

RSPO PRINCIPLE AND CRITERIA PUBLIC SUMMARY REPORT

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

<p>Client Company name (Parent Company): Socfin SA</p>
<p>Client company Address: 4 Avenue Guillaume 1650, Luxembourg</p>
<p>Certification Unit: Société Camerounaise de Palmeraies (Socapalm) – Edea Palm Oil Mill</p> <p>Location of Certification Unit: Socapalm Edea - Along the national road N° 7, 27 Km from Edéa to Kribi, Edea, 691 Douala Littoral, Cameroon</p>
<p>Date of Final Report: 20/04/2022</p>

TABLE of CONTENTS	Page No
Section 1: Scope of the Assessment.....	3
1. Company Details	3
2. Certification Information	3
3. Other Certifications.....	4
4. Location(s) of Mill & Supply Bases	4
5. Description of Supply Base	4
6. Plantings & Cycle.....	4
7. Summary of Certified Tonnage of FFB (Own Certified Scope)	5
8. Summary of Certified Tonnage of FFB (from other certified unit(s))	5
9. Summary of Non-Certified Tonnage of FFB (outside supplier – excluded from certificate).....	5
10. Summary of Certified Tonnage (not applicable for ISS)	6
11. Summary of Actual Volume sold	6
12. Independent Smallholders Certified Tonnage / Volume	7
13. Independent Smallholders Actual Sold Tonnage / Volume	8
Section 2: Assessment Process	9
2.1 Assessment Methodology, Programme, Site Visits.....	9
2.2 BSI Assessment Team	10
2.3 Assessment Plan.....	12
Section 3: Assessment Findings	16
3.1 Multiple Management Units and Time Bound Plan.....	16
3.2 Progress of scheme smallholders and/or outgrowers.....	16
3.3 Details of Nonconformities	21
3.3.1 Status of Nonconformities Previously Identified and Observations (N/A).....	39
3.3.2 Summary of the Nonconformities and Status	39
3.4 Stakeholders and previous land owner / user consultation.....	40
3.5 Impartiality and conflict of interest	45
Formal Signing-off of Assessment Conclusion and Recommendation	46
Appendix A: Summary of Findings	47
Appendix B: GHG Reporting Executive Summary	127
Appendix C: Location Map of Certification Unit and Supply bases.....	129
Appendix D: Estate Field Map.....	131
Appendix E: List of Smallholder Registered and sampled (N/A).....	132
Appendix F: List of Abbreviations.....	133

Section 1: Scope of the Assessment

1. Company Details			
Parent Company	Socfin SA		
RSPO Membership Number	1-0269-19-000-00	Membership Approval Date	15 February 2019
Address	4 Avenue Guillaume, 1650, Luxembourg		
Palm Oil Mill / Group Manager / Estate (Certification Unit)	Société Camerounaise de Palmeraies (Socapalm) - Socapalm Edea Palm Oil Mill		
Location / Address	Socapalm Edea - Along the national road N° 7, 27 Km from Edéa to Kribi, Edea, 691 Douala Littoral, Cameroon		
Website	http://socapalm.com/?lang=en		
Management Representative	Céline Schmitz	E-mail	cschmitz@socapalm.org
Telephone	+237 658249053	Facsimile	-

2. Certification Information			
Certificate Number	RSPO 751642	Certificate Start Date	20/04/2022
Date of First Certification	20/04/2022	Certificate Expiry Date	19/04/2027
Scope of Certification	Production Palm Oil and Palm Kernel		
Visit Objectives	<p>The objective of Socapalm Edea Initial Audit was to:</p> <ul style="list-style-type: none"> • Confirm that the elements of the proposed scope of registration and the management system are conforming to the requirements of the assessment standard. • To confirm that the organization has effectively implemented and addressed the management system and is able to meet applicable statutory and regulatory, contractual requirements, organization policies wherever are applicable. • To identify areas for potential improvement of the management system(s). 		
Assessment Cycle	<input type="checkbox"/> Pre Assessment (Choose an item.) <input checked="" type="checkbox"/> Initial Assessment <input type="checkbox"/> Annual Surveillance Assessment (ASA Choose an item.) <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 checked="" type="checkbox"/> RSPO P&C 2018 for the Production of Sustainable Palm Oil <input type="checkbox"/> Choose an item. National Interpretation Choose an item. for RSPO P&C 2018 for the Production of Sustainable Palm Oil		
Supply Chain Module	<input type="checkbox"/> Identity Preserved; <input checked="" type="checkbox"/> Mass Balance	Mill Capacity	25MT/hr
ISH certification Phase	<input type="checkbox"/> Eligibility <input type="checkbox"/> Milestone A <input type="checkbox"/> Milestone B <input checked="" type="checkbox"/> Not Applicable		

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
N/A	N/A	N/A	N/A

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base / Group Manager / Smallholders)	Location	GPS Coordinates	
		Latitude	Longitude
Socapalm Edea Palm Oil Mill	Kilometer 27, Edéa-Kribi road, Sanaga Maritime Department; Littoral region, Cameroon	03° 34' 16.65" N	10° 06' 39.98" E
Socapalm Edea Estate	Kilometer 27, Edéa-Kribi road, Sanaga Maritime Department; Littoral region, Cameroon	03° 34' 14.28" N	10° 06' 03.50" 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
Edea Estate	5,086.40	1,472.00	421.29	6,979.69	73%
Total	5,086.40	1,472.00	421.29	6,979.69	73%

6. Plantings & Cycle							
Estate / Smallholders	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Edea Estate	738	1,225	1,190	521	1,412.40	4,348.40	738
Total (ha)	738	1,225	1,190	521	1,412.40	4,348.40	738

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

7. Summary of Certified Tonnage of FFB (Own Certified Scope)				
Estate / Smallholders	Tonnage / year			
	Estimated last year (N/A)	Actual (N/A)		Forecast (Mar 2022 – Feb 2023)
		Previous license period (N/A)	Current license period (N/A)	
N/A	N/A	N/A	N/A	71,976
Total	N/A	N/A		71,976

8. Summary of Certified Tonnage of FFB (from other certified unit(s))				
Estate / Smallholders	Tonnage / year			
	Estimated last year (N/A)	Actual (N/A)		Forecast (Mar 2022 – Feb 2023)
		Previous license period (N/A)	Current license period (N/A)	
N/A		N/A	N/A	
Total		N/A		

9. Summary of Non-Certified Tonnage of FFB (outside supplier – excluded from certificate)				
Out growers / smallholders	Tonnage / year			
	Estimated last year (N/A)	Actual (N/A)		Forecast (Mar 2022 – Feb 2023)
		Previous license period (N/A)	Current license period (N/A)	
N/A	N/A	N/A	N/A	44,000
Total	N/A	N/A		44,000

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	N/A	N/A	N/A	N/A
	TOTAL	N/A	N/A	N/A

Note: This is initial certification. No certified production

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

10. Summary of Certified Tonnage (not applicable for ISS)			
Estimated last year (N/A)	Actual (N/A)		Forecast (Mar 2022 – Feb 2023)
	Previous license period (N/A)	Current license period (N/A)	
FFB	FFB		FFB
NA	N/A	N/A	71,976 mt
CPO (OER: %)	CPO (OER: %)		CPO (OER: 22.14%)
N/A	N/A	N/A	15,935.49 mt
PK (KER: %)	PK (KER: %)		PK (KER: 5%)
N/A	N/A	N/A	3,598.80 mt

10A. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (mt)	Certified PK (mt)
1	N/A	N/A	N/A
TOTAL		N/A	N/A

Note: This is initial certification. No certified production

11. Summary of Actual Volume sold					
Current License period					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	Others		
CPO (MT)	N/A	N/A	N/A	N/A	N/A
PK (MT)	N/A	N/A	N/A	N/A	N/A
Credits	N/A	N/A	N/A	N/A	N/A
Previous License period (N/A)					
CPO (MT)	N/A	N/A	N/A	N/A	N/A
PK (MT)	N/A	N/A	N/A	N/A	N/A
Credits	N/A	N/A	N/A	N/A	N/A

Note: This is initial certification. No certified production

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	N/A	N/A	N/A	N/A

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

TOTAL	N/A	N/A
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Note: This is initial certification. No certified production

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)
1	N/A	N/A	N/A	N/A
TOTAL			N/A	N/A

Note: This is initial certification. No certified production

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

Note: This is initial certification. No certified production

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)
1	N/A	N/A	N/A
TOTAL			N/A

Note: This is initial certification. No certified production

12. Independent Smallholders Certified Tonnage / Volume									
	Estimated last year			Actual			Forecast		
Phase	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			N/A			N/A			N/A
IS-CSPO	N/A	N/A		N/A	N/A		N/A	N/A	
IS-CSPKO	N/A	N/A		N/A	N/A		N/A	N/A	
IS-CSPKE	N/A	N/A		N/A	N/A		N/A	N/A	

13. Independent Smallholders Actual Sold Tonnage / Volume						
	FFB	FFB Conventional	FFB Other schemes	IS-CSPO	IS-CSPK	IS-CSPKE
Current License period						
Credits				N/A	N/A	N/A
Physical	N/A	N/A	N/A			

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.
Tel +60 (3) 9212 9638 Fax +60 (3) 9212 9639
Representative: Nicholas Cheong (Nicholas.Cheong@bsigroup.com)
Website: www.bsigroup.com

BSI is a leading global provider of management systems assessment and certification, with more than 92,000 certified locations and clients in over 193 countries. BSI is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (ASI-ACC-067) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia.

2.1 Assessment Methodology, Programme, Site Visits

The on-site assessment was conducted on **6th to 9th September 2021**. The audit programme is included as Section 2.3. Where applicable, prior to the initial certification and recertification audit, 30 days Public Notification was made through the RSPO and BSI website on 03/08/2021.

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 Critical NC close out on-site assessment was conducted on **26/10/2021, 21/01/2022** and **17/02/2022**. The audit programs are included in Section 2.3.

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. RSPO P&C 2018 for Production of Sustainable Palm Oil 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.

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

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.

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 (Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
Socapalm Edea palm Oil Mill	√	√	√	√	√
Socapalm Edea Estate	√	√	√	√	√

Tentative Date of Next Visit: February 7, 2022 - February 10, 2022

Total Number of Mandays: 27.5

2.2 BSI Assessment Team

Name	Role	Competency
Dennis Acquah (DA)	Team Leader	<p>Education: Holds a Bachelor of Science in Natural Resource Management with specialization in Forestry from Kwame Nkrumah University of Science and Technology, Kumasi, Ghana; Master of Science in Logistic and Supply Chain Management from Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.</p> <p>Work Experience: Experience in Project Coordinator (Forest and Biodiversity). Also experienced in implementing forest governance project, building relations, and sustaining communications with forest communities, acting as resource person for awareness and training activities and engaging government towards policy reforms. He has 14 years of experience as an Operation Managers having worked with two of the leading timber processing industries in Ghana.</p> <p>Training attended: Successfully completed the RSPO Endorsed P&C 2018 Lead Auditor Course; RSPO Endorsed SCCS Lead Auditor Course, SA 8000, ISO 9001:2015 Lead Auditor Course, ISO 45001:2018 Lead Auditor Course, FSC Forest management/CoC Lead Auditor Course, Rain Alliance Sustainable Agriculture Standard (RA SAS) Farm/CoC Lead Auditor Course. Have has also participated in ESIA and SEA trainings</p> <p>Aspect covered in this audit: Occupational health and safety, operation procedure, legal compliance, long, Social aspect and workers welfare, worker consultation, stakeholder consultation, organization commitments, policies, time bound plan, supply chain for mill</p> <p>Language proficiency: English</p>
Joseph William Osei (JWO)	Team Member	<p>Education: Holds a Bachelor of Science in Natural Resources Management from the Kwame Nkrumah University of Science and Technology, Kumasi,</p>

		<p>Ghana; Master of Science in Tropical Forestry with specialization in Forest Economics from the Technology University of Dresden, Germany and Master of Business Administration (MBA) in Strategic Management, from the Paris Graduate School of Management, Paris, France.</p> <p>Work Experience: Natural Resources Manager with specialization in Forest Economics and more than 16 years' experience in forest plantation and natural forest management. Led and participated in over thirty Forest Management/Chain-of custody audits, Forest Carbon, FLEGT VPA and RSPO baseline assessment in over 8 countries in Africa. He is also an auditor for Health and Safety, Best Agriculture Practices, Environmental, and HCVs since March 2020.</p> <p>Training attended: Successfully completed the RSPO Endorsed P&C 2018 Lead Auditor Course; FSC Lead Auditor Course; ISO 14001 Lead Auditor Course and other certification schemes including the UEBT, VCS.</p> <p>Aspect covered in this audit: Best Management Practice for Mill and Estate, environment aspect, GHG & HCV, continuous improvement, impact assessments, term economy plan,</p> <p>Language proficiency: English</p>
Aimé Fulgence (AFG)	Team Member	<p>Education: Holds a qualification in Vocational Bachelor in Quality Control and Environment Management, ESTC, Abidjan (2018), Vocational training Certificate in cooperation, specialised in Cooperative management, Ecole Régionale d'Agriculture du Sud (ERA Sud Bingerville), Abidjan (2010), Marketing-Communication and Advertising Design Engineer, Institut des Technologies d'Abidjan (2009), Marketing-Communication and Advertising Techniques Engineer, Institut des Technologies d'Abidjan (2008), Bachelor of Arts in literature, specialised in English, Université de Cocody, Abidjan (2005), HND in Human Resources Management and Corporate Communication, ESSECT Henri Poincaré, Abidjan (2005), and Baccalauréat in Literature, Lycée Moderne d'Aboisso, Aboisso (2002).</p> <p>Work Experience: Has four years' experience in social audit, sustainable agriculture, and certification of agricultural production systems.</p> <p>Training attended: Successfully completed the ISO 9001 Lead Auditor Course, RSPO Endorsed P&C Lead Auditor Course, Child Labor Centered Due Diligence Process / Abidjan, and Gender workshop for Associated trainers / Abidjan.</p> <p>Aspect covered in this audit: Policy and commitment, Social requirements, contract agreement, human rights, welfare, Stakeholder Consultation, Legal Requirements, land & Legal issue.</p> <p>Language proficiency: Fluent in French and English</p>
Dr Suhaili Sahari	Peer Reviewer	<p>Education: Graduated from University Technology Mara (UiTM), Malaysia in Diploma in Science in 1990. He furthers his first degree in Bachelor of Science (Hons) in Chemistry with Industrial Chemistry in 1995 from Liverpool University, England. He later advances his study in Master in Business Administration (General) in 2002 and graduated in 2005 from University of Multimedia, Malaysia. Completed his PhD from University Science Islam Malaysia (Faculty of Economy and Muamalat - Management) under the supervision of previous University Vice Chancellor Dato' Mohd Muda.</p> <p>Work Experience: Worked with Hong Leong Group of Companies as a production executive cum TQM facilitator and continues to advance in his</p>

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<p>career as a manager and senior manager in management, production, training and quality for more than 11 years. During his tenure with Hong Leong Group of Companies, he heavily involved in strategic management decision issues such as developing SWOT analysis, Vision, Mission, Business and Corporate Strategy formulation, Acquisition and restructuring strategies. Strategic actions and implementation etc. Then he joint Kumpulan Guthrie and Sime Darby Group of Companies for more than 7 years as a manager, heads of department and Assistant Vice President in management, quality and training. Part of his duty is to strategies the departmental vision; mission, critical success factors and action plan into actions and support the corporate strategic plan.</p> <p>Training attended:</p> <ol style="list-style-type: none"> 1. ISO 9001:2015 Lead Auditor and Internal Auditor 2. ASI Peer review training 3. Safety and Health 4. ISO 14001:2015 Standard 5. RSPO Standards: RSPO P&C 2018 MY-NI 2019 6. MSPO Standards : MS 2530 : 2013 part 1, 2 , 3 and 4 7. Problem Solving Technique : 8 D, ICC, QCC, Systematic PS 8. HACCP MS 1480:2019 9. GAP Standard : GLOBALG.A.P., Euro GAP
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Accompanying Persons:

Name	Role
Gueye Sarah MASSOLOU	Translator (SMG)
Angele Engome Essome	Translator (EEA)
Valence Shem	Qualifying reviewer
Mohamed Hidhir Abidin	Qualifying reviewer
Hu Ning Sing	Qualifying reviewer

2.3 Assessment Plan

The Assessment plan was sent to the client prior to the assessment.

Date	Time	Subjects	DA	JWO	AFG	EEA	SMG
Sunday 4-5/09/2021	All Day travel	Audit Team Arrives on 4 th and Rest on the 5 th September 2021	√	√	√	tbc	√
DAY 1 Monday 06/09/2021	0800hrs To 0900hrs	Opening Meeting with Brabanta Management Team and staff to include: Introductions, updates from Brabanta Management; review audit scope, Finalise audit plan, Any introduction and updates to RSPO and BSI standards and protocols.	√	√	√	√	√

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

Date	Time	Subjects	DA	JWO	AFG	EEA	SMG
	0900hrs to 1200hrs	Document Review related to Legal compliance (2.1), Third party contractors legal (2.2), Third party FBB legally sourced (2.3), Continuous Improvement & Reporting – RSPO Metrics (3.2), SOPs (3.3), System for managing human resources (3.5), Occupational Health and Safety Plan (3.6), Training (3.7), Supply Chain (3.8), Improved SH livelihoods (5.1), SH Pay and working conditions (5.2), No discrimination (6.1), Staff and Workers Pay and working conditions (6.2)	√			√	
		Document Review related Long term plan and economic viability (3.1), SEIA and Plans (3.4), Safe working environment 6.7, Effective Integrated Pest Management (7.1), Pesticide Use (7.2), Waste management (7.3), Soil health fertility (7.4), Soil conservation (erosion and degradation) (7.5), Soil survey and topographic information (7.6), Peat (7.7), Water quality and quantity (7.8), Energy Use (7.9), Pollution and GHGs – Palm GHG (7.10) Fire (7.11), and HCV and HCS (7.12)		√			√
		Document Review related to Information and public availability, Communication and consultation (1.1), Commitment to ethical conduct (1.2), Human Rights (4.1), Complaints and Grievances systems (4.2), Contribution to local development (4.3), Land use & FPIC (4.4 & 4.5), Land Use: Compensation (4.6 & 4.7), Land Use: Conflict (4.8), Freedom of association (6.3), No child labour (6.4), No harassment (6.5), No forced or trafficked labour 6.6,			√		
	1200hrs	Lunch	√	√	√	√	√
	1330hrs to 1600hrs	Document Review continues	√	√	√		
		Stakeholder consultations Communities Village Vigilance Committee Gender Committee	√ √		√	√ √	
	1600hrs to 1630hrs	Audit Team Meets to consolidate day's findings	√	√	√	√	√
	1630hrs to 1700hrs	Debriefing of days findings to Management and ends the day's work	√	√	√	√	√

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

Date	Time	Subjects	DA	JWO	AFG	EEA	SMG
DAY 2 Tuesday 07/09/2021	0800hrs	Field verification <ul style="list-style-type: none"> • Best agricultural practices • Manuring, Spraying, Harvesting 		√			√
	Dibombari Estate	<ul style="list-style-type: none"> • HCV / Conservation Area • Legal compliance / boundary • Chemical / Pesticide / PPEs, Pesticide and Fertilizer Stores /Change rooms • Workers interviews (including workers rights, issues, wages, conditions) 	√ √	√		√ √	√
	1200hrs	Lunch					
	1630hr to 1700hrs	Debriefing of days findings to Management and ends the day's work	√	√	√	√	√
DAY 3 Wednesday 08/09/2021	0800hrs	Supply Chain for the POM (3.8)	√			√	
	Mill	<ul style="list-style-type: none"> • Demonstration of legal entity • Roles and responsibility and ICS • Procedures/manual/SOP • Record of purchase – • Record of sales– • RSPO rules on market communication and claims 	√ √ √ √ √ √			√ √ √ √ √ √	
		Mill Walk through and inspection: <ul style="list-style-type: none"> ▪ Workshops, Stores and POM application, ▪ Mill Safety and Health / PPE / Signage, ▪ Waste Management / Environment 	√ √	√ √	√	√ √	√ √
	1200hrs	Lunch					
	1330hrs to 1600hrs	Pending Issues/ Document Review Stakeholder consultations Ministry of Finance*	√	√ √	√	√	√ √
	1600hrs to 1630hrs	Audit Team Meets to consolidate day's findings	√	√	√	√	√
	1630hr to 1700hrs	Debriefing of days findings to Management and ends days' work	√	√	√	√	√
DAY 4 Thursday 09/09/2021	0800hrs to 1200hrs	Follow up on all outstanding issues Closing Meeting Preparation: Auditors consolidate notes and confirm audit findings	√ √	√ √	√ √	√ √	√ √
	1200hrs	Lunch					

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

Date	Time	Subjects	DA	JWO	AFG	EEA	SMG
	1330hrs to 1430hrs	Pre Closing Meeting with Management and Sustainability Team:	√	√	√	√	√
	1430hrs to 1500hrs	Closing Meeting and Review of Findings: Convene with all relevant staff to summarize audit findings, potential non-conformities and next steps	√	√	√	√	√
Wednesday 10/09/2021		Audit Team departs for Socapalm Dibombari	√	√	√	√	√

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?	Socfin SA has a time-bound plan to achieve RSPO certification for all its management units. Reference is being made to page 18, <i>Approved Time Bound Plan</i> (TBP) table. The TPB as sighted and reviewed has the list of all estates and mills registered under Socfin SA	Complied.
Have all the estates and mills certified within five (5) years after obtaining RSPO membership?	PT Socfindo has been an active members of RSPO since 7 December 2004. Since 15 February 2019, Socfin S.A. became a member of RSPO, grouping all Indonesian and African oil palm operations under one membership number. The parent company kept the membership date of Socfindo PT due Article 5.6 – (i) of the RSPO Membership Rule 2016 Socfin SA has set a time bound plan for the certification of all its management units in line with the requirement of RSPO. Currently 16 units has been certified and the remaining 14 units are at various stages of been certified within the approved timeframe of 5 years	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.	A time bound plan exist for the certification of all the management unit within the approved period	Complied
Any deviations from the maximum periods requires approval by the RSPO Secretariat.	There are no evidence of deviations from the maximum period Per the time bound plan reviewed, 17 mills and estates are yet to be certified and are within the set time frame.	Complied
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?	There has not been any changes to the Time Bound Plan. This is their certification audit and is consistent with the ACOP reporting	Complied
Have there been any isolated lapses in implementation of the plan? If yes a Minor non-compliance shall be raised	There are no isolated lapses in implementation of the plan.	Complied
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	There are no evidence of fundamental failures to proceed with the implementation of the plan.	Complied
Un-Certified Units or Holdings		

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

<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>There has not been any clearing of primary forest since the units became members of RSPO in February 2019. All the units have completed HCV assessments. Land Use Change Analysis (LUCA) has been done and where required, RaCP will be done</p>	<p>Complied</p>
<p>Any new plantings since January 1st 2010 shall comply with the RSPO New Plantings Procedure.</p>	<p>The company has not undertaken any new plantings. All Socfin SA subsidiaries in Africa have only been members since 15 February 2019.</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>Review of internal assessment reports and other documents demonstrate the units has legal rights to the use of land for their operations. Other documents also shows engagements between the various management units with relevant stakeholders to ensure issues are resolved in a participatory manner.</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>Review of internal assessment reports shows there are mechanisms in place for addressing labour disputes. Reviewed records of training on the procedures to relevant stakeholders.</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>Identified cases of legal non-compliance during internal assessments has been closed at the time of this audit.</p>	<p>Complied</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>The unit of certification has conducted internal audits for all its uncertified management units. The audit were conducted by the company's sustainability teams and also by RSPO Certification Body. The reports were seen and reviewed by the audit team. All identified non conformities have been addressed.</p> <p>The company gave a positive assurance statement as "Internal audits are, at our level, tools for continuous improvement. We have opted for a simple presentation of the discrepancies found during the audit. Positive statements provided by the auditors are included in the presentation of the internal and external audits findings inside the annual management review".</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>Review of the internal assessments of the various management units did not identify any pending issues.</p>	<p>Complied</p>
<p>Have there been any stakeholder (including NGO) consultation conducted?</p>	<p>Relevant stakeholders have been consulted as part of Socapalm Edea HCV studies and during the company's certification assessment</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>Socapalm Edea has no scheme smallholders in their operations.</p>	<p>Complied</p>

Approved Time Bound Plan

No.	Name of Mill and Estate(s)	TBP for Certification	Status to date	Any unresolved conflict (land dispute, labour dispute, legal non-compliance)
1	SAC (Mill and Estate)-Serra Leone	2020	Certified	None
2	Agripalma (Mill and MU: TF 409)-Sao Tome	2021	Certified	None
3	Socapalm Mbongo (Mill and Estate)-Cameroun	2021	Certified	None
4	Socapalm Mbambou (Mill and Estate)-Cameroun	2021	Audited	None
5	Brabanta (Mill and MUs: Sanga Sanga, Kadima, Kanangai)	2021	Audited	None
6	Socapalm Edea (Mill and Estate)	2021	Audited	None
7	Socapalm Kienke (Mill and Estate)	2022	To be Audited (LUCA approved on the 22/12/2021)	None
8	Socapalm Dibombari (Mill and Estate)	2021	Audited	None
9	PSG (Mill and MU: Manso)	2022	To be Audited	None
10	Okomu (Estate: Extension 1)	2022	To be Audited (LUCA approved)	None
11	Okomu (Estate: Extension 2)	2022	To be Audited (LUCA submitted on 3/12/2021, currently addressing comments raised by RSPO)	None
12	Safacam (MUs: TF151, Provisional Concession)	2022	To be Audited (Annex 7 validated on the 16 th of August 2021)	None
13	SOGB (MUs: TF465, TF466, TF467)	2022	To be Audited (working on the Annex 8 Remediation Plan)	None
14	Agripalma (MU: Titulo 410)	2022	To be Audited (waiting approval of LUCA)	None
15	Brabanta (MUs: Savannah, Lumbundji)	2022	To be Audited (waiting approval of LUCA)	None

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

16	PSG (MU: Subri)	2022	To be Audited (Finalising the LUCA)	None
17	Socapalm Eseka (Scheme Smallholders)	2023	To be Audited	None
18	PT Socfin Indonesia - Tanah Gambus (Mill and Estate)	2011	Certified	N/A
19	PT Socfin Indonesia - Bangun Bandar (Mill and Estate)	2011	Certified	N/A
20	PT Socfin Indonesia - Negeri Lama (Mill and Estate)	2014	Certified	N/A
21	PT Socfin Indonesia - Mata Pao (Mill and Estate)	2014	Certified	N/A
22	PT Socfin Indonesia - Sungai Liput (Mill and Estate)	2014	Certified	N/A
23	PT Socfin Indonesia - Aek Loba (Mill and Estate)	2015	Certified	N/A
24	PT Socfin Indonesia – Seumanyam (Mill and Estate)	2015	Certified	N/A
25	PT Socfin Indonesia – Seunagan (Mill and Estate)	2015	Certified	N/A
26	PT Socfin Indonesia - Lae Butar (Mill and Estate)	2015	Certified	N/A
27	Okomu (Mill and Estate: Okomu Main Estate)	2020	Certified	N/A
28	Safacam (Mill and MUs: TF129, TF136, TF180, Bail Ossa)	2020	Certified	N/A
29	SOGB (Mill and MU: TF464)	2021	Certified	N/A
30	Socapalm Eséka (Mill)	2021	Certified	N/A

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 five (5) Critical, five (5) Minor nonconformities and three (3) Opportunity for Improvement (OFI) raised. The Socapalm Edea 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 implementation of the Corrective Actions for the Critical Nonconformity(ies) has been verified for its effectiveness and closed accordingly. The below is the summary of the non-conformity raised during this assessment.

