

**RSPO PRINCIPLE AND CRITERIA
PUBLIC SUMMARY REPORT**

- Initial Assessment
- Annual Surveillance Assessment (1_1)
- Recertification Assessment (Choose an item.)
- Extension of Scope

Client Company name (Parent Company): SOCFIN SA
Client company Address: JL KL.Yos Sudarso No.106 Medan 20115, Sumatera Utara - Indonesia
Certification Unit: PT Socfin Indonesia – Lae Butar Mill
Location of Certification Unit: Desa Rimo, Kec. Gunung Meriah, Aceh Singkil, 24784 Aceh, Indonesia
Date of Final Report: 24/12/2021

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Section 1: Scope of the Assessment

1. Company Details			
Parent Company	Socfin SA		
RSPO Membership Number	1-0269-19-000-00	Membership Approval Date	06/12/2004
Address	JL.KL.Yos Sudarso No.106 Medan 20115, Sumatera Utara - Indonesia		
Palm Oil Mill / Group Manager / Estate (Certification Unit)	PT Socfin Indonesia – Lae Butar Mill		
Location / Address	Desa Rimo, Kec. Gunung Meriah, Aceh Singkil, 24784 Aceh, Indonesia		
Website	www.socfin.com		
Management Representative	Mrs. Andria Zulmanitra	E-mail	andria@socfindo.co.id
Telephone	(+62 61) 6616 066	Facsimile	(+62 61) 6616 066

2. Certification Information			
Certificate Number	RSPO 734167	Certificate Start Date	30/11/2020
Date of First Certification	30/11/2015	Certificate Expiry Date	29/11/2025
Scope of Certification	Production of Palm Oil and Palm Kernel		
Visit Objectives	<ul style="list-style-type: none"> - Determination of the conformity and consistency implementation of Lae Butar Palm Oil Mill and its supply bases against Indonesia National Interpretation 2020 for RSPO P&C 2018 for the Production of Sustainable Palm Oil. - Evaluation of the ability of the management system to ensure Lae Butar Palm Oil Mill and its supply bases meets applicable statutory, regulatory and contractual requirements. 		
Assessment Cycle	<input type="checkbox"/> Pre Assessment (Choose an item.) <input type="checkbox"/> Initial Assessment <input checked="" type="checkbox"/> Annual Surveillance Assessment (ASA 1_1) <input type="checkbox"/> Recertification Assessment (Choose an item.) <input type="checkbox"/> Scope Extension		
Applicable Standards / Normative Reference	RSPO Certification System for P&C and RSPO ISH 2020 <input type="checkbox"/> RSPO P&C 2018 for the Production of Sustainable Palm Oil <input checked="" type="checkbox"/> Indonesia National Interpretation 2020 for RSPO P&C 2018 for the Production of Sustainable Palm Oil		
Supply Chain Module	<input checked="" type="checkbox"/> Identity Preserved; <input type="checkbox"/> Mass Balance	Mill Capacity	23 MT FFB/Hour
ISH certification Phase	<input type="checkbox"/> Eligibility <input type="checkbox"/> Milestone A <input type="checkbox"/> Milestone B <input checked="" type="checkbox"/> Not Applicable		

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3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
ISPO 742318	ISPO	PT. BSI Group Indonesia	03/02/2026

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base / Group Manager / Smallholders)	Location	GPS Coordinates	
		Latitude	Longitude
Lae Butar Palm Oil Mill	Desa Rimo, Kecamatan Gunung Meriah, Aceh Singkil, Aceh, Indonesia	02° 23' 28.90" N	97° 57' 24.20" E
Lae Butar Estate	Desa Rimo, Kecamatan Gunung Meriah, Aceh Singkil, Aceh, Indonesia	02° 23' 25.50" N	97° 57' 27.40" E

5. Description of Supply Base					
New Planting Development	<input checked="" type="checkbox"/> No (no change in total planted area)		<input type="checkbox"/> Yes (please refer to Principle 7 for details)		
Estate / Smallholders	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Lae Butar Estate	4,429.11	59.05*	298.29	4,727.40	93.69
Total	4,429.11	59.05*	298.29	4,727.40	93.69

Note:
*30.72 Ha of HCV Area inside Infrastructure & Other and 28.33 Ha of HCV Area in Planted Area.

6. Plantings & Cycle							
Estate / Smallholders	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Lae Butar Estate	303.63	494.25	1,303.00	1,270.00	1,058.23	4,125.48	303.63
Total (ha)	303.63	494.25	1,303.00	1,270.00	1,058.23	4,125.48	303.63

7. Summary of Certified Tonnage of FFB (Own Certified Scope)				
Estate / Smallholders	Tonnage / year			
	Estimated last year (Nov 2020 – Oct 2021)	Actual (Oct 2020 – Sept 2021)		Forecast (Nov 2021 – Oct 2022)
		Previous license period	Current license period	

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		(Oct 2020 – Jan 2021)	(Feb 2021 – Sept 2021)	
Lae Butar Estate	116,255	27,311.43	67,711.03	82,774.57
Total	116,255	95,042.46		82,774.57

8. Summary of Certified Tonnage of FFB (from other certified unit(s))				
Estate / Smallholders	Tonnage / year			
	Estimated last year (Nov 2020 – Oct 2021)	Actual (Oct 2020 – Sept 2021)		Forecast (Nov 2021 – Oct 2022)
		Previous license period (Oct 2020 – Jan 2021)	Current license period (Feb 2021 – Sept 2021)	
Nil				
Total				

9. Summary of Non-Certified Tonnage of FFB (outside supplier – excluded from certificate)				
Out growers / smallholders	Tonnage / year			
	Estimated last year (Nov 2020 – Oct 2021)	Actual (Oct 2020 – Sept 2021)		Forecast (Nov 2021 – Oct 2022)
		Previous license period (Oct 2020 – Jan 2021)	Current license period (Feb 2021 – Sept 2021)	
Nil				
Total				

9A. Monthly Records of Certified and Uncertified FFB Received since the last audit				
No.	Month - Year	Volume of FFB from certified supply base (mt)	Volume of FFB from uncertified supply base (mt)	Total FFB/Month (mt)
1	Oct-20	6,315.36	0	6,315.36
2	Nov-20	6,400.66	0	6,400.66
3	Dec-20	7,872.51	0	7,872.51
4	Jan-21	6,742.90	0	6,742.90
5	Feb-21	6,836.37	0	6,836.37
6	Mar-21	9,369.60	0	9,369.60
7	Apr-21	9,028.61	0	9,028.61
8	May-21	8,035.86	0	8,035.86
9	Jun-21	9,601.76	0	9,601.76
10	Jul-21	8,004.06	0	8,004.06

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11	Aug-21	8,095.14	0	8,095.14
12	Sep-21	8,739.63	0	8,739.63
TOTAL		95,042.46	0	95,042.46

10. Summary of Certified Tonnage (not applicable for ISS)			
Estimated last year (Nov 2020 – Oct 2021)	Actual (Oct 2020 – Sept 2021)		Forecast (Nov 2021 – Oct 2022)
	<i>Previous license period (Oct 2020 – Jan 2021)</i>	<i>Current license period (Feb 2021 – Sept 2021)</i>	
FFB	FFB		FFB
116,255.00	27,311.43	67,711.03	82,774.57
	95,022.46		
CPO (OER: 23.50%)	CPO (OER: 22.43%)		CPO (OER: 23.00%)
27,319.93	6,041.06	15,276.72	19,038.51
	21,317.78		
PK (KER: 4.50%)	PK (KER: 3.93%)		PK (KER: 4.05%)
5,231.48	1,047.77	2,688.94	3,352.37
	3,736.71		

10A. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (mt)	Certified PK (mt)
1	Oct-20	1,425.62	235.42
2	Nov-20	1,412.89	253.96
3	Dec-20	1,745.08	305.81
4	Jan-21	1,457.46	252.58
5	Feb-21	1,532.28	260.39
6	Mar-21	2,098.74	374.27
7	Apr-21	2,085.37	367.70
8	May-21	1,799.88	312.85
9	Jun-21	2,198.46	379.31
10	Jul-21	1,762.34	313.88
11	Aug-21	1,828.86	324.44
12	Sep-21	1,970.80	356.10
TOTAL		21,317.78	3,736.71

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11. Summary of Actual Volume sold					
Current License period (Feb 2021 – Sept 2021)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	Others		
CPO (MT)	14,856.76	0	0	0	14,856.76
PK (MT)	2,616.99	0	0	0	2,616.99
Credits	0	0	0	0	0
Previous License period (Oct 2020 – Jan 2021)					
CPO (MT)	5,210.00	0	0	0	5,210.00
PK (MT)	971.82	0	0	0	971.82
Credits	0	0	0	0	0

11A. Records of Certified CPO & PK Sold under PalmTrace since the last audit (if any)				
No.	Buyers Name	Palmtrace Trading License Number	Certified CPO Sold (mt)	Certified PK Sold (mt)
1.	PT. Musim Mas Medan – Belawan	RSPO_P01000000076	19,090.00	0
2.	Tangki Instalasi Belawan	RSPO_P01000002952	976.76	0
3.	PT. Agrojaya Perdana	RSPO_P01000007177	0	844.34
4.	PT. Musim Mas Kawasan Berikat KIM I	RSPO_P01000000730	0	1,772.65
5.	PT. Sinar Mas Agro Resources	RSPO_P01000006555	0	971.82
TOTAL			20,066.76	3,588.81

11B. Records of CPO & PK Sold under other schemes since the last audit (if any)				
No.	Buyers Name	Scheme Name	CPO Sold (mt)	PK Sold (mt)
	Nil			
TOTAL			-	-

11C. Records of CPO & PK Sold as conventional since the last audit (if any)			
No.	Buyers Name	CPO Sold (mt)	PK Sold (mt)

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	Nil		
	TOTAL	-	-

11D. Records of Certified CPO Sold under RSPO Credits since the last audit (if any)			
No.	Buyers Name	PalmTrace Trading License Number	RSPO Credits of Certified CPO Sold (mt)
	Nil		
	TOTAL		-

12. Independent Smallholders Certified Tonnage / Volume									
Phase	Estimated last year (Nov 2020 – Oct 2021)			Actual (Oct 2020 – Sept 2021)			Forecast (Nov 2021 – Oct 2022)		
	Eligibility	MS A	MS B	Eligibility	MS A	MS B	Eligibility	MS A	MS B
	40%	70%	100%	40%	70%	100%	40%	70%	100%
FFB			Nil						
IS-CSPO									
IS-CSPKO									
IS-CSPKE									

13. Independent Smallholders Actual Sold Tonnage / Volume						
	FFB	FFB Conventional	FFB Other schemes	IS-CSPO	IS-CSPK	IS-CSPKE
Current License period (Feb 2021 – Oct 2021)						
Credits				Nil		
Physical	Nil					

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn. Bhd. (ASI Accreditation Number: ASI-ACC-067)
Suite 29.01 Level 29, The Gardens North Tower,
Mid Valley City, Lingkaran Syed Putra,
59200 Kuala Lumpur, Malaysia.
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2.1 Assessment Methodology, Programme, Site Visits

The on-site assessment was conducted on 9-11/11/2021. The audit programme is included as Section 2.3.

The approach to the audit was to treat the mill and supply base as an RSPO Certification Unit. A range of occupational health and safety, environmental, best practice management, and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas, local communities engagement and workers welfare and safety.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. Indonesia National Interpretation 2020 of the RSPO P&C 201 was used as the normative reference to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The minimum sample size is four estates. Sample size for certification unit with more than four (4) estates were determined based on formula $N = (\sqrt{y}) \times (z)$ where y is the number of estates and where z is the multiplier defined by risk assessment. While, the sampling of smallholders were based on the formula $(\sqrt{y}) \times (z)$; where y is total number of group member and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix E.

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings.

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Section 3.4.

The non-conformities for this audit are detailed in Section 3.3 and unless it is stated in this section, all previous nonconformities including minor nonconformities are remains closed.

This report is structured to provide a summary of assessment finding as provided in Appendix A. The assessment was conducted based on risk based approach sampling and therefore nonconformities may exist.

For Initial, Re-certification and Extension of Scope assessment, the report was externally reviewed by approved external peer reviewer prior to certification decision by BSI.

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For Annual surveillance assessment, the report was internally reviewed and approved by BSI qualified certification reviewer.

The following table would be used to identify the locations to be audited each year in the 5 year cycle

Assessment Program					
Name (Mill / Supply Base)	Year 1 (RAV)	Year 2 (ASA 1_1)	Year 3 (ASA 1_2)	Year 4 (ASA 1_3)	Year 5 (ASA 1_4)
Lae Butar POM	X	X	X	X	X
Lae Butar Estate	X	X	X	X	X

Tentative Date of Next Visit: November 7, 2022 - November 9, 2022

Total Number of Mandays: 9.5

2.2 BSI Assessment Team

Name	Role	Competency
Pratama Agung Sedayu (PS)	Team Leader	<p>Education: Holds a Bachelor Degree in Agriculture majoring in Social Economic of Agriculture, graduated from University of Jenderal Soedirman on 2008.</p> <p>Work Experience: More than 10 years of work at professional independent Certification Body as an Auditor and has involved in auditing activities with various certification schemes particularly RSPO and ISPO.</p> <p>Training attended: Successfully completed the ISO 9001 Lead Auditor Course, Endorsed RSPO P&C Lead Auditor Course, and Endorsed RSPO SCCS Lead Auditor Course, SMETA requirement course.</p> <p>Aspect covered in this audit: Best Management Practice for Estate and Mill, operation procedure, organization commitments, long term economy plan, continuous improvement, RSPO SCCS, timebound plan and uncertified management unit.</p> <p>Language proficiency: Speaks Bahasa and fluent in English.</p>
Imam Fakhrurozi (IF)	Team Member	<p>Education: Holds a Bachelor Degree in Agriculture majoring in Agriculture Technology, graduated from Gajah Mada University.</p> <p>Work Experience: Had 2 (two) years working experienced related to oil palm industries i.e. as a sustainability and HSE in oil palm Plantation Company in Indonesia. More than 5 years of work as an Auditor and has involved in auditing activities with various certification schemes particularly RSPO and ISPO.</p> <p>Training attended:</p>

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		<p>Successfully completed the ISO 9001 Lead Auditor Course, Endorsed RSPO P&C Lead Auditor Course, and Endorsed RSPO SCCS Lead Auditor Course, SMETA requirement course.</p> <p>Aspect covered in this audit: Occupational health and safety, environment aspect, GHG mitigation, waste management.</p> <p>Language proficiency: Speaks Bahasa and English.</p>
Yudwi Wisnu Rahmanto (YW)	Team Member	<p>Education: Holds a Bachelor Degree in Forestry majoring in Forest Silviculture, graduated from Gajah Mada University.</p> <p>Work Experience: More than 8 years of work at professional independent Certification Body as an Auditor and has involved in auditing activities with various certification schemes particularly RSPO and ISPO.</p> <p>Training attended: Successfully completed the ISO 9001 Lead Auditor Course, Endorsed RSPO P&C Lead Auditor Course, GIS-Basic Mapping and Spatial Analysis, SMETA requirement course, HCV training with Fuze Ecoteer.</p> <p>Aspect covered in this audit: Legal compliance, HCV management and monitoring, impact assessments, policies, stakeholder consultation.</p> <p>Language proficiency: Speaks Bahasa and fluent in English.</p>

Accompanying Persons:

Name	Role
Nil	

1.3 Assessment Plan

The Assessment plan was sent to the client prior to the assessment (attached assessment plan).

Date	Time	Subjects	PS	IF	YW
Monday, 08/11/2021	07.25 – 09.20	Flight Jakarta – Medan	√	√	√
	09.20 – 17.00	Travelling Medan – Lae Butar POM	√	√	√
Tuesday, 09/11/2021	08.00 – 08.30	Opening Meeting Presentation by client (Overview of PT. Socfin Indonesia – Lae Butar POM and its supply bases); Presentation by BSI team (Objective, scope, audit plan, etc.)	√	√	√

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Date	Time	Subjects	PS	IF	YW
	08.30 – 12.00	<p>Field visit to Lae Butar Estate to verify: Visit to plantation activity and interview workers: harvesting, spraying, fertilizer application, EFB application, area with slope Visit to plantation IPM implementation: barn owl boxes, beneficial plant nursery. Interview with workers related to human resource management, health and safety condition, training provision, worker right and condition, code of ethical conduct, respect human rights, freedom of association, etc. Visit to Lae Butar Estate housing: house condition, water supplies, sanitation, access to affordable food, welfare amenities</p>	√		
		<p>Field visit to Lae Butar Estate to verify: Chemical warehouse, mixing bay, fertilizer store, workshop, fire-fighting equipment. Visit to Lae Butar Estate HGU boundary poles; border with surrounding villages Visit to HCV area, riparian zone</p>		√	
		<p>Stakeholder consultation: Stakeholder consultation to relevant agencies of Aceh Singkil Regency; Stakeholder consultation with local community/villagers;</p>			√
	12.00 – 14.00	Break			
	14.00 – 17.00	<p>Continue Morning Agenda Review support to smallholder inclusion/support independent smallholder. Review information related to Economic management plan, Estate best management practices, IPM; FFB suppliers, social requirements, contract agreement, human rights, workers' welfare,</p>	√		
		<p>Continue Morning Agenda Review information related to OHS Management System, EIA and Environmental MS, Training, GHG mitigation, waste management;</p>		√	
		<p>Continue Morning Agenda Review information related to Stakeholder Consultation and Communication, Legal Requirements, Land & Legal issue, Conflict resolution, HCV, Natural and biodiversity conservation,;</p>			√

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Wednesday 10/11/2021	08.30 – 12.00	Field visit to Lae Butar POM to verify: Best Management Practice for Mill Processing and Supply Chain Element for Palm Oil Mill – site visit to check on FFB receiving, FFB process, CPO and PK dispatch, document and record keeping. Visit to Lae Butar POM housing: house condition, water supplies, sanitation, access to affordable food, welfare amenities. Interview with workers related to human resource management, worker right and condition, code of ethical conduct, respect human rights, freedom of association, etc.	√		
		Field visit to Lae Butar POM to verify: Implementation of OHS (loading ramp, processing stations, workshop, boiler, turbine, diesel bowser, material warehouse, fire-fighting equipment) Implementation of Environmental and Waste Management Aspect (POME Pond, Empty Bunch Area, Reservoir/Intake Point, Biogas Plant) Interview with workers related to health and safety condition, training provision, worker right and condition, etc.		√	
		Stakeholder consultation: Stakeholder consultation with gender committee, worker union.			√
	12.00 – 14.00	Break	√	√	√
	14.00 – 17.00	Continue Morning Agenda Review information related to Policy and commitment, smallholder welfare, FFB suppliers, contract agreement, Economic management plan, Estate best management practices, IPM;	√		
		Continue Morning Agenda Review information related to Social requirements, Stakeholder Consultation and Communication, Legal Requirements, Land & Legal issue, Conflict resolution, human rights, HCV, Natural and biodiversity conservation, workers' welfare.		√	
		Continue Morning Agenda Review information related to OHS Management System, EIA and Environmental Management System, GHG mitigation, Training, waste management;			√
Thursday 11/11/2021	08.00 – 10.00	Review information related to Policy and commitment, smallholder welfare, FFB suppliers, contract agreement, Economic management plan, Estate best management practices, IPM, partial certification.	√		
		Review information related to Social requirements, Stakeholder Consultation and Communication, Legal Requirements, Land & Legal issue, Conflict resolution, human rights, HCV, Natural and biodiversity conservation, workers' welfare.		√	

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Date	Time	Subjects	PS	IF	YW
		Review information related to OHS Management System, EIA and Environmental Management System, GHG mitigation, Training, waste management;			√
	10.00 – 11.00	Report preparation	√	√	√
	11.00 – 12.00	Closing Meeting	√	√	√

Section 3: Assessment Findings

3.1 Multiple Management Units and Time Bound Plan

Requirement	Assessment	Compliance
Does the time bound plan include all current subsidiaries, estates and mills that is under the control and/or minor shareholding of the holding company?	Yes. The timebound plan for Socfin SA have listed all estate and mill under their membership.	Complied.
Have all the estates and mills certified within five (5) years after obtaining RSPO membership?	PT. Socfin Indonesia have been active members of RSPO since 6 December 2004. All management unit under the original PT. Socfin Indonesia Group has been RSPO certified. PT. Socfin Indonesia merge under Socfin SA since 15 February 2019 whereby grouping all Indonesian and African oil palm operations under one membership number. Socfin SA only becomes RSPO Member on 15 February 2019. Hence, 5 years period will be by 14 February 2024.	Complied
Have there been any new acquisitions? If yes, the new acquisitions shall be certified within three (3) years from the date of acquisition. Certification plan for the new acquisition shall be available. <i>Note:</i> <i>New acquisition is from the moment the company is legally registered with the local notary or chamber of commerce or equivalent.</i>	No. There is no new acquisition from last assessment.	Complied
Any deviations from the maximum periods requires approval by the RSPO Secretariat.	PT. Socfin Indonesia has been an active members of RSPO since 7 December 2004. Since 15 February 2019, Socfin SA became a member of RSPO, grouping all Indonesian and African oil palm operations under one membership number (No.1-0269-19-000-00). The parent company kept the membership date of PT. Socfin Indonesia due Article 5.6 – (i) of the RSPO Membership Rule 2016, which states that if any Related Entities (PT. Socfin Indonesia) hold a membership earlier than that of the Parent’s membership, then the Parent’s effective membership date shall change to follow that of the earliest membership date of the Related Entity. All subsidiaries except PT. Socfin Indonesia however are only members since 15 February 2019, and follow the RSPO membership rules with effect from 15 February 2019. Socfin SA only becomes RSPO Member on 15 February 2019. Hence, 5 years period will be by 14 February 2024.	Complied

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<p>Have there been any changes to the time-bound plan since the last audit (both new acquisition and existing)? If yes, justification is required. Is this consistent with the ACOP reporting?</p>	<p>Yes. There is changes in the time bound plan in December 2021. The timebound plan changes reported because of pending LUCA review and RaCP review from RSPO Secretariat. SOCFIN SA demonstrates commitment to comply with RSPO P&C certification system by submitting LUCA report, preparing Remediation and/or Compensation plan to RSPO Secretariat. SOCFIN SA demonstrate commitment to certify the uncertified management units. Since last audit, there have been 3 more management units undergo RSPO P&C initial certification audit in September 2021.</p>	<p>Complied</p>
<p>Have there been any isolated lapses in implementation of the plan? If yes a Minor non-compliance shall be raised</p>	<p>No. There is no isolated lapse in implementation of the plan. The uncertified units demonstrated effort to comply with RSPO requirement such as preparing SIA reports, continues stakeholder engagement, implement FPIC building blocks, record compensation progress, address and handles grievance and perform annual internal audit.</p>	<p>Complied</p>
<p>Have there been any fundamental failure (e.g. unable to justify delay in planning the assessments) to proceed with implementation of the plan? If yes a Major non-compliance shall be raised</p>	<p>No. There is no fundamental failure. The uncertified units demonstrated effort to comply with RSPO requirement such as preparing SIA reports, continues stakeholder engagement, implement FPIC building blocks, record compensation progress, address and handles grievance and perform annual internal audit.</p>	<p>Complied</p>
<p>Un-Certified Units or Holdings</p>		
<p>No replacement of primary forest or any area required to maintain or enhance HCVs and HCS in accordance with RSPO P&C criterion 7.12.</p>	<p>Socfin SA have submitted LUCA for review of all uncertified unit to RSPO Secretariat on 13 December 2017. Later, Socfin SA submitted revision on 8 September 2018. The decision on replacement after 2005 for primary forest and/or area required to maintain or enhance HCV in accordance to RSPO P&C criterion – awaiting LUCA review from RSPO. Based on review to RSPO RaCP Tracker for Socfin SA (November 2021), audit team noted: 9 management units with potential liability; 9 management units with LUCA submitted; 7 management units with LUCA review completed; 8 management units with Concept Notes required; 3 management units with Concept Note submitted; 2 management units with Concept Note approved; 0 management unit with Compensation Plan submitted; 0 management units with Compensation Plan endorsed; 8 management units with Remediation Plan required; 1 management unit with Remediation Plan submitted; 0 management unit with Remediation Plan approved.</p>	<p>Complied</p>

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	<p>Latest update for Socapalm Kienke, LUCA approved on December 2021. Last update for PSG the LUCA for whole site not yet completed and the RaCP process take longer to get finalized.</p>	
<p>Any new plantings since January 1st 2010 shall comply with the RSPO New Plantings Procedure.</p>	<p>PT. Socfin Indonesia made New Planting Procedure Public Notification on 16 February 2017. After 30 days, there was no comment received by RSPO secretariat. Link https://www.rspo.org/certification/new_planting-procedure/public_consultations/socfin-group-pt-socfindo-and_socfinco-sa-pt-socfin-indonesia--lima-puluh_estate</p> <p>Based on review to RSPO RaCP Tracker for Socfin SA (November 2021), audit team noted: 9 management units with potential liability; 9 management units with LUCA submitted; 7 management units with LUCA review completed; 8 management units with Concept Notes required; 3 management units with Concept Note submitted; 2 management units with Concept Note approved; 0 management unit with Compensation Plan submitted; 0 management units with Compensation Plan endorsed; 8 management units with Remediation Plan required; 1 management unit with Remediation Plan submitted; 0 management unit with Remediation Plan approved.</p>	<p>Complied</p>
<p>Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 4.4, 4.5, 4.6, 4.7 and 4.8.</p> <p><i>Note:</i> <i>The RSPO RaCP tracker shall be checked to confirm for any land conflicts/Liabilities https://www.rspo.org/certification/remediation-and-compensation/racp-tracker. The progress on the Liabilities shall be verified and reported. Please refer to BSI-RSPO Secretariat approval.</i></p>	<p>Based on review to RSPO RaCP Tracker for Socfin SA (November 2021), audit team noted: 9 management units with potential liability; 9 management units with LUCA submitted; 7 management units with LUCA review completed; 8 management units with Concept Notes required; 3 management units with Concept Note submitted; 2 management units with Concept Note approved; 0 management unit with Compensation Plan submitted; 0 management units with Compensation Plan endorsed; 8 management units with Remediation Plan required; 1 management unit with Remediation Plan submitted; 0 management unit with Remediation Plan approved.</p>	<p>Complied</p>
<p>Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 4.2</p>	<p>Based on audit and based on review upon RSPO Case Tracker (https://askrspo.force.com/Complaint/s/casetracker) as at November 2021, there is no labor dispute reported for Socfin SA and its subsidiary.</p> <p>Based on internal audit reports for uncertified unit, there is no labor dispute.</p>	<p>Complied</p>
<p>Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1</p>	<p>Based on audit and based on review upon RSPO Case Tracker (https://askrspo.force.com/Complaint/s/casetracker)</p>	<p>Complied</p>

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	<p>as at November 2021, there is no legal non-compliance reported for Socfin SA and its subsidiary. Based on internal audit reports for uncertified unit, there is no legal non-compliance.</p>	
<p>Did the company conduct internal audit for those uncertified estates against the uncertified management units requirement and covering the RSPO P&C criterion 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12? If yes, a positive assurance statement shall be available and justified.</p>	<p>Yes. Socfin SA manages and monitors internal audit for uncertified management units. The internal audit covers RSPO P&C 2018 (Generic) and relevant RSPO P&C Certifications System June 2020. Internal audit reports covered RSPO P&C criterion 2.1, 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12.</p> <ul style="list-style-type: none"> - Internal audit for Agripalma (Sao Tome) carried out January 2021. - Internal audit for Brabanta SA (Democratic Republic of Congo) carried out April 2021. - Internal audit for Okomu Oil Palm Company PLC – Extension 1 (Nigeria) carried out February 2021. - Internal audit for Okomu Oil Palm Company PLC – Extension 1 (Nigeria) carried out December 2020. - Internal audit for Plantations Socfinaf Ghana (PSG) Manso and Subri Management Units (Ghana) carried out May 2021. Minor NC issued against 2.1 and prepared with corrective action. - Internal audit for SAFACAM TF151 (Cameroon) carried out June-July 2021. - Internal audit for Socapalm ESEKA (Cameroon) carried out June 2021. - Internal audit for Socapalm Kienke (Cameroon) carried out May-June 2021. - Internal audit for La Société des Caoutchoucs de Grand Béréby (SoGB) carried out August 2021. <p>Positive assurance: Socfin SA committed to fulfill all the requirement related to RSPO certification process. Socfin SA has detailed the correction and corrective action plan and any unresolved issues has been on the right path towards the certification process.</p>	<p>Complied</p>
<p>Are there any Critical (Major) non-compliance raised against any of the RSPO P&C criterion 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12 during the last internal audit of the uncertified estates? If yes is the NC(s) actively addressed with RSPO?</p>	<p>Yes. The Critical (Major) non-compliance was issued related to RSPO P&C criterion 7.12. The management units prepared corrective action in form of carried out HCV assessment and Land Use Change Analysis to RSPO Secretariat.</p> <ul style="list-style-type: none"> - SAFACAM finalized an HCV assessment of their whole concession in January 2020, with the field visit happening in December 2018. Safacam submitted a LUCA for its full concession on the 5 August 2020 were replantings of plantings done before 2005. The LUCA was approved on the 4 of 	<p>Complied</p>

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	<p>February 2021. RSPO finalized the review of the Annex 7 Concept Note on 12 May 2021 and it was validated by the compensation panel on the 16 of August 2021. SAFACAM is currently preparing the Annex 8.</p> <ul style="list-style-type: none"> - SOGB finalized a HCV assessment in February 2020, with the field visit happening in November 2019. SOGB conducted a Land Use Change Analysis for its whole concession. This was first submitted on the 22 July 2020 and was approved by RSPO on the 6 October 2020. SOGB is now in the process of finalizing the Annex 8 Remediation Plan. It was last submitted to RSPO and the Compensation Panel on the 9 July 2021 for review. 	
<p>Have there been any stakeholder (including NGO) consultation conducted?</p>	<p>Yes. Stakeholder consultation carried out in uncertified management unit.</p> <p>Social Impact Assessment (SIA) report recorded the stakeholder consultation process for villages near Agripalma (Sao Tome): for Emolve village in 21 March 2011, Vila Clotilde in 15 March 2011, Ribeira Piexe in 15 March 2011, Monte Mario in 8 August 2011, Praia Pesqueira in 15 March 2011, Lo Grande in 15 March 2011, Healthcare NGO (AMI) in 28 February 2011, Women group in 14 March 2011, FPIC meeting in Safacam (Cameroon) for Chefferie de Dikola in 7 December 2010, for Chefferie de Koungue in 11 September 2011.</p>	<p>Complied</p>

3.2 Progress of scheme smallholders and/or outgrowers

Progress of scheme smallholders or outgrowers towards compliance with relevant standards		
Requirement	Remarks	Compliance
<p>Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification?</p> <p>OFI shall be raised if after one year where 100% of the scheme smallholders and scheme outgrowers are not in compliance, a minor NC after two years, and a major NC if this requirement is not met after three years.</p>	<p>There is no scheme smallholder and/or scheme outgrowers supplying FFB to PT. Socfin Indonesia – Lae Butar POM.</p>	<p>Complied</p>

Approved Time Bound Plan

Updated on 23 December 2021

No.	Name of Company	Name of Mill	Location	Supply Base	Timebound Plan	Remarks
1	PT. Socfin Indonesia	Seunagan Mill	Aceh Province, Indonesia	Seunagan Estate	Certified	Recertified on 30 Dec 2019
2	PT. Socfin Indonesia	Lae Butar Mill	Aceh Province, Indonesia	Lae Butar Estate	Certified	Recertified on 29 Feb 2020
3	PT. Socfin Indonesia	Aek Loba Mill	North Sumatera Province, Indonesia	Aek Loba Estate	Certified	Recertified on 14 Jul 2019
4	PT. Socfin Indonesia	Bangun Bandar Mill	North Sumatera Province, Indonesia	Bangun Bandar Estate	Certified	Recertified on 29 Dec 2019
5	PT. Socfin Indonesia	Sungai Liput Mill	Aceh Province, Indonesia	Sungai Liput Estate	Certified	Recertified on 4 Aug 2019
6	PT. Socfin Indonesia	Tanah Gambus Mill	North Sumatera Province, Indonesia	Tanah Gambus Estate	Certified	Recertified on 20 Dec 2019
7	PT. Socfin Indonesia	Negeri Lama Mill	North Sumatera Province, Indonesia	Negeri Lama Estate	Certified	Recertified on 10 Jun 2020
8	PT. Socfin Indonesia	Seumanyam Mill	Aceh Province, Indonesia	Seumanyam Estate	Certified	Recertified on 16 Jan 2020
9	PT. Socfin Indonesia	Mata Pao Mill	North Sumatera Province, Indonesia	Mata Pao Estate	Certified	Recertified on 25 Jul 2019
10	Okomu Oil Palm Company (PLC)	Okomu Mill	Nigeria	Okomu 1 Estate	Certified	7 Jan 2020
11	Okomu Oil Palm Company (PLC)	-	Nigeria	Okomu 2 Estate	Quarter 4 of 2022	- LUCA status: LUCA for Extension 1 submitted 3 March 2021. Approved LUCA by RSPO on 22 June 2021. SOCFIN SA preparing to submit Annex 7 Concept Note.

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No.	Name of Company	Name of Mill	Location	Supply Base	Timebound Plan	Remarks
						<ul style="list-style-type: none"> - LUCA status: LUCA for Extension 2 submitted in September 2021. Waiting RSPO approval. - There are no unresolved land or labour disputes. - There are no legal non-compliance.
12	Safacam	Safacam Mill	Cameroon	Safacam 1 Estate	Certified	30 December 2020
13	Safacam	-		Safacam 2 Estate	Quarter 4 of 2022	<ul style="list-style-type: none"> - LUCA status: sent to RSPO for verification in August 2020. Approved LUCA by RSPO on 4 February 2021. - RaCP: RSPO finalized Annex 7 Concept Note in 12 May 2021. Annex 7 Concept Note validated by Compensation Panel 16 August 2021. SOCFIN SA preparing Annex 8 - There are no unresolved land or labour disputes. - There are no legal non-compliance.
14	Socapalm	Mbongo Mill	Cameroon	Mbongo Estate	Audited 4 February 2021	<ul style="list-style-type: none"> - LUCA status: sent to RSPO for verification in October 2020. - There are no unresolved land or labour disputes. - There are no legal non-compliance.
15	Socapalm	Mbambou Mill	Cameroon	Mbambou Estate	Audited 4 February 2021	<ul style="list-style-type: none"> - LUCA status: Approved by RSPO. - There are no unresolved land or labour disputes.

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No.	Name of Company	Name of Mill	Location	Supply Base	Timebound Plan	Remarks
						- There are no legal non-compliance.
16	Socapalm	Kienke Mill	Cameroon	Kienke Estate	Quarter 1 of 2022	- LUCA status: LUCA for Socapalm Kienke submitted 15 June 2020. Completed review by RSPO December 2021. - There are no unresolved land or labour disputes. - There are no legal non-compliance.
17	Socapalm	Edea Mill	Cameroon	Edea Estate	Audited 9 September 2021	- LUCA status: Not complete. Expected to be sent to RSPO for verification in Q1 2021. - There are no unresolved land or labour disputes. - There are no legal non-compliance.
18	Socapalm	Dibombari Mill	Cameroon	Dibombari Estate	Audited 14 September 2021	- LUCA status: Not required. All land clearing for oil palms was done before 2005. - There are no unresolved land or labour disputes. - There are no legal non-compliance.
19	Socapalm	Eseka Mill	Cameroon	Eseka Estate	Certified 2 June 2021	- LUCA status: Not required. All land clearing for oil palms was done before 2005. - There are no unresolved land or labour disputes. - There are no legal non-compliance.

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No.	Name of Company	Name of Mill	Location	Supply Base	Timebound Plan	Remarks
20	Brabanta	Brabanta Mill	Kasai Province and Mai-Ndombe Province, Democratic Republic of Congo	Brabanta Plantation	Audited 2 September 2021	<ul style="list-style-type: none"> - LUCA status: LUCA for Brabanta submitted 26 July 2021. Waiting RSPO comment/ approval up to November 2021. - There are no unresolved land or labour disputes. - There are no legal non-compliance.
21	Plantations Socfinaf Ghana (PSG)	PSG Mill	Western Region of Ghana	Subri Site; Manso Site	Quarter 4 of 2022	<ul style="list-style-type: none"> - LUCA status: LUCA for PSG Manso MU submitted 26 May 2021. Waiting RSPO comment/ approval up to December 2021 - Since starting operation, no land or labour disputes have been recorded. There are no legal non-compliance.
22	La Societe des Caoutchoucs de Grand Bereby (SoGB)	SoGB Mill	Cote D'Ivoire	SoGB 1 Plantation	Certified 26 January 2021	<ul style="list-style-type: none"> - LUCA status: Approved by RSPO. - There are no unresolved land or labour disputes. - There are no legal non-compliance.
23	La Societe des Caoutchoucs de Grand Bereby (SoGB)	-	Cote D'Ivoire	SoGB 2 Plantation	Quarter 4 of 2022	<ul style="list-style-type: none"> - LUCA status: LUCA for all SoGB submitted 22 July 2020. Approved LUCA by RSPO on 6 October 2020. - RaCP: SOCFIN SA submitted Annex 8 Remediation Plan on 9 July 2021. Waiting for review. - There are no unresolved land or labour disputes. - There are no legal non-compliance.

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No.	Name of Company	Name of Mill	Location	Supply Base	Timebound Plan	Remarks
24	Socfin Agricultural Company (SL) LTF	SAC Mill	Sierra Leone	SAC Plantation	Audited 4 November 2020	<ul style="list-style-type: none"> - LUCA status: Approved by RSPO. - There are no unresolved land or labour disputes. - There are no legal non-compliance.
25	Agripalma	Agripalma Mill	Sao Tomé	Agripalma Estate (Titulo 409)	Audited 22 January 2021	<ul style="list-style-type: none"> - LUCA status: Not required. All land clearing for oil palms was done before 2005. - There are no unresolved land or labour disputes. - There are no legal non-compliance.
26	Agripalma	-	Sao Tomé	Agripalma Estate (Titulo 410)	Quarter 4 of 2022	<ul style="list-style-type: none"> - LUCA status: LUCA for Titulo 410 submitted April 2020. 6 August 2021 respond to reviewer comment. Waiting RSPO comment/ approval up to December 2021 - There are no unresolved land or labour disputes. - There are no legal non-compliance.

Management Note: At this current stage, all certification progress is on schedule. However, the global impact of the COVID-19 pandemic is expected to affect certain parts of the certification progress, including audits, HCV assessment, LUCA and RaCP.

3.3 Details of Nonconformities

The nonconformities are listed below. The findings summary of the assessment by criteria are listed in Appendix A. During this Assessment there were 0 Critical; 2 Minor nonconformities and 0 Opportunity For Improvement raised. The PT. Socfin Indonesia – Lae Butar POM Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The below is the summary of the non-conformity raised during this assessment.

Non-conformity			
NCR Ref #	2123563-202111-N1	Date Issued	11/11/2021
Due Date	Next ASA	Date of nonconformity Closure	Next ASA
Clause & Category (Critical / Minor)	RSPO P&C 2018 - INA NI 2020 - Indicator 2.1.2 (Minor)		
Statement of Nonconformity:	Certification unit has not demonstrate evidence of through compliance evaluation upon work agreement with manpower contractor; which made between Koperasi AMPERA with daily worker against work agreement "Surat Perjanjian No.LB/SPK/X/Bi/019/21" between PT. Socfin Indonesia and Koperasi AMPERA.		
Requirement Reference:	A documented system for ensuring legal compliance is in place. This system has means to track changes to the law and also includes listing and evidence on evaluation of legal compliance of all contracted third parties, such as: recruitment agencies, service provider and labour contractor.		
Objective Evidence:	<ul style="list-style-type: none"> - Certificate holder has work agreement with manpower contractor "Surat Perjanjian No.LB/SPK/X/Bi/019/21", dated 30 September 2021. The agreement stipulates requirement for the work to be done by contractor, including type of work/services being the scope of work agreement. The said work activities including "Membuat pagar penghalang ternak, Aplikasi Janjang Kosong, Aplikasi Solid, Rawat Kacangan Manual dan Bongkar Tumbuhan Manual" - constructing cattle fence, EFB application, solid application, manual cover-crop upkeep, and manual weed control. - Koperasi AMPERA also has work agreement with its worker for period 30 September – 31 December 2021. Audit team sampled 3 work agreements whereby in Chapter 4 stipulates the type of work to be performed by worker in PT. Socfin Indonesia - Lae Butar Estate comprise of "Rawat Kacangan, Aplikasi Janjang Kosong, Aplikasi Solid, Stek Kacangan, Tanam Kacangan dan Tanam Pokok" - legume cover crop upkeep, EFB application, solid application, prepare cutting propagation from legume cover crop, planting legume cover crop and planting palm. - The scope of work in the work agreement between Koperasi AMPERA and its worker for period 30 September – 31 December 2021 does not in entirety covers scope of work as defined in work agreement between PT. Socfin Indonesia and Koperasi AMPERA as in "Surat Perjanjian No.LB/SPK/X/Bi/019/21", dated 30 September 2021. Scope of work missed such as "Bongkar Tanaman Manual" - manual weed control. 		
Corrections:	Create contract addendum for additional scope of work outside the current contract with contractor.		

