

***Roundtable on Sustainable Palm Oil Certification
RSPO – GROUP CERTIFICATION*****Initial Assessment**

Name of Group / : **KELOMPOK TANI TENERA**
Organisation
Plantation Name : **KELOMPOK TANI TENERA**
Location : **Village of Hampalit, Sub Regency of Katingan Hilir, Regency of Katingan, Province of Kalimantan Tengah, Indonesia**
Certificate Code : **MUTU-RSPO/115**
Date of Certificate Issue : 16 July 2018 Date of License Issue : 16 July 2018
Date of Certificate Expiry : 15 July 2023 Date of License Expiry : 15 July 2019

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ST-2	02 to 04 May 2018	Mohamad Amarullah (Lead Auditor), Oktovianus Rusmin, Brigitta Prita and Hasiholan Sihombing	Ganapathy Ramasamy	Octo HPN Nainggolan

Assessment

Approved by MUTUAGUNG LESTARI on:

ST-2

16 July 2018

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Figure 1. Location Map of Kelompok Tani Tenera

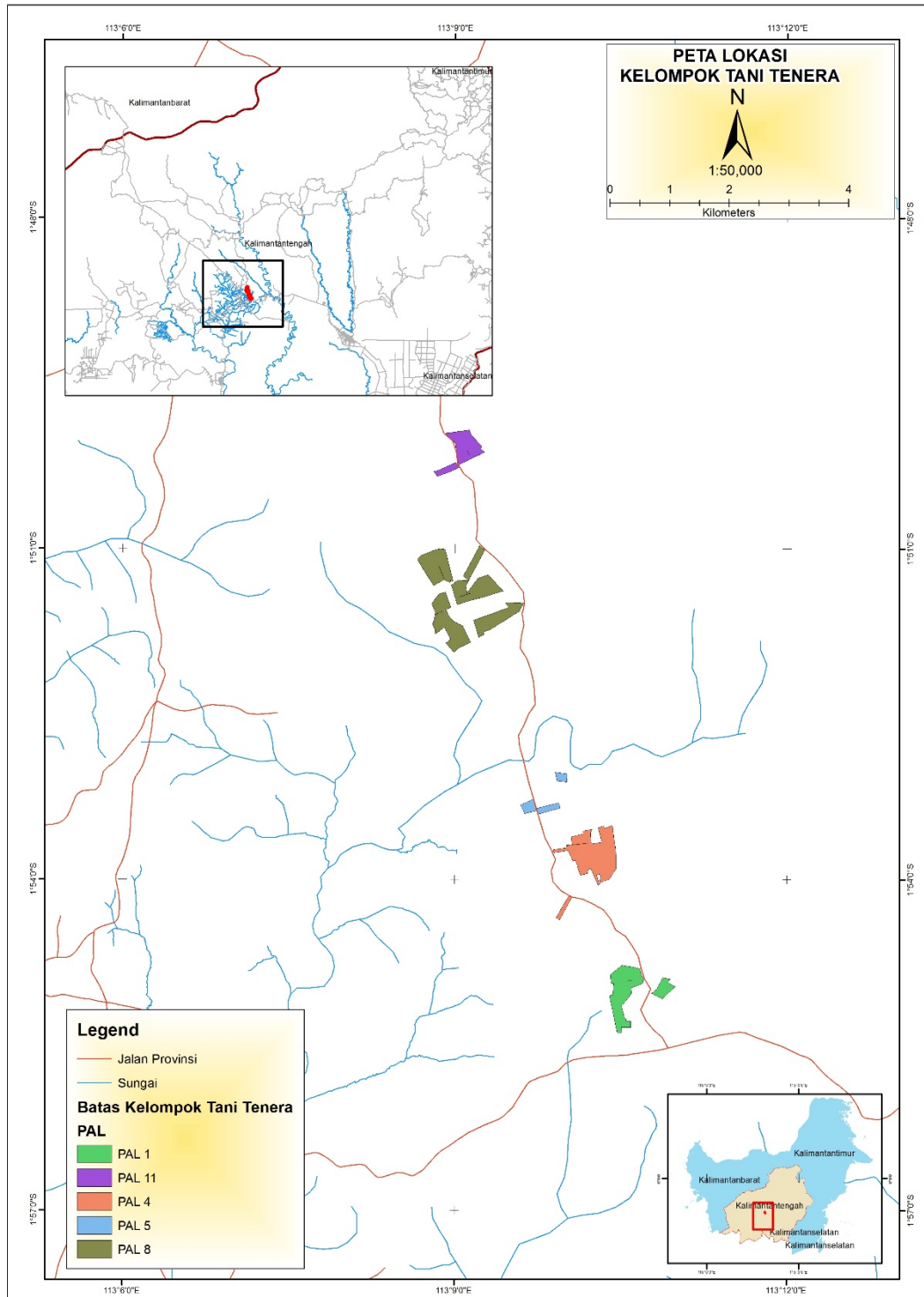
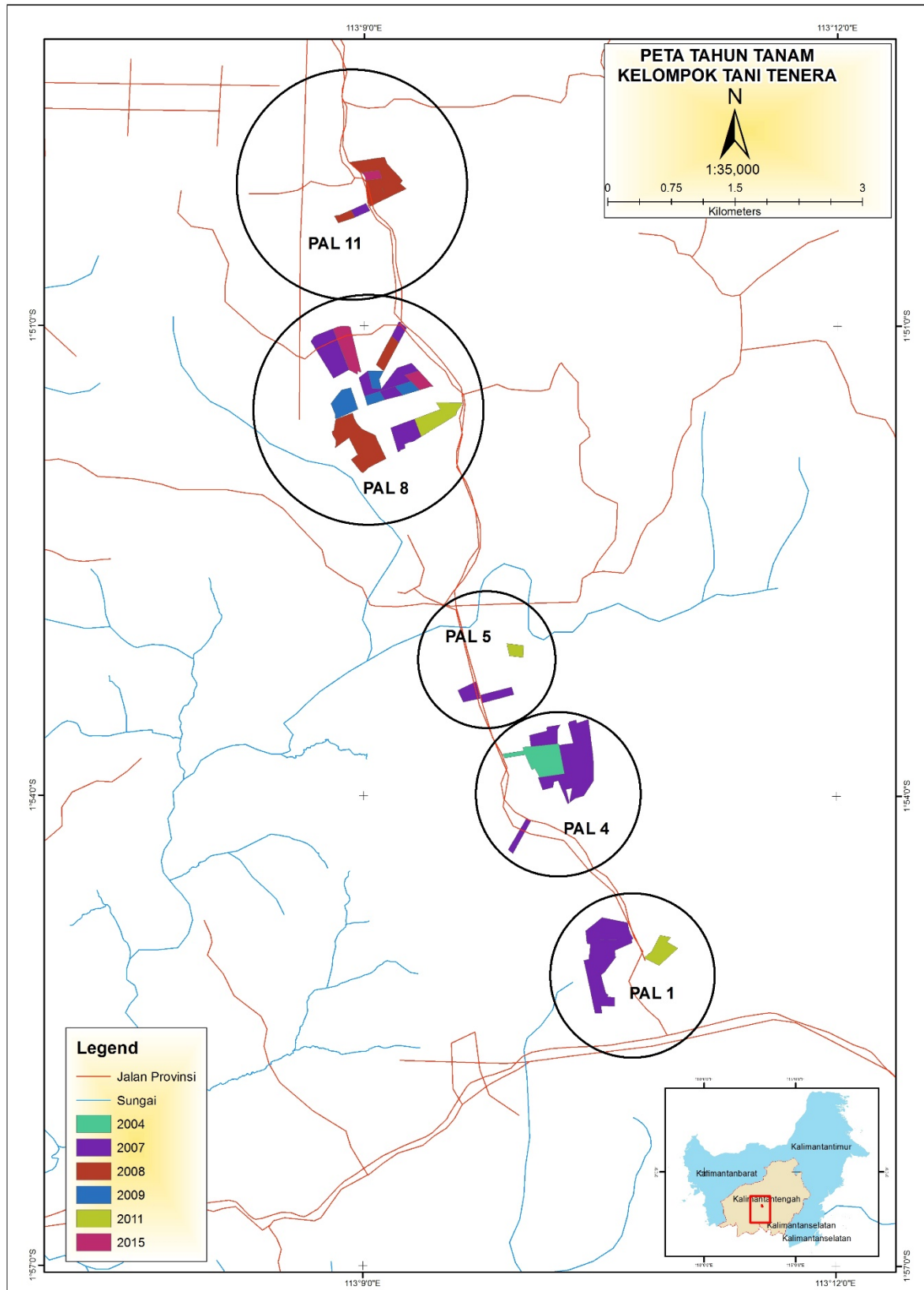


Figure 2. Operational Map of Kelompok Tani Tenera



Abbreviations Used

AKAD	:	<i>Antar Kota Antar Daerah</i> or Inter-Province Works Scheme
ASA	:	Annual Surveillance Assessment
BGA	:	Bumitama Guna Agri
BOD	:	Biological Oxygen Demand
BMP	:	Best Management Practices
BPJS	:	<i>Badan Penyelenggara Jaminan Sosial</i> or Government Social Insurance Body
BPJN	:	<i>Badan Pertanahan Nasional</i> or National Land Agency
EFB	:	Empty Fruit Bunch/Janjangan Kosong
FFB	:	Fresh Fruit Bunch
FPIC	:	Free prior Inform Concern
HCV	:	High Conservation Value
HIRADC	:	Hazard Identification Risk Assessment Determining Control
ICS	:	Internal Control system
IDR	:	Indonesia Rupiah (Indonesian currency)
IPM	:	Integrated Pest Management
km	:	Kilo meter
LTA	:	Lost Time Accident
LUCA	:	Land Use Change Analysis
MSDS	:	Material Safety Data Sheet
POKTAN	:	Kelompok Tani (<i>Farmer Group</i>)
PPE	:	Personal Protective Equipment (<i>Alat Pelindung Diri</i>)
PVC	:	Poly Vinyl Chloride (a pipe material)
RACP	:	Remediation and Compensation Procedure
RSPO	:	Roundtable Sustainable Palm Oil
RTE	:	Rare, Threatened and Endangered
SCME	:	Sungai Cempaga Estate
SHM	:	<i>Surat Hak Milik</i> or Legal Ownership Certificates
SHP	:	Shape File
SOP	:	Standard Operational Procedure
SPB	:	<i>Surat Pengiriman Buah</i> or FFB delivery letter
SPPL	:	Surat Pernyataan Pengelolaan Lingkungan (Commitment Letter of Environment Management)
STD-B	:	<i>Surat Tanda Daftar Budidaya</i> or Registration Business Letter for oil palm cultivation
UMK	:	Upah Minimum Kabupaten (Regency Minimum Wage)
WNA	:	Windu Nabatindo Abadi
WNL	:	Windu Nabatindo lestari

1.0	SCOPE of the CERTIFICATION ASSESSMENT		
1.1	Assessment Standard Used	<ul style="list-style-type: none">RSPO Management System Requirements and Guidance for Group Certification of FFB Production, March 2016.RSPO Certification System (Approved by Executive Board 26 June 2007) Rev. 30 August 2011	
1.2	Organisation Information		
1.2.1	Organisation name listed in the certificate	Kelompok Tani Tenera	
1.2.2	Contact person	Sugiyarno	
1.2.3	Organisation address and site address	Village of Hampalit, Sub Regency of Katingan Hilir, Regency of Katingan, Province of Kalimantan Tengah	
1.2.4	Telephone	+62 812 5092 700	
1.2.5	Fax	-	
1.2.6	E-mail	-	
1.2.7	Web page address	-	
1.2.8	Management Representative who completed the application for certification	Sugiyarno	
1.2.9	Registered as RSPO member	No. 1-0248-18-000-00 (6 February 2018)	
1.3	Type of Assessment		
1.3.1	Scope of Assessment and Number of member	Kelompok Tani Tenera, consist of 35 smallholders	
1.3.2	Type of certificate	Single	
1.4	Locations of Plantation		
1.4.1	Location of Plantation		
	Name of Plantation	Location	Coordinate
			LatitudeLongitude
	Kelompok Tani Tenera	Village of Hampalit, Sub Regency of Katingan Hilir, Regency of Katingan, Province of Kalimantan Tengah	S 1° 54' 49.35"E 113° 10' 39.76"
1.5	Description of Area Statement		
1.5.1	Tenure		
	<ul style="list-style-type: none">State	- Ha	
	<ul style="list-style-type: none">Community	223.92 Ha	
1.5.2	Area Statement		
	<ul style="list-style-type: none">Total Area	223.92 Ha	
	<ul style="list-style-type: none">Planted Area	218.48 Ha	
	<ul style="list-style-type: none">Mature Area	218.48 Ha	
	<ul style="list-style-type: none">Infrastructure (road, bridge)	2.25 Ha	

	<ul style="list-style-type: none">Office and buildingEmplacement (housing)HCVOther (Rubber plant)	0.60	Ha		
		0.61	Ha		
		1.05	Ha		
		0.93	Ha		
1.6	Planting Year and Cycles				
1.6.1	Age profile of planting year				
	Planting Year	Hectarage (Ha)			
		Kelompok Tani Tenera	Total		
	2004	14.50	14.50		
	2007	113.10	113.10		
	2008	43.69	43.69		
	2009	14.41	14.41		
	2011	18.67	18.67		
	2015	14.11	14.11		
	TOTAL	218.48	218.48		
1.6.2	New Planting area after January 2010	32.78 Ha			
1.6.3	Planting Cycle	1 st Cycle			
1.7	Tonnage of Product				
1.7.1	Past Annual Claim Certified Product	Previous Certificate Claim to (tonnes/year)	Actual certified product to (tonnes/year)		
	<ul style="list-style-type: none">FFB Production	Will be verify on ASA-1	Will be verify on ASA-1		
1.7.2	Product selling				
	Tonnage of selling product	Period of actual selling product (dd/mm/yy) to (dd/mm/yy)			
	<ul style="list-style-type: none">CSPO sold as RSPO certified productCSPK sold as RSPO certified productCSPO sold under other schemeCSPK sold under other schemeCSPO sold as conventionalCSPK sold as conventional	-			
1.7.3	Estimate of Certified FFB Claim				
	Name of Estate(s)	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)
	Kelompok Tani Tenera	223.92	218.48	4,744	21.71
	TOTAL	223.92	218.48	4,744	21.71
	*Projected FFB production for 16 July 2018 to 15 July 2019				
1.7.4	Estimate of Certified Palm Product Claim				