Non-conformity			
NCR Ref #	2110613-202109-M1	Date Issued	09/09/2021
Due Date	08/09/2022	Date of nonconformity Closure	26/10/2021
Clause & Category (Critical / Minor)	6.1.5 (Critical)		
Statement of Nonconformity:	There is a lack of awareness among workers on the Gender Committee		
Requirement Reference:	A gender committee is in place specifically to raise awareness, identify and address issues of concern, as well as opportunities and improvements for women		
Objective Evidence:	The company has a gender committee in place with a clear terms of reference dated 17/04/2019. However interview with 12 ladies in Block 13A of Division 1 indicates they are not aware of the Gender Committee		
Corrections:	<ol style="list-style-type: none"> 1. Training organized to all the working staff on the Gender Committee 2. Tests organized after the training to validate the competences 3. Statistics developed on the language used 4. Instructions & calendar displayed on Notice Board on Gender Committee 		
Root Cause Analysis:	The sensitizations done on the Gender Committee in Division 1 was not sufficient to guarantee that the entire staff are aware of the Gender Committee. The training did not cover the purpose, the responsibilities, the frequency of the meetings and organization of the Gender Committee.		
Corrective Actions:	The Company has organized trainings on the Gender Committee which includes more explanations and details on its organization, its frequency of meetings, the names of the representatives on site. At the beginning of the training, the facilitator has asked the assembly the language of preference to be used for the training. At the end of the training, a test has been organized to ensure that all the staff have understood the contents of the training. Instructions and process chart has been displayed on the notice board of the division to summarize the purpose and organization of the Gender Committee.		

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	<p>Evidence of compliance documents</p> <ol style="list-style-type: none"> 1. Support of training 2. Attendance list of the trainings (including the exact amount of staff and the language used per staff) 3. Tests Results 4. Instructions displayed on Notice boards
Assessment Conclusion:	<p>Reviewed supporting program for the of training of the working staff. Some of the training topics include</p> <ol style="list-style-type: none"> a. What is Gender Committee b. When it was created c. Who is concern about the Gender Committee d. Who are the executives of the committee at the working site. <p>Evidence of some training records reviewed include:</p> <ol style="list-style-type: none"> i. Protection on the Reproductive Rights Policy, Date : 15/10/2021 Attendance : 43 workers (Nursery) ii. Protection on the Reproductive Rights Policy Date : 15/10/2021 Attendance : 17 workers (Agricole) <p>Reviewed results of assessment on monitoring the level of awareness of the Gender Committee among the working staff.</p> <ol style="list-style-type: none"> i. Division 1 Date :18/09/2021 Attendance : 47 ii. Division 2 Date : 20/09/2021 Attendance 105 iii. Chemical workers Date : 23/09/2021 Attendance 18 workers <p>A list of the Gender Committee members and their roles and responsibilities was also made available for review</p> <p>Interview with 7 workers (4 loose fruits pickers and 3 harvester) all demonstrated knowledge on the awareness of the committee and could identify some of the committee members.</p> <p>Based on the evidences above the NC is closed</p>

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

Non-conformity			
NCR Ref #	2110613-202109-M2	Date Issued	09/09/2021
Due Date	08/09/2022	Date of nonconformity Closure	21/01/2022
Clause & Category (Critical / Minor)	6.2.2 (Critical)		
Statement of Nonconformity:	Some of the workers interviewed complained they were not giving signed copies of their contracts		
Requirement Reference:	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, including work done by family members		
Objective Evidence:	<p>Review of the CBA and the contracts of the employees all contains details of payments and conditions of employment (e.g. regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, period of notice</p> <p>However interview with some of the workers in division 1 indicates not all of them have been giving copies of their contracts although they confirmed signing on to it.</p>		
Corrections:	<ol style="list-style-type: none"> 1. List of staff revised to be updated with all workers 2. Verification with the working staff on the availabilities of their contract 3. Provision of a copy of the contract to the employee stating that they did not received a copy 4. Evidences of copies of contract recorded in register signed by workers 5. Training on the contract content 		
Root Cause Analysis:	At the time of recruitment, the copy of the contract was not systematically provided to the working staff who is therefore not aware of its contents.		
Corrective Actions:	<p>The Company has put in place automatic mechanisms to ensure that every worker recruited will receive a copy of his contract immediately when he signed it.</p> <p>Register will be signed to keep traceability of the delivery of the copy of the contract.</p> <p>The list of staff has been updated with the addition of a column stating "copies of contract received"</p> <p>In addition, Socapalm will ensure that the contract contents are read, explained and understood by all workers.</p> <p>Evidence of compliance documents</p> <ol style="list-style-type: none"> 1. Training on contract content 2. Attendance list of the training (including the exact amount of staff and the language used per staff) 3. Register of signature on deliverance of contracts copies 		

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

Assessment Conclusion:	<p>Reviewed training records on the Sensitization on the contents of the working contract held on the 09/10/2021 with attendance 39 workers, 08/10/2021 at the division 3 attendance 76 workers.</p> <p>The company has conducted a ground assessment to identify workers who have not been issued with contract documents. Review of the assessment report titled "ATTESTATION DE RECEPTION D'UNE COPIE DU CONTRAT DE TRAVAIL SERVICE GENERAL". The report has information on the workers, date of the assessment, acknowledgement of contract received or otherwise and others. Review of the document only shows results on the number of workers who have their contracts and those who do not have copies of their contracts.</p> <p>Interview with the Human Resource personnel who conducted the field assessment indicated that the assessment was conducted to identify workers who have not been issued copies of their contract document. However, the company has not taken step to issued them their copies of the contract documents at the time of the verification audit.</p> <p>Also field visit and interview with four loose fruit pickers and 3 harvesters in division 1 indicated that only one staff has received her copy of the contract document. The remaining 6 indicated that they have not been issued their contract document.</p> <p>As a result a second onsite verification assessment was required to ensure the CAP has been implemented as planned</p> <p>During a second on site verification audit to monitor implementation of the CAP it was observed that the company has contracted the services of ETS Mamour Consulting and Services to conduct an assessment of the company to identify among others</p> <ol style="list-style-type: none"> 1. Total number of workers per contractor 2. Total number of contractors 3. If all workers have copies of their contract <p>The outcome of the assessment indicates 102 workers were not giving copies of their contracts. Following this, company met with the workers and issued copies of their contract documents to them. The team reviewed sampled reports captioned Suivi De Reception Du Contrat De Travail Ecam Division 2 dated 19/01/2022. The report as reviewed indicate 43 workers were issued copies of their contracts. Also during field visit and interview with 5 FFB carriers and 5 loose fruit pickers all contract workers in Division 1 (Block 13B and 14A) all confirmed been issued copies of their contract.</p> <p>The company also has a documented procedure in place captioned Procedure De Recruitment Du Personnel Contractuel dated 03/12/2021 and approved by the Director of Plantations. Review of the document indicate workers will be issued contract document within 8 days after approval from the Doctor if medically fit. During this 8 days the worker is allowed to work in conformance with the country's law whiles waiting for their contract documents.</p> <p>Based on evidence from documents reviewed and workers interview, the NC is closed</p>
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RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

Non-conformity			
NCR Ref #	2110613-202109-M3	Date Issued	09/09/2021
Due Date	08/09/2022	Date of nonconformity Closure	21/01/2022
Clause & Category (Critical / Minor)	6.7.3 (Critical)		
Statement of Nonconformity:	Cost of PPEs issued to the workers are deducted from their monthly salary		
Requirement Reference:	Workers use appropriate personal protective equipment (PPE), which is provided free of charge to all workers at the place of work to cover all potentially hazardous operations, such as pesticide 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.		
Objective Evidence:	The company ensure all workers working in their operations are provided with the appropriate PPEs. Visit to Division 1 and interview with harvester and loose fruits pickers in blocks 13 C and 13A showed workers in their appropriate PPEs. However, they did indicate that the cost of the PPEs are deducted from their monthly salary		
Corrections:	<ol style="list-style-type: none"> 1. Memo to remind contractors that PPE are given for free to workers, according to the Cameroonian Labour Code. 2. Meeting with the contractors to remind them that PPEs are free of charge for the workers and that new rules of control to their compliance with legal requirements should be put in place 		
Root Cause Analysis:	<p>Some contractors have deducted the cost of the PPE to their workers even after publication of Socapalm’ note on the fact that all PPE must be provided for free to the working staff.</p> <p>Insufficient compliance monitoring measures.</p>		
Corrective Actions:	<p>Socapalm has revised its contract with the contractors to ensure that the reference on the “PPE provided freely to the workers” will be included to ensure that no deductions will be done to the workers.</p> <p>The contractors have been invited for a meeting about the remind for free PPE, they all signed an agreement that they can’t charge the PPEs to their workers</p> <p>Sensitizations has been conducted to the contractors and their employee to communicate on this point to ensure shared knowledge.</p> <p>Updating of the check-list of the compliance monitoring measures of stakeholders on that legal requirement by including the statement “ PPE are available and given for free to the workers”</p> <p>Evidence of compliance documents</p> <ol style="list-style-type: none"> 1. Memo on PPE 2. Sensitization of all the staff on the PPE provided for free 3. Meeting report & attendance list about the remind for free PPE 4. Checklist on compliance monitoring updated 		
Assessment Conclusion:	Reviewed an internal Memo to all the staff including contract, temporal and Socapalm workers on the 30/09/2021. The Memo as reviewed is on a reminder on the use of PPE’s and also all PPEs issued are free.		

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

Reviewed records of Sensitization of workers on the free distribution of PPEs and their uses.

1. Division 3
Date : 02/10/2021
Attendance 41 workers
2. Phytopathology (CQP)
Date : 07/10/2021 at CQP
Attendance 22 workers
3. Division 2
Date : 06/10/2021
Attendance : 18 workers

Reviewed a checklist of compliance surveillance on sub-contractors in the plantations conducted on the 11/10/2021 on Confidence (labour contractors)

Field visit to Division 1 and interview with 4 workers (loose fruit pickers) indicated 5000 francs was deducted as cost of the wellington boots issued to them. However, their contract managers has informed them that monies deducted as cost of PPEs issued will be refunded to them in the third month after deductions. He explained that the process is a precautionary measure to prevent workers from leaving with the PPEs at the early stages of their appointment. Further interview with 3 harvesters in Division 1 who were employed recently (one was employed a month ago and the two were employed 2 months ago) all indicated that an amount of 5000 Francs was deducted as cost of the wellington boots issued to them. However, they were not giving any assurance of payment after the 3 months period.

Further interview with the Head of the Agricultural Department indicated that his engagements with the labour contractors identified two of the contractors who acknowledge taking monies from the workers as cost of the PPEs issued. However, he indicated that the company is not aware of any agreement between the workers and their contract managers on an arrangement to deduct and refund monies of PPEs issued to the workers.

As a result a second onsite verification assessment was required to ensure the CAP has been implemented as planned

During a second on site verification audit to monitor implementation of the CAP the audit reviewed an assessment report conducted by ETS Mamour Consulting and services. The company was contracted by Socapalm Edea to carry out an audit of their workers to identify the following

1. Total number of workers per contractor
2. Total number of contractors
3. If workers paid for the PPEs issued to them.

The result of the assessment identified 13 contractors providing field activities for the company and 33 workers were found to have paid for the PPEs issued to them by their contractors.

In line with the outcomes of the report, the company proceeded to identify such workers and make refund. The company made available copies of documents with the signatures of workers acknowledging receipt of monies paid for their PPEs. Further to this the company has also conducted internal assessment on the

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	<p>contract workers. The audits were done on 31/12/2021 to identify if there are still workers with issues.</p> <p>During field visit and interview with FFB carriers and loose fruit collectors all confirmed monies deducted has been refunded to them. Some new recruits interviewed also indicated that PPEs were issued for free.</p> <p>Also the company has issued a Memo dated 22/11/2021 titled Provision of PPEs to workers. The memo request contractors to make early submission of all their needs for workers PPEs so that the company can make purchases for free distribution.</p> <p>Based on evidence from documents reviewed and workers interview, the NC is closed</p>
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Non-conformity			
NCR Ref #	2110613-202109-M4	Date Issued	09/09/2021
Due Date	08/09/2022	Date of nonconformity Closure	17/02/2022
Clause & Category (Critical / Minor)	7.12.4 (Critical)		
Statement of Nonconformity:	Socapalm Edea has not developed and implemented HCV management and monitoring plans in consultation with relevant stakeholders to conserve and/or enhance the value of ancestral burial grounds of the Apouh community		
Requirement Reference:	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 plan to protect and/or enhance HCVs, HCS forests, peatland and other conservation areas is developed, implemented and adapted where necessary, and contains monitoring requirements. The integrated management plan is reviewed at least once every five years. The integrated management plan is developed in consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified).		
Objective Evidence:	SOCAPALM EDEA has not developed and implemented HCV management and monitoring plans in consultation with relevant stakeholders to conserve and/or enhance the value of ancestral burial grounds of the Apouh community. The company has carried out an independent HCV assessment with a written report. The assessment identified HCVs and provided recommendations for actions by the company toward the conservation and/or enhancement of the identified HCVs. These included an ancestral burial ground for the Apouh community and a World War I burial grounds. The company has developed and implementing HCV management and monitoring plan. However, the company did not provide adequate evidence to demonstrate that management and monitoring of the Apouh ancestral burial grounds has been done in consultation with the relevant stakeholders. Field inspection to these sites came across clearing of the Apouh ancestral burial grounds without the company able tell who was responsible for this clearing of the site and if this activity is part of the management prescription for the site		
Corrections:	1. Meeting and awareness of the Community of Apouh.		

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	<ol style="list-style-type: none"> 2. Record of the area and Investigation/ Field trips to confirm the site with the communities. 3. Decision of a management and monitoring plan for this area in consultation and inclusion with relevant stakeholders
<p>Root Cause Analysis:</p>	<p>The HCV located close to the village of Apouh has been cleared during the period of the audit for an unknown reason. The community is not aware of the management plan of this particular HCV</p>
<p>Corrective Actions:</p>	<p>Socapalm has organized a meeting with the community of Apouh to discuss about the management plan of this area. The solution developed must be decided and validated by both part as per participatory methodology</p> <p>Evidence of compliance documents</p> <ol style="list-style-type: none"> 1. Record of meeting between Apouh and Socapalm 2. Investigation report on the area 1 pictures 3. Signed agreement for the management plan of the area as recommended by the RSPO requirements.
<p>Assessment Conclusion:</p>	<p>Review of minutes of meeting between Socapalm and Apouh Community on the 16th September 2021 concerning management of the Sacred Sites (Ancestral Burial Ground) that was found in the 81CP2 on 12/10/2021. In attendance is 8 Apouh community members including the chief and 6 staff from Socapalm.</p> <p>The meeting resulted in a visit to the site by both stakeholders to identify and Map out the Sacred site. A map titled "Edea-Map of the sacred site, Apouh village-2021" showing identification of the sacred site was reviewed. The Apouh community proposed that they solely be in charge of the management of the site. However the company proposed an inclusive and participatory management plan for the identified HCV 6 (Ancestral graves). The plan dated 20/09/2021 was to be presented at the second meeting. At the end of the meeting, the stakeholders agreed to follow up on the new action plan.</p> <p>Reviewed a letter dated 05/10/2021, that Socapalm wrote to the chief of Apouh but was received on the 12/10/2021 titled Bipartite Management of the Protected Area. The letter was on the nonconformity raised against the protected area HCV 6 relating to HCV Africa report published in 2019 page 54. The director reiterated the desire of the Apouh chief to add to the list of Sacred sites. The director expressed desire to receive such list and ensure their protection and that HCV Africa will be around for a new assessment in December 2021.</p> <p>Reviewed a letter the chief of Apouh wrote to Socapalm addressed to the Director of Plantation, Socapalm on the 20/10/2021 titled Bipartite Management of the Protected Area. In the letter the chief provided additional list of HCV sites to be included in the protected areas.</p> <p>However during an interview with one of the elders of the Apouh community who was part of the stakeholder engagement on the 16/09/2021, confirmed that the meeting actually took place but they did not conclude on the discussions. It was agreed that going forward the two parties will engage each other on the identification of new sites and their management.</p> <p>Review of documents made available and interview with the community elder shows that although the company has made efforts to engage with the Apouh community, all their meetings has been at the discussion level and the two parties are yet to arrive at a definitive conclusions with timelines for the implementation of all decisions to be arrived at.</p>

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	<p>The audit team based on the evidences could not conclude that the CAP as approved has been effectively implemented and as such a second on-site verification assessment was required.</p> <p>Based on the previous communications and engagements between the Apouh community and Socapalm Edea, a management plan with timelines for implementation was conceived. Reviewed a letter dated 15/11/2021 from the Director of Plantations Edea, addressed to the Chief of Apouh with the heading "Validation of the management plan for the ancestral cemetery (sacred site) of the community of APOUH located at 81Cp2". In the letter, the company asked the chief to review the management plan for confirmation as was previously agreed upon. The letter was duly acknowledge by the chief and his elders by signing on the plan. The audit team reviewed documents and pictures on consultations between management of Socapalm Edea with the chief and some elders of the Apouh village on the mapping of HCV areas.</p> <p>However, attempts by the audit team to reach the chief of the Apouh community during this onsite verification audit for confirmation has not been successful. The audit team were privy to a letter sent to him concerning our visit to his palace for a discussion on the issues to which he acknowledge receipt but could not make it to the meeting.</p> <p>The audit team has made calls to his phone on the 14/02/2022 but did not received an answer. The team followed up with a message to which he responded that he will get back to us. But this has not been done as of the following day 15/02/2022. The team then sent a brief note on the subject on the 16/02/2022 and asked for his confirmation if the process has been participatory as stated in the documents reviewed. Though the message has been received and confirmed read, the chief has still not responded. A call was made in the morning of 17/02/2022 and he indicated he was busy and will get back to the team. But by the close of the day the team did not hear from him. Another call was made on the evening of 17/02/2022 but got no response</p> <p>Based on documents reviewed during the on-site audit and with regards to the inability of the audit team to engage the Apouh community, the nonconformity is downgraded to an OFI for the audit team to monitor progress in the continuous engagements between Management of Socapalm Edea and the community in the implementation of the management plan.</p>
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Non-conformity			
NCR Ref #	2110613-202109-M5	Date Issued	09/09/2021
Due Date	08/09/2022	Date of nonconformity Closure	26/10/2021
Clause & Category (Critical / Minor)	7.8.2 (Critical)		
Statement of Nonconformity:	Socapalm Edea did not respect the buffer zone guidelines on a portion of the Voley river.		
Requirement Reference:	Water courses and wetlands are protected, including maintaining and restoring appropriate riparian and other buffer zones in line with 'RSPO Manual on BMPs for the management and rehabilitation of riparian reserves' (April 2017).		

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

Objective Evidence:	<p>Socapalm Edea did not respect the buffer zone guidelines on a portion of the Volley river. Consultation with communities and review of stakeholder comments from the company's report came across the complain that, the company has Oil Palm trees within the required RSPO riparian zones at a portion of the Vole river. Field inspection by the audit team confirmed this complaint as the company's buffer zone marking of red paint and buffer zone boundary path did not follow the required guidelines. The company per its procedures initiated action to correct this situation and asked the audit team to take a second visit to the site. Visit to the site confirmed that the red paint markings has been done and buffer zone path created to be consistent with the RSPO guidelines. However, this did not include any evidence of root-cause analysis for this non-conformance and other similar potential sites. Also, there was at this same site a wetland which according to the company is only flooded for two months (ie a seasonal wetland) and therefore no buffer is created. This area however has not been designated as HCV3 in line with the RSPO guidelines.</p>
Corrections:	<ol style="list-style-type: none"> 1. Measurement of the Voley River 2. Identification of the palms inside the riparian area 3. Identification of the palms present inside the riparian area 4. Painting of the palms present inside the riparian areas 5. Verification on the riparian areas
Root Cause Analysis:	<p>Socapalm has identified its watercourses and established its riparian areas according to its procedure. The permanent and non-permanent (seasonal) water courses and wetlands have been identified and the streams discover in September 2021 from the Volley river are not permanent (present more than 4 month per year). However even if the distance calculation and the width of the river are correct, the factor "slope" has not been enough taken in account during heavy rain.</p> <p>Due to the heavy rainy season of 2021, the level of the water in some rivers and wet areas has drastically increase which has modified the width of the river and therefore the measure of the riparian areas.</p> <p>In this context, the palm trees that were located outside the riparian areas the previous year are, in this period, located inside the riparian areas without being marked and therefore not threatened with chemical product.</p> <p>The topography was not taken enough in account during the establishment of the riparian areas.</p>
Corrective Actions:	<p>The Company has conducted an investigation on the particular case of the Volley River by;</p> <ul style="list-style-type: none"> - Measuring the river width during the rainy season of 2021 - Measuring the seasonal wetlands around the river. - Increasing the size of its riparian areas as per the RSPO guidelines of the river width calculation - Identify with GPS the palm trees to be newly identified inside the riparian areas - Mark with red paint the palm inside the riparian area as per described in its procedure - Update its Riparian area procedure - Sensitize the sprayers on the modification of this riparian areas

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	<ul style="list-style-type: none"> - Met with the surrounding communities to describe the particularity of the “permanence” and “non-permanence” of some water course that will lead to the modification of the riparian areas - Develop a new type of sign board for the communities to identify the areas that can be flooded during the rainy season but that are not necessary riparian areas - Creating delimitation path <p>To ensure that there will not be any occurrence of the situation observed at the Volley River, the Company will:</p> <ul style="list-style-type: none"> - Conduct a verification of all its riparian areas - Report the findings on a separate report - Identify the areas concerned if any - Mark the palm trees if present <p>The annual monitoring will ensure that topography is taken in account in the riparian areas.</p> <p>Evidence of compliance documents</p> <ol style="list-style-type: none"> 1. Map with identification of the riparian areas and palm trees 2. Picture of palm marked 3. Record of meeting with the communities 4. Pictures of new sign board 5. Report of investigation on the entire riparian areas 6. Updated Procedure on the management of the riparian areas
Assessment Conclusion:	<p>Review maps identifying the various palms in the river and those that are present in the river only during the raining seasons. The palms have been marked with different colours to separate them from any chemical applications during the rainy and dry seasons.</p> <p>Review minutes of meeting between Socapalm and the Apouh and Koukoe communities on the improvement (amelioration) of the riparian areas on the 15/09/2021. In attendance was 9 people from Apouh community, Koukoe is represented 3 people and Socapalm is represented 6 people.</p> <p>Review the updated procedure caption Protected area procedure revised in September 2021. On page 7 of the procedure titled registration of communication, the new operation to consider the palm within the riparian areas and those that fall within the over flown banks. Treatment of these palms are subjected to the presence of the river within the proximity.</p> <p>On the basis of the evidence reviewed, the NC is closed.</p>

Non-conformity			
NCR Ref #	2110613-202109-N1	Date Issued	09/09/2021
Due Date	09/08/2022	Date of nonconformity Closure	Next Assessment
Clause & Category (Critical / Minor)	5.1.5 (Minor)		
Statement of Nonconformity:	Socapalm Edea has not shared copies of the signed contract with the smallholders and there are no timelines for the contracts		

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

Requirement Reference:	Contracts are fair, legal and transparent and have an agreed timeframe.
Objective Evidence:	Edea has a signed contract with each of the smallholders which was made available for review. The contracts as reviewed were fair and legal However, copies of the contract has not been shared with all the smallholders and they have no timelines.
Corrections:	<ol style="list-style-type: none"> 1. Organization of a meeting with the smallholders 2. Training and signature 3. Register containing evidence that all smallholders have received a copy of the document
Root Cause Analysis:	The document signed by the smallholders has been explained and discussed with the smallholders without copies providing to them which must be done to ensure that they understand the clause of it and respect the requirements (no employment of staff below 18 years old, etc.).
Corrective Actions:	<p>The document has been placed on the WhatsApp group of the Smallholder Cell and all smallholders have been contacted and invited to come to the office of Socapalm to receive a description of its content, ensure they have understood the requirements of the policies and procedures of Socapalm.</p> <p>All smallholders have signed the document and a copy has been provided to all smallholders.</p> <p>Evidence of Compliance Documents:</p> <ol style="list-style-type: none"> 1. Attendance list of meeting 2. Acknowledgement receipt of the new procedure
Assessment Conclusion:	The corrective action plan has been reviewed and accepted. Effective implementation of the plan will be verified in the next assessment

Non-conformity			
NCR Ref #	2110613-202109-N2	Date Issued	09/09/2021
Due Date	09/08/2022	Date of nonconformity Closure	Next Assessment
Clause & Category (Critical / Minor)	6.7.2 (Minor)		
Statement of Nonconformity:	There are no first aiders on site		
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:	During field visit and interview with 21 workers in Division one (Block 13C, Block 13A) it was evident that there are no First Aiders on site. However, when there is a reported emergency case, the headmen are provided with an emergency medical numbers that they can call.		