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Root Cause Analysis:	<ol style="list-style-type: none"> 1. Fail to identify clause regulating prohibition of work substitution without worker consent in the contract between PT. Socfindo and contractor. 2. Fail to identify scope of work between contractor and their worker in the work agreement, and does not covers all type of work being ordered. 3. No appointment of specific officer to conduct contractor document (i.e. work agreement) and check for potential non-compliance against standard and requirement in the contract.
Corrective Actions:	<ol style="list-style-type: none"> 1. "Kepala Tatausaha"/Administrative Assistant to add clause "will not perform work without worker consent" in the contract between PT. Socfin Indonesia and contractor. 2. Contractor will completing the scope of all work being ordered by PT. Socfin Indonesia into work agreement between contractor and their worker. 3. "Pengurus"/Manager appointed numerous PIC to conduct contractor's work progress monitoring: <ol style="list-style-type: none"> a. "Kepala Tatausaha"/Administrative Assistant responsible to verifies all contractor's administrative requirements: contract compliance, evidence of social insurance levy payment, ID card of the contractor, salary payslip compliane, contractor worker's absence record. b. "Tekniker"/Assistant responsible to verifies contractor's worker meets the technical requirements in contrat: use appropriate PPE and working tools, meet output target, obedience in work safety, prevent pollution potential.
Assessment Conclusion:	The audit team has reviewed the corrective action plan and deemed sufficient. The audit team shall verified the corrective action effective implementation during subsequent annual assessment visit.

Non-conformity			
NCR Ref #	2123563-202111-N2	Date Issued	11/11/2021
Due Date	Next ASA	Date of nonconformity Closure	Next ASA
Clause & Category (Critical / Minor)	RSPO P&C 2018 - INA NI 2020 - Indicator 7.3.2 (Minor)		
Statement of Nonconformity:	The waste management in worker housing does not consistent with company's waste management procedure "Prosedur Pengendalian Limbah No. SOC/PSM/4.11, rev.05" dated 1 October 2018.		
Requirement Reference:	Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.		
Objective Evidence:	<p>PT. Socfin Indonesia – Lae Butar has waste management procedure "Prosedur Pengendalian Limbah No. SOC/PSM/4.11, rev.05" dated 1 October 2018. The procedure lines out waste classification: hazardous waste, organic waste, inorganic waste and waste with economic-value. Company has provided infrastructure for waste management such as waste bin, res-use bag for inorganic domestic waste to classified and handle each type of waste.</p> <p>However, based on field visit, audit team found the implementation deviates from procedure:</p>		

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	<ul style="list-style-type: none"> - Plastic waste, classified as inorganic waste scattered at the back of POM housing compound; - Waste water from domestic use create a puddle with poor condition behind the POM housing compound and behind the Lae Butar Estate Division IV housing compound; - Waste motorcycle oil, classified as hazardous waste stored in housing in Lae Butar Estate Division IV housing compound;
Corrections:	<ol style="list-style-type: none"> 1. Clean the inorganic waste at the back of worker housing in Division 4 and inside the drainage. 2. Collect all lubricant jerry can, bottle in the worker housing and sent for temporary hazardous waste storage. 3. Cleanse and add depth to the wastewater drainage at the back of worker housing to prevent puddle.
Root Cause Analysis:	Inadequate facility by Estate management for transporting waste from Division to Final Waste Pit.
Corrective Actions:	<ol style="list-style-type: none"> 1. "Tekniker II"/Assistant provides more inorganic waste bin in each worker housing complex. 2. "Tekniker II"/Assistant establish fixed schedule for inorganic waste transport to final waste pit and waste collection point to simplify collection and transport. In addition coordinating with Tekniker for provision of transport truck. 3. All worker carry out clean Friday program and controlled by Assistant. 4. Estate prepare construction phased program for permanent wastewater drainage in each Division worker housing to manages domestic wastewater. 5. Initiating ecobrick program for plastic waste management.
Assessment Conclusion:	The audit team has reviewed the corrective action plan and deemed sufficient. The audit team shall verified the corrective action effective implementation during subsequent annual assessment visit.

Opportunity for Improvements	
OFI #	Description
OFI 1	Nil

Positive Findings	
PF #	Description
PF 1	Nil

3.3.1 Status of Nonconformities Previously Identified and Observations

Non-conformity			
NCR Ref #	1971712-202010-N1	Date Issued	15/10/2020
Due Date	11/11/2021	Date of nonconformity Closure	11/11/2021
Clause & Category (Critical / Minor)	RSPO P & C INA NI 2020 indicator 6.2.6 (Minor)		
Statement of Nonconformity:	Assessment of wages paid (prevailing wages) and in-kind benefits as required in Procedural Note under indicator 6.2.6 are not provided by Unit of Certification.		
Requirement Reference:	<p>A DLW is paid to all workers in accordance with applicable regulations, including workers who work on a piece rate/quota basis, the calculation of which is based on a quota that can be achieved during regular working hours.</p> <p>PROCEDURAL NOTE: The RSPO has published guidelines on the calculation of Decent Living Wage (DLW) in June 2019. Since Indonesia does not have DLW benchmark yet, the RSPO Secretariat will conduct a DLW benchmark study in accordance with the Global Living Wage Coalition (GLWC) and Indonesian laws and regulations.</p> <p>In the meantime, until DLW benchmark for Indonesia is endorsed by the RSPO, the unit of certification carries out interim measures that was published by RSPO (dated 11 November 2019), including:</p> <ol style="list-style-type: none"> 1. Payment of minimum wages in accordance with applicable regulations. 2. Assessment of wages paid (prevailing wages) and in-kind benefits. Once the DLW benchmark is available, this procedural note is no longer applicable. 		
Objective Evidence:	Unit of Certification has determined details of in-kind benefit received by employee's year 2020 with 13 parameters and described in document "Rincian Benefit Yang Diterima Pekerja/Bulan", dated 1 October 2020. The parameters are Salary, Annual Bonuses, Eid/Christmas allowance, Social Insurance (BPJS Naker), Medical Insurance (BPJS Kesehatan), Water, Education, Meat, Medical Care, Housing, Rice Allowance, Retention Bonus, Electrical, Job Movement Allowance. However, document support related source of assessment result of wages paid (prevailing wages) and in-kind benefits are not available.		
Corrections:	<p>Simulating the calculation of employee benefits in a number of situations, including:</p> <ol style="list-style-type: none"> a. Workers b. Worker + wife c. Worker + wife + 2 children d. Worker + wife + 3 children 		
Root Cause Analysis:	Misunderstanding of sustainability staff in understanding note procedure in PNC 6.2.6.		
Corrective Actions:	<p>The sustainability staff studied the RSPO standard requirements one by one, especially those related to workers' wages.</p> <p>Unit of Certification made calculation for in-kind benefits and supporting documents with the highest monthly expenses per family in Socfin Indonesia at</p>		

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	<p>Negeri Lama area (North Sumatra Province) and Sungai Liput area (Aceh Province).</p> <p>Sample for in-kind benefit calculation representing five level employee status: Single, Married no children, Married one children, Married two children and Married three children.</p> <p>The calculation reviews annually and updated along with changes of minimum wage and cost expenses per family.</p>
Assessment Conclusion:	<p>The sustainability officers understand the information required to prevailing wage calculation. The CH has provided the prevailing wages calculation and in-kind benefits with 5 different scenarios. This calculation reviewed annual basis.</p> <p>This NC closed satisfactory.</p>

Non-conformity			
NCR Ref #	1971712-202010-N2	Date Issued	15/10/2020
Due Date	11/11/2021	Date of nonconformity Closure	11/11/2021
Clause & Category (Critical / Minor)	RSPO P & C INA NI 2020 indicator 6.7.2 (Minor)		
Statement of Nonconformity:	During audit It was found the discrepancy of emergency procedure implementation in PT. Socfin Indonesia – Lae Butar.		
Requirement Reference:	Accident and emergency procedures are in place and instructions are clearly understood by all workers. Accident procedures are available in the appropriate language of the workforce. Assigned operatives trained in first aid are present in both field and other operations, and first aid equipment is available at worksites. Records of all accidents are kept and periodically reviewed.		
Objective Evidence:	<ul style="list-style-type: none"> PT. Socfin Indonesia – Lae Butar has establish a procedure for emergency response i.e "PEDOMAN PENANGANAN KEADAAN DARURAT PT. SOCFINDO SOC/DP/4.08-01", however it was not fully implemented with the sufficient proper equipment. During field visit found that emergency eye wash and eye shower closed to agrochemical warehouse were not properly function. - During field visit to Lae Butar POM it was found that hydrant system were not sufficient to mitigate the fire. Hydrant pressure was not sufficient and only one hydrant spot available near to engine room and sterilizer station. According to the list of emergency equipment Lae Butar Estate, there is no water pump, hose and nozzle available to mitigate the fire. It was not complied to "Peraturan Menteri Pertanian No. 5/Permentan/KB.410/1/2018 tahun 2018 tentang Pembukaan dan atau Pengolahan Lahan Perkebunan Tanpa Bakar". 		
Corrections:	<ol style="list-style-type: none"> Improve emergency shower and eyewash operations Installing a hydrant system at the Lae Butar POM Complete emergency response facilities for land fires in accordance with Ministry of Agriculture No. 5/Permentan/KB.410/1/2018 in 2018 in stages based on the program. 		

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	<p>d. Estate Manager determines the personnel in charge to be responsible for emergency response infrastructure in the mill and estate. Auditor verification during ASA 1_1, year 2021:</p> <p>e. The structure /or personnel in charge (PIC) of Emergency Response Team (ERT) has been established and updated on 10th August 2021. ERT team consists of ERT commander (ADM for mill, division assistance for each estate division), firefighting team, security team, communication team, evacuation team, first aid team, and recovery team. The list of protection equipment for emergency was available such as fire extinguisher and fire engine.</p> <p>f. Record of training /or land fire drill, dated 19 January 2021. Data verified: training invitation, briefing notes, attendance list, photograph document, scenario, and evaluation report.</p> <p>g. Lae Butar POM has installed the hydrant, the lay out has been demonstrated. During field visit on 10/11/2021, the auditor team simulated to testing the hydrant no 2 location near engine room and boiler station, that demonstrated good performance.</p> <p>h. PT. Socfin Indonesia - Lae Butar has demonstrated monitoring of the emergency response facilities as per document "Daftar Sarana Tanggap Darurat Kebakaran Lahan", updated in November 2021.</p>
<p>Root Cause Analysis:</p>	<p>a. There are no respected personnel in charge appointed control the appropriateness of emergency response facilities.</p> <p>b. Hydrant and land fire emergency response facilities: The procurement of infrastructure and facilities is not stipulated in the program by the plantation management, so they are not properly monitored.</p>
<p>Corrective Actions:</p>	<ul style="list-style-type: none"> • Monitoring the appropriateness of emergency response facilities not only visually but also by function. • Create an emergency response facility procurement program complete with timeline and personnel in charge and monitor the progress of procurement. <p>Auditor verification during ASA 1_1, year 2021:</p> <ul style="list-style-type: none"> • The audit team has interviewed with sample of emergency response team (dated 10 November 2021), namely Mr. Kamaludin and Mr. Syahri. Audit team observed that the workers were clearly understood of what is required in the emergency respond procedure (ERP) - SOC/PSM/4.08, which covering of reporting, responsibility of all members of ERP Team, handling of ERP situation, mitigation of emergency situation. • Record of monitoring and inspection the emergency facilities provided at form "Kartu Pemeriksaan Fasilitas Tanggap Darurat", e.g: inspection report of fire extinguisher (APAR) month October 2021 location fuel station in Lae Butar Mill was reported good; inspection report for hydrant pump No.4, month September 2021 location near boiler station was reported good. • Based on filed visit in ERP facilities (dated 9 and 10 November 2021), e.g: for fire extinguisher in sample location in fuel station, warehouse, workshop and engine room was good condition. First aid kit provided in workshop, temporary storage for hazardous waste.
<p>Assessment Conclusion:</p>	<p>The CH has repair and improve the condition of emergency response infrastructure/facilities, emergency response team understanding and readiness, and monitoring of emergency infrastructure/facilities condition.</p>

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	This NC closed satisfactory.
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Non-conformity			
NCR Ref #	1971712-202010-N3	Date Issued	15/10/2020
Due Date	11/11/2021	Date of nonconformity Closure	11/11/2021
Clause & Category (Critical / Minor)	RSPO P & C INA NI 2020 indicator 7.11.2 (Minor)		
Statement of Nonconformity:	Fire prevention and control measures for the areas directly managed by the unit of certification are inappropriate		
Requirement Reference:	The unit of certification establishes fire prevention and control measures for the areas directly managed by the unit of certification.		
Objective Evidence:	Based on the last update of "Daftar Sarana Tanggap Darurat Kebakaran Lahan" Lae Butar Estate, the emergency equipment are not comply with Permentan No. 5/2018. For example, annex format 8 high pressure pump minimal 25 HP and portable pump minimal 5 Hp.		
Corrections:	<p>Complete emergency response facilities for land fires in accordance with Ministry of Agriculture No. 5/Permentan/KB.410/1/2018 in 2018 in stages based on the program.</p> <p>Auditor verification during ASA 1_1, year 2021:</p> <p>PT. Socfin Indonesia - Lae Butar has demonstrated the emergency response facilities as per document of "Daftar Sarana Tanggap Darurat Kebakaran Lahan", updated in November 2021.</p>		
Root Cause Analysis:	The provision of infrastructure and facilities is not stipulated in the program by the plantation management so that it is not properly monitored.		
Corrective Actions:	<ol style="list-style-type: none"> 1. Create an emergency response facility procurement program and monitor the progress of its procurement 2. Monitoring the appropriateness of emergency response facilities not only visually but also by function. <p>Auditor verification during ASA 1_1, year 2021:</p> <ul style="list-style-type: none"> • Record of monitoring and inspection the emergency facilities provided at form "Kartu Pemeriksaan Fasilitas Tanggap Darurat", e.g: inspection report of fire extinguisher (APAR) month October 2021 location fuel station in Lae Butar Mill was reported good; inspection report for hydrant pump No.4, month September 2021 location near boiler station was reported good. • Based on filed visit in ERP facilities (dated 9 and 10 November 2021), e.g: for fire extinguisher in sample location in fuel station, warehouse, workshop and engine room was good condition. First aid kit provided in workshop, temporary storage for hazardous waste. • Based on document review related to progress procurement program until ASA 1_1, PT. Socfin Indonesia – Lae Butar will completed the emergency response facilities in 2022. The record provided in "Program Pengadaan Fasilitas Tanggap Darurat Kebakaran Lahan tahun 2021 -2022". 		

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Assessment Conclusion:	The CH has repair and improve the condition of emergency response infrastructure/facilities and firefighting equipment; and monitoring of emergency infrastructure/facilities condition. The procurement process for new firefighting equipment continues up to year 2022. This NC closed satisfactory.
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Opportunity for Improvement	
OFI#	Description
OFI 1	<p>OFI Statement: (RSPO P&C INA – NI indicator 3.4.2) Monitoring of submission process for changes of environmental impact assessment scope to government agency according to the existing managed area.</p> <p>Verification / Follow-up actions: Verified through stakeholder consultation with environmental office of Aceh Singkil Regency. Audit team obtain statement “Environmental management and monitoring report each semester submitted in routine manner and not late and With regards to revision in environmental document, all activities have been covered in the latest document”.</p>
OFI 2	<p>OFI Statement: (RSPO P&C INA – NI indicator 7.8.2) Riparian zones restoration and enrichment.</p> <p>Verification / Follow-up actions: Visit HCV area at Block 51 (Div. 2) Lae Butar River buffer zone. Enrichment planting at buffer zone area since 2020 as follow: Bamboo (<i>Bambusa vulgaris</i>): 1 clump; Durian (<i>Durio zibethinus</i>): 10 trees; Kelor (<i>Moringa oleifera</i>): 10 tress; Ketapang (<i>Terminalia catappa</i>): 33 trees; Pulai (<i>Alstonia scholaris</i>): 10 trees; Waru (<i>Hibiscus tiliaceus</i>): 10 trees.</p>

3.3.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Critical / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
- (from previous CB)	RSPO P&C INA NI 2016 indicator – Minor	5.3.1	7/11/2019	Closed-15/10/2020
1971712-202010-M1	RSPO P&C 2018 indicator – Major	3.6.1	15/10/2020	Closed-12/12/2020
1971712-202010-N1	RSPO P&C 2018 indicator – Minor	6.2.6	15/10/2020	Closed-11/11/2021
1971712-202010-N2	RSPO P&C 2018 indicator – Minor	6.7.2	15/10/2020	Closed-11/11/2021
1971712-202010-N3	RSPO P&C 2018 indicator – Minor	7.11.2	15/10/2020	Closed-11/11/2021
2123563-202111-N1	RSPO P&C 2018 - INA NI 2020 - Indicator Minor	2.1.2	11/11/2021	Next ASA
2123563-202111-N2	RSPO P&C 2018 - INA NI 2020 – Indicator Minor	7.3.2	11/11/2021	Next ASA

3.4 Stakeholders and previous land owner / user consultation

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss PT. Socfin Indonesia – Lae Butar POM Certification Unit’s environmental and social performance, legal and any known dispute issues.

Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and later was verified with the management team. Any comment which is not complying to the RSPO P&C requirements have been incorporated as an assessment finding.

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as below.

Stakeholders contacted		
Type of Stakeholder (e.g. Internal, Union, Contractor, Governmental Department, NGO, External, Communities)	Stakeholder name / organization	Means of communication (e.g. face to face interview, email, phone interview, comment from public notice)
Governmental Department	Dinas Lingkungan Hidup (Environmental Office); Dinas Perkebunan (Plantation Office); Kantor Pertanahan (Land Office); Dinas Transmigrasi dan Tenaga Kerja (Labour and Transmigration Office)	Face to face interview and Phone interview
Union	Worker Union	Face to face interview
Communities	Blok 31 Village, Gunung Meriah District; and Tulaan Village, Gunung Meriah District	Face to face interview
Internal Stakeholders	Gender Committee PT. Socfin Indonesia – Lae Butar; Sampled workers and staff of PT. Socfin Indonesia – Lae Butar	Face to face interview
Contractor	Koperasi Amanah Penitipan Karyawan (AMPERA)	Face to face interview
NGO	Wetlands International Indonesia; Aid Environments; Amnesty; Lingkar Komunitas Sawit; Wahana Lingkungan Hidup Indonesia; Orangutan Land Trust; Forest Watch Indonesia; Wildlife Conservation Society	Email

Stakeholders comment	
1	<p>Feedbacks: Dinas Lingkungan Hidup, Kabupaten Aceh Singkil (Aceh Singkil Regency Environmental Office)</p> <ul style="list-style-type: none"> - Environmental management and monitoring report each semester submitted in routine manner and not late. - Latest communication and onsite monitoring from the environmental service on 4 November 2021. - Company’s environmental permit and other license still valid.

	<ul style="list-style-type: none"> - Hazardous waste storage permit in PT. Socfin Indonesia – Lae Butar, the environmental Office in Regency level is coordinating with Ministry of Environment “Kementerian Kehutanan dan Lingkungan Hidup” in deciding the authority level. - With regards to revision in environmental document, all activities have been covered in the latest document. - There was not report related to environmental pollution sourced from PT. Socfin Indonesia – Lae Butar.
	<p>Audit Team verification and response: Stakeholder input noted and reported in criterion 3.4. Positive comment.</p>
<p>2</p>	<p>Feedbacks: Dinas Perkebunan, Kabupaten Aceh Singkil (Aceh Singkil Regency Plantation Office)</p> <ul style="list-style-type: none"> - Result of Plantation Scoring “Penilaian Usaha Perkebunan” year 2018 “Baik (Kelas II)”. - Report of plantation business as in “Laporan Kegiatan Usaha Perkebunan” routinely submitted. - With regards to program for smallholder development, company can registered 10 smallholder groups through “SIMLUHTAN (Sistem Penyuluhan Kelompok Tani)” using online registration and will not requires notary act for establishment. The “SIMLUHTAN” the process is faster and acknowledged by Ministry of Agriculture as mechanism to support oil palm smallholder through development program.
	<p>Audit Team verification and response: Stakeholder input noted and reported in criterion 5.1. Positive comment.</p>
<p>3</p>	<p>Feedbacks: Kantor Pertanahan, Kabupaten Aceh Singkil (Aceh Singkil Regency Lands Office)</p> <p>Process for land title extension of “Sertipikat HGU No. 5 Tahun 1988 Socfindo Lae Butar”:</p> <ul style="list-style-type: none"> - On 15 January 2021: The application letter for extension has been submitted to “Kantor Pertanahan”. - On 30 April 2021: Land measurement has been carried out by “Kantor Wilayah Propinsi Aceh” team. - On 9 July 2021: Physical map “Peta Bidang Tanah” issued and in compliance with procedure from Lands Office. <p>Currently the process awaits onsite checking and ground-truthing by “Panitia-B” and followed with meeting “Rapat Panitia-B” to determines the hectarage of HGU extension.</p> <p>Comments:</p> <ul style="list-style-type: none"> - PT. Socfin Indonesia - Lae Butar has not reported the availability of 20% land for Plasma. - There was an objection letter for land title extension of HGU PT. Socfin Indonesia - Lae Butar, addressed to Lands Office. The letter come from 2 groups in Gunung Meriah District and Simpang Kanan District. The letter addressed to Lands Office in Regency and Province level.
	<p>Audit Team verification and response: Stakeholder input noted and reported in criterion 4.2 and 4.4.</p>
<p>4</p>	<p>Feedbacks: Dinas Transmigrasi dan Tenaga Kerja, Kab. Aceh Singkil (Aceh Singkil Regency Manpower and Transmigration Office)</p> <ul style="list-style-type: none"> - PT. Socfin Indonesia – Lae Butar routinely submitting manpower report “Laporan Wajib Tenaga Kerja”. - The salary level paid by company is in accordance to minimum wage sets by Aceh Province. - Based on monitoring by the Office, there was no issue related to manpower or industrial relation between year 2020 - 2021. - PT. Socfin Indonesia has implementing the manpower, worker welfare and industrial regulations, this including the latest act; “Undang-Undang No. 11 tahun 2020 tentang Cipta Kerja”.

	<p>Audit Team verification and response: Stakeholder input noted and reported in criterion 2.1 and 6.2. Positive comments.</p>
5	<p>Feedbacks: Desa Blok 31, Kecamatan Gunung Meriah (Blok 31 Village, Gunung Meriah District)</p> <ul style="list-style-type: none"> - The location of the village was inside Lae Butar Plantation, and previously under Sidorejo Village. The majority of settlers in the village is working in PT. Socfin Indonesia – Lae Butar. - The village cannot apply for infrastructure fund from village fund because the location of the village inside Lae Butar Estate. For village infrastructure and the maintenance has been under responsibility of PT. Socfin Indonesia. - So far, there was no dispute with company. <p>Audit Team verification and response: Stakeholder input noted and reported in criterion 4.2.</p>
6	<p>Feedbacks: Desa Tulaan, Kecamatan Gunung Meriah (Tulaan Village, Gunung Meriah District)</p> <ul style="list-style-type: none"> - Some community works with PT. Socfin Indonesia. - Everytime company announced job vacancy, village and communities informed through written letter. - During COVID-19 pandemic, PT. Socfin Indonesia provides aid and donation to community of Tulaan Village. - Corporate Social Responsibility realized in form of construction of post building in front of public cemetery, clean water provision for communities, etc. - Community sending in application for donation to company. - There was some of the community sounding their objection to Lands Office to land title extension of HGU PT. Socfin Indonesia - Lae Butar, addressed to Lands Office. These community members send their letter addressed to Lands Office in Regency and Province level. - These community wishes their house no longer be part inside company’s land title. <p>Audit Team verification and response: Stakeholder input noted and reported in criterion 4.2 and 4.4.</p>
7	<p>Feedbacks: Serikat Pekerja (Worker Union)</p> <ul style="list-style-type: none"> - The draft of collective work agreement currently under review process by BKS-PPS in Medan Office, whereby additional clause related to bonus calculation is under negotiation. - In meantime, where new collective work agreement has not agreed, the latest collective work agreement is still valid. - Worker union rarely carried out bipartite meeting during COVID-19 pandemic to avoid greater risk. - Total member of the worker union as per October 2021 registered 811 members. <p>Audit Team verification and response: Stakeholder input noted and reported in criterion 6.3.</p>
8	<p>Feedbacks: Komite Gender PT. Socfin Indonesia - Lae Butar (Gender Committee PT. Socfin Indonesia – Lae Butar)</p>

	<ul style="list-style-type: none"> - Gender committee member understands the policy related to opportunity equality, reproductive rights protection, sexual harassment prohibition in the company. - No issue of sexual harassment and/or domestic violence since Gender Committee organization established. - The clinic is routinely assess and check on menstrual cycle and check on pregnancy of female worker, recorded and reported – monthly basis. - All division equipped with lactation room to encourage female worker breastfeeding their baby. - Specific time allocation were given to female worker to breastfeeding during working time.
	<p>Audit Team verification and response: Stakeholder input noted and reported in criterion 6.1; 6.5; 7.2.</p>
<p>9</p>	<p>Feedbacks: Koperasi Amanah Penitipan Karyawan (AMPERA) Contractor for manpower provision</p> <ul style="list-style-type: none"> - Manpower provision contractor, established with legal entity under company. - The use of manpower for work of specific activity, temporary work/seasonal work will be assigned to the cooperative, covered with contractual agreement between company and Koperasi AMPERA. - All right and obligation of cooperative and worker stipulated in work agreement between each worker and Koperasi AMPERA. - Based on monitoring, no negative complaint from the worker. - Company has comply with all normative regulation and requirement related to industrial relation and manpower provision with no discrimination.
	<p>Audit Team verification and response: Stakeholder input noted and reported in criterion 1.2; 2.1; 2.2. Audit team issued NC Minor against indicator 2.1.2.</p>

List of land owner / user contacted					
Name	Years of ownership / used	Land area (ha)	Agreement (Yes / No)	Agreement base on FPIC (Yes/No)	Compliance on the agreement terms and conditions
Nil					
<p>Notes: PT. Socfin Indonesia – Lae Butar POM was operated since the Dutch Era (approximately on 1919). Lae Butar operates an area for oil palm plantations covering an area of 4,731.4 Ha. The area was obtained from the Dutch concession (erfpacht) covering an area of 4,414.48 Ha and 312.92 Ha from the purchase the concession of PT. Jaya Bahni Utama in 2004. During the audit, the team of auditors had tried to interview the previous landowners for the area purchased from PT. Jaya Bahni Utama in 2004. However, the company no longer exists.</p>					

Previous land owner / user comment	
	Feedbacks: Nil
	Audit Team verification and response: -

3.5 Impartiality and conflict of interest

During this assessment there was no circumstances or pressure that had influenced the independence or confidentiality of the assessment team.

Formal Signing-off of Assessment Conclusion and Recommendation

The audit objectives have been achieved and the certificate scope is appropriate. Based on the results of this audit, it is concluded that PT. Socfin Indonesia – Lae Butar POM has complied with the Indonesia National Interpretation 2020 of the RSPO P&C 201 and audit criteria identified within the audit report. It is deemed that the management system has achieved its intended outcomes. Therefore, it is recommended that PT. Socfin Indonesia – Lae Butar POM is remain certified.

Report prepared by	Acceptance of Assessment Conclusion
Name: Pratama Agung Sedayu	Name: Andria Zulmanitra
Company Name: PT. BSI Group Indonesia on behalf BSI Services Malaysia Sdn Bhd	Company Name: PT. Socfin Indonesia – Lae Butar POM
Title: Client Manager	Title: Sustainability Coordinator
Signature: 	Signature: <i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i>  PT SOCFIN INDONESIA SOCFINDO - MEDAN Internal Audit
Date: 3 December 2021	Date: 4 December 2021

Appendix A: Summary of Findings

Criterion / Indicator	Assessment Findings	Compliance	
<p>Principle 1: Behave ethically and transparently</p>			
<p>Drive ethical business behaviour, build trust and transparency with stakeholders to ensure strong and healthy relationships.</p>			
<p>Criteria 1.1: The unit of certification provides adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.</p>			
<p>1.1.1</p>	<p>(C) Management documents that are specified in the RSPO P&C are made publicly available.</p>	<p>Based on document verification, certificate holder has social communication procedure "Prosedur Komunikasi Sosial No.SOC/PSM/9/01 rev.06, dated 1 April 2020. In clause 6.2.3.3 written the list of publicly accessible document as follows:</p> <ul style="list-style-type: none"> a) Land title certificate/Sertifikat HGU b) Occupational health and safety plan. c) Environmental document/AMDAL and social impact assessment d) Prevention and reduce pollution plan. e) Negotiation procedure. f) Continuous improvement program. g) Public summary of certification process. h) Human rights policy i) Company's policy. j) Ethical code of employee and supplier. k) Identification and management plan of HCV area – belum tercatat. <p>Specific guidance 5.1 stipulated land title/Sertifikat HGU can be seen and read and written in estate office. Land title/Sertifikat HGU cannot be copy by stakeholder.</p>	<p>Complied</p>

1.1.2	Information is provided in appropriate languages and accessible to relevant stakeholders.	All publicly available document is written in Bahasa Indonesia that can understood by local people near the concession area such as identification and management plan of HCV area, work accident report, company's policy, stakeholder complaints. All document can be accessed through the section 6.1 of Social Communication Procedure (Document No. SOC/PSM/9.01, Rev.7 dated 01 February 2019).	Complied
1.1.3	(C) Records of requests for information and responses are maintained.	<p>Record of incoming information request or aspiration from stakeholder are documented in file "Catatan Permintaan Informasi & Aspirasi" which is summarized on monthly base. The document consists the information request date, name of person/organization request, type of aspiration, early response by certificate holder, following response/realization and status of request.</p> <p>All the records of requests for information and responses are in place. Those documents kept by head clerk.</p> <p>"Buku aspirasi masyarakat 2021" contains charity request to the company totally 40 requests (Jan - Oct 2021). Its records book completed with Date, Requestor, Request Description, Response and Follow Up, Type of Assistance/Charity, Actual Realization.</p> <p>Example: 5 July 2021 Company received request for road maintenance at Kampung Tunas Harapan. Type of assistance: Road Grader. Realization: 9 July 2021.</p>	Complied
1.1.4	(C) Consultation and communication procedures are documented, disclosed, implemented, made available, and explained to all relevant stakeholders by a nominated management official.	The social communication procedure (see indicator 1.1.1) also establish the procedure for dealing with aspirations/ request for information, how to monitor them and establish a personal in charge who follow up on each process. According to the procedures, certificate holder shall respond every incoming aspirations/ request for information maximum 30 days after the submission dated.	Complied

		<p>Certificate holder has submitted their mandatory report to the respective government agencies on regular bases. For example:</p> <ul style="list-style-type: none"> - Environmental management and monitoring on six-month bases. - Wastewater monitoring report on three monthly bases. - Hazardous waste management report on three monthly bases. - Plantation business development report on annual bases. - OHS committee meeting report on three monthly bases. - Accident report on three monthly bases. <p>Nominated management official for consultation and communication was described in General Affair Department Letter No. UM/X/Bi/2765/10 dated 15 November 2010. This letter contains about Assignment for Community Relationship Responsible Person. According the letter, Manager or "Pengurus" is the person in charge for Community Relationship.</p>	
1.1.5	An up-to-date list of contacts and detailed stakeholder information is available along with designated representatives.	<p>PT. Socfin Indonesia – Lae Butar consistently updated their list of stakeholders on annual bases. The last updated on 19 October 2021.</p> <p>The list of stakeholders consists the information of stakeholder name, contact and address. Based on document verification, there is two types of stakeholder which is internal and external stakeholder. Internal stakeholder consist of estate manager, head office Medan, mill head, resident doctor, labour union, cooperative, gender committee, while external stakeholder divided into government agencies and subdistrict head, police station, army station, local communities leader or village head (Pandan Sari, Rimo, Blok 31 Sena, Blok 18, Tulaan, Panggi, Silulusan, Sanggaberu and Lae Butar Village), labor union, gender committee, transporter, hazardous waste collector, general contractor and NGO (LSM Garuda).</p>	Complied
<p>Criteria 1.2: The unit of certification commits to ethical conduct in all business operations and transactions.</p>			

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<p>1.2.1</p>	<p>A policy for ethical conduct is in place and implemented in all business operations and transactions, including recruitment and contracts.</p>	<p>PT. Socfin Indonesia – Lae Butar POM and supply base as certified management unit has developed several policies and it publicly available on the company website portal https://www.socfindo.co.id/sustainability#a3. The Code of ethics as a rules for governance when dealing with third parties, divided into:</p> <ol style="list-style-type: none"> 1. Employee and Corporate Code of Ethics (https://www.socfindo.co.id/documents/eng/Corporate-Code-of-Ethics.pdf), Edition 2 March 2019. 2. Suppliers Codes of Ethics (https://www.socfindo.co.id/documents/eng/Suppliers-Code-of-Ethics.pdf), Edition 1 March 2019. <p>These policies available in bilingual (English and Bahasa Indonesia) and approved by Principal Director.</p> <p>Implementation Code of Ethics in Business Dealing such as supplier selection is refer to “Prosedur Penanganan Service Request” No. Doc. SOC/PSM/6.07, Edition 02, Rev.03, dated 1 April 2015. Process of service procurement which performed by third party are using tendering method which fairly evaluation on several parameter such as quality, resources and price.</p> <ul style="list-style-type: none"> - PT. Socfin Indonesia – Lae Butar POM carried out socialization code of ethical for employee, dated 3 September 2021. The socialization attended by 13 workers in Lae Butar POM. - PT. Socfin Indonesia – Lae Butar Estate Division I carried out socialization code of ethical for contractor, dated 9 August 2021. The socialization attended by 14 contractor workers. PT. Socfin Indonesia – Lae Butar Estate Division I carried out socialization code of ethical for worker, dated 11 August 2021. The socialization attended by 26 workers (upkeep workers, sprayers, fertilizer applicators, FFB transport driver). PT. Socfin Indonesia – Lae Butar Estate Division I carried out socialization code of ethical for surrounding villages, 	<p>Complied</p>
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		<p>dated 11 August 2021. The socialization attended by village head Blok 15, village head Bandar Sari, village secretary blok 18, village head Blok 31, village head Tulaan, Police from Rimo.</p> <ul style="list-style-type: none"> - PT. Socfin Indonesia – Lae Butar Estate Division II carried out socialization code of ethical for contractor of pruning and EFB application, dated 13 July 2021. The socialization attended by 7 contractor workers. PT. Socfin Indonesia – Lae Butar Estate Division II carried out socialization code of ethical for workers, dated 13 July 2021. The socialization attended by 36 harvesters. - PT. Socfin Indonesia – Lae Butar Estate Division III carried out socialization code of ethical for employee, dated 12 January 2021. The socialization attended by 32 harvesters, 1 mandor and 1 assistant. - PT. Socfin Indonesia – Lae Butar Estate Division IV carried out socialization code of ethical for employee, dated 9 August 2021. The socialization attended by 85 harvesters. <p>Socialization covers decent living wage provision, freedom of association, prohibit forced labour, child protection, reproductive rights protection, prohibit violence and harassment, prohibit discrimination and promote equality, uphold human rights and protection of human rights defender, grievance/complaint resolution, non-deforestation and peat exploitation policy.</p> <p>Stipulate in contract:</p> <ul style="list-style-type: none"> - "Surat Perjanjian Pekerjaan Service Maintenance Decanter No.1 untuk Kebun Lae Butar No.PD-GM/X/Bi/189/2021 – 19/03/2021" dated 19 March 2021. Chapter II Section 7 stipulated "Understands PT. Socfin Indonesia's code of ethical conduct policy in www.socfindo.co.id/sustainability/#a3". - "Surat Perjanjian Pengangkutan Minyak Kelapa Sawit PT. Socfin 	
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		<p>Indonesia and CV Karya Murni No. PD-GM/X/510/2020”, dated 8 December 2020. Specific clause on abide to code of conduct in Chapter III Section 14. f. stipulates “Understands PT. Socfin Indonesia’s code of ethical conduct policy in www.socfindo.co.id/sustainability/#a3”.</p> <p>- “Surat Perjanjian Pengangkutan Inti Kelapa Sawit PT. Socfin Indonesia and CV Karya Murni No.PD-GM/X/524/2020”, dated 12 December 2020. Chapter III Section 15.f. stipulates “Understands PT. Socfin Indonesia’s code of ethical conduct policy in www.socfindo.co.id/sustainability/#a3”.</p>	
1.2.2	<p>A system is in place to monitor compliance and the implementation of the policy and overall ethical business practice.</p>	<p>System to monitor compliance and implementation of the Code of Ethics policy is by conducting an internal audit. Guidance of internal audit described within “Pedoman Internal Audit No.SOC/PSM/11.01” dated 1 August 2016.</p> <p>In the SOCFIN INDONESIA organizational structure, an internal audit known as “Sistem Pengawas Internal (SPI)” is responsible to monitor an implementation of corporate policies and procedure, financial, management system and sustainability. Result of an internal audit will report directly to General Manager and Principal Director.</p> <p>Sample of Internal Audit:</p> <p>Internal Audit Report “Laporan Pemeriksaan di Kebun Lae Butar No.IA/PD-GM/Bi/100/20” dated 6 July 2020. The internal audit check on warehouse inventory procurement and utilization; FFB receiving; EFB production and utilization; Solid production and utilization; verification of tonnage and type of transport; verification of manpower service provision by contractor and progress monitoring ; LCC micro-cuttings provision and progress monitoring; LCC upkeep provision by contractor and monitoring; Kernel shell stock monitoring.</p> <p>Internal audit sustainability dated 12-14 August 2021. “Laporan Ketidaksesuaian No.ASMI/LB/21/01” dated 12 August 2021. Internal</p>	Complied

		audit covers all clauses under RSPO P&C, including decent living wage provision, freedom of association, prohibit forced labour, child protection, reproductive rights protection, prohibit violence and harassment, prohibit discrimination and promote equality, uphold human rights and protection of human rights defender, grievance/complaint resolution, non-deforestation and peat exploitation policy, Findings: clause RSPO 1.1.1; 1.1.4; 1.2.1 stated village head does not understand document publicly available. Correction: provide socialization to village head on 6 November 2021 to Sangga Beru Silulusan village, Pangi village, Blok 18 village – explanation on type of document understood.	
Principle 2: Operate legally and respect rights Implement legal requirements as the basic principles of operation in any jurisdiction.			
Criteria 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.			
2.1.1	(C) The unit of certification complies to relevant regulations.	<p>Certificate holder has had procedure of identification and evaluation of legal requirements (No. Doc SOC/PSM/4.05 dated 15 May 2017). Person in charge to identify and evaluate was legal staff in coordinate with unit head. Evaluation period conducted in two period which is January – June and July to December.</p> <p>List of legal requirements and other relevant regulations in document of “Identifikasi dan Evaluasi Pemenuhan Peraturan dan Persyaratan Lainnya Januari – Juni 2021” is evaluated by Certificate Holder.</p> <p>Audit team gathered information from various stakeholders, including Aceh Singkil Regency Manpower and Transmigration Office, stating PT. Socfin Indonesia has implementing the manpower, worker welfare and industrial regulations, this including the latest act; “Undang-Undang Cipta Kerja”.</p>	Complied
2.1.2	A documented system for ensuring legal compliance is in place. This system has means to track changes to the law and also includes listing	As described in the previous indicator 2.1.1, certificate holder has appointed legal staff in collaborate with sustainability team to identify	Non-compliance

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	<p>and evidence on evaluation of legal compliance of all contracted third parties, such as: recruitment agencies, service provider and labour contractor.</p>	<p>the latest legal regulation and its implementation each semester. The implementation also verified for third parties, recruitment agencies, service providers and labour contractors.</p> <p>For example, the implementation of no child-worker usage of transporter - contractor (CV Karya Murni) has been verified. According to the last observation by chief mill, there was no child-worker used by CV Karya Murni.</p> <p>However, audit team issued Minor NC: Certification unit has not demonstrate evidence of through compliance evaluation upon work agreement with manpower contractor; which made between Koperasi AMPERA with daily worker against work agreement "Surat Perjanjian No.LB/SPK/X/Bi/019/21" between PT. Socfin Indonesia and Koperasi AMPERA.</p>	
2.1.3	<p>Legal or authorized boundaries are clearly demarcated and visibly maintained and there is no planting beyond these legal or authorized boundaries.</p>	<p>Certificate holder conducted boundary poles monitoring in a monthly basis. Lae Butar concession had 94 poles. Based on the latest report "Patroli LK3 – 2020 Patok HGU Division 1, 2, 3 and 4" dated 3 October 2021 known that all boundary poles are in place. There is no record of broken or lost poles.</p> <p>During the audit, auditor has randomly visited boundary poles. All boundary poles are available and well maintained.</p> <p>Boundary No.BPN SFD 36 located 2° 21' 23.03" N and 97° 57' 43.79" E Boundary No.BPN SFD 37 located 2° 22' 9.40" N and 97° 58' 20.37" E Boundary No.BPN SFD 86 located 2° 22' 10.07" N and 97° 58' 19.54" E</p>	Complied
<p>Criteria 2.2: All contractors providing operational services and supplying labour, and Fresh Fruit Bunch (FFB) suppliers, comply with legal requirements.</p>			
2.2.1	<p>A list of contracted parties is available.</p>	<p>PT. Socfin Indonesia – Lae Butar as certified management unit has maintained list of contracted parties and listed in "Daftar Stakeholder", updated 19 October 2021.</p> <ul style="list-style-type: none"> - CV Karya Murni: Contractor transport CPO and PK: 	Complied

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		<ul style="list-style-type: none"> - Mislin AS: Contractor hazardous waste - Koperasi Ampera: Contractor for manpower provision - CV Numalos: Contractor for machine maintenance 	
2.2.2	All contract, including those for FFB supply, contain specific clause on meeting relevant legal requirements and this can be demonstrated by the third party.	<p>Contract sighted:</p> <ul style="list-style-type: none"> - "Surat Perjanjian Pekerjaan Service Maintenance Decanter No.1 untuk Kebun Lae Butar No.PD-GM/X/Bi/189/2021 – 19/03/2021" dated 19 March 2021. Chapter II Section 5 stipulated "Contractor shall abide to laws and regulation related to manpower and social insurance in Indonesia ..." - "Surat Perjanjian Pengangkutan Minyak Kelapa Sawit PT. Socfin Indonesia and CV Karya Murni No. PD-GM/X/510/2020", dated 8 December 2020. Transporter name CV. Karya Murni. Specific clause on meeting relevant legal requirement are described in Chapter III Section 14.n. stipulates "Fulfill relevant laws and regulation". - "Surat Perjanjian Pengangkutan Inti Kelapa Sawit PT. Socfin Indonesia and CV Karya Murni No.PD-GM/X/524/2020", dated 12 December 2020. Chapter III Section 15.n. stipulates "Fulfill relevant laws and regulation". 	Complied
2.2.3	All contracts, including those for FFB supply, contain clauses disallowing child, forced and trafficked labour.	<p>Sampled contract verified:</p> <ul style="list-style-type: none"> - "Surat Perjanjian Pekerjaan Service Maintenance Decanter No.1 untuk Kebun Lae Butar No.PD-GM/X/Bi/189/2021 – 19/03/2021" dated 19 March 2021. Chapter II Section 8 stipulated "Prohibit to employ worker under 18 years"; Section 11 stipulated "Prohibit practice of force labor and human trafficking". - "Surat Perjanjian Pengangkutan Minyak Kelapa Sawit PT. Socfin Indonesia and CV Karya Murni No. PD-GM/X/510/2020", dated 8 December 2020. Chapter III Section 14.h. stipulates "Prohibit to employ worker under 18 years"; Section 14.i. stipulated "Prohibit practice of force labor and human trafficking". 	Complied

		- "Surat Perjanjian Pengangkutan Inti Kelapa Sawit PT. Socfin Indonesia and CV Karya Murni No.PD-GM/X/524/2020", dated 12 December 2020. Chapter III Section 14.h. stipulates "Prohibit to employ worker under 18 years"; Section 14.i. stipulated "Prohibit practice of force labor and human trafficking".	
Criteria 2.3: All FFB supplies from outside the unit of certification are from legal sources.			
2.3.1	<p>(C) For all directly sourced FFB, Palm Oil Mill (POM) requires:</p> <ul style="list-style-type: none"> Information regarding the geolocation of FFB origins; Proof of ownership status, right/claim of the land by grower/smallholder; If relevant, valid planting/operational/trading license, or is part of a cooperative which allows the buying and selling of FFB. 	<p>PT. Socfin Indonesia - Lae Butar POM as certified management unit has only one supply base from their own nucleus estate namely Lae Butar Estate.</p> <ul style="list-style-type: none"> Lae Butar Estate located in 2°24'02.4" N & 97°59'15.0" E (Div.1 office). The GPS coordinate is taken from the centre of Lae Butar Estate. Ownership status of Lae Butar Estate is legally registered and has land title certificate of "Hak Guna Usaha" No. 5 Year 1988 with area covered 4,414.48 Ha. <p>Plantation permit No. HK.350/824/Dj.Bun.5/XI/2001, dated 23 November 2001 with area covered 4,414.48 Ha and Mill capacity is 23 MT FFB/hours.</p>	Complied
2.3.2	For all indirectly sourced FFB, the unit of certification obtains from the collection centres, agents or other intermediaries, the evidence as listed in indicator 2.3.1.	PT. Socfin Indonesia - Lae Butar POM implementing supply chain model IP/Identity Preserved. FFB supplied is directly from their own estate and not receiving indirectly FFB from other parties.	Complied
Principle 3: Optimise productivity, efficiency, positive impact and resilience			
Implement plans, procedures and systems for continuous improvement.			
Criteria 3.1: There is an implemented management plan for the unit of certification that aims to achieve long-term economic and financial viability.			