	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel		Supply Chain Module
				Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)	
	-	-	-	-	-	-	-	-
1.8	Other Certifications							
	ISO 9001:2008			-				
	ISO 14001: 2004			-				
	OHSAS 18001:2007			-				
	ISCC			-				
	Others			-				

2.0	ASSESSMENT PROCESS
2.1	Assessment Team
ST-2	<ol style="list-style-type: none"> Mohamad Amarullah (Lead Auditor Witnessed). Indonesia citizen. Master of Wood Science and Technology and Bachelor of Forestry, majoring in Forest Product Technology. Has experiences as an Agronomist and Research Assistant in Indonesia and Malaysia from 2008 to 2014. Has attended several trainings such as Lead Auditor of ISPO, RSPO, ISO 17021, ISO 17065, ISO 9001, ISO 19011, ISO 14001, HCV, etc. Has conducted several RSPO, ISPO and MSPO audit scheme in Indonesia and Malaysia since 2014, with expertise on BMP, environment, conservation, safety, legal and supply chain aspects. Fluent in Bahasa, Malay and English. In this report he has verify Land Use Legality and worker welfare aspects. Oktovianus Rusmin (Witnesser). Indonesia citizen. Bachelor of Social and Political Sciences. Has working experience as Social Supervisor in Department of Anthropology, University of Indonesia, on a pilot project of mangrove rehabilitation in coastal area of Sulawesi Selatan from 1999 to 2001; as Reseacher for Center of Anhtropology in University of Indonesia from 2002 to 2014; as Social Advisor for The Forest Trust Indonesia (a consultant body for sustainable forest management); and as Staff on Forest Consultant for HCV Identification and Social Impact Assessment from 2010 to 2011. Has participated on several training, such as Forest Management Auditor (FSC Standard), Environmental Management System (ISO 14001 and ISO 9001:2008), Conflict Resolution, Human Right, Verification System of Wood Legality and Lead Auditor for sustainabel palm oil (ISPO and RSPO scheme). Has experiences in conducting audit on Sustainable Forest Certification (Eco Labelling Indonesia Standard), Gap Analysis of FSC Standard and sustainable palm oil certification (RSPO, ISPO and MSPO scheme) since 2011 in Indonesia and Malaysia, with expertise on social, legal, conservation and supply chain aspects. In this report he has verify social/conflict resolution and transparency aspects. Brigitta Prita (Auditor). Bachelor of Forestry, Department of Forest Resources Conservation and Ecotourism, Bogor Agricultural University. The training which have been followed ISPO Auditor training and certification of quality management system ISO 9001: 2008, 19011 QMS training, IHT Awareness RSPO, 17021 & 17065 IHT Awareness, Environment Mangement System 14000: 2004, Lead Auditor RSPO by Daemeter & Proforest on July 2017 and HCV Training. The aspect of audited consist of Environment, HCV and GHG. Hasiholan Sihombing (Auditor Trainee). Indonesian citizen. Bachelor of Agriculture Majoring in Agronomy, Agriculture Faculty. He has working experienced for 7 (seven) years since 2009 as an Operational Staff in an Oil Palm Plantation Company in Indonesia. The training he has followed namely: Auditor ISPO training, RSPO Awareness in House Training, Quality Management Systems training (ISO 9001:2015), Environmental Management Systems training (ISO 14001:2015), OHS General Expert training, OHSAS 18001:2007 training and ISO 17021 & 17065 training. The aspect of audited consist of Planning, Best Management Practices, and Health/Safety.
2.2	Assessment Methodology, Assessment Process and Locations of Assessment
2.2.1	Figure of person days to implement assessment
ST-2	<p>Number of auditors: 3 auditors and 1 auditor trainee.</p> <p>Number of days for ST-2 at site: 3 days.</p> <p>Number of working days for ST-2 at site: 9 Working days.</p>
2.2.2	Assessment Process
ST-2	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the Kelompok Tani Tenera to the requirements of RSPO Management System Requirements and Guidance for Group Certification of FFB Production, March 2016.</p> <p>The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or substances from required documents; (2) <i>interview</i>, aiming to obtain more detailed information and cross check the information; and (3) field observation, aiming to observe directly the sufficiency of implementation on site.</p> <p>Some opportunities for improvement of the results Stage-2 delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase (ASA-1).</p>

	Improvement of findings from main assesment findings were observed by auditors at this Stage-2 assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of Stage-2. The assessment program please find Appendix 2
2.2.3	Locations of Assessment
ST-2	<p>Kelompok Tani Tenera:</p> <ul style="list-style-type: none"> • Consultation with Community: consultation related to Social interaction, conflict issues & another impact of smallholder group to the community surround. • Consultation with Tenera Smallholder Members: consultation related to Social interaction, conflict issues & land owner status. • Consultation with Head of Hampalit Village: consultation related to Social interaction, conflict issues & another impact of smallholder group to the community surround. • Hazardous waste storage. Observation related management of hazardous waste. • Housing of workers. Observation and interview related facilities and infrastructure in housing. • Firefighters. Observation related facilities and infrastructure of fire extinguishers • HCV 4.1 (reservoir body) located in Kilometer 11. Observation related management of HCV. • Block PAL 1. Observation the conditions and position of 1 pole legal boundary. • Block PAL 8. Observation the conditions and position of 2 pole legal boundary. • Block PAL 5. Observation the conditions and position of 1 pole legal boundary. • Block PAL 1 (Fertilizer Applicator). Observation on safe working practices and interview with the fertilizer workers related type of fertilizer use according to the procedure and also worker welfare. • Block PAL 8 (Harvesting). Observation of procedure application related fruit ripeness, safe working practices and interview about worker welfare. <p>Stakeholder</p> <ul style="list-style-type: none"> • 2 Community members of Hampalit Village, 1 Informal Leader and 1 Leader (Imam) of Al Hidayah Mosque. • Tenera Smallholder Members: <ol style="list-style-type: none"> 1. H. Sugiyarno (Group Manager of Tenera Smallholder Group). 2. Hadi Susilo (Smallholder Members). 3. Lasmi (Smallholder Members). 4. Sumarno (Smallholder Members). 5. Trias Luhur Amengku (Smallholder Members). 6. Fajar Megasari (Smallholder Members). • Head of Hampalit Village: 1 Person. • Relevant agencies: Agriculture agency and Manpower Agency.
2.3	Stakeholder Consultation and Stakeholders Contacted
2.3.1	Summary of stakeholder consultation process.
ST-2	<p>Consultation of stakeholders for Kelompok Tani Tenera held by:</p> <ol style="list-style-type: none"> 1. Public announcement at RSPO Website (www.rspo.org) and Mutu Certification International on 26 March 2018. 2. Public consultation with government agencies of Katingan Regency (Agriculture agency and Manpower Agency) on 2 May 2018. 3. Public consultation by interview with locals of the nearby village (Hampalit Village) on 2 May 2018. 4. Consultation with NGO (Walhi, WWF Indonesia, and Sawit Watch) via email on 24 April 2018. <p>Numbers of input from stakeholders were clarified by Kelompok Tani Tenera.</p>
2.3.2	Stakeholder contacted
	<i>Please find appendix 1</i>
2.4	Determining Next Assessment

	The next visit ASA-1 will be determined one year after certified issued, between April to June 2019.
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3.0. ASSESSMENT FINDINGS

3.1. Summary of Assessment Report of the RSPO Certification

Kelompok Tani Tenera operation consisting of thirtyfive (35) smallholders.

During the assessment, there were three (3) Nonconformities were assigned against Major Compliance Indicator; one (1) nonconformity was assigned against Minor Compliance Indicators; and three (3) opportunities for improvement were identified.

Further explanation of the non-conformities raised and corrective actions taken by the company are provided in section 3.5. The company has already prepared and implemented the corrective action(s) that had been reviewed and accepted by Auditor(s) in form of documentation evidence(s) e.g. document record, photographic, etc. Those corrective actions taken that consist of three (3) Major non-conformities and one (1) Minor non-conformity had been closed out shall be verified during next assessment.

MUTUAGUNG LESTARI found that Kelompok Tani Tenera complied with the requirements on RSPO Management System Requirements and Guidance for Group Certification of FFB Production, March 2016.

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is **issued**.

Ref Std.	VERIFICATION RESULT of MUTU-Certification															
Element 1 (E1): Group Entity and Group Management Requirements																
E1.1 The Group Entity shall be legally formed																
E1.1.1; E1.1.2 and E1.1.3 Kelompok Tani Tenera has legally formed as shows in Notary Public Act No. 50 dated January 22 nd 2018. Notary was Devina Oktalina, S.H., M.Kn. based on Decree of Minister of Law and Human Right No. AHU-0513.AH.01.01 dated January 28 th 2010. Legal Entity of Kelompok Tani Tenera as per Decree of Minister of Minister of Law and Human Right No. AHU-0000842.AH.01.07.Tahun 2018 dated January 24 th 2018 about legalization of Kelompok Tani Tenera legal entity.																
	Status: Comply															
E1.2 The Group shall be managed by a Group Manager																
E1.2.1; E1.2.2; E1.2.3 and E1.2.4 Group Manager or Chief of Kelompok Tani Tenera has mentioned in Decree of Minister of Minister of Law and Human Right No. AHU-0000842.AH.01.07.Tahun 2018 dated January 24 th 2018. Structure of organization is presented as follows:																
<table><tr><th>Position</th><th>Name</th></tr><tr><td>Chief or Group Manager</td><td>Sugiyarno</td></tr><tr><td>Secretary</td><td>Gia Diana Syafitri</td></tr><tr><td>Treasury</td><td>Lasmi</td></tr><tr><td>Superintendant and Chief</td><td>Agung Winoto</td></tr><tr><td>Member</td><td>Candra Saputra</td></tr><tr><td>Member</td><td>Hartono</td></tr></table>			Position	Name	Chief or Group Manager	Sugiyarno	Secretary	Gia Diana Syafitri	Treasury	Lasmi	Superintendant and Chief	Agung Winoto	Member	Candra Saputra	Member	Hartono
Position	Name															
Chief or Group Manager	Sugiyarno															
Secretary	Gia Diana Syafitri															
Treasury	Lasmi															
Superintendant and Chief	Agung Winoto															
Member	Candra Saputra															
Member	Hartono															
	Status: Comply															
Element 2 (E2): Internal Control System – Policies and Management																

E2.1 The Group Internal Control System shall contain documented policies and procedures for operational management.		
E2.1.1; E2.1.2; E2.1.3 and E2.1.5		
<p>The Tenera Smallholder Group has a document of Integrity Pact Policy of Corporate Governance and Code of Conduct at Tenera Smallholder, signed by Tenera Smallholder Group Manager on 02 February 2018. It has been shown evidence of Socialization of Integrity Pact of Tenera Smallholder Group, such as Minutes of Meeting, Attendance List Participants & Photos (02 April 2018). There is also an Integrity Pact document (Statement) which has been signed by Tenera Smallholder Group Employees. All procedures, has describes in RSPO P&C as per related indicators. For example, procedure of best management practices is presented in several documents (No. POKTAN-TENERA-PTKS-PMB-01 to No. POKTAN-TENERA-PTKS-PLM-12, issued by Group Manager on July 1st 2017. Procedures has covers best estate management practices activities such technical guidelines, land preparation, road construction and maintenance, drainage management, soil and water conservation, planting of land cover crop, planting of oil palm, weeds control management, manuring, integrated pest management, harvesting and marginal land management. Group Manager mentioned that socialization of procedure has given through daily muster morning and conducting several trainings in provided by PT WNL.</p> <p>KT Tenera has Palm Trace member with ID No. RSPO_PO1000008006.</p>		
	Status: Comply	
Element 3 (E3): The Internal Control System – Operations		
E3.1 The Group Internal Control System shall develop and implement and internal audit programme of Group members.		
E3.1.1; E3.1.2; E3.1.3 and E3.1.4		
<p>Group Manager has implementing annual internal audit where the checklist is presented in document No. POKTAN-TENERA-SOP-IA-21. Procedure of internal audit is presented in document No. POKTAN_TENERA-SOP-IA-00 dated July 1st 2017 which mentioned that internal audit shall be conducted annually. For example, Smallholder Management has shows internal audit record dated November 4th 2017. The record informed that five point related to Principle 4.1 such as procedure of manuring, recording of manuring activities, a proper PPE usage, management of used fertilizer bags, and administration of fertilizer has settled up on July 1st 2018.</p>		
	Status: Comply	
E3.2 The Group Internal Control System shall include a system in place to enable the trading of RSPO certified Fresh Fruit Bunches (FFB) produced from the Group.		
E3.2.1; E3.2.2; E3.2.3; E3.2.4 and E3.2.5		
<p>System of RSPO certified training has presented in agreement letter with PT WNL Article 11 about assessment and payment and Article 12 about conflict resolution and force majeure.</p>		
	Status: Comply	

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
PRINCIPLE #1 COMMITMENT TO TRANSPARENCY		
1.1	Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.	
1.1.1	<p>The management unit has a transparent commitment as indicated by the SOP List of Information types that can be accessed by the parties has been presented in SOP Transparency and Communication POKTAN_TENERA-SOP-TK-39 dated 1 July 2017, endorsed by Manager Smallholder Group. These SOP has contained mechanism of information and lists of information accessible to the public, for example information that can be publicly endorsed is an environmental document (SPPL) or Company Register Letter (Surat Tanda Daftar Perusahaan-B). In addition, the management has determined a list of filed related stakeholders, consist of: Tenera Smallholders Members, Village Head, Police Department, Graha Tenera Agency, PT Windu Nabatindo Lestari, PT Windu Nabatindo Abadi, PT Bisma and the Government of Katingan Regency.</p>	
1.1.2	<p>Based on the verification of the Register and Incoming Letter of Tenera Smallholder Group, from February 2018 to April 2018, there are no Incoming Letters and requests for information from other parties, there are only 5 Letter submit from Tenera Smallholder Group addressed to other parties, for example: Research Department and PT Windu Nabatindo Lestari Health Clinic for Application of Land & Leaf Analysis, and Cholinesterase Examination Assistance Request, dated 27 April 2018. The results of interviews with community Representatives & Village Heads, found that information from the Tenera Smallholder Group related to information request, usually delivered through informal meetings, such as group gatherings and the others activities. Based on Transparency and Communication SOP (POKTAN_TENERA-SOP-TK-39, at point 5.1.5 it is known that the response to the information request is a maximum of 10 days after the request of the information is received.</p>	
	Status: Comply	
1.2	Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.	
1.2.1	<p>The management has a transparent commitment as indicated by the SOP List of Information types that can be accessed by the parties has been presented in SOP Transparency and Communication POKTAN_TENERA-SOP-TK-39 dated of 1 July 2017 endorsed by Tenera Smallholder Group Manager. These SOP has contained mechanism of information and list of information accessible to the public, include HCV Report, Company Register Letter (Surat Tanda Daftar Perusahaan-B), Ownership Certificate (Sertifikat Hak Milik), Social impact report, Environmental document (SPPL), Documents complaints and complaints, Human Rights Policy and the others.</p>	
	Status: Comply	
1.3	Growers and millers commit to ethical conduct in all business operations and transactions.	
1.3.1	<p>The Tenera Smallholder Group has a document of Integrity Pact Policy of Corporate Governance and Code of Conduct at Tenera Smallholder, signed by Tenera Smallholder Group Manager on 02 February 2018. It has been shown evidence of Socialization of Integrity Pact of Tenera Smallholder Group, such as Minutes of Meeting, Attendance List Participants & Photos (02 April 2018). There is also an Integrity Pact document (Statement) which has been signed by Tenera Smallholder Group Employees.</p> <p>Based on the interviews of employees and farmer group members it is known that they have understood the commitment of farmer groups, such as honest behavior, discipline and not doing Corruption, Collusion and Nepotism in work.</p>	
	Status: Comply	

PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS
2.1

There is compliance with all applicable local, national and ratified international laws and regulations.

