment contracts) or non-payment of wages; iii) Deception in the calculation and payment of wages, including unlawful wage deductions; iv) Requiring workers to pay deposits to the Unit of Certification; v) Wage advances and loans (and related interest rates) which exceed the limits prescribed by law; and vi) Recruitment fees and related costs
6.8.3 (C)	<p>The Unit of Certification shall maintain records of remediation of cases of forced labour, trafficking in persons (ref: 6.8.1) for at least five years after the remediation or from the date of workers' termination of employment, whichever is later.</p>
6.8.4(C)	<p>The Unit of Certification shall repay active workers (as of and from the endorsement date of the RSPO Principles & Criteria 2024) who have paid recruitment fees or related costs. The repayment shall be made using available methodologies for repayment of recruitment fees or in accordance with RSPO guidance for the repayment of recruitment fee and related costs. The Unit of Certification shall maintain records of repayment for at least five years after the repayment or from the date of workers' termination of employment, whichever is later.</p> <p>PROCEDURAL NOTE: The RSPO's Human Rights Working Group will develop a guidance for the repayment of recruitment fees and related costs. Until such guidance is endorsed, Members shall use available methodologies for repayment of recruitment fees and related costs.</p>

6.8.5 (C)	<p>Workers' government-issued identity documents and other personal documents shall not be kept by the Unit of Certification. These documents may be handed to the Unit of Certification or those acting on its behalf, for mandatory legal or immigration processing purposes with the consent of the Workers and shall be returned without undue delay.</p> <p>Secure storage for these documents shall be provided for those workers who are accommodated by the Unit of Certification in accommodation provided for Workers living within the Unit of Certification and shall be freely accessible to the Workers.</p>
6.8.6 (C)	<p>Workers shall be able to enter or exit the work and accommodation premises in accordance with reasonable measures related to health, safety, security and employment terms.</p>
6.8.7 (C)	<p>Workers who live on-site shall have access to transport and/or means of communication (e.g. telephones, sim cards, credits). Restriction of transport and/or communication shall not be used as a disciplinary measure.</p>
6.8.8 (C)	<p>For overtime work, prior consent of the worker shall be obtained. The total working hours shall allow for breaks and rest periods during a working day, as determined by local and/or National Laws, including at least 24 consecutive hours of rest in every 7-day period. When work is offered on rest days, prior consent of the worker must be obtained, and they may work for not more than 14 days continuously.</p>
6.8.9 (C)	<p>Workers shall have the right to enter into and terminate their employment. Termination of contract must be in accordance with their terms of employment. Penalty for termination of employment is prohibited.</p>

6.9	<p>The Unit of Certification shall implement health and safety practices to protect workers from occupational illness, disease and injury.</p>	6.9.1 (C)	<p>The Unit of Certification shall establish and implement Occupational Health and Safety policies. These policies shall be made publicly available and socialised to the Workforce in a language that they understand.</p> <p>The policy shall include provisions that will:</p> <ul style="list-style-type: none"> a) Assure a safe and healthy working place; b) Prevent work-related illnesses, diseases and injuries; c) Create a mechanism for Workers to report and raise health and safety issues, including work related accidents, illnesses, diseases, injuries and emergencies; d) Comply with applicable National Laws and Collective Bargaining Agreements (where applicable); e) Provide access to water that is safe to drink at workplace f) Establish roles and responsibilities of the Unit of Certification, Health & Safety Committees, and Workers in relation to health and safety.
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<p>6.9.2 (C)</p>	<p>The Unit of Certification shall establish Health and Safety (H&S) Committees on at its mills and estates. The H&S Committee shall include members from management, worker representatives, Worker Organizations, and registered trade unions (where applicable) The H&S Committee meetings shall be conducted in a language understood by all members. The Unit of Certification shall respond to any issues raised by the H&S Committee. The committee shall meet quarterly.</p> <p>The Unit of Certification shall be responsible for the following matters which are managed through its H&S Committee:</p> <ul style="list-style-type: none"> a) Workplace health and safety issues including regular worksite safety inspections, training and continuous improvements b) Review Hazard Identification, Risk Assessment and Risk Control (HIRARC), in consultation with Health and Safety (H&S) Committees c) Identification of the necessary controls for the elimination of workplace hazards d) Identification, safe storage, mixing and usage of chemicals, including pesticides in the workplace and establishing a documented procedure for the safe storage, handling, mixing, use and safe disposal of chemicals e) Continued improvement of the management system to enhance its H&S performance f) Concerns raised by workers about health, safety and welfare g) Collaborate with the Women’s Welfare and Empowerment Committee to address specific health and safety risks for women Workers
<p>6.9.3 (C)</p>	<p>The Unit of Certification shall conduct hazard identification, risk assessment and risk control (HIRARC) on its mills and estates respectively, to identify health and safety issues including, gender-specific impacts (e.g. impact of pesticides on reproductive health, pregnant women, young workers, suitable job-specific Personal Protection Equipment (PPE), persons with disabilities). The HIRARC shall be conducted by competent personnel who has been trained in HIRARC assessment. The HIRARC shall be reviewed and approved by an authorised health and safety officer.</p> <p>* National Interpretation to identify competent personnel</p>

6.9.4 (C)	The Unit of Certification shall develop and implement risk mitigation practices and corrective actions ("H&S Plan") in consultation with Health and Safety (H&S) Committees for both mills and estates based on the Unit of Certification's HIRARC. The H&S Plan shall be monitored and reviewed annually.
6.9.5 (C)	<p>The Unit of Certification shall provide suitable, appropriate and good conditioned PPE, as determined by the HIRARC assessment to all workers, free of charge.</p> <p>Workers shall receive training on the importance of proper use and maintenance of essential PPE.</p> <p>Records of the PPE issuance shall be documented and maintained. When there is a need for replacement, it shall be provided free of charge.</p> <p>Sanitation facilities shall be made available for workers applying hazardous chemicals to change out of PPE, wash and wear their personal clothing. A designated area for washing PPE shall be provided.</p>
6.9.6 (C)	The Unit of Certification shall provide training on updated job-specific occupational health and safety procedures to relevant Workers (e.g supervisor), taking into account gender-specific needs, in a form and language that they understand. The Unit of Certification shall conduct assessment of the training conducted and records of assessment and training are maintained.
6.9.7	The Unit of Certification shall assign trained personnel in first aid, to all operations. Workers shall have access to first aid kits at all times.

6.9.8	<p>The Unit of Certification shall establish an Emergency Response Procedure (ERP) in accordance with the risk assessment conducted by the Unit of Certification. The ERP shall be made available and socialised to the Workforce in a language that they understand. The ERP shall include:</p> <ul style="list-style-type: none"> a) Establishment of an Emergency Response Team (ERT) trained in first aid to provide emergency response in all operations. b) Contact details of personnel responsible for emergencies. c) Contact details and address of nearest medical facilities (dispensaries, medical practitioners). d) Safety drill (fire evacuation) <p>The ERP shall be reviewed annually. The results of the review shall be documented.</p>
6.9.9 (C)	<p>The Unit of Certification shall provide annual medical surveillance for Workers handling hazardous chemicals, free of charge. Actions to treat related health conditions shall be documented.</p>
6.9.10	<p>The Unit of Certification shall record occupational injuries and illnesses using Lost Time Incidents (LTI) metrics. Processes to investigate work-related incidents shall be developed and implemented. Reports of the investigation shall be documented.</p>
6.9.11	<p>The Unit of Certification shall provide all workers with medical care and be covered by accident insurance. Costs incurred from work-related incidents leading to illness, disease or injury are covered in accordance with national law or by the Unit of Certification where national law does not offer protection.</p>
6.9.12 (C)	<p>The UoC shall ensure that only trained workers handle, use or apply chemicals in accordance with the manufacturers' or suppliers' instructions and precautions. Personnel handling, using or applying chemicals must demonstrate up-to-date understanding and knowledge related to their assigned tasks.</p>

For Revision

Principle 7 - RSPO Growers are responsible environmental stewards who advance sustainable development	
Criteria	Indicator
<p>7.1 The Unit of Certification shall practice Integrated Pest Management to effectively manage pests, diseases, weeds and invasive introduced species to avoid and reduce the use of restricted and hazardous chemicals.</p> <p><i>*National Interpretation shall determine any nationally regulated and/or industrial specific controls, measures, best practices, and thresholds. This can include:</i></p> <p><i>A) Prohibited chemical pesticides;</i> <i>B) Controlled chemical pesticides;</i> <i>C) Use of biological control agents;</i> <i>D) prophylactic use;</i> <i>E) Aerial spraying; and</i> <i>F) Medical surveillance.</i></p>	<p>7.1.1 (C) To mitigate negative impacts of unsustainable pest control methods on the environment and human health, The Unit of Certification shall develop and implement an Integrated Pest Management (IPM) plan to mitigate negative impacts of unsustainable pest management methods on the environment and human health to avoid or to reduce the frequency, extent, and amount of pesticide applications.</p> <p>7.1.2 (C) Restricted and hazardous pesticides/herbicides, that endanger health of workers, families, communities or the environment, shall be not be used, unless in exceptional circumstances, as validated by a due diligence process, or when authorised by government authorities for pest outbreaks. The due diligence refers to:</p> <p>a) Judgment of the threat and verify why this is a major threat b) Why there is no other alternative which can be used c) Which process was applied to verify why there is no other less hazardous alternative d) What is the process to limit the negative impacts of the application e) Estimation of the timescale of the application and steps taken to limit application to the specific outbreak.</p> <p>This shall include pesticides and herbicides categorised as:</p> <p>A) Categorised under World Health Organization Class 1A or 1B; B) Meeting the criteria for carcinogenicity Categories 1A and 1B, mutagenicity Categories 1A and 1B, or reproductive toxicity Categories 1A and 1B according to the Globally Harmonized System on Classification and Labeling of Chemicals (GHS); C) Listed by the Stockholm or Rotterdam Conventions; D) Restricted or prohibited under national regulations; and/or E) Paraquat.</p> <p>7.1.3 (C) The Unit of Certification shall record all pesticides/herbicide usage. Records shall include the pesticides/herbicide trade name, active ingredient, LD50, quantity of active ingredient used, period of usage, location/area of application, and reason for usage.</p> <p>7.1.4 (C) There shall be no prophylactic use of pesticides/herbicides, unless in exceptional circumstances, as identified in national best practice guidelines.</p>

