

*Roundtable on Sustainable Palm Oil Certification*  
**R S P O**

**[ ✓ ] Surveillance**

Name of Management Organisation : **KKP POM - PT Karunia Kencana Permaisejati Subsidiary of Wilmar International Ltd.**

Plantation Name : **PT Karunia Kencana Permaisejati - KKP 1 Estate; KKP 2 Estate & KKP 3 Estate**

Location : **Village of Kenyala, Subdistrict of Telawang, District of Kotawaringin Timur, Province of Kalimantan Tengah, Indonesia**

Certificate Code : **MUTU-RSPO/105**

Date of Certificate Issue : 22 December 2017      Date of License Issue : 05 April 2021

Date of Certificate Expiry : 21 December 2022      Date of License Expiry : 21 December 2021

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA-3	07; 08; 10; 11 December 2020	Moh. Arif Yusni (Lead Auditor), Yohannes Hardian, Haikal Ramadhan Kharismansyah, Sentot Adi Subandono	Ardiansyah	Octo H.P.N Nainggolan

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-3	05 January 2021

**TABLE OF CONTENT**
**FIGURE**

Figure 1. Location Map of PT Karunia Kencana Permaisejati 02

Figure 2. Operational Map of PT Karunia Kencana Permaisejati 03

Abbreviations Used 04

**1.0 SCOPE of the CERTIFICATION ASSESSMENT**

1.1 Assessment Standard Used 06

1.2 Organisation Information 06

1.3 Type of Assessment 06

1.4 Location of Mill and Plantations 06

1.5 Description of Area Statement 07

1.6 Planting Year and Cycle 07

1.7 Description of Mill and Supply Base 07

1.8 Estimate Tonnage of Certified Product 08

1.9 Other Certifications 09

1.10 Time-Bound Plan 09

**2.0 ASSESSMENT PROCESS**

2.1 Assessment Team 15

2.2 Assessment Methodology, Assessment Process and Locations of Assessment 16

2.3 Stakeholder Consultation and Stakeholders Contacted 19

2.4 Determining Next Assessment 19

**3.0 ASSESSMENT FINDINGS**

3.1 Summary of Assessment Report of the RSPO Certification 20

3.2 Conformity Checklist of Certificate and Logo Use 56

3.3 Summary of RSPO Partial Certification 57

3.4 Identification of Findings, Corrective Actions, Observations, Opportunity for Improvement and Noteworthy Positive Components 66

3.5 Summary of Arising Issues from Public, Management and Auditor Responses 69

**4.0 CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY**

4.1 Formal Signing of Assessment Findings 71

**APPENDICES**

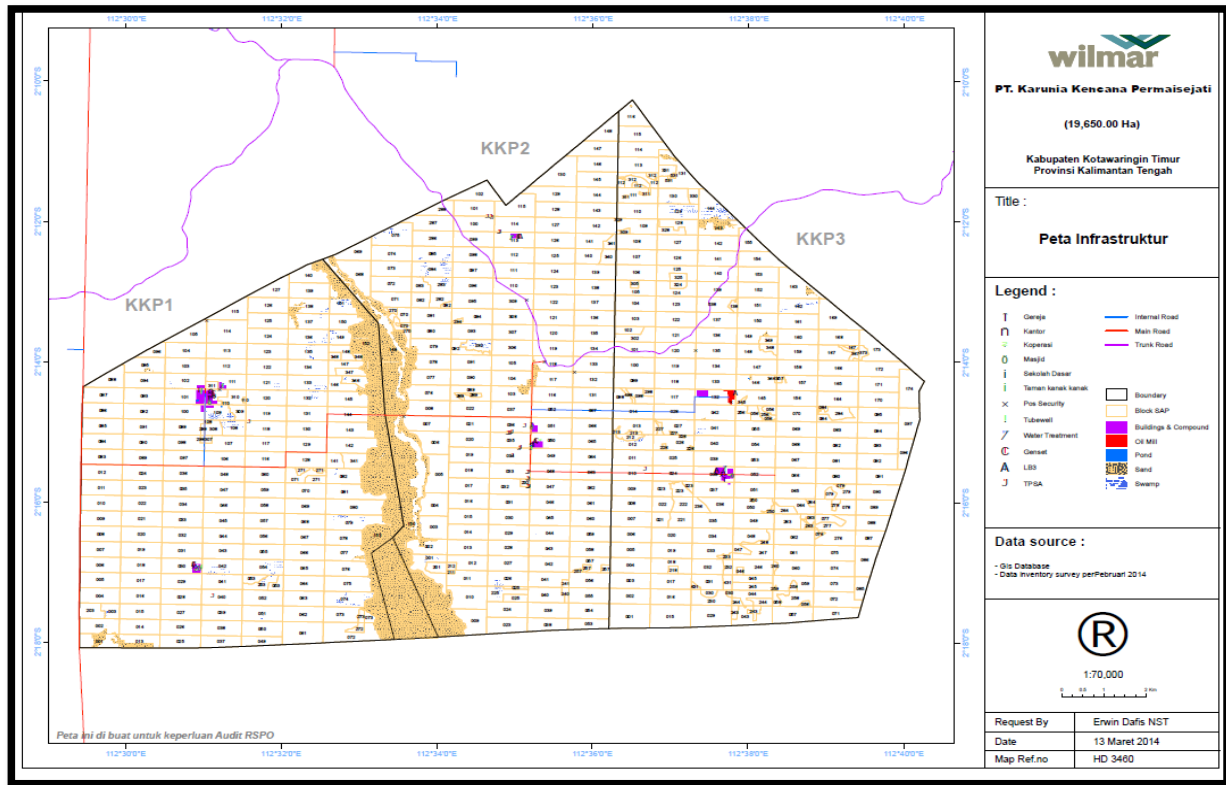
1. List of Stakeholders Contacted in the RSPO Certification Process 72

2. Assessment Program 73

Figure 1. Location Map of PT Karunia Kencana Permaisejati



Figure 2. Operational Map of PT Karunia Kencana Permaisejati



**Abbreviations Used**

ASA	:	Annual Surveillance Assessment
AMDAL	:	<i>Analisis Manajemen Dampak Lingkungan</i>
BOD	:	Biological Oxygen Demand
BPJS TK and KES	:	<i>Badan Penyelenggara Jaminan Sosial Tenaga Kerja dan Kesehatan</i> / Social Security Agency
CD	:	Community Development
CH	:	Certificate Holder
CITES	:	Convention on International Trade in Endangered Species
CKP	:	Central Kalimantan Project
CPO	:	Crude Palm Oil
CSPK	:	Certified Sustainable Palm Kernel
CSPO	:	Certified Sustainable Palm Oil
CSR	:	Corporate Social Responsibility
DLH	:	<i>Dinas Lingkungan Hidup</i>
EBA	:	Empty Fruits Bunch
EFB	:	Empty Fruit Bunch
EIA	:	Environment Impact Assessment
EMU	:	Ecological Management Unit
FFA	:	Free Fatty Acid
FFB	:	Fresh Fruit Bunch
FFB	:	Fresh Fruit Bunch
FPIC	:	Free, Prior, Informed and Consent
GHG	:	Green House Gas
GIS	:	Geographic Information System
HCS	:	High Carbon Stock
HCV	:	High Conservation Value
HGU	:	<i>Hak Guna Usaha</i> (Land Use Rights)
IPM	:	Integrated Pest Management
IUP	:	<i>Izin Usaha Perkebunan</i> (Plantation Permit)
KER	:	Kernel Extraction Rate
KKP	:	<i>Karunia Kencana Permaisejati</i>
LSU	:	Leaf Sampling Unit
LTA	:	Lost Time Accident
LUCA	:	Land Use Change Analysis
MUSPIKA	:	<i>Musyawarah Pimpinan Kecamatan</i> (District Leader Conference)
MSDS	:	Material Safety Data Sheet
MSM	:	Mentaya Sawit Mas
OER	:	Oil Extraction Rate
OHS	:	Occupational Health and Safety
P2K3	:	<i>Panitia Pembina Keselamatan dan Kesehatan Kerja</i> /OHS Committee
PIC	:	Person in Charge
PK	:	Palm Kernel
POM	:	Palm Oil Mill
POME	:	Palm Oil Mill Effluent
POME	:	Palm Oil Mill Effluent
PPE	:	Personal Protective Equipment
PR	:	Public Relation
SCCS	:	Supply Chain Certification Standard
SIA	:	Social Impact Assessment
SOP	:	Standard Operating Procedure

SSU	:	Soil Sampling Unit
WTP	:	Water Treatment Plant
WWTP	:	Waste Water Treatment Plant

<b>1.0</b>	<b>SCOPE of the CERTIFICATION ASSESSMENT</b>										
<b>1.1</b>	<b>Assessment Standard Used</b>	<ul style="list-style-type: none"> <li><i>Principles and Criteria for Sustainable Palm Oil Production 2018, The Indonesia National Interpretation, Endorsed by the RSPO Board of Governors on 20 April 2020.</i></li> <li><i>RSPO Certification System for Principles and Criteria, 14 June 2017</i></li> </ul>									
<b>1.2</b>	<b>Organisation Information</b>										
1.2.1	Organisation name listed in the certificate	<b>PT Karunia Kencana Permaisejati - Wilmar International Ltd</b>									
1.2.2	Contact person	Jules Sonny Parapat									
1.2.3	Organisation address and site address	<ul style="list-style-type: none"> <li><u>RSPO registered company:</u> 56 Neil Road Singapore. Singapore 088 030.</li> <li><u>Liaison Office:</u> Multivison Tower Lt. 15 Jl. Kuningan Mulya Blok B9, Kuningan, Jakarta 12980 – Indonesia.</li> </ul>									
1.2.4	Telephone	(62-21) 2938 0777									
1.2.5	Fax	-									
1.2.6	E-mail	<a href="mailto:jules.parapat@id.wilmar-intl.com">jules.parapat@id.wilmar-intl.com</a>									
1.2.7	Web page address	<a href="http://www.wilmar-international.com">www.wilmar-international.com</a>									
1.2.8	Management Representative who completed the application for certification	Jules Sonny Parapat (Indonesia Certification Lead)									
1.2.9	Registered as RSPO member	2-0017-05-000-00, 16 <sup>th</sup> August 2005									
<b>1.3</b>	<b>Type of Assessment</b>										
1.3.1	Scope of Assessment and Number of Management Unit	Palm Oil Mill and supply base <ul style="list-style-type: none"> <li>KKP POM, KKP 1 Estate; KKP 2 Estate ; KKP 3 Estate</li> </ul>									
1.3.2	Type of certificate	Single									
<b>1.4</b>	<b>Locations of Mill and Plantation</b>										
1.4.1	Location of Mill										
	<b>Name of Mill</b>	<b>Location</b>	<table border="1"> <thead> <tr> <th colspan="2">Coordinate</th> </tr> <tr> <th>Latitude</th> <th>Longitude</th> </tr> </thead> <tbody> <tr> <td>S 02° 14' 27"</td> <td>E 112° 37' 48"</td> </tr> </tbody> </table>	Coordinate		Latitude	Longitude	S 02° 14' 27"	E 112° 37' 48"		
Coordinate											
Latitude	Longitude										
S 02° 14' 27"	E 112° 37' 48"										
	KKP POM	Kenyala Village, Telawang Sub District, Kotawaringin Timur District, Kalimantan Tengah Province, Indonesia									
1.4.2	Location of Certification Scope of Supply Base										
	<b>Name of Supply Base</b>	<b>Location</b>	<table border="1"> <thead> <tr> <th colspan="2">Coordinate</th> </tr> <tr> <th>Latitude</th> <th>Longitude</th> </tr> </thead> <tbody> <tr> <td>S 02° 14' 25"</td> <td>E 112° 31' 06"</td> </tr> <tr> <td>S 02° 15' 11"</td> <td>E 112° 35' 14"</td> </tr> </tbody> </table>	Coordinate		Latitude	Longitude	S 02° 14' 25"	E 112° 31' 06"	S 02° 15' 11"	E 112° 35' 14"
Coordinate											
Latitude	Longitude										
S 02° 14' 25"	E 112° 31' 06"										
S 02° 15' 11"	E 112° 35' 14"										
	KKP 1 Estate	Sebabi Village, Telawang Sub District, Kotawaringin Timur District, Kalimantan Tengah Province, Indonesia									
	KKP 2 Estate	Tangar Village, Mentaya Hulu Sub District, Kotawaringin Timur District, Kalimantan Tengah Province, Indonesia									