2.1.1

List of laws/regulations which used as reference for *Kelompok Tani Tenera* (Tenera Smallholders Group) operation is presented in document of "*Daftar Ketentuan Hukum Dan Peraturan Dan Perundangan*" or List of laws and regulation, issued by Group Manager on July 1st 2017. This document divided into four sections (No. LAW-TANI TENERA-001 to No. LAW-TANI TENERA-004), which covers occupational health and safety aspect, environment aspect, plantation management and land legality aspect and manpower aspect. Socialization to Group smallholder members has given through daily muster morning and monthly meeting. For example, last socialization has given in December 9th 2017, attended by 20 members. Those documents mentioned above were available on the Tenera Smallholder Group Office. Several evidence of legal pursuance towards RSPO requirement is presented as follows:

Agronomy aspects

- Has use planting material recognized by Government of Indonesia, e.g. DxP Marihat (Simalungun) from IOPRI, DxP Topaz from Asian Agri and DxP Yangambi from Astra.
- Has conducting zero burning method through combination of mechanical and chemical method during land clearing for replanting.
- Has use pesticides listed in Book of pesticide Commission 2016.

Safety aspect

- To provide personal protective equipment (PPE) in accordance with product MSDS.
- To conduct cholinesterase check up twice a year.
- To provide emergency team and equipments.

Legal aspect

Smallholder management was able to shows several legal related documents, as follows:

- Copy of "*Surat Hak Milik*" (SHM) or Legal Ownership Certificates for all Tenera Smallholder member (35 smallholders) were available on the Tenera Office. Totalling it was 93 SHM Certificates in Tenera Smallholder Group. The Original SHM were holds by the respective smallholder. According to SHM document review, it could be concluded that total area stated on 93 SHM's was 2,239,178 m² or 223.92 ha. This hectare figure is comply with scope of audit.
- Copy of "*Surat Tanda Daftar Budidaya* (STD-B)" or Registration Business Letter for oil palm cultivation dated January 4th and 5th 2018, for 35 smallholder members were available. The STD-B has inform name of land owner, number of SHM, hectareage, FFB production (ton/ha/year), planting material, number of palms, planting pattern, partner (PT WNL), soil type and other activity(ies) within SHM area. However, it was identified 0.93 ha in area owned by Jalu Saputra were planted with rubber. Smallholder Management mentioned that this particular areas will be converted into housing areas in 2019.

Environment aspect

A document of Statement of Environmental Management and Monitoring (SPPL), No. 660.2.2/49/DLH-TL/SPPL/IV/2018, dated 29 April 2018 which was published by Katingan Regency Environmental Office.

2.1.2 and 2.1.3

Laws and regulation implementation monitoring are conducting through internal audit which was carried out by Group Manager, Secretary and Administrative Officer of Tenera Group Smallholders, in coordination with Department of Sustainability of PT Windu Nabatindo Lestari (PT WNL). Internal audit report is presented in document No. LAW-TANI TENERA-001 to No. LAW-TANI TENERA-004, issued by Group Manager on July 1st 2017. According to assessment record, it was informed that totalling from 322 items monitored, 56 were not applicable for Tenera Group condition while the rest were considered comply. Consistency of laws/regulation fulfillment monitoring will be observed on the main assessment.

2.1.4

Based on internal audit results verification as per January 2018 it was known that there are 322 of regulations listed in the Kelompok Tani Tenera. However, there are 56 regulations that are Not Applicable for the context of the management of the Tenera Farmer's palm oil plantation. Several non applicable rules such as:

Plantation

Law No. 39 of 2014 on Plantations, Article 12 paragraph 1, on Land of Customary Rights (no Customary land rights / all of which have ownership under a Certificate of Ownership).

Environment

Regulation of the Minister of State for Environment no. 14 Year 2010 concerning Environmental Document for Business and / or Activities that Have Business License and / or Activity but Not yet Not Have Environmental Document.

Labor

• Law No. 13 of 2003, Article 43 paragraph 1 on Foreign Workers (No Foreign Workers).

Status: Comply

2.2

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

2.2.1

Smallholder management stated that scope of *Kelompok Tani Tenera* or Tenera Smallholder Group was **223.92 ha**, which divided into 5 Pal, i.e. Pal 1 (Rayon 1), Pal 4 (Rayon 2), Pal 5 (Rayon 2), Pal 8&9 (Rayon 3) and Pal 10&11 (Rayon 4). All smallholder management has documents of "*Surat Hak Milik* (SHM)" or Legal Ownership Certificates, as well as "*Surat Tanda Daftar Budidaya* (STD-B)" or Registration Business Letter for oil palm cultivation. Copy of SHM for Legal Ownership Certificates for all Tenera Smallholder member (35 smallholders) were available on the Tenera Office. Totalling it was 93 SHM Certificates in Tenera Smallholder Group. The Original SHM were holds by the respective smallholder. According to SHM document review, it could be concluded that total area stated on 93 SHM's was 2,239,178 m² or 223.92 ha. Furthermore, copy of STD-B dated January 4th and 5th 2018, for 35 smallholder members were also available. The STDB has inform name of land owner, number of SHM, hectarage, FFB production (ton/ha/year), planting material, number of palms, planting pattern, partner (PT WNL), soil type and other activity(ies) within SHM area. However, it was identified 0.93 ha in area owned by Jalu Saputra were planted with rubber. Smallholder Management mentioned that this particular areas will be converted into housing areas in 2019. Furthermore, based on interview with Agriculture Agency of Katingan Regency, it was informed that there were no issued related to legal ownership and business registration of Tenera Smallholders Group.

2.2.2

Cemented PVC pipes (colored with white and red) has installed on the field to identify SHM area of each smallholders. Coordinate of poles has refers to SHM Map with scale various from 1:1,500 to 1:2,500. For example, SHM poles of Mr. Sumarno (SHM No. 15.10.07.08.1.01009) with total area 1.44 ha (map 1:1,500) has installed on four coordinate.

Monitoring of SHM poles shall be carried out every 4 months as mentioned in procedure No. POKTAN_TENERA-SOP-PSHM-29 dated July 1st 2017. Smallholder management shows Official Letter of Poles Installation dated February 3rd 2018 which informed that from 270 of SHM poles, it was 203 Poles has already installed on the field. Group Manager informed that the rest of SHM poles installation is projected to be completed by the end of this year (2018). Based on observation to Pal 1, Pal 5 and Pal 8, it was found that poles were satisfactory installed on the field, in accordance with SHM Map.

2.2.3; 2.2.4 and 2.2.5

Procedure of land conflict resolution was presented in document No. POKTAN_TENERA-SOP-PKL-38, issued by Group Manager on July 1st 2017. However, based on hectare statement and operational map, it was informed that there were no land conflict within Tenera Smallholder Group operational areas. Furthermore based in interview with Agriculture Agency, as well as with community representative from Village of Hampalit, it could be concluded that land conflict or occupation within Tenera Smallholder Group operational areas were not exist. All areas were has Land Ownership Certificate which issued by National Land Agency (BPN) of Katingan Regency.

2.2.6

Member of Tenera Smallholder Group were consist of surrounding community which generally has family relationship or relatives of Group Manager. Since the first time of smallholder operational on September 2004 and starting of Group operational on May 2017, it was reported that land conflict were never been happened. Hence, involvement of para-military for security maintenance was never been happened as well. This matters has confirmed during field observation and interview with Agriculture Agency of Katingan Regency, as well as community representatives from Village of Hampalit. Furthermore, Group Manager stated that any problem related to land occupation, will be conducted through mechanism of kinship as the most priority.

Status: Comply

2.3

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

2.3.1; 2.3.2; 2.3.3 and 2.3.4

Based on information from smallholder management, Agriculture Agency of Katingan Regency and community representative from Village of Hampalit, it could be concluded that there is no customary rights within Smallholders Group operational areas. All area were has Legal ownership Certificates. Evidence of FPIC on Tenera Smallholder membership has shown in document of Agreement Letter which signed with IDR 6,000 legal stamp (*meterai*) by all Smallholder Group members and Group Manager. Furthermore, document of statutes and post-secondary law has signed by Group Manager, Secretary, Treasurer and Chief of Hampalit Village on February 2nd 2017 and February 4th 2017, respectively.

Status: Comply

PRINCIPLE #3 Commitment to long-term economic and financial viability
3.1

There is an implemented management plan that aims to achieve long term economic and financial viability.

3.1.1

Long term management plan of Tenera Smallholder Group is presented in document of "*Program Kerja Kelompok Tani Tenera*" or Work Program of Tenera Smallholder Group for period 2017 to 2019, issued by Group Manager in April 4th 2017. For example, several projection parameter is presented as follows:

Parameter	2017	2018	2019
Planted (operational) area (ha)	223.92	223.92	223.92
FFB production (ton)	4,828.00	5,870.00	7,044.00
EFB application (ton)	225.00	900.00	1,800.00
Glyphosate application (litre)	356.00	284.00	213.00
Methyl Metsulfuron application (kg)	65	52	39
Replanting (ha)	-	-	-
FFB price (IDR/kg)	1,750.00	1,750.00	1,850.00

3.1.2

Based on age of planting profile, it was informed that palms in Tenera Smallholder Group were planted in between 2004 to 2015. Group Manager mentioned that palms will be replanted after reach one cycle which was about 25 years. Hence, replanting activities is projected to be carried out in 2029.

Status: Comply

PRINCIPLE #4 Use of appropriate best practices by growers and millers
4.1

Operating procedures are appropriately documented and consistently implemented and monitored.

4.1.1

Procedure of best management practices is presented in several documents (No. POKTAN-TENERA-PTKS-PMB-01 to No. POKTAN-TENERA-PTKS-PLM-12, issued by Group Manager on July 1st 2017. Procedures has covers best estate management practices activities such technical guidelines, land preparation, road construction and maintenance, drainage management, soil and water conservation, planting of land cover crop, planting of oil palm, weeds control management,

manuring, integrated pest management, harvesting and marginal land management. Furthermore, procedure of agrochemicals handling and management is presented in document No. POKTAN-TENERA-SOP-PBK-09 about agrochemicals management and No. POKTAN-TENERA-SOP-PLB3-10 about hazardous waste management. Moreover, procedure of safe working practices of agrochemicals application is presented in document of "Hazard Identification Risk Assessment and Determining Control (HIRADC) dated July 1st 2017 and the respective Material Safety Data Sheet (MSDS) of products. All procedures mentioned above are available on the Office. Group Manager mentioned that socialization of procedure has given through daily muster morning and conducting several trainings in provided by PT WNL. Based on field visits and interviews on fertilizer workers in Block PAL 1 and harvest workers in block PAL 8, it is known that the workers understand and can describe their work procedures well.

4.1.2 and 4.1.3

To maintain consistency of procedure implementation by workers, Group Manager has conducting several mechanism, as follows:

- Muster morning and periodic visit/inspection which conducted by Group Manager Twice a week.
- Periodic monthly meeting with Department of Sustainability of PT WNL, which discussed about technical works, safety, field condition assessment, production performance, etc. For example, last meeting was held in December 9th 2017, attended by 20 members and PT WNL representatives.
- Training and socialization of agronomy technique. For example, as follows:
 - Training of weeds control and pesticide management has conducted in February 9th 2017, attended by 7 Group members and 4 representatives from PT WNL (BGA).
 - Simulation of fertilizer and pesticide application has conducted in April 12th 2017, attended by 2 Foreman, 4 Fertilizer Applicators 3 pesticide Applicators.
 - Socialization of HIRADC towards safe working practice on harvesting and Agrochemicals application has conducted in November 7th 2017, attended by 29 workers.
- Internal Audit which conducted together with laws/regulations pursuance, for example as presented in Audit of laws and regulation report, issued by Group Manager on July 1st 2017.
- Internal audit was conducted on January 8th 2018 by auditor Hartono regarding the control of oryctes attack. Corrective and preventive action is done by the installation of oryctes trap. The compliance deadline is 3 weeks and has been fulfilled on February 6th 2018.