3.1.1	<p>(C) A business or management plan (minimum of three years) is documented and where applicable, includes a jointly developed business case for Scheme Smallholders.</p>	<p>PT. Socfin Indonesia has prepared long term management plan in document "Rencana Jangka Panjang 2021-2025". This document described the five-year business projection of PT. Socfin Indonesia (for whole business unit of palm oil and rubber). Long term management plan of PT. Socfin Indonesia covered parameter as follows:</p> <ul style="list-style-type: none"> - Hectare statement of mature and immature area - Estimation of production (Tonnes) - Estimation of FFB purchase (for Mass Balance Mill) - Extraction projected (%) - Cost estimation (IDR/kg) - Estimation of price (IDR/Tonnes) - Estimation of profit (IDR) <table border="1" data-bbox="1133 820 1975 1209"> <thead> <tr> <th></th> <th>2021</th> <th>2022</th> <th>2023</th> <th>2024</th> <th>2025</th> </tr> </thead> <tbody> <tr> <td>Mature</td> <td>3,958 Ha</td> <td>3,873 Ha</td> <td>3,798</td> <td>3,787</td> <td>3,823</td> </tr> <tr> <td>Immature</td> <td>230 Ha</td> <td>316 Ha</td> <td>391</td> <td>402</td> <td>366</td> </tr> <tr> <td>FFB (tons)</td> <td>101,088</td> <td>105,544</td> <td>103,729</td> <td>105,452</td> <td>101,752</td> </tr> <tr> <td>CPO (tons)</td> <td>23,408</td> <td>24,317</td> <td>23,899</td> <td>24,296</td> <td>23,444</td> </tr> <tr> <td>PK (tons)</td> <td>4,267</td> <td>4,433</td> <td>4,357</td> <td>4,429</td> <td>4,274</td> </tr> <tr> <td>OER</td> <td>23.16%</td> <td>23.04%</td> <td>23.04%</td> <td>23.04%</td> <td>23.04%</td> </tr> <tr> <td>KER</td> <td>4.22%</td> <td>4.20%</td> <td>4.20%</td> <td>4.20%</td> <td>4.20%</td> </tr> <tr> <td>Cost/kg</td> <td>Rp.2,100</td> <td>Rp.2,205</td> <td>Rp.2,315</td> <td>Rp.2,431</td> <td>Rp.2,553</td> </tr> </tbody> </table>		2021	2022	2023	2024	2025	Mature	3,958 Ha	3,873 Ha	3,798	3,787	3,823	Immature	230 Ha	316 Ha	391	402	366	FFB (tons)	101,088	105,544	103,729	105,452	101,752	CPO (tons)	23,408	24,317	23,899	24,296	23,444	PK (tons)	4,267	4,433	4,357	4,429	4,274	OER	23.16%	23.04%	23.04%	23.04%	23.04%	KER	4.22%	4.20%	4.20%	4.20%	4.20%	Cost/kg	Rp.2,100	Rp.2,205	Rp.2,315	Rp.2,431	Rp.2,553	Complied
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3.1.2	<p>An annual replanting programme projected for a minimum of five years with yearly review, is available.</p>	<p>According to the long-term management plan period 2020 – 2024, Lae Butar has had annual replanting program as follows:</p> <table border="1" data-bbox="1133 1294 1975 1377"> <thead> <tr> <th></th> <th>2021</th> <th>2022</th> <th>2023</th> <th>2024</th> </tr> </thead> <tbody> <tr> <td>Hectare</td> <td>114.70 Ha</td> <td>155.79 Ha</td> <td>90.43 Ha</td> <td>109.08 Ha</td> </tr> </tbody> </table>		2021	2022	2023	2024	Hectare	114.70 Ha	155.79 Ha	90.43 Ha	109.08 Ha	Complied																																												
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		Location	Div.I, block 31,32,33 Div.IV, block 84	Div.I, block 29,30 Div.IV, block 98, 108, 105 , 104	Div.IV, block 86, 87, 88, 99	Div.III, block 25 Div.IV, block 95	
		<p>During the audit, auditor has visited the replanting area of 2021 replanting blok 31 and 32 Division I that has been successfully replanted. There was no fire usage during the land preparation.</p>					
3.1.3	The unit of certification holds management review at planned term according to the scale and nature of the activities undertaken.	<p>PT. Socfin Indonesia that managed whole Socfin’s operation of rubber and palm oil plantation in Indonesia usually set the annual report. Those documents will bring into annual management review meeting (usually on February and September). The result of the meeting will record as continuous improvement in operational activities next year.</p> <p>During the audit, auditor team has verified the last management review that held on 9 September 2021 (attended by 11 participants consist of Group Manager, Estate Manager, Mill chief, field assistant and sustainability staff). Some of the issues discussed were follow-up to previous management reviews, follow-up on internal audit findings, production targets that have been achieved, public complaint records, work accident records, environmental performance, compliance with regulations, smallholder progress. The record of management review is in place.</p>					Complied
<p>Criteria 3.2: The unit of certification regularly monitors and reviews their economic, social and environmental performance and develops and implements action plans that allow demonstrable continuous improvement in key operations.</p>							
3.2.1	(C) The action plan for continuous improvement is implemented, based on consideration of the main social and environmental impact and opportunities of the unit of certification.	<p>PT. Socfin Indonesia has demonstrated the document of implementation of continuous improvement for year 2021, both in Lae Butar POM and Estate’s:</p> <p>Continuous improvement program in Palm Oil Mill – year 2021, consist of:</p> <ul style="list-style-type: none"> • Monitoring and evaluation of best management practices in mill 					Complied

		<ul style="list-style-type: none"> Monitoring the use of renewable energy Monitoring and management of chemical use and chemical waste Interview with the community for the social aspect Mitigation and efforts to reduce greenhouse gas emissions Socialization of conservation areas including socialization of protected, rare, threatened, and endangered species status to stakeholders. <p>Continuous improvement program in Estates – year 2021, consist of:</p> <ul style="list-style-type: none"> Monitoring and evaluation of best agricultural practices Monitoring and management of agrochemical uses and waste Interview with communities regarding social aspects Mitigation of Green House Gas Dissemination to the stakeholder regarding conservation including RTE species. 	
3.2.2	As part of the monitoring and continuous improvement process, annual reports are submitted to the RSPO Secretariat by Certification Body during Annual Surveillance Assessment by using the RSPO metrics template.	<p>Based on explanation of management representatives, until audit finish the RSPO Metric – 2021.</p> <p>Annual Communication of Progress (ACOP) 2020 to RSPO website under organization name Socfin SA, membership No.1-0269-19-000-00. In accordance with ACOP 2020, Socfin SA has submitted the ACOP report to the RSPO secretariat. According to the report, Socfin SA has a program to train surrounding smallholder on Best Management Practices</p>	Complied
Criteria 3.3: Operating procedures are appropriately documented, consistently implemented and monitored.			
3.3.1	(C) Standard Operating Procedures (SOPs) for the unit of certification are in place.	Standard Operating Procedures (SOPs) and Work Instructions for Estate been documented. The procedures cover key processes, harvesting, transportation, manuring, IPM, GAP, Supply Chain requirements for the	Complied

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		<p>mill, land clearing, nursery, preparation before replanting, drainage system, maintenance of immature and mature upkeep.</p> <p>SOP for Estate:</p> <ul style="list-style-type: none"> - Socfindo Management System Procedure for Oil Palm Plantation No.SOC/PSM/7.10 - Socfindo Management System Procedure Debolling Oil Palm No.SOC/PSM/7.10-03 - Work Instruction Oil Palm Nursery No.SOC/KKS/IK/01 - Work Instruction Land Preparation for Oil Palm No.SOC/KKS/IK/02 - Work Instruction Continuous Terrace No.SOC/KKS/IK/03 - Work Instruction Legume Cover Crop Planting No.SOC/KKS/IK/04 - Work Instruction Oil Palm Planting No.SOC/KKS/IK/05 - Work Instruction Oil Palm Pruning No.SOC/KKS/IK/06 - Work Instruction Oil Palm Harvesting No.SOC/KKS/IK/07 - Work Instruction Operating Fogging Machine No.SOC/KKS/IK/08 - Work Instruction Debolling Oil Palm Infested Ganoderma No.SOC/KKS/IK/09 - Work Instruction Castration and Sanitation No.SOC/KKS/IK/10 - Work Instruction Operating Bore Machine for Oil Palm No.SOC/KKS/IK/11 - Work Instruction EFB Application No.SOC/KKS/IK/12 - Work Instruction Weed Control for Oil Palm No.SOC/KKS/IK/13 - Work Instruction Harvesting Pole No.SOC/KKS/IK/14 - Work Instruction Solid Application No.SOC/KKS/IK/15 - Work Instruction FFB Transport No.SOC/KKS/IK/16 - Work Instruction Compost application No.SOC/KKS/IK/17 - Work Instruction Nurture Beneficial Plant for Oil Palm 	
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		<p>No.SOC/KKS/IK/18</p> <ul style="list-style-type: none"> - Work Instruction Spear Rot Control for Oil Palm No.SOC/KKS/IK/19 - Work Instruction Mechanical Fertilizer Application No.SOC/KKS/IK/20 - Work Instruction Sub seilling and ripping No.SOC/KKS/IK/21 - Work Instruction Ploughing and Harrowing No.SOC/KKS/IK/22 - Work Instruction Water Drainage Construction No.SOC/KKS/IK/23 - Work Instruction Mounding Construction No.SOC/KKS/IK/24 - Work Instruction Terrace and Platform No.SOC/KKS/IK/25 - Work Instruction Bagworm Control with <i>Beauvaria beassina</i> Fungi No.SOC/KKS/IK/27 <p>IPM Procedure:</p> <ul style="list-style-type: none"> - SOC/PSM/7.10-11: Procedure of <i>Oryctes rhinoceros</i> Control - SOC/PSM/7.10-12: Procedure of Integrated <i>Ganoderma</i> Control - SOC/PSM/7.10-13: Procedure of Leaf Eating Caterpillar Control - SOC/PSM/7.10-21: Procedure of Rat Control <p>SOP for Mill:</p> <p>Procedure and Work instructions in local language for supporting Mill activities have been established for all of its operations from receiving of FFB, processing CPO and palm kernel, dispatch and also supply chain requirements. The procedure also describes quality control check, sampling methods including its reporting from reception of FFB up to dispatch of CPO and palm kernel.</p> <ul style="list-style-type: none"> - SOC-POM/IK-01 FFB receiving in loading ramp - SOC-POM/IK-02 Operation of steriliser - SOC-POM/IK-02 Operation of hoisting crane - SOC-POM/IK-04 Operation of stripper 	
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		<ul style="list-style-type: none"> - SOC-POM/IK-05 Operation of digester and screw press - SOC-POM/IK-06 Operation of continuous tank - SOC-POM/IK-07 Operation of purifier - SOC-POM/IK-08 Operation of vacuum dryer - SOC-POM/IK-09 Operation of decanter - SOC-POM/IK-10 Operation of sludge separator - SOC-POM/IK-11 Operation of decantation pond and fat pit - SOC-POM/IK-12 Operation of silo nut - SOC-POM/IK-13 Operation of ripple mill - SOC-POM/IK-14 Operation of separating tank - SOC-POM/IK-15 Operation of silo kernel - SOC-POM/IK-16 Operation of clay bath - SOC-POM/PSM/7.08: Procedure of Receiving - SOC-POM/PSM/7.09: Procedure of Processing - SOC-POM/PSM/7.06: Procedure of Delivery of CPO and PK - SOC/PSM/4.10: Procedure of Waste Control - SOC/PSM/9.09: Procedure of Supply Chain Certification Standard Mass Balance <p>Those documents are available in Bahasa Indonesia in each unit estate and mill.</p>	
3.3.2	A mechanism to check consistent implementation of procedures is in place.	<p>The company has scheduled the RSPO and ISPO internal audit program for Lae Butar unit on July each year. Sample of Internal Audit:</p> <ul style="list-style-type: none"> - Internal Audit Report "Laporan Pemeriksaan di Kebun Lae Butar No.IA/PD-GM/Bi/100/20" dated 6 July 2020. The internal audit check on warehouse inventory procurement and utilization; FFB receiving; EFB production and utilization; Solid production and utilization; verification of tonnage and type of transport; verification of 	Complied

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		<p>manpower service provision by contractor and progress monitoring ; LCC micro-cuttings provision and progress monitoring; LCC upkeep provision by contractor and monitoring; Kernel shell stock monitoring.</p> <ul style="list-style-type: none"> - Internal audit sustainability dated 12-14 August 2021. "Laporan Ketidaksesuaian No.ASMI/LB/21/01" dated 12 August 2021. Internal audit covers all clauses under RSPO P&C, including decent living wage provision, freedom of association, prohibit forced labour, child protection, reproductive rights protection, prohibit violence and harassment, prohibit discrimination and promote equality, uphold human rights and protection of human rights defender, grievance/complaint resolution, non-deforestation and peat exploitation policy, Findings: clause RSPO 1.1.1; 1.1.4; 1.2.1 stated village head does not understand document publicly available. Correction: provide socialization to village head on 6 November 2021 to Sangga Beru Silulusan village, Pangi village, Blok 18 village – explanation on type of document understood. 	
3.3.3	Records of monitoring and any actions taken are maintained and available.	<ul style="list-style-type: none"> - Internal audit sustainability dated 12-14 August 2021. "Laporan Ketidaksesuaian No.ASMI/LB/21/01" dated 12 August 2021. Internal audit covers all clauses under RSPO P&C, sampled finding and corrective action: clause RSPO 1.1.1; 1.1.4; 1.2.1 stated village head does not understand document publicly available. Correction: provide socialization to village head on 6 November 2021 to Sangga Beru Silulusan village, Pangi village, Blok 18 village – explanation on type of document understood. <p>Visit from agronomy and technic advisor:</p> <ul style="list-style-type: none"> - "Resume Kunjungan Staff Bahagian Tanaman Tanggal 9-13 Maret 2021 di Kebun Lae Butar" dated 9-13 March 2021; sampled findings: Poor FFB quality in Division II block 52 (14%); root cause: poor 	Complied

		<p>discipline from harvester and cutting down unripe bunch; action plan: consistent monitoring from FFB checker, disciplinary action.</p> <ul style="list-style-type: none"> - "Laporan Kunjungan Staf Bahagian Teknik di Kebun Lae Butar 20-22 Januari 2021" dated 20-22 January 2021, sampled findings: transport and heavy machinery for loader having trouble while 16,000 hours meter; action plan: order material and spare part by Sub Bahagian Teknik through MREC. Overhaul performed 3 May 2021. Completed by 7 June 2021. 	
<p>Criteria 3.4: A comprehensive Social and Environmental Impact Assessment (SEIA) is undertaken prior to new plantings or operations, and a social and environmental management and monitoring plan is implemented and regularly updated in ongoing operations.</p>			
<p>3.4.1</p>	<p>(C) SEIA in new planting or operation including mills, is conducted independently and participatively by involving the affected stakeholders, inclusive of impact assessment from the smallholder/outgrower scheme (if any). The assessment is to be documented.</p>	<p>PT. Socfin Indonesia established since 1926 and first planting of oil palm crops in Lae Butar Estate is 1927 and Mill constructed in 1938. As refer to Indonesia Government Regulation "Peraturan Pemerintah RI No. 29 Tahun 1986", PT. Socfin Indonesia – Lae Butar required to conduct environmental impact assessment.</p> <p><u>Environmental document</u>, consisted of:</p> <ul style="list-style-type: none"> • Year 1994, the Initial Environmental Impact Assessment or "AMDAL" conducted in 1993 in form of "Penyajian Evaluasi Lingkungan (PEL)" by third party independent consultant "Pusat Penelitian Sumberdaya Alam dan Lingkungan, Universitas Sumatera Utara". Scope area on initial assessment "Penyajian Evaluasi Lingkungan" is 4,180 Ha. Document of "Penyajian Evaluasi Lingkungan Perkebunan Kelapa Sawit dan Pabrik Pengolahannya Kebun Lae Butar – Kecamatan Simpang Kanan, Kabupaten Aceh Selatan" has been approved by Ministry of Agriculture No. RC220/475/B/III/1994, dated 17 March 1994. • Year 2005, Revision on Environmental Monitoring Plan with area covered 4,247 Ha. This document has been approved by BAPEDALDA Kabupaten Aceh Singkil with letter No. 660.1/225/2005, dated 20 	<p>Complied</p>

		<p>December 2005.</p> <ul style="list-style-type: none"> In 2008, PT. Socfin Indonesia – Lae Butar acquired an existing oil palm plantation company PT. Jaya Bahni Utama for area 312.92 Ha. The environmental assessment document “Dokumen Pengelolaan Lingkungan Hidup (DPLH)” is available and approved by “Badan Pengendalian Dampak Lingkungan Daerah Aceh Singkil” with approval No. 660/080/DPLH/11/2c, dated 21 February 2011. This area has been amalgamated to be managed under Lae Butar Estate. In 2021, Additional Environmental Monitoring Plan with area covered 167.48 Ha, the document under name “Lingkungan Hidup (DPLH) tentang Kegiatan Perkebunan Kelapa Sawit PT. Socfin Indonesia Kebun Lae Butar Luas 167.48 Ha di Dvisi IV blok 89, 90, 91, 100, 101, 102 dan 103, dan Desa Blok 18, Kecamatan Gunung Meriah, Kabupaten Gunung Meriah, Kabupaten Aceh Singkil”. The document has been approved by Environmental Agency in Aceh Singkil Regency, No.013, dated 4 August 2021. <p><u>Social Impact Assessment Document:</u></p> <p>Social impact assessment was conducted by the company through PRA (Participatory Rural Appraisal) and involved the local community. The interview was conducted with leaders’ community. Field assessment conducted on 21 March - 30 April 2014. Scope of assessment covered villages were Sangga Beru Village, Sidorejo Village, Dangguran Village, Uruk Timbul Village, Siatas Village, Suko Rejo Village, Sido Dadi Village, Pandan Sari Village, and Kota Rimo Village. Some aspects were considered during assessment such as residence, economy, social cultural and public health.</p> <p>In September 2020, the company revised the SIA document plan. The document has contained of:</p> <ol style="list-style-type: none"> 1. Access and use rights 2. Economic livelihoods (e.g: paid employment) and working conditions 	
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		<ol style="list-style-type: none"> 3. Subsistence activities 4. Cultural and religious values 5. Health and education facilities 6. Other community values, resulting from changes such as improved transport /communication or arrival of substantial migrant labour force. 7. Traditional or customary rights owned by the local community 8. Welfare of workers/labour and women, children, and vulnerable group 9. Contribution to the local development, including improvement of human resources, local and customary communities. 10. Building new roads, processing mills or other infrastructure, replanting, disposal of mill effluents, clearing of remaining natural vegetation, changes in employee numbers or employment terms, and smallholder schemes. <p>As per Indonesia regulation, involving of affected stakeholders during environmental impact assessment is mandatory and be part of the assessment report. The survey with affected stakeholders has been carried out in October – November 2021 and shown as per document of "Kuisoner Social Impact Assessment, sample of affected parties e.g: Mr Reslima N (Tulaan Village), Mr Arena (Sidorejo Village), Mrs Suryati (Blok 18 Village).</p> <p>PT. Socfin Indonesia – Lae Butar has no scheme smallholders surrounding the plantation area.</p>	
3.4.2	For the unit of certification, a SEIA is available and social and environmental management plan and its monitoring have been developed with participation of affected stakeholders.	Social and Environmental Management Plan is already attached within the Environmental Impact Assessment known as "Rencana Kelola Lingkungan and Rencana Pantau Lingkungan 2020". The document has contained of:	Complied

		<ol style="list-style-type: none"> 1. Access and use rights 2. Economic livelihoods (e.g: paid employment) and working conditions 3. Subsistence activities 4. Cultural and religious values 5. Health and education facilities 6. Other community values, resulting from changes such as improved transport /communication or arrival of substantial migrant labour force. 7. Traditional or customary rights owned by the local community 8. Welfare of workers/labour and women, children, and vulnerable group 9. Contribution to the local development, including improvement of human resources, local and customary communities. 10. Building new roads, processing mills or other infrastructure, replanting, disposal of mill effluents, clearing of remaining natural vegetation, changes in employee numbers or employment terms, and smallholder schemes <p>Progress of OFI from previous assessment: In 2021, Environmental Monitoring Plan with area covered 167.48 Ha, the document under name "Lingkungan Hidup (DPLH) tentang Kegiatan Perkebunan Kelapa Sawit PT. Socfin Indonesia Kebun Lae Butar Luas 167.48 Ha di Dvisi IV blok 89, 90, 91, 100, 101, 102 dan 103, dan Desa Blok 18, Kecamatan Gunung Meriah, Kabupaten Gunung Meriah, Kabupaten Aceh Singkil". The document has been approved by Environmental Agency in Aceh Singkil Regency, No. 013, dated 4 August 2021.</p> <p>Audit team gathered information from Environmental Office of Aceh Singkil Regency:</p>	
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		<ul style="list-style-type: none"> - Latest communication and onsite monitoring from the environmental service on 4 November 2021. - Company's environmental permit and another license still valid. - Hazardous waste storage permit in PT. Socfin Indonesia – Lae Butar, the environmental Office in Regency level is coordinating with Ministry of Environment "Kementerian Kehutanan dan Lingkungan Hidup" in deciding the authority level. - With regards to revision in environmental document, all activities have been covered in the latest document. - There was not report related to environmental pollution sourced from PT. Socfin Indonesia – Lae Butar. 	
3.4.3	<p>(C) The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in participatory way.</p>	<p>PT. Socfin Indonesia – Lae Butar has demonstrated the document of implementation and reviewing of social and environmental management.</p> <p>The updated of Implementation Report of Environmental Management and Monitoring Plan is frequently updated and reported to Environmental Agency twice a year (six months basis).</p> <ul style="list-style-type: none"> • The latest report of "Laporan Pelaksanaan RKL-RPL Semester I 2021", period January – June 2021 already submitted to Ministry of Environmental via electronic system known as "Sistem Informasi Pelaporan Elektronik Lingkungan Hidup (SIMPEL)" with ID TTE: 1626402912-19, dated 16 July 2021. • The report has also submitted to Environmental Agency in Aceh Singkil Regency, 9 August 2021 (Report number: 083/2021) • Last management review for Environmental Management and Monitoring Plan conducted on 23 January 2021. The document presented on "Berita Acara Review RKL-RPL Kebun Socfin Indonesia tahun 2019-2020". • Last review of Social management and monitoring plan has 	Complied

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		<p>conducted and demonstrated as per document of "Laporan Evaluasi Program Manajemen Dampak Sosial Kebun Lae Butar tahun 2020", Analysis Certificate for environmental monitoring for first semester year 2021, such as:</p> <ul style="list-style-type: none"> • POME quality analysis conducted in monthly bases by Accredited Laboratory namely PT. Sucofindo Indonesia. The result shown comply with Regulation of Environmental Ministry of Republic Indonesia, No 5, year 2014 appendix III. Example, Report of Analysis No. 05227/CLACAO, dated 21 June 2021. The parameter consisted of: pH (result: 8.37), N-total (15.09 mg/L), total suspended solid (180 mg/L), oil and fat (6 mg/L), COD with K2Cr2O7 (185.60 mg/L), BOD 5 days at 20°C (94.8 mg/L). • Analysis Report for Air Ambient, report number 06425/CLACAO, dated 11 June 2021, conducted by Sucofindo, location mill office, emplacement, and mill area. The result shown comply with Government Regulation No. 22, year 2021 and Degree of Environmental Ministry of Republic of Indonesia, no 48/MENLH/11/1996. The parameters consisted of: NO₂, SO₂, CO, NMHC, Pb, O₃, TSP, PM10, PM2,5 and noising. • Report of Analysis for Air Emission, report No. 26645/DBBPAO, dated 9 July 2021, conducted by Sucofindo. The result shown comply with Regulation of Environmental Ministry Republic of Indonesia No 07, year 2007, appendix I. Location in Boiler station 1 –Lae Butar Mill. Tested for particulate, SO₂, NO_x as NO₂, HCl, HF, Cl₂, BH₃ and Opacity. <p>PT. Socfin Lae Butar has been updated the implementation of Social and Environmental Program with participation of affected stakeholders. The survey with affected stakeholders has been carried out in October – November 2021 and shown as per document of "Kuisoner Social Impact</p>	
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		Assessment, sample of affected parties e.g: Mr. Reslima N (Tulaan Village), Mr. Arena (Sidorejo Village), Mrs. Suryati (Blok 18 Village).	
Criteria 3.5: A system for managing human resources is in place.			
3.5.1	Employment procedures for recruitment, selection, hiring, promotion, retirement and termination are documented and made available to the workers and their representatives in accordance with the applicable regulation.	<p>Employment procedures are available and maintained in Unit of Certification. Specific terms:</p> <ol style="list-style-type: none"> 1. Recruitment for staff and worker: "Prosedur Penerimaan Staf dan Pegawai No.SOC/PSM/6.01.02" dated 19 November 2015. 2. Recruitment, Hiring and Selection: "Prosedur Penerimaan Pekerja KHT No.SOC/PSM/6.01.01 rev.03", dated 20 February 2020. 3. Promotion, Demotion, Job Transfer: "Prosedur Promosi, Mutasi dan Demosi No.SOC/PSM/6.14 Rev.00", dated 17 October 2016. 4. Collaborative Agreement between Labour Union and The Company: "Perjanjian Kerja Bersama 2018 – 2020". <p>There are 3 steps in employee recruitment:</p> <ol style="list-style-type: none"> a. Request recruitment of estate employees <ul style="list-style-type: none"> - Letter of application for recruitment from Site Management devoted to management via the General Section - Letter of approval for recruitment from management (Head Office) b. The selection process <ul style="list-style-type: none"> • The collection of application file • Selection of administration • Announcement of the selection schedule • Test questions and physical tests • Summary of the results of the selection • Announcement of selection results 	Complied

		<ul style="list-style-type: none"> • Provision of a cover letter MCU to candidates who pass the selection • Implementation of MCU <p>The announcement of selected candidate through interviews with workers in mill and plantation, it confirmed that there was no discrimination on working opportunities, all workers treated equally. Records of employee’s recruitment were available and have been reviewed during audit.</p>	
3.5.2	Employment procedures are implemented and records are maintained.	<p>Employment procedure owned by Unit of Certification is Recruitment, Hiring and Selection: “Prosedur Penerimaan Pekerja KHT No. SOC/PSM/6.01.01 rev.03”, dated 20 February 2020.</p> <p>There are 3 steps in employees recruitment:</p> <p>a. Request recruitment of estate employees</p> <ul style="list-style-type: none"> • Letter of application for recruitment from Site Management devoted to management via the General Section • Letter of approval for recruitment from management (Head Office) <p>b. The selection process</p> <ul style="list-style-type: none"> • The collection of application file • Selection of administration • Announcement of the selection schedule • Test questions and physical tests • Summary of the results of the selection • Announcement of selection results • Provision of a cover letter MCU to candidates who pass the selection • Implementation of MCU 	Complied

		<p>The announcement of selected candidate Through interviews with workers in mill and plantation, it confirmed that there was no discrimination on working opportunities, all workers treated equally. Records of employee’s recruitment were available and have been reviewed during audit.</p> <p>PT. Socfin Indonesia – Lae Butar POM has maintained record of their employees. According to employee database updated October 2020, described as follow:</p> <ol style="list-style-type: none"> 1. Estate: 809 employees 2. Mill: 97 employees. 3. Office: 44 employees. <ul style="list-style-type: none"> - Letter for worker requisition as per “Surat Bahagian Umum No.UM/LB/Bi/1478/21” dated 25 August 2021 for recruitment of 30 worker: 24 harvesters and 6 FFB loaders. - Job vacancy leaflet, “Lowongan Kerja Perkebunan Kelapa Sawit PT. Socfin Indonesia Perkebunan Lae Butar” stating job vacancy for harvester and FFB loader. The job requirement: male, diligent, know how to use sickle for tall palm, healthy, no legal indictment. Application submitted before 23 October 2021. - Job vacancy letter distributed to different village on 19-21 October 2021: Tulaan village, Blok 6 village, Rimo village, Lae Butar village, Blok 15 village, Blok 2 Pandan Sari village, Sidorejo village, Sukarejo village, Tunas Harapan village. - Record of Medical Check Up for 30 worker candidates, dated 28 October in hospital RSU Daerah Subulussalam. Result of MCU stated all candidate is fit for work. - PT. Socfin Indonesia – Lae Butar Estate accepted 30 workers, through “Surat Hal Penetapan Penerimaan KHT Kebun LB No.UM/LB/Bi1856/2021” dated 29 October 2021. All candidates 	
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		passed the medical check up accepted as workers.	
Criteria 3.6: An Occupational health and safety (H&S) plan is documented, effectively communicated and implemented.			
3.6.1	(C) All operational activities risks assessed to identify the H&S issues. Mitigation plans and procedures are documented and implemented.	<p>PT. Socfin Indonesai – Lae Butar has prepared the documented procedure for OHS to the risk assessment were established such as:</p> <ul style="list-style-type: none"> • Environmental, Health and Safety Aspect identification Procedure (SOC/PSM/4.04 Rev. 10 dated 1 March 2020) • Emergency Response Procedure (SOC/PSM/4.08 Rev. 05 dated 1 April 2014) • OHS Monitoring and Measurement (SOC/PSM/4.09 Rev. 05 dated 15 May 2017) • Handling of Hazardous Material Procedure (SOC/PSM/4.10 rev. 02 dated 1 October 2010) • Accident Investigation and Reporting (SOC/PSM/4.14 Rev. 04 dated 1 October 2020) • Medical Checkup procedure (SOC/PSM/4.19 Rev. 03 dated 1 December 2013) • Personal Protective Equipment Control procedure (SOC/PSM/4.21 Rev.02 dated 1 October 2010) • OHS for Contractor Procedure (SOC/PSM/4.16 Rev. 05 dated 1 March 2021) • Safety Patrol Procedure (SOC/PSM/4.12), Rev.05 dated 15 May 2017 • Lock Out Tag Out Procedure (SOC/PSM/4.18), Rev 00, dated June 2008 • Control of Significant Aspect of Safety and Environment (SOC/PSM/4.13 Rev. 02 dated 1 July 2009), significant aspect consisted of: driving safety, confined space, manual handling, FE inspection, electrical safety 	Complied

		<p>PT. Socfin Indonesia – Lae Butar has demonstrated the document of risk assessment. Risk Assessment for all operations regarding to health and safety was available within the scope of oil palm mill processes activities and agricultural estate activities has already conducted, as it was considered the stages of OHS risk control hierarchy such as elimination, substitution, engineering, administrative and PPE (Personnel Protective Equipment) to OHS risk precautions. Risk assessment were reviewed once in a year and should any accident has occurred.</p> <p>Risk assessment has presented as in document “Daftar Aspek Lingkungan dan Keselamatan dan Kesehatan Kerja”. The last reviewed for risk assessment was conducted on 5 August 2021 both for estate and mill.</p> <ul style="list-style-type: none"> • Risk Assessment in Lae Butar POM has covered all processes and activities attached to the realisation of product CPO such as: weighing bridge, boiler, engine room, power-house, loading ramp, sterilizer, threshing, pressing, kernel operation, clarification, office, laboratory, dispatch CPO, firefighting simulation, water treatment, chemical warehouse, spare part and warehouse. • Lae Butar Estate risk assessment covers processes and activities such as: spraying, manuring, weeding, replanting, road maintenance, firefighting simulation, harvesting, transportation, warehouse, workshop, infrastructure, polyclinic, and administration. It also covered all the risk attached to the products. <p>The Program for mitigation plan to reduce and eliminate the risk has been established by PT. Socfin Indonesia – Lae Butar as per “Pengendalian Aspek Penting Lingkungan, Keselamatan dan Kesehatan Kerja year 2021”.</p> <p>Sample seen of mitigation plan and its implementation:</p> <ul style="list-style-type: none"> • To reduce the risk of chemical vapours/air exposure during loading, unloading and handling of chemical at the warehouse, Cyclone fan 	
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		<p>installation at the warehouse has been implemented.</p> <ul style="list-style-type: none"> • To minimize the risk of chemical exposure and health impact during handling company has provide working instruction, PPE for workers (masker, rubber hand gloves, safety goggles, safety boots and apron), regular medical check-up (each semester). • Monitoring of physical chemistry factors has been conducted such as noise, vibration, working temperature. Follow up regarding to this condition has been conducted and evaluated. • OHS induction was performed by Safety Officer at mill and estate. Utility equipment were available and installed such as boilers, sterilised, steam vessel, compressors, generator, heavy equipment and lifting equipment • This equipment has been inspected by local authority and the records were evident. Periodic monitoring was also performed internally such as boiler parameter monitoring (pressure, temperature, water quality, water level. Moving parts of machine/equipment generally has been covered or guarded. Safety sign was provided to make workers aware on this hazard and risk. Electrical hazard symbol was provided at electrical panel. Inspection regarding to electrical installation has been made. Access for workers to workplace in general also good e.g. stair was provided with hand rail and platform at height was provided with border to prevent fall risk. • Work permit system has been implemented for working in confined space (e.g. cleaning of storage tank), working at height and welding. The cleaning of Daily Thank, the activity conducted during 30 October 2021 and tank No. 02 on 26 July 2021 has applied the safety working permit process. The records were shown and maintained properly such as: <ul style="list-style-type: none"> - "Berita Acara Pengosongan dan Pencucian Tanki (Daily Tank) Kebun Lae Butar", dataed 30 October 2021 	
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		<ul style="list-style-type: none"> - Work permit document, attendance list and briefing records, dated 30 October 2021 - Lock out tag out has also been established and implemented especially intended for risk control of maintenance activities. <p>All precautions attached to products been properly observed and applied to the workers. Several controls such as providing PPE and administration control were applied to workers in some activities such as: mill maintenance process, spraying activities, handling of pesticides.</p> <p>During COVID-19 Pandemic, PT. Socfin Indonesia – Lae butar has establish the guidance of COVID-19 prevention and handling as per "SOC/DP/4.13-18 dated 1 July 2020. To prevent and handling the risk during covid-19 pandemic:</p> <ul style="list-style-type: none"> • Information update regarding the covid-19 pandemic condition through government update of covid-19 status. • Awareness: Socialization and education to all employee regarding covid-19 prevention, healthy lifestyle awareness, encourage employee to stay at home beyond the working hour. • Technical prevention: provide the health working environment, social distancing, provision of hand sanitizer and hand wash in the workplace, temporary prohibit the fingerprint, provision of masker and mandating to wear the mask, temperature check before enter the workplace, encourage meeting by online both external and internal, manage employees leave and enter the company's area from outside and require self-isolation for employees who come from the red zone. • Special management: employee indicate fever shall be isolated in an isolation room provided by the company for 14 days and check by Rapid test, If there are workers/families of workers who are positive for COVID-19 the company's medical staff will coordinate with the referral hospital and the supervisor of the local health service. 	
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		<p>During COVID-19 pandemic until audit conducted there was no case of COVID-19 in PT. Socfin Indonesia - Lae Butar.</p> <p>Field observation during onsite audit (dated 10 November 2021), location in Lae Butar POM has verified:</p> <ul style="list-style-type: none"> - Mitigation plan as identified at HIRAC has implementation in sample visit area, e.g: in fuel station, engine room, pressing station, and boiler station - Rotary motor at water pump has been properly/safely covered. - Hydrant installation observed in good condition - Workers /or operator has provided with appropriate PPE - Observation during this audit generally concluded that PPE has been well provided and implemented. The stock of PPE was listed in warehouse stock card such as googles, mask, gloves, and apron. 	
3.6.2	<p>(C) The effectiveness of the H&S plan to address health and safety risks to people is monitored.</p>	<p>PT. Socfin Indonesia – Lae Butar has demonstrated the document of Health and Safety (H&S) Plan to address health and safety risks to people as per “Rencana Keselamatan dan Kesehatan Kerja” dated 1 March 2021, i.e:</p> <ul style="list-style-type: none"> • The objective: zero accidents and zero fatality • Zero accidents in voltage electrical way (PLN) cable around the plantation area <p>The record of monitoring of OHS plan 2021, such as:</p> <ul style="list-style-type: none"> • Mapping the high voltage electrical way (PLN) cable around the plantation area to prevent the risk of harvester from being electrocuted by high voltage electricity. Maps are available as per “Peta Jalur PLN” with scale 1:25,000. • Determined the special harvester and trained harvester to conduct the harvesting in around of high voltage electrical way and provide the non-conductor harvesting pole, install the warning sign and 	Complied