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

Corrections:	<ol style="list-style-type: none"> 1. Training on first aid to new first aiders to increase the amount of staff in charge of first aid 2. Sensitization to the staff on the presentation of the first aiders 3. Identification means to identify the first aiders 4. Verification of the presence of first aiders on each working place (Inspection Record)
Root Cause Analysis:	They were not a person trained on first aid in each team working in the field even if the first aid box was present therefore in case of emergency nobody was trained to administer health cares.
Corrective Actions:	To ensure that there is always a person trained to administer first aid in each team, Socapalm will organize first aid training for the head man in each working team. Evidence of Compliance Documents: <ol style="list-style-type: none"> 1. Attendance list of Training 2. Training support 3. List of team with the names of the head mans and evidence of training
Assessment Conclusion:	The corrective action plan has been reviewed and accepted. Effective implementation of the plan will be verified in the next assessment

Non-conformity			
NCR Ref #	2110613-202109-N3	Date Issued	09/09/2021
Due Date	09/08/2022	Date of nonconformity Closure	Next Assessment
Clause & Category (Critical / Minor)	4.2.3 (Minor)		
Statement of Nonconformity:	Company does not follow its own procedure on the time to respond to a complaint		
Requirement Reference:	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.		
Objective Evidence:	<p>For all complaints and requests for information received from the parties, the group management, through its secretariat:</p> <ul style="list-style-type: none"> - Sends an acknowledgment of receipt within a maximum of three days (according to the complaints management procedure); - Further processing to the interested party, via a return letter in order to follow up on the processing of the request made. Thus, all applicants are kept informed, in a progressive manner, of the status of their request. <p>Then, a large excel summarizes all the complaints and requests submitted to the management as well as the status of the request.</p> <p>All the proofs of the requests are available and archived with traceability at the secretariat level.</p> <p>Examination of Socapalm procedure shows that the grievance management deadlines are as follows:</p>		

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	<ol style="list-style-type: none"> 1. For all complaints (external or internal): the acknowledgment of receipt is made no later than three days and the processing of the request, between 45 and 90 days; 2. Information requests do not have a time limit. <p>The examination of a complaint file (N ° 028/21), introduced on 07/05/2021 with acknowledgment of receipt on 13/05/2021, relating to a request for compensatory indemnity shows that the deadlines provided for in the procedure are not always followed.</p> <p>The same observation was made for complaints N ° 009/21, 010/21, 035/21, received on 03/05/2021, 04/01/2021 and 06/03/2021 with acknowledgments of receipt respectively, on the 12 / 04/2021, 13/04/2021 and 08/06/2021, or more than three days later, unlike the procedure in place.</p>
<p>Corrections:</p>	<ol style="list-style-type: none"> 1. Investigation on the Complaints 028/21, 009/21, 010/21, 035/21 2. Analyse on the root causes of these complaints 3. Training to the person in charge of the resolution of the grievances 4. Discussion in "Comité des Griefs" 5. Respect of the procedure for all new grievance recorded
<p>Root Cause Analysis:</p>	<p>At the time of the reception of these complaints, the "Comité des Griefs" and the Sustainability Department were not in place therefore the management of the grievances was not closely followed and analysed.</p> <p>The procedure was not described and detailed with the person in charge of the grievance resolution that lead to the fact that they were not aware of the deadlines to respect.</p>
<p>Corrective Actions:</p>	<p>The creation of the sustainability department with the appointment of staff moving on the various sites has created an improvement on the follow-up of the grievance and the respect of the procedure.</p> <p>Training plan have been updated by adding a subject on the complaints management</p> <p>Trainings have been done to the person in charge of the grievance resolution to ensure deadlines, reports, accusé de réception and all forms are known and respected.</p> <p>The creation of the Comité des griefs and therefore the organization of meetings on the grievance management will ensure that a platform of discussion is available to assist on the resolution of these grievances.</p> <p>Socapalm has also engaged the Earthworm Foundation to assist and guide them on the improvement of the management of the grievances.</p> <p>Socapalm has developed an inspection periodic checklist in order to ensure monthly verification is carried out on the management of the grievances and the respect of the procedure. Results of these checklists are communicated to the persons in charge and translated into action plans for remediation. These results are also used and discussed at the meeting of the Comité des Griefs.</p> <p>The meeting of the Comité of griefs includes a chapter of revision of the respect of the procedure on each site. The day before the meeting, the staff will have to send the grievance logging file to the sustainable team to verify the respect of the procedure.</p> <p>Evidence of Compliance Documents:</p>

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	<ol style="list-style-type: none"> 1. Training plan updated 2. Attendance list on trainings and evaluations 3. Memo on the Sustainability Department Creation 4. Memo on the Comité des Griefs Creation 5. Minute of the meeting of the Comité des Griefs 6. Investigation report on the complaints 028/21, 009/21, 010/21, 035/21
Assessment Conclusion:	The corrective action plan has been reviewed and accepted. Effective implementation of the plan will be verified in the next assessment

Non-conformity			
NCR Ref #	2110613-202109-N4	Date Issued	09/09/2021
Due Date	09/08/2021	Date of nonconformity Closure	Next Assessment
Clause & Category (Critical / Minor)	6.3.2 (Minor)		
Statement of Nonconformity:	Review of minutes of meetings between management and workers' representatives do not have the signatures of management representatives		
Requirement Reference:	Minutes of meetings between the unit of certification with trade unions or workers representatives, who are freely elected, are documented in national languages and made available upon request		
Objective Evidence:	<p>Interviews with workers' representatives point out that there is a duly established framework for exchange and negotiation with Socapalm which operates in such a way that:</p> <ul style="list-style-type: none"> - monthly meetings are established, in accordance with legal provisions. <p>For each meeting, a report is drawn up by the meeting secretary who is a member of the workers' union; this handwritten report is sent to the secretariat of the management of the employer (Socapalm) for input. Following this, a joint reading in the presence of both parties is made to validate the content of the report, with a view to its final adoption.</p> <p>Once the report is adopted, copies are made and shared between the two parties. Cameroon's national labor inspectorate regularly reviews reports on the holding of meetings between the two parties.</p> <p>However, the observation made in the archives at the level of the management of Socapalm shows that several meeting reports between the staff representatives and Socapalm are not signed by the representatives of the delegates. We note among others, the meetings of 02/15/2021; 03/03/2021; 05/05/2021; 26/10/2020; 09/28/2020.</p>		
Corrections:	<ol style="list-style-type: none"> 1. Collection of the minutes of the meetings of 02/15/2021; 03/03/2021; 05/05/2021; 26/10/2020; 09/28/2020. 2. Signatures and copies provided on the minutes 3. Meetings with workers' representatives on the importance of their roles and responsibilities to represent the workers and record the meetings 		

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

Root Cause Analysis:	<p>Every meetings organized with the workers representatives must be well recorded to ensure that workers' concerns are raised and discussed during the meetings. Action plans can therefore be developed to follow the issues raised. Without minutes of these meetings, there are no evidence that the meetings are covering an agenda and addressing the issues of the workers. Also the minute will help to track the management of a worker concern.</p> <p>The worker's representatives did not sign the latest minutes of the meeting due to the absence of clear timeframes to sign it.</p>
Corrective Actions:	<p>Socapalm will conduct a meeting with the workers representatives to remind the importance of keeping minutes of each meetings.</p> <p>Socapalm will update the training plan by adding a subject on the Function of worker's representatives.</p> <p>Regarding the meetings of 02/15/2021; 03/03/2021; 05/05/2021; 26/10/2020; 09/28/2020, Socapalm will provide copies of the minutes and ensure that both parties have their own signed copies.</p> <p>A memo has been elaborated with the Code of Labour requirements and the details of the process for the worker's representatives meetings such as the frequency of the meeting, the person in charge of the report, the agenda, the disclosure of the meetings results, the archives, etc.</p> <p>A training has been done on the contents of this memo which integrates the details of the process.</p> <p>Evidence of Compliance Documents:</p> <ol style="list-style-type: none"> 1. Attendance list on meetings 2. Evidence of signatures of the meetings listed 3. Training plan updated 4. Evidences of training and evaluations by an agreed organism.
Assessment Conclusion:	The corrective action plan has been reviewed and accepted. Effective implementation of the plan will be verified in the next assessment

Non-conformity			
NCR Ref #	2110613-202109-N5	Date Issued	09/09/2021
Due Date	09/08/2022	Date of nonconformity Closure	Next Assessment
Clause & Category (Critical / Minor)	7.3.2 (Minor)		
Statement of Nonconformity:	The company's waste disposal procedures did not identify and make provisions for the separation and proper disposal of used PPEs of sprayers		
Requirement Reference:	Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.		
Objective Evidence:	Socapalm Edea waste disposal procedures do not adequately allow the proper disposal of hazardous waste. The company has a waste management procedure which define different types of waste to include hazardous waste. Used PPEs of sprayers are identified as hazardous. However, the company's procedures do not		

	make for identification and separation of used PPEs of sprayers to be disposed as required. Visit to the waste centre came across wellington boots and other used PPEs stored together
Corrections:	<ol style="list-style-type: none"> 1. Training to the person in charge of the waste center on the reception of PPE 2. Designation of an area for the management and placement of hazardous and non-hazardous PPE inside the waste center
Root Cause Analysis:	The person in charge of the waste centre was not trained on the reception of the PPE therefore the PPE received at the waste centre were mixed without separation of the hazardous and non-hazardous waste. Also there were no designated area for the management and placement of these type of waste.
Corrective Actions:	<p>Training has been organized to the person in charge of the waste centre on the reception of PPE and separation of hazardous and non-hazardous waste.</p> <p>The waste centre has been cleared out with designated area to manage the different type of waste with separations of hazardous and non-hazardous waste and signage's for identification.</p> <p>Evidence of Compliance Documents:</p> <ol style="list-style-type: none"> 1. Attendance list on the training 2. Evidence of designated area at the waste centre (Picture) 3. Placement of signs to indicate reception of PPE (Picture)
Assessment Conclusion:	The corrective action plan has been reviewed and accepted. Effective implementation of the plan will be verified in the next assessment

Opportunity for Improvements	
OFI #	Description
OFI 1	<p>Indicator 3.3.3</p> <p>Records of monitoring and any actions taken are maintained and available.</p> <p>Details</p> <p>The company keeps records of all internal audits conducted to monitor compliance to the SOP's implementations. Copies of the internal assessments reports were made available to the audit team for review. They include:</p> <ol style="list-style-type: none"> 1. Checklist on Pruning Operations, dated 10/08/21. In the report some NC were identified to include <ol style="list-style-type: none"> a. The base of the palm trees were not clean following the pruning activities. b. The width of the circle weeding is not respected under each plant. 2. Weighbridge operation check list, dated 11/04/2021 <p>Reviewed a document captioned "Non Conformities, Environmental, Accidents/incidents and Continuous Improvement" dated 14/03/2021 The document shows the list of all identified NCs identified during the internal audits and the description of the corrective actions to be implemented.</p> <p>The report contains information on all the internal audits conducted and the Corrective Action Plans for the different Non Conformities with the dates. However, the date on which the assessment was conducted was not captured in the report. This is raised as an OFI to be monitored in the next audits.</p>

OFI 2	<p>Indicator 6.2.7</p> <p>Permanent, full-time 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.</p> <p>Details</p> <p>The company engages the services of both permanent and contract workers in their operations as full-time employees. The company when necessary secures the services of temporal workers through a recruitment agencies. These workers are released at the end of their short term contracts or made permanent workers.</p> <p>Also the company engages the services of a third party contractor who provides labour services for field activities including harvesting, pruning, loose fruit picking among others. All these workers are given an initial contract of 6 months and renewable for another 6 months just ones according to Cameroon labour law. Hence after 24 months of continuous work they are made permanent.</p> <p>It was observed during the audit that previously, most of the contract workers were not issued contract documents and as such there were no systems in place to monitor how long workers are engaged as temporal workers. Although the company has taken steps to ensure all contract workers are issued contract documents as of July 2021 so as to be sure they operate in compliance with the country’s labour law, the audit team has issued an OFI against the indicator to monitor the progress of the contracts in subsequent audits.</p>
OFI 2	<p>Indicator 7.12.4</p> <p>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 plan to protect and/or enhance HCVs, HCS forests, peatland and other conservation areas is developed, implemented and adapted where necessary, and contains monitoring requirements. The integrated management plan is reviewed at least once every five years. The integrated management plan is developed in consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified).</p> <p>Details</p> <p>SOCAPALM EDEA has not developed and implemented HCV management and monitoring plans in consultation with relevant stakeholders to conserve and/or enhance the value of ancestral burial grounds of the Apouh community. The company has carried out an independent HCV assessment with a written report. The assessment identified HCVs and provided recommendations for actions by the company toward the conservation and/or enhancement of the identified HCVs. These included an ancestral burial ground for the Apouh community and a World War I burial grounds. The company has developed and implementing HCV management and monitoring plan. However, the company did not provide adequate evidence to demonstrate that management and monitoring of the Apouh ancestral burial grounds has been done in consultation with the relevant stakeholders. Field inspection to these sites came across clearing of the Apouh ancestral burial grounds without the company able tell who was responsible for this clearing of the site and if this activity is part of the management prescription for the site</p> <p>The company in consultations with the chief and elders of the Apouh village has come up with a management plan with timelines for its implementation. An OFI is raised to monitor the implementation of the plan by the stakeholders.</p>

Positive Findings (None)	
PF #	Description
PF 1	None

3.3.1 Status of Nonconformities Previously Identified and Observations (N/A)

Non-conformity			
NCR Ref #	N/A	Date Issued	
Due Date		Date of nonconformity Closure	
Clause & Category (Critical / Minor)			
Statement of Nonconformity:			
Requirement Reference:			
Objective Evidence:			
Corrections:			
Root Cause Analysis:			
Corrective Actions:			
Assessment Conclusion:			

Opportunity for Improvement (N/A)	
OFI#	Description
OFI 1	OFI Statement: N/A Verification / Follow-up actions:

3.3.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Critical / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
2110613-202109-M1	Critical	6.1.5	09/09/2021	Closed, 26/10/2021
2110613-202109-M2	Critical	6.2.2	09/09/2021	Closed, 21/01/2022
2110613-202109-M3	Critical	6.7.3	09/09/2021	Closed, 21/01/2022
2110613-202109-M4	Critical	7.12.4	09/09/2021	Closed, 17/02/2022
2110613-202109-M5	Critical	7.8.2	09/09/2021	Closed, 26/10/2021
2110613-202109-N1	Minor	5.1.5	09/09/2021	Open, Next Audit
2110613-202109-N2	Minor	6.7.2	09/09/2021	Open, Next Audit
2110613-202109-N3	Minor	4.2.3	09/09/2021	Open, Next Audit

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

2110613-202109-N4	Minor	6.3.2	09/09/2021	Open, Next Audit
2110613-202109-N5	Minor	7.3.2	09/09/2021	Open, Next Audit

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 Socapalm Edea 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)
Community	Koukoue	Face to face interview
Community	Apouh	Face to face interview
Community	Dehane	Face to face interview
Community	Ongue	Face to face interview
External Contractors	Independent Smallholder	Face to face interview
Workers representative	Workers Union	Face to face interview
Internal Union	Staff representative	Face to face interview
Gender representatives	Gender Committee	Face to face interview
Security	Village Vigilance Committee	Face to face interview
Non-Governmental Organisations	Synaparcam, FAIN, Friends of the Earth Netherlands/Milieudefensie, RSPO Secretariat	Face to face interviews Emails

Stakeholders comment	
Apouh	Feedbacks: The community complained that relationship with the company is not the best because there are no periodic engagements with the company. The company only schedules to meet with the community when there are issues. However, the chief also acknowledge that the relationship is better as

	<p>compared to previous days and also the company is working to improve on that. They also lamented about the lack of a native of Apouh working at the level of top management.</p> <p>On issues of land the communities indicated that the entire Apouh village is surrounded by palm and as such they have no land for farming. They claim land for Socapalm Edea was seized from them by the government in collaboration with the company. There were no consultations with the community and also the land titled for the Apouh community rather bears the name of another village with no links to the Apouh community. When Socapalm Edea took over the company the communities were not compensated for the loss of land.</p> <p>The company has shared their policies and procedures with the chief of the community. However, the community have not been sensitised on the company policies and procedures. The community also complained of farming activities in their river bodies by Socapalm Edea. They mentioned the Vole river with evidence of videos and pictures showing plantings in the vole river</p>
	<p>Audit Team verification and response:</p> <p>On the issue of improved relationship, the company in her response indicated they have taken notice of it and will work to ensure a better relationship with the community. The company also stated that they give equal opportunity to everyone in matters of employment. Currently there are workers from the Apouh community working in Edea and when there is a vacancy it will be well communicated to them as they always do.</p> <p>On the issue of land acquisition by Socapalm Edea, the Cameroonian law (1974 Land Tenure Ordinance) states that all land belongs to the state except for land which has been registered and has certificate of ownership (Private owned). The company acquired the land through negotiations with the government. The community did not contribute land to Edea’s operations. The company has proof of land title documents showing their legal right to the use of land for their operations. Also there are no evidence of expansion beyond the original area acquired by the company as confirmed by review of documents and ground checks. Furthermore the estates within the audit scopes had already been planted with Oil Palm before SOCFIN took over from the government.</p> <p>Ground verification shows the company has not only share copies of the policies and procedures with the Apouh chief (on behalf of the community) but letter identifying a list of the company policies and procedures that are available on request was publicly displayed on a notice board in the community. Some of the document on the list include Procedures for communication, Report on land ownership, Environmental and Social Impact Assessment (ESIA) report and Maps of the land. The notice board was confirmed to be built by the company as a means of reaching out to the community.</p> <p>The audit team did an onsite verification on the reported case on the Vole river and found farming activities taking place in sections of the river. The company did not respect the buffer zone guidelines on a portion of the Volley river. This was raised with the company but their explanation was not satisfactory and as such initiated processes to remedy the situation. A non-conformity was raised against the indicator (7.8.2).</p>
Koukoue	<p>Feedbacks:</p> <p>Generally, they do not have a cordial relationship with the company. They complained of encroachment on their land by the company. They disputed the mapping report by the Ministry of Cadastre and Land Affairs (MINDCAF)</p> <p>Audit Team verification and response:</p> <p>Although the community made claims of encroachment on their land and also questions the works by MINDCAF, they could not provide any document or alternative map to support their claims. Also interview with the company showed land title documents obtained after negotiation with the Cameroon government with their accompanying maps.</p>
Dehane	<p>Feedbacks:</p>

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	<p>In terms of general relations: the community through their chief confirmed that for the past few months relations with the company has seen some improvement. A platform for peaceful discussions and negotiations has been establish between the company and the community.</p> <p>The company's policies and procedure have been shared with them and copies have been displayed on the notice boards in the community. At the social level, the community indicated that Socapalm makes the effort to attend to their needs. However, they will require the company to do more in areas of employment of the community members</p> <p>The village chief acknowledged in front of his subjects that Socapalm Edea has official land documents permitting the company to operate legally on the land. However, they indicated that due to population increase they would like the company to grant them some land for their subsistence farming and also provide more employment for their youth</p>
	<p>Audit Team verification and response:</p> <p>The company always inform the community through the chief when there are vacant positions to be filled in the company. The company will work to enhance such engagements. The issue of releasing part of Edea's land back to the government is been discussed at the government level.</p>
Ongue	<p>Feedbacks:</p> <p>Basically they have no issue with the company. The company shares their policies and procedures by publicly displaying on their notice boards. They have no land issue with the company. However, they want company to give more employment opportunities to the community</p>
	<p>Audit Team verification and response:</p> <p>Request to fill vacancies in the company is shared among the four communities. However, the company will engage with the communities to better under how the request for employments are handled.</p>
Independent Smallholder	<p>Feedbacks:</p> <p>They have meetings with the company every month and also there are bi-annual meetings during which grievances and other issues including FFB pricing are discussed. Currently they don't have a signed contract with the company and are not bound by the company's policies and procedures. However, they have a good working relationship with the company. Pricing for the FFB are determined by the committee made up of government, Producers and smallholder union. But the price of FFB offered by Socapalm Edea are better than the government approved price. Payments are made at the end of the month for FFB supplied as agreed without any delays.</p>
	<p>Audit Team verification and response:</p> <p>The company have been sensitising the smallholders on the company's policies during their periodic meetings and have also shared their procedures with the smallholders. However, the case of the company policies (No Child labour, No Traffic or Forced labour) not binding on the independent smallholders has been raised and the company has developed an action plan to address the issue with the smallholders.</p>
Workers Union	<p>Feedbacks:</p> <p>Generally they have a good working relationship with the company. However, they raise the issue about accommodation. They stated that the current nature of the housing does not meet the standard.</p>
	<p>Audit Team verification and response:</p> <p>Management in response indicated the company has a 5 year housing plan which is currently been implemented. Field visit showed some old structures are been pulled down and replaced by new ones. Also some old houses are also been renovated to meet the required standard.</p>

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

<p>Gender Committee</p>	<p>Feedbacks: The company has a gender committee in place. There are no issues of concern</p> <p>Audit Team verification and response: Field visits and interviews with workers in the estate did not identify any issue of concern</p>
<p>Village Vigilance Committee</p>	<p>Feedbacks:</p> <p>The work with the village vigilant groups to prevent the stealing of FFB from Edea’s operations. They work with groups from the four communities. To ensure there are no incidence of abuse or harassments, the committee sensitise the groups on human rights policies.</p> <p>As of the time of this audit there are no issues of concern</p> <p>Audit Team verification and response: Interview with the workers during field visit to the estates and mill and engagements with the communities did not establish any issue of concern.</p>
<p>NGOs</p>	<p>Feedbacks:</p> <p>Prior to the Edea Initial Audit, the audit team engaged with a some key stakeholders (NGOs) who raised a number of issues of concern. The issues raised, ranges from, land grabbing, limited access to the source of food and education for communities, river pollution among others. The concerns were noted for verification during the audit. The audit team on the advice of Milieudefensie also met with Synaparcam (a local NGO in Cameroon) who had in-depth knowledge on the various concerns raise.</p> <p>Interview with Synaparcam brought forth the following of issues that include</p> <ol style="list-style-type: none"> 1. Contract workers are not pay for sick leave days 2. Contracts workers are not taken care of when they are injured 3. Contract workers do not get pay slips 4. Contract workers are not registered on CNPS and their contributions not paid 5. Majority of the contract workers do not get above the minimum national <p>Audit Team verification and response:</p> <p>Interview with Management and some field workers revealed that</p> <ol style="list-style-type: none"> 1. The contract between the company and the labourer contractors (Third party contractors) shows payment are made for fruits supplied in a day and as such if the contractor is unable to supply the FFB in a day they are not paid. So it’s same for the contract workers. They are paid for work done in a day. 2. On the issue of contract workers not giving health care when injured, interview with sampled workers (contract) and the residence doctor indicated that all workers receives health care services at the clinic. Health records of some contract workers were seen and reviewed 3. Interview with the workers all confirmed they are issued pay slip every month 4. On the issue of registration and payment of CNPS for some contract workers, the audit team did not identified any evidences of non-compliance during this audit 5. The country has a national minimum wage and the contract workers are marked and paid on daily basis with reference to the minimum rate per day. Interview with workers and review of the pay for contract workers did not identify any workers been paid below the national minimum rate. <p>In summary the audit team acknowledged the information shared by the key stakeholders (Synaparcam, FAIN, Friends of the Earth Netherlands/Milieudefensie, RSPO Secretariat) and ensured each was duly investigated through the engagement with the communities (including chiefs and opinion leaders), workers, local NGO (Synaparcam) and Socapalm Edea.</p> <p>On the issue of land grabbing, the audit team in consultations with the communities and review of company documents concluded that the company is operating on an existing plantation that was</p>

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	<p>acquired from the state. There has not been any expansion by the company and as such there were no evidence of land grabbing. However, the communities acknowledged an increase in population size and as such there is a corresponding demand for extra land for settlement and farming. At the time of the audit, the community confirmed engagements with the government and the company to give portions of the company’s acquired land back to the state for distribution among the communities.</p> <p>On the issue of polluting river bodies, the audit team during field visit observed activities within portions of the Voley river which does not respect the buffer zone guidelines. A non-conformity was raised against the required indicator 7.8.2</p> <p>On the issue of restricted access, the audit team through field observations and interviews with the communities, Synaparcam and workers indicates the company has taken steps to secure their plantations. However, there were no evidence of restrictions as community have access to their fishing sites and other localities. Communities had ease of access to the plantations when it was state owned. However, that changed when ownership moved from state own to private own. The team did not identified restricted access to areas of importance to community livelihood or interest.</p> <p>The audit was conducted based on a sample size and from the outcome of this audit, the team believes there are enough justification to recommend the company for certification.</p>
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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
Socapalm Edea	60 years	6,980	Yes	No	Compliance

Previous land owner / user comment	
Government of Cameroon	<p>Feedbacks:</p> <p>The agreement to secure land for Socapalm operation was made between the Government of Cameroon and Socapalm. Socapalm has land title document captioned Bail Emphyteotique En faveur De La Societe Camerounaise Des Palmeraies (SOCAPALM) which shows legal rights to the use of the land for all their operations in Cameroon. Review of the land titled documents was signed between the Government represented by the Ministre d’ Etat charge de l’Economie et des Finance, Ministre de l’Urbanisme et de l’Habitat and Socapalm represented by the Director General. The agreement indicates the land was leased for a duration of 60 years. The contract was signed on 30th June 2000. The total land area of 78,529 ha covers land for kienke, Dibombari, Eseka, Ongue among others. Ongue (Edea) covers an area of 5,212 ha.</p> <p>However, there was an amendment to the land documents captioned Avenant No Au Bail Emphyteotique En faveur De La Societe Camerounaise Des Palmeraies (SOCAPALM) Du 30 Juin 2000. One of the reasons for the amendment was to reduce the initial land area of 78,529 ha by 20,466 ha. Review of the document shows the initial land area for Ongue was reduced from 5,212 ha to 1,500 ha. The document indicate that part of the 20,466 ha will be given to the communities for urbanization purposes.</p> <p>The company made available other land documents including Titre Foncier N°183, Titre Foncier N°184, Titre Foncier N°185 and reports titled Bordereau Recapitulatif Des Pieces Adressees with reference 018/y.2.5/MINDCAF/54/T300 with maps captioned Edea - Carte Concession avec Zones d'empiètements – 2021. Review of the land documents indicates Socapalm Edea currently operates on an area of 6,980 ha with additional area that are not in use by the company.</p>

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	<p>However, following a series of reported cases of encroachment on land belonging to the communities by the company, the Ministry of Land and Cadastre and Land Affairs (MINDCAF) called for a consultative meeting between the four communities and Socapalm for the re-demarcation of the entire concession by the lands registry to confirm if the company was operating on land originally issued to them. Field checks which was done in consultations and participation of all the communities confirmed the company was operating in their original area as provided in the document. The company indicated they will retain the original 6,980 ha of planted areas and give back to government existing areas of their concession not in use by the company for possible redistribution to the communities.</p>
	<p>Audit Team verification and response:</p> <p>Interview with communities confirmed such a meeting took place and the communities were represented. Reviewed the minutes of meeting between the Communities, Socapalm and the government. The report titled Compte Rendu De La Ceremonie De Lancement Des Travaux D'Etat Des Lieux A La Plantation D'Edea took place on the 16/06/2021. In attendance were representatives of Socapalm led by the Director of Plantations, the four communities were represented by their local chiefs and the government was represented by the Sous-Préfet Edéa 1^{er} and two staff of MINDCAF. The field exercise was completed in August 2021 and the report was finalised in September 2021 which confirms the companies right to the use of the land. Copies of the report were made available to the communities. Furthermore the estates within the audit scopes were planted with Oil Palm prior to the takeover by Socfin and there were no evidence of community farms or settlements on the land.</p>

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.

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

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 Socapalm Edea has complied with the RSPO P&C 2018 for Production of Sustainable Palm Oil 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 Socapalm Edea is certified.

Report prepared by	Acceptance of Assessment Conclusion
Name: Dennis Acquah	Name: Céline Schmitz
Company Name: BSI	Company Name: Socapalm
Title: Lead Auditor	Title: Sustainability Manager
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>  19/02/2022
Date: 19/02/2022	Date:

Appendix A: Summary of Findings

Criterion / Indicator	Assessment Findings	Compliance	
<p>Principle 1: Behave ethically and transparently 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. - Critical (Major) compliance -</p>	<p>The company has a range of documents including policies, procedures, management plan and reports which they made publicly available through display on the company’s notice boards, village notice boards and directly sharing with the communities through their chiefs. Some of the documents are also made available upon request. Some of the documents displayed on the various notice boards sited in the company and villages are</p> <ol style="list-style-type: none"> 1. Human rights policy 2. HSE Policy 3. the code of ethics for employees and the company 4. Freedom of Association policy 5. Reproductive Rights policy 6. Consultations and Communication procedures <p>Interview with the leaders of the four communities (Apouh, Koukoue, Dehane and Ongue) all confirmed copies of the policies and procedures has been shared with them. Also during a visit to the communities, it was observed that copies of the documents have been displayed on the notice boards provided by the company.</p>	<p>Complied</p>
<p>1.1.2</p>	<p>Information is provided in appropriate languages and accessible to relevant stakeholders.</p>	<p>All documents made available to the audit team for review were written in French which is the official spoken and written language in Cameroon.</p>	<p>Complied</p>

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	- Minor compliance -	Also all the documents displayed on the notice boards were all written in French. However, interview with sampled workers and during community interviews all indicated that when required, the contents of the documents shared with them are explained to their understanding in the local languages.	
1.1.3	(C) Records of requests for information and responses are maintained. - Critical (Major) compliance -	The company has procedures in place to guide request for information and response. These have been well communicated to relevant stakeholders. The company keeps records of all request for information and they were made available to the audit team for review. They include a request for information (N° 028/21) made by the communities on the 07/05/2021 which received a feedback on the 13/05/2021.	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. - Critical (Major) compliance -	Socapalm Edea has a documented Consultation and communication procedures and was made available to the audit team for review. The company implements the procedure through tthe CSAC (Head of Administrative and Accounting Department) who is charged with the distribution of documents, organization of trainings and meetings with stakeholders. Interview with the communities confirmed the procedure has been shared with them through their leaders. There were evidences of signed documents acknowledging receipt of the procedures. They also indicated that the procedure has been explained to their understanding by the CSAC who they identified as the company’s nominated personnel who shares and explains the documents to them.	Complied
1.1.5	There is a current list of contact and details of stakeholders and their nominated representatives. - Minor compliance -	The company maintains a list of their stakeholders which was made available to the audit team. A review of the list shows the contacts and representatives of the stakeholders has been detailed. Also the stakeholders has been categorized into communities, government agency), Workers Union, gender Committee among others. Some of the stakeholders were selected for consultations.	Complied

Criteria 1.2: The unit of certification commits to ethical conduct in all business operations and transactions.			
1.2.1	<p>A policy for ethical conduct is in place and implemented in all business operations and transactions, including recruitment and contracts.</p> <p>- Minor compliance -</p>	<p>The company has a policy for ethical conduct in place which the company ensures is implemented in all their operations. The policy is publicly displayed on the company's notice boards. It is also explained to new recruits during induction and also to the entire workforce during their morning muster.</p> <p>The company has also ensured that the policy is included in the contract agreement they have with their third party contractors and an induction is provided to the contractor. When the company identifies a violation of the policy, there are sanctions in place which could lead to the termination of the contract.</p>	Complied
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>- Minor compliance -</p>	<p>To ensure compliance with and implementation of ethical policy, the company has put in place a system for reporting any violation of the code of ethics. This include the provision of suggestion boxes for people to who want to remain anonymous</p> <p>Also to ensure compliance to the policy, the company conducts periodic assessment on their workers. Where there is a lack of knowledge of the policy, the company conducts awareness or sensitization programs for the workers.</p> <p>Management carries out evaluations of subcontractors through checklists to monitor their compliance on various subjects in accordance with the code of ethics. Evidence of assessment of some subcontractors was presented during the audit. The human resource Manager and the Director General are responsible for ensuring compliance to the policy.</p>	Complied
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.			