4.1.4

FFB produced by Tenera Smallholder Group were only came from registered members (223.92 ha). Group Manager was able to shows record of FFB production from each SHM. Identification of FFB source from members' area could be shown document of Surat Pengiriman Buah (SPB) or FFB Delivery Letter. For example, SPB No. GRA333357 (Ticket No. B333357) dated April 15th 2018 informed that 480 pcs of FFB has delivered to PT WNL from Pal 4 (Rayon 2) planted in 2004, through Vehicle No. KH 8513 AV. Total FFB weight delivered was 8,910 kg. Based on FFB delivery records, total FFB produced by Tenera Smallholder Group from May 2017 to April 2018 was 4,655.69 ton.

Status: Comply	
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4.2

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

4.2.1

Procedure related to soil fertility is presented in documents No. POKTAN-TENERA-SOP-05 to No. POKTAN-TENERA-PTKS-PLM-12, which already mentioned in Indicator 4.1.1. The auditor conducted an interview with fertilizer worker in block PAL 1 who was doing fertilization activities of NPK fertilizer. From the results of the interview, the auditor considers that the worker can explain the fertilization procedure well in accordance with the dosage determined based on the recommendation, sprinkle it around the principal evenly and use the previously calibrated container.

4.2.2

Recommendation of annual fertilizer program from Department of Research (Agronomist) of PT WNL for Tenera Smallholder Group is presented in document No. 01/RD-WNL/VII/2017 dated June 1st 2017. Furthermore, record of fertilizer application is presented in document monthly manuring realization, which prepared by Upkeep Foreman. Smallholder group

management shows records of fertilizer application during period 2017 until April 2018 (in kg). According to the record, it could be concluded that fertilizer used were one compound (NPK) and two single fertilizer (MOP and Urea). Schedule of manuring, type and dosage of fertilizer were provided by Agronomist team from PT WNL, based on leaf sampling analysis.

4.2.3

Tenera Smallholder Group management shows leaf sampling analysis dated may 17th 2017, as recommended by Research Agronomist Team from PT WNL. Laboratory testing was conducted by UPT Laboratorium Terpadu from University of Palangkaraya. Among parameter tested are macronutrient content (N, P, K, Ca, Mg and Na) and micronutrient (Cu).

Tenera Smallholder Group has conducted 8 soil samples on March 26th 2018 and is currently in the analysis phase (the results of the analysis have not been completed at the time of main assessment). This is evidenced based on a letter from the Tenera Smallholder Group manager to the BGA Group's Research Department Chairman on the application of soil and leaf analysis assistance at the Tenera Smallholder Group on March 26th 2018.

4.2.4

Apart from chemical fertilizer, smallholder group management has also conducted by-product application by empty fruit bunch (EFB) for nutrient cycle purposes, as seen through field overview in block PAL 1 and 8. Dosage given was 200 kg/palm/year, as mentioned in procedure No. POKTAN-TENERA-PPK-09 dated July 1st 2017. According to monthly EFB application record 2017, it was informed that totaling 432 ton EFB had applied within 223.92 ha areas. Moreover, placement of pruned frond on the interrows and inter palms has also considered as nutrient cycle method which expected could provide nutrient K on the soil. Furthermore, Group Manager has also applying organic fertilizer from cows' feces.

Status: Comply

4.3

Practices minimize and control erosion and degradation of soils.

4.3.1

Information of soil properties is presented in document of Soil Map (Scale 1:27,000), which informed there were six soil type in Tenera Smallholder Group operational areas, e.g. *Placaquods*, *Troposamants*, *Dystropepts*, *Tropudults*, *Dystropepts* and *Placaquods*. Based on field overview, it was known that in general land slope condition was flat to undulating and there were no presence of peat soil within operational areas. Hence, it could be concluded that there are no fragile soil on the accessed areas. Main limitation were seems mainly due to low fertility and sandy soil texture.

4.3.2

Based on elevation/slope map of Tenera Smallholder Group (scale 1:26,000) and field overview, it could be concluded that slope were range from 0-6% or 0°-3°, which consider as flat with very small portion of undulating areas. Group Manager has also informed that operational areas were not prone to flood during wet season. Hence, there is no limitation due to slope condition.

4.3.3

Group Manager mentioned that road maintenance has carried out through road compaction by laterite and hardpan which derived from ex mining areas. Transaction of both material were available. Based on field observation during the audit, it can be concluded that road maintenance has been done well.

4.3.4 and 4.3.5

According to soil map (scale 1:27,000) and information from Group Manager and field overview, it could be concluded that there were no presence of peat soil within smallholders operational areas. Hence, this indicator is not applicable.

4.3.6

As mentioned in Indicator 4.3.1 and 4.3.2, it was known that there were no fragile soils within smallholder operational areas. Main limitation for oil palm cultivation were mainly due to low fertility and presence of sandy soils texture. To overcome this situation, several strategy that has been conducted, such as fertilizer application which recommended by Agronomist of PT WNL, EFB mulching, organic fertilizer application, selective weeding and proper pruned frond placement.

Status: Comply

4.4

Practices maintain the quality and availability of surface and ground water.

4.4.1

Independent smallholder already has a policy of No 005 / P-TNR / SK / VII / 2017 dated July 1, 2017 to maintain the water border located within the Tenera Smallholders Group area. The form of the plan is to avoid spraying around the riparian area. In addition, water management plans and programs are located in the HCV management plant, which makes SOP on HCV management policies, spray boundary markers, sign board bans on chemical use and socialization to pesticide applicators, socialization to all group members.

4.4.2

Independent smallholder has identified the flow of water and wetlands (in this case the border area of the river) located at km 11 and in km 1. The form of management was conducted by independent smallholder such as mark spray boundaries makers in riparian areas and make signboards of chemical application bans. There is socialization to pesticide applicator and fertilizer workers on April 5th, 2018 regarding the prohibition of sowing fertilizer or spraying activities in HCV area. Based on field visit in HCV area (4.1) located at Kilometer 11 its known there has been a HCV information warning board, ban of spraying activities and plants are allowed to grow naturally in the reservoir borders.



Picture Number (1) HCV 4.1 in Kilometer 11.



Picture Number (2) information boards HCV 4.1.

4.4.3

Based on interviews with independent smallholder Managers and field observations it is known that independent smallholder doesn't have mill. So they doesn't conduct BOD measurement for liquid waste.

4.4.4

Based on interviews with independent smallholder Managers and field observations it is known that independent smallholder doesn't have mill so it has no record of monitoring water use per ton of FFB for Mill.

Status: Comply

4.5

Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.

4.5.1

Commitment of integrated pest management is presented in long term business plan and procedure No. POKTAN-TENERA-HPT-10 dated July 1st 2017 about integrated pest management. Realization record of this activities is presented as follows:

- Visual information which informed that leaf eating caterpillar and rats attack were not significantly identified within operational areas.
- Census of Rhine beetle *Oryctes rhinoceros* in Rayon 1, 4, 5, 8 and 11 dated January 17th 2018 which informed that incidence were less than 1%.
- For biological control, unit management has plan to plant *Turnera subulata* which currently on nursery stage, located nearby the Office. Furthermore implementation of Pheromone trap and installation of Barn Owl (*Tyto alba*) Box for *Oryctes* and rat population control, respectively, are included on managemen plan 2018 to 2019.
- In order to avoid pest (include weeds) resistance and prophylactic uses of pesticide, estate management had substitute

and/or rotate the use of pesticides for the same target, for example, in term of broad leaf control, the use of Kleen Up 480 SL (Isoprophyl Amine Glyphosate) could be substitute with Metafuron 20 WP (Methyl Metsulfuron).

4.5.2

Together with PT WNL, Group Manager has provide IPM training to members, for example as follows:

- Training of integrated pest management has conducted in March 8th to 9th 2017, attended by 12 participants.
- Training of weeds control and pesticide management has conducted in February 9th 2017, attended by 7 Group members and 4 representatives from PT WNL (BGA).
- Socialization of HIRADC towards safe working practice on harvesting and Agrochemicals application has conducted in November 7th 2017, attended by 29 workers.

Based on interviews to fertilizer and harvest workers and some farmers of Tenera Smallholder Group, it was concluded that the workers and farmers have understood that Turnera plant acts as a host plant of natural enemies of caterpillars, owls as natural enemies of rat pests, and others.

Status: Comply

4.6

Pesticides are used in ways that do not endanger health or the environment

4.6.1

Procedure of pesticide application is presented in No. POKTAN-TENERA-PG-08 about weeds control management and No. POKTAN-TENERA-HPT-10 about integrated pest management dated July 1st 2017. In order to avoid pest (include weeds) resistance and prophylactic uses of pesticide, estate management had substitute and/or rotate the use of pesticides for the same target, for example, in term of broad leaf control, the use of Kleen Up 480 SL (Isoprophyl Amine Glyphosate) could be substitute with Metafuron 20 WP (Methyl Metsulfuron). According to pesticide use record and overview to Pesticide Store in the Office, it was known that pesticide used in Tenera Group are Kleen Up 480 SL (Isoprophyl Amine Glyphosate) and Metafuron 20 WP (Methyl Metsulfuron). Both were herbicide which used for broadleaf and narrowleaf control and already listed in the Book of Pesticide Commission 2016 issued by Department of Agriculture, Republic of Indonesia. There is no pesticide used by Tenera Smallholder management for insects and mamals population control.

4.6.2

Program of pesticide application is presented in long term management plan. Actual implementation was recorded on monthly pesticide application record. For example, total Isoprophyl Amine Glyphosate and Methyl Metsulfuron applied during 2017 were about 0.278 ltr/ha and 0.008 kg/ha and until March 2018 were about 0.748 ltr/ha and 0.008 kg/ha, respectively. Furthermore, LD₅₀-Oral for both active substances were 1,480 and 5,000 mg/kg in Rats, respectively, meanwhile for LD₅₀-Dermal were both 2,000 mg/kg.

4.6.3

Group Manager has program to minimize the use of pesticide, which presented in long term management plan 2017 to 2019. Reduction of pesticide were predicted about 20 to 25 % from the previous year. In order to avoid pest (include weeds) resistance and prophylactic uses of pesticide, estate management had substitute and/or rotate the use of pesticides for the same target, for example, in term of broad leaf control, the use of Kleen Up 480 SL (Isoprophyl Amine Glyphosate) could be substitute with Metafuron 20 WP (Methyl Metsulfuron). Furthermore, management unit has also adopting biological control method to reduce the use of pesticide, such as planting of plant *Turnera subulata* which currently on nursery stage, located nearby the Office; implementation of Pheromone trap and installation of Barn Owl (*Tyto alba*) Box for Oryctes and rat population control, respectively, are included on managemen plan 2018 to 2019.

Based on document verification of chemical use at Tenera Smallholder Group, during 2017 to April 2018 there was no chemical use to control rat pests and caterpillars. From the beginning, Tenera Smallholder Group did not use herbicides made from active paraquat.

4.6.4

Based on pesticide used records in 2017 as presented in Indicator 4.6.1 and 4.6.2, as well as overview to pesticide storage on the Office, it could be concluded that there is no pesticides listed in WHO Appendix 1A, 1B and/or listed in Stockholm or

Rotterdam Convention as well as paraquat.

4.6.5; 4.6.7 and 4.6.9.

Procedure of pesticide handling is presented in document No. POKTAN-TENERA-PG-08 about weeds control management and No. POKTAN-TENERA-HPT-10 about integrated pest management. Both procedure were issued by Group Manager on July 1st 2017. Smallholder management has conducting several trainings which aims to maintain workers knowledge and skills towards P&D management, for example as follows:

- Training of weeds control and pesticide management has conducted in February 9th 2017, attended by 7 Group members and 4 representatives from PT WNL (BGA).
- Simulation of fertilizer and pesticide application has conducted in April 12th 2017, attended by 2 Foreman, 4 Fertilizer Applicators 3 pesticide Applicators.
- Socialization of HIRADC towards safe working practice on harvesting and Agrochemicals application has conducted in November 7th 2017, attended by 29 workers.

Meanwhile, the spraying workers interviewed also claimed that after spraying they will be washing up and drying up the PPE and spraying tools (sprayer tank, jerry, etc), and taking shower/changing clothes in special place near pesticide store of the division office. Therefore based on field observation to mixing area, that known there are storage for keeping all PPE's and spraying tools after use.

4.6.6 and 4.6.10

Procedure of agrochemicals handling and management is presented in the following documents, e.g.:

- No. POKTAN-TENERA-SOP-PBK-09 about agrochemicals management.
- No. POKTAN-TENERA-SOP-PLB3-10 about hazardous waste management.
- MSDS of pesticide products.

Record of hazardous wastes including disposal pesticide containers were presented in Indicator 5.3.2. Smallholder management has an agreement with PT Windu Nabatindo Abadi (PT WNA) which has permitted Haardous Waste Store, as presented in document No, 001/P-TNR/KKB/I/2018 dated January 26th 2018. Hazardous delivery from Tenera Group to PT WNA was every 2 to 3 months. Record of used pesticide container in hazardous waste temporary storage is available. As per 2 May 2018 record, it was known that there were 5 pcs of used pesticide containers on the store (3 pcs ex kleen up container and 2 pcs ex metafuron container).

Tenera Smallholder Group has a building that is used as a spraying equipment storage, a spraying tool wash storage, an apron wash storage, and as washing up house. The waste water from the spraying wash activation will be reused as water for the next spraying. Tenera Smallholder Group has a chance to ensure that waste water containers used by pesticide and fertilizer applicators tool do not overflow to environmental agencies. **OFI**

4.6.8

Based on information form Group Manager, it was informed that there were no pesticide application by plane through the air. All pesticides has applied through spraying.

4.6.11

Tenera Smallholder Group has 4 spray workers (2 male and 2 female). Based on the results of a medical examination (cholinesterase) conducted by Metro Pundu Clinic (dr. Heri Nur Rahman), it is known that all workers get the Normal result. Interviews were conducted on the fertilizer workers who were also as spray workers in block PAL 1 and from the interviews it was found that they claimed to have received a special medical examination conducted by the doctor and knew the results of the examination.

4.6.12

Group Manager stated that pregnant and breastfeeding worker were prohibited to works with agrochemicals. This policy is presented in Manager Decree No. 016/P-TNR/SK/VIII/2017 dated August 1st 2017. According to employee's record and information from unit management, it was known that there were 2 female agrochemicals (pesticide and fertilizer) applicators.