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		<p>marking in the palm oil tree in around of high voltage electrical way. Socialization and refreshment training has been performed by company to special harvester on 8 June 2021, attended by Mr. Amansyah (special harvester), Mr. Tugiono (special harvester)</p> <ul style="list-style-type: none"> • Regular Safety briefing to all employee during master morning. During interview with employee at Lae Butar POM and Estate confirmed that they have follow the safety briefing each morning by field assistant before they go to workplace. E.g: last safety briefing conducted on 2 & 3 November 2021, location in Division III. • PPE provision and regular monitoring of PPE by field foreman & field assistant. Monitoring of PPE conducted during master morning and regular inspection (safety patroll) each month record in "Checklist Patrol LK3". Sample seen for safety Patrol at IV Lae Butar Estate, latest patrol on 6 October 2021 for spraying (block 112), manuring (block 84), harvesting (90), manual weeding, FFB censuses (block 90) The reported: PPE usage were appropriate by workers, work tools are in safe conditions and work is carried out in accordance with safety rules, first aid equipment were available at work sites. • Regular safety committee meeting has been conducted each month to discuss and evaluated the OHS plan implementation. Minutes of Safety committee meeting are available in "Risalah Briefing". Sample seen: safety committee meeting period 14 June 2021 and 15 July 2021; minutes of meeting and attendance list are available. Safety committee meeting and evaluation are reported to Dinas Tenaga Kerja Provinsi Aceh each quarter, latest report Q3 (July – September 2021) on was reported on 21 October 2021, document No. LB/X/Bi/1385/21. 	
<p>Criteria 3.7: All staff, workers, Scheme Smallholders, outgrowers, and contract workers are appropriately trained.</p>			

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<p>3.7.1</p>	<p>(C) A documented programme that provides training is in place, which is accessible to all staff, workers, scheme smallholders, and outgrowers taking into account gender- specific needs, and which covers applicable aspects of P&C Principles, in a form they understand and includes assessment of the training.</p>	<p>PT. Socfin Indonesia – Lae Butar POM has shown the document of training Program year 2021 related to the aspects of RSPO Principles and Criteria under document No: SOC/Form/6.02-01 ", including:</p> <ul style="list-style-type: none"> • Training for emergency response, scenario: land fire response, planned in January 2021 • Training for handling of pesticides, planned in February 2021 • Training for emergency of hazardous waste management, planned in March 2021 • Training for HCV and OHS inspection, planned in April 2021 • Training for operator / applicator of pesticides, planned in May 2021 • Training for workers of integrated pest management, planned in June 2021 • Training for first aider, planned July 2021 <p>Record of the implementation of training program provide in indicator 3.7.2</p>	<p>Complied</p>
<p>3.7.2</p>	<p>Records of training are maintained, where appropriate on an individual basis.</p>	<p>PT. Socfin Indonesia – Lae Butar keep maintain record of training for their workers for year 2021. In example:</p> <ul style="list-style-type: none"> • Record of training /or land fire drill, dated 19 January 2021. Data verified: training invitation, briefing notes, attendance list, phograph document, scenario, and evaluation report • Record of training for pesticides applicator, dated 8 February 2021. The training was attended by 36 workers. Location in Division III. • Record of training on pesticides and hazardous management, conducted on 17 March 2021, attended by 21 workers in Division I. • Record of training on integrated pest management, dated 7 June 2021, attended by 25 workers, location Tennis Yard. • Training title: HCV Area Management and Safety Patrol, dated 12th 	<p>Complied</p>

		April 2021. Attended by 26 employees, location in tennis yard.	
3.7.3	Appropriate training is provided for personnel carrying out the tasks critical to the effective implementation of the Supply Chain Certification Standard (SCCS). Training is specific and relevant to the task(s) performed.	<p>According to procedure Identification of the person having overall responsibility for RSPO Supply Chain implementation was Mill chief I (Head of Mill) and Sustainability staff and sales was responsible to conduct the transaction at Palm Trace. For RSPO SCCS administration, Head of Lae Butar Mill assigned Mill clerk (Mr. Ade Surya) as PIC of SCCS administration based on Manager Decree letter No. LB/IX/Bi dated 1 September 2020. During audit, the person was able to demonstrated awareness of the organization’s procedures for the implementation of the RSPO Supply Chain requirements.</p> <p>Training in year 2021: 6 March 2021, attended by 3 officer in POM (production clerk, weighbridge operator, dispatch/expedition)</p> <p>PT. Socfin Indonesia – Lae Butar POM was implementing Identity Preserved for supply chain, it means that all FFB receive by mill was from certified estate which own estate (Lae Butar Estate). There is no non – certified FFB receive by mill.</p>	Complied
<p>Criteria 3.8: Supply chain requirements for mills.</p> <p>Procedure note: all requirements are classified as Critical Indicators. However it will not contribute to suspension if there is more than 5 non-compliance within a principle)</p>			
3.8.1	<p>Identity Preserved Module</p> <p>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.</p> <p>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 process certified and uncertified FFB without physically separating them, then only Mass Balance Module is applicable.</p>	<p>PT. Socfin Indonesia – Lae Butar POM is only receiving FFB from certified source, which is a company-owned estate, Lae Butar Estate. PT. Socfin Indonesia – Lae Butar POM implementing RSPO SCCS model IP since 2017.</p>	Complied

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3.8.2	<p>Mass Balance Module</p> <p>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.</p>	<p>PT. Socfin Indonesia – Lae Butar POM implemented Module D - CPO Mills: Identity Preserved, therefore this indicator is not applicable.</p>	<p>Not Applicable</p>						
3.8.3	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill shall be recorded by the certification body (CB) in the public summary of the P&C certification report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.</p>	<p>The projection for certified FFB and production of certified CPO and PK in Lae Butar POM has been recorded in CB’s public summary report and registered in RSPO IT Platform.</p> <p>According to public summary report RAV PT. Socfin Indonesia – Lae Butar POM the estimated tonnage of CPO and PK products that could potentially be produced by the certified mill (period November 2020 – November 2021) are as bellow:</p> <table border="1" data-bbox="1133 863 1973 959"> <thead> <tr> <th>FFB</th> <th>CPO</th> <th>PK</th> </tr> </thead> <tbody> <tr> <td>116,255.00</td> <td>27,319.93</td> <td>5,231.48</td> </tr> </tbody> </table>	FFB	CPO	PK	116,255.00	27,319.93	5,231.48	<p>Complied</p>
FFB	CPO	PK							
116,255.00	27,319.93	5,231.48							
3.8.4	<p>The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO IT platform.</p>	<p>PT. Socfin Indonesia – Lae Butar POM is a palm oil mill which takes legal ownership and physically handled RSPO certified sustainable oil palm product, the site registered in RSPO IT Platform RSPO ID RSPO_PO1000001775.</p>	<p>Complied</p>						
3.8.5	<p>Documented procedures</p> <p>The mill shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements.</p>	<p>PT. Socfin Indonesia – Lae Butar POM has established complete and up to date procedures to implement RSPO supply chain requirements in Lae Butar POM:</p> <p>1. “Prosedur Supply Chain Certification Standard – Identity Preserved” document No.SOC/PSM/9.10 rev.09” dated 1 March 2020. The procedure covers FFB receiving and its records, FFB process and its records, production records, delivery of product, daily production report, contract and Delivery Order issuance, record keeping, abnormal</p>	<p>Complied</p>						

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	<p>b) Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records).</p> <p>c) Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the mill’s procedures for the implementation of this standard.</p> <p>d) The mill shall have documented procedures for receiving and processing certified and non-certified FFBS including ensuring no contamination in the IP mill.</p>	<p>conditions, report of projected over production to CB, Shipping Announcemnet in PalmTrace, PIC of RSPO SCCS, processing on the day change from MB to IP, and outsourcing process.</p> <p>2. “Prosedur Internal Audit Sistem Management No.SOC/PSM/8.02 Rev.07” dated 15 August 2019; described planning and preparation of internal audit that conducted once a year at minimum; audit implementation, findings; corrective action and audit report.</p> <p>3. “Prosedur Penanganan Keluhan Sosial No.SOC/PSM/9.02 Rev.05” dated 3 October 2019 described mechanism of complaint handling mechanism.</p> <p>4. “Prosedur Pengiriman MKS/IKS dan Cangkang dengan Transportasi Darat No.SOC-POM/PSM/7.06 Rev.04” dated 1 January 2017, described delivery of CPO and PK from Palm Oil Mill to buyer or storage tank (outsourcing).</p> <p>Lae Butar POM has maintained complete and up to date records and reports that demonstrated compliance with the RSPO Supply Chain model Identity Preserved, among others: “Buku Collection Trip” (FFB Delivery Note); Weighbridge ticket; “Laporan Jumlah Janjang per Blok” (total bunches); “Laporan Pemeriksaan Bahan Baku Per Blok” (supply base verification); Daily Production Report; Monthly production report; CPO/PK Delivery Note.</p> <p>According to procedure Identification of the person having overall responsibility for RSPO Supply Chain implementation was Mill chief I (Head of Mill) and Sustainability staff and sales was responsible to conduct the transaction at Palm Trace. For RSPO SCCS administration, Head of Lae Butar Mill assigned Mill clerk; Mr. Zulkifli Lubis as PIC of SCCS administration based on Manager Decree letter No. LB/IX/Bi/03/2021 dated 4 January 2021. During audit, the person was able to demonstrate awareness of the organization’s procedures for the implementation of the RSPO Supply Chain requirements.</p>	
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		<p>PT. Socfin Indonesia – Lae Butar POM was implementing Identity Preserved for supply chain, it means that all FFB receive by mill was from certified estate which own estate (Lae Butar Estate). There is no non – certified FFB receive by mill.</p>	
<p>3.8.6</p>	<p>Internal Audit</p> <p>i) The mill shall have a written procedure to conduct annual internal audit to determine whether the mill;</p> <p>a) Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</p> <p>b) Effectively implements and maintains the standard requirements within its organisation.</p> <p>ii) Any non-conformities found as part of the internal audit shall be issued corrective action. The outcomes of the internal audits and all actions taken to correct non-conformities shall be subject to management review at least annually. The mill shall maintain the internal audit records and reports.</p>	<p>As per “Prosedur Audit Internal Sistem Manajemen No.SOC/PSM/8.02 rev.07” dated 15 August 2019, described Sustainability Manager or Team conducted internal audit and management review to ensure all operational and documentation activities are comply to the requirement in RSPO Supply Chain Certification Standard 2017 and the RSPO Market Communications and Claims Documents. The internal audit and management review planned once a year at minimum.</p> <ul style="list-style-type: none"> - The site has effectively implemented and maintains the standard requirement by performing internal audit. - Latest internal audit RSPO SCCS conducted on 14 August 2021 by internal auditor from Sustainability department Mrs. Andria Zulmanitra (RSPO SCCS Lead Auditor Training Checkmark dated 8 April 2020) against RSPO P&C 2018 RSPO SCCS Model Identity Preserved. The internal audit was carried out integrated with RSPO P&C. Audit attendance list indicates 12 personnel in Lae Butar POM. - Audit result can be demonstrated during audit as per “Checklist Audit Internal Supply Chain Certification Standard”. There was no nonconformity issued. <p>Management review for RSPO SCCS has been conducted on 9 September 2021 and attend by Head of PT. Socfin Indonesia – Lae Butar POM (Pengurus) and key personnel Lae Butar POM and Estate. Management review agenda:</p> <ul style="list-style-type: none"> - Follow up from management review - Audit result (internal audit and external audit) 	<p>Complied</p>

		<ul style="list-style-type: none"> - Process performance (FFB production, CPO production, PK production) - Complaint from customer - Work accident - EHS performance and EHS regulatory compliance - Communication, consultation and participation result - Objective, target achievement - Status of correction and corrective action - Changes affecting management system - Recommendation for improvement 	
<p>3.8.7</p>	<p>Purchasing and Goods In</p> <p>i) The mill shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received.</p> <p>ii) The mill shall inform the CB immediately if there is a projected overproduction of certified tonnage.</p> <p>iii) The mill shall have a mechanism in place for handling non-conforming FFB and/or documents.</p>	<p>PT. Socfin Indonesia – Lae Butar POM only received FFB from certified source, which is Lae Butar Estate. Transportation from field to palm oil mill are using company trucks. From the process observed, there is no FFB contamination found. Document FFB delivery note (Trip Collection) and Weighbridge Card described identity and location of FFB source and other item required, e.g. vehicle number, product delivered, date of delivery, trip number, division, weighbridge card number, lorry number, gross weight, tare weigh and nett weigh, signed by driver, weighbridge clerk and administration staff.</p> <p>Sample FFB receiving document seen:</p> <ul style="list-style-type: none"> - Ticket Collection dated 9 November 2021; vehicle number BL8120RB; FFB origin: Division I, Block 38 and 37; Planting year 1996; Driver name Sutino; amount 330 bunches. - Weighbridge Ticket No. WT/GST600/2021/016660, dated 9 November 2021; vehicle number BL8120RB; FFB origin: Division I, Block 38 and 37; Netto 7,830 kg; Driver name: Sutino. 	<p>Complied</p>

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		<ul style="list-style-type: none"> - Ticket Collection dated 2 August 2021; vehicle number BL8442RB; FFB origin: Division II, Block 73 and 74; Planting year 1996; Driver name Wagimin; amount 330 bunches. - Weighbridge Ticket No. WT/GST600/2021/011447, dated 2 August 2021; vehicle number BL8442RB; FFB origin: Division II, Block 73 and 74; Netto 8,540 kg; Driver name: Wagimin III. - Ticket Collection dated 5 March 2021; vehicle number BL8477R; FFB origin: Division III, Block 01; Planting year 1999; Driver name Abdul Hamid; amount 330 bunches. - Weighbridge Ticket No. WT/GST600/2021/003139, dated 5 March 2021; vehicle number BL8477R; FFB origin: Division III, Block 01; Netto 9,230 kg; Driver name: Abdul Hamid. - Ticket Collection dated 10 December 2020; vehicle number BL8443RB; FFB origin: Division IV, Block 104, 103, 92, 93; Planting year 1991 and 1992; Driver name Edi Berutu; amount 330 bunches. - Weighbridge Ticket No. WT/GST600/2021/017986, dated 10 December 2020; vehicle number BL8443RB; FFB origin: Division IV, Block 103, 104, 92, 93; Netto 8,060 kg; Driver name: Edi Berutu. <p>Movement of FFB from Lae Butar Estate to Lae Butar POM are not sales transaction, it is under the control of same entity, PT. Socfin Indonesia. The certification of the supply base is fall under the palm oil mill, PT. Socfin Indonesia – Lae Butar POM, therefore a check of the validity of the Supply Chain Certificate is not necessary.</p> <p>Mechanism for handling non-conforming FFB and/or documents</p>	
3.8.8	<p>Sales and Goods Out</p> <p>The supplying mill shall ensure that the following minimum information for RSPO certified products is made available in document form. The information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil</p>	<p>PT. Socfin Indonesia – Lae Butar POM demonstrate records that include minimum information required for RSPO certified product. During ASA1_1, the site sold RSPO certified CPO to PT. Musim Mas, Belawan, whilst RSPO certified PK to PT. Musim Mas and PT. Smart Tbk.</p> <p>Record seen:</p>	Complied

	<p>palm products (for example, delivery notes, shipping documents and specification documentation):</p> <ul style="list-style-type: none"> a) The name and address of the buyer; b) The name and address of the seller; c) The loading or shipment / delivery date; d) The date on which the documents were issued; e) RSPO certificate number; f) A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations); g) The quantity of the products delivered; h) Any related transport documentation; i) A unique identification number. 	<p>CPO sales:</p> <ul style="list-style-type: none"> - "Kontrak Penjualan Lokal" No.40011144 dated 31 March 2021; described the seller name is PT. Socfin Indonesia, address: Jl. K.L. Yos Sudarso No.105 Medan Barat, Medan Sumatera Utara; the buyer name is PT. Musim Mas, address: Jl. K. Yos Sudarso KM 7.8 Tanjung Mulia, Medan Deli, Medan Sumatera Utara; product Crude Palm Oil (CPO); quality is RSPO IP Certified; FFA Max 3%, Moist max. 0.5%, DOBI min. 2.1; quantity is 2,000 tons; - Delivery Order No.300023941 described the name of the buyer is PT. Musim Mas, address Kawasan Berikat PT Musim Mas Belawan; the name of the Seller is PT. Socfin Indonesia – Lae Butar; date of document issued is 31 March 2021; description of product Crude Palm Oil (CPO); quality RSPO Certified IP; quantity is 548 tons; related Contract/Unique Identification No.40011144; certificate No. RSPO 734167; transporter CV Karya Murni. - "Surat Pengantar" and Weighbridge docket No.WT/GST600/2020/005068; RSPO Certified IP; Certificate No.RSPO 734167; dated 4 July 2021; Seller PT. Socfin Indonesia-Lae Butar; Buyer. PT. Musim Mas Belawan; product CPO; Weight 18.01 tons; Contract reference No.40011144; D/O reference No.300023941; transporter CV Karya Murni BK9014EJ. TR-ee7e64c0-d872. - "Kontrak Penjualan Lokal" No.40011165 dated 9 April 2021; described the seller name is PT. Socfin Indonesia, address: Jl. K.L. Yos Sudarso No.105 Medan Barat, Medan Sumatera Utara; the buyer name is PT. Musim Mas, address: Jl. K. Yos Sudarso KM 7.8 Tanjung Mulia, Medan Deli, Medan Sumatera Utara; product Crude Palm Oil (CPO); quality is RSPO IP Certified; FFA Max 3%, Moist max. 0.5%, DOBI min. 2.1; quantity is 1,500 tons; time of delivery is April-May 2021. - Delivery Order No.300023941 described the name of the buyer is PT. 	
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		<p>Musim Mas, address Kawasan Berikat PT. Musim Mas Belawan; the name of the Seller is PT. Socfin Indonesia – Lae Butar; date of document issued is 9 April 2021; description of product Crude Palm Oil (CPO); quality RSPO Certified IP; quantity is 397 tons; related Contract/Unique Identification No.40011165; certificate No.RSPO 734167; transporter CV Karya Murni.</p> <ul style="list-style-type: none"> - "Surat Pengantar" and Weighbridge docket No.WT/GST600/2020/005645; RSPO Certified IP; Certificate No.RSPO 734167; dated 17 April 2021; Seller PT. Socfin Indonesia-Lae Butar; Buyer. PT. Musim Mas Belawan; product CPO; Weight 18.16 tons; Contract reference No.40011165; D/O reference No.300023985; transporter CV Karya Murni BK9757EI. TR-8d8dedb7-45d1. - "Kontrak Penjualan Lokal" No.40011180 dated 16 April 2021; described the seller name is PT. Socfin Indonesia, address: Jl. K.L. Yos Sudarso No.105 Medan Barat, Medan Sumatera Utara; the buyer name is PT. Musim Mas, address: Jl. K. Yos Sudarso KM 7.8 Tanjung Mulia, Medan Deli, Medan Sumatera Utara; product Crude Palm Oil (CPO); quality is RSPO IP Certified; FFA Max 3%, Moist max. 0.5%, DOBI min. 2.1; quantity is 3,000 tons; time of delivery is April-May 2021. - Delivery Order No.300024019 described the name of the buyer is PT. Musim Mas, address Kawasan Berikat PT. Musim Mas Belawan; the name of the Seller is PT. Socfin Indonesia – Lae Butar; date of document issued is 16 April 2021; description of product Crude Palm Oil (CPO); quality RSPO Certified IP; quantity is 510 tons; related Contract/Unique Identification No.40011180; certificate No. RSPO 734167; transporter CV Karya Murni. - "Surat Pengantar" and Weighbridge docket No.WT/GST600/2021/005998; RSPO Certified IP; Certificate No.RSPO 734167; dated 23 April 2021; Seller PT. Socfin Indonesia-Lae Butar; 	
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		<p>Buyer. PT. Musim Mas Belawan; product CPO; Weight 17.84 tons; Contract reference No.40011180; D/O reference No.300023019; transporter CV Karya Murni BK9205CU. TR-0f223ce6-8161.</p> <p>PK sales:</p> <ul style="list-style-type: none"> - TR-38659125-cf69 "Kontrak Penjualan Lokal" No.40010954 dated 19 November 2020; described the seller name is PT. Socfin Indonesia, address: Jl. K.L. Yos Sudarso No.105 Medan Barat, Medan Sumatera Utara; the buyer name is PT. Musim Mas, address: Jl. KL Yos Sudarso KM 7.8, Tanjung Mulia, Medan Deli, Sumatera Utara 20241; Product name is Palm Kernel (PK); quality dirt max 8%, moist max 8%, RSPO IP Certified; quantity is 500 Ton; time of delivery November-December 2020. - Delivery Order No.300023322 described the name of the buyer is PT, Musim Mas at Kawasan Berikat KIM I, Belawan; the name of the Seller is PT. Socfin Indonesia – Lae Butar POM; date of document issued is 19 November 2020; description of product is Palm Kernel (PK); quality RSPO Certified IP; quantity is 215 tons; related Contract No.40010954; Unique Identification Number is 40010954; certificate number FMS40030 (still from SAI Global); transporter CV Karya Murni. - "Surat Pengantar" and Weighbridge docket No.WT/GST600/2020/017565; RSPO Certified IP; Certificate No.FMS400030; dated 1 December 2020; Seller PT. Socfin Indonesia-Lae Butar; Buyer PT. Musim Mas Kawasan Berikat KIM I; product Palm Kernel; Weight 19.14 tons; Contract reference No.40010954; D/O reference No.300023322; transporter CV Karya Murni BK8827CV. - TR-aaa29d18-c6b2 "Kontrak Penjualan Lokal" No.40010965 dated 30 November 2020; described the seller name is PT. Socfin Indonesia, address: Jl. K.L. Yos Sudarso No.106, Medan Barat, Medan, Sumatera 	
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		<p>Utara Province; the buyer name is PT. Musim Mas, address: Jl. KL Yos Sudarso KM 7.8, Tanjung Mulia, Medan Deli, Sumatera Utara 20241; Product name is Palm Kernel (PK); quality dirt max 8%, moist max 8%, RSPO IP Certified; quantity is 300 tons; time of delivery December 2020.</p> <ul style="list-style-type: none"> - Delivery Order No.300023350 described the name of the buyer is PT. Musim Mas at Kawasan Berikat KIM I, Belawan; the name of the Seller is PT. Socfin Indonesia – Lae Butar POM; date of document issued is 30 November 2020; description of product is Palm Kernel (PK); quality RSPO Certified IP; quantity is 30 tons; related Contract No.40010965; Unique Identification Number is 40010965; certificate number FMS40030 (still from SAI Global); transporter CV Karya Murni. - "Surat Pengantar" and Weighbridge docket No.WT/GST600/2020/018045; RSPO Certified IP; Certificate No.FMS400030; dated 11 December 2020; Seller PT. Socfin Indonesia-Lae Butar; Buyer PT. Musim Mas Kawasan Berikat KIM I; product Palm Kernel; Weight 19.89 tons; Contract reference No.40010965; D/O reference No.300023350. transporter CV Karya Murni BK8624EK. - TR-e736b69f-f165 "Kontrak Penjualan Lokal" No.40011042 dated 12 January 2021; described the seller name is PT. Socfin Indonesia, address: Jl. K.L. Yos Sudarso No.105 Medan Barat, Medan Sumatera Utara; the buyer name is PT. Musim Mas, address: Jl. KL Yos Sudarso KM 7.8, Tanjung Mulia, Medan Deli, Sumatera Utara 20241; Product name is Palm Kernel (PK); quality dirt max 8%, moist max 8%, RSPO IP Certified; quantity is 65 Ton; time of delivery is until 12 January 2021. - Delivery Order No.300023557 described the name of the buyer is PT, Musim Mas at Kawasan Berikat KIM I, Belawan; the name of the Seller is PT. Socfin Indonesia – Lae Butar POM; date of document issued is 	
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		<p>12 January 2021; description of product is Palm Kernel (PK); quality RSPO Certified IP; quantity is 65 tons; related Contract No.40011042; Unique Identification Number is 40011042; certificate number FMS40030 (still from SAI Global); transporter CV Karya Murni.</p> <ul style="list-style-type: none"> - "Surat Pengantar" and Weighbridge docket No.WT/GST600/2021/000755; RSPO Certified IP; Certificate No.FMS400030; dated 18 January 2021; Seller PT. Socfin Indonesia-Lae Butar; Buyer PT. Sinar Mas Agro Resources (SMART) at Kawasan Berikat Belawan; product Palm Kernel; Weight 18.92 tons; Contract reference No.40011042; D/O reference No.300023557. transporter CV Karya Murni BK8624EK. - TR-0d8c4809-7002 "Kontrak Penjualan Lokal" No.40011073 dated 4 February 2021; described the seller name is PT. Socfin Indonesia, address: Jl. K.L. Yos Sudarso No.105 Medan Barat, Medan Sumatera Utara; the buyer name is PT. Agro Jaya Perdana, address: Jl. KL Yos Sudarso KM 15.5, Martubung, Medan Labuhan, Sumatera Utara; Product name is Palm Kernel (PK); quality dirt max 8%, moist max 8%, RSPO IP Certified; quantity is 500 tons; time of delivery is February 2021. - Delivery Order No.300023660 described the name of the buyer is PT,Agro Jaya Perdana in Medan; the name of the Seller is PT. Socfin Indonesia – Lae Butar POM; date of document issued is 4 February 2021; description of product is Palm Kernel (PK); quality RSPO Certified IP; quantity is 124 tons; related Contract No.40011073; Unique Identification Number is 40011073; certificate number FMS40030 (still from SAI Global); transporter CV Karya Murni. - "Surat Pengantar" and Weighbridge docket No.WT/GST600/2021/002221; RSPO Certified IP; Certificate No.FMS400030; dated 18 February 2021; Seller PT. Socfin Indonesia- 	
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		<p>Lae Butar; Buyer PT. Agro Jaya Perdana in Medan; product Palm Kernel; Weight 18.88 tons; Contract reference No.40011073; D/O reference No.300023660; transporter CV Karya Murni BK9107EK.</p> <p>Information is presented on across a range of documents, such as contract, Delivery Order, Weighbridge Card and Delivery Note. PT Socfin Indonesia – Lae Butar POM has registered all of their transaction consist of Shipping Announcement in RSPO IT Platform (PalmTrace).</p> <p>Sample of Shipping Announcement: Transaction ID TR-1fe02eaf-82c9 dated 25-09-2020; Seller is PT Socfin Indonesia – Lae Butar POM, RSPO_PO1000001775; Buyer is PT Musim Mas – Belawan, RSPO_PO1000000076; Product CSPO; Supply Cahin model: IP; Volume 969 MT; Transaction Type: Shipping; BL date: 22-09-2020; Status: Confirmed on 06-10-2020; Based on Delivery Order No. 300022002, Contract No. 40010101.</p>	
<p>3.8.9</p>	<p>Outsourcing Activities</p> <p>i) The mill shall not outsource its milling activities. In cases where he mill outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the mill holding the certificate shall ensure that the independent third party complies with relevant requirements of this RSPO Supply Chain Certification.</p> <p>ii) The mill shall ensure the following:</p> <p>a) The mill has legal ownership of all input material to be included in outsourced processes</p> <p>b) The mill has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the mill to ensure that certification body (CB) has access to the outsourcing contractor or operation if an audit is deemed necessary.</p>	<p>The mill does not outsource its milling activities.</p> <p>The organization use third party contractor for transportation of certified product, CSPO and CSPK. PT. Socfin Indonesia Lae Butar POM using service from one contractor for delivery of CSPO and CSPK, which is CV Karya Murni. Valid contract was available, e.g.:</p> <ul style="list-style-type: none"> - "Surat Perjanjian Pengangkutan Minyak Kelapa Sawit PT. Socfin Indonesia and PT. Karya Murni No. PD-GM/X/510/2020", dated 8 December 2020. The contract covers work for CPO transport, valid up to to 31 December 2021. - "Surat Perjanjian Pengangkutan Inti Kelapa Sawit PT. Socfin Indonesia and CV Karya Murni No.PD-GM/X/524/2020", dated 12 December 2020. The contract covers work for PK transport, valid up to 31 December 2021. 	<p>Complied</p>

	<p>c) The mill has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</p> <p>d) The mill shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and all information, when this is announced in advance.</p>	<p>PT. Socfin Indonesia – Lae Butar POM has ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard. The requirement to comply with RSPO SCCS was explained and include in the contract agreement. In Article III (term and conditions) of the contract mentioned that:</p> <ul style="list-style-type: none"> - Section 13.a. Contractor shall abide RSPO SCCS requirement, the supply chain IP means contractor shall ensure certified CPO does not physically commingling with non-certified CPO; including storage and transport - Section 13.b. Transport officer shall understand the supply chain module by looking into the "Surat Pengantar" whereby stating "RSPO Certified (IP)". <p>The contract has been signed by both parties means that the outsourcing party understood the RSPO Supply Chain requirements.</p> <p>PT. Socfin Indonesia – Lae Butar POM controls the CPO and PK transporter before shipping by:</p> <p>After shipping control by checking completeness of vehicle including legality and safety, tank condition, faucet out, main hole tank, hinge/key lock faucet out, seal number and seal condition.</p> <p>The quantity of CPO monitored by Weighbridge Card and SPK (with 0.20% tolerance).</p> <p>During field audit and document verification can be demonstrated that the transporter is under control of PT. Socfin Indonesia – Lae Butar POM</p>	
3.8.10	<p>The mill shall record the names and contact details of all contractors used for the physical handling of RSPO certified oil palm products.</p>	<p>Currently PT. Socfin Indoneisa – Lae Butar POM only use one contractor for transport of CPO and PK, which is CV Karya Murni. The contact detail is Mr. H. Safriadi Manik as the Director according to Akta Notaris Noni Wanti, SH, MKn No. 01 dated 7 October 2008. Contractor address: Taman Setia Budi Indah SS No. 53 Kecamatan Medan Sunggal, Medan, Sumatera Utara Province, Indonesia.</p>	Complied

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		The contact detail was provided in the Contract Agreement and List of Stakeholder Kebun Lae Butar, dated 19 October 2021.	
3.8.11	The mill shall inform its CB in advance prior to conduct of its next audit of the names and contact details of any new contractor used for the physical handling of RSPO certified oil palm products.	The documented procedure of supply chain, "Prosedur Supply Chain Standard – Identity Preserved (SOC/PSM/9.10) Rev.10" dated 1 March 2020, in section 6.13.5 has explicitly described that the site will inform CB if there is addition or change in contractor used.	Complied
3.8.12	<p>Record keeping</p> <p>i) The mill shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of this RSPO Supply Chain Certification Standard requirements.</p> <p>ii) Retention times for all records and reports shall be a minimum of two (2) years and shall comply with relevant legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.</p> <p>iii) For Identity Preserved Module, the mill shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis.</p> <p>iv) For Mass Balance Module, the mill:</p> <p>a) Shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis and / or three-monthly basis.</p> <p>b) All volumes of certified CPO and PK that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.</p> <p>c) The mill can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a mill is allowed to sell short (i.e. product can be sold before it is in stock).</p>	<p>The organization has maintained accurate, complete, up-to-date and accessible records and reports covering all aspects of RSPO Supply Chain requirements, as evident in "Laporan Produksi Harian", "Berita Acara Pengukuran dan Perhitungan Stok CPO", "Kontrak Penjualan Lokal", Delivery Order, Weighbridge Card and Delivery Note. Records and report verified are as follows:</p> <ul style="list-style-type: none"> - Laporan Harian Pabrik (Mill Daily Report); dated 31 December 2020 and 1 November 2021. - Book Keeping – Laporan Produksi MIS CPO and PK period of January – October 2021. - Kartu Timbangan (Weighbridge Ticket/Docket) FFB; - Kartu Timbangan (Weighbridge Ticket/Docket) CPO; - Kartu Timbangan (Weighbridge Ticket/Docket) PK; <p>The procedure "Prosedur Supply Chain Certification Standard – Identity Preserved" No.SOC/PSM/9.10 rev.09 dated 14/10/2019, section 6.7 requires that all related records and reports, e.g. FFB receiving, Laporan Produksi Harian, Contract, Delivery Order, Weighbridge Card and Delivery Note must be keep for a period of minimum five (5) years. Record verification confirms record as early as 2016 are still maintained. Lae Butar POM uses Identity Preserved Module for supply chain. Lae Butar POM has record and balances all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis, as shown in Book Keeping – "Laporan Produksi MIS". Monthly production</p>	Complied

		<p>report was generated from weighbridge card, summarized daily in mill daily report, summarized monthly in Mill Operation Summary, then summarized in Book Keeping.</p> <p>Conversion rate is only applied to provide reliable estimation of CPO and PK produced for annual budget. All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system (Laporan Produksi MIS).</p>																																																																															
<p>3.8.13</p>	<p>Extraction Rate</p> <p>The oil extraction rate (OER) and the kernel extraction rate(KER) shall be applied to provide a reliable estimate of the amount of certified CPO and PK from the associated inputs. Mill shall determine and set their own extraction rates based upon past experience, documented and applied it consistently.</p>	<p>The oil extraction rate (OER) and Kernel extraction Rate (KER) are applied to provide reliable estimation of CPO and PK produced for annual budget. OER and KER are set based upon past experience, documented and applied it consistently.</p> <p>Below are the budget and actual of OER and KER period November 2020 – October 2021:</p> <table border="1" data-bbox="1133 823 1939 1383"> <thead> <tr> <th></th> <th>FFB</th> <th>CPO</th> <th>PK</th> <th>OER (%)</th> <th>KER (%)</th> </tr> </thead> <tbody> <tr> <td>Nov 2020</td> <td>6400,66</td> <td>1.412,89</td> <td>253,96</td> <td>22,07</td> <td>3,97</td> </tr> <tr> <td>Dec 2020</td> <td>7872,51</td> <td>1.745,08</td> <td>305,81</td> <td>22,17</td> <td>3,88</td> </tr> <tr> <td>Jan 2021</td> <td>6742,9</td> <td>1.457,46</td> <td>252,58</td> <td>21,61</td> <td>3,75</td> </tr> <tr> <td>Feb 2021</td> <td>6836,37</td> <td>1.532,28</td> <td>260,40</td> <td>22,41</td> <td>3,81</td> </tr> <tr> <td>Mar 2021</td> <td>9369,6</td> <td>2.098,74</td> <td>374,27</td> <td>22,40</td> <td>3,99</td> </tr> <tr> <td>Apr 2021</td> <td>9028,61</td> <td>2.085,38</td> <td>367,71</td> <td>23,10</td> <td>4,07</td> </tr> <tr> <td>May 2021</td> <td>8035,86</td> <td>1.799,89</td> <td>312,86</td> <td>22,40</td> <td>3,89</td> </tr> <tr> <td>Jun 2021</td> <td>9601,76</td> <td>2.198,47</td> <td>379,31</td> <td>22,90</td> <td>3,95</td> </tr> <tr> <td>Jul 2021</td> <td>8004,06</td> <td>1.762,34</td> <td>313,88</td> <td>22,02</td> <td>3,92</td> </tr> <tr> <td>Aug 2021</td> <td>8095,14</td> <td>1.828,87</td> <td>324,44</td> <td>22,59</td> <td>4,01</td> </tr> <tr> <td>Sept 2021</td> <td>8739,63</td> <td>1.970,80</td> <td>356,10</td> <td>22,55</td> <td>4,07</td> </tr> <tr> <td>Oct 2021</td> <td>6166,57</td> <td>1.396,46</td> <td>249,66</td> <td>22,65</td> <td>4,05</td> </tr> </tbody> </table>		FFB	CPO	PK	OER (%)	KER (%)	Nov 2020	6400,66	1.412,89	253,96	22,07	3,97	Dec 2020	7872,51	1.745,08	305,81	22,17	3,88	Jan 2021	6742,9	1.457,46	252,58	21,61	3,75	Feb 2021	6836,37	1.532,28	260,40	22,41	3,81	Mar 2021	9369,6	2.098,74	374,27	22,40	3,99	Apr 2021	9028,61	2.085,38	367,71	23,10	4,07	May 2021	8035,86	1.799,89	312,86	22,40	3,89	Jun 2021	9601,76	2.198,47	379,31	22,90	3,95	Jul 2021	8004,06	1.762,34	313,88	22,02	3,92	Aug 2021	8095,14	1.828,87	324,44	22,59	4,01	Sept 2021	8739,63	1.970,80	356,10	22,55	4,07	Oct 2021	6166,57	1.396,46	249,66	22,65	4,05	<p>Complied</p>
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3.8.14	Extraction rates shall be updated periodically to ensure accuracy against actual performance or industry average if appropriate.	<p>OER and KER are updated periodically to ensure accuracy against actual performance. Report of update OER and KER are present in "Laporan Produksi – MIS".</p> <p>Sample seen:</p> <p>Laporan Produksi MIS dated 1 November 2021: FFB received 276,390 kg; FFB processed 287,290 kg; CPO production 63,751 kg; OER 22.19%; PK production 10,226 kg; KER 3.56%.</p> <p>Laporan Produksi MIS dated 31 December 2020: FFB received 316,560 kg; FFB processed 452,850 kg; CPO production 99,809 kg; OER 22.04%; PK production 17,245 kg; KER 3.81%.</p>	Complied
3.8.15	<p>Processing</p> <p>For Identity Preserved Module, the mill shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept separated from non-certified oil palm products, including during transport and storage to strive for 100% separation.</p>	<p>PT. Socfin Indonesia - Lae Butar POM implement Identity Preserved Module. PT. Socfin Indonesia – Lae Butar POM only received certified FFB from own estate and no other FFB source.</p> <p>PT. Socfin Indonesia has a documented procedure "Prosedur Supply Chain Certification Standard – Identity Preserved" document No. SOC/PSM/9.10 rev.10" dated 1 March 2020. The procedure covers FFB receiving and its records, FFB process and its records, production records, delivery of product, daily production report, contract and DO issuance, record keeping, abnormal conditions, report of projected over production to CB, Shipping Announcemnet in PalmTrace, PIC of RSPO SCCS, processing on the day change from MB to IP, and outsourcing process.</p>	Complied