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

2.1.1	<p>(C) The unit of certification complies with applicable legal requirements.</p> <p>- Critical (Major) compliance -</p>	<p>The company has a documented legal register titled "Socapalm Compliance Chart with Legal and Other Requirements". The register contains all laws applicable to the company's operations. Review of the register contains 67 local laws and 57 internationally applicable laws (including conventions and treaties). The register was last updated on 03/09/2021. Some of the laws reviewed include:</p> <ol style="list-style-type: none"> 1. Decree 2001/164/PM made 08/05/2001 specifying and conditions of catchment of surface and underground waters for industrial or commercial purposes. 2. Decree n ° 93/577 of 15/07/1993 fixing the conditions of employment of workers' temporary, occasional or seasonal 3. Law N ° 75/15 of 08/12/1975 on compulsory insurance against risks to construction 4. Law No. 96/12 of 05/08/1996 on the Framework Law relating to the management of the environment 	Complied
2.1.2	<p>A documented system for ensuring legal compliance is in place. This system has a means to track changes to the law and also includes listing and evidence of legal due diligence of all contracted third parties, recruitment agencies, service providers and labour contractors.</p> <p>- Minor compliance -</p>	<p>Socapalm Edea relies on three ways to track changes in the law. They include a signed contract with Amadeo a law firm which grants them access to a multipurpose platform where they can access all updates in the countries laws. Copies of the signed contract document was made available to the audit team for review.</p> <p>The company has also subscribed to The Cameroun Tribune, an official newspaper which publishes newly passed laws in the country for circulation. Socapalm Edea is also a member of an association of employers called GICAM (Groupement Inter Patronal Du Cameroun employer's association). They have a common platform through which they track any changes to any of the laws.</p> <p>Some evidence of compliance to the laws sighted include</p> <ol style="list-style-type: none"> 1. Arrte No 2020/000039/MINEE/SG/DGRE of 01/04/2020 on the authorization of catchment of underground water for Socapalm for 	Complied

		<p>installations of Edea 1 subdivision and Sanaga Maritime Division. From the Ministry of water and Energy.</p> <p>There was also evidence of payment for the use of water as required by the law. Document for the settlement and transmission of Cheque</p> <p>Details of the settlement with receipt number 9566938. An amount 181,638 CFA was paid as settlement for the fee on catchment of water use by ESEKA factory during the 2nd Quarter. Payment made to the Littoral Region.</p> <p>Details of the settlement with receipt number 9566938. An amount 2,333,956 CFA was paid as settlement for the fee on catchment of water use by Edea, Dibombari, Mbambou, Mbongo (1st quarter)</p> <p>2. Evidence of payment of CNPS for Socapalm and Contract workers</p> <p>a. Corporate Name: Socapalm</p> <p>Employer Registration Number: 020-0301901-D</p> <p>Month/ Year: 06/2021</p> <p>Number of workers: 2332</p> <p>Gross Amount: 450,175,980 CFA</p> <p>Amount Paid: 74,631,200 CFA</p> <p>Employer Registration Number: 020-0301901-D</p> <p>Month/ Year: 05/2021</p> <p>Number of workers: 2302</p> <p>Gross Amount: 505,721,688 CFA</p> <p>Amount Paid: 81,614,600 CFA</p>	
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RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<p>b. Corporate Name: Yanguelle Wougaisoumo Employer Registration Number: 353-0111079-000-1 Month/ Year: 08/2021 Number of workers: 12 Gross Amount: 570,000 CFA Amount Paid: 97,757 CFA</p> <p>c. Corporate Name: ETS CONFIDENCE Employer Registration Number: 353-0110739-000B Month/ Year: 08/2021 Number of workers: 12 Gross Amount: 438970 CFA Amount Paid: 78,577 CFA</p> <p>d. Corporate Name: ETS CONFIDENCE Employer Registration Number: 353-0110739-000B Month/ Year: 07/2021 Number of workers: 11 Gross Amount: 402,700 CFA Amount Paid: 72,085 CFA</p>	
2.1.3	<p>Legal or authorised boundaries are clearly demarcated and visibly maintained, and there is no planting beyond these legal or authorised boundaries.</p> <p>- Minor compliance -</p>	<p>The company has a boundary map captioned "Edea-Map of the concession and terminals, 2021" dated June 2021. The map shows the location of the boundary pillars. However, a review of their maintenance report shows only 11 pillars are present with the rest missing. As at the time of the audit the company has not taken any action to replace the missing pillars because the government of Cameroun through the</p>	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<p>Ministry of land tenure (Regional level) has institute a body to re-demarcate the boundaries of Socapalm Edea to ensure they are working within their stipulated boundaries and not gone beyond. The draft report was made available to the audit team for review. The report titled Situational Report on Land tenure of Plots Occupied by Socapalm-Edea, dated 02/09/2021 and is signed by the Surveyor and the Chief of Service. When the report is completed Socapalm Edea will be given the permission to identify and replace all their boundary pillar.</p> <p>Some of the boundary pillars seen on site during field visit are</p> <ol style="list-style-type: none"> 1. Block 97A Plot 3 (3.62887 N, 10.1016E) 2. Block 108 (3.65025 N, 10.0825 E) 	
Criteria 2.2: All contractors providing operational services and supplying labour, and Fresh Fruit Bunch (FFB) suppliers, comply with legal requirements.			
2.2.1	<p>A list of contracted parties is maintained.</p> <p>- Minor compliance -</p>	<p>The company maintains a documented list of its contractors' dated 25/03/2021. The list is made up of suppliers, labour/service contractors and smallholders. The list was made available to the audit team for review and there are 270 individual contractors on the list.</p>	Complied
2.2.2	<p>All contracts, including those for FFB supply, contain specific clauses on meeting applicable legal requirements, and this can be demonstrated by the third party.</p> <p>- Minor compliance -</p>	<p>Three contract documents were sampled from the list for review. They are contract of agreement between:</p> <ol style="list-style-type: none"> 1. Socapalm and Tchoupe for the transportation of school children dated 03/06/2021 which will expire in a year. 2. Socapalm and ETS ECAM for the harvesting and maintenance of the plantations dated 14/09/2020 for a period of one year. 3. Socapalm and ETS GRAND NORD for the harvesting and maintenance of the plantations dated 07/10/2020 for a period of one year. <p>The contracts reviewed all contain clause on meeting all applicable requirement.</p>	Complied

2.2.3	<p>All contracts, including those for FFB supply, contain clauses disallowing child, forced and trafficked labour. Where young workers are employed, the contracts include a clause for their protection.</p> <p>- Minor compliance -</p>	<p>Three sampled contracts were made available to the audit team for review. Clause 10 of the three sampled contracts has provision on disallowing child, forced and trafficked labour. Contract reviewed include</p> <ol style="list-style-type: none"> 1. Socapalm and Tchoupe for the transportation of school children dated 03/06/2021 which will expire in a year. 2. Socapalm and ETS ECAM for the harvesting and maintenance of the plantations dated 14/09/2020 for a period of one year. 3. Socapalm and ETS GRAND NORD for the harvesting and maintenance of the plantations dated 07/10/2020 for a period of one year. <p>The company does not engage young workers in their operations as confirmed by their child labour policy of not employing workers below the age of 18 years. This was further confirmed during workers interview and review of sampled workers files.</p>	Complied
<p>Criteria 2.3: All FFB supplies from outside the unit of certification are from legal sources.</p>			
2.3.1	<p>(C) For all directly sourced FFB, the mill requires:</p> <ul style="list-style-type: none"> • Information on geo-location of FFB origins • Proof of the ownership status or the right/claim to the land by the grower/smallholder • Where applicable, valid planting/operating/trading license, or is part of a cooperative which allows the buying and selling of FFB <p>- Critical (Major) compliance -</p>	<p>Socapalm Edea sources FFB directly from its estate and also from the independent smallholders.</p> <p>Information on geo-location of FFB origins from Socapalm Edea Estate is Latitude 03° 34' 14.28" N, Longitude 10° 06' 03.50" E.</p> <p>Also the legal rights to the use of land was seen and reviewed as indicated in indicator 4.4.1</p> <p>Land for the operations of the independent smallholders are family lands and they have customary rights to use the land. Attestation letters signed by the various chiefs of the communities confirming the right to use land for farming by the smallholders were made available to the audit team for review. Sampled Attestations reviewed include</p> <ol style="list-style-type: none"> 1. Attestation signed by His Majesty Ditope Lindoume, Chief of Apouh Village on the 23/08/2021 for 27 smallholders. 	Complied

		<p>2. Attestation signed by His Majesty Dimala Bienvenu, Chief of Bonguen Village on the 17/08/2019 for smallholder with CNI 000480865.</p> <p>All the attestation reviewed has the name of the farmer and total hectares of land. There was a total of 179 independent smallholder farmers at the time of this audit</p> <p>Socapalm Edea has a document captioned "Smallholder Inclusion Individual Tracking File" dated 02/08/2021. This documented made available to the audit team for review has information on the geo-location of most of the smallholder farms. They include</p> <table border="1" data-bbox="1131 710 1960 959"> <thead> <tr> <th rowspan="2">Smallholder Registration Number</th> <th colspan="2">GPS Coordinates</th> </tr> <tr> <th>Latitude</th> <th>Longitude</th> </tr> </thead> <tbody> <tr> <td>070003</td> <td>10.1097</td> <td>3.53419</td> </tr> <tr> <td>070005</td> <td>10.0996</td> <td>3.67349</td> </tr> <tr> <td>070016</td> <td>10.1154</td> <td>3.28147</td> </tr> </tbody> </table>	Smallholder Registration Number	GPS Coordinates		Latitude	Longitude	070003	10.1097	3.53419	070005	10.0996	3.67349	070016	10.1154	3.28147	
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2.3.2	<p>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.</p> <p>- Minor compliance -</p>	<p>The company does not source FFB indirectly.</p>	<p>Not Applicable</p>														
<p>Principle 3: Optimise productivity, efficiency, positive impact and resilience Implement plans, procedures and systems for continuous improvement.</p>																	
<p>Criteria 3.1: There is an implemented management plan for the unit of certification that aims to achieve long-term economic and financial viability.</p>																	
3.1.1	<p>(C) A business or management plan (minimum three years) is documented that includes, where applicable, a jointly developed business case for Scheme Smallholders.</p>	<p>SOCAPALM Edea has a documented business plan covering 25 years planning period starting 2018 dated 26/06/2018 and Edea specific plan covering 2020- 2022. The plan covers the entire SOCAPALM group and includes both industrial and smallholder plantations. The company uses</p>	<p>Complied</p>														

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	- Critical (Major) compliance -	clones from over 100 years' experience research now established in Cameroon at Kienke Camseed project. For the last 2 years this project has supplied planting material to all Socfin group. The group works with the CIRAD Palm Elite. The plan contains key planning elements required by this RSPO standard. For example, Mill Extraction Rate 2021 ranging between 22.33% in August and 23.25% in December and average of 22.39% and Kernel Extraction Rate (KER) of 5.0% for 2022. The Plan includes production cost. For example, 2021 and 2022 covering plantation, mill and general, Cost per tonne CPO. Forecast prices (\$/ton) for CPO and Palm Kernel are based on the Cameroon Government fixed CPO prices of 450, and Palm Kernel price 193.	
3.1.2	An annual replanting programme projected for a minimum of five years with yearly review, is available. - Minor compliance -	SOCAPALM Edea has a documented replanting programme covering 2019 to 2040. The programme covers both industrial and Smallholder plantations. The original plan has been revised to start from 2021 based on review of previous progress and other management considerations. Replanting is guided by the company SOP Planting and Replanting AGR 11, Version 2 of 01/2020.	Complied
3.1.3	The unit of certification holds management reviews at planned intervals appropriate to the scale and nature of the activities undertaken. - Minor compliance -	SOCAPALM Edea held annual management review. Records of minutes of the review for 2020 (Rapport de Comite de Direction de synthesis de l'annee 2020) dated 29 January 2021 was available and reviewed during the audit. The agenda for the meeting included the minimum elements required by this RSPO standard. For example, in section GI results of internal audits "Resultant audit Interne RSPO P&C 2018, Section 7 A, 2) Nonconformities and Corrective actions "Non conformites et actions correctives the 3) section 7 B, changes that could affect the management system "changement pouvant affecter le systeme" among others. The review resulted in a number of recommendations for implementation by departments /service for improvement and the development of an action plan. There were also additional general recommendations for improvement to include:	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<p>1. Additional analysis of the river water and</p> <p>2. Increase in meetings with the local residence.</p> <p>Actions are being implemented. For example, the emergency drill "Situation d'urgence concerne: Explosion de la chadudirere of 01/06/2021 for 96 workers"</p>	
<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	<p>(C) The action plan for continuous improvement is implemented, based on consideration of the main social and environmental impacts and opportunities of the unit of certification.</p> <p>- Critical (Major) compliance -</p>	<p>The company has a documented procedure titled "Plan d'action pour une amelioration continue" dated 10/04/2021. Some evidence of implementation of the plan sighted include:</p> <p>The company has a procedures for the management of waste last updated 30/04/2020 and signed by the Director general. The procedure identifies various ways to reduce waste to include reuse of waste including creation of composite unit in four villages for reuse in the farms.</p>	Complied
3.2.2	<p>As part of the monitoring and continuous improvement process, annual reports are submitted to the RSPO Secretariat using the RSPO metrics template.</p> <p>- Minor compliance -</p>	<p>RSPO metrics template V2.1 was filled and reviewed. The Sustainability manager is the person in charge to fill the template. All the data recorded were confirmed by the audit team.</p>	Complied
<p>Criteria 3.3: Operating procedures are appropriately documented, consistently implemented and monitored.</p>			
3.3.1	<p>(C) Standard Operating Procedures (SOPs) for the unit of certification are in place.</p> <p>- Critical (Major) compliance -</p>	<p>The company has developed SOPs for both the mills and the estate. The Estate SOPs dated 01/2020 is made up of 16 procedures which includes procedures on Planting and Replanting, Spraying, harvesting and many more. The mill SOP is made up of 8 procedures and includes procedures for sterilization, weighbridge, FFB analysis and FFB reception. During field visit by the audit team, it was observed that copies of the procedures has been posted at the various operational sites. Interview</p>	Complied

		with workers at the weighbridge, sterilization and boiler all demonstrated knowledge of the procedures.	
3.3.2	<p>A mechanism to check consistent implementation of procedures is in place.</p> <p>- Minor compliance -</p>	<p>The company conducts internal audit to monitor compliance of the SOP's implementations. Copies of the internal assessments reports were made available to the audit team for review.</p> <p>Also the company has a documented annual training plan to ensure staff are trained on the SOPs for effective implementation. Management use feedbacks from the training to monitor how effectively the SOPs are been implemented. Review of the training plan identified the following activities:</p> <ol style="list-style-type: none"> 1. Chemical maintenance 2. Plantings in the nursery 3. Pruning 4. Preparation of the field. <p>Some records of training reviewed include</p> <ol style="list-style-type: none"> 1. How to Improve the Quality of Planting Date 27/08/2021, Attendance 30 2. Pruning of Palm Oil Trees, Date 03/06/2021, Attendance, 26 3. Planting and Replanting, Date 16/06/2021, Attendance 53 <p>Also the procedures are discussed with the workers at their various muster in the mornings.</p>	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

<p>3.3.3</p>	<p>Records of monitoring and any actions taken are maintained and available. - Minor compliance -</p>	<p>The company keeps records of all internal audits conducted to monitor compliance to the SOP's implementations. Copies of the internal assessments reports were made available to the audit team for review. They include:</p> <ul style="list-style-type: none"> i. Checklist on Pruning Operations, dated 10/08/2021. In the report some NC were identified to include <ul style="list-style-type: none"> a. The base of the palm trees were not clean following the pruning activities. b. The width of the circle weeding is not respected under each plant. ii. Weighbridge operation check list, dated 11/04/2021 <p>Reviewed a document captioned "Non Conformities, Environmental, Accidents/incidents and Continuous Improvement" dated 14/03/2021. The document shows the list of all identified NCs identified during the internal audits and the description of the corrective actions to be implemented.</p> <p>The report contains information on all the internal audits conducted and the Corrective Action Plans for the different Non Conformities with the dates. However, the date on which the assessment was conducted was not captured in the report. This is raised as an OFI to be monitored in the next audits.</p>	<p>OFI</p>
<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) In new plantings or operations including mills, an independent SEIA, undertaken through a participatory methodology involving the affected stakeholders and including the impacts of any smallholder/outgrower scheme, is documented. - Critical (Major) compliance -</p>	<p>SOCAPALM Edea has SEIA to cover its operations. Though the company has no new planting or development, it has an independent SEIA conducted by CAP Development (CAPDEV) titled "Independent SEIA conducted in February 2018 by Cap Development for Industrial Complex Socapalm Edea, Mbambou and Mbongo Located in the Department of</p>	<p>Complied</p>

		<p>De La Sanage Maritime, Coastal Region. CAPDEV is accredited by several administrations in Cameroon to include:</p> <ol style="list-style-type: none"> 1. Ministry of the Environment, Nature Protection and Sustainable Development (MINEPDED): for impact studies and environmental audits under A-EIA / AE N ° 00000019 of 06/09/2016; 2. Ministry of Mines, Industry and Technological Development (MINMINDT): for carrying out hazard studies and emergency plans for establishments classified as dangerous, unhealthy and inconvenient under order No. 000198 / A / MINMIDT / SG / DI / SDRI / SEC / IE3 of 05/04/2018; and <p>Ministry of Mines, Industry and Technological Development (MINMINDT): for the operation of a pollution control laboratory under the decree N ° 000354 / A / MINMIDT / SG / DI / SDRI / SEC / IE4 of 16/05/2018. See section 3.4.3</p>	
3.4.2	<p>For the unit of certification, a SEIA is available and social and environmental management and monitoring plans have been developed with participation of affected stakeholders.</p> <p>- Minor compliance -</p>	<p>SOCAPALM Edea SEIA conducted in 2017 was updated in 2021 to include Social and Environmental management and monitoring plans, titled "Mise a Jour du Plan de Gestion Environnementale et Sociale du Complexe Industriel Socapalm d'Édéa Situé dans de Département De La Sanaga Maritime, Région Du Littoral of May 2021. This update was conducted by CAPDEV. Review of the document and interview with stakeholders confirmed that the review method included participation of affected stakeholders.</p>	Complied
3.4.3	<p>(C) The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in a participatory way.</p>	<p>SOCAPALM Edea has implemented its Social and environmental management and monitoring plan, reviewed and updated it. The plan was initially developed as part of an independent SEIA assessment carried out in 2017/2018. The plan which has been in implementation was independently reviewed by CAPDEV on behalf of the company. The reviewed plan titled plans, titled "Mise a Jour du Plan de Gestion Environnementale et Sociale du Complexe Industriel Socapalm D'Édéa Situé Dans Le Département de la Sanaga Maritime, Région du Littoral of</p>	Complied

		<p>May 2021 was available and reviewed during the audit. Review of the document and interview with stakeholders confirmed that the update of the plan has been participatory. The plan is implemented through training, sensitization, protection of conservation areas among others. Records of implementation were available and reviewed during the audit. For example,</p> <ol style="list-style-type: none"> 1. training reports on audit of protected areas, 2. Monthly Eco Patrol reports up to July 2021 and 3. The environmental accident 23/08/2021 involving the removal of "Macabo" in the riparian zone and the training done as corrective action. <p>Monthly internal audits are conducted of the implementation of the plan and nonconformities identified are addressed. Records of were available for review during the audit. For example, training activities carried out in response to nonconformities identified: "Formation sure la zone riparienne (Zone riparienne (11D, P1, 12A &2 – definition de la zone riparienne comment reconnaitre une zone riparienne, and 2) Quelle sont la activites a faire ou a ne par fair dans riparienne"</p>	
Criteria 3.5: A system for managing human resources is in place.			
3.5.1	<p>Employment procedures for recruitment, selection, hiring, promotion, retirement and termination are documented and made available to the workers and their representatives.</p> <p>- Minor compliance -</p>	<p>The company has a recruitment procedure in place dated 06/11/2020 and signed by the Director General. The procedure as reviewed outlines three methods involved in the recruitment of personnel. When there is a reported vacancy in the plantations, internal replacement which involves the review of existing workers file to determine if any qualifies for the vacant position. If not letters are sent by the company to all four community chiefs informing them of the need for workers. The chiefs will ensure the community are informed of the vacancy through public announcements. The chiefs write back to the company informing them of the people interested in the available work. The company will subject</p>	Complied

		<p>the interested persons to test, interviews and medical check to ensure the most qualified is appointed.</p> <p>Depending on the nature of the work, the company also relies on the services of recruitment agencies for the recruitment of workers. The qualifications needed are shared with the recruitment agency who does the advertisement and selection of the qualified person. Selected persons are subjected to medical check-up. The selected person only meets with the company to discuss the terms of conditions.</p> <p>Copies of letters sent to the chiefs for the recruitment of workers were made available to the audit team for review.</p>	
3.5.2	<p>Employment procedures are implemented and records are maintained.</p> <p>- Minor compliance -</p>	<p>The company maintains records of all appoints and processes leading to the appointments. Documents detailing the appointment of a saloon car driver by name Biyiha Rene was reviewed. During a review of his file it was evident his appoint went through the processes as indicated in the procedure.</p>	Complied
<p>Criteria 3.6: An Occupational health and safety (H&S) plan is documented, effectively communicated and implemented.</p>			
3.6.1	<p>C) All operations are risk assessed to identify H&S issues. Mitigation plans and procedures are documented and implemented.</p> <p>- Critical (Major) compliance -</p>	<p>The company has carried out a risk assessment of all its operations to include field activities, nursery, movement within company and transportation of staff and bunches. The report titled Unique Document of Socapalm identifies all the risk associated with the various operation and also mitigation measures in place.</p> <p>In addition, the company has a documented HSE policy which is used to sensitized workers on health and safety issue every morning at their muster. The company also uses training as one of means to implement their safety procedures. Some of the training records reviewed include;</p> <ol style="list-style-type: none"> 1. Training on the use of Forklift, Date 03/05/2021, Attendance 7 workers 2. Training on the use of the Overhead crane, 	Complied

		<p>Date 11/05/2021</p> <p>Other methods used to implement the procedures are weekly tools box meeting, safety meetings, Signages</p>	
<p>3.6.2</p>	<p>(C) The effectiveness of the H&S plan to address health and safety risks to people is monitored. - Critical (Major) compliance -</p>	<p>Socapalm Edea monitors the effectiveness of the H&S plan though various means to include</p> <ul style="list-style-type: none"> a. Medical checks up reports on workers, b. Safety inspections and c. Control of fire extinguishers. d. Toolbox meetings e. Health and Safety Meetings <p>Review of some sampled report</p> <ul style="list-style-type: none"> 1. MONTHLY HSE REPORT 2021 - 7 - Occupational health and safety The report records information on <ul style="list-style-type: none"> a. Total number of hours worked b. Fatal accidents at work c. Professional diseases d. Work accidents or Occupational diseases 2. Review of Toolbox meetings on <ul style="list-style-type: none"> a. Prohibition on the use of drugs and alcohol before and during working hours. Date 15/04/2021, attendance 36 workers (Division 2) b. Falls in the plantation, date 26/03/2021, attendance 8 c. HSE policy, date 4/06/2021. Attn36 workers (Nursery) 3. Minutes of meetings for the Health safety at Work for the month of 	<p>Complied</p>

		<p>Jan 2021. Attendance top management, CHSE, President of CHSE subcommittee, AP/SCHST and AA (Admin assistant) Some of the issues discussed include:</p> <ul style="list-style-type: none"> a. Presentation of the statistics on the labour accidents by the medical doctor b. Records of safety advises to all new employees <p>4. Minutes of meetings for the Health safety at Work for the month of June 2021. Attendance top management, CHSE, President of CHSE subcommittee, AP/SCHST and AA (Admin assistant) Some of the issues discussed include:</p> <ul style="list-style-type: none"> a. Presentation of the statistics on the labour accidents by the medical doctor b. Records of safety advises to all new employees c. Evolution of Covid 19. <p>5. Extraordinary meeting of the Committee on Health and Safety at work on the 24/07/2021.</p> <ul style="list-style-type: none"> a. Presentation on the frequency of motor accidents on sites and their consequences b. Tour of the different dumping sites 	
<p>Criteria 3.7: All staff, workers, Scheme Smallholders, outgrowers, and contract workers are appropriately trained.</p>			
<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 the RSPO P&C, in a form they understand, and which includes assessments of training.</p>	<p>Socapalm has a documented training programme titled Awareness and Training Programme-Socapalm dated March 2021 and approved by the Director of Plantations. The programme as reviewed covers all the elements under this requirement. The trainings are been implemented and is accessible to all including smallholders. Some of the training activities been implemented are</p>	<p>Complied</p>

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	- Critical (Major) compliance -	<ol style="list-style-type: none"> 1. Health and environmental risks of pesticide exposure 2. Productivity and best management practice 3. HCV Monitoring 4. Work at height and related risks 	
3.7.2	<p>Records of training are maintained, where appropriate on an individual basis.</p> <p>- Minor compliance -</p>	<p>The company maintains records of all the training they have conducted. Some of the training records were made available to the audit team for review. They include</p> <ol style="list-style-type: none"> 1. Implementation of the supply chain requirements as per RSPO P&C revised Date: 10/06/2021 Attendance: 8 workers 2. Management of Inter-plantings Date: 35/05/2021 Attendance: 4 Workers 	Complied
3.7.3	<p>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> <p>- Minor compliance -</p>	<p>The company has identified the following personnel as critical in the implementation of the supply chain. They are the Mill manager, Deputy Mill manager, Weighbridge Clerk and Personnel in-charge of expedition. The company has a training plan captioned Supply Chain Training and Development Plan Including RSPO P&C 2018 (Rev 2020) dated February 2020 for persons critical to the implementation of the SCCS. Some records on training reviewed are:</p> <ol style="list-style-type: none"> 1. Implementation of Chain requirements procedures according to RSPO P&C 2018 standard Rev on 16/06/2021 	Complied

Criteria 3.8: Supply chain requirements for mills.