Both applicators are known has "sterile" or not able to produce children. Currently, there are no pregnant and breastfeeding workers. Based on interviews with spray workers in the block PAL 1, it can be concluded that workers know the prohibition against women who are pregnant and breastfeeding to spray.

4.6.10 minor **Status: OFI with Observation**

4.7

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

4.7.1

Group smallholder management shows Decree of Group Manager No. 001/P-TNR/SK/VII/2017 dated July 1st 2017 about occupational and safety (OSH) commitment in Tenera Smallholder Group. Unit management has committed to carried out OSH through monitoring and implementing OSH principle and to arrange OSH program which aim to minimize work accident. Group Smallholder Management has safety committee structure, which consist of Advisor of Committee by Group Manager, Chief Committee and Secretary Committee which supported by 4 Coordinators, e.g. Hazardous, Hazardous Waste and Emergency; Environment and Health; OSH Inspection; and Training, Documentation and Devices Divisions. Record of socialization and training towards safe working practices is presented Indicator 4.7.3.

4.7.2

Smallholder group management has carried out hazard identification risk assessment and risk control (HIRARC) which presented in document HIRARC, issued by Internal Control System (ICS) and Group Manager on July 1st 2017. In general among activities which covers on the analysis are harvesting, FFB transportation, loader, pesticide application, manuring, pruning, road maintenance, manual upkeep, office works, workshop works, hazardous waste management and dump truck.

Tenera Smallholder Group has an implementation record of risk assessment, for example, the HIRARC socialization report which was held on April 2nd 2018 attended by 14 participants. Based on auditor interviews to maintenance workers and harvesters, it is known that workers already understand the risks of their work and are already getting socialization on how to reduce those risks such as using PPE properly and using the tools properly.

4.7.3

Tenera Smallholder Group has provide safe working practices as well as PPE usage trainings. For example, training conducted in 2017 is presented as follows: Official Letter of PPE used awareness socialization, has conducted in January 15th 2018 and January 19th 2018, attended by 5 Upkeep Worker; Simulation of fertilizer and pesticide application has conducted in April 12th 2017, attended by 2 Foreman, 4 Fertilizer Applicators 3 pesticide Applicators; Socialization of HIRADC towards safe working practice on harvesting and Agrochemicals application has conducted in November 7th 2017, attended by 29 workers.

Unit management has provide PPE as mentioned in HIRARC analysis, which shows in several documents, for example as follows: Official letter dated January 15th 2018 about PPE set delivery to 5 pesticide applicators, i.e. goggle, boot, apron, masker, rubber gloves and helmet; Official letter dated January 19th 2018 about PPE delivery to 5 fertilizer applicators, i.e. pair of gloves and apron.

Based on field visits and interviews with pesticide applicators on block PAL 1, it is known that Tenera Smallholder Group has provided PPE to workers for free such as gloves, goggles, helmets, apron, boots, and masks. Workers recognize that PPE can be replaced immediately if damaged. The mask used by the pesticide applicator is in accordance with the MSDS product that is using the respirator mask.

4.7.4

Tenera Smallholder Group has safety committee structure, which consist of Advisor of Committee by Group Manager, Chief Committee and Secretary Committee which supported by 4 Coordinators, e.g. Hazardous, Hazardous Waste and Emergency; Environment and Health; OSH Inspection; and Training, Documentation and Devices Divisions. Meeting regarding safety has conducting together with monthly meeting. For example, last meeting was held in December 9th 2017, attended by 20 members and PT WNL representatives.

4.7.5

Procedure of identification, evaluation and response of emergency situation is presented in document No. POKTAN-

TENERA-SOP-IEPD-13 and No. POKTAN-TENERA-SOP-KTD-14 dated July 1st 2017. For first aid purposes, unit management has provide 5 set of first aid box and 2 set of portable first, which brings by Foreman. Training of first has has conducted in June 13th-14th 2017, attended by 17 smallholder, ICS team and Group Manager. Furthermore, unit management informed that health services will be provided this year as shows through Letter of Agreement with Clinic in KM 30 No. 001/TNR/KKB/II/2018 dated January 1st 2018. Furthermore, based on field observations and interviews with maintenance workers and harvesters, it is known that workers understand what to do if an accident happened and there is a first aid box available in the shuttle's car. The foreman understands the function of the first aid box and confess received training about first aid from paramedic.

4.7.6

Based on interviews with maintenance workers and harvesters, it was concluded that all workers were aware of the medical service procedures in the event of an accident or illness. All the workers interviewed also claimed to have a Workers Social Security Agency (BPJS) Employment Card (Work Accident Insurance, Death Insurance and Old Age Security), if they went to the clinic there was no fee at all. Furthermore, based on the document review, all Tenera Smallholder Group workers (13 workers) have received BPJS Employment Card (Work Accident Insurance, Death Insurance and Old Age Security).

4.7.7

Tenera Smallholder Group has the recording of occupational accidents by calculating the lost time accident (LTA). Recapitulation of work accidents with a formula to find the level of severity and frequency of accidents. This document informs the time period, the number of working days, the number of non effective working days, overtime, hours of work in total, the number of accidents, the number of working days lost, hours of work a year, the number of accidents a year, lost days a year.

Status: Comply

4.8

All staff, workers, smallholders and contractors are appropriately trained.

4.8.1 and 4.8.2

The management unit can show the recording of the training program related to RSPO Principle & Criteria, for example: Official Letter of PPE used awareness socialization, attended by 5 Upkeep Worker, Simulation of fertilizer and pesticide application has been performed in April 12th 2017, attended by 2 Foreman, 4 Fertilizer Applicators 3 pesticide Applicators and dissemination of waste management training held on 9th November 2017 attended by 29 employee. The training records that each employee was filed in Tenera Smallholders Group office.

Status: Comply

PRINCIPLE #5 Environmental responsibility and conservation of natural resources and biodiversity

5.1

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

5.1.1

Independent smallholder shows a letter of statement on the capacity of the management and monitoring of the environment (SPPL) with the evidence of receipt by Environmental Agency Katingan Regency No. 660.2.2/41/DLH-TL/SPPL/IV/2018 approved by the Head of Environmental Agency Katingan Regency dated April 23rd, 2018. This SPPL covers for oil palm plantation activities with an area of 1,633 ha located in Hampalit Village, Katingan Hilir Regency and Katingan Sub-Regency.

Independent smallholder shows a letter of statement on the capacity of environmental management and monitoring (SPPL) with the evidence of receipt by Environmental Agency Katingan Regency No. 660.2.2/42/DLH-TL/SPPL/IV/2018 approved by the Head of Environmental Agency Katingan Regency on April 23rd, 2018. This SPPL covers for oil palm plantation activities with an area of 2,361 ha located in Hampalit Village, Katingan Hilir Regency and Katingan Sub-Regency.

5.1.2 and 5.1.3

Based on the letter of statement of the environmental management and monitoring (SPPL) endorsed by the Head of Environmental Agency Katingan Regency dated April 23rd, 2018. Environmental impact management and monitoring includes among others: Monitoring of fire extinguishers for the period of January to June 2018, hazardous waste management, road

maintenance and others		
	Status: Comply	
5.2 The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced		
5.2.1 Independent smallholder was conducted assessment of HCV by the independent smallholder manager along with members guided by PT BGA in March 2017 for 234 Ha of land use using RSPO guidelines For independent smallholder managing HCVs in established Palm Oil Plantations (Version 2.4) December 9 th , 2015. Based on field visit in HCV area (4.1) located at Kilometer 11 its known there has been a HCV information warning board, ban of spraying activities and plants are allowed to grow naturally in the reservoir borders. 5.2.2 and 5.2.4 Based on management and monitoring of HCV independent smallholder such as: <ul style="list-style-type: none"> • Preparation of SOPs implemented in SOP HCV Management Program POKTAN_TENERA-SOP-HCV-26. • Socialization related to the presence / shape of areas and important values including organizational commitment to protect it, especially to all members of the group and workers. • Installation of sign boards for prohibiting the use of chemicals in HCV areas and conducting socialization. • Boundary marks of chemical applications palm oil. 5.2.3 Independent smallholder has socialized the existence of HCV areas such as the installation of HCV signs and spraying ban boards in Pal 11 and Pal 4. Installation of HCV boards on September 11 th , 2017 in Pal 11 and Pal 4 areas. 5.2.5 Based on the interviews and document review, there was a policy agreement with No 005 / P-TNR / SK / VII / 2017 dated July 1 st , 2017 to maintain the riparian area located in independent smallholder area. The form of planning is not doing spraying around the riparian area. The result of interview with Hampalit village community, there is no overlapping community area with HCV area.		
	Status: Comply	
5.3 Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.		
5.3.1 Independent smallholder was identified waste sources and management plans for the period of 2017 which informs activities, waste generated, type of waste, classification, frequency (routine and non-routine), unit, number / month, reuse / recycle / disposal, purpose and description. For example: Sources of waste in spraying activities like pesticide packaging, chemical cans, masks and gloves are stored in hazardous waste storage. Independent smallholder showed the identification of pollution sources in 2017 with details as follows: <ul style="list-style-type: none"> • Fertilizer use produced Na₂O emissions. • Transportation of emission vehicles use produced CO and CO₂ emissions. • Fuel oil use produced CO₂ emission. • Land clearing produced CO₂ emission. Independent smallholder has not yet carried out the identification of all sources of waste derived from fertilization activities. This is shown by several facts with details as follows: <ul style="list-style-type: none"> • Based on observations to the workers housing areas, found inner plastic containers have not been managed (scattered). 		

- Based on the recording of the identification document of the waste source, the inner plastic packaging of the fertilizer has not been identified as waste. **This become NCR No. 2018.01 with Major Category.**

5.3.2

Independent smallholder shows the minutes of meeting of hazardous waste is sent to hazardous storage of Sungai Cempaga Estate (SCME) PT Windu Nabatindo Abadi dated March 14th, 2018 with details as follows: lubricants container 1 pair, solar filters 1 pair, oil filter 1 pair, apron 6 pieces, sprayer used 3 pieces, used pesticide packaging (Glyphosat) 6 pieces and used pesticide packaging (metafuron) 6 pieces.

There is a letter of agreement between independent smallholder manager and PT Windu Nabatindo Abadi with number 001 / P-TNR / KKB / I / 2018 dated January 26th, 2018. The period of transported of hazardous waste every 3 months. Permit for the management of hazardous and toxic waste for hazardous waste storage PT WNA by decision number by Regency of Kotawaringin Timur No: 660/814 / DLH-Ek.SDA / I / 2017 valid from November 21st, 2017 until 5 years.

Based on field observation in workers housing area, found hazardous Waste such as paint packaging. This is not in accordance with the hazardous Waste Management Procedure no. POKTAN_TENERA-SOP-PLB3-10 dated July 1st, 2018 stating that hazardous waste must be transported to the licensed hazardous Waste storage. **This become NCR No. 2018.02 with Major Category.**

5.3.3

Based on observations behind workers housing, it is known there are former domestic waste burning activities. This is not in accordance with the Housing and Office Waste Management with number POKTAN_TENARA-SOP-SPK-23 dated July 1st, 2017, which on the point of general terms explained that every head of the family must control the waste generated households and prohibited to destroy the garbage by burning. **This become NCR No. 2018.03 with minor Category.**

5.3.1 Major	Status: Non-Conformity No. 2018.01 with Major category	Closed
5.3.2 Major	Non-Conformity No. 2018.02 with Major category	Closed
5.3.3 minor	Non-Conformity No. 2018.03 with minor category	Closed

5.4

Efficiency of fossil fuel use and the use of renewable energy is optimised.

5.4.1

Independent smallholder cooperates with FFB Local Contractor for vehicle transportation so that fuel is borne by the contractor. There is Letter of Cooperation Agreement No. 01 / SPK-POKTAN-VI / 2017 between POKTAN Manager and FFB local Contractor dated June 1st to December 30th, 2017. Field observation to workers housing, the electricity is source from the national power company (PLN), Independent smallholder provides subsidies to workers as much as IDR 50,000,- every month (2 houses one source of electricity).

Status: Comply	
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5.5

Use of fire for waste disposal and for preparing land for replanting is avoided except in specific situations, as identified in the ASEAN guidelines or other regional best practice.

5.5.1 and 5.5.2

Independent smallholder policy towards zero burning is presented in procedure No. POKTAN-TENERA-SOP-02 dated July 1st 2017 about land preparation. Group Manager stated that land burning is strictly prohibited. Based on document review and interviews with POKTAN Manager it is known that independent smallholder has not conducted land clearing. The first planting year in 2004.

Status: Comply	
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5.6

Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.

5.6.1 and 5.6.2.

Independent smallholder was identified waste sources and management plans for the period of 2017 which informs activities, waste generated, type of waste, classification, frequency (routine and non-routine), unit, number / month, reuse / recycle /

disposal, purpose and description. For example: Sources of waste in spraying activities like pesticide packaging, chemical cans, masks and gloves are stored in hazardous waste storage.

Independent smallholder showed the identification of pollution sources in 2017 with details as follows:

- Fertilizer use produced Na_2O emissions.
- Transportation of emission vehicles use produced CO and CO_2 emissions.
- Fuel oil use produced CO_2 emission.
- Land clearing produced CO_2 emission.

Independent smallholder shows the monitoring plans and timelines such as, monitoring and realization of land clearing, monitoring of carbon absorption from oil palm; Procurement of fertilizer and transportation, and Absorption of plants in the HCV area.

5.6.3.

Independent smallholder showed emissions assessment report in 2017 explain related emissions from plantation activities such as fertilizer use, fuel use, greenhouse gas emissions reduction strategies, management and mitigation plans, monitoring and implementation action plans.

Status: Comply

PRINCIPLE #6 Responsible consideration of employees and of individuals and communities affected by growers and mills.

6.1

Aspects of plantation and mill management, including replanting, that have social impacts are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate the continuous improvement.

6.1.1 and 6.1.2

The Tenera Smallholder Group (Kelompok Tani Tenera) is located in Hampalit Village, Katingan Hilir Regency, Katingan Regency, Central Kalimantan Province. The identification of the social impact of Tenera Smallholder Group has been done in 2017. The identification activities were carried out by a joint team of Tenera Farmer Group and accompanied by the Team of the companion of PT Windu Nabatindo Lestari. There is also a Minute of Meeting on information gathering for the compilation of Social Operations Impact Identification document, dated 8 March 2017.