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<p>3.8.16</p>	<p>Registration of Transactions</p> <p>i) Shipping Announcement in the RSPO IT platform shall be carried out by the mills when RSPO certified products are sold as certified to refineries, crushers, and traders not more than three months after dispatch with the dispatch date being the Bill of Lading or the dispatch documentation date.</p> <p>ii) Remove: RSPO certified volumes sold under different scheme or as conventional, or in case of underproduction, loss or damage shall be removed in the RSPO IT platform.</p>	<p>PT. Socfin Indonesia – Lae Butar POM has made Shipping Announcement for certified PK sold. During this one year period, all certified CPO and PK are sold under RSPO scheme, there are no sales of RSPO certified CPO and PK under other scheme.</p> <p>Sample verified of Shipping Announcement:</p> <ul style="list-style-type: none"> - Transaction ID TR-ee7e64c0-d872 dated 4 May 2021; Seller is PT. Socfin Indonesia – Lae Butar POM, RSPO_PO1000001775; Buyer is PT. Musim Mas – Belawan, RSPO_PO1000000076; Product CSPO; Supply Chain model: IP; Volume 548 MT; Transaction Type: Shipping; Based on Delivery Order No. 300023941; Contract No.40011144. - Transaction ID TR-8d8dedb7-45d1 dated 4 May 2021; Seller is PT. Socfin Indonesia – Lae Butar POM, RSPO_PO1000001775; Buyer is PT. Musim Mas – Belawan, RSPO_PO1000000076; Product CSPO; Supply Chain model: IP; Volume 397 MT; Transaction Type: Shipping; Based on Delivery Order No.300023985; Contract No.40011165. - Transaction ID TR-0f223ce6-8161 dated 4 May 2021; Seller is PT. Socfin Indonesia – Lae Butar POM, RSPO_PO1000001775; Buyer is PT. Musim Mas – Belawan, RSPO_PO1000000076; Product CSPO; Supply Chain model: IP; Volume 510 MT; Transaction Type: Shipping; Based on Delivery Order No. 300024019; Contract No. 40011180. - Transaction ID TR-38659125-cf69 dated 17 December 2020; Seller is PT. Socfin Indonesia – Lae Butar POM, RSPO_PO1000001775; Buyer is PT. Musim Mas – Belawan, RSPO_PO1000000076; Product CSPK; Supply Chain model: IP; Volume 215 MT; Transaction Type: Shipping; Based on Delivery Order No.300023322; Contract No.40010954. - Transaction ID TR-aaa29d18-c6b2 dated 17 December 2020; Seller is PT. Socfin Indonesia – Lae Butar POM, RSPO_PO1000001775; Buyer is PT. Musim Mas – Belawan, RSPO_PO1000000076; Product CSPK; Supply Chain model: IP; Volume 21.55 MT; Transaction Type: Shipping; Based on Delivery Order No.300023350; Contract 	<p>Complied</p>
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		<p>No.40010965.</p> <ul style="list-style-type: none"> - Transaction ID TR-e736b69f-f165 dated 25 February 2021; Seller is PT. Socfin Indonesia – Lae Butar POM, RSPO_PO1000001775; Buyer is PT. Musim Mas – Belawan, RSPO_PO1000000076; Product CSPK; Supply Chain model: IP; Volume 58.75 MT; Transaction Type: Shipping; Based on Delivery Order No.300023557; Contract No.40011042. - Transaction ID TR-0d8c4809-7002 dated 25 February 2021; Seller is PT. Socfin Indonesia – Lae Butar POM, RSPO_PO1000001775; Buyer is PT. Agro Jaya Perdana – Medan, RSPO_PO1000007177; Product CSPK; Supply Chain model: IP; Volume 76.27 MT; Transaction Type: Shipping; Based on Delivery Order No.300023660; Contract No.40011073. 	
3.8.17	<p>Claims</p> <p>The mill shall only make claims regarding the production of RSPO certified oil that are in compliance with the RSPO Rules on Market Communications and Claims.</p>	<p>The site does not made any claims outside of the RSPO Rules on Market Communications and Claims. The company has prepared a procedure “Prosedur Komunikasi dan Klaim Minyak Sawit Bersertifikat RSPO” No.SOC/PSM/9.12” dated 01/09/2015. The procedure clearly stated that PT. Socfin Indonesia did not make any claims regarding the use of RSPO trademark.</p> <p>Based on field visit and interview with relevant staff, it demonstrated good understanding on the use of RSPO corporate logo and RSPO trademark on product.</p>	Complied
General corporate communications			
4.1	<p>A corporate communication is one made by any RSPO member that highlights its membership of the RSPO and/or its commitment to the principles of the RSPO. Corporate communication is an ‘off-product’ claim.</p>	<p>Previously PT. Socfin Indonesia was a registered RSPO member with membership number 1-0017-04-000-00, since 7 February 2004. Since 2019 PT. Socfin Indonesia registered as a member of Socfin SA, with RSPO membership number 1-0269-19-000-00, since 16 February 2019 as seen in website address https://www.rspo.org/members/8070/Socfin-SA.</p>	Complied

		The reason of the change is because the commitment of Socfin’s commissioner to certify all of their oil palm plantation under the RSPO scheme. The corporate communication of Socfin Group can found in website address http://www.socfin.com .	
4.2	<p>In corporate communications a member is allowed to:</p> <ul style="list-style-type: none"> • Display its RSPO membership status • Display the RSPO web address (www.rspo.org) • State that the member supports the work of the RSPO • State the member’s history with regard to the RSPO. • Use the RSPO trademark to promote its membership of the RSPO. <p>Additionally, where an RSPO member displays the RSPO trademark in digital format this must be accompanied by the text ‘Check our progress at www.rspo.org’ where the link must lead to the member’s profile page.</p>	<p>a. Display its RSPO membership status: In the website Socfin Group did not its RSPO membership status, however Socfin Group display that the company has eleven (9) units RSPO certified under PT Socfin Indonesia (Socfin Indonesia).</p> <p>b. Display the RSPO web address (www.rspo.org): The website has a link to www.rspo.org in certification tab>connections>RSPO, at address: https://www.socfin.com/fr/certifications.</p> <p>c. State that the member supports the work of the RSPO: not in direct manner, however in the website Socfin Group stated: “The Socfin Group, from its beginnings in 1909, has always been attentive to its social and environmental impact in the countries where it operates. Aware of the development challenges that are evolving, the Socfin Group is constantly working to improve its activities in order to be the leader in responsible tropical agriculture”.</p> <p>d. State the member’s history with regard to the RSPO: the website display link to RSPO certificate of each unit certified.</p> <p>Use the RSPO trademark to promote its membership of the RSPO: the website does not display RSPO trademark.</p>	Complied
4.3	In corporate communications RSPO members must not make any statement that may lead consumers to believe that RSPO membership by itself implies the selling of RSPO-certified oil palm products.	In the website, Socfin Group does not make any statement that may lead consumers to believe that RSPO membership by itself implies the selling of RSPO-certified oil palm products	Complied
4.4	Members must ensure that all communication is consistent, clear and cannot mislead consumers or other stakeholders as to the certified content of oil palm products in the member’s own products.	In the website, Socfin Group ensure that all communication is consistent, clear and cannot mislead consumers or other stakeholders as to the certified content of oil palm products in the member’s own products.	Complied

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4.5	Members are not allowed to use the RSPO corporate logo as shown in the RSPO Rules on Market Communications & Claims document. This is for the sole use of the RSPO secretariat.	In the website, Socfin Group does not use the RSPO corporate logo as shown in the RSPO Rules on Market Communications & Claims document.	Complied
Business to business communications			
5.1	Business to Business communication relates to RSPO members in the supply chain selling to and/or communicating with other organizations in the supply chain about the use of certified sustainable oil palm products.	PT. Socfin Indonesia – Lae Butar POM stated in sales documents, e.g. “Kontrak Penjualan Lokal” and Delivery Order that the product sold is RSPO Certified CPO or RSPO Certified PK model IP.	Complied
5.2	When confirming the sale of certified oil palm products, members must adhere to the requirements of the RSPO SCCS. This includes stating the supply chain model and certificate number under which the claim is being made.	It was verified that when selling certified oil palm product, PT. Socfin Indonesia – Lae Butar POM stated the supply chain model IP and, e.g. in “Kontrak Penjualan Lokal” and Delivery Order.	Complied
5.3	Where a distributor or wholesaler takes title to products containing certified sustainable oil palm products, the requirements of the RSPO SCCS can follow either of two options: a) If the distributor or wholesaler holds only a Distributor license, it may only communicate RSPO-certified oil palm products by linking the product to the manufacturer using the manufacturer’s SCCS certificate number. This covers both brand and own brand products. However, in the case of own brand products it is essential that customers are aware that the product has been made on behalf of the distributor or wholesaler, with specific evidence either through on-pack claims or documentation. b) If the distributor or wholesaler is supply chain-certified they should follow the requirements outlined in section 5.2.	PT. Socfin Indonesia – Lae Butar POM is not an end-product producer, the site is a palm oil mill with storage tank that only receive, stored and dispatch CPO and PK. Not applicable.	Not Applicable
5.4	A certified member can provide information to its customers detailing the presence of certified palm oil contained within a product even if it is not eligible for a product-specific under RSPO rules. The end product must not	PT. Socfin Indonesia – Lae Butar POM is not an end-product producer, the site is a palm oil mill with storage tank that only receive, stored and dispatch CPO and PK. Not applicable.	Not Applicable

	<p>be labelled as certified or sold in such a way that implies RSPO certification.</p> <p>For example, a retailer or food service company may require a breakdown of all palm based ingredients within an end product and the certified status of each. This information may be provided by a certified RSPO member without constituting a product-specific claim.</p>		
Business to consumer communication			
6.1	<p>Only RSPO members that have supply chain certification are allowed to make business to consumer claims about the certified sustainable oil palm products contained within product(s), which are known as 'product-specific' claims. Product-specific claims are voluntary.</p>	<p>PT. Socfin Indonesia – Lae Butar POM is an RSPO certificate holder with certificate number RSPO issued by BSI Services Malaysia Sdn Bhd on 25 February 2019. The certificate holder sold its oil palm product in bulk, no product label attached. No 'product-specific' claims are used.</p> <p>Not applicable.</p>	Not Applicable
6.2	<p>Only RSPO members who have supply chain certification are authorised to use the RSPO trademark and/or RSPO label, with the exception of RSPO Credits and of retailers in accordance with 6.8 below.</p>	<p>PT. Socfin Indonesia – Lae Butar POM sold its oil palm product in bulk, no product pack are used.</p> <p>Not applicable.</p>	Not Applicable
6.3	<p>When on-pack claims on RSPO-certified sustainable oil palm products are used, the RSPO trademark and associated identification number must be present.</p>	<p>PT. Socfin Indonesia – Lae Butar POM communication has not stated information about the claimant's RSPO membership status.</p>	Complied
6.4	<p>Business to consumer communication shall not include information about the claimant's RSPO membership status.</p>	<p>PT. Socfin Indonesia – Lae Butar POM is certified RSPO P&C, selling CSPO and CSPK. PT Socfin Indonesia – Lae Butar POM and the parent company - Socfin SA did not make any communication about their supplier's RSPO membership status.</p>	Complied
6.5	<p>Members shall not communicate to consumers' information about their suppliers' RSPO membership status.</p>	<p>The site sold its oil palm product in bulk, up to this moment, PT. Socfin Indonesia – Lae Butar POM has not use RSPO trademark.</p>	Complied

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6.6	Use of the RSPO trademark is restricted to claims about RSPO-certified sustainable palm oil products and it is not authorised for use in relation to any other ingredient.	Until this audit, PT. Socfin Indonesia – Lae Butar POM has not use any other trademark or logo to highlight the presence of RSPO-certified sustainable oil palm products.	Complied
6.7	Use of any other trademark or logo to highlight the presence of RSPO-certified sustainable oil palm products is an unauthorised product-specific claim.	Until this audit, PT. Socfin Indonesia – Lae Butar POM has not use any other trademark or logo to highlight the presence of RSPO-certified sustainable oil palm products.	Complied
6.8	RSPO members who are retailers or food service companies can apply for an RSPO trademark license for use in business to consumer communications, provided they can demonstrate the validity of these claims to an RSPO-accredited certification body (CB). This will be undertaken via a remote audit, prior to the trademark use, during which the retailer or food service company will need to demonstrate that the use of the trademark is in compliance with the rules contained within this document and that the claim itself can be supported through a certified supply chain. Any other palm oil claims, including those highlighting the absence of palm oil, must be highlighted to the CB during the audit to ensure that all claims comply with the requirements of these rules. The CB will confirm the outcome of these audits, to be conducted annually, to RSPO who may continue to grant a trademark license or withdraw permission based upon the audit findings. This is in keeping with the rules applying to RSPO supply chain certified members. The guidance document for audits is available on www.rsपो.org .	PT. Socfin Indonesia – Lae Butar POM is not a retailer or food service company. Not applicable.	Not Applicable

MODULE A – IDENTITY PRESERVED & SEGREGATED SPECIFIC RULES

Certified oil palm content (IP)

	For IP, 95% or above of the oil palm content must be RSPO IP-certified.	PT. Socfin Indonesia – Lae Butar POM implemented Identity Preserved Module, with 100% oil palm content RSPO-certified.	Complied
	For SG, 95% or above of the oil palm content must be SG, or a combination of SG and IP.	PT. Socfin Indonesia – Lae Butar POM implemented Identity Preserved Module, therefore this specific rule is not applicable.	Not Applicable

	<p>Where there is any percentage of non-certified oil palm within the product, the reason for this must be fully justified and an action plan for moving to fully certified oil palm must be in place, in accordance with the requirements of the RSPO SCCS. In addition, the volume of non-certified oil palm products must be covered by the purchase of RSPO Credits of equivalent volume.</p>	<p>PT. Socfin Indonesia – Lae Butar POM implemented Identity Preserved Module, therefore 100% of the oil palm content is certified. This specific rule is not applicable.</p>	<p>Not Applicable</p>
<p>Labelling and trademark (IP)</p>			
	<p>Members are allowed to use the RSPO label in one of the following ways:</p> <ul style="list-style-type: none"> • RSPO trademark which includes the tag 'CERTIFIED' or • RSPO trademark which includes the tag 'This product contains certified sustainable palm oil'. Wherever a RSPO trademark is displayed, the applicable trademark license number must be shown immediately under or next to the trademark or the 'statement'. Font must be Calibri, font size must be at least 4pt (1.4 mm or 0.06 inch). In on-pack communications, the RSPO trademark can be printed anywhere on the pack. 	<p>PT. Socfin Indonesia – Lae Butar POM implemented Identity Preserved Module, with 100% oil palm content. PT. Socfin Indonesia – Lae Butar POM does not use RSPO trademark.</p> <p>This specific rule is not applicable.</p>	<p>Not Applicable</p>
<p>Messaging (IP)</p>			
	<p>Messaging ALLOWED in storytelling in product-related communications may include some or all of the following elements:</p> <ul style="list-style-type: none"> • The oil palm products contained in this product have been certified to come from RSPO sources. www.rspo.org • By choosing this product, you are sure it contains RSPO-certified palm oil. For more information: www.rspo.org • RSPO-certified sustainable oil palm products were kept apart from other oil palm products throughout the supply chain. www.rspo.org • Certified sustainable oil palm products can be traced back to RSPO-certified mills and plantations. www.rspo.org 	<p>PT. Socfin Indonesia – Lae Butar POM implemented Identity Preserved Module, with 100% oil palm content. PT. Socfin Indonesia – Lae Butar POM does not use RSPO trademark.</p> <p>This specific rule is not applicable.</p>	<p>Not Applicable</p>

	<ul style="list-style-type: none"> • The entire supply chain is monitored by independent, RSPO-accredited auditors. www.rspo.org • RSPO-certified sustainable palm oil has been produced to stringent environmental and social criteria. www.rspo.org • References to (or images of) particular RSPO-certified production units, if the relationship to those units can be shown by company records. 		
<p>Principle 4: Respect community and human rights and deliver benefit</p>			
<p>Respect community rights, provide equal opportunities, maximise benefits from engagement and ensure remediation where needed.</p>			
<p>Criteria 4.1: The unit of certification respects human rights, which includes respecting the rights of Human Rights Defenders.</p>			
<p>4.1.1</p>	<p>(C) A policy to respect human rights, including prohibiting retaliation against Human Rights Defenders (HRD), is documented and communicated to all levels of the workforce, operations, supply chain and local communities and prohibits intimidation and harassment by the unit of certification and contracted services, including contracted security forces.</p>	<p>PT. Socfin Indonesia as a part of Socfin SA has human rights policy that signed by Principal Director since 1 June 2019. PT. Socfin Indonesia recognizes and is committed to respecting international human rights standards. These shall include at a minimum the human rights standards as set out and defined in:</p> <ul style="list-style-type: none"> - The United Nations declaration on Human Rights Defenders; - The Universal Declaration of Human Rights; - The International Covenant on Civil and Political Rights (explicitly the protection of whistle-blowing as an aspect of freedom of expression under Article 19); - The International Covenant on Economic, Social and Cultural Rights - The Convention on the Elimination of All Forms of Discrimination against Women (CEDAW); - The International Labour Organisation’s (ILO) Declaration on Fundamental Principles and rights to work; - Any other guidelines or human rights standards as set out in the laws of the Republic of Indonesia; 	<p>Complied</p>

		<p>PT. Socfin Indonesia expressly grants protection for any reports documents or information in any form made with a reasonable belief that the information is true at the time it is disclosed.</p> <p>PT. Socfin Indonesia shall protect individuals against violence, threats, all forms of retaliation, direct or indirect, pressure or any other arbitrary action as a consequence of the individual’s legitimate exercise of their fundamental human rights in the course of their engagement with Socfin Indonesia.</p> <p>PT. Socfin Indonesia shall protect individuals from all forms of retaliation, disadvantage or discrimination in the workplace linked or resulting from HRD activities. Socfin Indonesia shall preserve the individual’s confidentiality and the identity of the individual may not be disclosed without the individual’s explicit informed consent.</p> <p>Based on document verification, certificate holder has conducted socialization of those policy to the respective stakeholder. For example:</p> <ul style="list-style-type: none"> - PT. Socfin Indonesia – Lae Butar POM carried out socialization code of ethical for employee, dated 3 September 2021. The socialization attended by 13 workers in Lae Butar POM. - PT. Socfin Indonesia – Lae Butar Estate Division I carried out socialization code of ethical for contractor, dated 9 August 2021. The socialization attended by 14 contractor workers. PT. Socfin Indonesia – Lae Butar Estate Division I carried out socialization code of ethical for worker, dated 11 August 2021. The socialization attended by 26 workers (upkeep workers, sprayers, fertilizer applicators, FFB transport driver). PT. Socfin Indonesia – Lae Butar Estate Division I carried out socialization code of ethical for surrounding villages, dated 11 August 2021. The socialization attended by village head Blok 15, village head Bandar Sari, village secretary blok 18, village head Blok 31, village head Tulaan, Police from Rimo. 	
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		<ul style="list-style-type: none"> - PT. Socfin Indonesia – Lae Butar Estate Division II carried out socialization code of ethical for contractor of pruning and EFB application, dated 13 July 2021. The socialization attended by 7 contractor workers. PT. Socfin Indonesia – Lae Butar Estate Division II carried out socialization code of ethical for workers, dated 13 July 2021. The socialization attended by 36 harvesters. - PT. Socfin Indonesia – Lae Butar Estate Division III carried out socialization code of ethical for employee, dated 12 January 2021. The socialization attended by 32 harvesters, 1 mandor and 1 assistant. - PT. Socfin Indonesia – Lae Butar Estate Division IV carried out socialization code of ethical for employee, dated 9 August 2021. The socialization attended by 85 harvesters. <p>Socialization covers decent living wage provision, freedom of association, prohibit forced labour, child protection, reproductive rights protection, prohibit violence and harassment, prohibit discrimination and promote equality, uphold human rights and protection of human rights defender, grievance/complaint resolution, non-deforestation and peat exploitation policy</p>	
4.1.2	The unit of certification does not instigate violence or use any form of harassment, including the use of mercenaries and paramilitaries in their operations.	Based on interview with sample workers, local communities and relevant stakeholders surrounding the Unit of Certification, Socfin Indonesia – Lae Butar does not intimidating or violence (including any form of harassment or paramilitary usage) to solve any problem related to their operational activity.	Complied
Criteria 4.2: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.			
4.2.1	(C) The mutually agreed system, open to all affected parties, resolves disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants, HRD, community spokespersons and	<p>PT. Socfin Indonesia as a part of Socfin SA has had human rights policy that signed by Principal Director dated 1 June 2019. In the policy stated that:</p> <ul style="list-style-type: none"> - PT Socfin Indonesia expressly grants protection for any reports 	Complied

	<p>whistleblowers, where requested, without risk of reprisal or intimidation and follows the RSPO policy on respect for HRD.</p>	<p>documents or information in any form made with a reasonable belief that the information is true at the time it is disclosed.</p> <ul style="list-style-type: none"> - PT. Socfin Indonesia shall protect individuals against violence, threats, all forms of retaliation, direct or indirect, pressure or any other arbitrary action as a consequence of the individual’s legitimate exercise of their fundamental human rights in the course of their engagement with Socfin Indonesia. - PT. Socfin Indonesia shall protect individuals from all forms of retaliation, disadvantage or discrimination in the workplace linked or resulting from HRD activities. Socfin Indonesia shall preserve the individual’s confidentiality and the identity of the individual may not be disclosed without the individual’s explicit informed consent. <p>Based on interview with sample workers, local communities and relevant stakeholders surrounding the Unit of Certification, PT. Socfin Indonesia – Lae Butar POM and its supply base does not intimidating or violence (including any form of harassment or paramilitary usage) to solve any problem related to their operational activity.</p>	
<p>4.2.2</p>	<p>Procedures are in place to ensure that the system is understood by the affected parties, including by illiterate parties.</p>	<p>PT. Socfin Indonesia has adopted the following Sustainability Policies which encapsulate Socfindo’s current commitments and strategic priorities in relation to Sustainability. These policies are available in their website: https://www.socfindo.co.id/sustainability#a3. Specific related HRD and complaints are available in Grievance Policy.</p> <p>Based on interview with sample workers, local communities and relevant stakeholders, grievance policy and its mechanism already understood. For illiterate stakeholders, field assistant reads out the policy:</p> <ul style="list-style-type: none"> - PT. Socfin Indonesia – Lae Butar POM carried out socialization code of ethical for employee, dated 3 September 2021. The socialization attended by 13 workers in Lae Butar POM. - PT. Socfin Indonesia – Lae Butar Estate Division I carried out socialization code of ethical for contractor, dated 9 August 2021. The 	<p>Complied</p>

		<p>socialization attended by 14 contractor workers. PT. Socfin Indonesia – Lae Butar Estate Division I carried out socialization code of ethical for worker, dated 11 August 2021. The socialization attended by 26 workers (upkeep workers, sprayers, fertilizer applicators, FFB transport driver). PT. Socfin Indonesia – Lae Butar Estate Division I carried out socialization code of ethical for surrounding villages, dated 11 August 2021. The socialization attended by village head Blok 15, village head Bandar Sari, village secretary blok 18, village head Blok 31, village head Tulaan, Police from Rimo.</p> <ul style="list-style-type: none"> - PT. Socfin Indonesia – Lae Butar Estate Division II carried out socialization code of ethical for contractor of pruning and EFB application, dated 13 July 2021. The socialization attended by 7 contractor workers. PT. Socfin Indonesia – Lae Butar Estate Division II carried out socialization code of ethical for workers, dated 13 July 2021. The socialization attended by 36 harvesters. - PT. Socfin Indonesia – Lae Butar Estate Division III carried out socialization code of ethical for employee, dated 12 January 2021. The socialization attended by 32 harvesters, 1 mandor and 1 assistant. - PT. Socfin Indonesia – Lae Butar Estate Division IV carried out socialization code of ethical for employee, dated 9 August 2021. The socialization attended by 85 harvesters. <p>Socialization covers decent living wage provision, freedom of association, prohibit forced labour, child protection, reproductive rights protection, prohibit violence and harassment, prohibit discrimination and promote equality, uphold human rights and protection of human rights defender, grievance/complaint resolution, non-deforestation and peat exploitation policy.</p>	
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<p>4.2.3</p>	<p>The unit of certification keeps parties to a grievance informed of its progress, including against agreed timeframe and the outcome is available and communicated to relevant stakeholders.</p>	<p>According to the complaint handling procedures dated on 3 October 2013, Unit of Certification consist the procedure to handling complaint. Those shows that it has been arranged regarding the time period for responding to complaints. For example:</p> <ul style="list-style-type: none"> - Incoming complaints from internal stakeholder shall responded by top management unit's maximum 1 month after the complaint accepted. - Incoming complaints from external stakeholder also shall responded by top management unit's maximum 1 month after the complaint accepted. If the complaints still not met with any settlements, general affair shall informed the complainants regarding the complaint status, progress and any other things needed to reach a settlement. If the settlement of a complaint is not approved by both parties, the complaint can involve a technical or independent mediator or a legitimate third party. Head clerk monitored all the settlement process and progress. - Resolution for sexual harassment complaint, intimidation and violence will held by Gender Committee. The meeting for complaints and investigation conducted maximum 1 month after the complaint submitted and the status will be updated on a monthly bases by Gender Committee. - Resolution of human rights defenders complaints and reporting violations will be carried out by the Estate Manager and may involve the General Affair Department. The duration of handling this complaint is not specifically regulated and depends on the size of the case. <p>Based on interview with sample workers and labour union, in May 2020 there is one issue related on bonus payment. However, this issue has been resolved by involving labour union and the company through</p>	<p>Complied</p>
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		grievance mechanism. All the records is available in place and have been verified.	
4.2.4	The conflict resolution mechanism includes the option of access to independent legal and technical advice, the ability for complainants to choose individuals or groups to support them and/or act as observers, as well as the option of a third-party mediator.	<p>Unit of Certification has had own mechanism to resolve the conflict as explained in indicator 4.2.3 above. The involvement of third-party mediator also included within conflict resolution mechanism, and complainants have rights to choose their technical advisor.</p> <p>Based on stakeholder interviews with the District Land Office. Aceh Singkil, the process of extending Certificate No. 5 of 1988 with an area of 4,414.48 Ha (ends in 2023) is already at the stage of publishing a Land Plane Map. Currently waiting for Land-B Inspection Committee Team (Rapat Panitia B) to carry out inspections, assessments and physical assessments in the field before setting the Minutes of Committee-B (Risalah Panitia-B).</p> <p>According to the Ministerial Regulation of the Head of BPN Number 7 of 2007 concerning Land Inspection, the Minutes Meeting of Committee B only involves the relevant government agencies and is not required to involve the community.</p> <p>According to information from National Land of Aceh Singkil regency, there are two (2) groups on behalf of the community from Gunung Meriah and Simpang Kanan district filed a rejection of extension of PT. Socfin Indonesia - Lae Butar's HGU and asked to exclude the residential area from the proposed HGU extension. However, no copy of the letter was submitted to the Certification Unit, only to the Land Office (District, Province and Central).</p> <p>Therefore, the disputes cannot be proceed with CH procedure because no official documented evidence that received by the CH from complainant.</p> <p>Based on stakeholder interview with community of Blok 31 Village, Gunung Meriah District, so far, there was no dispute with company.</p>	Complied

Criteria 4.3: The unit of certification contributes to local sustainable development as agreed by local communities.			
4.3.1	Contributions to community development that are based on the results of consultation with local community are demonstrated.	<p>Unit of Certification have own procedure for CSR and it is explained within "Prosedur Corporate Social Responsibility No.SOC/PSM/9.08, Rev.00" dated 1 January 2011.</p> <p>The survey with affected stakeholders has been carried out in October – November 2021 in lieu with Social Impact Assessment and reported in "Kuisoner Social Impact Assessment, sample of affected parties e.g: Mr Reslima N (Tulaan Village), Mr Arena (Sidorejo Village), Mrs Suryati (Blok 18 Village).</p> <p>As a commitment, the company continuously prepare CSR Report annually. Program for CSR Report year 2021:</p> <ul style="list-style-type: none"> - Education: "Sarana Belajar PAUD – for villages surrounding plantation period January-December, 5million; Scholarship provision fro employee children and communities – Target villages surrounding plantation Juli/December, 20million; "Wisuda Anak PAUD", Div.I – IV, May, 5million; "Yayasan Gerakan Indonesia Mengajar Kabupaten Aceh Singkil", Villages surrounding plantation, realization January-May 2021, IDR500,000 - Health: Health socialization, target village surrounding plantation, March-August 2021, 7million; Blood donation, target villages surrounding Plantation, November 2021, 8million; "PMT Posyandu dan Pendamping Posyandu", target villages near plantation, 8 million 	Complied
Criteria 4.4: Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.			
4.4.1	(C) Documents showing legal ownership or lease, or authorised use of customary land authorised by customary landowners through a Free, Prior and Informed (FPIC) process. Documents related to the history of land tenure and the actual legal or customary use of the land are available.	Lae Butar operates an area for oil palm plantations covering an area of 4,731.4 Ha . The area was obtained from the Dutch concession (erpacht) covering an area of 4,414.48 Ha and 312.92 Ha from the purchase the concession of PT. Jaya Bahni Utama in 2004.	Complied

		<p>The Dutch concession area in the name of NV Cultuur Maatschappij Lipoet has been operating since 1919 according to Verponding No. 31 (Lae Butar), 34 (Rimau) and 35 (Lae Butar Pabrik).</p> <p>In 1965 this plantation was controlled by the Indonesian government based on Presidential Decree No. 6 of 1965 and subsequently based on an Agreement between the Government of Indonesia and Plantations Noord Sumatra SA Brussels on 29 April 1968 a joint venture was formed between the Government of Indonesia and the original owner with new provisions to the new company HGU granted for 30 years as stated in article 4 letter a of the agreement.</p> <p>Based on stakeholder interviews with the District Land Office. Aceh Singkil, the process of extending Certificate No. 5 of 1988 with an area of 4,414.48 Ha (ends in 2023) is already at the stage of publishing a Land Plane Map. Currently waiting for Land-B Inspection Committee Team (Rapat Panitia B) to carry out inspections, assessments and physical assessments in the field before setting the Minutes of Committee-B (Risalah Panitia-B).</p> <p>According to the Ministerial Regulation of the Head of BPN Number 7 of 2007 concerning Land Inspection, the Minutes Meeting of Committee B only involves the relevant government agencies and is not required to involve the community.</p> <p>According to information from National Land of Aceh Singkil regency, there are two (2) groups on behalf of the community from Gunung Meriah and Simpang Kanan district filed a rejection of extension of PT Socfindo Lae Butar's HGU and asked to exclude the residential area from the proposed HGU extension. However, no copy of the letter was submitted to the Certification Unit, only to the Land Office (District, Province and Central).</p>	
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		Therefore, the disputes cannot be proceed with CH procedure because no official documented evidence that received by the CH from complainant.	
4.4.2	<p>Copies documents evidencing agreement- making processes and negotiated agreements detailing the FPIC process are available and include:</p> <p>4.4.2a Evidence that a plan has been developed through consultation and discussion held in good faith with all affected groups within the community, with specific assurances that vulnerable, minority and gender groups are asked for their opinions, and that information has been provided to all affected groups, including in it information about the steps taken to involve them in decision making.</p>	<p>Certificate holder has land acquisition procedure (Dokumen No. SOC/PSM/9.04 Revision 1 that signed since 1 January 2010). The procedures describe the process of land acquisition starting from conducting the survey, obtaining directives from the government, land suitability survey, follow-up of land suitability survey, submission of plantation business permit, land acquisition plan and submission of land use title (HGU).</p> <p>At the point of the Land Acquisition Plan (Point 5.5.3) the Free, Prior and Informed Consent mechanism has been explained including providing information to the surrounding community, meeting with the community, posting announcements to the public and the mass media. Community approval is done through a voluntary process, without coercion and openness. The local the community can be represented by lawyers that appointed by the community itself during the negotiation process. The process of land acquisition is owned by the community or customary rights based on the procedure of giving compensation where in the process of land acquisition. It is possible to be elicited if no agreement is reached with the local community.</p> <p>Based on interviews with village head of Tulaan Village, certificate holder has been operating since the Dutch Era around 1919. The last expansion only from PT. Jaya Bahni Utama on 2004 (there is no issues regarding to the transfer of concession).</p>	Complied
	4.4.2b Evidence that the unit of certification has respected communities to give or withhold their consent to the operations at the time that these decisions were taken;	Based on interviews with village head of Tulaan Village, certificate holder has been operating since the Dutch Era around 1919. The last expansion only from PT. Jaya Bahni Utama on 2004 (there is no issues regarding to the transfer of concession).	

	<p>4.4.2c Evidence that the legal, economic, environmental and social implications of permitting operations on their land have been understood and accepted by affected communities. Including the implications for the legal status of their land at the expiry of the unit of certification's title, concession or lease on the land.</p>	<p>Based on interviews with village head of Tulaan Village, certificate holder has been operating since the Dutch Era around 1919. The last expansion only from PT. Jaya Bahni Utama on 2004 (there is no issues regarding to the transfer of concession).</p>	
<p>4.4.3</p>	<p>(C) Maps of an appropriate scale showing the extent of recognised legal, customary or user rights are developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).</p>	<p>As explained in previous indicator 4.4.1 shown that the company has had the land acquisition procedure and complaints handling. The procedures describe the process of land acquisition starting from conducting the survey, obtaining directives from the government, land suitability survey, follow-up of land suitability survey, submission of plantation business permit, land acquisition plan and submission of land use title (HGU).</p> <p>At the point of the Land Acquisition Plan (Point 5.5.3) the Free, Prior and Informed Consent mechanism has been explained including providing information to the surrounding community, meeting with the community, posting announcements to the public and the mass media. Community approval is done through a voluntary process, without coercion and openness. The local the community can be represented by lawyers that appointed by the community itself during the negotiation process. The process of land acquisition is owned by the community or customary rights based on the procedure of giving compensation where in the process of land acquisition. It is possible to be elicited if no agreement is reached with the local community.</p> <p>Based on document verification, public consultations and field observation there is no indications of land disputes between the company and other parties including the surrounding community.</p>	<p>Complied</p>
<p>4.4.4</p>	<p>All relevant information is available in appropriate forms and languages, including assessment of impact, proposed benefit sharing, and legal arrangements.</p>	<p>As explained in previous indicator 4.4.1 shown that:</p> <ul style="list-style-type: none"> - Certificate holder has had procedure for land acquisition and complaints handling. 	<p>Complied</p>

		<ul style="list-style-type: none"> - Based on document verification, field visit and public consultation obtain information that there is a transfer concession from PT Jaya Bahni Utama to PT Socfin Indonesia on 2004. However, there is no land dispute case exist until this audit. - Based on document verification, public consultations and field observation there is no indications of land disputes between the company and other parties including the surrounding community. 	
4.4.5	(C) Evidence is available to show that communities are represented through institutions or representatives of their own choosing, including by legal counsel if they so choose.	<p>As explained in previous indicator 4.4.1 shown that:</p> <ul style="list-style-type: none"> - Certificate holder has had procedure for land acquisition and complaints handling. - Based on document verification, field visit and public consultation obtain information that there is a transfer concession from PT. Jaya Bahni Utama to PT. Socfin Indonesia on 2004. However, there is no land dispute case exist until this audit. - Based on document verification, public consultations and field observation there is no indications of land disputes between the company and other parties including the surrounding community. 	Complied
4.4.6	There is evidence that implementation of agreement negotiated through FPIC is annually reviewed in consultation with affected parties.	<p>As explained in previous indicator 4.4.1 shown that:</p> <ul style="list-style-type: none"> - Certificate holder has had procedure for land acquisition and complaints handling. - Based on document verification, field visit and public consultation obtain information that there is a transfer concession from PT. Jaya Bahni Utama to PT. Socfin Indonesia on 2004. However, there is no land dispute case exist until this audit. - Based on document verification, public consultations and field observation there is no indications of land disputes between the company and other parties including the surrounding community. 	Complied

Criteria 4.5: No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their FPIC. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.			
4.5.1	<p>(C) Documents showing identification and assessment of demonstrable legal, customary and user rights are available.</p>	<p>Based on interviews with village head of Tulaan Village, certificate holder has been operating since the Dutch Era around 1919. The last expansion only from PT. Jaya Bahni Utama on 2004 (there is no issues regarding to the transfer of concession). In addition, there is no record of land disputes between the company and other parties until this audit.</p> <p>In accordance with SEIA document that approved since 1994 obtained information that there were no customary land or indigenous people existed in their concession.</p> <p>Certificate holder has conducted HCV assessment on 2013 and SIA assessment on 2014. Both assessments conclude that there were no customary land or indigenous people in their concession areas.</p> <p>Based on the information above, it can be concluded that there is no new land clearing/expansion since November 2005.</p>	Complied
4.5.2	<p>(C) FPIC is obtained for all oil palm development through a comprehensive process, including in particular, full respect for their legal and customary rights to the territories, lands and resources via local communities' own representative institutions. All the relevant information and documents are made available, and community have option of resourced access to independent third-party advice through a documented, long-term and two- way process of consultation and negotiation.</p>	<p>As described in previous indicator (4.5.1), there is no new land clearing/expansion since November 2005.</p>	Complied
4.5.3	<p>Evidence is available that affected local peoples understand they have the right to say 'agree' or 'not agree' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the unit of certification is signed and ratified by these</p>	<p>As described in previous indicator (4.5.1), there is no new land acquisition by Certificate Holder.</p>	Not Applicable

	local peoples. Negotiated agreements are non-coercive and entered into voluntarily and carried out prior to new operations.		
4.5.4	To ensure local food and water security and as part of the FPIC process, SEIA participation and participatory land-use planning with local peoples, the full range of food and water provisioning options are considered. There is transparency of land allocations process.	As described in previous indicator (4.5.1), there is no new land acquisition by Certificate Holder.	Not Applicable
4.5.5	Evidence is available that the affected communities and rights holders have had the option to access information and advice, that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands.	As described in previous indicator (4.5.1), there is no new land acquisition by Certificate Holder.	Not Applicable
4.5.6	Evidence is available that the communities or their representatives gave consent to the initial planning phases of the operations prior to the issuance of a new concession or land title to the operator.	As described in previous indicator (4.5.1), there is no new land acquisition by Certificate Holder.	Not Applicable
4.5.7	After 15 November 2018, new lands will not be acquired for plantations and mills as a result of recent (after November 2005) expropriations in the national interest (eminent domain) without FPIC process, except in cases of smallholders benefitting from agrarian reform or anti-drug programmes.	Based on interviews with village head of Tulaan Village, certificate holder has been operating since the Dutch Era around 1919. The last expansion only from PT. Jaya Bahni Utama on 2004 (there is no issues regarding to the transfer of concession). There is no new expansion or new land acquisition process from the local communities since that time. In addition, there is no record of land disputes between the company and other parties until this audit. Through the SEIA (1994), HCV assessment (2013) and SIA (2014) that has been conducted conclude that there were no customary land or indigenous people in their concession areas. However, certificate holder has had procedure for land acquisition and complaints handling (if any). At the point of the Land Acquisition Plan (Point 5.5.3) the Free, Prior and Informed Consent mechanism has been explained including providing information to the surrounding community, meeting with the community, posting announcements to the public and the mass media. Community approval is done through a	Not Applicable

		<p>voluntary process, without coercion and openness. The local the community can be represented by lawyers that appointed by the community itself during the negotiation process. The process of land acquisition is owned by the community or customary rights based on the procedure of giving compensation where in the process of land acquisition. It is possible to be elicited if no agreement is reached with the local community.</p> <p>No new land acquisition by Certificate Holder after 15 November 2018.</p>	
4.5.8	(C) New lands are not acquired in areas inhabited by communities in voluntary isolation.	As described in previous indicator (4.5.1), there is no new land acquisition by Certificate Holder.	Not Applicable
<p>Criteria 4.6: Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>			
4.6.1	(C) A mutually agreed procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, is in place.	<p>Certificate holder has land acquisition procedure (Dokumen No. SOC/PSM/9.04 Revision 1, dated 1 January 2010). The procedures describe the process of land acquisition starting from conducting the survey, obtaining directives from the government, land suitability survey, follow-up of land suitability survey, submission of plantation business permit, land acquisition plan and submission of land use title (HGU).</p> <p>As described in previous indicator (4.5.1), there is no new land acquisition by Certificate Holder.</p> <p>Based on stakeholder interviews with the District Land Office. Aceh Singkil, the process of extending Certificate No. 5 of 1988 with an area of 4,414.48 Ha (ends in 2023) is already at the stage of publishing a Land Plane Map. Currently waiting for Land-B Inspection Committee Team (Rapat Panitia B) to carry out inspections, assessments and physical assessments in the field before setting the Minutes of Committee-B (Risalah Panitia-B).</p>	Complied