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>	<p>Identity Preserved Module A mill is deemed to be Identity Preserved (IP) if the FFB processed by the mill are sourced from plantations/estates that are certified against the RSPO Principles and Criteria (RSPO P&C), or against the Group Certification scheme. Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. If a mill process certified and uncertified FFB without physically separating them, then only Mass Balance Module is applicable.</p>	<p>N/A</p>	<p>Not Applicable</p>
<p>3.8.2</p>	<p>Mass Balance Module 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>Socapalm Edea intends to implement the Mass balance supply chain module. The company receives FFB from their estate (under the scope of certification) and from independent smallholders not covered by the certification.</p>	<p>Complied</p>
<p>3.8.3</p>	<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>Estimate tonnage that could potentially be produced as given by the company are CPO – 15,935.49 MT PK – 3,598.8 MT</p>	<p>Complied</p>
<p>3.8.4</p>	<p>The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO IT platform.</p>	<p>The company has a registered PalmTrace account but there are no entries made as the company is not certified to trade in certified products.</p>	<p>Complied</p>

<p>3.8.5</p>	<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> <ul style="list-style-type: none"> a. Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. b. Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). 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. 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>Socapalm Edea has the following documented procedures and records available for review as at the time of the audit. The procedures made available are</p> <ul style="list-style-type: none"> 1. Graph for the reception process of FFB 2. Graph of the process of removing finished products 3. Procedure for the management of supply chain and traceability according to the RSPO P&C 2018 including RSPO standard of SCC. 4. Internal and External Audit procedure <p>The reports and records maintained by the company are</p> <ul style="list-style-type: none"> 1. Acknowledgment of reception of order 2. Delivery Note 3. Weighbridge ticket 4. Loading order <p>The company has identified Mr. William Doumtsop (Assistant in charge of sustainability) as the person with overall responsibility for and authority over the implementation of these requirements. Mr. William Doumtsop has received training in the RSPO P&C standard and also demonstrate awareness of the mill's procedures for the implementation of this standard.</p> <p>Clause 6.3 of the Procedure for the management of supply chain and traceability according to the RSPO P&C 2018 including RSPO standard of SCC and the Graph for the reception process of FFB outlines the procedures for FFB reception and processing</p>	<p>Complied</p>
<p>3.8.6</p>	<p>Internal Audit</p> <ul style="list-style-type: none"> i. The mill shall have a written procedure to conduct annual internal audit to determine whether the mill; 	<p>The mill has a procedure for carrying out internal audit titled "Internal and External Audit Procedures" dated 31/03/2021 and signed by the Sustainability Manager. The company has conducted internal audit and review of the internal audit report did not identify any nonconformities.</p>	<p>Complied</p>

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	<ul style="list-style-type: none"> a. Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents. b. Effectively implements and maintains the standard requirements within its organisation. 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>The report has been subjected to the management review as seen in the management review report dated January 2021.</p>	
<p>3.8.7</p>	<p>Purchasing and Goods In</p> <ul style="list-style-type: none"> i. The mill shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received. ii. The mill shall inform the CB immediately if there is a projected overproduction of certified tonnage. iii. The mill shall have a mechanism in place for handling non-conforming FFB and/or documents. 	<p>All the FFB coming from the company's estate or smallholders are accompanied with documented receipt. Review of the receipts has the following information recorded on them. They are:</p> <ol style="list-style-type: none"> 1. Origin of FFB (Source) 2. Number of bunches, 3. Weight 4. Date <p>The mill has a procedure for addressing non-conforming FFB as reviewed in clause 6.3 of the Procedure for the management of supply chain and traceability according to the RSPO P&C 2018 including RSPO standard of SCC.</p>	<p>Complied</p>
<p>3.8.8</p>	<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 palm products (for example, delivery notes, shipping documents and specification documentation):</p>	<p>The company is not certified to trade in certified products. However, sales or goods out are accompanied by sales documents. The documents accompanying goods out are</p> <ol style="list-style-type: none"> 1. ARC (waybill) 2. Deliver Note <p>The information seen on the documents as reviewed include:</p> <ol style="list-style-type: none"> 1. The name and address of buyer; 	<p>Complied</p>

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	<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. 	<ul style="list-style-type: none"> 2. The name and address of the seller 3. The delivery date; 4. The date on which the documents were issued; 5. A description of the product, CPO 6. The quantity of the products delivered; 7. A unique identification number 	
<p>3.8.9</p>	<p>Outsourcing Activities</p> <ul style="list-style-type: none"> 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 ii. The mill shall ensure the following: <ul style="list-style-type: none"> a. The mill has legal ownership of all input material to be included in outsourced processes 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. c. The mill has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor. 	<p>The company does not outsource any of its activities (storage, transport) to third party contractors.</p>	<p>Not Applicable</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.		
3.8.10	The mill shall record the names and contact details of all contractors used for the physical handling of RSPO certified oil palm products.	Same as above	Not Applicable
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.	Socapalm Edea has not engage the services of a third party contractors at the time of the audit	Not Applicable
3.8.12	<p>Record keeping</p> <ul style="list-style-type: none"> 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. 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. 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. iv. For Mass Balance Module, the mill: <ul style="list-style-type: none"> 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. 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>The company keeps both hard and soft copies of all records of information which includes weighbridge ticket, ARC, delivery note, Mill and training reports and many more. The retention time for record keeping is for a minimum of 2 years as stated in their procedures.</p> <p>The company has a production report titled Certified Finished product in which they record all production and sales of CPO. Review of the document shows the company balances their account on daily basis using the real time accounting system. Currently the company is not certified to trade in certified CPO and PK</p>	Complied

	<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>		
3.8.13	<p>Extraction Rate 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 mill has determined its extraction rate for the year under review as FFB-CPO = 22.64% FFB-PK = 4.80% The mill determined its extraction rate from previous figures.</p>	Complied
3.8.14	<p>Extraction rates shall be updated periodically to ensure accuracy against actual performance or industry average if appropriate.</p>	<p>The company updates their rates on daily basis</p>	Complied
3.8.15	<p>Processing 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>N/A</p>	Not Applicable
3.8.16	<p>Registration of Transactions 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. 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>The company is registered on the PalmTrace. However, there are no entries made as company is not certified to trade in certified products</p>	Complied
3.8.17	<p>Claims</p>	<p>The mill is not certified and as such does not make claims</p>	Complied

	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.		
General corporate communications			
4.1	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.	Review of the Socfin Group website (https://www.socfin.com/en/certifications) establishes communication about the company's commitment to the RSPO standards.	Complied
4.2	In corporate communications a member is allowed to: a. Display its RSPO membership status b. Display the RSPO web address (www.rspo.org) c. State that the member supports the work of the RSPO d. State the member's history with regard to the RSPO. e. Use the RSPO trademark to promote its membership of the RSPO. 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.	The company only communicates about its commitment to the standard as indicated on the Socfin Group website	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.	As indicated in 4.2 above	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.	As indicated in 4.2 above	Complied
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.	As indicated in 4.2 above	Complied
Business to business communications			

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

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.	N/A The company is no certified and there are no evidence of business to business communication	Not Applicable
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.	Socapalm Edea does not make claims on their sales documents as the company is not certified to trade in certified products	Not Applicable
5.3	<p>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:</p> <p>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.</p> <p>b. If the distributor or wholesaler is supply chain-certified they should follow the requirements outlined in section 5.2.</p>	Same as above	Not Applicable
5.4	<p>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 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>	Same as above	Not Applicable

Business to consumer communication			
6.1	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.	N/A The company is certified and there are no evidence of business to consumer communication as confirmed from review of their sales document	Not Applicable
6.2	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.	Same as above	Not Applicable
6.3	When on-pack claims on RSPO-certified sustainable oil palm products are used, the RSPO trademark and associated identification number must be present.	Same as above	Not Applicable
6.4	Business to consumer communication shall not include information about the claimant's RSPO membership status.	Same as above	Not Applicable
6.5	Members shall not communicate to consumers' information about their suppliers' RSPO membership status.	Same as above	Not Applicable
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.	Same as above	Not Applicable
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.	Same as above	Not Applicable
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	Same as above	Not Applicable

	<p>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.rspo.org.</p>		
<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. - Critical (Major) compliance -</p>	<p>Socapalm Edea has a documented policy on respect for human rights which is dated 07/03/2019. The policy has been displayed on the notice boards in and around the company. The policy is also communicated during induction of new employees and during the workers morning muster. Interview with the communities also established that the policy has been shared with them through their leaders and has also been explained to their understanding. Interview with the workers and also community consultations did not identify any case of human right abuse</p>	<p>Complied</p>
<p>4.1.2</p>	<p>The unit of certification does not instigate violence or use any form of harassment, including the use of mercenaries and paramilitaries in their operations. - Minor compliance -</p>	<p>Interview with the workers and communities established that the company does not employ the use of paramilitaries and mercenaries in their operations.</p>	<p>Complied</p>
<p>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.</p>			
<p>4.2.1</p>	<p>(C) The mutually agreed system, open to all affected parties, resolves disputes in an effective, timely and appropriate manner, ensuring</p>	<p>The company has a documented grievance procedure last revised in July 2021. The procedure has been communicated to the communities as</p>	<p>Complied</p>

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	<p>anonymity of complainants, HRD, community spokespersons and whistleblowers, where requested, without risk of reprisal or intimidation and follows the RSPO policy on respect for HRD.</p> <p>- Critical (Major) compliance -</p>	<p>evident in the minutes of meeting dated 14/08/2021. Interview with sampled workers indicates the procedure has been communicated to their understanding.</p>	
4.2.2	<p>Procedures are in place to ensure that the system is understood by the affected parties, including by illiterate parties.</p> <p>- Minor compliance -</p>	<p>Interview with 9 harvesters in Block 13C and 12 loose fruit pickers at Block 13A all confirmed the procedure has been communicated to their understanding during their morning muster. They were able to demonstrate knowledge of the procedure.</p> <p>Also during the community consultations, the different communities acknowledge the procedure has been share with them and also communicated to their understanding.</p>	Complied
4.2.3	<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>- Minor compliance -</p>	<p>Review of the procedure indicates at all times parties to a grievance are to be informed on the progress of the case. Also outcome of the process must be communicated to the parties involved.</p> <p>However a review of the procedure indicates that for all complaints that are lodge, the company must acknowledge receipt in three days and the time for resolving the grievance is between 45 to 90 days. A review of a complainant file (N° 028/21) shows that a report made on the 05/07/2021 was acknowledged on the 13/07/2021. This was found to be inconsistent with the company's own procedures.</p>	Non-compliance
4.2.4	<p>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> <p>- Minor compliance -</p>	<p>The procedure as reviewed indicates that complainants may have the option to be assisted by a person of their choice, whether a legal, trade union or other entity (point 7 of the procedure: "RESPONSIBILITIES", relating to the rights of the complainant, who can be represented or assisted.</p>	Complied
<p>Criteria 4.3: The unit of certification contributes to local sustainable development as agreed by local communities.</p>			
4.3.1	<p>Contributions to community development that are based on the results of consultation with local communities are demonstrated.</p>	<p>Socapalm Edea makes contribution to community developments and review of documents and interview with the communities establishes</p>	Complied

	<p>- Minor compliance -</p>	<p>that such contributions are done in consultations with the communities. The company holds periodic meetings with the communities to identify community needs which are documented for implementation. Review such document captioned "SUIVI DES PROJETS SOCIAUX" which details community needs identified in consultations with the communities since 2017. Review of the document shows some contribution to community development in 2021 to include</p> <ol style="list-style-type: none"> 1. Dehane: Financial support to the youth program in 11/02/2021 and support for teachers from the village primary school. 2. Apouh: Repair of 4km road, financial support for village festival, giving 190 seedlings to replace old ones 3. Koukoue: Provided financial support for the village festival, repair of 5km road 4. Ongue: Construction of a nursery school and 5 teachers been supported by the company. 	
<p>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.</p>			
<p>4.4.1</p>	<p>(C) Documents showing legal ownership or lease, or authorised use of customary land authorised by customary landowners through a Free, Prior and Informed Consent (FPIC) process. Documents related to the history of land tenure and the actual legal or customary use of the land are available.</p> <p>- Critical (Major) compliance -</p>	<p>Land for Socapalm Edea operations was an existing oil Palm Plantations acquired after agreement with the government of Cameroon. In this regard, the company has land title documents showing legal rights to the use of the land. The documents were made available to the audit for review.</p> <p>Interview with the communities established none of the communities contributed land to Socapalm operations and as such FPIC process not required. Also, there were no evidence of communities operating</p>	<p>Complied</p>

		(farming) on the land or issues of community settlement on the land prior to the takeover by Socfin.	
4.4.2	<p>Copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available and include:</p> <ul style="list-style-type: none"> - Minor compliance - <p>4.4.2a Evidence that a plan has been developed through consultation and discussion in good faith with all affected groups in the communities, with particular assurance that vulnerable, minorities' and gender groups are consulted, and that information has been provided to all affected groups, including information on the steps that are taken to involve them in decision making</p>	N/A as indicated in 4.4.1 above	Not Applicable
	4.4.2b Evidence that the unit of certification has respected communities' decisions to give or withhold their consent to the operation at the time that these decisions were taken	N/A as indicated in 4.4.1 above	
	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.	N/A as indicated in 4.4.1 above	
4.4.3	<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> <ul style="list-style-type: none"> - Critical (Major) compliance - 	<p>Socapalm Edea has map showing legal rights to the use of the land and was made available to the audit team for review. The maps were developed in consultation and participation of the communities as confirmed by the communities during the community consultations. Also document review established sensitization of the communities on mapping process which were schedules as</p> <ol style="list-style-type: none"> 1. Dehane 18/07/2021 2. Koukoue 24/06/2021 	Complied

		<p>3. Ongue 18/06/2021</p> <p>4. Apouh 26/06/2021.</p> <p>All communities were issued copies of the map as of the 25/08/2021.</p>	
4.4.4	<p>All relevant information is available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.</p> <p>- Minor compliance -</p>	<p>French is the official spoken and written language in Cameroon and as such all documents shared with the communities and displayed on company's notice boards are written in French. However, interview with the communities indicated that all relevant information are explained to their understanding.</p>	Complied
4.4.5	<p>(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> <p>- Critical (Major) compliance -</p>	<p>Communities during the consultations all indicated that they are represented by their traditional leaders who speaks and takes decisions on the communities behalf. The leaders in consultations with the communities can also appoint some people such as women representatives and youth leaders to represent the communities on some specific issues. The companies also maintains a list of all such leaders with their contacts and can be reached when needed.</p>	Complied
4.4.6	<p>There is evidence that implementation of agreements negotiated through FPIC is annually reviewed in consultation with affected parties.</p> <p>- Minor compliance -</p>	N/A as indicated in 4.4.1 above	Not Applicable
<p>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.</p>			
4.5.1	<p>(C) Documents showing identification and assessment of demonstrable legal, customary and user rights are available.</p> <p>- Critical (Major) compliance -</p>	N/A as indicated in 4.4.1 above	Not Applicable
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, with all the relevant</p>	N/A as indicated in 4.4.1 above	Not Applicable

	<p>information and documents made available, with option of resourced access to independent advice through a documented, long-term and two-way process of consultation and negotiation.</p> <p>- Critical (Major) compliance -</p>		
4.5.3	<p>Evidence is available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the unit of certification is signed and ratified by these local peoples. Negotiated agreements are non-coercive and entered into voluntarily and carried out prior to new operations.</p> <p>- Minor compliance -</p>	N/A as indicated in 4.4.1 above	Not Applicable
4.5.4	<p>To ensure local food and water security, as part of the FPIC process, participatory SEIA and participatory land-use planning with local peoples, the full range of food and water provisioning options are considered. There is transparency of the land allocation process.</p> <p>- Minor compliance -</p>	N/A as indicated in 4.4.1 above	Not Applicable
4.5.5	<p>Evidence is available that the affected communities and rights holders have had the option to access to information and advice that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands.</p> <p>- Minor compliance -</p>	N/A as indicated in 4.4.1 above	Not Applicable
4.5.6	<p>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.</p> <p>- Minor compliance -</p>	N/A as indicated in 4.4.1 above	Not Applicable

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

4.5.7	New lands will not be acquired for plantations and mills after 15 November 2018 as a result of recent (2005 or later) expropriations in the national interest without consent (eminent domain), except in cases of smallholders benefitting from agrarian reform or anti-drug programmes. - Minor compliance -	Interview with the four communities and review of documents established there are no new land acquisition by Socapalm after November 2018.	Complied
4.5.8	(C) New lands are not acquired in areas inhabited by communities in voluntary isolation. - Critical (Major) compliance -	Although there has been allegations of encroachment by some of the communities, a re-demarcation by the lands registry indicates the company was operating on their acquired areas with no evidence of encroachment. Also the company has not acquired new land for their operations.	Complied
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.			
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. - Critical (Major) compliance -	The company has a grievance procedure in place which has been shared with the communities and explained to their understanding. Also the company has a community relations officer who engages with the communities on any issues of interest to the communities	Complied
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. - Critical (Major) compliance -	N/A as indicated in 4.4.1 above	Not Applicable
4.6.3	Evidence is available that equal opportunities are provided to both men and women to hold land titles for small holdings. - Minor compliance -	N/A as indicated in 4.4.1 above	Not Applicable
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 publicly available to them.	N/A as indicated in 4.4.1 above	Not Applicable

	- Minor compliance -		
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. - Critical (Major) compliance -	N/A as indicated in 4.4.1 above	Not Applicable
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. - Critical (Major) compliance -	N/A as indicated in 4.4.1 above	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. - Minor compliance -	N/A as indicated in 4.4.1 above	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. - Minor compliance -	Land for Socapalm Edea’s operation was acquired through negotiations with Government and they have legal land title documents to proof the rights to the use of land. Although some communities raise concerns about encroachment, a demarcation exercise undertaking by the government in collaboration with the communities and company did not establish any act of encroachment by the company.	Complied
4.8.2	(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.	Socapalm has produced the official documents giving it the right to use the land it covers in Edea. Maps drawn up after an inventory showing Socapalm's right to use the land were presented to the auditors and assessed.	Complied

	- Critical (Major) compliance -		
4.8.3	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 right, there claims will be settled using the relevant requirements (Indicator 4.4.2, 4.4.3 and 4.4.4). - Minor compliance -	Land for Socapalm Edea's operations were the result of agreement with the government.	Complied
4.8.4	For any conflict or dispute over the land, the extent of the disputed area is mapped out in participatory way with involvement of affected parties (including neighbouring communities where applicable). - Minor compliance -	As indicated in 4.8.1 above	Complied
Principle 5: Support smallholder inclusion			
Include smallholders in RSPO supply chains and improve their livelihoods through fair and transparent partnerships.			
Criteria 5.1: The unit of certification deals fairly and transparently with all smallholders (Independent and Scheme) and other local businesses.			
5.1.1	Current and previous period prices paid for FFB are publicly available and accessible by smallholders. - Minor compliance -	Socapalm Edea has documented the current and previous prices for FFB, dated 30/05/2021 and signed by the Director of Plantation. The price lists are publicly displayed on the notice boards at the weighbridge and is accessible to the smallholders as confirmed during the site visit. Copies of the current and previous prices were made available to the audit team for review. The company also pay premium to smallholders who supply to the company for 6 continuous months. During interview with the smallholders, they stated that copies of the current and previous prices had been shared with them	Complied
5.1.2	(C) Evidence is available that the unit of certification regularly explains the FFB pricing to smallholders. - Critical (Major) compliance -	The company holds regular meetings with the smallholders and it happens twice every year. During such meetings various issues including FFB pricing are discussed. Copies of the minutes of meeting was made available to the audit team for review.	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<p>1. Biannual meeting minutes with the village planters Date: 27/05/2021 Attendance: 29 smallholders and 2 Socapalm staff</p>	
5.1.3	<p>(C) Fair pricing, including premium pricing, when applicable, is agreed with smallholders in the supply base and documented. - Critical (Major) compliance -</p>	<p>FFB pricing is determined by the government of Cameroon in consultation with the producers and smallholder association. The government approved prices are then reviewed and adjusted by the Socapalm Edea. Currently, the company's price for FFB are relatively higher as compared to the government approved prices. This was also confirmed by the smallholders during the stakeholder consultation. After a review of the price by the company, they are discussed with the smallholders during their biannual general meetings. Also, to motivate the farmers, the company pay a little more to farmers who are able to supply FFB to the company for six continuous months.</p>	Complied
5.1.4	<p>(C) Evidence is available that all parties, including women and independent representative organisations assisting smallholders where requested, are involved in decision-making processes and understand the contracts. These include those involving finance, loans/credits, and repayments through FFB price reductions for replanting and or other support mechanisms where applicable. - Critical (Major) compliance -</p>	<p>Socapalm Edea hold bi-annual meetings with the smallholders to review and discussion issues on their operations. This meeting is generally open to all parties involved in the smallholder operations.</p>	Complied
5.1.5	<p>Contracts are fair, legal and transparent and have an agreed timeframe. - Minor compliance -</p>	<p>Edea has a signed contract with each of the smallholders which was made available for review. The contracts as reviewed were fair and legal. However, copies of the contract has not been shared with the smallholders and the contracts as reviewed have no timelines.</p>	Non-compliance
5.1.6	<p>(C) Agreed payments are made in a timely manner and receipts specifying price, weight, deductions and amount paid are given. - Critical (Major) compliance -</p>	<p>Interview with the Smallholders during the audit period confirmed smallholders are paid latest by sixth day after the month ending for FFB supplied within the month. However, smallholders can access 60% of their money as advance payment and the rest paid at the end of the month. This is captured in the Policy for Smallholders documents.</p>	Complied

		<p>Smallholders are issued receipts when they supply their FFB to the company. The receipt contains information on the number of bunches, weight, source of the FFB among others. When payments are made for the FFB supplied, the smallholders are issued payslip. The following information were observed:</p> <ol style="list-style-type: none"> 1. Withholding tax 2. Total Weight of FFB Purchased 3. FFB transported <p>Copies of the payslips were made available to the audit team for review</p>	
5.1.7	<p>Weighing equipment is verified by an independent third party on a regular basis (this can be government).</p> <p>- Minor compliance -</p>	<p>African Company for Weighing and Instrumentation is a private company backed by the Ministry of trade who verifies the weighing equipment. Calibration of the weighbridge is done every three months. Copy of the weighing certificate was made available to the audit team for review. They include</p> <ol style="list-style-type: none"> 1. Periodic checking of an electronic weighing bridge at Socapalm Edea. Date 03/06/2021. <p>A check on the technical card confirms the test was conducted on weighbridge with serial number 110032.</p>	Complied
5.1.8	<p>The unit of certification supports Independent Smallholders with certification, where applicable, ensuring mutual agreements between the unit of certification and the smallholders on who runs the internal control system (ICS), who holds the certificates, and who holds and sells the certified material.</p> <p>- Minor compliance -</p>	<p>The company has a documented plan captioned "Inclusion Plan for small planters in the RSPO standard" dated 25/01/2021 and approved by the director of plantations. The plan as reviewed has a list of activities for the smallholders to prepare the towards RSPO certification. Some of the planned activities are</p> <ol style="list-style-type: none"> 1. Geo referencing 2. Quantification of areas 3. Awareness of child labour 4. RSPO standard training 	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		Also there was a letter writing to the smallholders signed by the Director of Plantations and titled letter of commitment to the implementation of the plan to include small growers in the RSPO process. The letter is dated 25/01/2017. Interview with the smallholders during the audit period confirmed they have been communicated and have received support in the form of training on RSPO.	
5.1.9	<p>(C) The unit of certification has a grievance mechanism for smallholders and all grievances raised are dealt with in a timely manner.</p> <p>- Critical (Major) compliance -</p>	The company has an External grievance mechanism which is applicable to all their stakeholders including the smallholders. Interview with the smallholder farmers indicates they discuss all their concerns with the company during monthly meetings which present a platform for discussions on any outstanding issues. Also, through their executives any other issue of concern are raised and resolved with the company at the informal level and thus no do go through the procedures and as such there are no records of formal grievances raised by the smallholders. Currently, they have a good working relationship with the company.	Complied
<p>Criteria 5.2: The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.</p>			
5.2.1	<p>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.</p> <p>- Minor compliance -</p>	<p>The company has a programme in place aimed at supporting and improving the livelihoods of the smallholders. This programme was developed in consultations with smallholders:</p> <p>Report on bi annual Meetings with smallholder, Date: 08/12/2020, Attendance 96.</p> <p>Some of the needs identified are</p> <ol style="list-style-type: none"> 1. Improve the transportation of FFB 2. Rehabilitation of the roads 3. Better supply of seedlings and fertilizer 	Complied
5.2.2	<p>The unit of certification develops and implements livelihood improvement programmes, including at least capacity building to enhance productivity,</p>	<p>The company meets with the smallholder farmers twice every month to discuss a range of issues including assessing their needs to develop and</p>	Complied

	<p>quality, organisational and managerial competencies, and specific elements of RSPO certification (including the RSPO Standard for Independent Smallholder).</p> <p>- Minor compliance -</p>	<p>implement livelihood programmes. Review of report on bi annual Meetings with smallholder, 08/12/2020, Attendance 96.</p> <p>Some of the needs identified are</p> <ol style="list-style-type: none"> 1. Improve the transportation of FFB 2. Rehabilitation of the roads 3. Better supply of seedlings and fertilizer <p>In response to the issue raised during the meeting, the company developed a plan which aimed at monitoring the implementation of their request. Some of the activities implemented in responses to their request are:</p> <ol style="list-style-type: none"> 1. Develop a calendar for road rehabilitation 2021 2. Monitor request for seedling from the company and the supply every month. 3. First Tractor Programme. The company has made available four tractors to the smallholders to facilitate the transport of their FFB from the farm to the company. <p>In addition, the company has developed a 2021 Planner titled "Training and Awareness Plan". Some of the training activities include</p> <ol style="list-style-type: none"> 1. Phytosanitary management (Insect treatment) 2. Management procedure for village planters 3. awareness raising on the pricing of PV system purchase 	
<p>5.2.3</p>	<p>Where applicable, the unit of certification provides support to smallholders to promote legality of FFB production.</p> <p>- Minor compliance -</p>	<p>The company has a documented programme in place with which they provide training to the smallholders every month. The programme titled "Training Program" and dated 29/04/2020 is approved by the CDA. Some of the planned monthly activities includes</p> <ol style="list-style-type: none"> 1. Site preparation (extension and replanting) 2. Crop protection (diseases and pests) 	<p>Complied</p>

		<p>3. RSPO training</p> <p>The company also assisted the smallholders to have proof of legal rights to the use of the land by acquiring documents on the land. They have also been sensitized on the various policies including no child labour, traffic or forced labour. All this were confirmed by the farmers during the stakeholders consultations with the audit team</p>	
5.2.4	<p>(C) Evidence exists that the unit of certification trains Scheme Smallholders on pesticide handling.</p> <p>- Critical (Major) compliance -</p>	The company does not have scheme smallholders in their operations	Not Applicable
5.2.5	<p>The unit of certification regularly reviews and publicly reports on the progress of the smallholder support programme.</p> <p>- Minor compliance -</p>	Socapalm Edea reports on annual smallholder support which is given to the smallholder farmers and are also displayed on notices boards in the communities. A copy of such report made available to the audit captioned 'TRACTOR PROGRAM 1". The tractors program was initiated at the request of the smallholders during their bi-annual meetings. The report shows the four stages at which tractors were provided to support smallholder farmers to support the transportation of their FFBS	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	<p>(C) A publicly available non-discrimination and equal opportunity policy is implemented in such a 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>- Critical (Major) compliance -</p>	The company has an equal opportunity policy dated 26/04/2019 and signed by the general manager. The policy is publicly displayed on all notice boards in and around the company. Copies has also been shared with the community chiefs. The company conducts daily briefing on the policies at the morning musters.	Complied
6.1.2	<p>(C) Evidence is provided that workers and groups including local communities, women, and migrant workers have not been discriminated</p>	Interview with 9 harvesters in Block 13C and 12 loose fruit pickers at Block 13A all demonstrated knowledge of the policy and confirmed there	Complied