Based on the results of stakeholder consultations with Community Leaders, Village/Peasant Representatives, Village Heads and Tenera farmer workers, it is known that there are no negative issues about the existence of the Tenera Farmers Group. Some informants stated that the existence of farmer groups has had a positive impact, among other: the increase of welfare (income), assistance to the village government (construction of the Mosque, funding for transport of school children and other assistance on religious days).

6.1.3

There was showed the document of Management Plan of Social Impact Identification. These document was arranged by the participative process with related parties, members of Hampalit Village, informal leader and the PT Windu Nabatindo Lestari staff. However the document was not explicitly described of schedule and the responsible person to in charge. **NCR No. 2018.04.**

6.1.4

It has been shown the document of Social Impact Identification of Tenera 2018 Farmer Group and evidence of documentation of plan, ie PT Windu Nabatindo Lestari, members of Hampalit Village and Community Leader. These document was issued in 2018. The Tenera Farmer Group has also documented the Statement of Environmental Management and Monitoring (SPPL), Number; 660.2.2 / 49 / DLH-TL / SPPL / IV / 2018, dated 29 April 2018 which was published by Katingan Regency Environmental Office. Both of these plan documents have not been reviewed because they were only published in 2018.

6.1.5

The Tenera Smallholder Group located in Hampalit Village, Katingan Hilir Sub-Regency, Katingan Regency, Central Kalimantan Province is a scheme of independent smallholder group with 233.92 Ha area and its members consist of local community (35 farmers). Significant impacts on surrounding communities consist of:

- Ease of obtaining fertilizer, whether subsidized fertilizer or non-subsidized fertilizer.
- Ease of obtaining counseling from various parties (Local Government, NGOs, Companies) concerning the welfare of independent oil palm growers.
- Not subject to high deduction costs related to transportation & buying and selling with Palm Oil Factory.

6.1.3 Major	Status: Non-Conformity No. 2018.04 with Major category	Closed
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6.2
There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.

6.2.1 and 6.2.2
The Tenera Smallholder Group has Procedure of Transparency and Communication (POKTAN_TENERA-SOP-TK-39, endorsed by Farmer Group Manager-Sugiyarno, valid from 1 July 2017). The procedure is a reference in the process of communication and providing information to stakeholders transparently. Based on these procedure was known that the officers assigned to the Group Manager and responsible for communication and consultation with the parties are the Administration staff.

6.2.3
The Tenera Smallholder Group has Stakeholder List in 2018 consist of Members of Tenera Smallholder Group, Village Head and the staff, The Police, CV Graha Tenera, PT Windu Nabatinto Lestari, PT Windu Nabatinto Abadi and Katingan Regency Service Work Unit (SKPD).

There are several forms of communication with other parties, for example in the incoming book letter there is evidence of recording communication with several parties, for examples:

- Health cooperation agreement with Public Health Center of KM 30 Hampalit Village Katingan Hilir Regency, Katingan Regency (January 1, 2018).
- Hazardous Waste Handling cooperation with PT Windu Nabatinto Abadi (dated January 26, 2018).
- Communication with the Head of the Environment Agency of the Katingan Regency concerning the management of the Environmental Management Declaration Letter (dated January 30, 2018).

	Status: Comply	
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6.3
There is a mutually agreed and documented system for dealing with complaints and grievances, which is Implemented and accepted by all affected parties.

6.3.1
There was available Procedure of Complaints (POKTAN_TENERA-SOP-K-25, endorsed by Smallholder Group Manager, valid since 1 July 2017). The procedure is a reference in handling complaints from the parties (internal and external). There also has been shown the document of Whistle Blowing Policy which informs of a contact telephone number, these policy was filed in office and put in front area of Tenera Smallholder Group Office.



The Whistle Blowing Policy of Tenera Smallholder Group

6.3.2
Based on the documented verification and explanation from the management representative and staff of the Tenera Smallholder Group that until now there are no internal and external disputes and complaints related to the management of the their palm oil plantation area. Based on the results of stakeholder consultations with stakeholders, consist of: Villagers or Smallholder member, Informal Leader and Head of Hampalit Village, it is known that there are no significant grievances to the existence of the Tenera Smallholder plantation operation.

	Status: Comply	
6.4	Any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.	
6.4.1; 6.4.1 and 6.4.3	<p>Scope of <i>Kelompok Tani Tenera</i> or Tenera Smallholder Group was 223.92 ha. Certificates of Land Ownership and Registration Business Letters of all 35 members were available. Based on information from smallholder management, Agriculture Agency of Katingan Regency and community representative from Village of Hampalit, it could be concluded that there is no customary rights within Smallholders Group operational areas. All area were has SHM as mentioned in Indicator 2.2.1. However, evidence of FPIC on Tenera Smallholder membership could be shown in document of Agreement Letter which signed with IDR 6,000 legal stamp (<i>metera</i>) by all Smallholder Group members and Group Manager. Furthermore, document of statutes and post-secondary law has signed by Group Manager, Secretary, Treasurer and Chief of Hampalit Village on February 2nd 2017 and February 4th 2017, respectively.</p>	
	Status: Comply	
6.5	Pay and conditions for employees and for employees of contractors always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.	
6.5.1	<p>Commitment of Tenera Smallholder Group towards employees' rights fulfillment was presented in document policy No. 002/P-TNR/SK/VII/2017, which mentioned that wages, working conditions and other facilities shall be provided by Group Management, in accordance with government regulations. Implementation of the policy is presented as follows:</p> <ul style="list-style-type: none"> • Basic salary in 2018 was in accordance with Governor of Kalimantan Tengah Regulation No. 40/2017 (minimum IDR 2,506,654). For example, salary of administration staff was IDR 2,482,000 plus 20 kg of rice, electric voucher IDR 50,000 and others up to IDR 361,000. Hence, total income was IDR 2,843,000. • Working hour was 7 hours per day (never overtime). Premium has only for harvester. • All workers were registered and paid for BPJS Ketenagakerjaan which 2 % paid by the employee. Evidence of payment shows through e-Payment BPJSTK via Bank Mandiri Online. For example, latest payment has conducted in April 23rd 2018 with Ref. No. 20180319161993443. • Cost of health to the clinic was covered by Group Smallholders. • Worker right has presented in the Letter of Agreement. 	
6.5.2	<p>Smallholder management was able to shows Working Agreement of all employees (12 workers). Based on interview with administration Staff, 4 Upkeep workers in Pal 1 and 2 Harvesters in Pal 8, it was informed that the workers keep the copy of working agreement. The agreement has consist of Group regulation, working hours, absence, code of conduct, salary payment and remuneration, PPE, medical facility, BPJS payment, leave, permission, ends of relationship and conflict resolution. The agreement signed by Group manager and the respective worker.</p>	
6.5.3	<p>Group management has providing a proper housing facilities equipped with fire extinguisher, toilet and small prayer room and volley field. Voucher of electricity were given IDR 50,000 per month as subsidy. According to interview with worker in housing area, facilities given such as clean water, sanitation, health and access to the local market were considered satisfactory. As observed, housing condition was considered clean and health.</p>	
6.5.4	<p>Location of Tenera Smallholder Group operational areas were just in adjacent with Trans Kalimantan Province Road, which connecting Katingan Regency in Kalimantan Tengah Province to Landak Regency in Kalimantan Barat Province. Distance from the nearest traditional market were about 10 to 15 km. Based on interview with employees, it was informed that accessibility from housing areas to the market was very satisfactory.</p>	
	Status: Comply	

6.6 The employer respects the right of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.		
6.6.1 and 6.6.2 Management policy towards freedom of association to forms a workers union was presented in document No. 002/P-TNR/SK/VII/2017 Point 4. However, according to interview with administration Staff, 4 Upkeep workers in Pal 1 and 2 Harvesters in Pal 8, it could be concluded that forming of worker union in Tenera Smallholder Group was not necessary since there were only 12 workers in the Group. Aspiration of workers was delivered personally to the Group management.		
	Status: Comply	
6.7 Children are not employed or exploited.		
6.7.1 Policy towards minimum age for workers was presented in document No. 004/P-TNR/SK/VII/2017 dated July 1 st 2017, which mentioned that worker below 18 years old was strictly prohibited. According to employees' data, it was informed that the youngest employess was 20 years old, born on October 21 st 1998.		
	Status: Comply	
6.8 Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.		
6.8.1; 6.8.2 and 6.8.3 Non discriminative policy was presented in document No. 002/P-TNR/SK/VII/2017 dated July 1 st 2017 Point 5. According to interview with Hampalit Village representatives, 4 Upkeep workers in Pal 1 and 2 Harvesters in Pal 8, it was revealed that composition of workers are varies. The workers were came from Nias, Jawa and locals (Dayak). Based on list of employee data in 2018, it was informed that it was only 1 female worker from Jawa Timur (upkeep worker). Two days reproductive leave is given to female worker by request.		
	Status: Comply	
6.9 There is no harassment or abuse in the work place, and reproductive rights are protected.		
6.9.1 Policy of Smallholder Group towards preventing sexual and all other fors of harassment and violence was presented in document No. 002/P-TNR/SK/VII/2017 dated July 1 st 2017 Point 5 which mentioned that sexual harassment is strictly prohibited, and Group has supporting any non-discriminative towards race, ethnic, religion and place of origin. Furthermore, mechanism of harassment resolution was presented in document No. POKTAN-TENERA-SOP-K25 and procedure of complaint or grievance has refers to procedure of transparency of information and communication which presented in document No. POKTAN-TENERA-SOP-TK-39. Based on interview with female upkeep worker, it was informed that there is no sexual harassment so far. Furthermore, the workoers also mentioned that socialization towards sexual harassment policy has given during muster morning.		
6.9.2 Policy of reproductive right was presented in document No. 003/P-TNR/SK/VII/2017 dated July 1 st 2017. The policy has covers menstruation period, leave due to period, and prohibition for pregnant and breasfeeding workers to works with chemicals. Based on interview with female upkeep worker, it was informed that 2 days leave is given for female worker during menstruation period.		
6.9.3 Mechanism of grievances was presented in document No. POKTAN_TENERA-SOPO-K-25 Point 5.0 which mentioned that. Grievances could be deliver through directly via conversation, by phone or through official letter. Investigation is later on to be conducted by Group Management. Based on observation to Smallholder Group Office, contact number for PIC of grievances is displayed infront of the office. Furthermore, based on interview with 4 Upkeep workers in Pal 1 and 2 Harvesters in Pal 8, it was stated that there is no grievance so far. The workers consider satisfy with the current working environment situation.		

Status: Comply	
6.10	
Growers and mills deal fairly and transparently with smallholders and other local businesses.	
6.10.1 and 6.10.2	
<p>Letter of Agreement towards FFB trading between Kelompok Tani Tenera is presented in document No. 04/SPK-POKTAN-TENERA/I/2018 dated January 1st 2018. This Agreement is renew every year, signed by Group Manager and Department of Commercial of PT WNL. Terms of FFB price is presented in the agreement. FFB price is provided by PT WNL. Group Manager informed that FFB price was available on Tambengan Newspaper (a Local Newspaper) and as informed by Commercial Department of PT WNL via social media. Information of FFB price later on to be spread to Group members through Whatsup. Group Manager reported that FFB Price from PT WNL were usually higher than price provided by Government (presented in Tambengan Newspaper</p>	
6.10.3	
<p>Smallholder Group Management shows Letter of Agreement with local contractor for FFB Transportation No. 1/SPK-POKTAN-TENERA/./2017 dated June 1st 2017 which covers mechanism of payment, safety aspect, PPE providing, etc. The agreement was signed by both parties with legal stamp with value IDR 6,000.-. Up to Audit Stage-2, it was informed that that is no issues related to Local Contractor.</p>	
6.10.4	
<p>Point 3 of agreement which stamped by Materei IDR 6,000 and signed by all Smallholder members stated that the income share will in accordance with land ownership hectarages, after deducted by operational cost. Evidence of payment such as weighbridge ticket from Estate and WNL Mill, calculation of deduction and operational cost calculation (transportation, administration, maintenance, upkeep and manuring area available. Based on interview with 6 Smallholder members which owned majority hectarages, it was informed that share of income were distributed fairly and proportionally, as arranged on the Agreement.</p>	
Status: Comply	
6.11	
Growers and millers contribute to local sustainable development wherever appropriate.	
6.11.1	
<p>There is proof of recording book of Social Aid of Tenera Smallholder Group, period July - December 2017, consisting of:</p> <ul style="list-style-type: none"> • Assistance to mosque operations (electricity pulse charges and Mosque/Modem Salary). • Aid fee for transportation pick up school children. • Fee of Farmers Organization of Tenera Smallholder Group 2017. • Remnant of Member Work (production payment of smallholder group member). <p>Based on results of stakeholder consultations with stakeholders, consist of: Community Leaders, Villagers / Farmers Representatives and Hampalit Village Head, it is known that Tenera Smallholder Group has also contributed to providing assistance to Hampalit Village, for example: aid for development of Al Hidayah Mosque, fund aid for transportation of school children's and several assistance during the celebration of religious days (Eid Fitri & Eid Adha).</p>	
6.11.2	
<p>Assistance by Tenera Cooperative to their members, consist of :</p> <ul style="list-style-type: none"> • Socialization of HIRARC and Work Safety (Harvest and Spray), dated November 7, 2017 (has been shown documentation of Minutes, Photos and Attendance List of Participants). • Socialization of Use of Personal Protective Equipment (APD), dated January 15, 2018 (has been shown documentation of Minutes, Photos and Attendance List of Participants). • Socialization of Use of Personal Protective Equipment (APD), dated January 19, 2018 (has been shown documentation of Minutes, Photos and Attendance List of Participants). 	
Status: Comply	
6.12	
No forms of forced or trafficked labour are used.	