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4.6.2	(C) A mutually agreed procedure for calculating and distributing fair and gender-equal compensation (monetary or otherwise) is established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation.	<p>Certificate holder has land acquisition procedure (Dokumen No. SOC/PSM/9.04 Revision 1, dated 1 January 2010). The procedures describe the process of land acquisition starting from conducting the survey, obtaining directives from the government, land suitability survey, follow-up of land suitability survey, submission of plantation business permit, land acquisition plan and submission of land use title (HGU).</p> <p>As described in previous indicator (4.5.1), there is no new land acquisition by Certificate Holder.</p> <p>Based on stakeholder interviews with the District Land Office. Aceh Singkil, the process of extending Certificate No. 5 of 1988 with an area of 4,414.48 Ha (ends in 2023) is already at the stage of publishing a Land Plane Map. Currently waiting for Land-B Inspection Committee Team (Rapat Panitia B) to carry out inspections, assessments and physical assessments in the field before setting the Minutes of Committee-B (Risalah Panitia-B).</p> <p>According to the Ministerial Regulation of the Head of BPN Number 7 of 2007 concerning Land Inspection, the Minutes Meeting of Committee B only involves the relevant government agencies and is not required to involve the community.</p>	Complied
4.6.3	Evidence is available that equal opportunities are provided to both men and women to hold land titles for smallholdings (if possible based on local law, customs and/or agreement).	As described in previous indicator (4.6.1), there is no new land clearing/expansion since November 2005.	Not Applicable

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4.6.4	The process and outcomes of any negotiated agreements, compensation and payments are documented with evidence of the participation of affected parties and made available to them.	As described in previous indicator (4.6.1), there is no new land clearing/expansion since November 2005.	Not Applicable
Criteria 4.7: Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their FPIC and negotiated agreements.			
4.7.1	(C) A mutually agreed procedure for identifying people entitled to compensation is in place.	<p>Certificate holder has land acquisition procedure (Dokumen No. SOC/PSM/9.04 Revision 1, dated 1 January 2010). The procedures describe the process of land acquisition starting from conducting the survey, obtaining directives from the government, land suitability survey, follow-up of land suitability survey, submission of plantation business permit, land acquisition plan and submission of land use title (HGU).</p> <p>Based on interviews with village head of Tulaan Village, certificate holder has been operating since the Dutch Era around 1919. The last expansion only from PT. Jaya Bahni Utama on 2004 (there is no issues regarding to the transfer of concession). There is no new expansion or new land acquisition process from the local communities since that time. In addition, there is no record of land disputes between the company and other parties until this audit.</p> <p>Through the SEIA (1994), HCV assessment (2013) and SIA (2014) that has been conducted conclude that there were no customary land or indigenous people in their concession areas.</p> <p>However, certificate holder has had procedure for land acquisition and complaints handling (if any). At the point of the Land Acquisition Plan (Point 5.5.3) the Free, Prior and Informed Consent mechanism has been explained including providing information to the surrounding community, meeting with the community, posting announcements to the public and the mass media. Community approval is done through a voluntary process, without coercion and openness. The local the community can be represented by lawyers that appointed by the</p>	Complied

		community itself during the negotiation process. The process of land acquisition is owned by the community or customary rights based on the procedure of giving compensation where in the process of land acquisition. It is possible to be elicited if no agreement is reached with the local community.	
4.7.2	(C) A mutually agreed procedure for calculating and distributing fair compensation (monetary or otherwise) is in place and documented and made available to affected parties.	As described in previous indicator (4.7.1), there is no new land acquisition by Certificate Holder.	Not Applicable
4.7.3	Communities that have lost access and rights to land for plantation expansion are given opportunities to benefit from plantation development.	As described in previous indicator (4.7.1), there is no new land acquisition by Certificate Holder.	Not Applicable
Criteria 4.8: The right to use the land is demonstrated and is not legitimately contested by local people who can demonstrated that they have legal customary, or user rights.			
4.8.1	Where there are or have been disputes, proof of legal acquisition of title and evidence that mutually agreed compensation has been made to all people who held legal, customary, or user rights at the time of acquisition is available and provided to parties to a dispute, and that any compensation was accepted following a documented process of FPIC.	<p>Based on interviews with village head of Tulaan and also public consultation with local government agencies in Aceh Singkil District obtain information that PT. Socfin Indonesia – Lae Butar has been operating since the Dutch era around 1919. The last expansion only from PT. Jaya Bahni Utama on 2004 (there is no issues regarding to the transfer of concession). There is no new expansion or new land acquisition process from the local communities since that time. In addition, there is no record of land disputes between the company and other parties until this audit.</p> <p>Based on stakeholder interviews with the District Land Office. Aceh Singkil, the process of extending Certificate No. 5 of 1988 with an area of 4,414.48 Ha (ends in 2023) is already at the stage of publishing a Land Plan Map. Currently waiting for Land-B Inspection Committee Team (Rapat Panitia B) to carry out inspections, assessments and physical assessments in the field before setting the Minutes of Committee-B (Risalah Panitia-B).</p> <p>According to the Ministerial Regulation of the Head of BPN Number 7 of 2007 concerning Land Inspection, the Minutes Meeting of Committee B</p>	Complied

		<p>only involves the relevant government agencies and is not required to involve the community.</p> <p>According to information from National Land of Aceh Singkil regency, there are two (2) groups on behalf of the community from Gunung Meriah and Simpang Kanan district filed a rejection of extension of PT. Socfindo Lae Butar's HGU and asked to exclude the residential area from the proposed HGU extension. However, no copy of the letter was submitted to the Certification Unit, only to the Land Office (District, Province and Central).</p> <p>Therefore, the disputes cannot be proceed with CH procedure because no official documented evidence that received by the CH from complainant.</p>	
4.8.2	<p>(C) Land conflict is not present in the area of the unit of certification. Where land conflict exists, acceptable conflict resolution processes (see Criteria 4.2 and 4.6) are implemented and accepted by the parties involved. In the case of newly acquired plantations, the unit of certification addresses any unresolved conflict through appropriate conflict resolution mechanisms.</p>	<p>Based on interviews with village head of Tulaan and also public consultation with local government agencies in Aceh Singkil District obtain information that PT. Socfin Indonesia – Lae Butar has been operating since the Dutch era around 1919. The last expansion only from PT. Jaya Bahni Utama on 2004 (there is no issues regarding to the transfer of concession). There is no new expansion or new land acquisition process from the local communities since that time. In addition, there is no record of land disputes between the company and other parties until this audit.</p> <p>Based on stakeholder interviews with the District Land Office. Aceh Singkil, the process of extending Certificate No. 5 of 1988 with an area of 4,414.48 Ha (ends in 2023) is already at the stage of publishing a Land Plane Map. Currently waiting for Land-B Inspection Committee Team (Rapat Panitia B) to carry out inspections, assessments and physical assessments in the field before setting the Minutes of Committee-B (Risalah Panitia-B).</p> <p>According to the Ministerial Regulation of the Head of BPN Number 7 of 2007 concerning Land Inspection, the Minutes Meeting of Committee B</p>	Complied

		<p>only involves the relevant government agencies and is not required to involve the community.</p> <p>According to information from National Land of Aceh Singkil regency, there are two (2) groups on behalf of the community from Gunung Meriah and Simpang Kanan district filed a rejection of extension of PT. Socfindo Lae Butar's HGU and asked to exclude the residential area from the proposed HGU extension. However, no copy of the letter was submitted to the Certification Unit, only to the Land Office (District, Province and Central).</p> <p>Therefore, the disputes cannot be proceed with CH procedure because no official documented evidence that received by the CH from complainant.</p>	
4.8.3	<p>Where there is evidence of acquisition through dispossession or forced abandonment of customary and user rights prior to the current operations and there remain parties with demonstrable customary and land use rights, these claims will be settled using the relevant requirements (Indicators 4.4.2, 4.4.3 and 4.4.4).</p>	<p>Based on interviews with village head of Tulaan and also public consultation with local government agencies in Aceh Singkil District obtain information that PT Socfin Indonesia – Lae Butar has been operating since the Dutch era around 1919. The last expansion only from PT. Jaya Bahni Utama on 2004 (there is no issues regarding to the transfer of concession). There is no new expansion or new land acquisition process from the local communities since that time. In addition, there is no record of land disputes between the company and other parties until this audit.</p> <p>Based on stakeholder interviews with the District Land Office. Aceh Singkil, the process of extending Certificate No. 5 of 1988 with an area of 4,414.48 Ha (ends in 2023) is already at the stage of publishing a Land Plan Map. Currently waiting for Land-B Inspection Committee Team (Rapat Panitia B) to carry out inspections, assessments and physical assessments in the field before setting the Minutes of Committee-B (Risalah Panitia-B).</p> <p>According to the Ministerial Regulation of the Head of BPN Number 7 of 2007 concerning Land Inspection, the Minutes Meeting of Committee B</p>	Complied

		<p>only involves the relevant government agencies and is not required to involve the community.</p> <p>According to information from National Land of Aceh Singkil regency, there are two (2) groups on behalf of the community from Gunung Meriah and Simpang Kanan district filed a rejection of extension of PT. Socfindo Lae Butar's HGU and asked to exclude the residential area from the proposed HGU extension. However, no copy of the letter was submitted to the Certification Unit, only to the Land Office (District, Province and Central).</p> <p>Therefore, the disputes cannot be proceed with CH procedure because no official documented evidence that received by the CH from complainant.</p>	
4.8.4	For any conflict or dispute over the land, the extent of the disputed area is mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable).	As described in previous indicator (4.8.1), there is no new land clearing/expansion since November 2005.	Complied
<p>Principle 5: Support smallholder inclusion Include smallholders in RSPO supply chains and improve their livelihoods through fair and transparent partnerships.</p>			
<p>Criteria 5.1: The unit of certification deals fairly and transparently with all smallholders (Independent and Scheme) and other local businesses.</p>			
5.1.1	Current and previous period prices for FFB are publicly available and accessible by smallholders.	PT. Socfin Indonesia – Lae Butar POM does not receive FFB from another FFB sources/supplier. All FFB receive by POM was from own Estate (Lae Butar Estate) which has been RSPO certified. Therefore, FFB pricing for FFB supplier or smallholder were not applicable.	Not Applicable
5.1.2	(C) Evidence is available that the unit of certification regularly explains the FFB pricing to smallholders.	PT. Socfin Indonesia – Lae Butar POM does not receive FFB from another FFB sources/supplier. All FFB receive by POM was from own Estate (Lae Butar Estate) which has been RSPO certified. Therefore, FFB pricing for FFB supplier or smallholder were not applicable.	Not Applicable

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5.1.3	(C) Fair pricing, including premium pricing, when applicable, is agreed with smallholders in the supply base and documented.	PT. Socfin Indonesia – Lae Butar POM does not receive FFB from another FFB sources/supplier. All FFB receive by POM was from own Estate (Lae Butar Estate) which has been RSPO certified. Therefore, FFB pricing for FFB supplier or smallholder were not applicable.	Not Applicable
5.1.4	(C) Evidences is available that all parties, including women and independent representative organization assisting smallholders where requested, are involved in the decision making processes and understand the contracts. These include involving finance, loans/credits, and repayments through FFB price reductions for replanting and/or, other support mechanisms where applicable.	PT. Socfin Indonesia – Lae Butar POM does not receive FFB from another FFB sources/supplier. All FFB receive by POM was from own Estate (Lae Butar Estate) which has been RSPO certified. Therefore, FFB pricing for FFB supplier or smallholder were not applicable.	Not Applicable
5.1.5	Contracts are fair, legal and transparent and have an agreed timeframe.	Sighted contract between PT Socfin Indonesia – Lae Butar POM and subcontractor were fair, legal and transparent and have an agreed timeframe. Sample verified: <ul style="list-style-type: none"> - "Surat Perjanjian Pekerjaan Service Maintenance Decanter No.1 PT. Numalos Abadi untuk Kebun Lae Butar No.PD-GM/X/Bi/189/2021 – 19/03/2021" dated 19 March 2021. - "Surat Perjanjian Pengangkutan Minyak Kelapa Sawit PT. Socfin Indonesia and CV Karya Murni No. PD-GM/X/510/2020", dated 8 December 2020. The contract is agreed by both parties and signed without enforcement. Term and condition including price and time frame has been stated and agreed.	Complied
5.1.6	(C) Agreed payments are made in a timely manner and receipts specifying price, weigh, deductions and amount paid are given.	Based on interview with transporter contractor, CV Karya Murni, payment from PT. Socfin Indonesia is made ontime. Sighted document of transporter payment CV Karya Murni period January – October 2021, made via bank transfer. PT. Numalos Abadi, Invoice paid on 14 days after all administrative requirements completed.	Complied

5.1.7	Weighing equipment is verified by an independent third party on a regular basis.	<p>During the audit obtained information that the weighbridge of Lae Butar has been schedule to be verified by "Balai Standardisasi Metrologi Legal Regional I" Ministry of Trade Republic Indonesia.</p> <p>Along with the finalization of this report, certificate holder has been able to show a "Laporan Hasil Pengujian No.80/PKTN.4.9/KHP/12/2020" dated 10 December 2020. The document is evidence of recalibration of the GSC weigh bridge; GST9600; 01007 belongs to Lae Butar POM. The certificate valid until 25 November 2021.</p> <p>Mill Manager sent letter "Surat No.LB/X/Bi/1289/21 untuk Kepala Dinas Perindustrian, Perdagangan dan Koperasi Kabupaten Aceh Singkil; Perihal Surat Permohonan Tera Ulang Jembatan Timbang PT. Socfindo Kebun Lae Butar" dated 17 September 2021.</p> <p>Company received letter from "Dinas Perindustrian, Perdagangan, Koperasi dan UKM Kabupaten Aceh Singkil No.510.3/495/2021 Perihal Perpanjangan Tera" dated 9 November 2021. Stated the cost estimation.</p>	Complied
5.1.8	The unit of certification supports Independent smallholders with certification, where applicable, ensuring mutual agreements between the unit of certification and the smallholder on who runs the Internal Controlling System (ICS), who holds the certificate, and who owns and sells certified materials.	<p>PT. Socfin Indonesia – Lae Butar POM has support independent smallholder by coaching and counselling and training related to Best Management Practices to enhance their productivity. Sighted the training evidence as follows:</p> <ul style="list-style-type: none"> - Socialization of partnership and best management practices training to enhance palm oil production to the farmer group of Tunas Harapan on 20 September 2020. Attended by 20 smallholder members. - Socialization of partnership and best management practices training to enhance palm oil production to the farmer group of Mekar Tani on 26 September 2020. Attended by 31 smallholder members. - Socialization of partnership and best management practices training to enhance palm oil production to the farmer group of Maju Bersama on 29 September 2020. Attended by 13 smallholder members. 	Complied

		<ul style="list-style-type: none"> - Minutes of training are available as per "Risalah Briefing". Training subject is related to best management practices of Agronomy of palm oil plantation such as: certified seeds application/usage, drainage management, integrated and effective pest and disease management, weeds control, pesticide handling, zero burning and infrastructure management in order to improve their livelihoods. - Socialization of partnership and best management practices training including pest management and pesticide training to enhance palm oil production to the Kelompok Tani Tunas Muda on 6 October 2021. Attended by 6 smallholder members. <p>Audit team sighted "Memorandum of Understanding Kemitraan dengan Kelompok Tani di Kecamatan Gunung Meriah dan Kecamatan Simpang Kanan":</p> <ul style="list-style-type: none"> - The agreement "Perjanjian Kerja Sama Kemitraan Berkelanjutan antara Perusahaan PT. Socfindo Kebun Lae Butar dengan Kelompok Tani Maju Bersama No.LB/X/Bi/221/2020" dated 19 February 2020, for Blok 15 village – covers 92 Ha under 16 smallholders. Chapter 6 section d stated company will assist in provision of land certificate. - The agreement "Perjanjian Kerja Sama Kemitraan Berkelanjutan antara Perusahaan PT. Socfindo Kebun Lae Butar dengan Kelompok Tani Mekar Tani No.LB/X/Bi/398/2020" dated 24 April 2020, for Blok 18 village – covers 221.5 Ha under 29 smallholders. Chapter 6 section d stated company will assist in provision of land certificate. - The agreement "Perjanjian Kerja Sama Kemitraan Berkelanjutan antara Perusahaan PT. Socfindo Kebun Lae Butar dengan Kelompok Tani Mitra Sejahtera No.LB/X/Bi/1193/2020" dated 17 December 2020, for Sanggaberu Silulusan village – covers 112 Ha under 15 smallholders. Chapter 6 section d stated company will assist in provision of land certificate. - The agreement "Perjanjian Kerja Sama Kemitraan Berkelanjutan 	
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		<p>antara Perusahaan PT. Socfindo Kebun Lae Butar dengan Kelompok Tani Mitra Sejahtera No.LB/X/Bi/1194/2020” dated 17 December 2020, for Blok 18 village – covers 74 Ha under 23 smallholders. Chapter 6 section d stated company will assist in provision of land certificate.</p> <ul style="list-style-type: none"> - The agreement “Perjanjian Kerja Sama Kemitraan Berkelanjutan antara Perusahaan PT. Socfindo Kebun Lae Butar dengan Kelompok Tani Sumber Rejeki No.LB/X/Bi/397/2020” dated 24 April 2020, for Pandan Sari village – covers 74.80 Ha under 51 smallholders. Chapter 6 section d stated company will assist in provision of land certificate. - The agreement “Perjanjian Kerja Sama Kemitraan Berkelanjutan antara Perusahaan PT. Socfindo Kebun Lae Butar dengan Kelompok Tani Tunas Harapan No.LB/X/Bi/222/2020” dated 19 February 2020, for Tunas Harapan village – covers 112 Ha under 15 smallholders. Chapter 6 section d stated company will assist in provision of land certificate. - The agreement “Perjanjian Kerja Sama Kemitraan Berkelanjutan antara Perusahaan PT. Socfindo Kebun Lae Butar dengan Kelompok Tani Karya Sawita No.LB/X/Bi/193/2021” dated 10 February 2021, for Sanggaberu Silulusan village – covers 111 Ha under 20 smallholders. Chapter 6 section d stated company will assist in provision of land certificate. - The agreement “Perjanjian Kerja Sama Kemitraan Berkelanjutan antara Perusahaan PT. Socfindo Kebun Lae Butar dengan Kelompok Tani Tunas Muda No.LB/X/Bi/1358/2021” dated 8 October 2021, for Suka Makmur village – covers 68.07 Ha under 35 smallholders. Chapter 6 section d stated company will assist in provision of land certificate. 	
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		Audit team gathered information from Plantation Office of Aceh Singkil Regency: With regards to program for smallholder development, company can register 10 smallholder groups through "SIMLUHTAN (Sistem Penyuluhan Kelompok Tani)" using online registration and will not requires notary act for establishment.	
5.1.9	(C) The unit of certification has a grievance mechanism for smallholders, and all grievances raised are dealt with in a timely manner.	In the joint agreement letter with the smallholder, there is an agreement related to dispute resolution. In Article 9 - Dispute Resolution it is stated that: 1. All problems that arise are resolved by consensus. 2. If no agreement is reached, both parties agree to resolve this issue through the Aceh Singkil District Court.	Complied
Criteria 5.2: The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.			
5.2.1	The unit of certification consults with interested smallholders (irrespective of type) including women or other partners in their supply base to assess their needs for support to improve their livelihoods and their interest in RSPO certification.	As explained in indicator 5.1.8, all smallholder has been trained in order to supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.	Complied
5.2.2	The unit of certification develops and implements livelihood improvement programmes, including at least capacity building to enhance productivity, quality, organisational and managerial competencies, and specific elements of RSPO certification (including the RSPO Standard for Independent Smallholder).	As explained in indicator 5.1.8, all smallholder has been trained in order to supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains. Lae Butar unit also had a Continuous Improvement Program 2021 as follows: - Using planting material that tolerance to pest and disease. - Using biocleaner to reduce environmental threshold (BOD, COD and TSS). - Planting <i>Vertiver</i> grass in effluent pond to prevent pond wall collapse. - Using <i>Beauvaria bassiana</i> mushroom to control pest infestation and reducing insecticides.	Complied

		<ul style="list-style-type: none"> - Enriched riparian area with local wooden plant to reduce erosion and improve natural vegetation. 	
5.2.3	Where applicable, the unit of certification provides support to smallholders to promote legality of FFB production.	<p>As explained in indicator 5.1.8, all smallholder has been trained in order to supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.</p> <p>PT. Socfin Indonesia – Lae Butar carried out socialization of partnership and best management practices training to enhance palm oil production to the Kelompok Tani Tunas Muda on 6 October 2021. Attended by 6 smallholder members. Audit team sighted “Memorandum of Understanding Kemitraan dengan Kelompok Tani di Kecamatan Gunung Meriah dan Kecamatan Simpang Kanan”, whereby indicating company commitment to aid smallholder with administrative knowledge to obtain legal ownership of the land:</p> <ul style="list-style-type: none"> - The agreement “Perjanjian Kerja Sama Kemitraan Berkelanjutan antara Perusahaan PT. Socfindo Kebun Lae Butar dengan Kelompok Tani Karya Sawita No.LB/X/Bi/193/2021” dated 10 February 2021, for Sanggaberu Silulusan village – covers 111 Ha under 20 smallholders. Chapter 6 section d stated company will assist in provision of land certificate. - The agreement “Perjanjian Kerja Sama Kemitraan Berkelanjutan antara Perusahaan PT. Socfindo Kebun Lae Butar dengan Kelompok Tani Tunas Muda No.LB/X/Bi/1358/2021” dated 8 October 2021, for Suka Makmur village – covers 68.07 Ha under 35 smallholders. Chapter 6 section d stated company will assist in provision of land certificate. 	Complied
5.2.4	(C) Evidence exists that the unit of certification trains Scheme Smallholders on pesticide handling.	PT. Socfin Indonesia – Lae Butar carried out socialization of partnership and best management practices training to enhance palm oil production, including pest management and pesticide handling to the Kelompok Tani Tunas Muda on 6 October 2021. Attended by 6 smallholder members.	Complied

5.2.5	The unit of certification regularly reviews and publicly reports on the progress of the smallholder support programme.	During the audit, auditor team has verified the last management review that held on 9 September 2021 (attended by 11 participants consist of Group Manager, Estate Manager, Mill chief, field assistant and sustainability staff). Some of the issues discussed were follow-up to previous management reviews, follow-up on internal audit findings, production targets that have been achieved, public complaint records, work accident records, environmental performance, compliance with regulations, smallholder progress. The record of management review is in place.	Complied
<p>Principle 6: respect workers' rights and conditions Protect workers' rights and ensure safe and decent working conditions.</p>			
<p>Criteria 6.1: Any form of discrimination is prohibited.</p>			
6.1.1	(C) A publicity available non-discrimination and equal opportunity policy is implemented in such way to prevent discrimination based on ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age.	<p>PT. Socfin Indonesia as a part of the Socfin Group and as such its Sustainability strategy, policy and decision making adheres to Socfin Responsible Management Policy of 28 March 2017. The Socfin Group commits to :</p> <ul style="list-style-type: none"> - Respect and support the Universal Declaration of Human Rights, - Recognise and respect the rights of all workers, including the workers of its subcontractors, temporary including the workers of its subcontractors, temporary workers and migrant workers, - Recognise and respect the rights of local and indigenous communities, - Maintain a transparent and open dialogue with local populations. - PT. Socfin Indonesia also had the Employee and Corporate Code of Ethics (second edition – March 2019) that approved by top management. The purpose of this PT. Socfin Indonesia's Employee and Corporate Code of Ethics is to implement practices that comply with generally accepted ethical standards. The corporate culture 	Complied

		<p>promoted by Socfin S.A. reflects the different social and managerial characteristics resulting from the integration of the various cultures and communities of the countries where the Company is established. This Code of Ethics takes these elements into account. Each employee must undertake to respect all the principles and put them into practice. The Code of Ethics for Employees and the Company therefore allows everyone to evaluate the decisions to be made in accordance with the ethical principles applicable to the entire company.</p> <p>Those documents, can be downloaded at https://www.socfindo.co.id/sustainability#a3. Through the document, Socfin Indonesia committed to provide work place without non-discrimination and equal opportunity policy is implemented in such way to prevent discrimination based on ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age.</p> <p>The company has procedure, which regulated that hiring and promotion of workers are based on skill, work experiences, and job evaluation.</p> <p>Recruitment process was documented in procedure "Penerimaan Pekerja KHT Kebun" No Doc: SOC/PSM/6.01.01, first revision dated 1 December 2015. Based on that procedure can be seen that the selection, recruitment and promotion of workers based on qualification standard for the job. Employees credential and medical history were documented and recorded very well and has been reviewed during audit. All company policy reviewed every year by Sustainability Sub Department PT. Socfin Indonesia. Employees' evaluation was conducted every November to decide promotion of employees.</p> <p>Promotion and upgrade are based on employee appraisal conducted annually as outlined in the Employee Assessment Form signed by the employee concerned, approved by the line manager and checked by the General Manager. The form indicates that there is no indication of</p>	
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		<p>employment discrimination in terms of ethnicity, caste, religion, disability, gender, sexual orientation, union membership, political affiliation and/or age.</p> <p>Recruitment in 26-27 October 2021, total 61 prospective employees for Mill, Estate and Office.</p> <ul style="list-style-type: none"> - First stage (completeness of requirements) there are 61 applicants. - Second stage (physically and practical test): 43 applicants selected. - Third stage (final result): 33 applicants (24 field employees, 6 office employees) selected to continues Medical Check Up and 4 applicants for reserve. <p>All the applicants are from local communities.</p>	
6.1.2	<p>(C) Evidence is provided that workers and groups including local communities, women, and migrant workers have not been discriminated against. Evidence includes migrant workers non-payment of recruitment fees.</p>	<p>Recruitment in 26-27 October 2021, total 61 prospective employees for Mill, Estate and Office.</p> <ul style="list-style-type: none"> - First stage (completeness of requirements) there are 61 applicants. - Second stage (physically and practical test): 43 applicants selected. - Third stage (final result): 33 applicants (24 field employees, 6 office employees) selected to continues Medical Check Up and 4 applicants for reserve. <p>All the applicants are from local communities.</p>	Complied
6.1.3	<p>The unit of certification demonstrates that the recruitment selection, hiring access to training and promotion are based on skills, capabilities, qualities and medical fitness necessary for the jobs available.</p>	<p>Recruitment in 26-27 October 2021, total 61 prospective employees for Mill, Estate and Office.</p> <ul style="list-style-type: none"> - First stage (completeness of requirements) there are 61 applicants. - Second stage (physically and practical test): 43 applicants selected. - Third stage (final result): 33 applicants (24 field employees, 6 office employees) selected to continues Medical Check Up and 4 applicants for reserve. 	Complied

		Selection process is under control GA department in Head Office Medan. Examination score of selection process are available and informed to all applicants. For non-selected applicants are notified by the Certification Unit through direct communication on 28 October 2021 located at field and office with transparent exam score record.	
6.1.4	Pregnancy testing is not conducted as a discriminatory measure and is only permissible when it is legally mandated. Alternative equivalent employment is offered for pregnant women.	<p>Unit of certification is regularly perform monitoring of pregnancy in monthly bases. The name of workers is confidential due to Aceh Singkil Regency culture, but the name and its result already verified by auditor. The point is pregnant female workers was not existing during current employed.</p> <p>List of menstrual monitoring 2021 by Central Clinic. October 2021 there are 4 female workers are monitored for menstrual cycle.</p> <p>List of menstrual monitoring "Daftar Pemeriksaan Haid 2021" at Division 2. There are 26 female worker are monitored (18 female workers on menstrual cycle, 8 female workers has Menopause)</p>	Complied
6.1.5	(C) A gender committee is in place specifically to raise awareness, identify and address issues of concern, as well as opportunities and improvements for women.	<p>Company has formed A Gender Committee since year 2012 and has been approved by Lae Butar management consist Head of Committee, Secretary and Members.</p> <p>Based on interview with representative of Gender Committee, it was explained that:</p> <ul style="list-style-type: none"> - Gender committees were formed as a forum to accommodate complaints or other specific issues from workers, both women and men. The issues that responsible to be follow up by the committees are related sexual harassment, reproductive rights, bullying or even intimidation from Unit of Certification or co-workers. - Member of gender committees consist of women and men. Since the committees are formed, there is no negative issues raised and reported to the committees. - Gender committees is frequently conduct a dissemination 	Complied

		information and assist the company to address their policy, particularly at the current condition where Covid-19 pandemic is still happening. The committees very active to inform the workers relating COVID-19 policy.	
6.1.6	There is evidence of equal pay for the same work scope.	<p>Unit of Certification proves that it guarantees that related to the wage is in accordance with the laws and regulations applicable to the scope of work that has been made. Based on interviews and verification documents, Unit of Certification has adopted wages in accordance with regulations and legislation.</p> <p>24 employee's payslip (7 female and 17 male) and attendances was chosen by auditor to verify compliances unit of certification in regard to employees pay and working conditions. All parameters that required by regulations was met within the documents.</p>	Complied
Criteria 6.2: Pay and conditions for staff and workers and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages (DLW).			
6.2.1	(C) Documentation of pay and working conditions in accordance with applicable labour laws are available to the workers in national languages and explained to them in language they understand.	<p>Collective labor agreements and documentation of pay and conditions are available to the workers as per "Perjanjian Kerja Bersama 2018 – 2020 Yang disepakati oleh Badan Kerjasama Perusahaan Perkebunan Sumatera (BKS PPS) dengan Pengurus Pusat Federasi Serikat Pekerja Pertanian dan Perkebunan SPSI (PP FSP.PP-SPSI)" dated 8 April 2019".</p> <p>Subject that described within this document are:</p> <ul style="list-style-type: none"> - Recruitment on Article III - Working Time on Article IV - Wage and Payment on Article V - Working sanction on Article VIII - Overtime and its payment on Article X 	Complied

		<p>All the documents are in Bahasa Indonesia. Renewal Collaborative Labor Agreement (PKB) still ongoing process and has been discussed with BPKS-PPS at Medan on August 2021. Until the onsite audit conducted and according to information given by Worker Union during consultation, the renewal PKB not finalized.</p>	
<p>6.2.2</p>	<p>(C) Employment contracts and related documents detailing payments and conditions of employment (e.g. regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc. in compliance with national legal requirements) and payroll documents give accurate information on compensation for all work performed.</p>	<p>Employment contract was refer to "Perjanjian Kerja Bersama (PKB) 2018 – 2020" which has been agreed according to "Perjanjian Kerja Bersama 2018 – 2020 Yang disepakati oleh Badan Kerjasama Perusahaan Perkebunan Sumatera (BKS PPS) dengan Pengurus Pusat Federasi Serikat Pekerja Pertanian dan Perkebunan SPSI (PP FSP.PP-SPSI)" dated 8 April 2019".</p> <p>Collective labor agreement was comprise of 24 Article which is covering among others:</p> <ul style="list-style-type: none"> - Working hour, leave including metrnity leave and sick leave - Wages (basic wages, incentive, benefit, dependent benefit) - Piece rate: determination of piece rate wages - Sick assistance - Absence - Payment of extra food (food cost), traveling cost - Overtime and incentive overtime - Incentive determination - Working tools and equipment provision by company - Tunjangan Hari Raya Keagamaan dan Bonus - Social assurance and assistance - Health assurance - Holiday entitlement - Period of notice 	<p>Complied</p>

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		<ul style="list-style-type: none"> - Pension plan and severance pay - Others related to labor rights and obligations <p>Renewal Collaborative Labor Agreement (PKB) still ongoing process and has been discussed with BPKS-PPS at Medan on August 2021. Until the onsite audit conducted and according to information given by Worker Union during consultation, the renewal PKB not finalized. Additional clause proposed by Worker Union in PT Socfindo Lae Butar is related to bonus calculation.</p>	
6.2.3	<p>(C) There is evidence of legal compliance for regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, and other legal labour requirements.</p>	<p>Working hours has been determined in PKB as 7 hour/day with working day 6 days or 40 hour/weeks. Overtime has determined according to KepMenakertrans RI No. KEP-102/MEN/VI/2004 with formula (monthly wages + rice incentive monthly)/173. Overtime will adjust for workday, holiday, number of hour overtime according to regulation.</p> <p>Sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice are stipulated in Article VIII PKB and has refer to "Undang-Undang No. 13 Tahun 2003".</p> <p>Based on document verification (attendant register/absence and payslip) it was confirmed that regular working hours, deductions, overtime has well implemented according to relevant regulation. Holiday entitlement, maternity leave, reasons for dismissal, period of notice and other relevant labor requirement are stipulated in "Perjanjian Kerja Bersama 2018 – 2020" which is agreed by employee/workers and PT Socfin Indonesia – Lae Butar POM.</p> <p>24 employee's payslip (7 female and 17 male) and attendances was chosen by auditor to verify compliances unit of certification in regard to employees pay and working conditions. All parameters that required by regulations was met within the documents.</p>	Complied
6.2.4	<p>(C) The unit of certification provides adequate housing. Sanitation facilities, water supplies, medical, educational and welfare amenities to</p>	<p>PT. Socfin Indonesia – Lae Butar POM has provide the housing sanitation facilities, water supplies, medical, educational and welfare amenities to</p>	Complied

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	national standards or above, where no such public facilities are available or accessible. In the case of acquisitions of non-certified units, a plan is developed detailing the upgrade of infrastructure. A reasonable time (5 years) is allowed to upgrade the infrastructure.	national standards. This unit of certification is located in midtown of Rimo village, therefore the workers is not difficult to seek their staple food and other daily needs. Based on field visit to workers compound at Division 4, the workers also planting vegetables and some fruit trees in their backyard.	
6.2.5	The unit of certification makes efforts to improve workers' access to adequate, sufficient and affordable food.	PT. Socfin Indonesia – Lae Butar POM has a policy that workers will be given 15 kg additional rice (if worker is not married) and if worker have a family the he will be give 15 kg additional rice, 9 kg rice for wife and 7,5 kg rice for each child, maximum 3 child. Besides that, extra food given for the workers such as milk and green bean porridge. The evidences has been reviewed such as payroll for January – September 2021 (payroll contains of salaries, extra wage and other benefits) and based on interviews with the workers. Workers housing provide by company also near to the traditional market which provide the basic needs including affordable food.	Complied
6.2.6	A DLW is paid to all workers in accordance with applicable regulations, including workers who work on a piece rate/quota basis, the calculation of which is based on a quota that can be achieved during regular working hours.	Unit of Certification paid to all workers following Provincial Minimum Wage that provided by Aceh Governor decree. All the workers in PT. Socfin Indonesia – Lae Butar is permanent status. For 2020, Minimum Wage which implement in UoC is refer to “Keputusan Gubernur Aceh Nomor: 560/1774/2019”, dated 1 November 2019. Minimum Wage is IDR 3,165,031. Following these, UoC issued internal memo concerning determination of wage refer to No. UM/KK/Bi/688/20, dated 20 February 2020. Amount of wages paid is IDR 3,165,031 (consist of money IDR 3,022,531 and rice amount IDR 142,500). Based on interview with sample of workers and verify their payslip, it was clearly that Unit of Certification paid the workers following the Provincial Minimum Wage.	Complied

		<p>UoC has determined details of in-kind benefit received by employee's year 2020 with 13 parameters which refer to RSPO Guidance on Calculating Prevailing Wages, 11 November 2019.</p> <p>PT. Socfin Indonesia – Lae Butar made calculation for in-kind benefits and supporting documents with the highest monthly expenses per family in Socfin Indonesia at Negeri Lama area (Sumatra Utara Province) and Sungai Liput area (Aceh Province).</p> <p>Sample for in-kind benefit calculation representing five level employee status: Single, Married no children, Married one children, Married two children and Married three children.</p> <p>The calculation will review annually and updated along with changes of minimum wage and cost expenses per family.</p> <p>This NC closed satisfactory.</p> <p>No changes of Provincial Minimum Wage in 2021. As per "Keputusan Gubernur Aceh No. 560/1526/2020 terkait Penetapan UMP Aceh Tahun 2021", dated 31 October 2020 whereby the minimum wage sets at Rp. 3,165,031.</p> <p>A memorandum "Memo Bagian Umum No.UM/PB/R/148/21 terkait Skala Gaji Non Staff Tahun 2021", dated 30 March 2021 was issued to accommodates the changes.</p>	
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PROCEDURAL NOTE:

The RSPO has published guidelines on the calculation of Decent Living Wage (DLW) in June 2019. Since Indonesia does not have DLW benchmark yet, the RSPO Secretariat will conduct a DLW benchmark study in accordance with the Global Living Wage Coalition (GLWC) and Indonesian laws and regulations.

In the meantime, until DLW benchmark for Indonesia is endorsed by the RSPO, the unit of certification carries out interim measures that was published by RSPO (dated 11 November 2019), including:

1. Payment of minimum wages in accordance with applicable regulations
2. Assessment of wages paid (prevailing wages) and in-kind benefits.

Once the DLW benchmark is available, this procedural note is no longer applicable.