	<p>against. Evidence includes migrant workers' non-payment of recruitment fees.</p> <p>- Critical (Major) compliance -</p>	<p>has not been any reported case of discrimination in the plantations. There are no migrant workers in Socapalm Edea's operations.</p>	
6.1.3	<p>The unit of certification demonstrates that recruitment selection, hiring, access to training and promotion are based on skills, capabilities, qualities and medical fitness necessary for the jobs available.</p> <p>- Minor compliance -</p>	<p>The company's recruitment procedures outline how recruitment is carried out. The procedure involves two methods. In the first methods, notices are sent to community chiefs notifying them about vacancies in the plantations. The chiefs will in turn announce to all community members and request interested persons to apply. The chiefs then forwards the applications to the company for interview, test and medical check-up before been employed.</p> <p>When there is the need for a top staff, the company uses a recruitment agency to advertise, select and make recommendations to the company. The company meets the staff to discuss the terms of conditions for the work.</p>	Complied
6.1.4	<p>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> <p>- Minor compliance -</p>	<p>Interview with 12 female workers in Block 13A and the Gender committee all confirmed the company does not conduct pregnancy test on the workers.</p>	Complied
6.1.5	<p>(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> <p>- Critical (Major) compliance -</p>	<p>The company has a gender committee in place with a clear terms of reference dated 17/04/2019. The TOR includes</p> <ol style="list-style-type: none"> 1. Sensitization of women of their reproductive rights 2. Ensure no work with chemical is undertaken by pregnant or breastfeeding women. 3. All breastfeeding women have special time of working hour to allow breastfeeding. <p>The committee meets ones every three months and they have a documented annual plan of activities for the year 2021. The committee is made up of 16 members. Review of some of the activities undertaken</p>	Non-compliance

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<p>include</p> <p>1. Needs of new mother and rights to health and security</p> <p>However interview with 12 ladies in Block 13A of Division 1 indicates they are not aware of the Gender Committee</p>	
6.1.6	<p>There is evidence of equal pay for the same work scope.</p> <p>- Minor compliance -</p>	<p>The company has a grading system for determining the salaries of workers. This Salary structure are captured in the Collective Agreement of the workers and have been made available to the worker's representative and also copies are displayed on the company notice boards. Interview with sampled workers confirmed they are paid equally for same work done.</p>	Complied
<p>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).</p>			
6.2.1	<p>(C) Applicable labour laws, union and/or other collective agreements and documentation of pay and conditions are available to the workers in national languages and explained to them in language they understand.</p> <p>- Critical (Major) compliance -</p>	<p>The company has a national Collective agreement on agricultural and connected activities dated 2015 which is a result of a negotiation between employers of the agricultural sector and trade unions worker and government. The document is valid for 5 years. The Collective agreement has information on worker's pay and the conditions of service. Copies of the collective agreements are made available to the various departments through their managers. Copies of the CA are made available to the workers upon request. Also a review of sampled contract agreement shows reference to the CA is made in the document. Review of the Collective Agreement is due and the wait is on government to initiate the process</p>	Complied
6.2.2	<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</p>	<p>Review of the CBA, payslips and the contracts of the employees all contains details of payments and conditions of employment (e.g. regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, period of notice</p> <p>However interview with sampled workers in Block 13C (9 harvesters) and 13A (12 loose fruit collector) all in division one indicates not all of</p>	Non-compliance

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	<p>compensation for all work performed, including work done by family members.</p> <p>- Critical (Major) compliance -</p>	<p>them have been giving copies of their contract documents although they confirmed signing on to it.</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>- Critical (Major) compliance -</p>	<p>The CBA states the regular working hours must be 8 hours a day and any work done in excess of the 8 hours will be marked as overtime. This was all confirmed by workers during the field interview in the estates. Review of the payslip of a permanent worker shows the payment of overtime and all the deductions (social security, income tax, dues and others) made. All deduction made as stated on the payslip were legal and workers were aware and understand the reasons for the deductions.</p>	Complied
6.2.4	<p>(C) The unit of certification provides adequate housing, sanitation facilities, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. National laws, or in their absence the ILO Guidance on Workers' Housing Recommendation No. 115, are used. 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.</p> <p>- Critical (Major) compliance -</p>	<p>The company has a five year building plan titled Construction Programme for new Houses dated 01/06/2021. A review of the document shows the company currently has 356 houses and will need an additional 162 more to provide accommodation for all their employees. Construction of new houses has commenced and the company per their plans intends to put up 10 blocks (Each block has two units houses).</p> <p>A visit to some houses confirms the destruction (of old apartments) and construction of new apartments for the workers as indicated is the place.</p>	Complied
6.2.5	<p>The unit of certification makes efforts to improve workers' access to adequate, sufficient and affordable food.</p> <p>- Minor compliance -</p>	<p>The company ensures availability of food to their workers by providing car to transport workers to the market every two weeks. Also there are stores available to the workers.</p>	Complied
6.2.6	<p>A DLW is paid to all workers, including those on piece rate/quotas, for whom the calculation is based on achievable quotas during regular work hours.</p> <p>- Minor compliance -</p>	<p>The country has a national minimum wage of 36,270 CFA below which no industry is allowed to pay. Currently the company is paying 40,649 CFA as its minimum wage. In addition, there are some in-kind benefits that the company makes to their workers. The in-kind benefits include housing, transportation for school children, free medical care for worker, spouse and family, water and electricity. The company has conducted an assessment of the pay and in-kind benefit that they provide to their</p>	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<p>workers. A review of the assessment report indicates the company in total pays a minimum wage of 80,719 CFA to their workers which is 40,070 CFA more than the national minimum wage. Reviewed sampled workers' (with registration codes 2105005, 2105040, SCP38130 and SCP36243) pay slips for both permanent and contract workers and did not identify payments below the national minimum wage</p>	
<p>6.2.7</p>	<p>Permanent, full-time 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.</p> <p>- Minor compliance -</p>	<p>The company engages the services of both permanent and contract workers in their operations as full-time employees. The company when needed secures the services of temporal workers through a recruitment agencies. These workers are released at the end of their short term contracts or made permanent workers.</p> <p>Also the company engages the services of a third party contractor who provides labour services for field activities including harvesting, pruning, loose fruit picking among others. All these workers are given an initial contract of 6 months and renewable just once according to Cameroon labour law. After 12 months of continuous work they are made permanent workers by their contractors.</p> <p>It was observed during the audit that previously, most of the contract workers were not issued contract documents and as such there were no systems in place to monitor how long workers are engaged as temporal workers. Although the company has taken steps to ensure all contract workers are issued contract documents as of July 2021 so as to be sure they operate in compliance with the country's labour law, the audit team has issued an OFI against the indicator to monitor the progress of the contracts in subsequent audits.</p> <p>The company monitors the legal compliance of their third party contractors especially compliance to the labour laws and contract workers are being fair treated especially if there is any termination.</p>	<p>OFI</p>

<p>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.</p>			
6.3.1	<p>(C) A published statement recognising 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.</p> <p>- Critical (Major) compliance -</p>	<p>The company has a documented Freedom of Association and Collective Bargaining Policy dated 25/04/2019 and approved by the Director of Plantations. During filed visit, it was observed that the policy has been displayed on the company's notice boards. The policy as reviewed is written in the French language which is the official spoken and written language in Cameroon. However, interview with sampled workers indicates the policy has been communicated to their understanding.</p> <p>During interview with the workers representatives, they confirmed the policy has been explained to their understanding and also indicated that there are no management interference in the activities of the union including the election of union executives. There are two different trade unions in the company and workers are free to join any. They are:</p> <ul style="list-style-type: none"> • USLC (Union of Free Trade Unions of Cameroon) • CSAC (Confederation of Autonomous Trade Unions of Cameroon) 	Complied
6.3.2	<p>Minutes of meetings between the unit of certification with trade unions or workers representatives, who are freely elected, are documented in national languages and made available upon request.</p> <p>- Minor compliance -</p>	<p>Management of Socapalm Edea holds monthly meetings with the workers representatives and also whenever necessary. There are reports on minutes of meeting with attendance records for every meeting held and copies are signed and shared by both parties. Copies of the minutes of meetings which were written in French were seen and reviewed.</p> <p>The minutes of meeting between Edea management and the workers union are reviewed by the Cameroon's national labor inspectorate.</p>	Non-compliance
6.3.3	<p>Management does not interfere with the formation or operation of registered unions/ labour organisations or associations, or other freely elected representatives for all workers including migrant and contract workers.</p>	<p>Same as 6.3.1 above</p>	Complied

	- Minor compliance -		
Criteria 6.4: Children are not employed or exploited.			
6.4.1	<p>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.</p> <p>- Minor compliance -</p>	<p>Socapalm Edea has a documented policy for the protection of children including prohibition of child labour and all forms of violence against children. The policy as seen is approved by the Plantations Director and displayed on the company’s notice boards. Copies of the policy has also been shared with the communities as indicated during the community consultations with the audit team</p> <p>Also a reviewed of the contract of agreement between Socapalm and Tchoupe for the transportation of school children, Socapalm and ETS ECAM for harvesting and maintenance works in the plantations and Socapalm and ETS GRAND NORD for the harvesting and maintenance works in the plantations all showed the policy has been included into the service contracts and place restrictions on the use of workers below the age of 18 years.</p> <p>Also during field visit, there was no observations of children working in the fields and interview with sampled workers indicates the policy has been explained to them during induction and at their morning musters.</p>	Complied
6.4.2	<p>(C) There is evidence that minimum age requirements are met. Personnel files show that all workers are above the national minimum age or above company policy minimum age, whichever is higher. There is a documented age screening verification procedure.</p> <p>- Critical (Major) compliance -</p>	<p>During recruitment of workers (both permanent and contract) for Socapalm Edea’s operation, the company verifies the age of the workers through the use of official documents issued by the state. They include the use of National Identity Cards or the use of Voter cards.</p> <p>Review of sampled workers file did not identify any worker below the minimum age of 18 years. Also field visit to Block 13A and 13C did not identify any worker below the age of 18 years in the field.</p>	Complied
6.4.3	<p>(C) Young persons may be employed only for non- hazardous work, with protective restrictions in place for that work.</p> <p>- Critical (Major) compliance -</p>	<p>The company does not employ young workers in their operations. Review of sampled workers files and interview with workers in the filed establish compliance to the indicator.</p>	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

6.4.4	<p>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> <p>- Minor compliance -</p>	<p>The company has a no child labour policy which is displayed on the company's notice boards. Interview with workers indicates the policy has been communicated to them at their morning musters. Also during stakeholders consultations with the communities and third party contractors, they did confirm the policy has been share with them and communicated to their understanding.</p> <p>The company has a documented training plan dated January 12, 2021 and signed by the Plantations Director. The plan as reviewed covers various subjects including the fight against child labour. Some records made available for review include:</p> <ol style="list-style-type: none"> 1. 26/06/2021, training of Mill workers on the worst form of child labour and forced labour 2. Sensitization for the independent smallholders on child labour from January to May 2021. 	Complied
Criteria 6.5: There is no harassment or abuse in the workplace, and reproductive rights are protected.			
6.5.1	<p>(C) A policy to prevent sexual and all other forms of harassment and violence is implemented and communicated to all levels of the workforce.</p> <p>- Critical (Major) compliance -</p>	<p>Socapalm Edea has a documented policy to prevent sexual harassment and all other forms of harassment and approved by the Plantations Director. The policy has been displayed on the company's notice boards. Copies of the policy has been shared with the communities and the third party contractors who indicated the policy has been communicated to their understanding.</p> <p>Interview with sampled workers all confirmed the policy is communicated to them during induction and at their morning musters.</p>	Complied
6.5.2	<p>(C) A policy to protect the reproductive rights of all, especially of women, is implemented and communicated to all levels of the workforce.</p> <p>- Critical (Major) compliance -</p>	<p>The company has a documented Reproductive policy which is approved by the Plantations Director. The policy has been displayed on the company's notice boards. Interview of sampled workers in Block 13C (9 harvesters) and 13A (12 loose fruit collector) all in Division 1 all confirmed the policy has been communicated to them during induction and at their morning musters</p>	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

6.5.3	<p>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.</p> <p>- Minor compliance -</p>	<p>Management through the activities of the Gender Committee engages with the new mothers to assess their needs and make provisions that addresses such needs. Interview with 12 ladies in Block 13A of Division 1 during field visit indicates the Gender Committee through their activities meets with new mothers. Records of some of such meetings were made available for review.</p>	Complied
6.5.4	<p>A grievance mechanism, which respects anonymity and protects complainants where requested, is established, implemented and communicated to all levels of the workforce.</p> <p>- Minor compliance -</p>	<p>The company has a grievance mechanism in place and has been communicated to the workers. Review of the documents shows the mechanism respects the anonymity of complainants if they wish to remain so. Interview with workers in Division 1 demonstrate the mechanism has been well communicated to their understanding.</p> <p>Also during community consultations, the community leaders indicated the procedure has been shared and also communicated to their understanding.</p>	Complied
Criteria 6.6: No forms of forced or trafficked labour are used. Including			
6.6.1	<p>(C) All work is voluntary and following are prohibited:</p> <ul style="list-style-type: none"> • Retention of identity documents or passports • Payment of recruitment fees • Contract substitution • Involuntary overtime • Lack of freedom of workers to resign • Penalty for termination of employment • Debt bondage • Withholding of wages <p>- Critical (Major) compliance -</p>	<p>There are no migrant workers in the operations of Socapalm Edea as observed during field visit and interview with sampled workers. Also the company has a documented policy on Forced and Traffic labour, on Contract substitution and on Migrant and Temporary workers dated 25/04/2020. During interview with worker they indicated the policy has been communicated to their understanding and also indicated that none of the issues raised by the standard pertains in the company including withholding of worker's wages for any reason.</p>	Complied
6.6.2	<p>(C) Where temporary or migrant workers are employed, a specific labour policy and procedures are established and implemented.</p>	<p>There are no migrant workers in the operations of the company. However, the company employs the services of temporal workers and in</p>	Complied

	<p>- Critical (Major) compliance -</p>	<p>this regards has a documented policy on Forced and Traffic labour, on Contract substitution and on Migrant and Temporary workers dated 25/04/2020. The policy has been displaced on the company's notice boards in and around the company. Also interview with the workers established the policy has been communicated to their understanding during their morning musters.</p>	
<p>Criteria 6.7: The unit of certification ensures that the working environment under its control is safe and without undue risk to health.</p>			
<p>6.7.1</p>	<p>(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.</p> <p>- Critical (Major) compliance -</p>	<p>Socapalm Edea has identified Madam Annick Sandra (with employee number 37782) as the company's person responsible for H & S. There are also selected workers forming the HSE committee in the various departs who assist the company's H&S person in the discharge of her duties. There are regular meetings and constant interaction between the HSE committees and workers. Some of the minutes of the meetings reviewed</p> <ol style="list-style-type: none"> 1. Training on all policies including HSE policy, Dated 05/08/2021. Division 1 Attendance. 30 Case of grievance raised by a worker whose grievance was not address. The committee assured him the case is following its due course 2. Health and security at work, Date 27/05/2021, At the mill, Attendance: 4 	<p>Complied</p>
<p>6.7.2</p>	<p>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</p>	<p>The company has a documented accident and emergency procedures date April 2017 and written in French which is the official spoken and written language in Cameroon. The procedures cover all potential emergencies including fire, spillage, explosions among others. Copies of the emergency procedures has been publicly displaced on the notice</p>	<p>Non-compliance</p>

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	<p>is available at worksites. Records of all accidents are kept and periodically reviewed.</p> <p>- Minor compliance -</p>	<p>boards in the various operational site as confirmed during field visit to the company's fuel stations, boiler and sterilizer. Explanations to the procedures are done in the local language during their morning musters and also during their toolbox talks. Workers interviewed during the field visit demonstrated knowledge and awareness on the emergency procedures and also identified the various assembly points to converge in the event of an accident. The company keeps records of all accidents and periodically reviews them. Review of the company's accident report captioned "MONTHLY HSE REPORT 2021- Occupational health and safety" shows the record of accidents month by month. As of August 2021 the company has recorded 25 accidents. Of the 25 accidents 10 has been reported to the National Social Insurance and the Labour inspectorate as required by Law.</p> <p>The company has identified and trained personnel in first aid. The first aiders have been equipped with first aid kits which are filled with the necessary first aid supplies such as bandages, plaster, spirits and many more. These materials are supplied and monitored by the company's resident medical doctor.</p> <p>However, during field visit and interview with 21 workers (harvesters and loose fruits pickers) in Division one (Block 13C, Block 13A) the workers indicated that there are no First Aiders on site. However, when there is a reported emergence case, the headmen are provided with an emergency numbers to call the first aiders who are in mobile vehicles to attend to the injured worker.</p>	
6.7.3	<p>(C) Workers use appropriate personal protective equipment (PPE), which is provided free of charge to all workers at the place of work to cover all potentially hazardous operations, such as pesticide 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>The company ensure all workers including the contract and temporal workers in their operations are provided with the appropriate PPEs. Visit to Division 1 and during interview with harvester and loose fruits pickers in block 13C, 13A it was observed that workers were in their appropriate PPEs.</p> <p>The company has also provided a changing room for chemical</p>	<p>Non-compliance</p>

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	- Critical (Major) compliance -	applicators to change out of their working gear, wash and put on their personnel cloth after close of work However, during interview with workers in the field, it was established that the cost of the PPEs are deducted from their monthly salary	
6.7.4	All workers are provided with medical care and covered by accident insurance. Costs incurred from work-related incidents leading to injury or sickness are covered in accordance with national law or by the unit of certification where national law does not offer protection. - Minor compliance -	The company has its own clinic with qualified medical personnel that provide various health care delivery to workers, spouse and children at no cost. In cases of referrals to major hospitals for sickness other than work related accidents, the company bears 80% of the medical cost. Also all of the company workers are insured by the company. The company makes payment for all workers as insurance against any unforeseen accidents. Review of a sampled worker's payslip confirms payment made by the company for worker's insurance. The contract workers are also insured by their contractors.	Complied
6.7.5	Occupational injuries are recorded using Lost Time Accident (LTA) metrics. - Minor compliance -	Socapalm Edea keep records of all accident using Lost Time Accident (LTA) metrics titled MONTHLY HSE REPORT 2021 - 7 - Occupational health and safety last revised. The report captures the total number of hours worked, fatal accident at work, serious accident at work among others. The report has records of occupational accident up to August 2021 and the Incidence rate of days lost per 200,000 hours is 41.4 for the permanent workers and 8.88 for the contract workers.	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	(C) IPM plans are implemented and monitored to ensure effective pest control. - Critical (Major) compliance -	SOCAPALM Edea has a documented IPM plan which is implemented. The plan "Plan de gestion interegree des ravageurs Version 01 of 04/2021 was available and reviewed during the audit. The plan as reviewed include the key elements required by this RSPO standard. For example, the plan identifies potential 12 animal pests and specifies the monitoring procedures and the point at which control measures are to be carried out. The plan clearly indicates that prophylactic use of pesticides is not	Complied

		<p>the recommended approach in the company and have identified key practices to be followed for all potentially vulnerable areas such as the palm nursery. Use of pesticides for control of pest are used as a last resort and therefore aimed at minimizing the use of pesticides. It has a pesticides minimisation plan "Plan de Reduction de L'utilisation des Pesticides AGR PL 01, Version 01 of 01/2020. The company also has SOP for legume/cover crop as part of its IPM – "etablissement de la plante legumineuse de couerutre AGR15 of 01/2020. The IPM plans are as implemented is also monitored and monitoring records were available and reviewed during the audit. For example, the monitoring and evaluation of the pesticide use reduction plan "Suivi Evaluation du Plan de Reduction des Pesticides" which has the total pesticide use" and the "use per hectare" monitoring records for each pesticide for 2019 to 2021, Direct observation during field visits confirmed the use of leguminous cover crops mainly (Pueraria spp and Mucuna spp), circular application of weedicides around palms and interline brushing.</p>	
7.1.2	<p>Species referenced in the Global Invasive Species Database and CABI.org are not to be used in managed areas, unless plans to prevent and monitor their spread are implemented.</p> <p>- Minor compliance -</p>	<p>SOCAPALM Edea uses plant species some of which are considered invasive. The company has a documented list of plant species and identifies each as either invasive or not, it also includes their description, uses in the company and measures to prevent their spread. The list of identified invasive species includes Mucuna spp and Pueraria spp. There are documented procedures for management of these species titled "procedure de gestion des especes envahissantes et adventices" of 05/05/2021. Measures for prevention of spread of these species to include Interline, circular and roadside spray with Metsulfuron Methyl. Direct observation during field visit confirmed that these procedures are implemented</p>	Complied
7.1.3	<p>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. [For NI to define process].</p>	<p>SOCAPALM Edea does not use fire for pest control. The company is guided by the Socfin Group Policy for Responsible Management. Section 3 of the policy of 22 March 2017 commits the group and its subsidiaries including Edea to "minimize and prevent its environmental impact</p>	Complied

	- Minor compliance -	(pollution of water, group and air, emission of greenhouse gases and prohibition of use of fire)". Interview with sprayers and other workers confirmed that the company does not use fire to control pest. Direct observations during field visit also did not come across any evidence of use of fire to control pest.	
Criteria 7.2: Pesticides are used in ways that do not endanger health of workers, families, communities or the environment.			
7.2.1	<p>(C) Justification of all pesticides used is demonstrated. Selective products and application methods that are specific to the target pest, weed or disease are prioritized.</p> <p>- Critical (Major) compliance -</p>	<p>SOCAPALM Edea justified all pesticides in use. The company maintains and works with approved list of pesticides in Cameroon - Liste Des Pesticides Homologues au Cameroun, au 18/04/2019, Liste réservée au Grand Public". The company also has several procedures guiding its use of pesticides. These include: the pesticides management procedures "Procedure de gestion des produits chimiques of 04/04/2020, the palm oil nursery procedures "Gestion de la pepiniere de palmiers a huile" AGR17 of 01/2020. These procedures identify the pesticides, the specific pest and the mode of action. It also maintains the list of pesticides. "Listes produits chimiques" The list specifies for each pesticide the active ingredient, the LD50, the toxicity category/class and the significance. The company works to minimize or avoid the development of pest resistant as part of its pesticide use justification. These include the use- alternative molecules (for example the use of systemic and contact pesticides, and strict procedures for avoidance of use of expired pesticides.</p>	Complied
7.2.2	<p>(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.</p> <p>- Critical (Major) compliance -</p>	<p>SOCAPALM Edea maintained records of pesticides used to include the specific records required by this RSPO Standard. These records were available and reviewed during the audit. These records are maintained in logbooks "suivi des produits cimiques par bloc. The records include the pesticide used, the active ingredients, the amount of pesticide, the area treated, the amount of active ingredient used and their LD 50s.</p>	Complied

<p>7.2.3</p>	<p>(C) Any use of pesticides is minimised as part of a plan, eliminated where possible, in accordance with IPM plans. - Critical (Major) compliance -</p>	<p>SOCAPALM Edea aimed to minimise its pesticide use and possibly eliminate them where possible as part of its IPM ("Plan de gestion intergree des ravageurs Version 01 of 04/2021) and its leguminous cover crop procedures (etablissement de la plante legumineuse de couerutre AGR15 of 01/2020) among others are measures. The company has a pesticide reduction plan reduction plan (Plan De Reduction De L'utilisation Des Pesticides, AGR PL 01 version 01 of 01/2020) Weedicides are applied according to an annual programme for each Division (For example, Annual Programme 2021 for Division 1) For these programmes, there are 3 rounds of application per year for plantation over 6 years and for young plantations application is alternated with manual weeding ones a year and before the dry season to prevent fire as well. Manual weeding is always used in the riparian zones. Circular, path and inter row application of weedicides and are used instead of blanket application. The company has started manual uprooting of certain species which require more use of pesticides or are resistant. For example, uprooting of the "Macabos" by sprayers as observed in P3. The company has also changed its pesticide application equipment for new ones to reduce the quantity of pesticides and now doing one maximum treatment instead of 2 or 3. Highly toxic pesticides such as Oxamyl (100kg) has been eliminated from use and the palm nursery which used Oxamyl is using cypmerthrin when monthly census results recommend for treatment.</p>	<p>Complied</p>
<p>7.2.4</p>	<p>There is no prophylactic use of pesticides, unless in exceptional circumstances, as identified in national best. - Minor compliance -</p>	<p>SOCAPALM Edea did not use pesticides for prophylactic purposes. Section 9 (Utilisation Prophylactique des Pesticides) of the company's documented IPM plan (Plan de Gestion Intergree des Ravageurs, AGR PL 02 version 01 of 01/2020) clearly states that prophylactic use of pesticides is not a recommended approach and used only as a cure for certain pests and only when tolerance levels are reached. Interviews with workers and direct observations did not come across any evidence of the company applying pesticides for prophylactic purposes.</p>	<p>Complied</p>

<p>7.2.5</p>	<p>Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, unless in exceptional circumstances, as validated by a due diligence process, or when authorised by government authorities for pest outbreaks.</p> <p>The due diligence refers to:</p> <p>7.2.5a Judgment of the threat and verify why this is a major threat - Minor compliance -</p> <p>7.2.5b Why there is no other alternative which can be used</p> <p>7.2.5c Which process was applied to verify why there is no other less hazardous alternative</p> <p>7.2.5d What is the process to limit the negative impacts of the application</p> <p>7.2.5e Estimation of the timescale of the application and steps taken to limit application to the specific outbreak.</p>	<p>SOCAPALM Edea did not use pesticides categorized as WHO Class 1A or 1B or listed by the Stockholm or Rotterdam Conventions. The company also did not use paraquat. The company maintains a copy of the WHO Recommended Classification of Pesticides by Hazard and Guidelines to Classification, 2009 which is used to cross check with its pesticide procurement and use. The company maintains a list of pesticides in use (Lists Products Chimeques) which has specified for each pesticide the WHO toxicity class. None of them was found to be within the WHO class 1A and 1B. Review of stock of pesticides from the chemical stores and from the company's store management programme SAGE, did not come across any WHO class 1A and 1B pesticides.</p>	<p>Complied</p>
<p>7.2.6</p>	<p>(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 carry out.</p> <p>- Critical (Major) compliance -</p>	<p>Pesticides in SOCAPALM Edea are only used or handled by persons who have completed the necessary training. Pesticides were also observed to be applied according to product instructions. The company has procedures and work instructions to guide its use of pesticides. These include the</p> <ol style="list-style-type: none"> 1. The pesticides management procedures "Procédure de gestion des produits chimiques of 4/4/2020, 2. General instructions for environmental protections (Consigne generale de respect de l'environnement, MOP/CON/SDPC 2/EDE revision 00 of 08/05/2013) 3. Instructions for the receipt of pesticides (consigne de reception des produits chimiques MOP/CON/SPRD5 revision 00 of 8/12/2013), 	<p>Complied</p>