6.12.1; 6.12.2 and 6.12.3

Commitment of Smallholder Group towards forced labour and trafficked labour was presented in document No. 002/P-TNR/SK/VII/2017 dated July 1st 2017. The policy mentioned that the wages shall in accordance with government regulation and there must be no force labour for the workers. Based on interview with 4 Upkeep workers in Pal 1 and 2 Harvesters in Pal 8, it was mentioned that the works carried out were in accordance with the working agreement. They had works 7 hours per day, the salary (total income) were more that Government regulation (>IDR 2.4 million), provided with government insurance scheme (BPJS) and health facility. Currently there were 12 workers in Tenera Smallholder Group. Mostly of the worker were locals, while the rest was from another province which bonded through Inter-Province Works Scheme or AKAD. There is no foreign and migrant workers.

Status: Comply

6.13
Growers and millers respect human rights
6.13.1

Policy of Human Rights is presented in document No. 017/P-TNR/SK/VIII/2017, issued by Group Manager on August 1st 2017. Socialization of policy to all employess has conducted on April 2nd 2018. List of attendance and picture during socialization were available. Based on interview with 4 Upkeep workers in Pal 1 and 2 Harvesters in Pal 8, it was mentioned that socialization towards human right policy has conducted by Group Manager on April 2018. The workers feels that working environment has consider condusive and satisfactory. Violation of human right was never happened.

Status: Comply

PRINCIPLE #7 Responsible development of new plantings
7.1

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

7.1; 7.1.2 and 7.1.3.

Based on document review and interviews with independent smallholder Manager it is known that Independent smallholder has not conducted land clearing. The first planting year in 2004. The certification scope of 223.92 Ha, consisting of Rayon 1, 4, 5, 8 & 11 and the number of smallholder is 35 people.

Status: Comply

7.2

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

7.2.1 and 7.2.2

Information of soil properties are shows in soil and slope map (scale 1:27,000), as explained in Indicator 4.3.1 and 4.3.2. Furthermore, based on field overview and information from Group manager, it was known that in general land slope condition was flat to undulating and there were no presence of peat soil within operational areas. Hence, it could be concluded that there are no fragile soil on the accessed areas. Main limitation were seems mainly due to low fertility and sandy soil texture.

Status: Comply

7.3

New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.

7.3.1, 7.3.2, 7.3.3, 7.3.4 and 7.3.5.

Independent smallholder has made the template for disclosure of areas without Prior HCV Assessment since November 2005 planting after November 2005-2015 did not open plantations in primary forest. The smallholder has sent the Shape file and HCV Assessment report on February 19th, 2018 to RSPO (nanda.ismael@rspo.org; membership@rspo.org and nur.ainaa@rspo.org). Email response from RSPO on February 21st, 2018 which informs email clarification on January 11th, 2018 it's informs "for independent smallholder only disclosure is required for the membership application. For LUCA and HCV Assessment, it is required for the next step remediation and compensation procedure (RACP). RSPO will share Shape File to the reviewer for LUCA Analysis when the reviewer is available".

Status: Comply

7.4		
Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.		
7.4.1. and 7.4.2		
As explained in Indicator 4.3.1, 4.3.2, 7.2.1 and 7.2.2, it was known that there are no fragile soil on the accessed areas. Main limitation were seems mainly due to low fertility and sandy soil texture.		
	Status: Comply	
7.5		
No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.		
7.5.1		
Up to Stage-2 Audit, there is no new planting or new member on Tenera Smallholder Group since established in May 2017.		
	Status: Comply	
7.6		
Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.		
Indicator 7.6.1, 7.6.2, 7.6.3, 7.6.4, 7.6.5, 7.6.6		
Until now the Tenera Smallholder Group did not extend of plantation area in accordance with the certification scope of 223.92 Ha, consisting of Rayon 1, 4, 5, 8 & 11 and the number of smallholder is 35 people.		
	Status: Comply	
7.7		
Use of fire in the preparation of new plantings is avoided other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.		
7.7.1. and 7.7.2.		
Company policy towards zero burning is presented in procedure No. POKTAN-TENERA-SOP-02 dated July 1 st 2017 about land preparation. Group Manager stated that land burning is strictly prohibited. Independent smallholder has not conducted replanting, the first planting year in 2004.		
	Status: Comply	
7.8		
New plantation developments are designed to minimise net greenhouse gas emissions.		
7.8.1 and 7.8.2.		
Based on document review and interviews with independent smallholder Manager it is known that Independent smallholder has not conducted land clearing. The first planting year in 2004. The certification scope of 223.92 Ha, consisting of Rayon 1, 4, 5, 8 & 11 and the number of smallholder is 35 people.		
	Status: Comply	
PRINCIPLE #8 Commitment to continuous improvement in key areas of activity		
8.1		
Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrable continuous improvement in key operations.		
On February 6 th 2018, the Tenera Smallholder Group has register as RSPO member as an oil palm grower with membership No. 1-0248-18-000-00. Smallholder management has conducting internal audit where the checklist is presented in document No. POKTAN-TENERA-SOP-IA-21. For example, Smallholder Management has shows internal audit record dated November 4 th 2017. The record informed that five point related to Principle 4.1 such as procedure of manuring, recording of manuring activities, a proper PPE usage, management of used fertilizer bags, and administration of fertilizer has settled up on July 1 st 2017.		
<u>Social impact (criterion 6.1)</u>		
The Social Impact Assessment of "Tenera Smallholder Group" Operations has been done in 2017 and the management and monitoring plan was arranged on February 2018.		

Agronomy aspect

- The company has not used paraquat.
- Application of EFB to retain soil moisture on the field.
- Reduction of pesticide usage for 20-25 % annually through minimizing volume of application and adopting biological control method such as beneficial plants planting, installing pheromone trap and barn owl box.

Status: Comply

3.2. Conformity Checklist of Certificate and Logo Use

1.	Evidence of permission or approval certificate and logo from Certification Body which submitted by Client	X or√
ST-2	Only apply for Surveillance Assessment Report.	√
	Status: Comply	
2.	Implementation of certificate and logo used by Client comply with size and type (shape) against Guideline of Logo Use	X or√
ST-2	Only apply for Surveillance Assessment Report.	√
	Status: Comply	
3.	Implementation of Certificate and Logo is not used on product	X or√
ST-2	Only apply for Surveillance Assessment Report.	√
	Status: Comply	
4.	Controlling of Certificate and Logo, including withdrawing inappropriate logo.	X or√
ST-2	Only apply for Surveillance Assessment Report.	√
	Status: Comply	

3.3. Summary of RSPO Partial Certification.

Not applicable. There is no other members under Kelompok Tani Tenera.

3.4 Identification of Findings, Corrective Action, Observations, Opportunity for Improvement and Noteworthy Positive Components.

3.4.1 Identification of Findings, Corrective Actions and Observations at Stage-2 Assessment

NCR No.	: 2018.01	Issued by	: Brigitta Prita
Date Issued	: 04 May 2018	Time Limit	: 03 May 2019
NC Grade	: Major	Date of Closing	: 18 May 2018
Standard Ref. & Requirement	5.3.1 A documented identified source of all waste and pollution, shall be available.		
Non-Conformance Description & Evidence observed (filled by auditor): Independent smallholder has not yet carried out the identification of all sources of waste derived from fertilization activities. This is shown by several facts with details as follows: <ul style="list-style-type: none">Based on observations to the workers housing areas, found inner plastic containers have not been managed (scattered).Based on the recording of the identification document of the waste source, the inner plastic packaging of the fertilizer has not been identified as waste.			
Root Cause Analysis (filled by organization audited): Socialization to smallholders members, workers, as well as management towards identification of waste which produced from estate operational/activities is not carried out completey.			
Correction (filled by organization audited): <ul style="list-style-type: none">Re-socialization of identification of waste beeing produced by estate operational activities, source of waste(s), type or classification of waste (hazardous or non-hazardous materials), as well as its management to all smallholder group members and workers.To conduct identification of waste source(s) and its type (hazardous or non-hazardous materials).			
Corrective Action (filled by organization audited): Socialization of source and type of waste, which aim to maintain smallholder group members and workers understanding towards hazardous waste and its management.			
Assessor Evaluation and Conclusion (filled by auditor): Verification 15 May 2018 Group smallholder shows identification of hazardous waste source. Inner plastic of fertilizer bag has listed as hazardous waste material and shall be managed in accordance as its type. The plastic has to be collected and placed on the licensed hazardous waste warehouse/store in PT WNA. Furthermore, group amangement also shows evidence of socialization towards mechanism of domestic waste management in housing areas and office which conducted in may 9 th 2018, attended by 14 participants (workers, Foreman and administrative management). Among subject of socialization are mechanism of waste management, identification of waste (hazardous and non-hazardous), policy of burning prohibition within estate and housing areas. However, records of fertilizer plactic acceptance on the hazardous waste store is not availabe. Hence, NCR No. 2018.01 has remain open . Verification 18 May 2018 Group managemt shows logbook record of inner plastic of fertilizer delivery from housing areas to hazardous waste store dated May 9 th 2018, signed by Group Manager and representative of PT BGA. The logbook informed that 400 pcs of inner plastic of fertilizers has delivered and placed on the hazardous waste store. Based on explanation above, the NCR No. 2018.01 has considered closed .			
Verified by	: Brigitta Prita		

NCR No.	: 2018.02	Issued by	: Brigitta Prita
Date Issued	: 04 May 2018	Time Limit	: 03 May 2019
NC Grade	: Major	Date of Closing	: 18 May 2018
Standard Ref. & Requirement	5.3.2 There shall be evidence that all chemicals and their empty containers are disposed of responsibly.		

Non-Conformance Description & Evidence observed *(filled by auditor):*

Based on field observation in workers housing area, found hazardous Waste such as paint packaging. This is not in accordance with the hazardous Waste Management Procedure no. POKTAN_TENERA-SOP-PLB3-10 dated July 1st, 2018 stating that hazardous waste must be transported to the licensed hazardous Waste storage.


Root Cause Analysis *(filled by organization audited):*

Smallholders, workers and manager have not been given all the socialization and understanding of the types of waste produced. Based on SOP of domestic waste management, Office and Operations on point 5.5 on inspection and monitoring it is known that:

- Administration Staff at the request of ICS Officers will conduct routine inspections once a week to ensure that no hazardous waste is mixed with domestic waste.
- Admin Staff at the request of ICS officers to conduct inspection and order of Housing and Office in waste management.

Correction *(filled by organization audited):*

All hazardous waste shall be managed in accordance with laws and regulations.

Corrective Action *(filled by organization audited):*
Tindakan Korektif *(dilengkapi oleh organisasi yang diaudit)*

- Re-socialize hazardous waste related and how to manage it according to the laws and regulations.
- Conduct collection of existing hazardous waste in all residential locations and collected.
- Preparation of hazardous waste monitoring.

There are Minutes of meeting and balance sheets of paint can & container to Hazardous storage POKTAN Tenera on May 9th, 2018.

Assessor Evaluation and Conclusion *(filled by auditor):*

Verification, May 15th 2018.

The smallholders showed the socialization of the Housing and Offices disposal mechanism conducted on May 9th, 2018 attended by the foreman, harvesters, maintenance, and administration of POKTAN (14 workers). This socialization was conducted by the smallholders discusses the garbage disposal mechanism, the identification of waste / waste including

hazardous or Non hazardous and the ban on burning waste in the workers housing area.



The smallholders has not shown any evidence that hazardous waste has been collected and managed in accordance with the applicable SOPs as well as evidence of hazardous waste monitoring. Based on the explanation, this Indicator is declared unfulfilled, please indicate additional evidence of improvement and responding to questions related to the root cause analysis.

There are Minutes of meeting and Balance Sheets of paint can to Hazardous storage on May 9th, 2018.

Verification, May 18th 2018.

The smallholders shows hazardous waste logbook dated May 9th, 2018 as many as 6 packs of paint can that have been stored at hazardous storage and 3 packs of bucket / grase cans. Based on the above explanation, the non-conformance No. 2018.02 is stated **Closed**.

Verified by : Brigitta Prita

NCR No.	: 2018.03	Issued by	: Brigitta Prita
Date Issued	: 04 May 2018	Time Limit	: Surveillance – 1
NC Grade	: Minor	Date of Closing	: 18 May 2018
Standard Ref. & Requirement	5.3.3 A documented waste management plan to avoid or reduce pollution and its implementation shall be available.		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i> Based on observations behind workers housing, it is known there are former domestic waste burning activities. This is not in accordance with the Housing and Office Waste Management with number POKTAN_TENARA-SOP-SPK-23 dated July 1 st , 2017, which on the point of general terms explained that every head of the family must control the waste generated households and prohibited to destroy the garbage by burning.			
<div></div>			
Root Cause Analysis <i>(filled by organization audited):</i> There are workers who haven't received the socialization of waste management policy without burning domestic waste. Based on SOP of domestic waste management, Office and Operations on point 5.5 on inspection and monitoring it is known that: <ul style="list-style-type: none">• Administration Staff at the request of ICS Officers will conduct routine inspections once a week to ensure that no hazardous waste is mixed with domestic waste.• Admin Staff at the request of ICS officers to conduct inspection and order of Housing and Office in waste management.			
Correction <i>(filled by organization audited):</i> <ul style="list-style-type: none">• Socialize the management of domestic waste.			

- Making of temporary waste bin and its arrangement.

Corrective Action *(filled by organization audited):*

- Document of socialization of waste management socialization.
- Available waste bin for domestic waste.

Based on SOP of Domestic Waste Management, Office and Operations, point 5.5 Inspection and monitoring, it is mentioned that Admin staff at the request of ICS Team will conduct inspection on domestic waste management in housing & office area, and socialized periodically.

Assessor Evaluation and Conclusion *(filled by auditor):*
Verification, May 15th 2018.

The smallholders showed the socialization of the Housing and Offices disposal mechanism conducted on May 9th, 2018 attended by the foreman, harvesters, maintenance, and administration of POKTAN (14 workers). This socialization was conducted by the smallholders discusses the garbage disposal mechanism, the identification of waste / waste including hazardous or Non hazardous and the ban on burning waste in the workers housing area.

In addition, the smallholders shows the minutes of meeting the temporary garbage dump preparation on May 7th, 2018 in the area near workers Housing. Based on the above explanation, please be able to respond to questions related to the root cause analysis and what preventive action so that non-conformance No. 2018.03 does not happen again (**OPEN**).

Verification, May 18th 2018.