6.2.7	Permanent fulltime employment is used for all core work performed by the unit of certification. Casual, temporary and day labour is limited to jobs that are temporary or seasonal	PT. Socfin Indonesia – Lae Butar employed permanent employee for all type of jobs: harvesting, spraying workers, administration, upkeep, pruning, operator and driver. It was confirmed during interview with workers and document verification of list of employee. All the workers in PT Socfin Indonesia – Lae Butar POM are permanent status.	Complied
Criteria 6.3: The unit of certification respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.			
6.3.1	(C) A published statement recognizing freedom of association and right to collective bargaining in national languages is available and is explained to all workers in languages that they understand, and is demonstrably implemented.	Freedom of association has been mentioned in Ethics Policy No Doc: SOC/Dp/4.01-64, 5th Revision, dated 18 January 2016. Organizations understand that workers have the right to argued, associate and organize in a labour union. Socfin Indonesia has adopted the following Sustainability Policies which encapsulate Socfindo’s current commitments and strategic priorities in relation to Sustainability. These policies are available in their website: https://www.socfindo.co.id/sustainability#a3 . Freedom of Association Policy is available on https://www.socfindo.co.id/sustainability#a3 Based on interview with labour union leader, Unit of Certification has accommodated employee rights to argued, associate and organize in a labour union. Employees, including migrant workers and contract workers were allowed to form associations and bargain collectively with their employer. Members of labour union up to October 2021 is 811 members.	Complied
6.3.2	Minutes of meetings between the unit of certification with trade unions or worker representatives who are freely elected, are documented in the national languages and available upon request.	Due to Covid-19 pandemic still occurred in 2021, union meeting are very limited therefore only once. Minutes of meetings with main labour unions or workers representatives been documented, Bipartite Meeting	Complied

		concerning indiscipline worker conducted in 27 August 2021 and attended by 10 attendees. Minutes of meeting were available, list of attendance was sighted. The minutes were made readily available to employees upon request.	
6.3.3	Management does not interfere with the formation or operation of registered labour organizations/unions, or other freely elected representatives for all workers, including migrant and contract workers.	Indonesian Plantation and Agriculture Worker's Federation (PUK FSPPP-SPSI) PT. Socfin Indonesia Kebun Lae Butar is formed and registered is freely elected by the workers. This labour union registered by Manpower Agency with Decision Letter No: 13/PUK SPSI-ASK/VI/2020, dated 26 June 2020.	Complied
Criteria 6.4: Children are not employed or exploited.			
6.4.1	A formal policy for the protection of children, including prohibition of child labour and remediation is in place, and included into service contracts and supplier agreements.	PT. Socfin Indonesia has adopted the following Sustainability Policies which encapsulate Socfindo's current commitments and strategic priorities in relation to Sustainability. These policies are available in their website: https://www.socfindo.co.id/sustainability#a3 . Child Protection Policy is available on https://www.socfindo.co.id/documents/eng/Policy-Child-Protection.pdf	Complied
6.4.2	(C) Documented evidence on the fulfilment of worker's minimum age requirements in accordance with applicable regulation and verification procedures for age requirements, are available.	According to Employee List Mill and Estate Lae Butar "Daftar Pekerja Kebun Lae Butar" per October 2021. Total number of workers is 879 employees for Mill and Estate. Sample of young workers as below: - DAM, age: 20 y.o. (recruited per May 2021). Division III (truck assistant). - AM, age: 20 y.o. (recruited per May 2021). Division II (truck assistant).	Complied
6.4.3	(C) Young person maybe employed only for non-hazardous work with protective restrictions in place for that work.	PT. Socfin Indonesia has a policy for pay and conditions for employees in Ethics Policy No Doc: SOC/Dp/4.01-64, 5th Revision, dated 18th January 2016. According to Employee List Mill and Estate Lae Butar "Daftar Pekerja Kebun Lae Butar" per October 2021, young worker at	Complied

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		hazardous work was not exist. Workers with job for chemical handling, including herbicides applicator is over than 20 y.o.	
6.4.4	The unit of certification demonstrates communication about its 'no child labour' policy and the negative effects of child labour, and promotes child protection to supervisors and other key staff, smallholders, FFB suppliers and communities where workers live.	<p>Based on interviews with workers, contractors, labour union representative, as well as officers in the field indicates that they have understood management policy to prohibit the use of the child labor in all types of Unit of Certification's operations activities.</p> <p>Based on the verification document shows that the management have done socialization ban on the use of child labor policy through:</p> <ol style="list-style-type: none"> 1. Put up the policy in the bulletin board in every office/mill estate 2. Do direct socialization to workers especially vulnerable types of workers who are utilizing "informal worker" who are children like at the harvesting (harvesting) that is prohibited include the sons of workers to help her parents work (picking the lose fruit). 3. Lists the prohibition clause on each contract with contractors power the use of child documents. <p>All sustainability's policies are available at certificate holder website: https://www.socfindo.co.id/sustainability#a3</p>	Complied
Criteria 6.5: There is no harassment or abuse in the workplace, and reproductive rights are protected.			
6.5.1	(C) A policy to prevent sexual and all other form of harassment and violence is documented, implemented and communicated to all levels of the workforce.	<p>PT. Socfin Indonesia has adopted the following Sustainability Policies which encapsulate Socfindo's current commitments and strategic priorities in relation to Sustainability. These policies are available in their website: https://www.socfindo.co.id/sustainability#a3</p> <p>Prevention of Sexual and Other Harassment Policy is available on https://www.socfindo.co.id/documents/eng/Policy-Prevention-of-Violence-Harassment.pdf</p> <p>Based on interviews with gender committee, no issues occur related sexual or other harassment since 2015. This policy already understood</p>	Complied

		and always communicated during muster morning or briefing prior to work.	
6.5.2	(C) A policy to protect the reproductive rights of all, especially of women, is documented, implemented and communicated to all levels of the workforce.	PT. Socfin Indonesia has adopted the following Sustainability Policies which encapsulate Socfindo’s current commitments and strategic priorities in relation to Sustainability. These policies are available in their website: https://www.socfindo.co.id/sustainability#a3 Prevention of Sexual and Other Harassment Policy is available on https://www.socfindo.co.id/sustainability#a3 Based on interviews with gender committee and nurse, this policy already understood and implement by the company. No discrimination to implement this policy for women workers.	Complied
6.5.3	Management has assessed the needs of new mothers, in consultation with the new mothers, and actions are taken to address the needs that have been identified in accordance with applicable regulations in Indonesia.	For breastfeeding mothers and had children under 5 years, Unit of Certification has provided childcare / creche (TPA) which is located in each division/Afdeling. Unit of Certification provides a special space/room and time for breastfeeding time. Unit of Certification has conducting assessment for new mother needs namely “Kuisisioner Identifikasi Kebutuhan Ibu Baru Kebun Lae Butar”. In 2021, Unit of Certification has identify 5 new mothers with baby less than 2 years old. the needs of young mothers through direct consultation, records related to it recorded in the related female workers and recorded related to pregnancy, breastfeeding mothers, and menstrual periods. Based on list of workers and interview with sample of 5 female workers, there is no new mothers during the time audit carried out.	Complied
6.5.4	A grievance mechanism, which respects anonymity and protects complainants where requested, as long as the complaint is supported with adequate information, is documented, implemented and communicated to all levels of the workforce.	PT. Socfin Indonesia has adopted the following Sustainability Policies which encapsulate Socfindo’s current commitments and strategic priorities in relation to Sustainability. These policies are available in their website: https://www.socfindo.co.id/sustainability#a3 . Specific related HRD and complaints are available in Grievance Policy.	Complied

		<p>According to information in indicator 4.2.3, resolution for sexual harassment complaint, intimidation and violence will held by Gender Committee. The meeting for complaints and investigation conducted maximum 1 month after the complaint submitted and the status will be updated on a monthly basis by Gender Committee.</p> <p>Based on interview with sample workers, local communities and relevant stakeholders, this policy already understood and always communicated during muster morning or briefing prior to work (for workers). With gender committee, the mechanism understood. For other stakeholders, dissemination of the policy is through notification board at each Division Office or entrance gate the office.</p>	
Criteria 6.6: No forms of forced or trafficked labour are used.			
6.6.1	<p>(C) All work is voluntary and the following are prohibited:</p> <ul style="list-style-type: none"> • Retention of identity documents or passports; • Payment of recruitment fees; • Contract substitution without worker’s consent • Involuntary overtime; • Lack of freedom of workers to resign • Penalty for termination of employment, unless the unit of certification and the workers agree to the penalty and it is stated in the employment agreement • Debt bondage • Withholding of wages 	<p>PT. Socfin Indonesia – Lae Butar employed permanent employee for all type of jobs: harvesting, spraying workers, administration, upkeep, pruning, operator, and driver. It was confirmed during interview with workers and document verification of list of employee.</p> <p>All the workers in PT. Socfin Indonesia – Lae Butar POM are permanent status. Therefore, the following are not founded:</p> <ul style="list-style-type: none"> • Retention of identity documents or passports; • Payment of recruitment fees; • Contract substitution without worker’s consent • Involuntary overtime; • Lack of freedom of workers to resign • Penalty for termination of employment, unless the unit of certification and the workers agree to the penalty and it is stated in the employment agreement • Debt bondage • Withholding of wages 	Complied

		Unit of certification has established No Forced Work Policy dated June 2019.	
6.6.2	(C) Where temporary (Specified Time Work Agreement/PKWT) or migrant workers are employed, a specific labour policy and procedures are established and evidence of implementation is available.	PT. Socfin Indonesia – Lae Butar POM employed permanent employee for all type of jobs: harvesting, spraying workers, administration, upkeep, pruning, operator, and driver. It was confirmed during interview with workers and document verification of list of employees. Some upkeep activities are contracted between PT. Socfin Indonesia and Koperasi Amanah Penitipan Karyawan (AMPERA). The workers is hired from surrounding communities and locals.	Complied
Criteria 6.7: The unit of certification ensures that the working environment under its control is safe and without undue risk to health.			
6.7.1	(C) The responsible person(s) for H&S is identified. There are records of regular meetings between the responsible person(s) and workers. Concerns of all parties about health, safety and welfare are discussed at these meetings, and any issues raised are recorded.	PT. Socfin Indonesia – Lae Butar POM and Estate has appointed the responsible person for H&S is identified as per P2K3 (Safety Committee). The document has demonstrated, such as: <ul style="list-style-type: none"> OHS Committee - P2K3 has an approval from Manpower Office as per "Surat keputusan kepala Dinas dan Transmigrasi dan Tenaga Kerja Kabupaten Aceh Singkil No. 560/33/2017 Tentang Penetapan Panitia Pembina Keselamatan dan Kesehatan Kerja di perusahaan PT. Socfin Indonesia Kebun Lae Butar". Safety Committee secretary are certified OHS expert on behalf Masriadi (Tekniker I) according to "Setifikat Ahli K3 No; Ser.18.21734/AK3/U/VIII/2018" dated 24 August 2018, issued by Kementrian Ketenagakerjaan Republik Indonesia; OHS Expert appointment of Masriadi based on "Keputusan Menteri Ketenagakerjaan R.I Nomor: KEP.21437/NAKER-BINWASK3/VIII/2018 Tentang Penunjukan Ahli Keselamatan dan Kesehatan kerja Umum Menteri ketenagakerjaan R.I" dated 24 August 2018 valid until 3 years. OHS expert Licence No. Reg.57443/PK3/AJ/12/2018/PO dated 24 August 2018 valid until 24 August 2021. Progress: Surat Keterangan dari PJK3 PT Bagun Karina 	Complied

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		<p>Karya, No. 205/X/BKK/PJK3/2021 menyatakan bahwa saat ini tengah dilakukan pengurusan perpanjangan Sertifikat dan Lisensi AK3-Umum dari Dirjen Pembinaan Pengawasan Ketenagakerjaan Kemenaker RI – signed by Director PJK3, dated 28 October 2021.</p> <ul style="list-style-type: none"> Regular safety committee meeting has been conducted each month to discuss and evaluated the OHS plan implementation. Minutes of Safety committee meeting are available in “Risalah Briefing”. Sample seen: safety committee meeting period 14 June 2021 and 15 July 2021; minutes of meeting and attendance list are available. <p>Safety committee meeting and evaluation are reported to Dinas Tenaga Kerja Provinsi Aceh each quarter, latest report Q3 (July – September 2021) on was reported on 21 October 2021, document number: LB/X/Bi/1385/21. Report evidence and receipt are available.</p>	
6.7.2	<p>Accident and emergency procedures in Indonesian language are in place and clearly understood by all workers. Assigned operatives trained in first aid are present in both field and other operations. First aid equipment is available at worksites. Records of all accidents are kept and periodically reviewed.</p>	<p>Emergency respond procedure written in Bahasa Indonesia was described by SOC/PSM/4.08 which cover reporting, responsibility of all members of ERP Team, handling of ERP situation, mitigating of ERP situation. Some situations were identified such as accident, earthquake, flooding, fire, hazardous spillage, and explosion.</p> <p>The procedure described the roles and responsibilities of each emergency response team include the mechanism how to conduct medical evacuation to near hospital/local health centre, also it was available the emergency contact number of each internal emergency team and external related parties. Evacuation route and muster point are available and made known to the employee.</p> <p>Accident procedure written in Bahasa Indonesia was described by SOC/PSM/4.14. Accident and investigation reports described the accident chronology, cause and impacts of the accident and to find the root causes of the accident happened and establish the corrective and preventive action.</p>	Complied

		<p>The First Aid equipment were available at worksites such as harvesting area and spraying area carried by group leader, mill, workshop, warehouse, and office. and were checked in accordance with local regulation Permenaker 15/2008.</p> <p>First Aid operators were available at working area as paramedic and foreman. There was first aider at mill and estate that have been certified as first aider from Ministry of Manpower</p> <p>Document verification during onsite audit 2021, such as:</p> <ul style="list-style-type: none"> • The structure of Emergency Response Team (ERT) has been established and updated on 10 August 2021. ERT team consists of ERT commander (ADM for mill, division assistance for each estate division), firefighting team, security team, communication team, evacuation team, first aid team, and recovery team. The list of protection equipment for emergency was available such as fire extinguisher and fire engine. • Record of training /or land fire drill, dated 19 January 2021. Data verified: training invitation, briefing notes, attendance list, photograph document, scenario, and evaluation report. • Interview with sample of workers in the field it was observed that the workers were clearly understood of what is required in the procedure. • First aid kit monitoring and socialization on how to use first aid was regularly performed, latest monitoring and socialization on 27 September 2021. • Record of monitoring and inspection the emergency facilities provided at form "Kartu Pemeriksaan Fasilitas Tanggap Darurat", e.g: inspection report of fire extinguisher (APAR) month October 2021 location fuel station in Lae Butar Mill was reported good; inspection report for hydrant pump No.4, month September 2021 location near boiler station was reported good. 	
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		<ul style="list-style-type: none"> Based on filed visit in ERP facilities (dated 9 November 2021 and 10 November 2021), e.g: for fire extinguisher in sample location in fuel station, warehouse, workshop and engine room was good condition. First aid kit provided in workshop, temporary storage for hazardous waste. <p>PT. Socfin Indonesia - Lae Butar has demonstrated the emergency response facilities as per document of "Daftar Sarana Tanggap Darurat Kebakaran Lahan" as required "Peraturan Menteri Pertanian No. 5/Permentan/KB.410/1/2018" which completed in phases. Equipment condition, updated in November 2021, consisted of:</p> <table border="1" data-bbox="1176 702 1944 1385"> <thead> <tr> <th>Equipment</th> <th>Total required</th> <th>Availability</th> <th>Program year 2022</th> </tr> </thead> <tbody> <tr> <td>Safety helmet</td> <td>30 pcs</td> <td>30 pcs</td> <td>-</td> </tr> <tr> <td>Head lamp</td> <td>30 pcs</td> <td>15 pcs</td> <td>15 pcs</td> </tr> <tr> <td>Safety glasses</td> <td>30 pcs</td> <td>30 pcs</td> <td>-</td> </tr> <tr> <td>Mask</td> <td>30 pcs</td> <td>30 pcs</td> <td>-</td> </tr> <tr> <td>Leather gloves</td> <td>30 pcs</td> <td>30 pcs</td> <td>-</td> </tr> <tr> <td>Seatbelt equipment</td> <td>30 pcs</td> <td>15 pcs</td> <td>15 pcs</td> </tr> <tr> <td>Drinking bottles</td> <td>30 pcs</td> <td>15 pcs</td> <td>15 pcs</td> </tr> <tr> <td>Whistle</td> <td>30 pcs</td> <td>15 pcs</td> <td>15 pcs</td> </tr> <tr> <td>backpack</td> <td>30 pcs</td> <td>15 pcs</td> <td>15 pcs</td> </tr> <tr> <td>Fire boots</td> <td>30 pcs</td> <td>30 pcs</td> <td>-</td> </tr> <tr> <td>Fire clothes</td> <td>30 pcs</td> <td>30 pcs</td> <td>-</td> </tr> <tr> <td>Tents</td> <td>4 pcs</td> <td>-</td> <td>4 pcs</td> </tr> <tr> <td>First aid equipment</td> <td>4 pcs</td> <td>4 pcs</td> <td>-</td> </tr> </tbody> </table>	Equipment	Total required	Availability	Program year 2022	Safety helmet	30 pcs	30 pcs	-	Head lamp	30 pcs	15 pcs	15 pcs	Safety glasses	30 pcs	30 pcs	-	Mask	30 pcs	30 pcs	-	Leather gloves	30 pcs	30 pcs	-	Seatbelt equipment	30 pcs	15 pcs	15 pcs	Drinking bottles	30 pcs	15 pcs	15 pcs	Whistle	30 pcs	15 pcs	15 pcs	backpack	30 pcs	15 pcs	15 pcs	Fire boots	30 pcs	30 pcs	-	Fire clothes	30 pcs	30 pcs	-	Tents	4 pcs	-	4 pcs	First aid equipment	4 pcs	4 pcs	-	
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		Drone	2 pcs	2 pcs	-
		Ax	8 pcs	4 pcs	4 pcs
		Hoe	6 pcs	5 pcs	1 pcs
		Shovel	12 pcs	6 pcs	6 pcs
		Back pump	20 pcs	9 pcs	11 pcs
		chainsaw	2 pcs	1 pcs	1 pcs
		Water pump with pressure 25 HP	2 pcs	1 pcs	1 pcs
		Portable water pump with pressure 5 HP	4 pcs	2 pcs	2 pcs
		Water hose (4 meter)	2 rolls	1 roll	1 roll
		Water hose (2 meter)	10 rolls	2 rolls	8 rolls
		Nozzle	4 pcs	2 pcs	2 pcs
		GPS	4 pcs	2 pcs	2 pcs
		Handy talky	8 pcs	-	8 pcs
		Megaphone	4 pcs	-	4 pcs
		Vehicle with capacity 15 persons	2 units	2 units	-
		Vehicle for transport equipment	2 units	2 units	-
		Patrol equipment (motor bike)	2 units	2 units	-

6.7.3	<p>(C) Workers use appropriate personal protective equipment (PPE) which is provided free of charge to all workers in the workplace, to cover all potentially hazardous operations, such as pesticides application, machine operations, land preparation, and harvesting. Sanitation facilities for those applying pesticides are available, so that workers can change out of PPE, wash and put on their personal clothing.</p>	<p>PT. Socfin Indonesia – Lae Butar has demonstrated the implementation of adequate and appropriate protective equipment was available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, replanting and harvesting and. The needs of PPE were determined from HIRAC document or related SOP of activity. The procedure for management of PPE has been established (SOC/PSM/4.21).</p> <p>Based on onsite visit at Lae Butar Estate and POM, all workers using PPE as required by HIRADC. If broken, PPE will be replaced with new one freely. There was also covered the expired time of each PPE.</p> <p>The type of PPE used for each activity has been determined, e.g: working at Lae Butar POM, working at generator set, welder, working at laboratory, harvester, sprayer, fertilizer storage and chemical storage.</p> <p>Field observation during onsite audit (dated 10 November 2021), location in Lae Butar POM has verified:</p> <ul style="list-style-type: none"> - Mitigation plan as identified at HIRAC has implementation in sample visit area, e.g: in fuel station, engine room, pressing station, and boiler station - Rotary motor at water pump has been properly/safely covered. - Hydrant installation observed in good condition - Workers /or operator has provided with appropriate PPE - Observation during this audit generally concluded that PPE has been well provided and implemented. The stock of PPE was listed in warehouse stock card such as goggles, mask, gloves, and apron. 	Complied
6.7.4	<p>All workers are provided medical care and covered by accident insurance. Costs incurred from work related incidents, leading to injury or illness, are covered in accordance with applicable regulations or by the unit of certification if applicable regulations do not provide protection.</p>	<p>Based on direct interview with sample of workers at Lae Butar Estate and POM, all workers already covered by accident insurance (BPJS Ketenagakerjaan dan BPJS Kesehatan) including its facilities, such as clinic.</p>	Complied

		<p>The insurances were still valid as seen by the recent slip payment in 2021 both for estate and mill. Date verified:</p> <ul style="list-style-type: none"> • BPJS Kesehatan (Medical insurance), month October 2021 - Note payment for 928 workers with dependent 2,358 people on, covering for mill and estate, IDR: *49,357,575. Status PAID. • BPJS Ketenagakerjaan (Accident and pension insurance)- month September 202, Note payment for 888 workers in mill and estate, IDR. *74,180,905. Status PAID. <p>The affected workers received appropriate medical treatment from the insurance policy.</p>	
6.7.5	Occupational injuries are recorded using Lost Time Accident (LTA) metrics.	<p>Lost Time Accidents metrics were using to record the accidents and injuries during year 2021. The Lost Time accidents and injuries were determined according to Decree of the Minister of Manpower and Transmigration No. 609 year 2012. Safety performance for both mill and estates was calculated using frequency rate (FR) and severity rate (SR). The calculation for FR and SR as below:</p> <ul style="list-style-type: none"> • $FR = \frac{\text{total lost time accident} \times 1.000.000}{\text{total man hour}}$ • $SR = \frac{\text{total lost time hours} \times 1.000.000}{\text{total man hour}}$ <p>The calculation for frequency rate and severity rate was generated from lost time accident (LTA) data, employee working hour's data and lost time day (LTD) data and Lost Time Hour data. The timesheet calculation for each month was shown during audit.</p> <p>The calculation for frequency rate and severity rate was generated from lost time accident (LTA) data, employee working hour's data and lost time hours/lost time day (LTH/LTD) data.</p> <p>The calculated FR and SR for mill and estate 2021 were stated total case is 6 accidents. All the accidents were completed with report document and investigation. The recommendation of investigation has been followed up. The record has been verified during the audit.</p>	Complied

Principle 7: Protect the environment, conserve biodiversity and ensure sustainable management of natural resources.											
Criteria 7.1: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.											
7.1.1	<p>(C) IPM plans are implemented and monitored to ensure effective pest control.</p>	<p>As written in indicator 3.3.1, certificate holder has had procedure of integrated pest management (including disease).</p> <p>During the audit, auditor has observed and interview daily pest census. Based on interview with pest monitoring officer in Block 87 obtain information that the pest infestation was monitoring on daily bases.</p> <p>Certificate holder through Socfin Research has train pest monitoring officer (3 person each division). Each block has an observational row (multiples of five, starting from the fifth row). Observations are made every month. The outermost tree in the line of observation has been red-marked to facilitate the pest control officer.</p> <p>The company has conducted pest and disease census in daily bases. Item to check was leaf eating caterpillar, rat infestation and ganoderma. The record of monitoring reported to pest and disease officer and field assistant as decided to control or not.</p> <p>During the field observation in Division I, III and IV, obtain information that the observation conducted to monitoring the infestation of leaf eater caterpillar, bag worm, ganoderma, rat, termite and disease. The record of observation written in daily pest infestation report. All of two pest monitoring officers can explain the pest monitoring procedure and reporting process.</p>	Complied								
7.1.2	<p>Invasive species are not to be used according to applicable regulation in managed areas, unless plans to prevent and monitor their spread are implemented.</p>	<p>Based on document verification, interview with estate manager and field visit obtain information that there is no species introduction in Lae Butar Estate. Lae Butar Estate made monitoring of invasive species for all block, sample sighted period January 2021:</p> <table border="1" data-bbox="1133 1310 1973 1382"> <thead> <tr> <th>Division</th> <th>Block</th> <th>Number of invasive species</th> <th>Condition/ Control</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Division	Block	Number of invasive species	Condition/ Control					Complied
Division	Block	Number of invasive species	Condition/ Control								

		<table border="1"> <tr> <td>I</td> <td>45, 46, 47, 48, 49, 50</td> <td>nil</td> <td>Nil</td> </tr> <tr> <td>II</td> <td>51, 52, 53, 54, 65, 66, 67, 69, 78</td> <td>Nil</td> <td>Nil</td> </tr> <tr> <td>III</td> <td>24, 9, 12, 13, 17, 19</td> <td>Nil</td> <td>Nil</td> </tr> <tr> <td>IV</td> <td>86, 88, 99, 110, 111, 112, 113, 114, 115, 117, 118</td> <td>Nil</td> <td>Nil</td> </tr> </table>	I	45, 46, 47, 48, 49, 50	nil	Nil	II	51, 52, 53, 54, 65, 66, 67, 69, 78	Nil	Nil	III	24, 9, 12, 13, 17, 19	Nil	Nil	IV	86, 88, 99, 110, 111, 112, 113, 114, 115, 117, 118	Nil	Nil	
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II	51, 52, 53, 54, 65, 66, 67, 69, 78	Nil	Nil																
III	24, 9, 12, 13, 17, 19	Nil	Nil																
IV	86, 88, 99, 110, 111, 112, 113, 114, 115, 117, 118	Nil	Nil																
7.1.3	There is no use of fire for pest control unless in exceptional circumstances, i.e. where no other effective methods exist, and with prior approval of government authorities.	Based on document verification, interview with estate manager and field visit obtain information that there is no species introduction in Lae Butar Estate.	Complied																
Criteria 7.2: Pesticides are used in ways that do not endanger health of workers, families, communities or the environment.																			
7.2.1	(C) Justification of all pesticides used is demonstrated. Selective products and application methods that are specific to the target pest, weed or disease are prioritised.	<p>Based on the document verification and interview with management, obtain information that pesticide usage for chemical weeding and pest control (if needed).</p> <p>As written in No Deforestation, Development on Peat & Environmental Policy that was signed by Principle Director of Socfin Indonesia on 1 June 2019, Socfin Indonesia has specific commitment related to pesticide usage as follows:</p> <ul style="list-style-type: none"> - Specific attention is given to the use of pesticides. Integrated Pest Management (IPM) plans are developed for all operations and reviewed annually, - All active ingredients in use are also reviewed annually for safety and efficacy, - Pesticides in WHO classes IA and IB, and Stockholm or Rotterdam conventions are used only when no effective alternatives are available. Their use is authorized in writing by local senior management on a case by case basis, 	Complied																

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		<ul style="list-style-type: none"> - The active ingredient "paraquat" is to be phased out of all our operations in 2019, - All workers, permanent or not, involved with pesticides, are trained and equipped adequately and their health is monitored. <p>All pesticide usage has been registered in http://pestisida.id/simpes_app/rekap_kimia_formula.php according to national regulation.</p> <p>To reduce the human and environmental risk, there is some continuous action that has been implemented as follows:</p> <ul style="list-style-type: none"> - Set up the pesticide rotation. For example, chemical weeding rotation is 4 times a year where the rotation in immature and early mature more often than mature and old palm. - Using the ultralow volume nozzle to minimize water consumption and reduce the risk for environment. - Conducted regularly training for pesticide applicator and equipped them with appropriate PPE's. - Delay the pesticide application if weed or pest is under control. According to the interview with estate manager and sprayers obtain information that the pesticide rotation can be delayed or reduced especially in mature or old palm where weeds/pest population are under control. - Minimalize contamination for pesticide applicator and their families by ensuring them to clean themselves before back home. <p>Pesticide list "Daftar Pestisida yang Digunakan di Perkebunan PT. Socfin Indonesia":</p> <table border="1" data-bbox="1133 1289 1973 1366"> <thead> <tr> <th data-bbox="1133 1289 1361 1366">Pesticide & Active Ingredient</th> <th data-bbox="1361 1289 1588 1366">Registration & Expiry date</th> <th data-bbox="1588 1289 1852 1366">Target pest/weed</th> <th data-bbox="1852 1289 1973 1366">Dosage</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Pesticide & Active Ingredient	Registration & Expiry date	Target pest/weed	Dosage					
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		Ally 20 WG (Metil metsulfuron 20%)	RI.0103011988837 12 November 2023	Staenochlena palustri, Dicrenopteris linearis	12.5 g/Ha
		Amistartop 325 SC (Azoxistrobin 230 g/l, difenocazol 125 g/l)	RI.01020120052228 5 August 2024	Curvularia maculans, Pestalotiopsis	0.84-1.04 l/Ha (concentrati on 0.1%)
		Becano (Indaziflam 500 g/l)	RI.01030120124279 5 May 2022	Rumput berdaun sempit, Digitaria ciliaris, Teki cypherus kilingia	
		Bimaron 80 WP (Diuron 80%)	RI.01030119931078 5 August 2024	Biji gulma berdaun sempit dan lebar	90 g/Ha
		Biothione 200 EC (Triazophos 200 g/l)	RI.01010120062344 31 January 2025	Ulat grayak	1-2 ml/palm
		Broconil 75 WP (Chlorotaolinil 75%)	RI. 01020120062347 3 December 2025	Penyakit Curvularia sp.	2kg/Ha
		Scides (Sipermethrin 50g/L)	RI.06090120031872 6 October 2022	Denue Aedes aygepti	
		Sipertop (Sipermethrin 200%)	RI.01010120124352 6 October 2022	Oryctes rhinoceros	75 cc/Ha
		Dacomine 865 SL (2,4 Dimetil Amina 865 g/l)	RI.01030120042062 5 August 2024	Ageratum conyzoides, Boreria alata	0.1-0.25 l/Ha
		Decis 25 EC (Deltametrin 25 g/l)	RI.0101011979387 6 October 2022	Setotosea asigna	0.25-0.3 l/Ha
		Dithane (Mankozeb 80%)	RI.010201197459 22 February 2026	Fungisida	0.3 g/Ha

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		Garlon 670 EC (Trichlophyr butoxy ethyl-ester 670 g/l)	Ri.01030120155148 16 April 2023	Anak kayu	0.3-0.6 l/Ha	
7.2.2	(C) Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per Ha and number of applications) are provided.	Certificate holder has showed the record of LD50 calculation in each unit based on amount of pesticide used. For example, Lae Butar Estate has calculated the LD50 of each pesticide in a monthly basis. For example, toxicity of pesticide for methyl metsulfuron was 0,014948369 ppm.				Complied
7.2.3	(C) Any use of pesticides is minimised as part of a plan, eliminated where possible, in accordance with IPM plans.	Based on goods in and goods out data in pesticide store, obtained information that the certificate holder used some kind of pesticide (different active ingredients). Certificate holder is no longer using paraquat diklorida since within 2019.				Complied
7.2.4	There is no prophylactic use of pesticides, unless in exceptional circumstances, as identified in Indonesia best practice guidelines.	Based on document verification, interview and field observation, audit team obtained information that there is no prophylactic use of pesticides.				Complied
7.2.5	Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions and paraquat, are not to 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:	Based on goods in and goods out data in pesticide store, obtained information that the certificate holder used some kind of pesticide (different active ingredients). Certificate holder is no longer using paraquat diklorida since within 2019.				Complied
	7.2.5a Judgment of the threat and verify why this is a major threat.					
	7.2.5b Why there is no other alternative which can be used.	There is no use of other pesticide class 1A and 1B in period 2019 - 2021.				
	7.2.5c Which process was applied to verify why there is no other less hazardous alternative.	There is no use of other pesticide class 1A and 1B in period 2019 - 2021.				
	7.2.5d Process to limit the negative impacts of the application.	There is no use of other pesticide class 1A and 1B in period 2019 - 2021.				

	7.2.5e Estimation of the timescale of the application and steps taken to limit application to the specific outbreak.	There is no use of other pesticide class 1A and 1B in period 2019 - 2021.	
7.2.6	(C) Pesticides are only handled, used or applied by persons who have completed the necessary training and are always applied in accordance with the product label. All precautions attached to the products are properly observed, applied, and understood by workers (see Criterion 3.6). Personnel applying pesticides must show evidence of regular updates on the knowledge about the activity they conduct.	Certificate holder has conducted pesticide handling training regularly. There was a record of safe use pesticide training, facilitate by Estate Manager and field assistant. Training for sprayer: <ul style="list-style-type: none"> - Training on sprayer related to technical, economic, regulatory aspects. Risk analysis covers risk of intoxication, environmental pollution, etc. Training carried out 5 August 2021. Training attended by 34 workers in Division I; including 4 workers interviewed during audit. 	Complied
7.2.7	(C) Storage of all pesticides in accordance with recognized best practices.	Based on field visit to agrochemical storage (dated 10 November 2021), location in Lae Butar Estate there was observed that all pesticides stored properly. Each pesticide product equipped with MSDS. The storage also provided PPE's, hand/eye wash facilities and first aid kit.	Complied
7.2.8	All pesticide containers that are disposed of and/or used for other purposes are managed according to applicable regulations and/or instructions on the packaging.	According to explanation in criteria 7.3, certificate holder has had engagement with official hazardous waste collector. All pesticide container collected in temporary hazardous storage before sent to licensed transporter and handler.	Complied
7.2.9	(C) Aerial spraying of pesticides is prohibited, unless in exceptional circumstances where no other viable alternatives are available. This requires prior government authority approval. All relevant information is provided to affected local communities at least 48 hours prior to application of aerial spraying.	Based on document verification and interview with estate manager obtain information that there is no aerial spraying of pesticides.	Complied
7.2.10	(C) Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated.	Based on interview with stakeholder, manpower service of Aceh Singkil Regency: PT. Socfin Indonesia – Lae Butar Estate, as other plantation companies instructed postponement upon medical check up process during COVID-19 pandemic, as regulated by "Surat Edaran Menteri Ketenagakerjaan Republik Indonesia No.M/7/AS.02.02/V/2020 tentang Rencana Keberlangsungan Usaha dalam Menghadapi Pandemi Corona	Complied

		<p>Virus Disease (COVID-19) dan Protokol Pencegahan Penularan COVID-19 di Perusahaan” dated 20 May 2020 – cascaded by Governor Aceh Province to provincial manpower service and subsequently cascaded to regency manpower service.</p> <p>PT. Socfin Indonesia has listed 36 sprayers in Lae Butar Estate.</p> <p>Internally, PT. Socfin Indonesia – Lae Butar follow up the instruction in form of Letter Hal: Pernyataan Penundaan Medical Check Up No.UM/KK/Bi/1308/20” dated 4 July 2020 to postpone medical surveillance for worker until COVID-19 pandemic is done. PT. Socfin Indonesia prepared Laporan Update Program Medical Check Up” dated 1 July 2021. The report stipulated</p> <ul style="list-style-type: none"> - Evaluation Medical Check up Program 2020 already started with tender process in February 2020 however postponed due to COVID-19 pandemic - Program 2021 PT. Socfin Indonesia is to vaccinate all worker by December 2021. - Program 2022 PT. Socfin Indonesia is to conduct medical check up for all worker; general check up June 2022 and specific check up on December 2022. 	
7.2.11	<p>(C) No pesticide-related work is carried out by pregnant or breastfeeding women, or people with medical limitations and they are offered other equivalent work alternatives.</p>	<p>The company have a policy statement preventing pregnant and breast-feeding women from handling pesticides in Ethic Policy (Kebijakan Etika). The policy explained that:</p> <ol style="list-style-type: none"> 1) Ensuring women who are pregnant were not do the tasks associated with hazardous chemicals 2) Ensure breastfeeding mothers were not do the work associated with the use of chemicals during breastfeeding their babies until the age of 9 months and getting adequate rest periods. 	Complied

		<p>List of female workers handling pesticides was available at Lae Butar Estate Office.</p> <p>The company have a system to identify pregnant and breast-feeding women through examination of pregnant women every month at the clinic by midwives using a test pack. Data examination results of female sprayer and fertilizer workers in each division can be demonstrated.</p> <p>Record review year 2020, Lae Butar Estate reported 33 female sprayers "Daftar Pemeriksaan Haid", "Catatan Kehamilan" and "Catatan Menyusui".</p> <p>Year 2020: sampled pregnant female worker: Musrifah and Rasma Pulung pregnant and labour on February and June 2020; assigned for non-chemical work "Bongkar Tanaman Pengganggu" in period January – December 2020.</p> <p>Sampled breastfeeding female worker: Musrifah and Rasma Pulung pregnant and labour on February and June 2020; perform breastfeeding.</p> <p>Record review year 2021, Lae Butar Estate reported 20 female sprayers "Daftar Pemeriksaan Haid", "Catatan Kehamilan" and "Catatan Menyusui".</p> <p>Year 2021: sampled pregnant female worker: Liliana Elvi Dewi pregnant and labour on October 2021; assigned for non-chemical work "Bongkar Tanaman Pengganggu" in period January – December 2021.</p> <p>Sampled breastfeeding female worker: Mrs. Rasma Pulung was breastfeeding since January – October 2021.</p>	
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Note For 7.2.11

Referring to Act No. 13 of 2003 concerning Manpower, Act No. 35 of 2014 concerning Child Protection, and taking into account the risks of hazards on palm oil plantations and mills on the development and physical, mental and social health of children, the national interpretation mandates that the unit of certifications does not employ people under the age of 18 for pesticide spraying. For this reason, the provisions of young workers under 18 years in indicator 7.2.11 are irrelevant.

Criteria 7.3: Waste is reduced, recycled, reused and disposed of in an environmentally and socially responsible manner.			
7.3.1	A waste management plan which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, is documented and implemented in accordance with applicable laws and regulations.	<p>PT. Socfin Indonesia – Lae Butar has established the mechanism for waste management is Procedure of “Pengendalian Limbah No. SOC/PSM/4.11, rev.05” dated 1 October 2018.</p> <p>The procedure has described that the company has classified the type of garbage generated from plantation activities to: Hazardous waste (LB3), organic waste and an organic waste and waste that is economical value. The container provided in the form of TPS: Temporary collection Place, TPA: Landfill and Temporary storage hazardous waste (TPS LB3). The color of the waste collector or TPS is regulated in accordance with the following classification:</p> <p>License of hazardous wastes temporary storage (TPS B3) as issued from Aceh Singkil Regent Decree No.295 Tahun 2017 dated 8 November 2017 valid until 7 November 2022, defined that the time limit was 180 days because produce (less than) <50 kg per days. The license includes type lubrication oil, battery, oil filter, pesticides/chemical containers, rugs and medical wastes.</p> <p>Records of chemical containers quantity disposed were evident. Liquid waste from agrochemical was reused for the next spraying application. While the ex-fertilizer sacks also rinsed and reuse for fertilizer distribute at estate operations. assessment related renewal of Wastewater Discharge Permit.</p>	Complied
7.3.2	Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.	<p>Based on field visit at landfill (dated 9 November 2021), non-degradable waste material are disposed in the pit. Whereby for degradable waste are collected and buried in small pit at backyard of the worker compound.</p> <p>NC Minor:</p> <p>PT. Socfin Indonesia – Lae Butar has waste management procedure "Prosedur Pengendalian Limbah No. SOC/PSM/4.11, rev.05" dated 1</p>	Non-compliance

		<p>October 2018. The procedure lines out waste classification: hazardous waste, organic waste, inorganic waste and waste with economic value. Company has provided infrastructure for waste management such as waste bin, res-use bag for inorganic domestic waste to classified and handle each type of waste.</p> <p>However, based on field visit, audit team found the implementation deviates from procedure:</p> <ul style="list-style-type: none"> - Plastic waste, classified as inorganic waste scattered at the back of POM housing compound; - Waste water from domestic use create a puddle with poor condition behind the POM housing compound and behind the Lae Butar Estate Division IV housing compound; - Waste motorcycle oil, classified as hazardous waste stored in housing in Lae Butar Estate Division IV housing compound; 	
7.3.3	The unit of certification does not use open fire for waste disposal.	Based on field visit, open fire for waste disposal were not proven. Lae Butar Estate has also Landfill for domestic waste disposal. No fire use founded for waste disposal.	Complied
Criteria 7.4: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.			
7.4.1	Good agricultural practices, as contained in SOPs, are followed to manage soil fertility to optimise yield and minimise environmental impacts is documented.	According to the latest best management practices procedure, certificate holder using chemical fertilizer and organic fertilizer such as empty fruit bunch, bunch ash and solid to increasing soil fertility. All record of fertilizer application recorded in document "Booklet Pemupukan".	Complied
7.4.2	Analysis of tissue samples (e.g. leaves) and soil on a regular basis to monitor and manage changes in soil fertility and plant health is documented.	<p>Certificate holder conducted regularly soil (every 5 year) and leaf sampling (annually) to monitored soil and trees fertility. This assessment conducted by Socfin Research Station – Bangun Bandar Analytical Laboratory.</p> <ul style="list-style-type: none"> - Sighted Soil Analysis Report (Ref Number S15-013/LAB-SSPL/IV/2015), analysis date 3 April 2015 (62 sample). Parameter 	Complied

		<p>that analyse was pH, N-Kjehdahl, C Organic, P, CEC, K, Ca, Mg, Na.</p> <ul style="list-style-type: none"> - Sighted Leaf Analysis Report (Ref Number No.L2021-611/LAB-SSPL/IV/2021), analysis date 7 April 2021 (103 sample). Parameter that analyse was N-Kjehdahl, P-total, K-total, Ca-total and Mg-total. 	
7.4.3	A nutrient recycling strategy is in place, which include the recycling of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), palm residues and optimal use of inorganic fertilisers.	<p>Lae Butar Estate applied Empty Fruit Bunch (EFB) and bunch ash. Based on the agronomy’s SOP, certificate holder has stipulated the EFB dosage on planting age basis as follows:</p> <ul style="list-style-type: none"> - Under 1 year: 10 tonnes/Ha - 1 – 2 year: 20 tonnes/Ha - 3 year’s up: 45 tonnes/Ha <p>During the audit, auditor has observed the EFB application in replanting area (palm age under 1 year) Block 31 and 32 Division I. The EFB placed and covered in the circle (approximately with diameter 1 meter). In addition to increasing soil fertility, this application also aims to maintain soil moisture needed by new plants.</p>	Complied
7.4.4	Records of fertilizer inputs are maintained.	<p>The record of EFB application documented in “Realisasi Aplikasi EFB tahun 2021” - EFB Application year 2021 reported by upkeep supervisor in daily basis.</p> <p>Based on the document obtain information that certificate holder has documented the total of EFB. For example: Block 31 and 32 Division I has been applied with EFB completed as recommendation.</p>	Complied
Criteria 7.5: Practices minimise and control erosion and degradation of soils.			
7.5.1	(C) Maps that identify marginal and fragile soils, including steep sloped land are available.	<p>Lae Butar Estate has conducted semi detailed soil survey and assessment. The study was carried out by Param Agricultural Soil Surveys (M) Sdn Bhd on April 2005. Based on that study concluded that soil type and characteristic as follows:</p> <ul style="list-style-type: none"> - Typic paleudult, Typic Hapludult; deep, well drained sandy clay, sandy clay to sandy loam soils –85% of estate hectareage. Low to 	Complied

		<p>moderate fertility status. Management practices needed: Good fertilizer program.</p> <ul style="list-style-type: none"> - Aquic paleudult; deep, imperfectly frained soil. Textures sandy clay, sandy loam to sandy loam, low to medium fertility status, occasional flooding – 2.9% of estate hectarage. Management practices needed: Good fertilizer program and flooding mitigation. - Typic paleaquult, Typic Endoaquept; deep, poorly drained soil. Textured sandy clay, sandy clay loam and organic material. Flooding and poor drainage. Low to moderate fertility status – 10.9% of estate. Management practices needed: Drainage and flood mitigation. Good fertilizer program. <p>Based on that assessment report, there is no soil type like peat.</p> <p>Topography</p> <p>Based on summary report of the study concluded: <i>“the terrain in Lae Butar Oil Palm Estate is level, undulating, rolling, hilly to somewhat steep. Particular attention should be given to drainage channels and roads so that quick remedial action can be taken. On the steep slopes planting should be on terraces”</i>.</p> <p>Through the field visit in Block 85 Afdeling 4 planting year 2020 on hilly area observed that the company has provided terraces contour, planting legume cover crop and EFB application to reduce erosion.</p>	
7.5.2	The replanting of palm oil is not conducted extensively on steep terrain in accordance with applicable regulations.	Based on soil study that was carried out by Param Agricultural Soil Surveys (M) Sdn Bhd on April 2005 and field observation, there is no area classified as steep terrain. Therefore, there is no extensive planting in steep area.	Complied
7.5.3	New palm oil planting is not conducted on steep terrain in accordance with applicable regulations.	Based on soil study that was carried out by Param Agricultural Soil Surveys (M) Sdn Bhd on April 2005 and field observation, there is no area classified as steep terrain. Therefore, there is no new planting in steep area.	Complied