		<p>4. Work instructions for mixing pesticides in the Divisions and the camps (consigne des manipulation des produits chimiques au Bureau de la Division MOP/CON/SDPC</p> <p>5. (Consigne des manipulation des produits chimiques en Aus Champs MOP/CON/SDPC 6 revision 00 of 08/04/2013).</p> <p>Training was conducted for all pesticide applicators and other handlers based on plan - "Programme de sensibilization et de formation – SOCAPALM – 2021. There are also HSE specific trainings. Training is done and applicators take test every 3 months and those who fail persistently are taken to another operations. Sample of examination sheet "Test d'induction Herbicideur were available and reviewed during the audit. Training records reviewed include:</p> <ol style="list-style-type: none"> 1. "Generalites surel le traitement chimeque " on the topics (Presentations des different EPI diun hervicideur, presentation des different operational chimeque 2. Debut sure les zones riperinnes for 07/05/2021 Division 3. <p>Visits to the main chemical store and that of Division 2 confirmed that MSDS were readily available, and personnel were in use of appropriate PPEs. Pesticide applicators did not apply pesticides during the audit.</p>	
7.2.7	<p>(C) Storage of all pesticides is in accordance with recognised best practices.</p> <p>- Critical (Major) compliance -</p>	<p>SOCAPALM Edea stored all pesticides according to recognized best practices. The company has pesticide management procedures - "Procedure de gestion des produits chimiques of 04/04/2020. Section 10.5 "stockage des produits Chimiques" of the procedures give details of how pesticides are to be stored in the company and uses the 5S concept. Review of the procedures confirmed conformance to good practices. A visit to the main chemical store confirmed that pesticides are stored according to the company's procedures. PPEs requirements for entry were observed to be respected, MSDS for all pesticides in store were readily available for reference, pesticides were stored in groups</p>	Complied

		according to their categories on wooden pallets and shelves and were all well labelled. Workers demonstrated understanding of the procedures and relevant emergency situations.	
7.2.8	All pesticide containers are properly disposed of and/or handled responsibly if used for other purposes. - Minor compliance -	<p>SOCAPALM Edea disposed all pesticide properly and those reused for other purposes were done responsibly. The company's waste management procedures "procédures de gestion des déchets GNAC version 3 of 30/04/2020" together with the chemical storage procedures Section 10.5 "stockage des produits Chimiques" of the chemical management procedures "Procédure de gestion des produits chimiques of 4/4/2020 give the approach for handling empty pesticide containers. Some empty pesticides containers are reused for pesticide application and those not used are sent to dedicated areas at the company's waste centre where they are lifted by Government approved hazardous waste handling third party company.</p> <p>Storage and movement of empty pesticide containers follow appropriate documentation and authorization in line with the company's procedures and work instructions for transporting waste to the waste centre "Instruction Sur Le Retour des Déchets à la Déchetterie MOP/INS of 5/2018. Records were available and reviewed during the audit. For example, receipt of used boots "B/F # 0104237 of 21/08/2021 and outgoing empty containers for reuse "BF 0284299 of 03/08/2021. The company maintain the list of Government approved third party contractors for lifting of its waste to include empty chemical containers. Available records included the lifting by NETTOYCAM Dom Fran S.A (Permis environnemental N°00041 du MINEPDED) per manifeste de traçabilité des déchets/waste management manifest # 0000865 of 24/5/2021. Direct observation and inspection to the waste centre, in plantation and surroundings environment confirmed that all pesticide containers are properly handled and disposed.</p>	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

7.2.9	<p>(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.</p> <p>- Critical (Major) compliance -</p>	<p>SOCAPALM Edea did not use aerial spraying to apply pesticide. Interview with managers confirmed that, the company does not encourage this approach as it is considered not appropriate and capital intensive. Direct observation at the stores, workshop and in the field also did not come across any evidence of using aerial spraying in the application of pesticides</p>	Complied
7.2.10	<p>(C) Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated.</p> <p>- Critical (Major) compliance -</p>	<p>SOCAPALM Edea conducted specific annual medical surveillance for its pesticide operators. The company maintains up-to-date list of workers applying and handling pesticides and this was available and reviewed during the audit for 62 men. The company has procedures for monitoring its pesticide applicators who needs to undergo annual medical test. "Prise en charge medicale et suivi des travailleurs exposes aux produits chimiques document number MEDIC 09". Records of annual medical surveillance for pesticide applicators were available at the company's clinic and were reviewed during the audit. The records included summary report for batches of pesticide applicators. For example, "Tableau de Suivi des Travailleurs exposes Aux Produits chimeques" for 15 named males tested between the period 07/06/2021 and 27/06/2021. The test results for physical examination, full blood count, x-ray, liver and kidney function test, blood pressure were among the test done. For each batch of workers, the records included their names, date of birth (age), the names and details of the specific pesticides they handle to include the active ingredients and their LD50. Interview with sample of pesticide applicators confirmed that they have undertaken their annual medical test and are treated at the company's clinic or referred to other medical facilities should their results show any related medical condition.</p>	Complied
7.2.11	<p>(C) No work with pesticides is undertaken by persons under the age of 18, pregnant or breastfeeding women or other people that have medical restrictions and they are offered alternative equivalent work.</p>	<p>SOCAPALM Edea did not engage workers below the age of 18 to work with pesticides and no pregnant woman or breastfeeding women were engaged to work with pesticides. The company maintains up-to-date list</p>	Complied

	<p>- Critical (Major) compliance -</p>	<p>of workers applying and handling pesticides and this was available and reviewed during the audit and none of them was woman. Interviews conducted during audit also confirmed that women are not used to work with pesticides. Records of the quarterly monthly competence results and medical test results reviewed during the audit did not come across any woman or person under the age of 18. The company also check the age of subcontractors through verification procedures for subcontractor workers – to include a system of presentation of a photocopy of the worker’s identification card and verification by the Agriculture Coordinator and further verification by the medical officer for workers initial medical examination. Verification of these procedures during the audit found them to be adequate. Further verification of sample of copy of National Identification Cards of workers confirmed these conclusions. For example, for a named staff with the National ID # 101751907 and the date of birth of 27/07/1997.</p>	
<p>Criteria 7.3: Waste is reduced, recycled, reused and disposed of in an environmentally and socially responsible manner.</p>			
<p>7.3.1</p>	<p>A waste management plan which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, is documented and implemented.</p> <p>- Minor compliance -</p>	<p>SOCAPALM Edea has a documented Waste Management Plan in place “Plan de Gestion des Dechets” ref PGD/04/2021 of 05/04/2021 which is aimed at waste reduction. The plan includes reduction, recycling, reuse and disposal based on toxicity and hazardous characteristics which is implemented. It also has an Environmental Permit for waste management with reference # 00065 of 02/11/2018. The waste management procedures are implemented and records were available and reviewed during the audit. For example, trainings have been carried out for workers for the implementation of the waste management plan and records were available and reviewed during the audit. For example</p> <ol style="list-style-type: none"> 1. Training for Moutorkuoo – Training on “ProcEDURE de gestion des Dechets of 30/4/201, 2. Training for division 2 “Je transfert des diche a la dishetteire” of 	<p>Complied</p>

		<p>29/4/2021,</p> <p>3. An English version for same training "The transfer of waste to the dump" of 26/4/2021 for English speaking workers. Direct observation during the audit came across waste been separated into plastics, papers, metal scraps and hazardous waste.</p> <p>Hazardous waste had also been lifted by approved hazardous waste disposal entities for which the company maintains a list of them to include the valid dates of their certificates. For example, NETTOYCAM DON – FRAN S.A had picked per waste picking traceability "Minifeste de tracabilite des Dechet/waste management Manifest # 049 of 10/05/2021 and Certificate of treatment of 3600kg of 15/05/2021 per SOCAPALM delivery sheet "Bordereau de Livraison # 0004385 of 11/5/21 for 420kg and # 0004384 of 11/5/21 for 3660 kg. The audit team also came across empty fertilizer sacks being reused in the field for the collection of loose fruits.</p>	
7.3.2	<p>Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.</p> <p>- Minor compliance -</p>	<p>SOCAPALM Edea has waste management procedures which are understood by its workers. The waste management procedures "Procedure de gestion des dechets" of 30/04/2020 was available and reviewed during the audit. The procedures define and identify waste for hazardous and non-hazardous waste as well as wastes from its operational units (for example workshop, clinic, agricultural activities, the factory, the office, the workers housing communities) and give details instructions as to how to management them to include reuse, recycling and disposal. The company also has waste management instruction "Instruction sur la gestion des dechets" of April 2021 to further guide how waste is to be managed with specific instruction of separation, whom to contact, documentation required, movement of waste among others. The company had provided training for the implementation of its waste management procedures and records were available and reviewed during the audit. For example,</p>	Non-compliance

		<ol style="list-style-type: none"> 1. Training for division 2 "Je transfere des déchets à la déchetterie" of 29/04/2021, 2. An English version of same training "The transfer of waste to the dump" of 26/04/2021 3. Meetings where waste issues were discussed " Rapport de Reunion HSE for Division 2 on 11/03/2021 and that of 19/02/2021 for Division II. <p>The audit team during a visit to the company's waste centre came across wellington boots and other used PPEs stored together. Interview with personnel confirmed that, the company did not provide for the identification, separation and disposal of used PPEs of pesticide sprayers and other pesticide handlers which are classified as hazardous by the company's waste management procedures. For example an incoming waste record with reference # B/F 0104237 for 60kg of boots dated 21/08/2021 had no indication of source to enable proper storage and disposal according to the company's procedures. The audit team therefore concluded this to be a non-conformity.</p>	
7.3.3	The unit of certification does not use open fire for waste disposal. - Minor compliance -	SOCAPALM Edea did not use open fire for waste disposal. The company is guided by the Socfin Group Policy for Responsible Management. Section 3 of the policy of 22/03/2017 commits the group and its subsidiaries including Edea "to minimize and prevent its environmental impact (pollution of water, and air, emission of greenhouse gases and prohibition of use of fire)" Interview with workers confirmed that, the company has policy against the use of fire to dispose waste. Direct observation during the audit also did not come across any evidence of the use of fire to dispose of waste.	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 agriculture practices, as contained in SOPs, are followed to manage soil fertility to optimise yield and minimise environmental impacts.	SOCAPALM Edea has procedures for good agriculture practices which are implemented to manage the fertility of its soils, optimise yield and	Complied

	<p>- Minor compliance -</p>	<p>minimise negative environmental impacts. These procedures were available and reviewed during the audit. For example,</p> <ol style="list-style-type: none"> 1. Procedures for soil analysis [taken of soil samples), Soil and Leaf sampling SOCFINCO Planters manual, 2. Palm leave analysis procedures "Procédure de diagnostic foliaire – 2020 Echantillonnage des Palmiers and 3. Procedures for fertilization – Mineral fertilization AGRIC 13 of 01/2020 Version 02 and 4. The organic fertilization – procédures AGRIC 12 01/2020, Version 02. <p>Interview with managers confirmed that, there is a standard first general fertilizer application which is standard for the SOCFIN group and correction fertilization -based on the folia analysis results. Soil analysis is done every 5 years. A programme for sampling "Programme échantillon de sol (2021-2026) was available and reviewed during the audit. Workers are trained in both organic and inorganic fertilizer application. For example, NPK application training "Epannage manuel d'engrais" of 27/05/2021. Direct observation in the field came across the application of EFBs as organic fertilizer and the use of Pueraria phaseoloides and Mucana spp as nitrogen fixing cover crops. Implementation of the procedures are monitored. For example, records for monitoring of EFB use and inorganic fertilizers in monthly reports and year on year comparison were available and reviewed during the audit. For example, a spreadsheet analysis of NPK 3-3-45 , NPK 5-5-45, NPK 13-11-21, DAP, SSP, KCL, Kiesérite and SA for 2018, 2019 and 2020</p>	
<p>7.4.2</p>	<p>Periodic tissue and soil sampling is carried out to monitor and manage changes in soil fertility and plant health.</p> <p>- Minor compliance -</p>	<p>SOCAPALM Edea carried out tissue and soil sampling analysis. The company has procedures to guide its tissue and soil analysis. For example,</p>	<p>Complied</p>

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<ol style="list-style-type: none"> 1. Procedures for soil analysis [taken of samples) soil -Soil and Leaf sampling SOCFINCO Planters manual, and 2. Palm leave analysis procedures "Procédure de diagnostic foliaire – 2020 Echattillonage des Palmiers. Records of folia analysis were available to include the document "campagne de diagnostic foliaire palmer 2021". <p>The results included recommendation for fertilizer application for 2021. Results for soil analysis was also available, report reference "#15-2021-EDÉA-17sols-082021, Rapport de Resultats D'analyse, of 16/08/2021. The soil analysis report included interpretation soil results and linkage to the 2021 Folia analysis results and made recommendations to for the company's fertilizer programme.</p>	
7.4.3	<p>A nutrient recycling strategy is in place, which includes the recycling of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), palm residues and optimal use of inorganic fertilisers.</p> <p>- Minor compliance -</p>	<p>SOCAPALM Edea has nutrient recycling strategy for the recycle of EFBs, fibre, sludge and ashes aimed at achieving optimal use of inorganic fertilizers. This is contained in the company's Organic fertilization procedures "fertilisation organique" AGR12 Version 02 of 01/2020.</p> <p>Records of EFB application were available and reviewed during the audit. For example, records on Manure programme for 2020 "Programme Fumure 2020 Selon UDF" covering 386,614 palm trees and an area of 2,587ha. Direct observation from the field during the audit also confirmed the application of EFBs in the plantation. Interview with managers revealed that, the company has plans to do land application of its treated mill effluent in the near future when the plantation which is near the treatment ponds mature.</p>	Complied
7.4.4	<p>Records of fertiliser inputs are maintained.</p> <p>- Minor compliance -</p>	<p>SOCAPALM Edea maintained records of its fertilizer application. Records of fertilizer application was available and reviewed during the audit. For example records on mineral fertilizer application for the second season of 2020 for Divisions 1,2 and 3 "Suivi Fumure Minerale 2ème Campagne 2020" for DAP, SSP, KCL, Kiesérite in Division 3 and DAP, SSP, KCL, Kiesérite and NPK 5-5-45 in Division 2. Interview with managers</p>	Complied

		confirmed that, the company's fertilizer programme is linked to its agronomic report. For example, the corrective fertilization component of the programme is -based on the folia analysis results. There were also proposals to use 2.5kg/ha of inorganic fertilizer as there is increasing yield of 20kg/ha of FFB and the need for increased soil fertility. The company's fertilizer records include the monitoring of fertilizers used per tonne of FFB. For example, the records of per tonne FFB of the following fertilizers were available for 2018, 2019 and 2020 NPK 5-5-45, NPK 13-11-21, DAP, SSP, KCL, Kiesérite and SA. The review confirmed decreasing input per tonne FFB for most of the fertilizers. For example, Kieserite decreased from kg/tonne FFB of 2.00 in 2018 to 0.70 in 2019 and 0.38 in 2020.	
Criteria 7.5: Practices minimise and control erosion and degradation of soils.			
7.5.1	(C) Maps identifying marginal and fragile soils, including steep terrain, are available. - Critical (Major) compliance -	SOCAPALM Edea has soil maps to identify the nature of its soils in relation to the terrain. The company has a replanting programme for which soil identification goes ahead in each planted area. Review of a topographic map "SOCAPALM Edea – Slope (classified) map showed slope ranging between <90 to 9-25 and > 25 degrees. Almost all the company planted areas fall within the less than 9 degrees only plot with only block 81 which comes close to above 9 degrees. A small portion to the Northeast of the plantation which is above 25% is not planted. Interview with managers and direct observation in the field confirmed that, there were no marginal and fragile soils within the company's plantation per the definition of marginal and fragile soils. This is further confirmed from the company's HCV assessment report "Socapalm - Edéa Plantation High Conservation Value Assessment, Cameroon of November 2019.	Complied
7.5.2	There is no extensive replanting of oil palm on steep terrain.	SOCAPALM Edea did not carry extensive replanting on steep terrain. The company has a replanting programme for which soil identification goes ahead in each area to be replanted. The revised programme is however	Complied

		yet to start. Review of a topographic map "SOCAPALM Edea – Slope (classified) map showed slope ranging between, <90 to 9-25 and > 25 degrees. Almost all the company planted areas fall within the less than 9 degrees only plot with only block 81 which comes close to above 9 degrees.	
7.5.3	There is no new planting of oil palm on steep terrain. - Minor compliance -	SOCAPALM Edea did not do any new planting on steep terrain. The company's last year of planting was 2012	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) To demonstrate the long-term suitability of land for palm oil cultivation, soil maps or soil surveys identifying marginal and fragile soils, including steep terrain, are taken into account in plans and operations. - Critical (Major) compliance -	SOCAPALM Edea did not do any new planting on steep terrain. The company's last year of planting was 2012	Complied
7.6.2	Extensive planting on marginal and fragile soils, is avoided, or, if necessary, done in accordance with the soil management plan for best practices. - Minor compliance -	SOCAPALM Edea did not do any new planting on steep terrain. The company's last year of planting was 2012	Complied
7.6.3	Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure. - Minor compliance -	SOCAPALM Edea did not do any new planting on steep terrain. The company's last year of planting was 2012	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) There is no new planting on peat regardless of depth after 15 November 2018 in existing and new development areas. - Critical (Major) compliance -	SOCAPALM Edea did not do any new planting. The company's last year of planting was 2012. Soil analysis carried out for areas planned for replanting did not show any evidence of peat. For example, the soil analysis report reference "#15-2021-EDÉA-17sols-082021, Rapport de Resultats D'analyse, of 16/08/2021 analysed by SOGB. Soil organic matter content (%) ranged between 0.20 and 2.57 was too low and	Complied

		concluded that there are no peat soils in the sampled area. This is further confirmed from the company's HCV assessment report "Socapalm - Edéa Plantation High Conservation Value Assessment, Cameroon of November 2019, that there is no peat present in the company's plantation. Areas of high organic soil content are classified as swamp forest due to the nature of their vegetation cover.	
7.7.2	<p>Areas of peat within the managed areas are inventoried, documented and reported (effective from 15 November 2018) to RSPO Secretariat.</p> <p>- Minor compliance -</p>	<p>SOCAPALM Edea did not do any new planting. The company's last year of planting was 2012. Soil analysis carried out for areas planned for replanting did not show any evidence of peat. For example, the soil analysis report reference "#15-2021-EDÉA-17sols-082021, Rapport de Resultats D'analyse, of 16/08/2021 analysed by SOGB. Soil organic matter content (%) ranged between 0.20 and 2.57 was too low and concluded that there are no peat soils in the sampled area. This is further confirmed from the company's HCV assessment report "Socapalm - Edéa Plantation High Conservation Value Assessment, Cameroon of November 2019, that there is no peat present in the company's plantation. Areas of high organic soil content are classified as swamp forest due to the nature of their vegetation cover.</p>	Complied
7.7.3	<p>(C) Subsidence of peat is monitored, documented and minimised.</p> <p>- Critical (Major) compliance -</p>	<p>SOCAPALM Edea did not do any new planting. The company's last year of planting was 2012. Soil analysis carried out for areas planned for replanting did not show any evidence of peat. For example, the soil analysis report reference "#15-2021-EDÉA-17sols-082021, Rapport de Resultats D'analyse, of 16/08/2021 analysed by SOGB. Soil organic matter content (%) ranged between 0.20 and 2.57 was too low and concluded that there are no peat soils in the sampled area. This is further confirmed from the company's HCV assessment report "Socapalm - Edéa Plantation High Conservation Value Assessment, Cameroon of November 2019, that there is no peat present in the company's plantation. Areas of high organic soil content are classified as swamp forest due to the nature of their vegetation cover.</p>	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

7.7.4	<p>(C) A documented water and ground cover management programme is in place.</p> <p>- Critical (Major) compliance -</p>	<p>SOCAPALM Edea did not do any new planting. The company's last year planting was 2012. Nevertheless, the company has an existing documented water and ground cover management programme for its plantation which is being implemented</p>	Complied
7.7.5	<p>(C) For plantations planted on peat, drainability assessments are conducted following the RSPO Drainability Assessment Procedure, or other RSPO recognised methods, at least five years prior to replanting. The assessment result is used to set the timeframe for future replanting, as well as for phasing out of oil palm cultivation at least 40 years, or two cycles, whichever is greater, before reaching the natural gravity drainability limit for peat. When oil palm is phased out, it is replaced with crops suitable for a higher water table (paludiculture) or rehabilitated with natural vegetation.</p> <p>- Critical (Major) compliance -</p>	<p>SOCAPALM Edea did not do any new planting. The company's last year of planting was 2012. Soil analysis carried out for areas planned for replanting did not show any evidence of peat. For example, the soil analysis report reference "#15-2021-EDÉA-17sols-082021, Rapport de Resultats D'analyse, of 16/08/2021 analysed by SOGB. Soil organic matter content (%) ranged between 0.20 and 2.57 was too low and concluded that there are no peat soils in the sampled area. This is further confirmed from the company's HCV assessment report "Socapalm - Edéa Plantation High Conservation Value Assessment, Cameroon of November 2019, that there is no peat present in the company's plantation. Areas of high organic soil content are classified as swamp forest due to the nature of their vegetation cover.</p>	Complied
7.7.6	<p>(C) All existing plantings on peat are managed according to the RSPO Manual on Best Management Practices (BMPs) for existing oil palm cultivation on peat', version 2 (2018) and associated audit guidance.</p> <p>- Critical (Major) compliance -</p>	<p>SOCAPALM Edea did not do any new planting. The company's last year of planting was 2012. Soil analysis carried out for areas planned for replanting did not show any evidence of peat. For example, the soil analysis report reference "#15-2021-EDÉA-17sols-082021, Rapport de Resultats D'analyse, of 16/08/2021 analysed by SOGB. Soil organic matter content (%) ranged between 0.20 and 2.57 was too low and concluded that there are no peat soils in the sampled area. This is further confirmed from the company's HCV assessment report "Socapalm - Edéa Plantation High Conservation Value Assessment, Cameroon of November 2019, that there is no peat present in the company's plantation. Areas of high organic soil content are classified as swamp forest due to the nature of their vegetation cover.</p>	Complied
7.7.7	<p>(C) All areas of unplanted and set-aside peatlands in the managed area (regardless of depth) are protected as "peatland conservation areas"; new</p>	<p>SOCAPALM Edea did not do any new planting. The company's last year of planting was 2012. Soil analysis carried out for areas planned for</p>	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	<p>drainage, road building and power lines by the unit of certification on peat soils is prohibited; peatlands are managed in accordance with the 'RSPO BMPs for Management and Rehabilitation of Natural Vegetation Associated with Oil Palm Cultivation on Peat', version 2 (2018) and associated audit guidance.</p> <p>- Critical (Major) compliance -</p>	<p>replanting did not show any evidence of peat. For example, the soil analysis report reference "#15-2021-EDÉA-17sols-082021, Rapport de Resultats D'analyse, of 16/08/2021 analysed by SOGB. Soil organic matter content (%) ranged between 0.20 and 2.57 was too low and concluded that there are no peat soils in the sampled area. This is further confirmed from the company's HCV assessment report "Socapalm - Edéa Plantation High Conservation Value Assessment, Cameroon of November 2019, that there is no peat present in the company's plantation. Areas of high organic soil content are classified as swamp forest due to the nature of their vegetation cover.</p>	
<p>Criteria 7.8: Practices maintain the quality and availability of surface and groundwater.</p>			
<p>7.8.1</p>	<p>A water management plan is in place and implemented to promote more efficient use and continued availability of water sources and to avoid negative impacts on other users in the catchment. The plan addresses the following:</p> <p>- Minor compliance -</p> <p>7.8.1a The unit of certification does not restrict access to clean water or contribute to pollution of water used by communities.</p>	<p>SOCAPALM Edea has water management plan for its mill and estate which is being implemented. The documented plan "Plan de Gestion des Eaux du Complexe Industriel SOCAPALM D'eedea Situe Dans le Departement de da Sanaga Maritime, Region du Littoral" of November 2020 was prepared for the company by CAP Developpement Sarl. The plan includes identification of water sources (eg Edea Carte des Cours d'eaux 2021), Efficient water use, effluent management among all the key requirements of this RSPO indicator. The company has permit for water abstraction "Permit # No 2020/000039 of 01/04/2020 valid for 5 years for total abstraction of 115m³/h. The mill takes water from the river for treatment and the workers in Village number one has 1 mechanized borehole and Village 2.2b, 3b are served by manual borehole. The water management includes legal compliance requirements which include monthly water analysis and semi-annual water analysis reporting and access to clean is reported to the Ministry of Water and Energy. Monthly water analysis records for 2021 were available and reviewed during the audit. For example, the report for Rivière Fleuve Nyong (Case de Passage) reference SCP/EDE-R13/21-05-21 of 21/05/2021. The summary for all water analysis is also captured in the document "Rencensement Eaux et historique des analyses</p>	<p>Complied</p>
	<p>7.8.1b Workers have adequate access to clean water.</p>		

		<p>SOCAPALM” which is used to develop action plans to address any non-compliance that is come out of the results. The company has a water reduction plan which is tracked together with the independent monthly analysis and consumption records are presented to all Directors for monthly HSE meeting review and annual management review. For example, the management review of targets in 2021 “Suivis des Cibles et Objectifs etablis en revue de Direction 2021”</p> <p>As part of its contribution to local communities for water protection, as part of its consultation with the communities (e.g. in terms of feedback) they show the communities results of water analysis. Others include informing communities through a letter to chiefs to have free access to water analysis report, and also to decide on the choice of the water analysis laboratory they may wish to do the water analysis. For example, SOCAPALM Edea letter addressed to “Chef du Village Dehane, on “Etud HCV du fleuve ONGUE river of 31/05/2021”</p>	
<p>7.8.2</p>	<p>(C) Water courses and wetlands are protected, including maintaining and restoring appropriate riparian and other buffer zones in line with ‘RSPO Manual on BMPs for the management and rehabilitation of riparian reserves’ (April 2017). - Critical (Major) compliance -</p>	<p>SOCAPALM Edea aims to protect water courses and wetlands. The company Water management plan and the HCV management and monitoring plan have water protection to include riparian and buffer zone maintenance and protection. The company water courses, and wetlands protection are guided by the RSPO Manual on Best Management Practices for management and rehabilitation of riparian reserves. However, the company did not respect the buffer zone guidelines on a portion of the Voley river. Consultation with communities and review of stakeholder comments from the company’s report came across the complain that the company has Oil Palm trees within the required RSPO riparian zones at a portion of the Vole river. Field inspection by the audit team confirmed this complaint as the company’s buffer zone marking of red paint and buffer zone boundary path did not follow the required guidelines. The company per its procedures initiated action to correct this situation and asked the audit team to take a second visit to the site. Visit to the site confirmed that the red paint markings</p>	<p>Non-compliance</p>

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		have been done and buffer zone path created to be consistent with the RSPO guidelines. However, this did not include any evidence of root-cause analysis for this non-conformance and other similar potential sites. Also, there was at this same site a wetland which according to the company is only flooded for two months (i.e. a seasonal wetland) and therefore no buffer is created. This area however has not been designated as HCV3 in line with the RSPO guidelines.	
7.8.3	<p>Mill effluent is treated to be in compliance with national regulations. Discharge quality of mill effluent, especially Biochemical Oxygen Demand (BOD), is regularly monitored.</p> <p>- Minor compliance -</p>	<p>SOCAPALM Edea treated its mill effluent to be compliant with national requirements. The company uses the open pond system for the treatment of its mill effluent. The company has Effluent management plan, with strategy, assigned responsible person for the ponds with targets, for analysis and regular check. The company carries out monthly analysis of its mill effluent by a 3rd party as part of its compliance obligations. Records of analysis were available for review. For example, the physico-chemical analysis report for June 2021 for the discharge point, reference # 196/21/SPC/SPE/md of and conducted by HYDRAC and the BOD value was 21.60 which was within the maximum limit of 50 mgO₂/l. The company undergoes bi-annual environmental management audit of the implementation of its Environmental Management Plan and has Certificate of conformance # CC/AES No 0000021 of 06/02/2018 which is valide for five years.</p>	Complied
7.8.4	<p>Mill water use per tonne of FFB is monitored and recorded.</p> <p>- Minor compliance -</p>	<p>SOCAPALM Edea monitored and recorded its water use to include mill water use per tonne of FFB. The company has installed flow meters for the record of its water intake and use. Daily flow meter readings are taken and recorded in a registered notebook. Monthly summaries are captured and analysed on a spreadsheet "Reporting POM Edea 2021" Records for January 2021 to July 2021 as reviewed ranged between 0.63 m³/t FFB in March and 1.80 m³/t FFB in July</p>	Complied
<p>Criteria 7.9: Efficiency of fossil fuel use and the use of renewable energy is optimised</p>			

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

7.9.1	<p>A plan for improving efficiency of the use of fossil fuels and to optimize renewable energy is in place, monitored and reported.</p> <p>- Minor compliance -</p>	<p>SOCAPALM Edea has a management plan for improving its use of fossil fuels and to optimise renewable energy. The plan "Plan d'optimisation de L'utilisation De L'énergie et de Gestion des Energies Renouvelables, Référence: PL/DT/H/01, Revision 0 of 28/07/2019. The plan identifies the different sources of energy to include 1 turbine generating power of 1000 KW, Grid power line with a 630 KVA transformer, 1 320 KVA generator and 1 635 KV generator. the plan also includes a clear flowchart of procedures and identifies the responsible persons. It has action plan with responsibilities, required resources and performance indicators. it also has reporting and monitoring tools to include: daily and monthly energy production reports, maintenance of energy meter reading books at the power station and the mill and machine maintenance tracking file. The plan is implemented and monitored to include all the elements required under this RSPO indicators and records of monthly summaries and analysis for 2021 were available and reviewed during the audit. For example, renewable energy of Turbine power produced/ton FFB processed kWh/t FFB with a target of > 16 had actual performance figures above this target ranging between 16.7 and 18.4 except only in the month of March which was 14.6 and below the target.</p>	Complied
<p>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.</p>			
7.10.1	<p>(C) GHG emissions are identified and assessed for the unit of certification. Plans to reduce or minimize them are implemented, monitored through the Palm GHG calculator and publicly reported.</p> <p>- Critical (Major) compliance -</p>	<p>SOCAPALM Edea has GHG management and reduction plan which are documented. The document "plan de reduction des gaz a effets de serre et autres polluants importants" TECH, Version 02 of 06/2020 identifies the company's operations which are sources of GHG. The plan includes actions to reduce identified GHG sources, it identifies responsibility for each action, monitoring frequency, required documentation and procedures and the means of evaluation of performance. Results of the plan is publicly reported on the RSPO Palm GHG platform. The results</p>	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		for 2020 as reported was verified and approved on the RSPO Palm GHG platform as part of this audit.	
7.10.2	<p>(C) Starting 2014, the carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development are estimated and a plan to minimize them prepared and implemented (following the RSPO GHG Assessment Procedure for New Development).</p> <p>- Critical (Major) compliance -</p>	SOCAPALM Edea last year of planting was in 2012.	Complied
7.10.3	<p>(C) Other significant pollutants are identified and plans to reduce or minimize them implemented and monitored.</p> <p>- Critical (Major) compliance -</p>	SOCAPALM Edea has identified other significant pollutants and developed plans to reduce them. The document "plan de reduction des gaz a effets de serre et autres polluants importants" TECH, Version 02 of 06/2020 identified other significant pollutants from the company's operations. These include dust, noise and Hexane. Plans to reduce these pollutants are also monitored and records were available and reviewed during the audit. For example the noise measurement report "Rapport de la Sonometrie et de la Dosimetrie de L' unite Industrielle, SOCAPALM D'Edea" of August 2021 which was carried out by an independent consultants CAP DEVELOPPEMENT Sarl. The review showed that, section of the company's operations has average noise exposure levels beyond the acceptable limit of 85 (dB). These areas which present some risk of exposure beyond continuous 8 hours included the Extraction 86,57(dB); Clarification 86,41 (dB); Palm 89,61 (dB); Boiler 99,56 (dB); Power Generation plant 93,07 (dB) and the Workshop 87,85` (dB). The report highlighted action such as overtime work which can expose workers to noise danger. Other records available and reviewed include the smoke, dust and volatile organic compounds "Rapport d' analyses des Fumees, Poussieres et Composes Organiques Volatils Generes Par Les Activites sur le site D'Edea, of August 2021 conducted by CAP Developpement Sarl	Complied

Criteria 7.11: Fire is not used for preparing land and is prevented in the managed area.