Based on SOP of domestic waste management, Office and Operations on point 5.5 on inspection and monitoring it is known that:

- Administration Staff at the request of ICS Officers will conduct routine inspections once a week to ensure that no hazardous waste is mixed with domestic waste.
- Admin Staff at the request of ICS officers to conduct inspection and order of Housing and Office in waste management.

Based on the explanation, this non-conformance No. 2018.03 is stated **Closed**.

Verified by : **Brigitta Prita**

NCR No.	: 2018.04	Issued by	: Oktovianus Rusmin
Date Issued	: 04 May 2018	Time Limit	: 03 May 2019
NC Grade	: Major	Date of Closing	: 18 May 2018
Standard Ref. & Requirement	6.1.3 Plans for management and monitoring of social impacts to avoid or reduce negative impacts and promote positive ones, based on social impact assessment, through consultation with the affected parties, shall be available, documented and timetabled, including responsibilities for implementation.		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i> There was showed the document of Management Plan of Social Impact Identification. These document was arranged by the participative process with related parties, members of Hampalit Village, informal leader and the PT Windu Nabatindo Lestari staff. However the document was not explicitly described of schedule and the responsible person to in charge.			
Root Cause Analysis <i>(filled by organization audited):</i> Social impact management is not systematically documented.			

Correction *(filled by organization audited):*

To make a schedule of social impact management and monitoring, as well as the respective person in charge (PIC).

Corrective Action *(filled by organization audited):*

To arrange management plan and monitoring all activities related to social impact management towards smallholder group operational activities, as well as capture/record the implementation or realization as documentation evidence. Furthermore, evaluation of management plan shall be conducted in line with the schedule.

Assessor Evaluation and Conclusion *(filled by auditor):*
Verification, 15 May 2018

The tenera smallholder management shows document of social impact identification which include/equipped with management and monitoring plan, schedule of program and the respective PIC, as arranged/prepared together with the affected parties (stakeholder). However, root cause analysis and corrective action are not available. Hence, this NCR still remain **open**.

Verification, 18 May 2018

Smallholder group management has shows a proper root cause analysis, as well as a systematic corrective action. Hence, **NCR No. 2018.04 has considered closed**.

Verified by : Oktovianus Rusmin

3.4.2 Opportunity for Improvement

No	Ref. Std.	Description Deskripsi
1	2.1.1 Major	Tenera Smallholder Group has the opportunity to complete symbols and labels of hazardous and toxic materials waste packaging at temporary storage of hazardous and toxic materials waste. Observation.
2	4.6.10 minor	Tenera Smallholder Group has a chance to ensure that waste water from pesticide and fertilizer devices washing, do not spills/contaminate the land. Observation.
3	6.1.4 minor	Tenera Smallholder Group has the opportunity to carry out a review process on the social impact management and monitoring plan that has been developed in a participatory way.
-	-	-

3.4.3 Noteworthy Positive Components




No	Descriptions
1	Commitment to implement the principles of sustainable palm oil management.
2	Registered as a member of RSPO with No. 1-0248-18-000-00.
3	Good cooperation and presentation of documents at the time of audit activities
4	The location of the Estate is relatively easy to reach.

3.5 Summary of Arising Issues from Public, Management and Auditor Response

Public Issues (Institution/ NGO/Community)	Auditor Responses
<p>Agriculture Agency of Katingan Regency Date of Interview: May 2nd 2018 Interviewee: Staff of Plantation and Animal Husbandry</p> <ul style="list-style-type: none"> • Annual report of business development progress is not compulsory for smallholder group. • All Tenera Smallholder Group members has plantation business permit (STD-B). The actual activities on the ground has reported in accordance with the permit. • All lands owned by smallholder group members were clear and clean, shows by certificates of land ownership (SHM). • There is no land conflicts and customary rights within smallholder group operational areas. • Coordination and communication with Agency has considered satisfactory. Furthermore, Manager Group has open in term of information transparency. • Among the CSR provided by Smallholder Group are development of mosque, transportation for school, etc. • The Smallholder group has adopting best management practices on the field such as field upkeep, manuring, biological pest control and safe pesticide application. 	<p>In general, the response of Agency towards Tenera Smallholder Group has consider satisfactory. Legal ownership has also clean and clear which not lead to the potential land conflicts. Further detail and verification towards this matter has describes in Criteria 2.1; 2.2; 2.3; 4.1 and 6.10.</p>
<p>Manpower Agency of Katingan Regency Date of Interview: May 2nd 2018 Interviewee: Head of Industrial Relationship and Insurance</p> <ul style="list-style-type: none"> • Group smallholder has register their employee to the Government Insurance Scheme (BPJS). • Salary payment for plantation sector in Tenera Smallholder Group was reported in accordance with Governor of Kalimantan Tengah Province No. 40/2017 (IDR 2,506,654.-). • Personal protective equipment provided for workers safety has consider satisfactory. • There is no issues related to wages, human rights, child labor, gender, migrant worker, forced labour, discrimination, human trafficking and harassment abuse. • Coordination and communication with Agency has considered satisfactory. Furthermore, Manager Group has open in term of information transparency. • Though it was not compulsory, Tenera Smallholder Group has encourage to make regular reporting related to manpower aspects. Communication towards this matter will be carried out soon. 	<p>In general, the response of Agency towards Tenera Smallholder Group has consider satisfactory. There is no negative issues related to wages, human rights, child labor, gender, migrant worker, forced labour, discrimination, human trafficking and harassment abuse. Further detail and verification towards this matter has describes in Criteria 4.7; 6.5; 6.6; 6.7; 6.8; 6.9; 6.12 and 6.13.</p>
<p>Tenera Smallholder Group Office Date of Interview: May 2nd 2018 Interviewee: 1 Upkeep Worker, which the only one female worker among 12 workers.</p>	

Public Issues (Institution/ NGO/Community)	Auditor Responses
<ul style="list-style-type: none"> • The workers stated that there is no discrimination treatment to female worker. • Paid leave for 2 days is given when the worker on menstruation period. • Pregnant and breastfeeding women are prohibited to works with agrochemical, and will be transferred to the manual upkeep works. • Cholinesterase test has conducting every year. 	<p>In general, the response of female worker towards Tenera Smallholder Group management has consider satisfactory. There is no negative issues related to wages, human rights, gender, forced labour, discrimination and harassment. Further detail and verification towards this matter has describes in Criteria 4.7; 6.6; 6.8; 6.9 and 6.13.</p>
<p>Community Representatives and Informal Leader (Hampalit Village)</p> <p>The discussion was conducted by Focus Group Discussion (FGD) method. Some discussion points:</p> <ul style="list-style-type: none"> • Positive impact of Tenera Smallholder Group: <ul style="list-style-type: none"> - The income increase for their group member. - The community surround was can adopt the smallholder activities related to oil palm plantation. - Social interaction between the communities was grow up to more flexible. • Some of the aid that has been given by the company: <ul style="list-style-type: none"> - Fund aid for Al Hidayah Mosque development. - Aid for school transportation of students from Hampalit Village. - Aid for religious days (Eid Fitri & Eid Adha). - Aid for independent day celebration. • There was no land conflict issues between the Kelompok Tani Tenera with the related party. • There was no issues related to negative impact by the Kelompok Tani Tenera plantation. 	<p>Based on verification on related Indicators:</p> <p>Indicator 6.3.1 and 6.3.2, there are no significant complaints from the other parties.</p> <p>Indicator 6.11.1 and 6.11.2, the company has implemented/provided assistance to the surrounding community and the fund aid based on community needs and based on more participatory planning.</p>
<p>Tenera Smallholder Member (6 Members)</p> <p>The discussion was conducted by Focus Group Discussion (FGD) method. Some discussion points:</p> <ul style="list-style-type: none"> • Oil palm cultivation by members of the Tenera Smallholder Group has been started since 2004. • Supply of FFB from smallholder to PT Windu Nabatindo (Pundu Nabatindo Mill) has been started since 1998. • Tenera Smallholder Group is established in 2016 and the land status of all members (35 persons) is Personal Land Owner Certificate. • The establishment of the Tenera smallholder group has facilitated the sale of FFB to palm oil mill that has agreements with the smallholder groups. • The quality of the crop is more controlled with the guidance of cultivation technique and fruit maturity criteria from the core company (PT Windu Nabatindo Lestari). • The RSPO Certification process have opened up the insights of members of smallholder group 	<p>Indicator 2.2.3 till 2.2.6 and 2.3.1 till 2.3.4. There was no issues of land conflict</p> <p>Indicator 6.3.1 and 6.3.2, there are no significant complaints from the other parties.</p> <p>Indicator 6.11.1 and 6.11.2, the company has implemented/provided assistance to the surrounding community and the fund aid based on community needs and based on more participatory planning.</p>

Public Issues (Institution/ NGO/Community)	Auditor Responses
<p>Head of Hampalit Village</p> <ul style="list-style-type: none"> • More better social interaction among villagers fellow who have become members and not yet members of farmer groups • The establishment of Tenera Smallholder Groups has made it easier for their members to sell their crops to the palm oil mill • The surrounding villagers who are not members are also motivated to see the success of the Tenera farmer group • Basically the village government supports the formation of smallholder groups • There was no land conflict issues between the Tenera Smallholder Group with the related party • There was no issues related to negative impact by the Tenera Smallholder Group plantation 	<p>Indicator 2.2.3 till 2.2.6 & 2.3.1 till 2.3.4. There was no issues of land conflict</p> <p>Indicator 6.3.1 & 6.3.2, there are no significant complaints from the other parties</p> <p>Indicator 6.11.1 & 6.11.2, the company has implemented/provided assistance to the surrounding community and the fund aid based on community needs and based on more participatory planning</p>

4.0	CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY		
4.1	Formal Sign-off of Assessment Findings		
	<p>Hereunder sign by management representative from inspected company to acknowledge a field assessment and agree for all content explained in this assessment report, included of non-compliance findings.</p> <p>Signed on behalf of:</p> <table><tr><td><p>Kelompok Tani Tenera Management Representative</p><p><u>Sugiyarno</u> Friday, 04 May 2018 Kelompok Tani Tenera</p></td><td><p>Mutuagung Lestari Lead Auditor</p><p><u>Mohamad Amarullah</u> Friday, 04 May 2018 Mutuagung Lestari</p></td></tr></table>	<p>Kelompok Tani Tenera Management Representative</p>  <p><u>Sugiyarno</u> Friday, 04 May 2018 Kelompok Tani Tenera</p>	<p>Mutuagung Lestari Lead Auditor</p>  <p><u>Mohamad Amarullah</u> Friday, 04 May 2018 Mutuagung Lestari</p>
<p>Kelompok Tani Tenera Management Representative</p>  <p><u>Sugiyarno</u> Friday, 04 May 2018 Kelompok Tani Tenera</p>	<p>Mutuagung Lestari Lead Auditor</p>  <p><u>Mohamad Amarullah</u> Friday, 04 May 2018 Mutuagung Lestari</p>		

Appendix 1. List of Stakeholder Contacted in the RSPO Certification Process

No	Institution/NGO/Community	Address	Phone/Email	Form of Communication	Date of Contact	Response	
						Yes	No
1	Agriculture Agency	Katingan Regency, Central Kalimantan Province	-	Interview	2 May 2018	✓	
2	Manpower Agency	Katingan Regency, Central Kalimantan Province	-	Interview	2 May 2018	✓	
3	Tenera Smallholder Group Office	Katingan Regency, Central Kalimantan Province	-	Interview	2 May 2018	✓	
4	Community Representatives & Informal Leader (Hampalit Village)	Katingan Regency, Central Kalimantan Province	-	Interview	2 May 2018	✓	
5	Tenera Smallholder Member	Katingan Regency, Central Kalimantan Province	-	Interview	2 May 2018	✓	
6	Head of Hampalit Village	Katingan Regency, Central Kalimantan Province	-	Interview	2 May 2018	✓	
7	3 harvester, and 4 Fertilizer Applicator	Tenera Smallholder Group	-	Interview	2 May 2018	✓	
8	Walhi	Jakarta	info@walhi.or.id	Questionnaire through email	24 April 2018		✓
9	WWF Indonesia	Jakarta	wwf-indonesia@wwf.or.id	Questionnaire through email	24 April 2018		✓
10	Sawit Watch	Jakarta	info@sawitwatch.or.id	Questionnaire through email	24 April 2018		✓

Appendix 2. Assessment Program

Date		2 – 4 May 2018	
Planned Time	Actual Duration	Process. Clauses To Be Audited	AUDITOR
Wednesday, 2 May 2018			
06.00 – 10.30	06.00 – 10.30	Jakarta → Palangkaraya → Audit Location.	Team Auditor
11.00 – 12.00	11.00 – 12.00	Opening Meeting.	Company representative Smallholder Group representative MAH
12.00 – 14.00	12.00 – 14.00	Break	Team Auditor
14.00 – 16.50	14.00 – 16.50	Document verification and review.	Team Auditor
16.50 – 17.00	16.50 – 17.00	Daily Audit progress delivery and discussion.	Team Auditor
Thursday, 3 May 2018			
08.00 – 12.00	08.00 – 12.00	Public consultation to the Government Agency of Katingan Regency.	MAH
	08.00 – 12.00	Public consultation to the local communities and smallholders member (representatives).	ORN
	08.00 – 12.00	Observation to environment and conservation management implementation (agrochemical store, hazardous waste store, domestic waste management and facilities of fire management).	BGA
	08.00 – 12.00	Observation to BMP activities such as harvesting, manuring, fertilizer application, EFB application, IPM, as well as legal boundary (SHM) poles monitoring.	HSH
12.00 – 14.00	12.00 – 14.00	Break	Team Auditor
14.00 – 16.50	14.00 – 16.50	Document verification and basic info confirmation.	Team Auditor
16.50 – 17.00	16.50 – 17.00	Daily Audit progress delivery and discussion.	Team Auditor
Friday, 4 May 2018			
08.00 – 10.20	08.00 – 10.20	Closing meeting preparation.	Team Auditor
10.30 – 11.30	10.30 – 11.30	Closing meeting.	MAH and team Auditor
12.30 – 15.00	12.30 – 15.00	Audit Location → Palangkaraya.	Team Auditor
17.30 – 19.00	17.30 – 19.00	Palangkaraya → Jakarta.	Team Auditor