		7.1.5 (C)	The Unit of Certification shall not launch aerial sprayings of pesticides/herbicides unless in exceptional circumstances where no other viable alternatives are available. When aerial spraying is unavoidable, prior approval from government authorities obtained and detailed information of the aerial spraying shall be provided to the potentially affected local communities at least 48 hours prior to application of aerial spraying. Targeted spraying with unmanned aerial vehicles (drones) is permitted.
		7.1.6 (C)	<p>The Unit of Certification shall prohibit introduction and use of invasive species and/or species prohibited through existing national regulations.</p> <p>The introduction of species referenced in the Global Invasive Species Database and/or CABI Digital Library and/or national regulation is prohibited.</p>
		7.1.7 (C)	Where the use of the invasive or prohibited species was already in place before November 2024, the Unit of Certification shall manage the usage of such species in line with internationally accepted scientific protocols or national regulations.
		7.1.8	<p>The use of fire Open burning for pest or disease control shall be prohibited, unless in exceptional circumstances.</p> <p>Where fire has to be used for control of pests and diseases, the Unit of Certification shall provide evidence of prior approval from government authorities and implement a plan to prevent, mitigate and/or repair damages to the environment.</p>
7.2	The Unit of Certification shall adopt circular economy and low waste operations by reducing, recycling, reusing, and disposing of waste/by-products in an environmentally and socially responsible manner.	7.2.1	The Unit of Certification shall develop and implement a Waste Management and Disposal Plan to reduce, minimise, recycle and reuse waste produced from its operations and non-operational activities. The Plan shall also include responsible disposal of waste or #by-products, where applicable.
		7.2.2	The Unit of Certification shall develop and implement a nutrient recycling plan to optimise the use of inorganic fertilisers. The nutrient recycling plan shall include the recycling of biomass (i.e., Empty Fruit Bunches (EFB)), Palm Oil Mill Effluent(POME), palm residues and optimal use of inorganic fertilisers.

		7.2.3 (C)	The Unit of Certification shall demonstrate that workers have job-specific training to implement the Waste Management and Disposal Plan. The training shall take into account gender specific need, and be in the appropriate language(s) and format(s).
		7.2.4	The use of fire Open burning as a measure for waste disposal shall be prohibited, unless in exceptional circumstances. and Direct disposal of waste into watercourses or other ecosystems shall be
7.3	The Unit of Certification shall not develop conduct new plantings or replanting on steep terrain, marginal soil(s) and fragile soil(s) . The UoC shall adopt best soil conservation practices for minimising that minimise and control soil erosion and soil degradation in these areas marginal and fragile soil(s) . <i>*National Interpretations should determine nationally regulated specific controls (best practices) and thresholds, such as slope limits, listing soil types (marginal and/or fragile) on which planting should be avoided, or the proportion of plantation area that can be allowed. National Interpretation can include expanded definitions of 'extensive planting', 'marginal soil', 'fragile soil', and 'steep slope'.</i>	7.3.1 (C)	Areas of steep terrain, marginal soil(s), and fragile soil(s) shall be identified and , mapped. and conserved through soil and topographic assessments. Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure of the UoC. To demonstrate the long-term suitability of land for palm oil cultivation, soil maps or soil surveys identifying marginal and fragile soils, including steep terrain, are taken into account in plans and operations.
		7.3.2 (C)	The Unit of Certification shall not conduct new plantings and extensive replanting and/or new developments of oil palm on steep terrain.
		7.3.3 (C)	The Unit of Certification shall not conduct avoid new plantings and/or new development on marginal soil(s) and/or fragile soil(s). The Unit of Certification shall not conduct extensive replanting of oil palm on marginal soil(s) and/or fragile soil(s). Where limited replanting on marginal soil(s) and/or fragile soil(s) is occurring, the Unit of Certification shall ensure replanting activities are conducted in accordance to best soil management practices.
7.4	The Unit of Certification shall prohibit land clearing on peatland (regardless of depth) after the cut-off date of 15 November 2018. All plantings on peatland before the cut-off date shall be managed responsibly. and Unplanted peatlands shall be protected and managed responsibly and conserved.	7.4.1 (C)	There shall be no new plantings and/or development on peatland, regardless of depth after 15 November 2018.
		7.4.2	The Unit of Certification shall map and have inventories of all areas of peatland (planted and unplanted) in accordance with the RSPO Procedures on Peat Inventory. The Unit of Certification shall make its map available to the RSPO Secretariat.
		7.4.3(C)	Any activities that may disrupt peatland ecosystem integrity or hydrology including new construction of drains, roads, dams, bunds, levees and/or power lines, on unplanted set-aside peatlands shall be prohibited.

		7.4.4 (C)	The Unit of Certification shall protect and manage all set-aside (unplanted) peatlands, guided by the RSPO Manual on Best Management Practices (BMPs) for Existing Oil Palm Cultivation on Peat, Version 2 (2018) , latest version of RSPO Manual BMPs for Management and Rehabilitation of Peatlands and associated audit guidance.
		7.4.5 (C)	All existing plantings on peat are managed according to the latest version of 'RSPO Manual on Best Management Practices (BMPs) for Existing Oil Palm Cultivation on Peat', Version 2 (2018) and associated audit guidance. This shall include monitoring and minimising of peat subsidence and documented water and ground cover management.
		7.4.6(C)	To determine the suitability of replanting on peat, the Unit of Certification shall conduct a drainability assessment for oil palm planted on peat at least 15 years after the initial planting (first cycle) with an approved Drainability Assessment Procedure report. For the subsequent cycle of replanting on peat, drainability assessment shall be conducted and approved at least five years prior to replanting.
		7.4.7 (C)	Where assessment result indicating a phasing out of oil palm cultivation of at least 40 years, or two cycles, whichever is greater, before reaching the natural gravity drainability limit for peat, the Unit of Certification shall have a plan to replace with crops suitable for a higher water table (paludiculture) or to rehabilitate with natural vegetation.
7.5	The Unit of Certification shall demonstrate efforts to maintain the quality and availability of surface and groundwater; and mitigate and remedy those that occur.	7.5.1(C)	<p>The Unit of Certification shall develop and implement a Water Management Plan to avoid negative impacts and promote more efficient use usage to improve maintain the quality, and continued availability of surface and groundwater . The Plan shall be developed in consultation with affected communities to ensure continued availability of community water sources.</p> <p>The Plan addresses the following:</p> <ul style="list-style-type: none"> a) The unit of certification does not restrict access to clean water or contribute to pollution of water used by communities. b) Workers have adequate access to clean water. <p>[The process of developing and implementing the Water Management Plan shall be further defined it on the National</p>

		7.5.2	The Unit of Certification shall publicly report its water use efficiency and water withdrawal footprint record the water consumption (mill water use per tonne product) and water withdrawal (total water volume extracted from surface and groundwater) at mill level, and shall be made available upon stakeholder's request.
		7.5.3 (C)	The Unit of Certification shall protect watercourses and wetlands by maintaining and restoring appropriate riparian reserves and other buffer zones in line with the latest version of 'RSPO Manual on BMPs for the management and rehabilitation of riparian reserves'.
		7.5.4 (C)	The Unit of Certification shall treat and process palm oil mill effluent (POME) in compliance with the related national regulations. The discharge quantity and quality of the mill effluent, especially Biochemical Oxygen Demand (BOD), shall be regularly monitored.
		7.5.5	Advanced mill effluent (POME) treatment and/or technology should be considered to further optimise the Unit of Certification waste management, climate change and circular economy. operations.
7.6	The Unit of Certification shall demonstrate efforts to minimise and reduce greenhouse gas (GHG) emissions, air pollution associated with its existing activities and new developments, and reduce fossil fuel consumption by optimising the use of renewable energy.	7.6.1 (C)	The Unit of Certification shall identify and assess its greenhouse gas emissions (GHG) through the latest version of PalmGHG calculator to develop and implement an Emissions Reduction Plan. The Plan to reduce or minimise the GHG shall be implemented and monitored. Changes and progress in reducing GHG emissions shall be monitored through the RSPO PalmGHG calculator.
		7.6.2 (C)	To strengthen downstream traceability and industry reporting of GHG emissions, t The Unit of Certification shall publicly report its GHG emissions per product, as estimated through the latest version of RSPO PalmGHG calculator.
		7.6.3 (C)	Starting 2014, the carbon stock of any proposed new development area is estimated. Major potential sources of emissions that may result directly from such development are assessed and minimised. Starting 2014, the carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development are estimated and a plan to minimise them prepared and implemented (following the RSPO GHG Assessment Procedure for New Development).