Criteria 7.6: Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.			
7.6.1	(C) Evidence of long-term land suitability for oil palm cultivation, soil maps or soil surveys that identify marginal and fragile soils, including steep terrain are available, in planning and operations.	Based on soil study that was carried out by Param Agricultural Soil Surveys (M) Sdn Bhd on April 2005 and field observation, there is no area classified as steep terrain. Therefore, there is no specific plan for marginal/fragile soil including steep terrain.	Complied
7.6.2	Extensive planting on marginal and fragile soils is avoided or, if necessary, carried out according to the best-practice soil management plan.	Based on soil study that was carried out by Param Agricultural Soil Surveys (M) Sdn Bhd on April 2005 and field observation, there is no area classified as steep terrain. Therefore, there is no extensive planting in steep area.	Complied
7.6.3	Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure.	Based on the field visits, it can be concluded that the company has made its best efforts in managing the area with a slope. Some of the efforts made include: <ul style="list-style-type: none"> - Terraces contour. - Planting legume cover crops. - Frond placement. - Maintain of <i>Neprolephis bisserata</i> to reduce erosion in mature area. - Road, bridge and ditch constructions. 	Complied
Criteria 7.7: No new planting on peat, regardless of depth after 15 November 2018 and all peatlands are managed responsibly.			
7.7.1	(C) No new planting on peatlands, regardless of depth, after 15 November 2018, in existing plantation areas, as well as in new development areas.	Based on soil study that was carried out by Param Agricultural Soil Surveys (M) Sdn Bhd on April 2005 and field observation, there is no area classified as peat.	Complied
7.7.2	Peat areas within the managed area are inventoried, documented and reported to the RSPO Secretariat (effective from November 15, 2018).	Based on soil study that was carried out by Param Agricultural Soil Surveys (M) Sdn Bhd on April 2005 and field observation, there is no area classified as peat.	Complied

<p>PROCEDURAL NOTE: Maps and other documentation for peatlands are provided, prepared and shared according to the RSPO Working Group (Peatland Working Group / PLWG) audit guide (See Procedural Notes for Indicator 7.7.5 below).</p>			
7.7.3	(C) Subsidence of peat is monitored, documented and minimised.	Based on soil study that was carried out by Param Agricultural Soil Surveys (M) Sdn Bhd on April 2005 and field observation, there is no area classified as peat.	Complied
7.7.4	(C) Availability of implementation evidence of the water and land cover management program.	Based on soil study that was carried out by Param Agricultural Soil Surveys (M) Sdn Bhd on April 2005 and field observation, there is no area classified as peat.	Complied
7.7.5	(C) Drainability assessments are conducted for plantations planted on peat following the RSPO Drainability Assessment Procedure, or other method recognized by RSPO, (at least five years or in accordance with the provisions of the RSPO Drainability Assessment Procedure) before replanting. The results of the assessment are used to determine the period of replanting to be carried out, as well as to gradually replace oil palm cultivation for at least 40 years or two cycles, (whichever is longer), before reaching the natural gravitational drainage limit for peat. If oil palm is gradually replaced, it is replaced by other commodity crops that are better suited for higher groundwater levels (paludiculture) or rehabilitated with natural vegetation.	Based on soil study that was carried out by Param Agricultural Soil Surveys (M) Sdn Bhd on April 2005 and field observation, there is no area classified as peat.	Complied
<p>PROCEDURAL NOTE: For 7.7.5: Detailed information on the RSPO Drainability Assessment Guide along with related concepts and detailed actions is contained in the Guidelines currently being adjusted / tested by the RSPO Working Group on Peatlands (Peatland Working Group / PLWG). The final version must obtain PLWG approval in January 2019 and will include additional Guide on the steps to be followed after deciding not to replant and the consequences for other stakeholders, farmers, local communities, and the unit of certification concerned. It is recommended that the trial methodology period is proposed to be extended for 12 months for all relevant management units (ie management units that have plantations on peat) to utilize the methodology and provide input to PLWG so that existing procedures can be further refined as needed before January 2020. The unit of certification has the option to delay replanting until the issuance of the revised Guidelines for the guidelines. Additional guidance for alternative commodity crops and rehabilitation of natural vegetation will be regulated by the PLWG.</p>			

7.7.6	(C) All existing plantations on peat are managed according to applicable laws and/or "RSPO Guidelines for Best Management Practices (BMP) for Oil Palm Cultivation that are already on Peatlands", version 3 (June 2019) along with related audit guidelines (May 2019).	Based on soil study that was carried out by Param Agricultural Soil Surveys (M) Sdn Bhd on April 2005 and field observation, there is no area classified as peat.	Complied
7.7.7	(C) All peat areas not planted and reserved in managed areas (regardless of depth) are protected as 'peatland conservation areas'; unit of certification are prohibited from constructing drainage channels, building roads and new electricity lines on peatlands; unless if it is for a non-corporate land clearance. Peatlands are managed in accordance with 'RSPO Best Management Practices for the Management and Rehabilitation of Natural Vegetation related to Oil Palm Cultivation that already exists in Peatlands' (the latest version) along with relevant audit guidelines.	Based on soil study that was carried out by Param Agricultural Soil Surveys (M) Sdn Bhd on April 2005 and field observation, there is no area classified as peat.	Complied
Criteria 7.8: Practices maintain the quality and availability of surface and groundwater.			
7.8.1	A water management plan is available and is implemented to support efficient use of water sources and continuous availability and avoid negative impacts on other users in the catchment. The plan referred to contains the following matters: 7.8.1a The unit of certification does not limit access to clean water or does not pollute the water used by the community.	PT. Socfin Indonesia – Lae Butar has implementing water management plan under documented "Rencana Pengelolaan Air". The documented Procedure Water Management at Mill and Estate (SOC/PSM/4.22 Rev.01 dated 1 July 2015) defined the method of water management plan include water source and distribution identification, volume of water utilization, parameter/standards of water utilization, identify the impacts include water effluents/wastes and the method to reduce and control water uses. The water was utilized for mill operations (include boilers, processes, and domestics usage) through the water treatment plant (using physicals and chemicals method) as well as for estate operations (include housing, pesticides mixings and office operations).	Complied
	7.8.1b Workers have adequate access to clean water.	Lae Butar Mill and Estate located close to midtown, then for drinking water most of all workers prefer to buy refill water. The company also provide the drill well (ground water) for shower and washing at	

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		compound. Water quality are maintained by analyst with accredited laboratory, and it is provided by the company.	
7.8.2	(C) Water courses and wetlands are protected, including the maintenance and restoration of riparian zones and other buffer zones during or before replanting, in accordance with the "RSPO Manual on BMPs for the management and rehabilitation of riparian reserves" (April 2017) or Simplified Guide Management and Rehabilitation of Riparian Reserves (2018).	<p>There was map identifying water courses and wetland in HCV Assessment Report. Based on the report, that found water catchments area (river) were Delibar River (10.3 Ha), Lae Butar (59.6 Ha), Sangga Beru River (5.7 Ha), and Siantun River (14.5 Ha). The riparian and buffer zones maintained and restores in existing plantation: Delibar River (9.56 Ha), Lae Butar (28.74 Ha), Sangga Beru River (10.45 Ha), and Siantun River (10.30 Ha), total area 59.05 Ha. The riparian and buffer zones maintained and restores in existing plantation.</p> <p>Unit of Certification has SOP for riparian and buffer zone protection in SOC/PSM/9.07 about Riparian Zone Management. The SOP has been implemented and it was verified with field observation at Block of 99 (Kerakah River) Division V and block 51 and 52 (Lae Butar River) Division III, observed that riparian zone was maintained well, HCV signboard installed, and no chemical treatment. Visit HCV area at Block 51 (Div. 2) Lae Butar River buffer zone. Enrichment planting at buffer zone area since 2020 as follow: Bamboo (<i>Bambusa vulgaris</i>): 1 clump; Durian (<i>Durio zibethinus</i>): 10 trees; Kelor (<i>Moringa oleifera</i>): 10 tress; Ketapang (<i>Terminalia catappa</i>): 33 trees; Pulai (<i>Alstonia scholaris</i>): 10 trees; Waru (<i>Hibiscus tiliaceus</i>): 10 trees;</p>	Complied
7.8.3	Mill effluent is managed according to applicable regulations. The quality of mill effluent discharged, especially BOD (Biochemical Oxygen Demand) is monitored in accordance with applicable regulations.	Lae Butar POM effluent (POME) was processed through a series of waste water treatment ponds: cooling pond, two anaerobic ponds, facultative pond and aerobic pond. POME is monitored monthly as required by permit. Process parameter monitoring and maintenance of the ponds were sighted. Quality of waste-water effluent is analyst in monthly basis by national accredited laboratory.	Complied

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		<p>The Environment Ministry Decree No. 5/2014 annex III required that BOD of POME discharged is less than 100 mg/litre, COD discharge is less than 350 mg/litre.</p> <p>Air-waste analysis (POME) conducted in monthly bases by Accredited Laboratory PT. Sucofindo Indonesia. The result shown comply with Regulation of Environmental Ministry of Republic Indonesia, No 5, year 2014 appendix III. Example, Report of Analysis No. 05227/CLACAO, dated 21 June 2021. The parameter consisted of: pH (result: 8.37), N-total (15.09 mg/L), total suspended solid (180 mg/L), oil and fat (6 mg/L), COD with K2Cr2O7 (185.60 mg/L), BOD 5 days at 20°C (94.8 mg/L).</p>																																					
7.8.4	Mill water use per tonne of FFB is monitored and recorded.	<p>PT. Socfin Indonesia has defined the procedure on the monitoring of mill waster use per ton of FFB processing under POM Water Management Procedure No: SOCPSP/4.22 rev.02, dated 1 January 2016.</p> <p>The record of mill water usager per ton of FFB has shown under document of "Jumlah Penggunaan Air per Ton TBS 2021" as follow:</p> <table border="1" data-bbox="1133 922 1888 1366"> <thead> <tr> <th>Year 2021</th> <th>Total (m³)</th> <th>FFB processed (Ton)</th> <th>m³/Ton FFB</th> </tr> </thead> <tbody> <tr> <td>Jan</td> <td>6,828</td> <td>6,743</td> <td>1,01</td> </tr> <tr> <td>Feb</td> <td>6,434</td> <td>6,836</td> <td>0,94</td> </tr> <tr> <td>March</td> <td>9,231</td> <td>9,370</td> <td>0,99</td> </tr> <tr> <td>April</td> <td>8,210</td> <td>9,029</td> <td>0,91</td> </tr> <tr> <td>May</td> <td>9,847</td> <td>8,036</td> <td>1,23</td> </tr> <tr> <td>June</td> <td>9,644</td> <td>9,602</td> <td>1,00</td> </tr> <tr> <td>July</td> <td>8,433</td> <td>8,004</td> <td>1,05</td> </tr> <tr> <td>August</td> <td>8,128</td> <td>8,095</td> <td>1,00</td> </tr> </tbody> </table>	Year 2021	Total (m ³)	FFB processed (Ton)	m ³ /Ton FFB	Jan	6,828	6,743	1,01	Feb	6,434	6,836	0,94	March	9,231	9,370	0,99	April	8,210	9,029	0,91	May	9,847	8,036	1,23	June	9,644	9,602	1,00	July	8,433	8,004	1,05	August	8,128	8,095	1,00	Complied
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		Sept	7,439	8,740	0,85		
		Oct	6,166	6,167	1,00		
		Nov					
		Dec					
		Total	80,360	80,621	1,00		

Criteria 7.9: Efficiency of fossil fuel use and the use of renewable energy is optimised

7.9.1	Plans to increase the efficiency of fossil fuel use and to optimize renewable energy are available, monitored and documented	<p>Lae Butar POM and estate has been develop the program/plan on how to conduct efficiency for utilization of fossil fuel by develop the standard to manage the consumption each of vehicles and electricity generator (genset) within liter per hours both for organization owned and contractors; the monitoring conducted by monthly and reported to technical department.</p> <p>There was developed the plan/program regarding optimization of renewable energy known as fibre and shell as boiler fuels at mills, the target was sets on 80% as minimum energy availability, monitoring also conducted monthly by calculate the calories resulted from fiber and shell and utilize as boiler fuels whether during the construction or upgrading of all operations.</p> <p>PT. Socfin Indonesia – Lae Butar POM has demonstrated the program to improving efficiency of the use of fossil fuels and to optimize renewable energy – year 2021:</p> <table border="1" data-bbox="1131 1220 1854 1366"> <thead> <tr> <th>Year 2021</th> <th>FFB Process</th> <th>Shell (MT)</th> <th>Fibre (MT)</th> </tr> </thead> <tbody> <tr> <td>Jan</td> <td>6,743</td> <td>404.57</td> <td>842.86</td> </tr> <tr> <td>Feb</td> <td>6,836</td> <td>410.18</td> <td>854.54</td> </tr> </tbody> </table>	Year 2021	FFB Process	Shell (MT)	Fibre (MT)	Jan	6,743	404.57	842.86	Feb	6,836	410.18	854.54	Complied
Year 2021	FFB Process	Shell (MT)	Fibre (MT)												
Jan	6,743	404.57	842.86												
Feb	6,836	410.18	854.54												

	March	9,370	562.17	1,171.20	
	April	9,029	541.71	1,128.57	
	May	8,036	482.15	1,004.48	
	June	9,602	576.10	1,200.22	
	July	8,004	480.24	1,000.50	
	August	8,095	485.70	1,011.89	
	Sept	8,740	524.37	1,092.45	
	Oct	6,167	369.99	770.82	
	Nov	
	Dec	
		80,621	48,37.23	10,077.56	

Criteria 7.10: Plans to reduce pollution and emissions, including greenhouse gases (GHG), are developed, implemented and monitored and new developments are designed to minimise GHG emissions.

7.10.1	<p>(C) GHG emissions for the unit of certification are identified and assessed. Plans to reduce or minimize GHG emissions are implemented, monitored through the PalmGHG calculator, and reported publicly.</p>	<p>PT. Socfin Indonesia – Lae Butar POM has been identified the significant pollutant and GHG emissions under form “Evaluasi Program Pengurangan Gas Rumah Kaca dan Efisiensi Energi” period January – December 2021, Energy efficiency and Greenhouse Gas mitigation through:</p> <ul style="list-style-type: none"> • Use of POME for composting (% POME for composting) • Efficiency energy from the use of “Traymaster Turbine”. • The turn of the power source in nursery from generator into State Electricity Company (PLN). • The turn of the power source for the process of fire up from generator into State Electricity Company (PLN). 	Complied
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		<ul style="list-style-type: none"> The use of compound fertilizer as a substitute for a single fertilizer optimization <p>PT. Socfin Indonesia – Lae Butar POM has also minimized pollutant and GHG through, such as implementing IPM to reduce pesticides usage and using fibers and sell for boiler.</p> <p>PT. Socfin Indonesia – Lae Butar POM already has conduct GHG emission calculation using Palm GHG V 4.0 as RSPO requirement. The reporting was conducted for period January to December 2020</p>	
7.10.2	<p>(C) Since 2014, an estimate of carbon stocks in the proposed development area has been carried out along with potential sources of emissions that can occur directly as a result of the development and plans to minimize these emissions are prepared and implemented (following the RSPO GHG Assessment Procedure for New Development).</p>	<p>PT. Socfin Indonesia – Lae Butar as Unit of Certification has developed the palm oil plantation since 1997 and no new planting.</p> <p>There is no new planting, therefore, the requirement of this indicator is not applicable.</p>	Not Applicable
7.10.3	<p>(C) Other significant pollutant identification results are available and plans to reduce or minimize them are implemented and monitored.</p>	<p>PT Socfin Indonesia – Lae Butar POM has identified associated with pollution in the form of “Daftar dan Pengendalian Aspek Lingkungan, Keselamatan dan Kesehatan Kerja dan”, last review on 7 January 2021.</p> <p>Analysis Certificate on performed emission measurement for first semester year 2021, such as:</p> <ul style="list-style-type: none"> Air-waste analysis (POME) conducted in monthly bases by Accredited Laboratory PT. Sucofindo Indonesia. The result shown comply with Regulation of Environmental Ministry of Republic Indonesia, No 5, year 2014 appendix III. Example, Report of Analysis No: 05227/CLACAO, dated 21 June 2021. The parameter consisted of: pH (result: 8.37), N-total (15.09 mg/L), total suspended solid (180 mg/L), oil and grease (6 mg/L), COD with K₂Cr₂O₇ (185.60 mg/L), BOD 5 days at 20°C (94.8 mg/L). Analysis Report for Ambient Air, report No. 06425/CLACAO, dated 11 June 2021, conducted by Sucofindo, location mill office, emplacement and mill area. The result shown comply with 	Complied

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		<p>Government Regulation No 22, year 2021 and Degree of Environmental Ministry of Republic of Indonesia, no 48/MENLH/11/1996. The parameters consisted of: NO₂, SO₂, CO, NMHC, Pb, O₃, TSP, PM10, PM2,5 and noising.</p> <ul style="list-style-type: none"> Report of Analysis for Air Emission, report No. 26645/DBBPAO, dated 9 July 2021, conducted by Sucofindo. The result shown comply with Regulation of Environmental Ministry Republic of Indonesia No. 07, year 2007, appendix I. Location in Boiler station 1 –Lae Butar Mill. Tested for particulate, SO₂, NO_x as NO₂, HCl, HF, Cl₂, BH₃ and Opacity. 	
Criteria 7.11: Fire is not used for preparing land and is prevented in the managed area.			
7.11.1	(C) Land for new planting or replanting is not prepared by burning.	<p>PT. Socfin Indonesia has policy related to zero burning policy in Ethical Policy (SOC/Dp/4.01-64). It described that land preparation of replanting is conducted by cutting and chipping (zero burning).</p> <p>Based on field visit to the replanting area Block 31 and 32 Division I, it was verified that no fire been used for land clearing for replanting.</p>	Complied
7.11.2	The unit of certification establishes fire prevention and control measures for lands that are directly managed by the unit of certification.	<ul style="list-style-type: none"> Record of monitoring and inspection the emergency facilities provided at form "Kartu Pemeriksaan Fasilitas Tanggap Darurat", e.g: inspection report of fire extinguisher (APAR) month October 2021 location fuel station in Lae Butar Mill was reported good; inspection report for hydrant pump No.4, month September 2021 location near boiler station was reported good. Based on filed visit in ERP facilities (dated 9 and 10 November 2021), e.g: for fire extinguisher in sample location in fuel station, warehouse, workshop and engine room was good condition. First aid kit provided in workshop, temporary storage for hazardous waste. Based on document review related to progress procurement program until ASA 1_1, PT. Socfin Indonesia – Lae Butar will completed the emergency response facilities in 2022. The record 	Complied

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		<p>provided in "Program Pengadaan Fasilitas Tanggap Darurat Kebakaran Lahan tahun 2021 -2022".</p>	
<p>7.11.3</p>	<p>The unit of certification engages stakeholders in adjacent locations for fire prevention and control measures.</p>	<p>PT. Socfin Indonesia – Lae Butar POM has support independent smallholder by coaching and counselling and training related to Best Management Practices to enhance their productivity. Sighted the training evidence as follows:</p> <ul style="list-style-type: none"> - Socialization of partnership and best management practices training to enhance palm oil production to the farmer group of Tunas Harapan on 20 September 2020. Attended by 20 smallholder members. - Socialization of partnership and best management practices training to enhance palm oil production to the farmer group of Mekar Tani on 26 September 2020. Attended by 31 smallholder members. - Socialization of partnership and best management practices training to enhance palm oil production to the farmer group of Maju Bersama on 29 September 2020. Attended by 13 smallholder members. <p>According to minutes of training obtained information that one of aspect that socialized to the smallholder is zero burning policy. The company has had an engagement with sharing information related to fire prevention and control measures.</p> <p>On 18 January 2021 company carried out fire-fighting simulation "Simulasi Tanggap Darurat Kebakaran Lahan", attended by 3 community from Pandan Sari Village, 4 community members from Sidorejo village, 4 community members from Sanggaberu village, 3 community members from Sidodadi village.</p>	<p>Complied</p>
<p>Criteria 7.12: Land clearing does not cause deforestation or damage any area required to protect or enhance High Conservation Values (HCVs) or High Carbon Stock (HCS) forest. HCVs and HCS forests in the managed area are identified and protected or enhanced.</p>			
<p>PROCEDURAL NOTE for 7.12:</p>			

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<p>The RSPO Principles and Criteria 2018 include new requirements to ensure the effective contribution of the RSPO in stopping deforestation. This will be achieved by incorporating the High Carbon Stock Approach (HCSA) Approach Guide into the revised standard.</p> <p>The RSPO ToC also encourages RSPO to commit to balancing between sustainable livelihoods and reducing poverty with the need to conserve, protect and improve the quality of ecosystems.</p> <p>High Forest Cover Countries (HFCC) are in dire need of economic opportunities that can help people choose their own path in carrying out development, while at the same time providing social and economic benefits and safeguards.</p> <p>Procedures will be developed that are adapted to support the development of sustainable palm oil by indigenous peoples and local communities who have legal or customary rights. The procedure will apply in certain HFCC countries and in the High Forest Cover Landscape (HFCL) within it.</p> <p>The development of this procedure will be guided by the No Deforestation Joint Steering Group (NDJSG) between the RSPO and HCSA members. In HFCC countries, RSPO will work with governments, communities and other stakeholders to develop this procedure through participatory processes at national and regional levels. The duration of this activity is specified in the Terms of Reference for NDJSG and is publicly available.</p>									
7.12.1	<p>(C) Land clearing since November 2005 has not damaged primary forest or any area required to protect or enhance HCVs. Land clearing since 15 November 2018 has not damaged HCV or HCS forests.</p> <p>Historical analysis of Land Use Change Analysis (LUCA) is carried out before any new land clearing, in accordance with the RSPO LUCA Guidance document (see indicator 7.12.2).</p>	<p>There was no new planting since November 2005 in Lae Butar Estate. Based on Area Statement 2021, current year of planting are 1997, 1998, 1999, 2000. Some of Oil Palm crops already replanted in 2018-2021.</p>	Not Applicable						
7.12.2	<p>(C) HCV and HCS forests, and other conservation areas are identified as follows:</p> <p>7.12.2a) For existing plantations, with an HCV assessments conducted by RSPO- approved assessors and have no new land clearing after 15 November 2018, the existing HCV assessments remains valid.</p>	<p>Lae Butar Estate is an existing plantation. There was no new planting since November 2005 in Lae Butar Estate. Based on Area Statement 2021, current year of planting are 1997, 1998, 1999, 2000. Some of Oil Palm crops already replanted in 2018-2021.</p> <p>HCV Assessment has been conducted on October 2013 by independent consultant (Aksenta) and the Final Assessment Report was available on February 2014. HCV Assessor are included in the list of RSPO Approved HCV Assessor. Result of HCV assessment, explained as indicative by the HCV Assessors as below:</p> <table border="1" data-bbox="1131 1300 1971 1345"> <thead> <tr> <th>HCV Element</th> <th>Location and description</th> <th>Hectarage</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	HCV Element	Location and description	Hectarage				Complied
HCV Element	Location and description	Hectarage							

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		1.2; 1.4; 4.1; 4.2	Sungai Delibar and its tributaries with buffer zone 7 meters	0.9	
		1.2; 1.4; 4.1; 4.2	Sungai Delibar and its tributaries with buffer zone 8 meters	4.8	
		1.2; 1.4; 4.1; 4.2	Sungai Delibar and its tributaries with buffer zone 12 meters	4.6	
		1.2; 1.4; 4.1; 4.2	Sungai Lae Butar and its tributaries with buffer zone 10 meters	4.1	
		1.2; 1.4; 4.1; 4.2; 4.3	Sungai Lae Butar and its tributaries with buffer zone 14 meters	8.6	
		1.2; 1.4; 4.1; 4.2; 4.3	Sungai Lae Butar and its tributaries with buffer zone 25 meters	46.9	
		1.2; 1.4; 4.1; 4.2	Sungai Kerakah and its tributaries with buffer zone 7 meters	1.7	
		1.2; 1.4; 4.1; 4.2	Sungai Kerakah and its tributaries with buffer zone 8 meters	2.2	
		1.2; 1.4; 4.1; 4.2	Sungai Kerakah and its tributaries with buffer zone 9 meters	1.8	
		1.2; 1.4; 4.1; 4.2	Sungai Siantun and its tributaries with buffer zone 15 meters	3.1	
		1.2; 1.4; 4.1; 4.2	Sungai Siantun and its tributaries with buffer zone 24 meters	11.4	
		Total indicative HCV Area		90.1	
		Total HGU Area		4,414.5	
		Percentage indicative HCV compared to HGU		2.00%	

		The management of Lae Butar Estate has reviewed the location and hectarage of HCV areas. The total HCV area is 28.33 Ha in planted area and 30.72 Ha in non-planted area; total of 59.05 Ha.	
	7.12.2 b) Any new land clearing (in existing plantations or new plantings) after 15 November 2018 is preceded by an HCV-HCS assessment, using the latest HCSA Toolkit and HCV-HCSA Assessment Manual that is applicable at the time of the assessment. This includes stakeholder consultation and take into account wider landscape- level consideration.	Lae Butar Estate is an existing plantation. There was no new planting since November 2005 in Lae Butar Estate. Based on Area Statement 2021, current year of planting are 1997, 1998, 1999, 2000. Some of Oil Palm crops already replanted in 2018-2021. HCV Assessment has been conducted on October 2013 by independent consultant (Aksenta) and the Final Assessment Report was available on February 2014. HCV Assessor are included in the list of RSPO Approved HCV Assessor.	
7.12.3	(C) In High Forest Cover Landscapes (HFCLs) within HFCCs, a specific procedure will apply for legacy cases and development by indigenous peoples and local communities with legal or customary rights, taking into consideration regional and national multi-stakeholder processes. Until this procedure is developed and endorsed, 7.12.2 applies.	Lae Butar Estate is an existing plantation. There was no new planting since November 2005 in Lae Butar Estate. Based on Area Statement 2020, current year of planting are 1997, 1998, 1999, 2000. Some of Oil Palm crops already replanted in 2018-2019. This Indicator is not applicable.	Not Applicable
PROCEDURAL NOTE for 7.12.3: Indicator 7.12.3. is not relevant to Indonesia, until further decisions by the RSPO.			
7.12.4	(C) Where HCVs, HCS forests after 15 November 2018, peatland and other conservation areas have been identified, they are protected and/or enhanced. An Integrated management plans to protect and/or enhance HCV and HCS forests, peatland and other conservation areas are developed, implemented and adapted if necessary, and contains monitoring requirements. The integrated management plan is reviewed at least once every five years. The integrated management plan was developed in consultation with relevant stakeholders and includes the	Lae Butar Estate is an existing plantation. There was no new planting since November 2005 in Lae Butar Estate. Based on Area Statement 2020, current year of planting are 1997, 1998, 1999, 2000. Some of Oil Palm crops already replanted in 2018-2021. HCV Assessment has been conducted on October 2013 by independent consultant (Aksenta) and the Final Assessment Report was available on February 2014. HCV Assessor are included in the list of RSPO Approved HCV Assessor.	Complied

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	directly managed area and any relevant wider landscape level considerations (where these are identified).	<p>Visit HCV area at Block 51 (Div. 2) Lae Butar River buffer zone. Enrichment planting at buffer zone area since 2020 as follow:</p> <ul style="list-style-type: none"> - Bamboo (<i>Bambusa vulgaris</i>): 1 clump; - Durian (<i>Durio zibethinus</i>): 10 trees; - Kelor (<i>Moringa oleifera</i>): 10 tress; - Ketapang (<i>Terminalia catappa</i>): 33 trees; - Pulau (<i>Alstonia scholaris</i>): 10 trees; - Waru (<i>Hibiscus tiliaceus</i>): 10 trees; <p>These all trees and seedling was in natural growth.</p>	
7.12.5	Where rights of local communities have been identified in HCV areas and HCS forest after 15 November 2018, peatland and other conservation areas, there is no reduction of these rights without evidence of a negotiated agreement, obtained through FPIC, encouraging their involvement in the maintenance and management of these conservation areas.	<p>Lae Butar Estate is an existing plantation. There was no new planting since November 2005 in Lae Butar Estate. Based on Area Statement 2020, current year of planting are 1997, 1998, 1999, 2000. Some of Oil Palm crops already replanted in 2018-2019.</p> <p>HCV Assessment has been conducted on October 2013 by independent consultant (Aksenta) and the Final Assessment Report was available on February 2014. HCV Assessor are included in the list of RSPO Approved HCV Assessor. Result of HCV assessment as 7.12.2.</p>	Not Applicable
7.12.6	All rare, threatened or endangered (RTE) species are protected, whether or not they are identified in an HCV assessment. A programme to regularly educate the workforce about the status of RTE species is in place. Appropriate disciplinary measures are taken and documented in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect, trade, possess or kill these species.	<p>Lae Butar Estate is an existing plantation. There was no new planting since November 2005 in Lae Butar Estate. Based on Area Statement 2020, current year of planting are 1997, 1998, 1999, 2000. Some of Oil Palm crops already replanted in 2018-2019.</p> <p>HCV Assessment has been conducted on October 2013 by independent consultant (Aksenta) and the Final Assessment Report was available on February 2014. HCV Assessor are included in the list of RSPO Approved HCV Assessor. Result of HCV assessment as 7.12.2.</p>	Complied
7.12.7	The status of HCVs, HCS forests after 15 November 2018, other natural ecosystems, peatland conservation areas and RTE species is monitored. Outcomes of this monitoring are fed back into the management plan.	<p>Lae Butar Estate is an existing plantation. There was no new planting since November 2005 in Lae Butar Estate. Based on Area Statement 2021, current year of planting are 1997, 1998, 1999, 2000. Some of Oil</p>	Complied

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		<p>Palm crops already replanted in 2018-2021. Replanting year 2021 (Jan – Aug):</p> <ul style="list-style-type: none"> - Divisi 1 (Blok 31, 32, 33) = 88.7 Ha. - Divisi 4 Blok 84 = 26.00 Ha. <p>HCV Assessment has been conducted on October 2013 by independent consultant (Aksenta) and the Final Assessment Report was available on February 2014. HCV Assessor are included in the list of RSPO Approved HCV Assessor. Result of HCV assessment as 7.12.2.</p> <p>Management also conducted related to HCV Area Management and Safety Patrol on 2 November 2021. This monitoring conducted in monthly basis.</p> <p>“Monitoring Keberadaan Satwa Dilindungi per 3 November 2021 terpantau di Div.1”: “Elang brontok” (Nisaetus cirrhatus) - 8 sightings; “Raja udang” (Lacedo pulchella) - 8 sightings; “Cekakak belukar” (Halcyon smyrnensis) - 9 sightings; “Labi-labi” (Dogania Suplana) - 8 sightings; “Kura-kura ambon” (Cuora amboinensis) - 8 sightings; “Biawak” (Varanus salvator) - 10 sightings; “Ular sawah” (9 species); “Ular sendok” (Naja sumatrana) - 8 sightings; “Kucing Hitam” (Prionailurus bengalensis) – 10 sightings;</p>	
7.12.8	<p>(C) Where there has been land clearing without prior HCV assessment since November 2005, or without prior HCV- HCSA assessment since 15 November 2018, the Remediation and Compensation Procedures (RaCP) applies.</p>	<p>Lae Butar Estate is an existing plantation. There was no new planting since November 2005 in Lae Butar Estate. Based on Area Statement 2020, current year of planting are 1997, 1998, 1999, 2000. Some of Oil Palm crops already replanted in 2018-2021.</p> <p>HCV Assessment has been conducted on October 2013 by independent consultant (Aksenta) and the Final Assessment Report was available on February 2014. HCV Assessor are included in the list of RSPO Approved HCV Assessor. Result of HCV assessment as 7.12.2.</p> <p>Socfindo Lae Butar not necessary to RaCP process, because have no liability was analyzed.</p>	Complied

Appendix B: GHG Reporting Executive Summary

The GHG emissions that were produced in 2020 for Lae Butar POM and supply base was calculated using the PalmGHG Calculator version 4. The assessment team had verified the data input in the PalmGHG Calculator against operations records. PalmGHG Calculation Options selected 'Full version' and 'Exclude LUC Emission' calculation option is not applied. The records verified includes:

- i. Estates area planted data
- ii. Fuel consumed
- iii. Mill datas include CPO produced, PKO Produced and FFB Processed
- iv. Fertilizer consumed data for both estates and smallholders.

The summary of the Net GHG emitted in 2020 for Lae Butar POM and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	0.79
PKO	0.79

Extraction	%
OER	22.63
KER	3.85

Production	t/yr
FFB Process	94,062
CPO Produced	21,290
PKO Produced	3,625

Land Use	Ha
OP Planted Area	4,429.11
OP Planted on peat	0.00
Conservation (forested)	0.00
Conservation (non-forested)	20.23
Total	4,449.34

Summary of Field Emission and Sink

	Own Crop*		Group		3 rd Party		Total	
	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB
Emission								
Land Conversion	32926.39	0.35	0.00	0.00	0.00	0.00	32926.39	0.35
CO ₂ Emission from fertilizer	4626.454	0.05	0.00	0.00	0.00	0.00	4626.454	0.05
NO ₂ Emission	2950.63	0.03	0.00	0.00	0.00	0.00	2950.63	0.03
Fuel Consumption	426.81	0.00	0.00	0.00	0.00	0.00	426.81	0.00
Peat Oxidation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sink								
Crop Sequestration	-30428.85	-0.32	0.00	0.00	0.00	0.00	-30428.85	-0.32
Conservation Sequestration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	10537.43	0.11	0.00	0.00	0.00	0.00	10537.43	0.11

**Note: Includes both estates and smallholders*

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Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	9759.46	0.10
Fuel Consumption	4.38	0.00
Grid Electricity Utilization	125.96	0.00
Credit		
Export of Grid Electricity	0.00	0.00
Sales of PKS	-660.00	-0.01
Sales of EFB	0.00	0.00
Total	9229.81	0.11

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO ₂ e
PK from own mill	0.00
PK from other source	0.00
Fuel Consumptions	0.00
Total Crusher emissions	0.00

*This mill has no kernel crusher operation.

Palm Oil Mill Effluent (POME) Treatment:	
Divert to Compost (%)	0
Divert to anaerobic diversion (%)	100

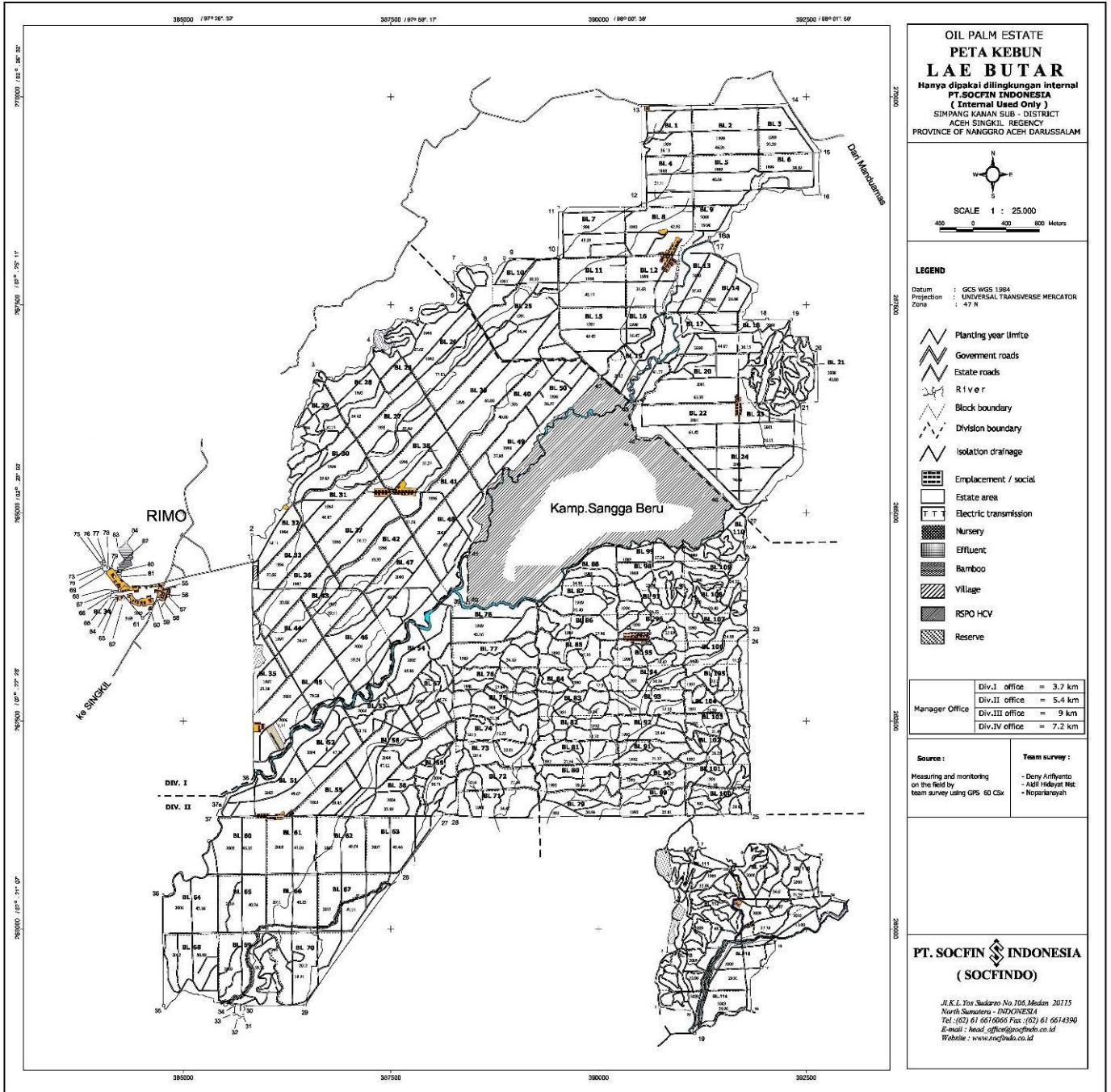
POME Diverted to Anaerobic Digestion:	
Divert to anaerobic pond (%)	100
Divert to methane captured (flaring) (%)	0
Divert to methane captured (energy generation) (%)	0

Appendix C: Location Map of Certification Unit and Supply bases



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Appendix D: Estate Field Map



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Appendix E: List of Smallholder Registered and sampled

There is no smallholder engaged in PT. Socfin Indonesia - Lae Butar

No	Name of farmer	Location	GPS Reference		Area Summary (Ha)		Forecasted annual FFB Production (MT)	Date of joining	Smallholder ID
			Latitude (N)	Longitude (E)	Total Certified Area	Planted Area			
	Nil								
Total									
Note: * are smallholders sampled in this audit.									

Appendix F: List of Abbreviations

a.i	Active Ingredient
BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
CSPO	Certified Sustainable Palm Oil
EFB	Empty Fruit Bunch
EHS	Environmental, Health and Safety
EIA	Environmental Impact Assessment
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
FPIC	Free, Prior, Informed and Consent
GAP	Good Agricultural Practice
GHG	Greenhouse Gas
GMP	Good Manufacturing Practice
GPS	Global Positioning System
HCV	High Conservation Value
IPM	Integrated Pest Management
IP	Identity Preserved
IS - CSPO	Independent Smallholder Certified Sustainable Palm Oil
IS – CSPKO	Independent Smallholder Certified Sustainable Palm Kernel Oil
IS – CSPKE	Independent Smallholder Certified Sustainable Palm Kernel Expeller
ISCC	International Sustainable Carbon Certification
ISS	Independent Smallholder Standard
LD50	Lethal Dose for 50 sample
MB	Mass Balance
MSDS	Material Safety Data Sheet
MT	Metric Tonnes
OER	Oil Extraction Rate
OSH	Occupational Safety and Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable on Sustainable Palm Oil
P&C	Principles & Criteria
RTE	Rare, Threatened or Endangered species
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure