



# Guide on Shared Responsibility (SR) Declaration at MyRSPO

## STEP 1:

- a. Login to MyRSPO [here](#) with your credentials.  
(please ensure you have activated your MyRSPO credentials via [First-Time-Login](#))

## STEP 2: MEMBERSHIP PROFILE

- a. To access your membership profile, please click on Membership tab > Membership List.

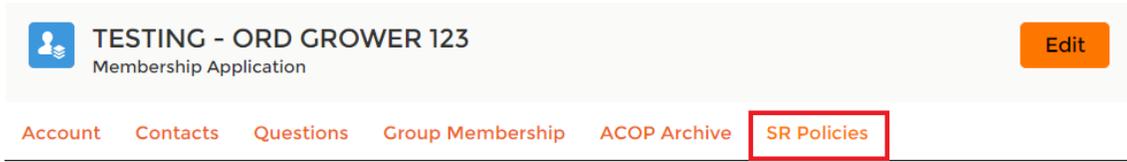


- b. Thereafter, click on the APP under the Application ID.

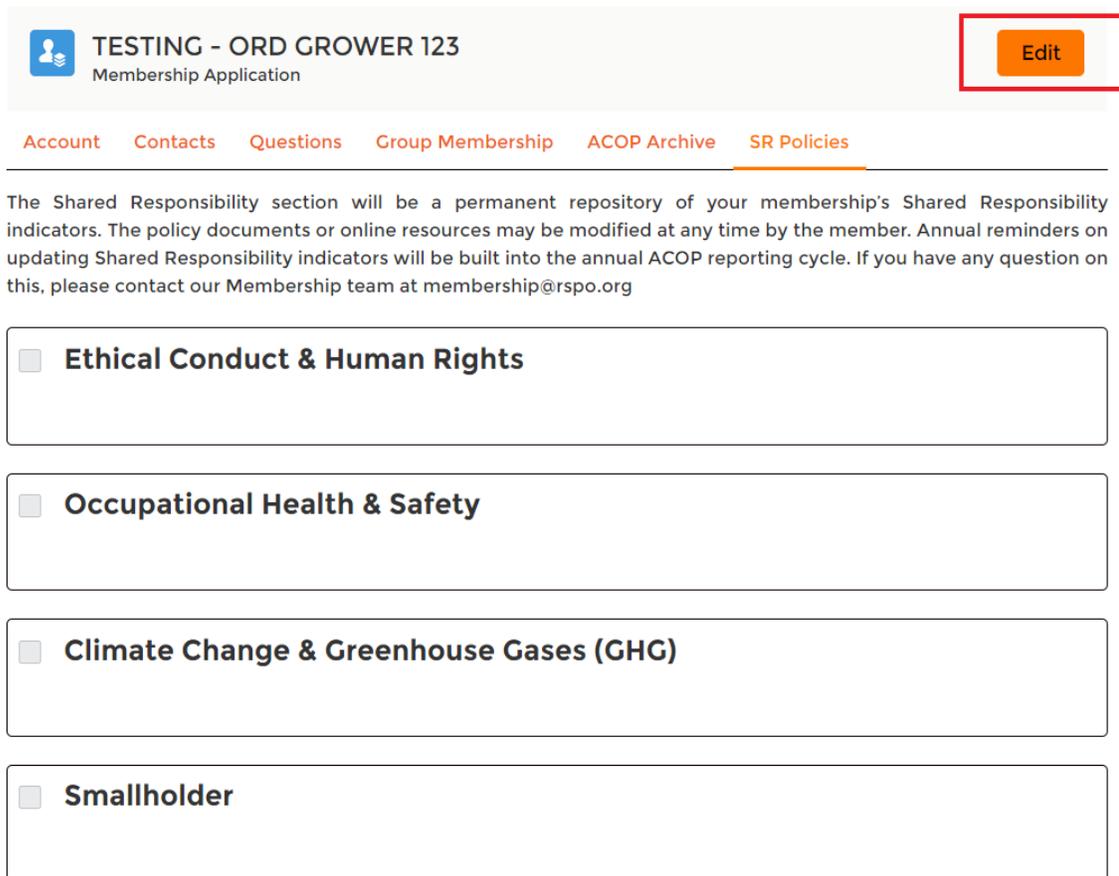
YOUR APPLICATIONS				
Application ID	Organisation Name	Membership Category	Membership Sector	Membership Status
APP012196	Burger Queen	Ordinary	Consumer Goods Manufacturers	Active

### STEP 3: DECLARATION OF SR POLICY

- a. Go to “SR Policies” tab.



- b. A list of policies would be available based on your membership Sector and the Sector of your subsidiaries. Click “Edit” to enable the SR Policy update features.



- c. (1) Tick the Main Policy box (i). The Main Policy box will expand, showing a list of sub-policy options (ii).
- (2) Tick the sub-policies (ii) that are applicable to your company.
- (3) Upload the policy document file that covers the main policy and sub policies or provide a URL that links to the policy (iii). Should there be several documents covering the main policy or sub-policies, please zip the files and upload the zipped file as a single upload.
- (4) If your company’s policies do not cover all the required sub-policies based on the category requirements of your membership category, you will be required to provide a declaration of support by ticking the relevant box (iv).
- (5) Should you have all the required sub policies (ii), the Declaration of Support (iv) will no longer be applicable and will be removed from the options.
- (6) You will be required to complete Step 1 – 5 for all Main Policies (i) that are listed in your Membership Profile

The screenshot shows a web form for selecting a policy. It is divided into two main sections: 'Ethical Conduct & Human Rights' and 'Occupational Health & Safety'. The 'Ethical Conduct & Human Rights' section is expanded, showing sub-policies: 'Recruitment', 'Contractors', and 'Sub-Contractors and Third-Party Contractors'. Below these are options to upload a file or provide a URL. A declaration of support checkbox is also present, with a detailed text box for providing a statement if the sub-policies are not fully covered. The 'Occupational Health & Safety' section is currently collapsed.

(i) Ethical Conduct & Human Rights

(ii) Recruitment  
Contractors  
Sub-Contractors and Third-Party Contractors

(iii) File:  
(Upload your file in PNG, JPG or JPEG format. Maximum file size is 20MB.)  
Upload Files Or drop files  
OR  
URL  
www.rspococ.org

(iv) I acknowledge that I, as a member of the RSPO, support the principles, criteria and standards of the RSPO, which include Shared Responsibility indicators that are required of members. I acknowledge that my company/organisation does not currently have a publicly-available policy document or online resource that fulfils all or some of the identified Shared Responsibility policy or sub-policies required by the RSPO in this section. In place, I provide a Declaration of Support stating that I endorse the fundamental principles of this Shared Responsibility indicator, until such a time when I am able to develop a policy or resource on the subject that is publicly-available.

Occupational Health & Safety

- d. Once completed for all the Policies, click on “Save”.
- e. The uploaded policy documents and/or Declaration of Support will be displayed on your public MyRSPO profile as a permanent repository of Shared Responsibility documents. You may edit these documents at your own convenience. Annual reminders to update these documents will be included in each ACOP reporting cycle.

Membership helpdesk email: [membership@rspo.org](mailto:membership@rspo.org)