		7.6.4 (C)	<p>The Unit of Certification shall develop and implement a plan to reduce/minimise other significant air pollutants (apart from Greenhouse Gases).</p> <p><i>*National Interpretations should determine any relevant national air pollution standards or thresholds.</i></p>
		7.6.5 (C)	<p>The Unit of Certification shall prohibit the use of fire open burning for land preparation of new plantings, development, and/or replanting.</p>
		7.6.6	<p>The Unit of Certification shall develop and implement a Fire Prevention Procedure to reduce fire risk in all areas under the UoC. The Procedure should be developed in with engagement with relevant stakeholders.</p>
		7.6.7	<p>A plan for improving the efficiency or minimising fossil fuel usage shall be developed and implemented. The plan shall consider the role and usage of renewable energy to replace or reduce fossil fuels.</p>
7.7	<p>The Unit of Certification shall not deforest, degrade-forest cause deforestation, forest degradation, and/or damage any areas required to protect and enhance High Conservation Values (HCV) areas, Rare Threatened and Endangered (RTE) species, High Carbon Stock (HCS) forests, peatlands, and other conservation areas.</p> <p>The Unit of Certification shall not cause deforestation or damage any areas required to protect and enhance High Conservation Values (HCV) areas, High Carbon Stock (HCS) forests, peatlands and other conservation areas. HCV areas, HCS forests, peatland and other conservation areas; including Rare, Threatened and Endangered (RTE) species and its important habitats identified shall be monitored, protected and/or enhanced.</p>	7.7.1(C)	<p>Land clearing shall not damage primary or natural forest, and/or any area required to protect/enhance High Conservation Values (HCV) areas and High Carbon Stock (HCS) forests. A historic Land Use Change Analysis (LUCA) shall be conducted prior to any new land clearing, in accordance with the RSPO LUCA guidance document.</p> <p>The following cut-off dates shall apply:</p> <ul style="list-style-type: none"> - Since November 2005: primary forest, HCV-area, - Since 15 November 2018: primary forest, HCV area, HCS forest - Since November 2024: primary or natural forest, HCV area, HCS forest.
		7.7.2 (C)	<p>Where HCVs (after November 2005), HCS forests (after 15 November 2018), peatland and other conservation areas have been identified, they are monitored protected and/or enhanced.</p> <p>An integrated management plan to protect and/or enhance HCVs, HCS forests, peatland and other conservation areas is developed, implemented and adapted where necessary, and contains monitoring requirements. The integrated management plan is reviewed at least once every five years. The integrated management plan is developed in consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified).</p>

		7.7.3 (C)	<p>The Unit of Certification shall develop and implement the RSPO Remediation and Compensation Procedure (RaCP) where there has been land clearing without prior HCV assessment since November 2005 or without prior HCV-HCS assessment since November 15, 2018.</p> <p><u>Procedural Note</u> <u>The RaCP may also apply to exceptional cases of self-declaration of accidental and/or limited land clearing with or without prior HCV-HCS assessment (details on exceptional cases are outlined in the RaCP and would be considered on a case by case basis by the respective Compensation Panels)</u></p>
		7.7.4	<p>Where the rights of indigenous peoples and affected communities have been identified in HCVs, HCS forests, peatland, and other conservation areas, evidence shall be available that those rights are respected and protected. This shall be reflected in a negotiated assessment obtained through community or stakeholders engagement FPIC, encouraging their involvement in the maintenance and management of the conservation areas.</p>
		7.7.5	<p>Rare, threatened, and endangered (RTE) species shall be identified, monitored, and protected, and enhanced. This shall apply whether or not the RTE species are identified in an HCV or HCV-HCS assessment. A programme to regularly educate the workforce of the importance of the protection of RTE species is in place. Appropriate disciplinary measures are taken and documented in accordance with company rules and national laws if any individual working for the company is found to capture, harm, collect, trade, possess or kill these species.</p>
7.8	Where applicable, the Unit of Certification shall manage human wildlife conflict responsibly and holistically.	7.8.1	<p>Where the risk of human wildlife conflict is identified, the Unit of Certification shall develop and implement a Human-Wildlife Conflict Plan, in particular relation to large mammals.</p>
		7.8.2	<p>Human wildlife conflict (HWC) incidents shall be monitored, recorded, and analysed for adaptive management improvement.</p>

For Revision

Term	Definition	Source
Active ingredients	Chemical substances that provide the pesticidal actions	FAO & WHO (2016)
Aerial spraying	Application of pesticides from an aircraft (plane or helicopter)	FAO & WHO (2016)
Abuse of vulnerability	Taking advantage of any worker of their vulnerabilities for the purposes of exploitation or gain. Abuse of a position of vulnerability refers to any situation in which the worker involved believes he or she has no real and acceptable alternative except to submit to the abuse.	RSPO P&C 2024
Affected Communities	<p>All Communities that are likely to be affected directly and significantly by the proposed development and existing operations, i.e. those with land holdings and other user rights, within the affected area must be included in the assessment and FPIC process. Other communities that are likely to be affected only indirectly, such as by possible longer term changes to the ecosystem services provision due to the water usage of the operation for example, also need to be taken into account. This may include communities that have been dispossessed or forced to abandon their customary land and/or user rights, and nomadic communities.</p> <p>In the smallholder context, the affected communities does not include the smallholder themselves and precludes those without Rights on the land.</p>	RSPO P&C 2024
Agreement	An arrangement or decision by two or more parties to do or not to do something. This can be formal or informal, and depending on the common intention of the parties may be enforceable by law.	RSPO P&C 2024
Annual Surveillance Audit	Annual systematic repetition of conformity assessment activities as a basis for maintaining the validity of RSPO certification.	RSPO Certification Systems for Principle & Criteria and RSPO Independent Smallholder Standard 2024
Associated Development	Development includes establishing mills, kernel crushers, nurseries, housing/camps and offices, roads/tracks, drainage, effluent treatment plants, fruit collection centres, terracing, earthworks, scheme smallholdings/outgrower plots and any other development relevant to the operations of the new oil palm development.	RSPO NPP 2015
Biochemical Oxygen Demand (BOD)	Biochemical oxygen demand is the amount of dissolved oxygen (DO) needed (i.e. demanded) by aerobic biological organisms to break down organic material present in a given water sample at a certain temperature over a specific time period.	RSPO P&C 2024

Biological control agent	Refers to the use of natural or modified organisms, gene products, to reduce the effects of undesirable organisms and to favor desirable organisms such as crops, beneficial insects, and microorganisms	Singh et al. (2020)
Bribery	The offering, promising, giving, accepting or soliciting of an advantage as an inducement for an action which is illegal, unethical or a breach of trust. Inducements can take the form of money, gifts, loans, fees, rewards or other advantages (taxes, services, donations, favours etc.).	Transparency International, Global Anti Bribery Guidance, 2017
Child	The term child applies to all persons under the age of 18.	ILO Minimum Age Convention, 1973 (No. 138) Worst Forms of Child Labour Convention, 1999 (No. 182)
Child labour	<p>Child labour is work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development. The term applies to:</p> <ul style="list-style-type: none"> • All children under 18 involved in the “worst forms of child labour” (as per ILO Convention No. 182) • All children aged under 12 taking part in economic activity; and • All 12 to 14-year-olds engaged in more than light work. <p>The ILO defines light work as work that is not likely to be harmful to children’s health or development and not likely to be detrimental to their attendance at school or vocational training.</p> <p>Those under 18 years old should not engage in hazardous work that might jeopardise their physical, mental or moral well-being, either because of its nature or the conditions under which it is carried out.</p> <p>For young workers above the legal minimum age but below 18, there should be restrictions on hours of work and overtime; working at dangerous heights; with dangerous machinery, equipment and tools; transport of heavy loads; exposure to hazardous substances or processes; and difficult conditions such as night work at night.</p>	<p>ILO Minimum Age Convention, 1973 (No. 138) https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ilo_code:C138</p> <p>Worst Forms of Child Labour Convention, 1999 (No. 182) https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C182</p> <p>International Programme on the Elimination of Child Labour (IPEC) https://www.ilo.org/ipecc/acts/lang--en/index.htm</p>

Child labour remediation	Child labour remediation refers to the process of removing a child from a child labour situation to ensure safe and adequate alternatives for them, such as reintegrating them into the education system or, if they are above the minimum age for work, creating an opportunity for them to work in a non-hazardous job.	RSPO Guidance on Child Rights for Palm Oil Producers (2020)
Communities	Communities refer to Indigenous Peoples, Tribal Peoples, Local Communities (including women, children, and people with disabilities), displaced persons, migrants, and other land users.	RSPO P&C (2018)
Confidential information/ Confidentiality	<p>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.</p> <p>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 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. The unit of certification 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>	RSPO P&C (2024)
Conflict resolution system	A Conflict Resolution System is any process that can either prevent, diffuse or address conflict effectively, whether such conflict occurs between the Unit of Certification and Communities or between Affected Communities themselves.	RSPO P&C 2024 adapted from Designing Conflict Resolution Systems https://mediatorsbeyondborders.org/what-we-do/conflict-literacy-framework/cr-systems-design
Contract	An agreement between two or more parties that, by its terms, is legally binding and enforceable in a court of law.	RSPO P&C 2024