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

7.11.1	<p>(C) Land for new planting or replanting is not prepared by burning. - Critical (Major) compliance -</p>	<p>SOCAPLAM Edea did not have new planting and is yet to start its replanting programme. The company is guided by the Socfin Group Policy for Responsible Management. Section 3 of the policy of 22/03/2017 commits the group and its subsidiaries including Edea "to minimize and prevent its environmental impact (pollution of water, and air, emission of greenhouse gases and prohibition of use of fire)".</p>	Complied
7.11.2	<p>The unit of certification establishes fire prevention and control measures for the areas directly managed by the unit of certification. - Minor compliance -</p>	<p>SOCAPALM Edea has fire prevention and control measures for the areas under its direct management. The company has established full time fire guards on patrol in the plantation day and night during the dry season for fire prevention. It has built its firefighting preparedness with standby firefighting team and facilities to include a tractor with 2 water tanks. Fire extinguishers are installed at appropriate points. In the field, the company has paid communities on contract for fire prevention and control with assigned areas (Map - Carte de Gardiennage anti-incident" showing the assigned area for all the four communities involved in the agreement). Also, as part of its community agreement there is an assigned community responsible person who reports to the company Divisional Management daily on events of the previous day including incidence of fire. The company also demonstrated compliance to legal fire obligations to include the possession of valid fire certificate. Report for fire inspection carried out by approved independent 3rd party was available and reviewed during the audit. The report "Inspection des equipments de premiere intervention contre l'incendie de la Plantation D'Edea" # RVFRPS10621/02/SCG/ML/AEE by Risques Professionels S.A, of 21/06/2021. A 5-point recommendation was made for consideration for implementation by the company including the replacement of empty, and missing fire extinguishers among others. Fire was identified as a hazard in the company's risk assessment report and action plan for its mitigation. Implementation included a fire drill and trainings. The company is also registered on the Global Forest Watch fire alert monitoring through RSPO and get fire alerts for verification and records</p>	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		were available for review during the audit. For example, RSPO Internal Hotspot & Fire Monitoring report of 23/02/2021 where alert for fire was verified and reported	
7.11.3	The unit of certification engages with adjacent stakeholders on fire prevention and control measures. - Minor compliance -	SOCAPALM Edea engaged with adjacent stakeholders on fire prevention and control. The company has engaged communities on contract as "fire fighters and fire guards" for fire prevention and control through daily patrols and firefighting readiness. It has developed and shared fire prevention and control procedures with these contracted communities; the records of which were available and reviewed during the audit. For example, a memo sharing these fire procedures with all "contract firefighters, fire guards" - "Memo Interne; Objet: Procédure Garde Anti Incendie" of 01/12/2020. Also, as part of its community agreement there is an assigned community responsible person for each community who reports to the company Divisional Management daily on events of the previous day including incidence of fire. Records of assigned areas to communities are also maintained. For example, maps of these areas "arte de Gardiennage anti-incident" zone de surveillance for the Ongue, Koukoue, Dehane and Apouh communities.	Complied
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.			
7.12.1	(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 HCVs or HCS forests. A historic Land Use Change Analysis (LUCA) is conducted prior to any new land clearing, in accordance with the RSPO LUCA guidance document. - Critical (Major) compliance -	SOCAPALM Edea has not carried out any new planting since 15 November 2018. However, the company has an approved LUCA with Final Conservation Liability (FCL) of 669.82ha for its plantation establishment between 2007 and May 2014 for land clearing without prior HCV assessment. The report "LUC Analysis Verification Result Document for RSPO Regarding: Socapalm Edea, Socfin SA Version 3 of 28/07/2021 carried out by PT Hijau Daun was available and reviewed during the audit. The FCL was based on non-RSPO membership calculation. The approving reviewer of the company's LUCA noted that, Socfin SA has been a member of the RSPO since 15 February 2019 and the company's	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		HCV report was issued on 30 November 2019 thus making the company's plantation land clearing considered as prior to RSPO membership.	
7.12.2	<p>(C) HCVs, HCS forests and other conservation areas are identified as follows:</p> <p>- Critical (Major) compliance -</p> <p>7.12.2a For existing plantations with an HCV assessment conducted by an RSPO-approved assessor and no new land clearing after 15 November 2018, the current HCV assessment of those plantations remains valid.</p>	<p>SOCAPALM Edea has not carried out any new land clearing on the scope of audit after 15 November 2018. The company has existing plantation and has carried out HCV assessment with a report date November 2019. The assessment carried out by HCV Africa. As per the RSPO Interpretation of Indicator 7.12.2. and Annex 5 dated 12 June 2019, for an existing uncertified plantations with no new land clearing, SOCAPALM Edea had opted the new non-ALS HCV assessment. The audit team had verified the credential of the assessors of HCV Africa. The assessors have the necessary experience and qualification.</p>	Complied
	<p>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 HCSA Toolkit and the HCV-HCSA Assessment Manual. This will include stakeholder consultation and take into account wider landscape-level considerations.</p>	<p>SOCAPALM Edea has not carried out any new planting or clearing in its existing plantation since 15 November 2018.</p>	
7.12.3	<p>(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.</p> <p>- Critical (Major) compliance -</p>	<p>SOCAPALM Edea is located in Cameroon. Cameroon is not included in the list of the list of High Cover Landscapes (HFCLs)</p>	Complied
7.12.4	<p>(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 plan to protect and/or enhance HCVs, HCS forests, peatland and other conservation areas is developed, implemented and adapted where necessary, and contains monitoring requirements. The integrated management plan is reviewed at least once</p>	<p>SOCAPALM Edea has not carried out any new planting since 15 November 2018. The company has however carried out HCV assessment for its exiting plantation. The assessment which was carried out by HCV Africa has a written report titled "Socapalm - Edéa Plantation, High Conservation Value Assessment, Cameroon of November 2019." The assessment identified the presence for all the 6 HCV categories in the</p>	Non-compliance

	<p>every five years. The integrated management plan is developed in consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified).</p> <p>- Critical (Major) compliance -</p>	<p>company's concession to include an ancestral grave site of sacred importance to the Apouh community and World War 1 burial site which is of historic importance. The assessment developed management and monitoring recommendations for implementation by the company based on the threat assessment for each identified HCV. The company has developed and implementing HCV management and monitoring plan. However, it has not developed and implemented HCV management and monitoring plans in consultation with relevant stakeholders to conserve and/or enhance the value of ancestral burial grounds of the Apouh community. Field inspection by the audit team came across clearing of the Apouh ancestral burial grounds without the company able to tell who was responsible for this clearing of the site and if this activity is part of the management prescription for the site. The audit team concluded this to be non-conformity.</p>	
<p>7.12.5</p>	<p>Where rights of local communities have been identified in HCV areas, 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> <p>- Minor compliance -</p>	<p>SOCAPALM Edea has not carried out any new land clearing since 15 November 2018. The company however has carried out HCV assessment for its existing plantation which identified the presence of all the 6 HCV categories in the company's plantation to include HCV 5 for identified communities which use their forest to provide building materials, collection of firewood, drinking water and fishing as source of protein with the Déhané community specifically mentioned. These are all mapped to include all the four communities namely Koukoue, Apouh, Déhané and Ongué. The HCV assessment included stakeholder consultation with these communities as part of the assessment process and the company's FPIC procedures. The assessment developed management and monitoring recommendations for implementation by the company based on the threat assessment for each identified HCV. The company has developed and implementing HCV management and monitoring plan. The company was not expanding its plantation at the time of the audit and the threats to building material, firewood was not eminent. The company is implementing its riparian management and</p>	<p>Complied</p>

		monitoring procedures as well as water quality analysis of which records were available and reviewed during the audit. For example, the riparian zone monitoring report "Surface zone Riparienne" of 07/04/2021, training report on riparian zone "sujet – zone riparienne in Division 2 of 22/05/2021 with signed attendance for 12 monitors. Consultation with the communities during the audit did not come across any evidence of reduction of their rights in relation to the identified HCV. See report for 7.12.4	
7.12.6	<p>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> <p>- Minor compliance -</p>	<p>SOCAPALM Edea protects rare threatened and endangered (RTE) species. This includes those identified in the company's HCV assessment "Socapalm - Edéa Plantation, High Conservation Value Assessment, Cameroon of November 2019." The assessment identified the presence of all the 6 HCV categories in the company's concession to include HCV1 which included flora, aquatic and terrestrial species such as Chimpanzees and their habitats. The company is implementing management and monitoring recommendation from its HCV assessment. These include HCV procedures "procedure de gestion des zones de hautes valeurs de conservation" 2021. and protected area procedures "Zone protegees" AGR16 Verion 01 of 01/2020 with clear objective to conserve and improve protected areas and RTEs. Conservation training has been done with stakeholder and continuous education by posters. Visit to the communities sighted the posters to educate stakeholders of these RTEs. The procedures indicate to take disciplinary action for workers who are found to capture, harm, collect, trade, possess or kill these protected species.</p>	Complied
7.12.7	<p>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> <p>- Minor compliance -</p>	<p>SOCAPALM Edea monitors the status of its HCVs and other natural ecosystems. Though the company has not carried out any land clearing since 15 November 2018, it has carried out HCV assessment of its existing plantation and the presence of all the 6 HCV categories were identified. The HCV assessment report included HCV management and monitoring plan recommendations which is being implemented by the</p>	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<p>company. The company's HCV management plan "Plan De Gestion des Hautes Valeurs de Conservation" 2021 includes monitoring of all identified HCVs and natural habitats. Monitoring implementation is being done through patrols by Eco guards and reporting. Records of monitoring were available and reviewed during the audit. For example, monitoring report "Audit et monitoring des zones protegees" of 25/06/2021 in 12B P4.1, 12C P2, 12D P4; 12G P1.3 among other 12 blocks.</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 Procedure (RaCP) applies.</p> <p>- Critical (Major) compliance -</p>	<p>SOCAPALM Edea has an approved LUCA. The company has undergone the RaCP process with approved Disclosure and remediation plan with compensation plan sent since 24/8/2021. However, these estates are not within the certification scope.</p> <p>The audit team has further check on the commitment of the company in implementing the RaCP. First feedback on the Annex 8 was received on 28 January 2022 and the company is working on implementing the comments from the reviewer and should resubmit a new version by 01/04/2022</p>	Complied

Appendix B: GHG Reporting Executive Summary

The GHG emissions that were produced in 2020 for SOCAPALM Edea and supply base was calculated using the PalmGHG Calculator version 4.0 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 SOCAPALM Edea and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	-0.82
PKO	0.00

Extraction	%
OER	22.49
KER	5.09

Production	t/yr
FFB Process	122,224.00
CPO Produced	27494
PKO Produced	0.00

Land Use	Ha
OP Planted Area	5086.71
OP Planted on peat	0.00
Conservation (forested)	2614.78
Conservation (non-forested)	0.00
Total	7,701.49

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	21,954.43	0.26	0.00	0.00	0.00	0.00	21,954.43	0.26
CO ₂ Emission from fertilizer	82.34	0.00	0.00	0.00	0.00	0.00	82.34	0.00
NO ₂ Emission	0.00	67.84	0.00	0.00	0.00	0.00	0.00	67.84
Fuel Consumption	855.67	0.01	0.00	0.00	0.00	0.00	855.67	0.01
Peat Oxidation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sink								
Crop Sequestration	-28,875.98	-0.34	0.00	0.00	0.00	0.00	-28,875.98	-0.34
Conservation Sequestration	-23,114.66	-0.28	0.00	0.00	0.00	0.00	-23,114.66	-0.28
Total	-29,030.34	-0.35	0.00	0.00	1,153.89	0.00	-27,876.45	-0.35

**Note: Includes both estates and smallholders*

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	0.00	0.00
Fuel Consumption	80.28	0.00
Grid Electricity Utilization	0.00	0.00
Credit		
Export of Grid Electricity	0.00	0.00
Sales of PKS	0.00	0.00
Sales of EFB	0.00	0.00
Total	80.28	0.00

Summary of Kernel Crusher Emission and Credit (if applicable)

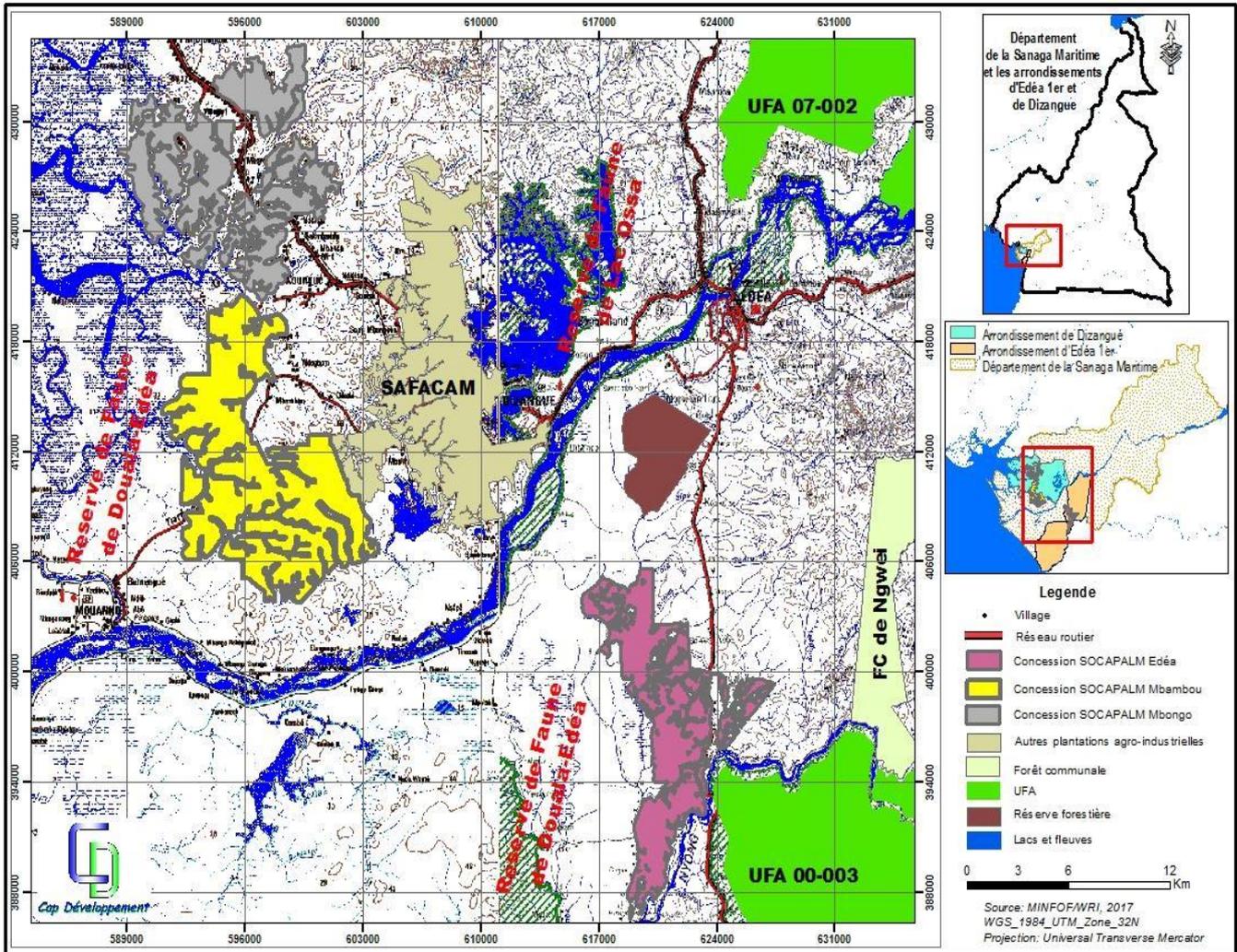
Emissions	tCO ₂ e
PK from own mill	0.00
PK from other source	0.00
Fuel Consumptions	0.00
Total Crusher emissions	0.00

*This mill has no kernel crusher operation.

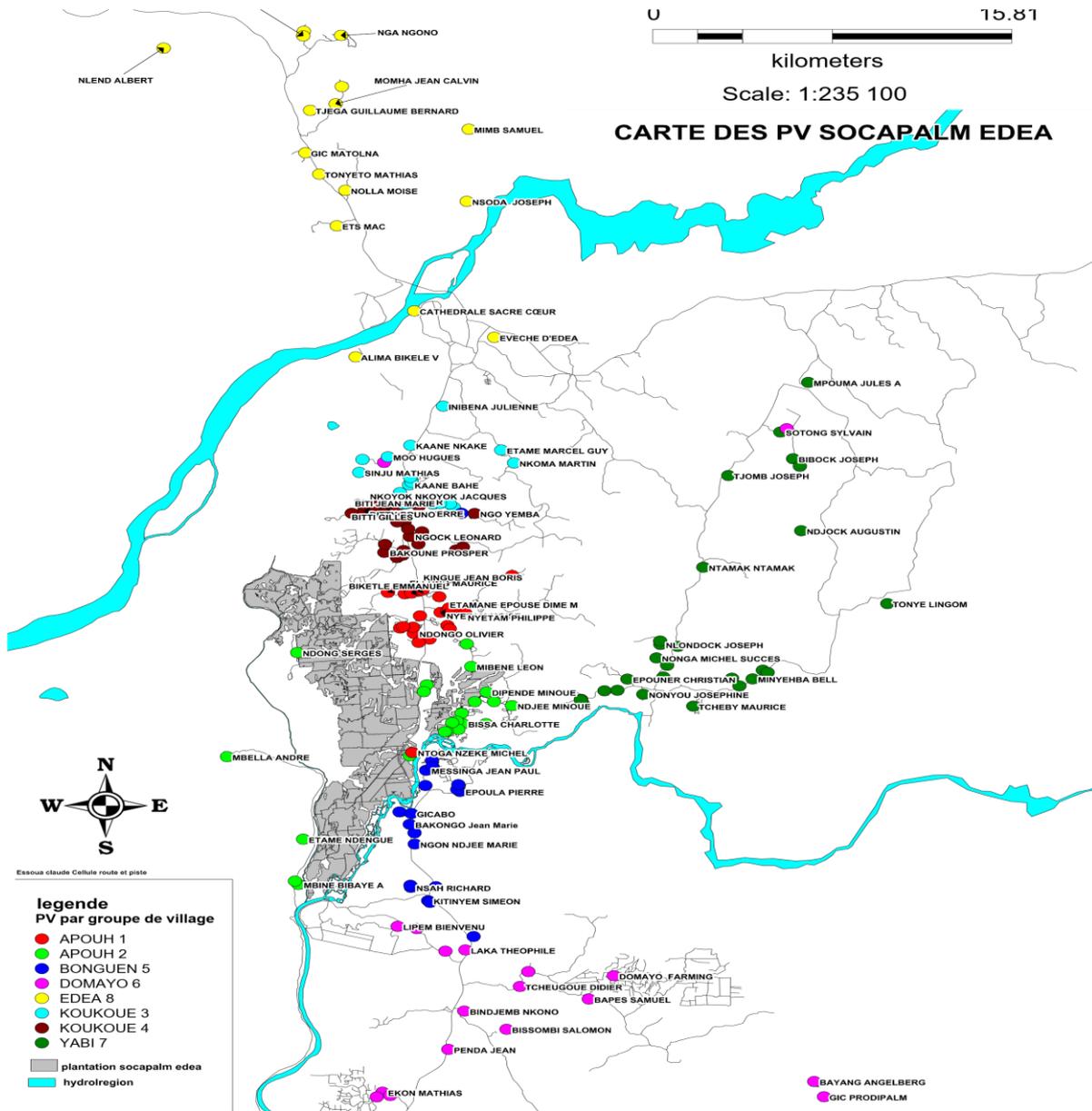
Palm Oil Mill Effluent (POME) Treatment:	
Divert to Compost (%)	0
Divert to anaerobic diversion (%)	100

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

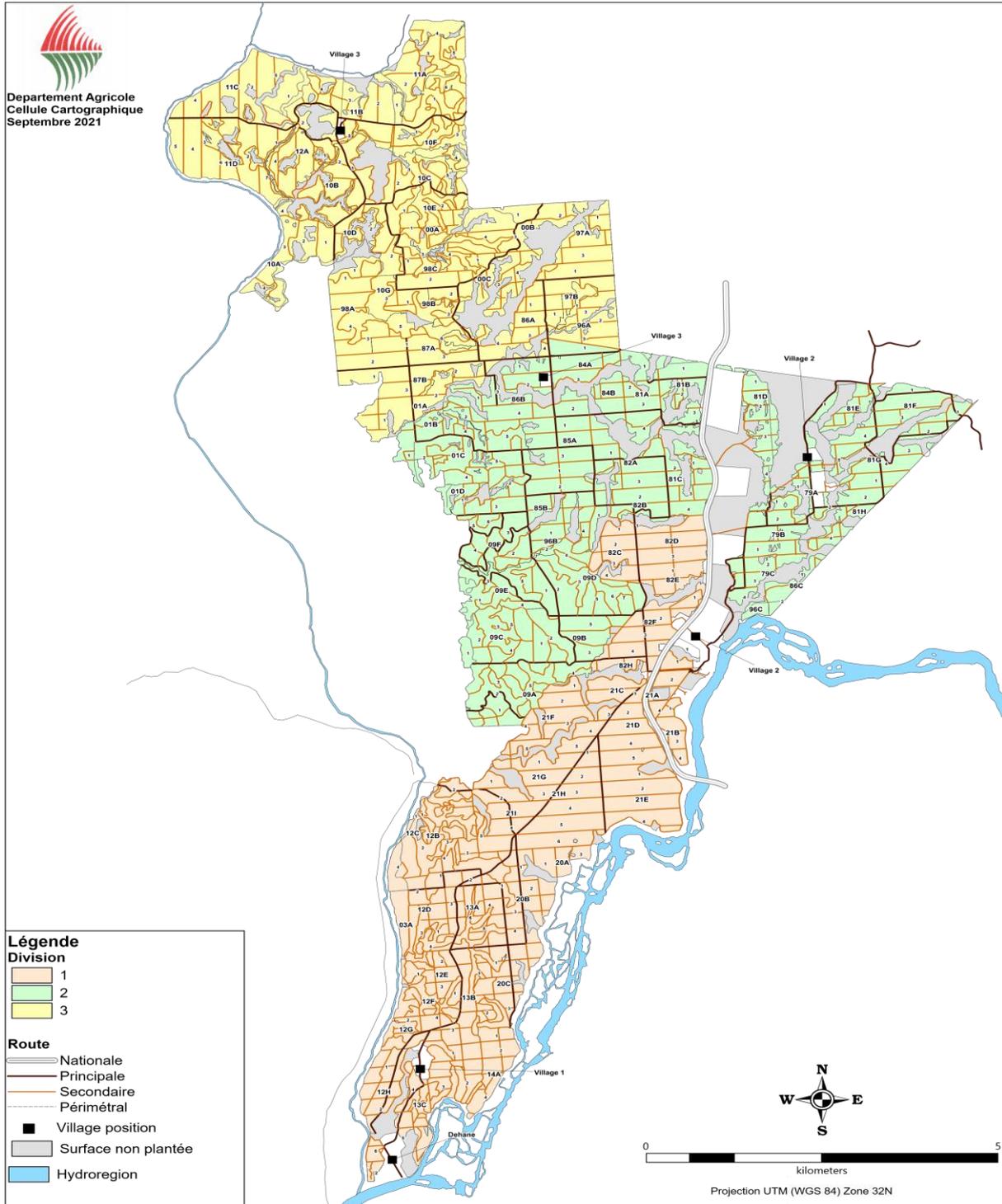
Appendix C: Location Map of Certification Unit and Supply bases



RSP0 P&C Public Summary Report
Revision 12 (Jun 2021)



Appendix D: Estate Field Map



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
CSPKO	Certified Sustainable Palm Kernel 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