Contract substitution	The practice of substituting or changing the terms of employment to which the worker originally agreed, either in writing or verbally, which results in worse conditions or less benefits. Changes to the employment agreement or contract are prohibited unless these changes are made to meet local law and provide equal or better terms.	ILO Report to the Committee examining alleged noncompliance by Qatar of Forced Labour
Contributing family members	Family members who do not receive a wage/ salary or profit, in return for the work performed. They may benefit in kind or receive irregular payments in cash as a result of the outputs of their work through the family.	Adapted from the International Classification of Status in Employment (ICSE-18) Manual 2023 and ILO Private Employment Agencies Convention, 1997 (No. 181)
Contractor	A person, firm, organisation, or company that undertakes a contract with the Unit of Certification to provide materials or services (including labour)	RSPO P&C (2024)
Debt bondage	Debt bondage is work exchanged for a debt. It is also known as bonded labour or debt slavery, which occurs when individuals are compelled to work in exchange for repayment of a debt. Workers are often coerced into labour under the pretext of settling their own debts or those of family members.	International Labour Organization (ILO), Business and Forced Labour [online], [Accessed 3 April 2024]. Available from: https://www.ilo.org/empe nt/areas/business-helpdesk/WCMS_DOC_ENT_HLP_FL_EN/lang--en/index.htm
Deception	Deception pertains to the act of providing false representations and failing to fulfill promises made to workers, whether communicated verbally or in writing. Deceptive recruitment practices can include false promises regarding working conditions and wages, but also regarding the type of work, housing and living conditions, acquisition of regular migration status, job location or the identity of the employer.	Adapted from ILO 11 Indicators on Forced Labour
Deforestation	Loss of natural ecosystems or primary forest, or secondary forest containing either HCV or HCS, or both, as a result of conversion to agriculture or other non-forest land use, or conversion to a plantation forest, or severe and sustained degradation.	Regulation (EU) 2023/1115 of The European Parliament and of The Council. Article 2(3). Accountability Framework Initiative (2020)

<p>Development</p>	<p>Development refers to alteration of landscape in any number of ways: from natural or semi-natural state of the land, to land for the purposes of palm oil production. This includes the carrying out of building (construction, installation or expansion of a building or other structure), engineering, creation of impervious surfaces or other operations in, on, over or under land or making of any material change in the use of any building or other land.</p> <p>The standard covers the most significant social, environmental, and economic/commercial aspects associated with the production of palm oil and oil palm products</p>	<p>RSPO P&C (2024)</p>
<p>Discrimination</p>	<p>Any distinction, exclusion or preference made on the basis of race, colour, sex, religion, political opinion, national extraction or social origin, which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation; Such other distinction, exclusion or preference which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation as may be determined by the Member concerned after consultation with representative employers' and workers' organisations, where such exist, and with other appropriate bodies.</p>	<p>United Nations Human Rights Office of the High Commissioner, Discrimination (Employment and Occupation) Convention, 1958 (No. 111)</p>
<p>Drainability Assessment Procedure</p>	<p>A methodology for determining how the projected future subsidence would affect the relative level of the fields and the respective drainage outlet from the plantation and the ability of water to drain by gravity in the future. In implementing the DAP, the unit of certification shall:</p> <ul style="list-style-type: none"> (i) describe the characteristics of the plantation and the proposed replanting area; (ii) determine drainage zone(s) and identify the final water outlets; (iii) determine the average ground elevation and calculate elevation of peatland replanting area; (iv) determine the annual water level at the final water outlets; (v) measure the peat thickness and calculate average peat thickness of peatland replanting area; (vi) calculate average NDL of each peatland replanting area; and (vii) calculate the depth to NDL of each peatland replanting area; (viii) Use the default subsidence rate or calculate the average subsidence rate of each peatland replanting area; (ix) project the future drainability of peatland replanting area. 	<p>RSPO (2021).</p>
<p>Due diligence</p>	<p>A risk management process implemented by a company to identify, prevent, mitigate, and account for how it addresses environmental and social risks and impacts in its operations, supply chains, and investments.</p>	<p>Accountability Framework Initiative (2020)</p>

Expropriation	The act of authorities (governments and/or any other institution exercising governmental functions) acquiring private property or divesting interest in land without obtaining agreement and consent, and which may or may not be with the payment of compensation.	RSPO P&C (2024)
Ethical recruitment	Hiring workers lawfully and in a fair and transparent manner that respects and protects their rights	“IRIS Standards: Ethical Recruitment.” International Organization for Migration, 2020. https://iris.iom.int/iris-standard#:~:text=Ethical%20recruitment%20means%20hiring%20workers, respects%20and%20protects%20their%20rights .
Existing Plantations	Existing plantations are lands planted with oil palm operated by the UoC prior to its RSPO membership.	RSPO P&C (2024)
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 ha in size.	Adapted from FPIC Guide 2015
Family members	Family members refer specifically to individuals within the nuclear family structure. This includes parents, siblings and children who are directly related by blood, marriage or adopted. Excluded from this definition are extended family members such as aunts, uncles, grandparents and cousins. The focus is on the immediate family unit, emphasizing the core relationships that typically reside within the same household.	RSPO ISH 2024
Food security	Food security exists when all people, at all times, have physical and economic access to sufficient, safe and nutritious food that meets their dietary needs and food preferences for an active and healthy life.	World Food Summit (1996)
FFB-crop Yield	Fresh fruit bunches production in metric tonnes per hectare of the production area.	
Forced labour	All work or service which is exacted from any person under the menace of any penalty and for which said person has not offered him or herself voluntarily.	ILO, Forced Labour Convention, 1930 (No. 29)

Forest degradation	Structural changes to forest cover, taking the form of the conversion of: (a) primary forests or naturally regenerating forests into plantation forests or into other wooded land; or (b) primary forests into planted forests.	Article 2 Regulation (EU) 2023/1115 of The European Parliament and of The Council. Article 2(3).
Fragile soil	A soil that is susceptible to degradation (reduction in fertility) when disturbed. A soil is particularly fragile if the degradation rapidly leads to an unacceptably low level of fertility or if it is irreversible using economically feasible management inputs. (See also definition for 'marginal soil')	RSPO P&C (2018).
Gender Sensitive	To understand and give consideration to socio-cultural norms and discriminations in order to acknowledge the different rights, roles & responsibilities of women, and men, in the community and the relationships between them. Policies and programmes that take into account the particularities pertaining to the lives of both women, and men, while aiming to eliminate inequalities or imbalance between women, and men, and promote gender equality, including an equal distribution of resources.	Adapted from Women Empowerment Development Organisation (WEDO)
Geolocation	Geographical location of a plot of land described by means of latitude and longitude coordinates corresponding to at least one latitude and one longitude point and using at least six decimal digits; for plots of land of more than four hectares used for the production of the relevant commodities other than cattle, this shall be provided using polygons with sufficient latitude and longitude points to describe the perimeter of each plot of land.	Regulation (EU) 2023/1115 of The European Parliament and of The Council. Article 2(28).
Good faith	The principle of good faith implies that the parties make every effort to reach an agreement, conduct genuine and constructive negotiations, avoid unjustified delays in negotiations, respect agreements concluded, and give sufficient time to discuss and settle collective disputes. In the case of multinational enterprises, such companies should not threaten to transfer the whole or part of an operating unit from the country concerned in order to unfairly influence negotiations.	Adapted from ILO Q&As on business and collective bargaining https://www.ilo.org/empe nt/areas/business-helpdesk/faqs/WCMS_D OC_ENT_HLP_CB_FA Q_EN/lang-- en/index.htm (accessed on 3rd April 2024)
Greenhouse gas	Gaseous constituents of the atmosphere, both natural and anthropogenic, that absorb and emit radiation at specific wavelengths within the spectrum of infrared radiation emitted by the Earth's surface, the atmosphere, and clouds.	Intergovernmental Panel on Climate Change (2021)
Group manager	Person, group of people or organisation responsible for running the internal control system and managing the group. This can be a mill, an organisation or an individual.	RSPO ISH Standard (2019)

Growers	Growers are beneficial owners, land owners or businesses with more than 500 ha (accumulative) of cultivated and harvested oil palms. (See also definition for medium grower, and smallholder)	RSPO P&C (2024)
Health and Safety (H&S) Committee	A health and safety committee is a representative group composed of both management and worker representatives, tasked with the development of safety and health rules and safe systems of work. It is responsible for identifying hazards, assessing risks, developing and implementing measures to prevent accidents and injuries, and ensuring compliance with relevant health and safety regulations and standards. It reviews the effectiveness of safety and health programs, conducts investigations on trends of accidents that occur at the place of work, reviews the health and safety policies and makes recommendations.	RSPO P&C (2024)
Hazardous waste	Hazardous waste is a waste with properties that make it dangerous or capable of having a harmful effect on human health or the environment.	<u>United States Environment Protection Agency</u> <u>(accessed on 3 April 2024)</u>

<p>Hazardous work for children</p>	<p>Hazardous work for children is defined as “any work which is likely to jeopardise children’s physical, mental or moral health, safety or morals” and which “should not be done by anyone under the age of 18.” (https://www.ilo.org/ipec/facts/ILOconventionsonchildlabour/lang --en/index.htm). This includes:</p> <ul style="list-style-type: none"> (a) work which exposes children to physical, psychological or sexual abuse; (b) work underground, under water, at dangerous heights or in confined spaces; (c) work with dangerous machinery, equipment and tools, or which involves the manual handling or transport of heavy loads; (d) work in an unhealthy environment which may, for example, expose children to hazardous substances, agents or processes, or to temperatures, noise levels, or vibrations damaging to their health; (e) work under particularly difficult conditions such as work for long hours or during the night or work where the child is unreasonably confined to the premises of the employer. 	<p>Adapted from Article 3 (d) of ILO Convention concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour, 1999 (No. 182) https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C182 (accessed on 1st April 2024)</p> <p>and</p> <p>Adapted from Article (II) - Hazardous Work (R190 - Worst Forms of Child Labour Recommendation, 1999 (No. 190)) https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_INSTRUMENT_ID:312528:NO (accessed on 1st April 2024)</p>
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<p>High Conservation Value (HCV) areas</p>	<p>The areas necessary to maintain or enhance one or more High Conservation Values (HCVs):</p> <p>HCV 1 – Species diversity; Concentrations of biological diversity including endemic species, and rare, threatened or endangered (RTE) species, that are significant at global, regional or national levels.</p> <p>HCV 2 – Landscape-level ecosystems, ecosystem mosaics and Intact Forest Landscapes (IFL); Large landscape-level ecosystems, ecosystem mosaics and IFL 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.</p> <p>HCV 3 – Ecosystems and habitats; RTE ecosystems, habitats or refugia.</p> <p>HCV 4 – Ecosystem services; Basic ecosystem services in critical situations, including protection of water catchments and control of erosion of vulnerable soils and slopes.</p> <p>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.</p> <p>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 or</p>	<p>High Conservation Value Resource Network (HCVRN) Common Guidance for Identification of HCVs (2017).</p>
<p>High Carbon Stock</p>	<p>Classification of forest based on the above ground biomass carbon content.</p>	<p>This definition is to be refined after decision on 7.7.1 is made during the MSC Tf due to the specific requirements of the processes related to this indicator.</p>
<p>High Carbon Stock Approach</p>	<p>N/A</p>	<p>This term has been taken out in accordance with the new drafting guidelines enforced for the purpose of this revision.</p>

High Forest Cover Landscape (HFCL)	Landscapes having >80% forest cover. Landscape as defined under HCSA Toolkit (Module 5): “The size of a landscape may be determined by (a) identifying the watershed or the geographical land unit containing a cluster of interacting ecosystems; (b) selecting a unit size that encompasses the plantation concession and a buffer of the surrounding area (e.g. 50,000 ha or 100,000 ha); or (c) using a radius of 5 km from the area of interest (for instance, the planned concession).”	HCSA Toolkit (v2)
Highly Hazardous Pesticide	Pesticides that are acknowledged to present particularly high levels of acute or chronic hazards to health or environment according to internationally accepted classification systems such as the World Health Organization (WHO) or the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) or their listing in relevant binding international agreements or conventions. In addition, pesticides that appear to cause severe or irreversible harm to health or the environment under conditions of use in a country may be considered to be and treated as highly hazardous.	Food and Agriculture Organization & World Health Organization (2016)
Human Rights Defenders (HRD)	People who, individually or with others, act to promote and protect human rights in a peaceful way.	United Nations. Declaration on the Right and Responsibility of Individuals, Groups and Organs of Society to Promote and Protect Universally Recognised Human Rights and Fundamental Freedoms]. (1998).
Human rights due diligence	Human rights due diligence is a way for businesses to proactively manage potential and actual adverse human rights impacts with which they are involved. It involves requiring businesses to identify, prevent, mitigate and account for how they address actual and potential impacts on human rights.	United Nations Guiding Principles on Business and Human Rights
Human Wildlife Conflict	Struggles that emerge when the presence or behaviour of wildlife poses an actual or perceived, direct and recurring threat to human interests or needs, leading to disagreements between groups of people and negative impacts on people and/or wildlife.	IUCN Species Survival Commission (2020).
Identity Preserved	A mill is deemed to be Identity Preserved (IP) if the FFB processed by the mill are sourced from plantations/estates that are certified against the RSPO Principles and Criteria (RSPO P&C), or against the Group Certification scheme. Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. If a mill processes certified and uncertified FFB without physically separating them, then only Mass Balance Module is applicable.	RSPO Supply Chain Certification Standard (2020).

Indigenous peoples	<p>Indigenous peoples, communities and nations refer to those who:</p> <ul style="list-style-type: none"> • Self- identify as indigenous peoples at the individual level and accepted by the community as their member • Have historical continuity with pre-colonial and/or pre-settler societies that developed on their territories • Strong link to territories and surrounding natural resources • Consider themselves as having distinct social, economic or political systems from other sector of the societies in the area where they live • Distinct language, culture and beliefs • Form non-dominant groups of society • Resolve to maintain, develop and reproduce their ancestral environments and systems to future generations as distinctive peoples and communities. 	Adapted from the United Nations Permanent Forum on Indigenous Issues Factsheet
Initial certification	The beginning stage of the certification cycle where the decision of certification and issuance of certificate was done.	RSPO Certification Systems for Principles & Criteria and RSPO Independent Smallholder Standard 2020
Integrated Management Plan (IMP)	An Integrated Management Plan consists of the set of coordinated mitigation, monitoring, and institutional measures to be taken during implementation and operation to eliminate adverse environmental and social impacts, offset them, or reduce them to acceptable levels. The IMP is to maximize economic outcomes and social welfare in an equitable manner without compromising ecosystem sustainability.	RSPO P&C 2024
Integrated Pest Management	A careful consideration of all available plant protection methods and subsequent integration of appropriate measures that discourage the development of populations of harmful organisms and keep the use of plant protection products and other forms of intervention to levels that are economically and ecologically justified and reduce or minimise risks to human health and the environment. "Integrated pest management" emphasises the growth of a healthy crop with the least possible disruption to agro-ecosystems and encourages natural pest control mechanisms.	Food and Agriculture Organization & World Health Organization (2016)
Internal Control System (ICS)	A set of rules, policies, and procedures which an organisation implements to provide direction, increase efficiency and strengthen adherence to policies to manage a group.	RSPO ISH Standard 2019
International accepted scientific protocol	A predefined science-based procedure which is either published by an international scientific network or union, or referenced frequently in the international scientific literature.	FSC-STD-01-001 V5-2

Intimidation and harassment (including threats)

Refers to a range of unacceptable behaviour that results in physical, psychological, sexual, or economic harm. Examples include

Communities

- i) Any threats of dispossession of land, forced removal or relocation
- ii) Any threat to deny access to resources on land e.g. water, agriculture, sacred grounds etc.
- iii) Any threats against community members during receipt of grievances
- iv) Any threats and abuse of power by military, paramilitaries, or security personnel (contracted by the unit of certification) against community members (includes sexual favours)
- v) Any threats and coercion against community members in signing agreements related to relinquishing of land rights or resources
- vi) Persistent verbal abuse

Workers:

- i) Loss of income and/or restricted access to the workplace, housing and/or land
- ii) Threats of dismissal from employment or against workers who wish to resign
- iii) Threats against workers during receipt of grievances regarding working and living conditions via internal (Labour Grievance Mechanism) and external (eg. embassy, NGO, etc.) grievance channels
- iv) Threats to terminate employment of family members
- v) Withdrawal of rights such as the rights to leave the workplace
- vi) Verbal abuse

It may also include undermining of workers, i.e. psychological coercion, designed to increase the sense of vulnerability.

HRD:

- i) Loss of income due to/resulting in organisational restrictions
- ii) Any threats of dismissal from employment, restrictions on travel and restrictions to the environment in which the HRDs operate
- iii) Any deliberate obstruction to holding of meetings between HRDs
- iv) Any hostility within the community the HRDs lives as claims may be seen to jeopardise the community's honour and culture (this may especially be the case with women HRDs).
- v) Any character assassination of HRDs in the form of discrediting or defamation campaigns
- vi) Any arbitrary use of security forces surveillance
- vii) Any SLAPP suits (Strategic Lawsuits against Public Participation) due to his or her work and/or in the course of his/her activities,
- viii) Any threats of physical violence and death threats. Special attention is needed to avoid gender-specific violence such as rape or threats of sexual violence used to silence women.

RSPO P&C 2024

Invasive Species	Plants, animals, pathogens and other organisms that are non-native to an ecosystem, and which may cause economic or environmental harm or adversely affect human health. In particular, they impact adversely upon biodiversity, including decline or elimination of native species - through competition, predation, or transmission of pathogens - and the disruption of local ecosystems and ecosystem functions.	Convention on Biological Diversity (2009)
Labour recruiters	Includes all labour recruiters (both public and private employment services/agencies) and all other intermediaries or subagents that offer labour recruitment and placement services. This includes labour recruiters in countries of origin that assist, or are subcontracted to, the labour recruiter that is directly engaged by the unit of certification and any recruiters engaged by the subcontractor.	RSPO P&C (2024)
Land clearing	Conversion of land from one land use to another. Clearing actively managed oil palm plantation to replant oil palm is not considered land clearing. Within existing certified units, clearing of less than 10 ha is not considered new land clearing.	RSPO P&C (2018)
Alternate Land Development	Allocation of smallholder plot for conservation or restoration areas with the main objective to improve and maintain peatland ecosystem integrity.	
Large mammals	Large Mammals are defined as Mammals, when mature, weighing more than 15KG.	RSPO P&C 2024
Legal due diligence	The term 'legal due diligence' is commonly defined as an investigation, review performed and/or research conducted on a company or business asset or a business, to confirm the facts of a matter under consideration before entering into an agreement with another party. Once the facts are collected and analysed, an informed decision can be made.	RSPO P&C (2024)
Legal registration	Official license and/or permission from the relevant government authorities for an entity to operate as an enterprise, with rights to buy and sell products and/or services commercially. The license or permissions can apply to an individual, a privately-owned enterprise or a publicly-owned corporate entity.	RSPO P&C (2024)
Limited planting on marginal and fragile soil	Total area of planting on marginal and 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.	Adopted from RSPO P&C (2013), Annex 2
Limited replanting on steep terrain	Any individual, contiguous planted area on steep terrain (>25 degrees) greater than 25 ha and the total area of replanting on steep terrain shall be no more than 1% of the proposed replanting area.	Adopted from RSPO P&C 2013, Annex 2

Livelihood	<p>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 engagement in the market.</p> <p>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.</p> <p>The risk of livelihood failure determines the level of vulnerability of a person or a group to income, food, health and nutritional insecurity. 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.</p>	<p>(Compiled from various definitions of livelihoods from Department for International Development (DfID), Institute of Development Studies (IDS) and FAO and academic texts from: http://www.fao.org/docrep/X0051T/X0051t05.htm).</p>
Living Wage	The remuneration received for a standard workweek by a worker in a particular place sufficient to afford a decent standard of living for the worker and her or his family. Elements of a decent standard of living include food, water, housing, education, health care, transportation, clothing, and other essential needs including provision for unexpected	Global Living Wage Coalition
Local Community	Refer to a community in a particular place where local people share common concern around local facilities, services and environment, and which may at times depart from traditional or State definitions. Generally, local communities attach particular meaning to land and natural resources as sources of culture, customs, history and identity, and depend on them to sustain their livelihoods, social organisation, culture and traditions, beliefs, environment and ecology.	RSPO Free, Prior and Informed Consent (FPIC) Guide, 2022
Managed area	The land containing oil palm and associated land uses such as infrastructure (e.g. roads), riparian zones and conservation set-asides.	RSPO P&C (2018)
Management documents	Management documents are documented information and evidence to interact with the RSPO P&C. It shall be in the form of manual, working procedures, report and records that subject to be audited and reviewed periodically.	RSPO P&C (2018)
Management Review	Management Reviews are an opportunity to evaluate the systems and controls that are in place, to review feedback, make improvements and track corrective action, to assure that changes are monitored, reported and evaluated, and to determine the overall effectiveness of the quality programme (QMS).	ISO 9001: 2015
Marginal soil	A soil that is unlikely to produce acceptable economic returns for the proposed crop at reasonable projections of crop value and costs of amelioration. Degraded soils are not marginal soils if their amelioration and resulting productivity is cost effective.	RSPO P&C (2018)

Mass Balance	A mill is deemed to be Mass Balance (MB) if the mill process FFB from both RSPO certified and uncertified plantations/estates. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own and 3rd party certified supply base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.	RSPO Supply Chain Certification Standard (2020)
Maternal Health	Maternal health refers to the health of women during pregnancy, childbirth and the postnatal period.	World Health Organisation from https://www.who.int/health-topics/maternal-health Accessed on January 2023
Medium Grower	Medium Growers are beneficial owners, land owners or businesses with more than 50 ha and up to 500 ha (accumulative) of cultivated and harvested oil palms. (See also definitions for Grower and Smallholder)	RSPO P&C 2024
Migrant Worker	A person who migrates or who has migrated whether within a country (internal migrant) or from one country to another (international migrant) to work.	RSPO P&C 2024
Migrant Worker Status	Workers who have registered to be regularised under national labour recalibration/regularisation programs.	RSPO P&C 2024
National law	A binding rule or body of rules prescribed by the government of a sovereign state that holds force throughout the regions and territories within the government's dominion. In the context of international law a State party to an international treaty must ensure that its own domestic law and practice are consistent with what is required by the treaty. National law includes subsidiary legislations, regulations, by-laws, rules, orders issued by the government.	UN Environment Programme https://leap.unep.org/knowledge/glossary/national-law

Natural ecosystems	An ecosystem that substantially resembles — in terms of species composition, structure, and ecological function — one that is or would be found in a given area in the absence of major human impacts. This includes human-managed ecosystems where much of the natural species' composition, structure, and ecological function are present. Natural ecosystems include: (a) Largely "pristine" natural ecosystem that have not been subject to major human impacts in recent history; (b) Regenerated natural ecosystems that were subject to major impacts in the past (for instance by agriculture, livestock raising, tree plantations, or intensive logging) but where the main causes of impact have ceased or greatly diminished and the ecosystem has attained species composition, structure, and ecological function similar to prior or other contemporary natural ecosystems; (c) Managed natural ecosystems (including many ecosystems that could be referred to as "semi-natural") where much of the ecosystem's composition, structure, and ecological function are present; this includes managed natural forests as well as native grasslands or rangelands that are, or have historically been, grazed by livestock; (d) Natural ecosystems that have been partially degraded by anthropogenic or natural causes (e.g., harvesting, fire, climate change, invasive species, or others) but where the land has not been converted to another use and where much of the ecosystem's composition, structure, and ecological function remain present or are expected to regenerate naturally or by management for ecological restoration.	Accountability Framework Initiative (2020)
Natural forest	A forest that is a natural ecosystem. Natural forests possess many or most of the characteristics of a forest native to the given site, including species composition, structure, and ecological function. Natural forests include primary forests that have not been subject to major human impacts in recent history, regenerated (second-growth) forests that were subject to major impacts in the past (for instance by agriculture, livestock raising, tree plantations, or intensive logging) but where the main causes of impact have ceased or greatly diminished and the ecosystem has attained much of the species composition, structure, and ecological function of prior or other contemporary natural ecosystems.	Accountability Framework Initiative (2020)
New planting	Planned or proposed planting on land not previously cultivated with oil palm after the UoC's membership in RSPO.	RSPO P&C 2024
No-conversion	Commodity production, sourcing, or financial investments that do not cause or contribute to the conversion of natural ecosystems (as defined by the Accountability Framework).	Accountability Framework Initiative
No-deforestation	Commodity production, sourcing, or financial investments that do not cause or contribute to deforestation as defined by the Accountability Framework.	Accountability Framework Initiative
Non-judicial process	Non-judicial process refers to mechanisms that do not involve formal national court proceedings or the direct involvement of the judiciary. These processes are often carried out by administrative or executive bodies such as mediations or arbitrations. This may also include dialogue-based or other culturally appropriate compatible processes. It can be used by individuals, workers, communities and/or civil society organisations. For example: Labour tribunals, national human rights institutions, ombudsperson offices, community tribunal etc.	RSPO P&C (2024)

Oil Extraction Rate (OER)	Proportion of crude palm oil extracted from unit of fresh fruit bunches either using the dry or wet extraction method.	RSPO P&C (2024)
Operations	All activities planned and/or undertaken by the Unit of Certification, which includes its contractors, within the boundaries of the palm oil mill and their estate/plantations.	RSPO P&C (2024)
Other conservation areas	Areas (in addition to HCV, HCS forests and peatland conservation areas) that are required to be conserved by the RSPO P&C (such as riparian areas and steep slopes) and other areas allocated by the unit of certification.	RSPO P&C (2018)
Paludiculture	Productive land use on rewetted peatland with crops that are adapted to the high water levels in peatlands. Paludiculture is classified as a peatland rehabilitation strategy. Plant species can be cultivated as part of the paludiculture are swam jelutong (<i>Dyera polyphylla</i>), alternative pulp species, tengkawang (<i>Shorea</i> spp.), sago (<i>Metroxylon</i> spp.), rattan, medicinal plants.	RSPO (2019)
Participatory Mapping	Participatory mapping, also known as “community mapping”, is based on the premise that communities have knowledge of their customary tenure and surrounding environments, which can be expressed in simple maps. It allows communities to bring their local knowledge and perspectives to the attention of authorities and the UoC. This is done jointly by the Unit of Certification and the Communities.	Adapted from RSPO FPIC Guide (2022)
Peat	A soil with cumulative organic layer(s) comprising more than half of the upper 80 cm or 100 cm of the soil surface containing 35% or more of organic matter (35% or more Loss on Ignition) or 18% or more organic carbon. Note for management of existing plantations in Malaysia and Indonesia, a narrower definition has been used, based on national regulations: namely soil with an organic layer of more than 50% in the top 100 cm containing more than 65% organic matter.	PLWG2 July 2018 Derived from FAO and USDA definition for histosols (organic soils) (FAO 1998, 2006/7; USDA 2014)
Pesticide	Substances or a mixture of substances intended for preventing, destroying, repelling or mitigating any pest, or regulating plant growth. Pesticides are categorised into four main substituent chemicals: herbicides; fungicides; insecticides and bactericides.	RSPO P&C (2013)
Plan	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.	RSPO P&C (2013)
Plantation	The land on which oil palm is grown.	RSPO P&C (2018)
Precautionary Approach	An approach requiring that when the available information indicates that management activities pose a threat of severe or irreversible damage to the environment or a threat to human welfare, The Organization will take explicit and effective measures to prevent the damage and avoid the risks to welfare, even when the scientific information is incomplete or inconclusive, and when the vulnerability and sensitivity of environmental values are uncertain	Rio Declaration on Environment and Development (1992).

Prevailing wage	The remuneration earned by a worker during normal working hours. It includes basic wage (cash), certain types of in-kind benefits, allowances and bonuses .	RSPO Guidance on Calculating Prevailing
Primary forest	<p>Naturally regenerated forest of native tree species, where there are no clearly visible indications of human activities and the ecological processes are not significantly disturbed. (Adopted FAO definition)</p> <p>Explanatory notes</p> <ol style="list-style-type: none"> 1. Includes both pristine and managed forests that meet the definition. 2. Includes forests where indigenous peoples engage in traditional forest stewardship activities that meet the definition. 3. Includes forest with visible signs of abiotic damages (such as storm, drought, fire) and biotic damages (such as insects, pests and diseases). 4. Excludes forests where hunting, poaching, trapping or gathering have caused significant native species loss or disturbance to ecological processes. 5. Some key characteristics of primary forests are: <ul style="list-style-type: none"> - they show natural forest dynamics, such as natural tree species composition, occurrence of dead wood, natural age structure and natural regeneration processes; - the area is large enough to maintain its natural ecological processes; - there has been no known significant human intervention or the last significant human intervention was long enough ago to have allowed the natural species composition and processes to have become re-established. 	RSPO P&C (2024)
Private Employment Agency	<p>Any natural or legal person, independent of the public authorities, which provides one or more of the following labour market services:</p> <p>(a) services for matching offers of and applications for employment, without the private employment agency becoming a party to the employment relationships which may arise therefrom;</p> <p>(b) services consisting of employing workers with a view to making them available to a third party, who may be a natural or legal person (referred to below as a "user enterprise") which assigns their tasks and supervises the execution of these tasks;</p> <p>(c) other services relating to jobseeking, determined by the competent authority after consulting the most representative employers and workers organizations, such as the provision of information, that do not set out to match specific offers of and applications for employment.</p>	RSPO P&C (2024)
Prophylactic	A treatment or course of action applied as a preventive measure.	RSPO P&C (2013)
Publicly available	Refers to information or documents are accessible free of charge to anyone in the general public, without the need for special qualifications, permissions, or privileges.	RSPO P&C (2024)

<p>Rare, threatened or endangered (RTE) species</p>	<p>Rare species: Species that are uncommon or scarce, but not classified as threatened. These species are located in geographically restricted areas or specific habitats, or are scantily scattered on a large scale. They are approximately equivalent to the IUCN (2001) category of Near Threatened (NT), including species that are close to qualifying for, or are likely to qualify for, a threatened category in the near future. They are also approximately equivalent to imperiled species.</p> <p>Threatened species: Species that meet the IUCN (2001) criteria for Vulnerable (VU), Endangered (EN) or Critically Endangered (CR), and are facing a high, very high or extremely high risk of extinction in the wild. These categories may be reinterpreted for FSC purposes according to official national classifications (which have legal significance) and to local conditions and population densities (which should affect decisions about appropriate conservation measures).</p> <p>Endangered species: A taxon is Endangered when the best available evidence indicates that it meets any of the criteria A to E for Endangered (see Section V), and it is therefore considered to be facing a very high risk of extinction in the wild.</p>	<p>International Union for Conservation of Nature (2001)</p>
<p>Recruitment fees and related costs</p>	<p>The terms 'recruitment fees' or 'related costs' refer to any fees or costs incurred in the recruitment process in order for workers to secure employment or placement, regardless of the manner, timing or location of their imposition or collection.</p>	<p>ILO General principles and operational guidelines for fair recruitment and definition of recruitment fees and related costs (2019)</p>

Remediation	<p>Remediation refers to both the process and the outcome of addressing adverse human rights impacts. Remedies available should be adequate and appropriate, proportional to the gravity of the violation and adapted to the circumstances of the case. Assistance provided to each aggrieved party will depend on the individual needs of the aggrieved party. Below are some examples of remediation that may be considered by the unit of certification:</p> <ul style="list-style-type: none"> i) Shelter and accommodation ii) Medical and health-care services and counselling, including mental health and psychosocial support iii) Compensation/repayment iv) Financial assistance v) Legal assistance vi) Return assistance vii) Reintegration assistance ix) Satisfaction (acknowledgement fault/apology) x) Restitution (restoration of situation) xi) Guarantee of non-repetition 	<p>Adapted from the UN. Office of the High Commissioner for Human Rights. The Corporate Responsibility to Respect Human Rights: An Interpretive Guide. https://www.ohchr.org/sites/default/files/Documents/Publications/HR.PUB.12.2_En.pdf</p>
Replanting	<p>Clearing actively managed oil palm plantations to replant oil palm.</p> <p>HRSS Suggestion: Replanting oil palm with a subsequent oil palm crop (Source: RSPO NPP 2021)</p>	<p>RSPO P&C (2024)</p>
Restoration	<p>Restoration is a corrective step that returning degraded or converted areas within a plantation to a semi-natural state.</p> <p>The process of assisting the recovery of an ecosystem, and its associated conservation values, that has been degraded, damaged, or destroyed.</p>	<p>Adopted from RSPO P&C 2013 Accountability Framework Initiative (2020)</p>

Rights	<p>Rights are legal, social or ethical principles of freedom or entitlement, in accordance with the International Bill of Rights and other relevant international human rights instruments, including the UN Declaration on the Rights of Indigenous Peoples, UN Guiding Principles on Business and Human Rights, the Global Compact for Safe, Orderly and Regular Migration.</p> <ol style="list-style-type: none"> 1. Customary rights: 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. 2. Legal rights: Rights given to individual(s), entities and others through applicable local, national or ratified international laws and regulations. 3. User rights: 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. 4. Demonstrable rights: Indigenous peoples, local communities and users may have informal or customary rights in land that are not registered or recognised by the government or national laws. Demonstrable rights are distinguished from spurious claims by direct engagement with local communities, so they have adequate opportunities to justify their claims, and are best ascertained through participatory mapping with the involvement of neighbouring communities 	<p>RSPO Free, Prior and Informed Consent (FPIC) Guide (2022)</p>
Riparian	<p>Riparian is used to refer to land located next to natural lakes, as well as streams and rivers, although the latter are more commonly found within oil palm concessions.</p>	<p>RSPO Manual for the Management and Rehabilitation of Riparian Reserves (2018)</p>
Risk assessment	<p>A systematic process of identifying and evaluating the potential risks that may be involved in a projected activity or undertaking.</p> <p>It enables a weighing up of whether enough precautions are in place or whether more should be done to prevent harm to those at risk, including workers and members of the public.</p>	<p>Adapted from ILO, A 5 step guide for employers, workers and their representatives on conducting workplace risk assessments, 2014</p>

Safe drinking water	Safe drinking water, also known as “potable water” or “improved drinking water”, is water that is of sufficient quality to be used for drinking (as well as for cooking and personal and domestic hygiene) without causing risk to health.	International Labour Office WASH@Work: a self-training handbook: first module: international policy framework / International Labour Office. (2016) https://www.ilo.org/sites/default/files/wcmsp5/groups/public/@ed_dialogue/@sector/documents/publication/wcms_535058.pdf
Segregated	The Segregated (SG) supply chain model assures that RSPO certified oil palm products delivered to the end user come only from RSPO certified sources (a mixture of IP products).	RSPO (2020)

<p>Sexual Harassment</p>	<p>Sexual harassment is any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. While typically involving a pattern of behaviour, it can take the form of a single incident. Sexual harassment may occur between persons of the opposite or same sex. Both males and females can be either the victims or the offenders.</p>	<p>Adapted from : International Labour Organization, Briefing note Sexual harassment in the world of work [online].10 March 2020 [Accessed 8 April 2024]. Available from:https://www.ilo.org/wcmsp5/groups/public/---dgreports/---gender/documents/briefingnote/wcms_738115.pdf</p> <p>United Nations Entity for gender equality and the empowerment of women, Harassment Policy including sexual harassment [Accessed 8 April 2024]. Available from https://www.un.org/womenwatch/osaginew/fpsexualharassment.htm</p>
<p>Sexual violence</p>	<p>Includes rape, threats of sexual violence and/or abuse. Sexual violence also includes forcing (directly or indirectly) workers/community members to engage in sexual activities.</p>	<p>Adapted from ILO 11 Indicators on Forced</p>
<p>Significant pollutant</p>	<p>Chemical or biological substances which have a substantial adverse impact on water, air or land quality including POME, sewage, and other wastewater, sediment, fertiliser, pesticides, fuels and oil, air pollutants, as guided by national regulations and international standards.</p>	<p>RSPO P&C (2018).</p>

Smallholder	<p>A farmer growing oil palm, where the accumulative planted area of oil palm is smaller than or equal to 50 hectares (ha), or according to National Interpretation.</p> <p>Independent Smallholder: A smallholder farmer that has:</p> <ul style="list-style-type: none"> - Full enforceable decision-making power on the operation of the land and production practices; and/or - Complete freedom to choose how they utilise their lands, type of crops to plant, and how they manage them (whether and how they organise, manage and finance the land). <p>Scheme Smallholder: A smallholder farmer, landowner or their delegates that are not independent.</p>	Adapted from RSPO P&C 2018 and ISH Standard (2019)
Smallholder plot	Land where smallholders have Rights and is planted with oil palm or allocated for new planting with oil palm or replanting.	RSPO ISH Standard (2024)
Smallholder Household	A smallholder household refers to persons or groups that may be related or unrelated that live together and make common provision for food and other essentials for living.	RSPO ISH Standard (2024)
Social and Environmental Impact Assessment (SEIA)	An analysis and planning process to be carried out prior to new plantings or operations. This process incorporates relevant environmental and social data, as well as stakeholder consultations, in order to identify the baseline condition and potential impacts (both direct and indirect) to the site and to determine whether these impacts can be satisfactorily addressed, in which case the proponent also defines specific actions to minimise and mitigate potential negative impacts in the Social and Environmental Management Plan.	RSPO P&C (2024)
Socialise	A process of acquiring knowledge and/or skills through sharing of information and interacting with stakeholders.	RSPO P&C (2024)
Stakeholder(s)	An individual or group with a legitimate and/or demonstrable interest in, or who may or may not be directly affected by, the activities of an organisation and the consequences of those activities. Stakeholders include suppliers, internal staff members, Workers, family members living on-site, Communities, Smallholders, customers, regulators, purchasers, clients, owners, trade unions and non-governmental organizations (NGOs).	RSPO P&C (2018)
Standard Operating Procedure (SOP)	SOP is a set of step-by-step instructions compiled by an organization to help workers carry out routine operations. SOPs aim to achieve efficiency, quality output and uniformity of performance, while reducing miscommunication and failure to comply.	RSPO P&C (2024)
Steep terrain	Areas with a slope greater than 25 degrees or based on a National Interpretation (NI)	RSPO P&C (2013)
Suppliers	Persons or organisations that supply fresh fruit bunches to the Unit of Certification.	RSPO P&C (2024)
Supply Chain	The series of processes/steps through which agricultural raw materials pass from the primary producer through to the end product manufacturer (i.e. oil palm growing, milling, storage, transport, refining, manufacture, end product, etc).	RSPO Supply Chain Certification Standard 2020
Traders	Persons or business that buys and sells Fresh Fruit Bunch (FFB)	RSPO P&C (2024)

Trafficking in Persons	The recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or the removal of organs;	The UN Protocols to Prevent, Suppress and Punish Trafficking in Persons, especially Women and Children.
Tribal peoples	Persons and groups of persons that can be identified or characterised as follows: <ul style="list-style-type: none"> • People who self-identify as Tribal People and are accepted as such by their community • Social, cultural and economic conditions distinguish them from other sections of the national community • Status is regulated wholly or partially by their own customs or traditions or by special laws or regulations 	RSPO P&C (2024)
Unit of Certification	The Unit of Certification shall be areas proposed for RSPO certification, which include(s): <ol style="list-style-type: none"> a) The mill and its supply base and shall include both directly managed land (and estates) and scheme smallholders, where estates have been legally established with proportions of lands allocated to each. b) Oil palm production areas managed by growers, medium growers, and/or smallholders. c) Set-aside conservation areas within the concession area under the management control of the UoC 	RSPO P&C (2024)

<p>Violence</p>	<p>Violence may take many forms. It consists of acts that results in or is likely to result in, physical, sexual, or psychological harm or suffering. This includes threats of such acts, coercion or withdrawal of rights, occurring within the Unit of Certification as well as the use of violence as a disciplinary measure and/or as a result of gender-based discrimination.</p> <p>Violence humiliates, degrades or damages a person’s well-being, value or dignity. Violence, can be perpetrated either directly or indirectly. It includes:</p> <ul style="list-style-type: none"> i) Physical violence ii) Sexual violence iii) Psychological violence <p>Physical Violence The use of physical force against another person or group that results in physical, sexual or psychological harm.</p> <p>Sexual Violence Any form or attempt of non-consensual sexual activity or coercion perpetrated against an individual. This includes rape, forced or coerced penetration of the vulva, anus, or any other body orifice with a penis, body part, or object. Sexual violence extends beyond physical acts to include psychological coercion, verbal harassment, and any behavior aimed at exploiting or violating an individual's sexual autonomy and dignity</p> <p>Psychological Violence Any intentional conduct that seriously impairs another person’s psychological integrity through coercion or threats. Psychological violence can take the form of, for example, coercion, defamation, verbal abuse, threats or harassment. It may also include threat of physical force, against another person or group that result in harm to mental, spiritual, moral or social development. It includes bullying/mobbing.</p>	<p><u>Adapted from</u> <u>INTERNATIONAL</u> <u>LABOUR OFFICE 19th</u> <u>International Conference</u> <u>of Labour Statisticians</u> <u>Geneva, 2-11 October</u> <u>2013</u> <u>https://www.ilo.org/wcms/p5/groups/public/---dgreports/---stat/documents/meeting_document/wcms_222231.pdf</u> <u>Accessed on 3rd April</u> <u>2024</u></p> <p><u>UN Women: Frequently</u> <u>asked questions: Types</u> <u>of violence against</u> <u>women and girls (for</u> <u>GBV)</u> <u>https://africa.unwomen.org/en/what-we-do/ending-violence-against-women/faqs/types-of-violence-1#:~:text=Gender%2Dbased%20violence&text=The%20term%20is%20primarily%20used,boys%20can%20also%20be%20targeted.</u></p>
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	<p>Additional notes and information</p> <p>Gender-based violence</p> <p>Gender-based violence is violence directed against a person because of that person's gender or violence that affects persons of a particular gender disproportionately. It is rooted in gender inequality, the abuse of power and harmful norms. The term is primarily used to underscore the fact that structural, gender-based power differentials place women and girls at risk of multiple forms of violence.</p> <p>The United Nations Declaration on the Elimination of Violence Against Women defines violence against women as "" any act of gender-based violence that results in, or is likely to result in, physical, sexual or psychological harm or suffering to women, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or in private life.""</p> <p>While women and girls suffer disproportionately from GBV, men and boys can also be targeted.</p> <p>Violence against Communities</p> <ul style="list-style-type: none"> i) Use of physical violence against community members in signing agreements related to relinquishing of land rights or resources ii) Forced dispossession of land, removal or relocation through the use of violence iii) Excessive use of force by military or security personnel (contracted by the unit of certification) against community members 	<p><u>Accessed on 3rd April 2024</u></p> <p><u>For communities:</u> <u>Adapted from UN Department of Economic and Social Affairs (Indigenous People)</u> https://www.un.org/development/desa/indigenous-peoples/mandated-areas1/human-rights.html</p> <p><u>Accessed on 3rd April 2024</u></p>
<p>Voluntary isolation</p>	<p>Indigenous peoples in voluntary isolation are indigenous peoples or segments of indigenous peoples who do not maintain sustained contacts with the majority non-indigenous population, and who generally reject any type of contact with persons not part of their own people. They may also be peoples or segments of peoples previously contacted and who, after intermittent contact with the nonindigenous societies, have returned to a situation of isolation and break the relations of contact that they may have had with those societies. In line with the principle of FPIC, RSPO prohibits oil palm expansion in these peoples' territories</p>	<p>Inter-American Commission on Human Rights, Indigenous Peoples in Voluntary Isolation and Initial Contact in the Americas (2013).</p>
<p>Vulnerable groups</p>	<p>Any group or sector of society that is at higher risk or being subjected to social exclusion, discriminatory practices, violence, natural or environmental disaster, or economic hardship than other groups, such as indigenous peoples, ethnic minorities, migrants, disabled people, the homeless, isolated elderly people, women and children.</p>	<p>RSPO P&C (2018)</p>
<p>Waste</p>	<p>Any substance or object which the holder discards or intends or is required to discard</p>	<p>Article 3(1) of the Directive 2008/98/EC of the European Parliament and of the Council of 19 November 2008</p>

Waste management	The collection, transport, recovery and disposal of waste, including the supervision of such operations and the after-care of disposal sites, and including actions taken as a dealer or broker.	Article 3 (9) of the Directive 2008/98/EC of the European Parliament and of the Council of 19 November 2008.
Watercourse	Water course is a natural or artificial channel through which water flows; and/or a stream of water (such as a river, brook, or underground stream)	RSPO P&C (2024)
Water security	The capacity of a population to safeguard sustainable access to adequate quantities of acceptable quality water for sustaining livelihoods, human well-being, and socio-economic development, for ensuring protection against water-borne pollution and water-related disasters, and for preserving ecosystems in a climate of peace and political stability	UN Water (2013)
Whistleblower	Individuals who are employees or former employees who report on illegal, irregular, dangerous or unethical practices or actions by employers which contravene RSPO Code of Conduct and related key documents and who may potentially be at risk of reprisal. This includes individuals who are outside the traditional employee-employer relationship, such as contract workers, temporary workers, consultants, contractors, trainees/interns, volunteers, student workers and former employees.	RSPO policy on the protection of HRD, Whistleblowers, Complainants and Community Spokesmen (endorsed by BoG on 24 September, 2018)

Worker(s)	<p>Individual(s) that perform work for pay. This includes:</p> <ul style="list-style-type: none"> - Permanent workers: Workers with an ongoing employment relationship with the Unit of Certification and do not have a predetermined end date for their employment. - Fixed-term workers: Workers with an ongoing employment relationship with the Unit of Certification and who have an agreed minimum number of hours of work for a period of 3 months or more. - Short-term workers: Workers with an ongoing employment relationship with the Unit of Certification and who have an agreed minimum number of hours of work for a period of less than 3 months. (Seasonal workers with guaranteed work or number of working hours for a period of less than 3 months can be considered a short-term worker.) - Casual workers: Workers with an ongoing employment relationship with the Unit of Certification and who have no guarantee of employment for a certain number of hours during a specified period but may have arrangements of an ongoing or recurring nature. (Day worker can be considered a casual worker if they have no guarantee of work or a minimum number of hours during a specified period.) - Third-party contracted workers: Workers employed by private employment agencies and deployed to a Unit of Certification which assigns and supervises the execution of their tasks. <p>Seasonal, contract, piece-rate, day, and temporary workers would fall into one of the above categories depending on the terms of the employment contract (permanency/duration, minimum number of working hours, pay structure, etc.)</p>	RSPO P&C (2024)
Workforce	The total number of workers employed by the Unit of Certification either directly or indirectly. This includes contract workers and consultants.	RSPO P&C (2013)
Worker Organisation	Any organisation or group formed by workers to advocate their rights and interests in the workplace. These organizations may include trade unions, labor unions, workers' associations, or similar entities dedicated to promoting workers' rights, improving working conditions, and fostering engagement between the Unit of Certification and workers.	RSPO P&C (2024)
Work Target	An achievable output of work to be delivered by a worker within standard working hours in order to receive a full daily/monthly wage. It can also be referred to as 'quota'.	Adapted from <u>Earthworm Foundation: https://www.earthworm.org/uploads/files/Guideline-Target-and-Wage-Policies.pdf</u>

Worst forms of child labour	<p>The worst forms of child labour comprises:</p> <p>(a) all forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labour, including forced or compulsory recruitment of children for use in armed conflict;</p> <p>(b) the use, procuring or offering of a child for prostitution, for the production of pornography or for pornographic performances;</p> <p>(c) the use, procuring or offering of a child for illicit activities, in particular for the production and trafficking of drugs as defined in the relevant international treaties;</p> <p>(d) work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children.</p>	ILO, Worst Forms of Child Labour Convention, 1999 (No. 182)
Young workers	Young workers are those who are from the age of 15 (or above the national minimum age if higher) but under the age of 18.	RSPO P&C (2024)