	KKP 3 Estate	Kenjala Village, Telawang Sub District, Kotawaringin Timur District, Kalimantan Tengah Province, Indonesia		S 02° 15' 34"	E 112° 37' 41"	
1.5	Description of Area Statement					
1.5.1	Tenure					
	• State		19,649.75 Ha			
	• Community		- Ha			
1.5.2	Area Statement					
	Total Area		19,649.75 Ha			
	Mature Area		12,667.90 Ha			
	Immature Area		160.99 Ha			
	Palm Oil Mill		11.60 Ha			
	Areal Sarana dan Prasarana (Perumahan, Jalan, Waduk, Kantor, dll)		552.52 Ha			
	Occupation/Arable/Conflict area/Enclave		3,667.07 Ha			
	HCV		1,010.31 Ha			
	Not Plantable Area		1,579.36 Ha			
1.6	Planting Year and Cycles					
1.6.1	Age profile of planting year					
	Planting Year	Hectarage (Ha)				
		KKP -1	KKP-2	KKP-3	Total	
	2007	4,492.03	1,889.75	-	6,381.78	
	2008	195.68	1,367.53	1,351.38	2,914.59	
	2009	69.44	643.00	1,514.32	2,226.76	
	2010	68.37	102.38	255.34	426.09	
	2011	-	19.24	322.73	341.97	
	2013	-	-	67.14	67.14	
	2014	-	-	80.07	80.07	
	2015	30.16	-	140.94	171.10	
	2016	10.19	-	48.21	58.40	
	Sub Total Mature	4,865.87	4,021.90	3,780.13	12,667.90	
	2017	46.55	-	52.59	99.14	
	2018	35.99	10.04	-	46.03	
	2019	15.82	-	-	15.82	
	Sub Total Immature	98.36	10.04	52.59	160.99	
	TOTAL	4,964.23	4,031.94	3,832.72	12,828.89	
	1.6.2	New Planting area after January 2010		- Ha		
	1.6.3	Planting Cycle		1 <sup>st</sup> Cycle		
1.7	Description of Mill and Supply Base					

1.7.1	Description of Mill						
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
				Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)
	KKP POM	45	198,313.17	41,442.42	20.90	9,871.62	4.98
	*Production data source from 12 months before assessment (Dec-19 to Nov-20)						
1.7.2	Description of Certification Scope of Supply Base						
	Name of Estate	Total Area (Ha)	Production Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)	Supplied to Mill	
						FFB (tonnes/year)	%
	KKP 1 Estate	6,328.27	4,865.87	127,499.20	26.20	19,694.12	15.45
	KKP 2 Estate	6,398.30	4,021.90	102,549.50	25.50	91,289.37	89.02
	KKP 3 Estate	6,923.18	3,780.13	86,236.99	22.81	83,840.84	97.22
	TOTAL	19,649.75	12,667.90	316,285.69	24.65	194,824.33	61.60
	*Production data source from 12 months before assessment (Dec-19 to Nov-20)						
1.7.3	FFB description from other source						
	Name of sources/Organisation (RSPO certified / non- certified)	Type of Organisation	number of smallholders	Production Area (Ha)	Supplied to Mill		
					FFB (tonnes/year)		
	MSM-1 (RSPO Certified)	Associated grower Subsidiary of Wilmar International Ltd	-	4,368.93	3,801.11		
	MSM-2 (RSPO Certified)			3,287.10	9.02		
	TOTAL					3,810.13	
	*Source Production Data on 12 months before assessment (Dec-19 to Nov-20)						
1.7.4	Product categories			FFB, CPO, PK			
1.8	Tonnage of Product						
1.8.1	Past Annual Claim Certified Product			Last Year Projected Certified Volume (MT)		Last Year Actual Certified Volume (December 2019 - November 2020) (MT)	
	FFB Processed			200,000		198,634.46	
	CPO Production			50,423.8		41,442.42	
	Palm Kernel (PK) Production			11,976.65		9,871.62	
1.8.2	Product selling						
	Type of selling product			Actual selling product for last year (Dec 19 to Nov 20) (MT)			
	CSPO sold as RSPO certified product			40,624.67			
	CSPK sold as RSPO certified product			9,471.95			
	CSPO sold under other scheme			0			
	CSPK sold under other scheme			0			
	CSPO sold as conventional			0			
	CSPK sold as conventional			0			
1.8.3	Estimate of Certified FFB Claim						

	Name of Estate		Total Area (Ha)	Production Area (Ha)		FFB (tonnes/year)		Yield (tonnes/ha/year)
	KKP 1 Estate		6,328.27	4,865.87		134,000		27.54
	KKP 2 Estate		6,398.30	4,021.90		108,000		26.85
	KKP 3 Estate		6,923.18	3,780.13		93,000		24.60
	TOTAL		19,649.75	12,667.90		335,000		26.44
*volume in palmtrace is a proportion of the remaining nine months of license time (FFB is 251,250 MT)								
1.8.4	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 (%)	
	KKP POM	45	335,000	70,350	21.00	16,750	5.00	IP
*volume in palmtrace is a proportion of the remaining nine months of license time (CSPO is 53,000 MT and CSPK is 12,500 MT)								
1.9	Other Certifications							
	ISO 9001:2008			-				
	ISO 14001: 2004			-				
	OHSAS 18001:2007			-				
	ISCC			-				
	Others							
1.10	Time Bound Plan							
1.10.1	Time Bound Plan for Other Management Units							
	Management Unit		Estate (Supply Base)	Time Bound Plan	Location	Status		
	Mill	Time Bound Plan						
	Indonesia – Kalimantan Region							
	Mustika Sembuluh 1 POM Mustika Sembuluh POM 2 (PT Mustika Sembuluh)	2010	Mustika Sembuluh 1	2010	Central Kalimantan	Certified		
		2015	Mustika Sembuluh 2	2010	Central Kalimantan	Certified		
			Mustika Sembuluh 3	2010	Central Kalimantan	Certified		
			KUD Bitu Maju Bersama	2014	Central Kalimantan	Certified		
	Kerry Sawit Indonesia 1 POM  Kerry Sawit Indonesia 2 POM  (PT Kerry Sawit Indonesia)	2011	Kerry Sawit Indonesia 1	2011	Central Kalimantan	Certified		
		2015	Kerry Sawit Indonesia 2	2011	Central Kalimantan	Certified		
			Kerry Sawit Indonesia 3	2011	Central Kalimantan	Certified		
			KUD Karya Bersama	2023	Central Kalimantan	Re Audit, initial certification to process after land title process		
			KUD Sejahtera Bersama	2023	Central Kalimantan			

			KUD Tabiku Makmur	2023	Central Kalimantan	
			KUD Kosudra	2023	Central Kalimantan	
	Bumi Sawit Kencana POM (PT Bumi Sawit Kencana)	2013	Bumi Sawit Kencana 1	2013	Central Kalimantan	Certified
			Bumi Sawit Kencana 2	2013	Central Kalimantan	Certified
	POM 1 and POM 2 (PT Sarana Titian Permata)	2023	Sarana Titian Permata 1	2023	Central Kalimantan	-
			Sarana Titian Permata 2	2023	Central Kalimantan	-
			Sarana Titian Permata 3	2023	Central Kalimantan	-
	Mentaya Sawit Mas POM (PT Mentaya Sawit Mas)	2015	Mentaya Sawit Mas 1	2015	Central Kalimantan	Certified
			Mentaya Sawit Mas 2	2015	Central Kalimantan	Certified
			KUD Karya Makmur Pahirangan	2023	Central Kalimantan	Land title issue
	Rimba Harapan Sakti POM (PT Rimba Harapan Sakti)	2015	Rimba Harapan Sakti 1	2015	Central Kalimantan	Certified
			Rimba Harapan Sakti 2	2015	Central Kalimantan	Certified
			KUD Makmur Sejahtera	2023	Central Kalimantan	Land title issue
	Karunia Kencana Permaisejati POM (PT Karunia Kencana Permaisejati)	2017	Karunia Kencana Permaisejati 1	2017	Central Kalimantan	Certified
			Karunia Kencana Permaisejati 2	2017	Central Kalimantan	Certified
			Karunia Kencana Permaisejati 3,	2017	Central Kalimantan	Certified
	Agro Nusa Investama POM (PT Agro Nusa Investama (Sambas))	2019	Agro Nusa Investama (Sambas) Estate	2019	West Kalimantan	Certified
			KUD Cempaka Biru	2019	West Kalimantan	Certified
			KUD Sentama Lestari	2019	West Kalimantan	Certified
	Bumipratama Khatulistiwa POM (PT Bumi Pratama Khatulistiwa)	2016	Bumi Pratama Khatulistiwa Estate	2016	West Kalimantan	Certified
			PT Buluh Cawang Plantation	2023	West Kalimantan	-
			KUD Tuah Jubata	2023	West Kalimantan	-
	Agro Nusa Investama (Landak) POM (PT Agronusa Investama (Landak))	2023	Agro Nusa Investama (Landak) Estate	2023	West Kalimantan	-
			Pratama Procentindo Estate (PT Pratama Procentindo)	2023	West Kalimantan	-
	Agro Palindo Sakti POM (PT Agro Palindo Sakti 2)	2023	Agro Palindo Sakti Estate	2023	West Kalimantan	-
			Putra Indotropical Estate	2023	West Kalimantan	-

		(PT Putra Indotropical Estate)			
		Daya Landak Plantation Estate (PT Daya Landak Plantation)	2023	West Kalimantan	-
		Indoresin Putra Mandiri (PT Indoresin Putra Mandiri)	2023	West Kalimantan	-
<b>Indonesia – Sumatera Region</b>					
Pinang Awan POM (PT Perkebunan Milano)	2009	Sei Daun	2009	North Sumatra	Certified
		Batang Saponggol	2009	North Sumatra	Certified
		Marbau	2009	North Sumatra	Certified
Tania Selatan POM (PT Tania Selatan)	2010	Burnai Barat	2010	South Sumatra	Certified
		Burnai Timur	2010	South Sumatra	Certified
Kencana Sawit Indonesia POM (PT Kencana Sawit Indonesia)	2020	Kencana Sawit Indonesia	2020	West Sumatra	Certified
		KUD Swamata	2023	West Sumatra	-
AMP Plantation POM (PT AMP Plantation)	2011	AMP I	2011	West Sumatra	Certified
		AMP II	2011	West Sumatra	Certified
		AMP III	2011	West Sumatra	Certified
		AMP IV	2011	West Sumatra	Certified
		Primatama Mulia Jaya	2011	West Sumatra	Certified
		Koperasi Tompek Tampilan Kandise	2014	West Sumatra	Certified
		Koperasi AWM	2014	West Sumatra	Certified
		Koperasi BST,	2014	West Sumatra	Certified
		Koperasi MSJ	2014	West Sumatra	Certified
Buluh Cawang Plantation POM (PT Buluh Cawang Plantation)	2012	Bumi Arjo	2012	South Sumatra	Certified
		Dabuk Rejo	2012	South Sumatra	Certified
		Sukamulya	2012	South Sumatra	Certified
		Bambu Kuning	2012	South Sumatra	Certified
Gersindo Minang Plantation POM (PT Gersindo Minang Plantation)	2012	Gersindo Minang Plantation	2012	West Sumatra	Certified
		Permata Hijau Plantation 1	2012	West Sumatra	Certified
		Permata Hijau Plantation 2	2012	West Sumatra	Certified
		PT Permata Hijau Pasaman (block 22)	2023	West Sumatra	-
Daya Labuhan Indah POM (PT Daya Labuhan Indah)	2013	Wonosari	2013	North Sumatra	Certified
		Sei Deras	2013	North Sumatra	Certified
		Cabang Dua (PT Milano)	2013	North Sumatra	Certified
Agro Palindo Sakti POM (PT Agro Palindo Sakti)	2014	Agro Palindo Sakti Estate	2014	South Sumatra	Certified (POM has been closed down)

	Murini Samsam POM (PT Murini Sam Sam)	2015	Murini Sam Sam Estate	2015	Riau	Certified
			Part of PT Murini Samsam areas (466 ha)	2023	Riau	-
	Musi Banyuasin POM (PT Musi Banyuasin Indah)	2023	Sei Selabu	2023	South Sumatera	-
			Sei Jarum	2023	South Sumatera	-
			KUD Karya Gatra	2023	South Sumatera	-
			KUD Karya Makmur Sriwijaya	2023	South Sumatera	-
			KUD Panca Karya Jaya	2023	South Sumatera	-
			KUD Sumber Makmur	2023	South Sumatera	-
			KUD Tri Tunggal Karya	2023	South Sumatera	-
	Sinarsiak Dianpermai POM (PT Sinarsiak Dianpermai)	2023	Sinarsiak Dianpermai Estate	2023	Riau	-
	Agro Indah Persada 2 POM (PT. Agroindo Indah Persada)	2023	-	2023	Bangko – Jambi	NPP Audit
	<b>Malaysia</b>					
	Sapi POM (PPB Oil Palms Berhad)	2008	Sapi 1	2008	Sandakan, Sabah, Malaysia	Certified
			Sapi 2	2008	Sandakan, Sabah, Malaysia	Certified
			Kiabau	2008	Sandakan, Sabah, Malaysia	Certified
	Reka Halus POM (PPB Oil Palms Berhad)	2008	Reka Halus	2008	Sandakan, Sabah, Malaysia	Certified
	Sabahmas POM (PPB Oil Palms Berhad)	2008	Sabahmas	2008	Lahad Datu, Sabah, Malaysia	Certified
	Saremas 1 POM (PPB Oil Palms Berhad)	2010	Saremas	2010	Bintulu, Serawak, Malaysia	Certified
			Saremas 2 (Div D)	2010	Bintulu, Serawak, Malaysia	Certified
			Suai	2010	Bintulu, Serawak, Malaysia	Certified
	Saremas 2 POM (PPB Oil Palms Berhad)	2010	Saremas 2 (exclude Div D)	2010	Bintulu, Serawak, Malaysia	Certified
			Kaminsky	2010	Bintulu, Serawak, Malaysia	Certified
			Segarmas	2010	Bintulu, Serawak, Malaysia	Certified
	Ribubonus (PPB Oil Palms Berhad)	2010	Ribubonus	2010	Sandakan, Sabah, Malaysia	Certified
	Terusan POM (PPB Oil Palms Berhad)	2010	Terusan 1 + 2	2010	Sandakan, Sabah, Malaysia	Certified

		Rumidi	2010	Sandakan, Sabah, Malaysia	Certified
Sri Kamusan POM (PPB Oil Palms Berhad)	2011	Sri Kamusan	2011	Sandakan, Sabah, Malaysia	Certified
		Hibumas 1	2011	Sandakan, Sabah, Malaysia	Certified
		Hibumas 2	2011	Sandakan, Sabah, Malaysia	Certified
		Jebawang	2011	Sandakan, Sabah, Malaysia	Certified
		Sekar Imej	2011	Sandakan, Sabah, Malaysia	Certified
		Sapi Sugut	2011	Sandakan, Sabah, Malaysia	Certified
Suburmas POM (PPB Oil Palms Berhad)	2021	Suburmas	2021	Bintulu, Serawak, Malaysia	-
<b>Africa</b>					
BOPP POM, Biase Plantation Limited	2014	Adum Bansa	2014	Western Region, Ghana	Certified
		Scheme Smallholder	2014	Western Region, Ghana	Certified
Biase Plantation Limited	2020	Calaro	2020	Cross River State, Nigeria	Mill under construction
Biase Plantation Limited	2022	Calaro extension	2022	Cross River State, Nigeria	Mill none planned
Biase Plantation Limited	2020	Ibiae	2020	Cross River State, Nigeria	Mill construction not started
Eyop Industries	2021	Ibad	2021	Cross River State, Nigeria	Mill construction not started
Eyop Industries	2020	Kwa Falls	2020	Cross River State, Nigeria	Mill none planned
Eyop Industries	2021	Oban	2021	Cross River State, Nigeria	Mill none planned
<p><i>Time bound plan on June 2020</i></p> <p>The revision of time bound plan because there is the change of certification time plan from year 2020 to year 2023 for some uncertified management units with reason is still in process to get land use right (Hak Guna Usaha). Some uncertified management units which changed from year 2020 to year 2023 are PT Agro Nusa Investama (Landak) and its supply based (PT Agronusa Investama 2 and PT Pratama Procentindo), PT Buluh Cawang Plantation in West Kalimantan (one of supply base from PT Bumipratama Khatulistiwa), PT Permata Hijau Pasaman (block 22), PT Agro Palindo Sakti in Sanggau District, West Kalimantan and its supply based (PT Agro Palindo Sakti, PT Putra Indotropical, PT Daya Landak Plantation and PT Indoresin Putra Mandiri), PT Sinarsiak Dian Permai in Riau and PT Musi Banyuasin Indah in South Sumatera.</p> <p>The revision of time bound plan because some scheme smallholders has paid all costs relate of develop of scheme smallholder areas so that it has excluded from the time bound plan. It are KUD Damai Sejahtera (DASTRA) I &amp; II (scheme smallholder under PT AMP Plantation and PT Primatama Mulia Jaya), KSU Mutiara Bosa Sikilang, KUD Permata Sawit Maligi, KUD Rantau Pasaman – Sasak and KUD Kapar (its supply based from PT Gersindo Minang Plantations POM)</p> <p>The revision of time bound plan because two companies (PT Karya Agung Megah Utama &amp; PT Perkebunan Anak Negeri Pasaman) has terminated the management agreement with PT AMP Plantation as stated in the termination agreement letter on 31 May 2019.</p>					

	The result of internal discussion referring RSPO P&C Certification System, 2017 and communicating with auditee that Auditor has not accepted the revision of time bound plan for some cooperatives (KUD Karya Bersama, KUD Sejahtera Bersama, KUD Tabiku Makmur & KUD Kosudra) as supply base from PT Kerry Sawit Indonesia be year 2023 because it is not compliance with RSPO Certification System clause 4.1.3 so auditor has issued final decision as seen on table 8 above.
1.10.2	<b>Progress of Associated Smallholders and Outgrowers for Certifiable Standard</b>
	There is no associated smallholders under PT. KKP

<b>2.0</b>	<b>ASSESSMENT PROCESS</b>
<b>2.1</b>	<b>Assessment Team</b>
<b>ASA-3</b>	<p><b>1. Moh Arif Yusni (Lead Auditor).</b> Indonesian citizen. Bachelor of Agriculture, majoring in Plant Protection. Has experience as an operational staff at a private oil palm plantation company in Indonesia on 2010 to 2012. Has attended several trainings, i.e.: ISO 19011, ISO 9001; ISO 14001, SA 8000, RSPO lead auditor, ISPO lead auditor, OHS expert, OHS auditor based on National Government No. 50/2012, SCCS, etc. Has conducting ISPO, RSPO and MSPO audit as an auditor and lead auditor with expertise on best management practices for estate and mill, legality, worker welfare, safety, social, environment, conservation, transparency, long term economic management plan and supply chain for palm oil mill aspects. During this audit he verify OHS, Worker Welfare, and Transparencies.</p> <p><b>2. Haikal Ramadhan Kharismansyah (Auditor).</b> Indonesian citizen, Bachelor of Agriculture department of plant and pest disease (Agrotechnology). He has 3 years experiences as an Agronomy Staff in private oil palm plantation in Indonesia. Training which had attended including Basic Management Development Program Agronomy, Integrated Urban Pest Management, Integrated Pest Management, ISO 9001: 2015, Lead Auditor ISPO, Lead Auditor RSPO, ISO 22000, SA 8000, ISO 14000 and SCCS. Has conducting ISPO and RSPO audit with expertise on best management practices, OHS, Worker Welfare, and SCCS. During the audit, he verified Legality, Social and SCCS.</p> <p><b>3. Yohanes Hardian (Auditor).</b> Indonesian Citizen. Diploma of Forest Resource Conservation, Faculty of Forestry, Bogor Agricultural University, specialist in the environment aspect and wildlife. Has Worked as Staff Rehabilitation project at WWF Central Kalimantan region. Had attended training HCV, has been involved in several activity of HCV Identification of Oil Palm Plantation. Has worked as an environmental staff on Oil Palm Plantation. Have been trained as ISPO auditors and have attended training Auditor ISO 9001 and ISO 19011, Legal documents in-house training with the ISPO commission. Training SIA Remark Asia 2016, Training Lead Auditor RSPO by Proforest-Daemeter 2016. Experience audit RSPO And ISPO Since 2014. During this audit, he assigned to verify environment and HCV aspect</p> <p><b>4. Sentot Adi Subandono (Auditor Trainee).</b> Indonesia citizen, Bachelor of Agriculture, Department of Agricultural Cultivation. He has five years of experience working since 2005 as Plantation Operational Staff and nine years as Internal Auditor in private oil palm plantations in Indonesia. The training that has been attended includes the Basic Management Development Program of Palm Oil Plantation, Use of Limited Pesticides, Best Practices in Internal Auditing, Fraud Auditing: Prevention, Detection, and Investigation, Operational Risk Approach in Internal Auditing, General Occupational Health and Safety Expert, ISPO, ISO 9001: 2015. In this audit activity, verification regarding BMP and transparency which is under the supervision of the Lead auditor.</p>
<b>2.2</b>	<b>Assessment Methodology, Assessment Process and Locations of Assessment</b>
<b>2.2.1</b>	<b>Figure of person days to implement assessment</b>
<b>ASA-3</b>	<p>Number of auditors: 3 auditor and 1 Auditor Trainee</p> <p>Number of days for <b>ASA-3</b> : 4 days</p> <p>Number of working days for <b>ASA-3</b> at site : 12 Working days</p>
<b>2.2.2</b>	<b>Assessment Process</b>
<b>ASA-3</b>	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT Karunia Kencana Permaisejati to the requirements of <i>Principles and Criteria for Sustainable Palm Oil Production 2018, The Indonesia National Interpretation, Endorsed by the RSPO Board of Governors on 20 April 2020</i> and <b>RSPO Certification System for Principles and Criteria, 14 June 2017.</b></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) interview, 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>The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. A range of environmental and social factors were covered. This includes consideration</p>

of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

Public Stakeholder Notification was made on Mutucertification International Website. There is no written negative feedback receive. Stakeholder consultation involved internal and external stakeholders. Meetings were held with stakeholders by phone to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings. The comments made by external stakeholders were also taken into account in the assessment

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wife's of workers and staff were interviewed in informal meetings at their housing. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Appendix I.

Commonly, the audit activities went smoothly with good support from the unit management. The presentation of documents is presented quite well by involving related personnel. During the COVID-19 pandemic, there were several modifications to the audit due to health protocols. There are several activities that are not possible to do face to face, such as public consultations with government agencies, communities or previous land owners so that these activities are carried out by telephone.

Some opportunities for improvement of the results **ASA-3** delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase ASA-4. Improvement of findings from previous assessment findings were observed by auditors at this **ASA-3** assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of ASA-3 report

The opening and closing meetings were attended by management representatives including the head of each mill and estate unit. Document review was carried out using the central method.

The assessment program please find Appendix 2

<b>2.2.3</b>	<b>Locations of Assessment</b>
<b>ASA-3</b>	<p>The sampling location consider the issue arise from the review documents and stakeholder's consultation that are fundamental and crucial. On this assessment sample locations that visited and respondent that interviewed by team auditor are:</p> <p><b>KKP 1</b></p> <ul style="list-style-type: none"> <li>• <b>Manuring. Block 103</b>, Observation of fertilization activities and interviews with fertilizers related to safe work practices, fertilizer doses, types of fertilizers, areas to be applied, work locations, transportation of fertilizers using PPE, periodic health checks, wage systems, work accident insurance, provision of welfare facilities and infrastructure for workers and first aid.</li> <li>• <b>Harvesting. Block 86</b> , Observation and interviews of FFB transport activities and interviews with loading workers and Harvesting Clerk, E-BCC applications, safe work practices, operator licenses, use of PPE, and the wage system.</li> <li>• <b>FFB Loading. Block 32/33</b>, Observation and interviews of FFB transport activities and interviews with loading workers and Harvesting Clerk, E-BCC applications, safe work practices, operator licenses, use of PPE, and the wage system.</li> <li>• <b>Circle dan Path Spraying at Blok 27/28</b> , Observation of spraying activities and interviews with spray workers related to herbicide doses, work locations, sprayed areas, spray intensity, use of PPE, periodic health checks, foreman's first aid, wage systems, labor protection (Health and Employment Insurance) and worker transportation.</li> <li>• <b>HCV area (block 346)</b>. Observation the management of HCV area.</li> <li>• <b>Generator set room</b>. Interview with operator about worker welfare, understanding of job description,</li> </ul>

implementation of OHS, complaint mechanism.

- **Agrochemical storage.** Interview with storage keeper about worker welfare, understanding of job description, implementation of OHS, complaint mechanism and observation about storage condition and agrochemical stock.
- **Oil storage.** Interview with storage keeper about worker welfare, understanding of job description, implementation of OHS, complaint mechanism and observation about storage condition.
- **Fuel tank.** Interview with storage keeper about worker welfare, understanding of job description, implementation of OHS, complaint mechanism and observation about tank condition.
- **Daycare.** Interview with worker about worker welfare, understanding of job description, implementation of OHS, complaint mechanism.
- **Hazardous waste storage.** Observation about storage condition, hazardous waste stock, OHS facilities, and interview with storage keeper about worker welfare, understanding of job description, implementation of OHS, complaint mechanism.
- **Rinse house.** Observations and interviews with employees related to waste management, PPE, OHS and salaries, working hours and overtime pay.
- **Fire-fighting facility.** Observation related to emergency preparedness.
- **Housing complex.** Observation about facilities provided by company and domestic waste management.
- **Landfill block 104, division 2.** Observation about landfill condition

### KKP 2

- **Empty bunch application. Block 222.** Observation of empty bed application activities and worker interviews related to safe work practices, dosage, areas to be applied, use of PPE, periodic health checks, wage systems, work accident insurance, provision of welfare facilities and infrastructure for workers, gender committees, and first aid for foremen.
- **Harvesting. Block 34/35.** Observation and interviews of FFB transport activities and interviews with loading workers and Harvesting Clerk, E-BCC applications, safe work practices, operator licenses, use of PPE, and the wage system.
- **Barn Owl Box. Block 42.** Observation of owl activity.
- **Mounding. Block 41.** Observations of mounding in the Buso sand area, interviews with excavator operators (contractors), and safe working practices.
- **Immature plant. planting year 2019. block 665.** Observation of the crop area and interviews with representatives of the certification unit regarding soil types, soil conditions, and reports on the results of land assessments.
- **HCV area (block 121 and 306).** Observation the management of HCV area
- **Landfill Div 1 block 109.** Observation about landfill condition
- **Hazardous waste storage.** Observation about storage condition, hazardous waste stock, OHS facilities, and interview with storage keeper about worker welfare, understanding of job description, implementation of OHS, complaint mechanism.
- **Agrochemical storage.** Interview with storage keeper about worker welfare, understanding of job description, implementation of OHS, complaint mechanism and observation about storage condition and agrochemical stock.
- **Central storage.** Interview with storage keeper about worker welfare, understanding of job description, implementation of OHS, complaint mechanism and observation about storage condition and agrochemical stock.
- **Fire-fighting facility.** Observation related to emergency preparedness.
- **Housing complex.** Observation about facilities provided by company and domestic waste management.
- **Workshop.** Interview with 3 mechanics about worker welfare, understanding of job description, implementation of OHS, complaint mechanism, hazardous waste management, and observation about workshop.
- **Clinic.** Observation about clinic condition, clinic facility, and interview with doctor about service in clinic and documentation of work accident in company.
- **Daycare.** Interview with worker about worker welfare, understanding of job description, implementation of OHS, complaint mechanism.
- **Employee water supply.** Observation of drinking water supply facilities for employees
- **Rinse house.** Observations and interviews with employees related to waste management, PPE, OHS and salaries, working hours and overtime pay.
- **Generator set room.** Interview with operator about worker welfare, understanding of job description,

implementation of OHS, complaint mechanism.

### KKP 3

- **HCV area (block 149).** Observation the management of HCV area.
- **Workshop.** Interview with 3 mechanics about worker welfare, understanding of job description, implementation of OHS, complaint mechanism, hazardous waste management, and observation about workshop.
- **Hazardous waste storage.** Observation about storage condition, hazardous waste stock, OHS facilities, and interview with storage keeper about worker welfare, understanding of job description, implementation of OHS, complaint mechanism.
- **Generator set room.** Interview with operator about worker welfare, understanding of job description, implementation of OHS, complaint mechanism.
- **Agrochemical storage.** Interview with storage keeper about worker welfare, understanding of job description, implementation of OHS, complaint mechanism and observation about storage condition and agrochemical stock.
- **Fertilizer storage.** Interview with storage keeper about worker welfare, understanding of job description, implementation of OHS, complaint mechanism and observation about storage condition and fertilizer stock.
- **Oil storage.** Interview with storage keeper about worker welfare, understanding of job description, implementation of OHS, complaint mechanism and observation about storage condition.
- **Fuel tank.** Interview with storage keeper about worker welfare, understanding of job description, implementation of OHS, complaint mechanism and observation about tank condition.
- **Daycare.** Interview with worker about worker welfare, understanding of job description, implementation of OHS, complaint mechanism.
- **Housing complex of Block 038.** Observation about facilities provided by company and domestic waste management.
- **Landfill block 010/011, division 1.** Observation about landfill condition
- **Clinic.** Observation about clinic condition, clinic facility, and interview with doctor about service in clinic and documentation of work accident in company.

### KKP POM

- **Sortation.** Observations and interviews related to the receiving mechanism, the grading process, recording and administration system (reports) of FFB entering the mill using E-Grading, the use of PPE by workers and the rights of workers (Employee Status, working hours and payment of wages).
- **Loading ramp.** Observations and interviews related to the technique of regulating FFB to the sterilizer station, the use of PPE by workers and workers' rights (Employee Status, working hours and payment of wages).
- **Sterilizer.** Observations and interviews related to working techniques at the sterilizer station, License, the use of PPE by workers and workers' rights (Employee Status, working hours and payment of wages).
- **Thresher.** Observations and interviews related to working techniques at the Thresher station, the use of PPE by workers and workers' rights (Employee Status, working hours and payment of wages).
- **Press.** Observations and interviews related to working techniques at the Press station, the use of PPE by workers and workers' rights (Employee Status, working hours and payment of wages).
- **Clarification.** Observations and interviews related to working techniques at the Clarification station, the use of PPE by workers and workers' rights (Employee Status, working hours and payment of wages).
- **Boiler.** Observations and interviews related to working techniques at the Boiler station, License, the use of PPE by workers and workers' rights (Employee Status, working hours and payment of wages).
- **Engine room.** Observations and interviews related to working techniques at the Boiler station, License, the use of PPE by workers and workers' rights (Employee Status, working hours and payment of wages).
- **WTP.** Observation related to water management.
- **WWTP.** Observation related to waste water management.
- **Hazardous Waste Storage.** Observation and interview related to hazardous waste storage condition, management of hazardous waste, safe working practices, OHS and worker welfare aspects.
- **Fiber and Shell Storage.** Observation and interview related to solid waste management.
- **Chemical Storage.** Observation and interview related to chemical storage condition, management of hazardous and toxic material, safe working practices, and OHS and worker welfare aspects.

	<ul style="list-style-type: none"> <li>• <b>Workshop.</b> Observation and interview with the welder related to license, worker welfare and OHS implementation (medical check-up, PPE).</li> <li>• <b>EBA.</b> Observation for waste management</li> <li>• <b>Hydrant Simulation</b> Simulate firefighting when an emergency occurs.</li> </ul> <p><b>Boundary Pole.</b> Observation regarding the maintenance of boundary markers.</p> <ul style="list-style-type: none"> <li>- No 107</li> <li>- No 106</li> <li>- No 069</li> <li>- No 063</li> <li>- No 062</li> </ul> <p><b>Dispute Area.</b> Observation regarding the actual condition of the disputed area</p> <ul style="list-style-type: none"> <li>- Block T39</li> <li>- Block O/P 08 – 09 and Block Q10 – Q13</li> </ul>
<b>2.3</b>	<b>Stakeholder Consultation and Stakeholders Contacted</b>
<b>2.3.1</b>	<b>Summary of stakeholder consultation process.</b>
<b>ASA-3</b>	<p>Summary of stakeholder consultation process</p> <p>Consultation of stakeholders for PT Karunia Kencana Permaisejati was held by:</p> <ul style="list-style-type: none"> <li>• Public notification in Website of PT Mutuagung Lestari (November 23, 2020)</li> <li>• Public consultation meeting with government institution (December 8, 2020)</li> <li>• Public consultation meeting with community including previous land owner (December 8, 2020)</li> <li>• Public consultation meeting with internal stakeholders and contractor (December 08 – 10, 2020)</li> <li>• Public consultation meeting with NGO (November 27, 2020)</li> </ul> <p>Numbers of input from stakeholders were clarified by <i>PT Karunia Kencana Permai Sejati as part of this report</i></p>
<b>2.3.2</b>	<b>Stakeholder contacted</b>
	Please find appendix 1
<b>2.4</b>	<b>Determining Next Assessment</b>
	The next visit (ASA-4) will be conducted eight (8) months to twelve (12) month after the date of initial registration of certificate

### 3.0 ASSESSMENT FINDINGS

#### 3.1 Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of KKP. POM – PT Karunia Kencana Permaisejati Wilmar International Limited operation consisting of one (1) mill and three (3) oil palm estates.

During the assessment, there were nil nonconformity were assigned against RSPO P&C Standards and one opportunity for improvement.

MUTUAGUNG LESTARI found that KKP POM – PT Karunia Kencana Permaisejati, Wilmar International Limited complied with the requirements of **Principles and Criteria for Sustainable Palm Oil Production 2018, The Indonesia National Interpretation, Endorsed by the RSPO Board of Governors on 20 April 2020 and RSPO Certification System for Principles and Criteria, 14 June 2017.**

Therefore, MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is Continued

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
<b>PRINCIPLE #1 BEHAVE ETHICALLY AND TRANSPARENTLY</b>		
<b>1.1</b>	<b>The unit of certification provides adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.</b>	
<b>1.1.1; 1.1.2</b>	SOP for Providing Information to Outside Parties (Transparency) No SOP47 / PR / 6/0516 5th revision dated 1 May 2016 approved by GM. The certification unit has disseminated information that can be accessed by the public in the form of a letter-number 38 / BM-KKP / VIII / 2020 dated 10 August 2020 which is addressed to all PT KKPS stakeholders. The letter contains a summary of information that can be accessed by the public, including land use rights/certificates, occupational health and safety plans, social and environmental impact assessments and plans, HCV documentation, pollution reduction and prevention plans, complaints, and complaints in detail, negotiation procedures, Continuous improvement plan, General summary of certification assessments for companies that have been certified, and human rights policies.	
<b>1.1.3</b>	Record of information is stored in the information book on each management unit. In the book shows that there is no incoming information request, but proposals or invitation to attend a meeting held by stakeholders. However the certificate holder has submitted mandatory reports regularly to the related agencies such as employment report, environment management report, and plantation development report.	
	In consultation with local government agencies of Kotawaringin Timur Regency (Plantation Agency, Labour Agency, Environmental Agency,) and surrounding villages it is known that the procedure of communication and consultation has been communicated to the stakeholders. Stakeholders already known the communication PIC, and no obstacles in dealing with the company.	
<b>1.1.4</b>	SOP for Providing Information to Outside Parties (Transparency) No SOP47 / PR / 6/0516 5th revision dated 1 May 2016 approved by GM. The procedure aims to regulate the dissemination and provide information in appropriate and adequate languages for the benefit of stakeholders regarding social and legal issues, relevant to the RSPO / ISPO criteria. The next objective is to ensure that management documents are publicly available, except for those protected by commercial confidentiality/information that will have a negative impact. Next, it aims to identify responses to requests for information. The PIC requesting information from the public is the Regional Partners Development Department. If the information	

involves the Wilmar project outside Central Kalimantan, it is forwarded to the Singapore CSR office, directed to Loo Siew Wei (siewwai@wilmar.com.sg), Simon Siburat (simon.siburat@my.wilmar-intl.com), Sharon Chong (Sharon.chong@wilmar.com.sg). The shelf life of documents requesting public information is 3 years. The information request officer will record every request and response in the logbook, with a response time of 14 days after the request is received.

Broad access documents: Land use rights/certificates, Occupational health and safety plans, Social and environmental impact assessments and plans, HCV documentation, Pollution prevention and reduction plans, Detailed grievances and complaints, Negotiated procedures, Continuous improvement plans, General summary of certification assessment for companies that have been certified, and human rights policies.

Documents that can be accessed with the approval of GM, namely the Deed of Establishment and the Deed of Change of Companies; Company profit/loss; Company balance sheet; Staff/employee salaries; the identity of the shareholders and management of the company; the identity of operational leaders, staff, and employees; List of company assets; List of land / Plantation business areas; Community Development Plan; Payment data {land acquisition; Complaints and complaints; Distribution of Endangered Animals in conservation areas; Data on the use of plasma funds; and 3rd party donations.

#### 1.1.5

The certification unit has a List of Stakeholders / Stakeholders for the period July - December 2020 which contains the subject, contact name, connection, address, and telephone number of the Central Kalimantan Provincial Government, Kotawaringin Timur Regency Government, the District Attorney, the DPRD, the Sampit District Court, the related Camat, Local village heads, community leaders, oil palm plantations, Polda, Polres, Polsek, TNI, campuses and NGOs, contractors, suppliers, hospitals, banking and work safety. In a separate document (PT KPPS Land Compensation List) the Previous Land Owner data is listed.

**Status: Comply**

### 1.2

**The unit of certification commits to ethical conduct in all business operations and business transactions.**

#### 1.2.1

The certification unit has an ethical policy that has been socialized on the website <https://www.wilmar-international.com/>, with the title of Company Policy, Company Code of Ethics version 5, June 2019. 3 main principles of code of conduct: avoid conflicts of interest, avoid abuse of authority position, and ensure the confidentiality of information. This policy regulates conflicts of interest, accurate reports, bribery and illegal or unethical trading practices, entertainment and gifts, abuse of office, insider trading, confidentiality, restrictions on applications, media relations, trade unions, politics and social activities, anti-money laundering, trade compliance and sanctions, installation of illegal software on computers, reporting, collaborating with investigators and law enforcement relating to violations, commitment to human rights, and informative address details and phone numbers mentioned in the whistleblower reporting policy at Wilmar.

Based on interview with workers, it was known if the workers who are found to commit corrupt practices will be given strict punishment by the company and punished according to the applicable regulations. Based on interviews with the local contractors during audit, it was known that the business ethics policy has disseminated and understood by the contractors

#### 1.2.2

Representatives of the unit of certification show the contractor's performance evaluation document as a system to monitor compliance and the implementation of policies and ethical business practices as a whole. The evaluation of the contractor's performance includes disciplined use of PPE, environmental awareness, and compliance with laws and regulations. For example, the certification unit shows the CV Cahaya Sampoerna Abadi Contractor Performance Evaluation document dated January 15, 2020, for palm mounding work at PT KKP 1, 2, and 3.

**Status: Comply**

## PRINCIPLE #2 OPERATE LEGALLY AND RESPECT RIGHTS

## 2.1

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

### 2.1.1

The certification unit has complied with the regulations in accordance with relevant laws, including compliance with PBB (Land and Building Tax) payment in 2019 which was paid on October 16, 2019, reporting of LPUP (Plantation Business Development Report) in the 3rd quarter of 2020 to the East Waringin City District Agriculture Office on October 9, 2020, and online reporting of LKPM (Investment Activity Report) on 19 October 2020. During field observations, it was also noted that machine and heavy equipment operators already have K3 licenses both in estates and in factories.

In term of best management practices, it was known that estate and mill management has implemented several pursuance with Indonesia laws and regulations, for example has to conduct mechanical or zero burning method during land clearing, palms planted were derived from seeds (DxP) producers, recognized by the government of Indonesia. Furthermore, estate (each unit management) has implementing integrated pest management, biological control and only used pesticides listed on government website pesticide.id.\

In term of legal aspect, the unit of certification has shown evidence towards legal aspect, The unit if certification has complied with regulations in the field of plantation and land legality, such as HGU (land use title), IUP (plantation business permit for mill) as well as mandatory reports on annual land use to BPN.

In the worker welfare aspect, it was known the unit of certification have been paid the employees wage in accordance with the applicable regulation. In OHS Aspect the unit of certification has established the structure for guiding committee for occupational health and safety in each management unit and this committee has received approval from the Ministry of Manpower and Transmigration in Kotawaringin Timur Regency, which has provided emergency facilities and etc. Furthermore, in environmental aspect the company has had EIA document that approved by government, have hazardous and toxic waste storage issued by relevant agencies in each estate and etc.

### 2.1.2

The certification unit has documents related to legal requirements in the 3rd revision of the SOP for Identification of Legal Rules and Requirements (No. Doc: SOP 08 / CKP / (3) / 0416) which is effective April 1, 2016. Legal Officer, Estate & Mill Manager, General Managers and staff Legal officers are personnel who are responsible for managing the rules of these legal documents

The implementation of this procedure is the issuance of a law register document containing regulations that must be fulfilled and relevant to the company's operational activities, including for third parties working with the company (contractors). The law register is divided into several aspects, namely: Occupational safety and health, the environment, employment and plantations. To ensure whether or not there are additions and subtractions to relevant regulations, a review is conducted every once a year

In accordance with the Minutes of the dissemination of evaluation / review of the list of rules and regulations dated November 5, 2020 it is known that in 2020 there are additional legal regulations for the field of manpower and the environment, for example the Governor of Central Kalimantan Decree number 188.44 / 604/2020 concerning *UMK* 2021 and Regional Regulation of the Province of Central Kalimantan Number 1 of 2020 concerning Land Fire Control

### 2.1.3

The unit of certification has a distribution chart of boundary pole with a scale of 1: 75,000. Based on this map, there should be a total of 144 boundary pole of PT KKPS. Maintenance and monitoring of the presence of the boundary pole carried out every 6 months by the GIS team. Based on the results of the last monitoring carried out in July 2020, the following information is known:

- KKP 1: Good condition: 45 pieces. No boundary pole: 10 pieces
- KKP 2: Good condition: 38 pieces. No boundary pole: 1 piece
- KKP 3: Good condition: 37 pieces. No boundary pole: 13 pieces

Based on the field observation, for example to boundary pole No 107,106,069, 063 and SSM3 it was found that the

conditions were in accordance with the monitoring results. For example, for boundary pole No 107 and 106 which overlap with PT SSM (Sukajadi Sawit Mekar) and PT MAS (Maju Aneka Sawit). The actual conditions in the field have not yet been installed. Meanwhile, the boundary pole No. 63 and No. 62 are in good condition.

For overlapping areas, the Joint Field Review Minutes on 04 September 2015 and 15 September 2015 can be shown, which in essence both parties acknowledge the overlap of boundary pole and on 15 November 2018 there is a further agreement that both parties will not take issue for this situation and wait until the land use tile period ends for further progression.

**Status: Comply**

## 2.2

**All contractors providing operational service and supplying labour, and Fresh Fruit Bunch (FFB), comply with relevant legal requirements.**

### 2.2.1

List of all contractor parties been maintained by the unit of certification. Based on document verifications there are 07 contractors who have cooperation with the unit of certifications for activities in transportation (CPO, kernel, FFB, school bus, and building maintenance).

### 2.2.2; 2.2.3

Based on the document's verifications, interview with management and local contractors the unit of certification can be demonstrate if all contracts containing specific clauses on meeting applicable legal requirements and this can be demonstrated. Clauses related legal requirements are mentioned in all works agreements described the fulfillments to Minimum Wages, Participate in the Insurance and Social Security program (BPJS), no child labor, PPE provision, Anti-corruption, bribery and fraud and etc.

As the implementation, the unit of certification can present several efforts to ensure the fulfilment of the legal aspect for contractors among others

- Monitoring use of PPE
- The fulfilment of company regulations
- Discipline in using PPE
- Environmental compliance
- Compliance with statutory regulations
- Monitoring the list of contractor workers (completed with information on the names of contractor workers, wage workers, BPJS ID, ID card of workers and others)

The results of interviews with contractor workers revealed that workers had been included in the BPJS employment program, wages were in accordance with applicable Minimum Wages, and contractor workers had been provided with PPE. Results of the field visit such as in the harvesting activity, spraying activity, mill activity were not found underage workers. The results of field observation and interviews with contractor workers can be concluded that workers had been included in the Insurance and Social Security program (BPJS), the use of PPE, and minimum wages in accordance with the law and there is no child labor.

**Status: Comply**

## 2.3

**All FFB supplies from outside of the unit of certification are from legal sources.**

### 2.3.1 & 2.3.2

The source of FFB processed by KKPS POM comes from the main estate and PT MSM which are still in one group (Wilmar International) and all have been RSPO certified

**Status: Comply**

## PRINCIPLE #3 OPTIMISE PRODUCTIVITY, EFFICIENCY, POSITIVE IMPACTS AND RESILIENCE

### 3.1

**There is an implemented management plan for the unit of certification that aims to achieve long-term economic and financial viability.**

#### 3.1.1

The certification unit has documents regarding the long-term plans contained in the Financial Projection periods 2018 - 2023 which contain:

- Financials (FFB production, total FFB processed, OER, KER, CPO production, PK production, own FFB sales to related-co, FFB price (Rp/mt), CPO price (Rp/mt), PK price (Rp/mt), CPO revenue, PK revenue, Gross operating profit, Profit after and before taxation, total operating cash surplus (deficit), Taxation, servicing of finance and cumulative cash after servicing of finance).
- Area Statement (mature, immature, total plantable area, unplanted group, total area, FFB production).
- Estate Cost (seperti biaya Maintenance, harvesting, dan total biaya).
- FFB Processed: Inti (Mill Throughput, utilization, OER, KER, FFB from own estate) dan Milling Cost (Variable cost, Fixed cost, depresiasi, dan total mill cost include depresiasi)

Sustainability Implementation Costs (For the aspect of Environment, Social, Health and Safety and other Related Compliance Expenses).

### 3.1.2

The results of document review and field observations show that there was no replanting at PT KKPS when ASA-3 was implemented. The planting year at PT KKP was between 2007 - 2017, the oldest planting year was 13 years. From the explanation above, it is known that there is no replanting program in the next 5 years because based on the 2015 Agronomy Guidelines and Oil Palm Plantation SOPs in section 9, it is stated that the age of oil palm plants that will be replanting is if it is more than 25 years or if the FFB yield is less than 20 tons /ha/year for 3 consecutive years or plant height over 13 m.

### 3.1.3

The certification unit shows sample management review documents, such as the RSPO internal audit report and the monthly PICA Report, which informs problem identification, corrective action, timeline, and person in charge.

<b>Status: Comply</b>
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## 3.2

**The unit of certification regularly monitors and reviews their economic, social and environmental performance and develops and implements action plans that allow demonstrable continuous improvement in key operations.**

### 3.2.1.

#### Legal Aspect

- Monitor boundary pole regularly and always monitor developments in areas that overlap with other companies
- Regularly identify enclaved, occupied and conflict areas and offer land acquisition without coercion or intimidation. Each land claim is responded to humanely and brought into a mediation path that involves participatory forms from all stakeholders including being welcome to use legal channels

Management review related to internal activities The audit has been included in the 2020 PT KKP management review report. The harvesting inspection activities to maintain harvest quality, namely for indicators of loose FFB, OHS, pruning (under / over) and raw FFB namely GEMBA. The Inspection activities for Early Warning System for IPM, consist of census and sampling.

### 3.2.2.

The RSPO Metric template report is not available, this indicator was not applicable.

<b>Status: Comply</b>
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## 3.3

**Operating procedures are appropriately documented, consistently implemented and monitored.**

### 3.3.1

The certification unit already has SOPs for cultivation practices as outlined in the Agronomy Guidelines and SOPs for Oil Palm Plantation issued in 2015 and signed by Group Head of Plantation Wilmar International Limited, which includes nursery, land preparation, planting, maintenance and harvesting.

The company has a Standard Operational Procedure (SOP) for processing plantation products with Document Number: WIP / POM / SOP / 01 / 02-14, Revision: 0, effective date February 1, 2014, which includes procedures at weigh bridges, loading ramps, until with empty fruit bunch utilization.

SOP is available in Indonesian. The results of plantation and mill observations show that workers already understand and carry out work according to the SOP.

### 3.3.2; 3.3.3

To ensure consistency of procedures implementation, the company has a monitoring inspection mechanism that was carried out regularly through internal audit activities. An internal audit conducted twice a year or if needed which the scope of the inspection includes estate and mill operational activities. There are several types of audits that are conducted routinely by the company. For example:

- QAMS Audit (Quantitative Agronomy Management System). Carried out routinely once every two weeks by the Department of Ecological Management Unit (EMU) to monitor the activities of best management practice. Some of the findings among others relating to the rotten loose fruits in the path and circle of the plant.
- SDC Audit (System Development Control) which is aimed to audit the administration of the estate. Conducted every 6 months. All non-compliance records of internal audits have corrected and verified by the company. Also, there is an internal audit from the company to check and monitoring the performance of contractors related to compliance to company procedures.
- Inspection activities for detection and census of EWS for IPM every two months.

The result of field visits and interviews with the harvesting supervisor indicated that they also record all operational activities in the Supervisor's Daily Report (LHM) and submit such reports on a daily basis. The daily report describes types of work, numbers of workers, usage of materials, and employee's individual achievement. Hereinafter all of the company's operational activities are recorded in the form of Monthly Reports for both the estate and the palm oil mill (POM). Said operational activity report is a recap from the daily activities. The company also discusses each item of the activities. The evaluation mechanism for the entire operational activities, both the estate and the mill, is performed by the manager. The report is a regular report prepared by the unit manager of the estate and the mill and submitted to top management.

The certification unit shows sample management review documents, such as the RSPO internal audit report and the monthly PICA Report, which informs problem identification, corrective action, timeline, and person in charge. Based on document verification it was known the monitoring performance of contractor related to compliance to company procedure has been carried out in the form of contractors evaluation, for example evaluation of CV Cahaya Sampurna Abadi on January 2020 for the activity mounding oil palm with the part of evaluation aspect are quality of work and work result in refers to the company requirements.

Status: Comply

### 3.4

**A comprehensive Social and Environmental Impact Assessment (SEIA) is undertaken prior to new plantings or operations, and a social and environmental management and monitoring plan is implemented and regularly updated in ongoing operations.**

#### 3.4.1; 3.4.2

The unit of certification has had SEIA related documents divided in Environmental Impact Document/EIA (AMDAL), Social Impact Assessment (SIA) documents, and High Conservation Value (HCV) document.

The unit of certification has an environmental document in the form of: EIA document approved by Bapedalda Kotawaringin Timur District dated June 28, 2008 (Decree No. 69.Commission-AMDAL.Kotim/ VI /2008/Bappedalda). Total study area are 19,649.75 Ha and palm oil factory capacity are 90 ton FFB/Hours. SEIA assessments have involved affected parties such as Kenyala villagers. these documents discuss the impact that might have caused by the company's operations such as (1) Micro climate, (2) Water Quality, (3) Air quality, (4) Soil erosion, (5) Fire potential, (6) Natural vegetation, (7) Wildlife, (8) Water biota, (9) Job opportunities, (10) Community income, (11) Public attitudes and perceptions, (12) Social processes, (13) Community cultural values and norms, (14) Public health disorders.

The Social Impact Assessment was done on 18<sup>th</sup> – 25<sup>th</sup> March 2014, collaboration with CV. AFI ERFOLG Consultant. The SIA document describes the general condition and characteristic of the locals, socio-economic condition of surrounding community, manpower issue and relation among the parties, social impact management of PT KKP and the conclusion and the recommendation. Based on the results of interviews with the Village Head of Kenyala and Tangar, it

is known that the SIA has been prepared in a participatory manner, and all existing social impacts have been identified by the certificate holder. Based on the results of interviews with the surrounding community (Pematang Limau Village), it is known that all social issues have been covered in SIA.

The EIA (AMDAL), SIA, and HCV documents has included the management and monitoring plans that arranged in participatory manner at the moment of the AMDAL and SIA. The management and monitoring plans document namely semesterly Environmental Management and Monitoring Plan (*RKL/RPL*), annually Social Management and Monitoring Plan. The management and monitoring plans have cover the main issue identified in those documents.

During ASA 2 there is non conformity on indicator 6.1.4 regarding the Company has not been able to show evidence that the social management and monitoring plan has been reviewed at least every 2 years by involving the participation of all affected parties. Those NC has been follow up during this assessment on 10 December 2020 where The company has carried out social impact assessment activities in 2019 at PT KKP in collaboration with PT GAIA Eko Daya Buana. The research process took place in November 2019 and was completed in early December 2019. The process of compiling the analysis and writing took place internally with members of the research team and also internally in the form of seminars or small meetings held starting in January 2020. The meetings were held in March 2020 experienced obstacles in connection with the spread of Covid-19 so that it was done virtually. The Social Impact Assessment is still in the process of being finalized by the Consultant of PT GAIA Eko Daya Buana.

In the preparation of a social impact assessment, it is carried out by means of a Focus Group Discussion (FGD) and in this FGD activity the facilitator records the names and positions of the FGD participants in the village and documents the FGD activities through photos as evidence that the FGD is still being carried out according to the method and plan. On July 2, 2020, a virtual public consultation was conducted on the results of the SIA study to the people of Kenya Village and Tangar Village, NGO, Muspika District.

Based on the results of the root cause analysis, correction, and corrective action that have been shown, the non-conformity is declared comply

### **3.4.3**

The management and monitoring plan of AMDAL, has been implemented reported on semesterly Environmental Management and Monitoring Report (RKL/RPL Report) and annual Social Impact Management and Monitoring Report, variables of management and monitoring plan and implementation in those documents has been implemented and evaluated in each report cycle. For instance, in the RKL/RPL report of Semester I of 2020, has been described realization of monitoring and management of the environment in accordance with environmental parameters in the Environmental Management Plan – Environmental Monitoring Plan and ordered by regulations. The types of impacts that are monitoring according to the SEIA document are as follows: (1) Micro climate, (2) Water Quality, (3) Air quality, (4) Soil erosion, (5) Fire potential, (6) Natural vegetation, (7) Wildlife, (8) Water biota, (9) Job opportunities, (10) Community income, (11) Public attitudes and perceptions, (12) Social processes, (13) Community cultural values and norms, (14) Public health disorders. During audit there is no issue about environmental aspect.

Plans for management and monitoring of social impacts to avoid or reduce negative impacts and promote positive ones, the certificate holder made the plan based on social impact assessment, through consultation with the affected parties. It's documented in social impact management and monitoring report for the period January-June 2020 in accordance with the PT KKP social impact management and monitoring plan for the period 2019 - 2021. Monitoring and evaluation of the implementation program also made by participating local communities. The local villagers are able to make their comments or input in the questionnaire template and will be collected by Bina Mitra officer.

Regarding the review of SIA documents, PT KKP is currently in the process of re assessment of SIA identification, with the consultant / assessor are PT GAIA Eko Daya Buana. The assessment has been carried out since 2019 as summarized below:

- Pre-assessment: 20 February 2019 - 23 August 2019
- Scoping Study: August - November 2019 (visit scoping study 6 - 8 November 2019)
- Full Assessment: October - November 2019 (visit full assessment 9 - 26 November 2019)
- Data analysis and reporting: December 2019 - March 2020

- Public consultation: June 2020
- Latest Progress: report finalization

in the draft report the company has identified social issues in Tangar and Kenya villages. During the audit process, the auditor team saw that there were several activities or activities that directly or indirectly impacted the company's operational units socially, such as community activities in the not-plantable area and the involvement of all internal stakeholders. OFI 01

**Status: Comply**

### 3.5

#### **A system for managing human resources is in place.**

##### 3.5.1

The certification unit has policy regarding employee recruitment number 023/DIR-KP/IV/2015 dated 1 April 2015. The needed of employees must be approved by management. This process is shall free from discrimination, therefore each prospective employee should be a trial period (probation) for three months), contract employees and permanent employees as well as the mechanism for requesting employee needs.

Document verification and interview with management employee's recruitment are based on company requirements without considering ethnic, religious, racial and class backgrounds. All prospective employees have rights for employment opportunities according to their educational background and company requirement. The unit of certifications is able to demonstrate evaluation of work performance assessment form of contract employee in which the assessed aspects include Discipline, work quality, work quantity and etc.

##### 3.5.2.

Company kept the personal file of each worker in estate office. Based on interview with management, the recruitment is conducted through the company requirement. The new recruitment is conducted in accordance with the procedure. It is based on skill, capabilities, and health condition for all workers. Worker promotion, mutation or demotion is done through the employee performance assessment. Company showed documentation of employee recruitment August 2020 start from the result of medical check-up for daily worker, work agreement for temporary daily worker, and appointment decree from daily worker to permanent worker for upkeep worker in KKP 1 Estate. The decree describes the wages received, leave, company policies related to the code of conduct, and social insurance. Based on interview with worker in estate, they know the content of decree and they have copy of the decree. Company also showed example of performance assessment for 3 mill workers period of January 2020

**Status: Comply**

### 3.6

#### **An Occupational Health and Safety (H&S) plan is documented, effectively communicated and implemented.**

##### 3.6.1

Hazard identification risk assessment determining control (HIRADC) for KKP POM and Estate are available in the audit unit (Last review on July 2020 for POM and 21 February 2020 for the estate). According to the document review, it was known that the assessment and analysis have covered all relevant mill and estate operational activities. The HIRADC was prepared by the OSH Committee Secretary in POM and Estate with the license of General OSH Expert (AK3 Umum). Based on interviews with estate and mill workers obtained information that the employee has known the potential of dangers that arise on the job. The results of the field visit at the mill, it is known that in each station has been installed document of the risk analysis.

##### 3.6.2.

Monitoring the effectiveness of the OHS plan is written in the year-end report on the realization of the OHS and environment program. This report describes the objectives of the OHS and environment program and its realization. Monitoring the effectiveness of the OHS program is conducted once a year. The report was prepared by EHS. Field visit and interview in mill and estate revealed that occupational health and safety has been socialized and implemented by the company through Socialization with personnel during muster morning before work. The results of field visits in the mill and estate show the OHS policies have been implemented by the company include the provision of PPE to all workers, regular health examinations, installing signs / OHS warning, and conduct training activities related to OHS aspects.

**Status: Comply**

**3.7**
**All staff, workers, Scheme Smallholders, outgrowers, and contract workers are appropriately trained.**
**3.7.1; 3.7.2**

The results of the field visit at the KKP POM, when the POM dispatch was known that the contractor had understood the OHS principles when leveling the PK over the vehicle unit using a safety body harness. The certification unit already has an Employee Personal File. The trainings that have been carried out have been documented, including training / socialization of invasive species in plantations, training on detection, census, and control of pests and diseases of palm oil, and training of chemical pesticides handling and working safety.

Based on interview with worker in estate and mill, they have received some training related to their work, such as work procedure training, emergency response, and first aid training. The training has been documented into minutes of meeting, list of attendees, and photo activity.

Training for contractors has been carried out by company. Its verify through documents program and realization training 2020 where in September 2020 there are realization about first aid training. Furthermore based on interview with contractors it was known a brief introduction to the RSPO was also provided to each contractor's representative

**3.7.3**

The certification unit has carried out training for personnel who handle SCCS, for example, given to security, weighing officers, sorting, Lab, EHS, Document control, logistics, including staff levels. Examples of training shown include:

- On 10 June 2020, 12 participants
- On November 9, 27 participants
- On November 16th, 35 participants

Discussions in the training included awareness about the 2018 RSPO P&C, the SCCS model, and the jobdesk of each officer. For example, the receiving and shipping department has minimum information on the names and addresses of buyers and sellers, date of delivery, date of issuance of documents, product descriptions including supply chain models, number of products, documentation for transportation used, certificate numbers, and unique codes.

**Status: Comply**

**3.8**
**Supply Chain Requirements for Mills**
**3.8.1 & 3.8.2**

KKP POM uses the IP model where all the FFB sources are from the certified area

**3.8.3**

KKP POM has determined the estimation for CPO and PK production produced by the certified mill. The tonnage estimation is attached on the document of budget projection for one year. The estimation and actual Certified FFB production on below table:

Product	Last Year Projected Certified Volume (MT) 22 Dec 2019 – 21 Dec 2020	Actual Production 12 months (MT) Dec 2019 – Nov 2020	Estimate Production 12 months (MT) 22 Dec 2020 - 21 Dec 2021
FFB	200,000	198,634.46	335,000
CSPPO	50,423.80	41,442.42	70,350
CSPK	11,975.65	9,758.22	16,750

**3.8.4**

The registration and reporting identities for the supply chain in the RSPO IT facility are as follows:

**Member Information**

Member Name	PT Karunia Kencana Permaisejati
Member ID	RSPO_PO1000004150

Member Country	Indonesia
Member Category	Oil Mill
Core Product	Palm Oil

### License Information

License ID	CB94850
Issued By	PT Mutuagung Lestari
Start Date	22-12-2019
End Date	21-03-2021
License status	Active

The entire requirements for appropriate supply chain has been met by the mill such as the estimate certified product already recorded in the RSPO IT platform and including finalized transactions records and stocks transactions record during the license of period.

### 3.8.5

The certification unit has procedures regarding the management of certified products, including the following:

- **Operation of Weight Bridge** (WIP / POM / SOP / 03/0620 Revision 03 dated 03 June 2020). Among them, explaining the jobdesk of the officer, the weighing process, to what documents must be verified by the weighing officer.
- **Storage tank cleaning** (SOP / KKPSPO-LOG-11 Revision 03 dated June 3, 2020)
- **Document Control** (SOP / MILL / 015 Revision 03 dated June 3, 2020)
- **Delivery of CPO and PK** (SOP / KKPSPO-LOG-01 revision 6 dated 3 December 2020)
- **Information on the Increase in the Amount of Production** (SOP / KKPSPO-MR-005) revised 3 dated June 3, 2020
- **Receipt of FFB** (SOP / KKPSPO-LOG-003) revision 5 dated June 03, 2020, describes that security and weighbridge Staff must verify the source / supplier of FFB, if there is a supplier of FFB that is not certified then the FFB is returned and cannot be accepted in the Mill.
- **Traceability and Mass Balance** (SOP / KKPSPO-LOG-006) revision 3 dated 03 June 2020, describes Method of input of mass balance data, Traceability report method in real time / continuous accounting period, Document retention period for two years, Method for reporting to RSPO IT – platform. The PIC defined: The Security Officer is responsible for recording all FFB expeditions, CPO and PK dispatches, Weighbridge staff responsible for weighing all FFB, CPO and PK, guaranteeing all reports of FFB acceptance and delivery of products has complied with SCCS / RSPO standard, Logistic officer responsibility for calculated all CSPO / Non-CSPO product, dispatch and reported CSPO / Non-CSPO product, CSPO / Non-CSPO dispatch report and traceability, Sortation officer is responsible for grading the FFB and making reports, Head clerk responsibility to control FFB Received, CSPO / Non-CSPO dispatch and traceability report., Mill head responsibility to guarantee all FFB processing until final product must be carried out according to the procedure.
- **Management Review** (SOP 97 / CKP (1) / 0718 revision 1 dated July 7, 2018). Among them, it explains the frequency of implementation of Management Reviews at least once a year.

Reference to these procedures is the Indonesian National Interpretation of Principles and the 2018 RSPO Criteria, adopted on 20 April 2018.

### 3.8.6

The SCCS internal audit is conducted annually and the last time it was carried out on 09 - 16 June 2020 in conjunction with the RSPO P&C audit. Based on the audit results, it is known that there is a nonconformity regarding the SOP reference which has not yet referred to the latest SCCS reference. The follow-up to these findings is to revise the previous SCCS procedure and add new references in the procedure, namely the Principles and Criteria for sustainable palm oil production. The Indonesian National Interpretation was endorsed by the RSPO Board of Governors on 20 April 2020

### 3.8.7

The FFB processed by the mill is entirely RSPO certified with suppliers from PT KKPS and PT MSM which are a group within one company. Records of receipt of FFB for the period December 2019 to November 2020 are as follows :

Month	FFB (MT)		
	RSPO Certified	Non-Certified	Total
Dec-19	12,917.34	0	12,917.34
Jan-20	14,319.42	0	14,319.42
Feb-20	14,155.94	0	14,155.94
Mar-20	14,623.95	0	14,623.95
Apr-20	13,244.72	0	13,244.72
May-20	16,295.21	0	16,295.21
Jun-20	18,602.58	0	18,602.58
Jul-20	14,031.57	0	14,031.57
Aug-20	17,386.35	0	17,386.35
Sep-20	19,624.80	0	19,624.80
Oct-20	22,497.01	0	22,497.01
Nov-20	20,935.57	0	20,935.57
<b>Total</b>	<b>198,634.46</b>	<b>0</b>	<b>198,634.46</b>

At the time the ASA-3 assessment was carried out there was no overproduction of certified volume. The addition of the quota was carried out because the audit time was delayed due to the Covid-19 pandemic.

The mechanism for handling unsuitable FFB and / or documents is contained in the revised 5 SOP / KKPSPO-LOG-03) dated June 3, 2020. The procedures include:

- The purpose of making SOPs is to ensure that the FFB received at the mill is not contaminated with goods / objects and is processed efficiently so that quality is maintained
- Ensure that the FFB received contains the RSPO-SCCS requirements in accordance with traceability

### 3.8.8

The CSPO and CSPK from the Mill were sold has met the requirements of certified product information. Supporting documents shown were contract agreement, delivery order, delivery ticket, report of loading, weighing minutes, weighing card, and delivery note. Those documents cover information's of delivery date, description of product and supply chain model, product quantity, identification number, certificate number, sender's name and address of the seller.

based on documents verifications, interview with management as well as verification through Palm Trace it was known during period December 2019 – November 2020 there are 40,624.67 MT CSPO and 9,854.67 MT CSPK Sold under RSPO Certified

The unit of certification can present the documents related the minimum information for RSPO certified products is made available and claim related products is no longer than 3 months, for example the documents of sales CSPK for transaction id TR-1a4d5334-c123 dated March,26 2020 with volume 97.04 MT that consist of:

- Buyer Information: PT Wilmar Nabati Indonesia with RSPO Member RSPO\_PO1000007173
- Shipping Instruction: No : TS.XXXIII with shipping period February,01 2020
- Delivery Order on 08 January 2020 – SPBC TIRTA SAMUDRA XXXII to PT Wilmar Nabati Indonesia
- CSPO receipt documents on 23 March 2020 with buyer PT Wilmar Nabati Indonesia

### 3.8.9

The certification unit cooperates in the transportation of CPO and PK with PT Marga Damank Perkasa. It has been shown that the Letter of Commitment between the company and the transporter was signed by the representative of the head of the PT MDP Sampit branch on June 30, 2020. The contents of the commitments include:

1. As a partner, it is committed to support the implementation of the RSPO in either the IP, SG or MB schemes

2. PT MDP is ready to be audited by a certification body that audits PT KKPS
3. PT MDP guarantees that it will prioritize K3
4. PT MDP guarantees that there are no child labor, forced labor, or labor resulting from human trafficking
5. PT MDP is ready to work together and coordinate if there are complete documents or other matters that need further coordination

In connection with these activities and understanding of SCCS, training and outreach has been carried out to representatives of contractors including transport drivers on November 9, 2020 along with training provided to employees. The training applies a pre and post test system to evaluate the understanding of each participant

### 3.8.10

When ASA-3 was implemented the certification unit only collaborated with one contractor for handling RSPO certified palm products with the following information:

1. Company name: PT Marga Damanik Perkasa
2. Address: Jl Jenderal Sudirman KM 5,5 RT02 RW01 Pasir Putih, MB, Ketapang Kotawaringin Timur, Central Kalimantan, 74322
3. Type of activity: Transport of CPO and PK
4. Phone number (branch office): 061 – 4522444
5. Contact person: Sabar Saban Halim

### 3.8.11

When ASA-3 was implemented there were no additional new contractors

### 3.8.12

PT KKPS have maintain accurate, complete and up-to-date for the FFB receives, process and CPO & PK production from its supply bases. The record keeping saves in "Mass Balance Report" for example periods December 2019 – November 2020. Within this record, the certificate holders maintain the FFB's sources based on monthly bases.

### FFB

Month	FFB (MT)		
	RSPO Certified	Non-Certified	Total
Dec-19	12,917.34	0	12,917.34
Jan-20	14,319.42	0	14,319.42
Feb-20	14,155.94	0	14,155.94
Mar-20	14,623.95	0	14,623.95
Apr-20	13,244.72	0	13,244.72
May-20	16,295.21	0	16,295.21
Jun-20	18,602.58	0	18,602.58
Jul-20	14,031.57	0	14,031.57
Aug-20	17,386.35	0	17,386.35
Sep-20	19,624.80	0	19,624.80
Oct-20	22,497.01	0	22,497.01
Nov-20	20,935.57	0	20,935.57
<b>Total</b>	<b>198,634.46</b>	<b>0</b>	<b>198,634.46</b>

**CPO Production and Despatch of PT KKPS**

Period	CPO production (MT)		Total	Cert CPO Dispatch (MT)			Total
	Cert	Non Cert		RSPO	Other scheme	Non Cert	
opening stock	487.65		487.65				
Dec-19	2,735.64	0	2,735.64	2,864.72	0	0	2,864.72
Jan-20	3,058.78	0	3,058.78	2,911.68	0	0	2,911.68
Feb-20	3,069.97	0	3,069.97	3,282.28	0	0	3,282.28
Mar-20	2,993.88	0	2,993.88	2,876.26	0	0	2,876.26
Apr-20	2,869.10	0	2,869.10	2,931.80	0	0	2,931.80
May-20	3,354.78	0	3,354.78	3,207.07	0	0	3,207.07
Jun-20	3,975.33	0	3,975.33	4,018.90	0	0	4,018.90
Jul-20	2,841.12	0	2,841.12	2,898.50	0	0	2,898.50
Aug-20	3,419.96	0	3,419.96	2,623.39	0	0	2,623.39
Sep-20	4,122.36	0	4,122.36	4,512.95	0	0	4,512.95
Oct-20	4,627.79	0	4,627.79	4,557.12	0	0	4,557.12
Nov-20	4,373.64	0	4,373.64	3,940.00	0	0	3,940.00
Closing stock November 20	1,305.40	0	1,305.403				
<b>Total</b>	<b>41,442.42</b>	<b>0</b>	<b>41,442.423</b>	<b>40,624.67</b>	<b>0</b>	<b>0</b>	<b>40,624.67</b>

**PK Production**

Period	PK production (MT)		Total	Cert PK Dispatch (MT)			Total
	Cert	Non Cert		RSPO	Other scheme	Non Cert	
opening stock	70.352		70.352				
Dec-19	657.22	0	657.22	617.23	0	0	617.23
Jan-20	735.92	0	735.92	747.06	0	0	747.06
Feb-20	801.45	0	801.45	840.30	0	0	840.30
Mar-20	733.34	0	733.34	752.48	0	0	752.48
Apr-20	745.87	0	745.87	760.72	0	0	760.72
May-20	915.02	0	915.02	841.04	0	0	841.04
Jun-20	894.61	0	894.61	945.64	0	0	945.64
Jul-20	602.17	0	602.17	629.31	0	0	629.31
Augs-20	735.33	0	735.33	710.85	0	0	710.85
Sep-20	983.54	0	983.54	955.18	0	0	955.18
Oct-20	1,096.76	0	1,096.75	1,051.91	0	0	1,051.91
Nov-20	970.39	0	970.39	1,002.95	0	0	620.23
Closing stock Nov 20	76.75		469.99				

Total	9,871.62	0	9,871.62	9,854.67	0	0	9,471.95
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**3.8.13**  
The conversion rate of production of CPO (OER) and PK (KER) were based on actual daily, monthly, and yearly production, its confirmed based on interview with mill management as well as field observation.

**3.8.14**  
The conversion rate of production of CPO (OER) and PK (KER) were based on actual daily, monthly, and yearly production, its confirmed based on interview with mill management as well as field observation.

**3.8.15**  
The unit certification shown SOP of Traceability and Mass Balance (No. SOP / KKPsPOM-LOG-002 Rev 1 dated 21 August 2018, describes :

- Method of input of mass balance data
- Traceability report method in real time / continuous accounting period
- Document retention period for two years
- Method for reporting to RSPO IT - platform

The PIC defined :

- The Security Officer is responsible for recording all FFB expeditions, CPO and PK dispatches
- Weighbridge staff responsible to weighing all FFB, CPO and PK, guaranteeing all reports of FFB acceptance and delivery of products has complied with SCCS/RSPO standard.
- Logistic officer responsibility for calculated all CSPO/Non-CSPO product, dispatch and reported CSPO/ Non-CSPO product, CSPO / Non-CSPO dispatch report and traceability.
- Sortation officer is responsible for grading the FFB and making reports
- Head clerk responsibility to control FFB Received, CSPO / Non-CSPO dispatch and traceability report.
- Mill head responsibility to guarantee all FFB processing until final product must be carried out according to the procedure.

**3.8.16**  
based on documents verifications, interview with management as well as verification through Palm Trace it was known during period December 2019 – November 2020 there are 40,624.67 MT CSPO and 9,854.67 MT CSPK Sold under RSPO Certified

The unit of certification can present the documents related the minimum information for RSPO certified products is made available and claim related products is no longer than 3 months, for example the documents of sales CSPK for transaction id TR-1a4d5334-c123 dated March,26 2020 with volume 97.04 MT that consist of:

- Buyer Information: PT Wilmar Nabati Indonesia with RSPO Member RSPO\_PO1000007173
- Shipping Instruction: No : TS.XXXIII with shipping period February,01 2020
- Delivery Order on 08 January 2020 – SPBC TIRTA SAMUDRA XXXII to PT Wilmar Nabati Indonesia
- CSPO receipt documents on 23 March 2020 with buyer PT Wilmar Nabati Indonesia

**3.8.17**  
The products are claims as IP. The Mill does not use RSPO trademark on product or off product and its will be verify during onsite assessment

	<b>Status: Comply</b>	
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**PRINCIPLE #4 RESPECT COMMUNITY AND HUMAN RIGHTS AND DELIVER BENEFITS**

**4.1**  
**The unit of certification respects human rights, which includes respecting the rights of Human Rights Defenders.**

**4.1.1.**  
Company policy towards human rights is presented in Human Rights Policy of Wilmar International, Ltd. which issued by Plantation Head Group and CSR Head Group in October 2018. PT Wilmar Group obey by the principles of International Human Rights and complies with applicable local regulations with guidelines and policies, including:

1. Universal Declaration of Human Rights of the United Nations.
2. ILO Conventions on labor standards.
3. Zero deforestation, zero peat, zero Wilmar exploitation policies.
4. Voluntary guidance of responsible world food and agriculture organizations that are responsible for tenure.
5. Other Wilmar policies that support human rights values and commitments such as policies on child protection, occupational health and safety, equality opportunities, reporting of violations, sexual harassment, violence and abuse and reproductive rights.

This policy applies to all Wilmar subsidiaries and partners including suppliers and contractors in implementing this policy.

#### 4.1.2.

Based on the results of interviews with local contractors and interview with stakeholder as well as workers, Policy has been communicated to internal and external stakeholders. The policy is communicated to all employees through the morning briefing. Based on interviews with workers until the audit carried out there is no report about cases of human rights violations.

<b>Status: Comply</b>
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#### 4.2

**There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.**

##### 4.2.1

Procedure of dispute resolution is presented in document No. SOP/34/PR/(1)/0614. Procedure mentioned that problem resolve has focused outside court system. There is also procedure of grievances or complaint which presented in document No. SOP 42/HRD/0/ 0609. Person in charge to handle disputes, grievances and complaints from external and internal were conducted by Bina Mitra Officer, Estate manager and Field Officer, as mentioned in document No. SOP.444/PR/6/1116 Revision 6 dated November 18<sup>th</sup> 2016. The later procedure mentioned that public relation for resolution has divided into several parts/aspects, as follows:

- Relationship with permit, legality and government institutions.
- Relationship with social communities.
- Relationship with Land release/indemnity compensation.
- Relationship with security.
- Relationship with community development and company social responsibility.

Furthermore, Wilmar Intl Ltd has been develop grievance procedure to address grievances from parties, including individuals, government organizations and non-governmental organizations concerning the implementation of Wilmar's No Deforestation, No Peat, No Exploitation (NDPE) Policy in the documents Grievance Procedure For The Implementation Of Wilmar's No Deforestation, No Peat, No Exploitation (NDPE) Policy, Updated Version 2.0 June 2019. In that's procedure covers activities related to the handling of stakeholders' grievances with respect to the implementation of NDPE policy. This includes logging grievances, taking actions to verify claims, rectifying any confirmed issues, reporting the verification results and actions on the ground, delivering the response to stakeholders and managing and monitoring any follow-up action. The procedure also accommodates the issue can be brought to RSPO Complaint System.

Contact number of every PIC were available on the clinic and information board on the office. Grievances and complaint could be delivered through direct communication and/or by letter which put on "suggestion-box" or "*Kotak Saran*". KKP Management has ensure anonymity of complainants and whistleblowers. Based on monitoring of grievances record review, it was known that KKP management has responds and follow up every complaint and grievances immediately on the sama date, or less than one week. Most of grievances were delivered directly through verbal communication.

Based on interview with representative of Tangar and Kenya Village, it is known that there is no complaint about human rights violation. They understand about the mechanism to deliver their complaint and the identity of complainant is protected.

#### 4.2.2; 4.2.3 dan 4.2.4.

In the procedure of complaints of employees with document number SOP 42 / HRD / 1/1117 revision 1 date on November 1, 2017 approved by the General Manager. The procedure explains that the delivery is done verbally and in writing. In addition, employees cooperate with work representatives in the *LKS Bipartit* or gender committee to socialize the communication and consultation system that applies in the company, including the handling of employee complaints. So all employees including those who cannot read and write can be assisted by the *LKS Bipartit* and gender committee.

Based on the results of interviews with community representatives Tangar and Kenyala Village during period 2019 and 2020 there are several issue related land and its has been follow up and responded by the unit of certification as described in Criteria 4.8..

**Status: Comply**

#### 4.3

**The unit of certification contributes to local sustainable development as agreed by local communities.**

##### 4.3.1

Certificate holder has contributed to local development in the CSR programmes. Observed evidences of contribution to local economic development through empowerment of local contractors, road maintenance, religious facilities maintenance, funding on national holidays and religious holidays activities, educational equipment, etc. Based on interviews with the village around the company, it is known that the preparation of the CSR programmes has been carried out based on a consultation process with the village. The CSR realization has been in accordance with the needs and aspirations of the community.

**Status: Comply**

#### 4.4

**Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their Free, Prior and Informed Consent (FPIC).**

##### 4.4.1; 4.4.2; 4.4.3; 4.4.4; 4.4.5; & 4.4.6

The area of the company *HGU* consists of areas that are privately owned by the community and traditional rights (Tangar Village). Compensation has been made for areas that are privately owned. The areas where the community has not been willing to be compensated until now are designated as enclaved areas by the company. The land use rights owned by the company are *HGU* covering an area of 19,649.754 in accordance with the *HGU* certificate No. 32 issued by the head of the Kotawaringin Timur Regency Land Office on October 24, 2005. In the *HGU* area, it was identified that there were areas that were included in cultivated, occupied, or cultivated areas. conflict area of 3,667.07 Ha. Of the total area, an area of 257.02 ha has been identified which belongs to the community that is not yet willing to be compensated and 47.1 ha is a disputed area which is in a status quo condition.

There is an area of traditional rights in Tangar Village which is included in the *HGU* and designated as an HCV area, the management unit of PT KKP has shown a Consultation Report document for the Management Agreement of the Sacred Stone Cultural Site or *Batu Ecak* as HCV. April 24, 2014.

Based on the company statement area, it is known that there are areas that are included in arable, occupation, and conflict areas covering an area of 3,667.07 hectares. Of the total area, an area of 257.02 ha has been identified which belongs to the community that is not yet willing to be compensated. A map can be shown indicating the location of the area at a scale of 1: 80000, the map also informs the parties as owners / claimants of the land as many as 34 people.

Currently, the *GRTT* process for areas within *HGU* that have not yet been compensated for is still ongoing. For example, in the 2020 period there was a *GRTT* for the community on behalf of Mr. Ubar and Mr. Ade, evidence was available in the form of minutes of the negotiation process between company representatives and owners and accompanied by the local government, minutes of price negotiations, calculations and planting surveys, price agreements, land measurement and mapping in a participatory manner accompanied by the village head, and payment on 17 July 2020. The total area of *GRTT* is 3.49 ha.

The certification unit also has an FPIC SOP document number SOP46 / PR / 1/0218 issued on 8 Feb 2018 which explains that land disputes and anti-land loss are resolved by deliberation and the disputed location is jointly observed by the land owner and attended by witnesses.

Interviews with land owners have been conducted by auditors to ensure that FPIC has been running during the *GRTT* process, for example with land owners from Tangar and Kenyala Villages, it was stated that when the company *GRTT* had negotiated openly and was assisted by the local government, there was no coercion. In the negotiation process, it has been proven that until now there are still land owners who are not willing to be compensated and the area has become an enclave area (in *HGU*).

**Status: Comply**

### 4.5

**No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their FPIC. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.**

#### 4.5.1; 4.5.2; 4.5.3; 4.5.4; 4.5.5; 4.5.6; 4.5.7; & 4.5.8

The legal document for land ownership is *HGU* covering an area of 19,649.75 ha. Within this area there are traditional rights of the Tangar Village Community and individual property rights. The company has identified the areas included in occupation, and conflict areas covering an area of 3,667.07 hectares. Of the total area, an area of 257.02 ha has been identified which belongs to the community that is not yet willing to be compensated and 47.1 ha is a dispute area that is still in the process of being resolved.

In every process of land release has been carried out openly and without coercion and can be seen from the compensation documents, for example

- Receipt
- Photo
- Participatory map, signed by the cultivators, the village team, the company
- Letter of release of rights, signed by the cultivator, witnesses, the village team, the company, the village head and the sub-district head
- Certificate of relinquishment of land rights
- Statement letter that there is no dispute
- The agreement on compensation prices
- Minutes of measurement and land coordinate taking

After 15 November 2018 there was no new plantation development, but there was land acquisition within the *HGU* whose negotiation process had been completed so that the land owner agreed to release ownership rights to the company. Evidence of agreement can be seen from these documents, for example for the release of Tn Ubar and Tn Ade land on July 17, 2020 with a total area of 3.59 ha. The price paid is in accordance with the agreement of both parties. There were witnesses from the village management level, the company, and the land owner to the coordinate point of the land which was taken collectively.

**Status: Comply**

### 4.6

**Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.**

#### 4.6.1 & 4.6.2

The certification unit has procedures for identification, calculation and compensation for loss of legal and traditional rights as contained in the SOP Technical Guidelines for Land Processing / Land Acquisition No. SOP 29 / BM / (0) 0409 Effective date 13 April 2009 regarding the stages of land acquisition.

1. Reports from the community regarding land ownership in the company area.
2. The company makes a report to the village head regarding the community's claims so that it is carried out for review, checking and measurement in the field.
3. Survey, measurement and inventory of land and plantations for community lands carried out by the *BPN* team, village heads, muspika elements, community and company leaders.
4. Based on survey data, the village head prepares a land certificate and submits it to the sub-district head.
5. The *SKT* is validated by the head of the sub-district and the *BPN*
6. The sub-district prepares a bill to the company so that the land / land can be paid for compensation for the land or growing land.

7. Pricing is done by negotiation
8. The realization of compensation for land or for planting and at the same time determining the date of payment

In addition, there is also an FPIC SOP document number SOP46 / PR / 1/0218 published on 8 Feb 2018 which explains that land disputes and anti-land loss are resolved by deliberation and the disputed location is jointly observed by the land owner and attended by witnesses.

#### 4.6.3 & 4.6.4

Compensation for loss of legal or customary rights is not limited by gender. Both men and women who have these rights are treated equally during the process of transferring ownership rights to the company. The records of the release of rights for 2020 are 3.49 ha for parcels no KKP\_01235 for Tn Ubar covering an area of 2.15 ha and parcels no KKP\_01234 for Mr Ade covering an area of 1.34 ha.

Documentation for compensation includes :

- Receipt
- Photo
- Participatory map, signed by the cultivators, the village team, the company
- Letter of release of rights, signed by the cultivator, witnesses, the village team, the company, the village head and the sub-district head
- Certificate of relinquishment of land rights
- Statement letter that there is no dispute
- The agreement on compensation prices
- Minutes of measurement and land coordinate taking

**Status: Comply**

#### 4.7

**Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their FPIC and negotiated agreements.**

##### 4.7.1; 4.7.2; & 4.7.3

The certification unit has procedures for identification, calculation and compensation for loss of legal and traditional rights as contained in the SOP Technical Guidelines for Land Processing / Land Acquisition No. SOP 29 / BM / (0) 0409 Effective date 13 April 2009 regarding the stages of land acquisition. In addition, there is also an FPIC SOP document number SOP46 / PR / 1/0218 published on 8 Feb 2018 which explains that land disputes and anti-land loss are resolved by deliberation and the disputed location is jointly observed by the land owner and attended by witnesses. Communities who lose their rights to land for plantation expansion benefit, including compensation payments and opening access roads

**Status: Comply**

#### 4.8

**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.**

##### 4.8.1 & 4.8.2

The land use rights owned by the company are *HGU* covering an area of 19,649.754 in accordance with the *HGU* certificate No. 32 issued by the head of the Kotawaringin Timur Regency Land Office on October 24, 2005. In the *HGU* area, it was identified that there were areas that were included in cultivated, occupied, or cultivated areas. conflict area of 3,667.07 Ha. Of the total area, an area of 257.02 ha has been identified which belongs to the community that is not yet willing to be compensated and 47.1 ha is a disputed area which is in a status quo condition.

There are examples of disputed land settlement processes in KKP 3 for example :

- Minutes of Land Dispute Mediation between Mr Iras and PT KKP in accordance with the mediation letter Number: 100/490 / Pem / Tlw / 2019. The meeting was attended by the Head of Telawang Sub-District, Head of Kenyala Village, Members of the *Kapolsek*, Head of Government, and company representatives. Due to the absence of the claimant, the meeting was rescheduled
- Statement letter Number 20 / BM-KKP / XII / 2019 dated December 10, 2019 for blocks O08-O09, P07 - P09, P10 - P13, Q10 - Q13 which in essence after seeing the *GRTT* recap the company rejects the land claim and the parties claimers are welcome to take legal action.

- Mediated land dispute resolution on February 12, 2020 with Mr Yadi. The meeting was attended by claimants, company representatives, representatives of village leaders, to the sub-district head. The results of the mediation stated that the disputed land had already been compensated for by Martie based on documents held by the company so that the claim was rejected.

Based on the field observation to blocks O / P 08 - 09 and blocks Q10 - 13, which are land disputed by Mr. Iras, it is known that these areas are planted areas that are in a status *quo condition* during the claim settlement process. Meanwhile, the field visit to block T39 for the claimant on behalf of Mr. Yadi, the actual condition of operational activities in the block (for example harvesting and upkeep activity) continued as usual.

#### 4.8.3

Land acquisition by the company has been based on the principles of transparency and the FPIC process. Even if in the next period there are claims from the community, the company opens the opportunity for communication and mediation involving the parties including the village head, sub-district head, community representatives, and claimer's representatives. Basically, as long as the claimant has valid legal evidence, the company will follow up on the claim as stipulated in the SOP Procedure for Technical Guidance on Land Processing / Land Acquisition No. SOP 29 / BM / (0) 0409 Effective date 13 April 2009 regarding the stages of land acquisition and SOP FPIC document number SOP46 / PR / 1/0218 issued on 8 Feb 2018 which explains that land disputes and anti-land loss are resolved by deliberation to reach consensus and the disputed location was jointly observed by the land owner and attended by witnesses.

#### 4.8.4

The unit of certification can indicate land dispute areas at a scale of 1: 13,000. At the time the ASA-3 assessment was carried out the total area of the disputed area was 47.01 ha. Making the map involved participation from the company, claimants, and witnesses including from the village level marked by a joint survey report.

**Status: Comply**

### PRINCIPLE #5 SUPPORT SMALLHOLDER INCLUSION

#### 5.1

**The unit of certification deals fairly and transparently with all smallholders (Independent and Scheme) and other local businesses.**

##### 5.1.1; 5.1.2; 5.1.3; 5.1.4; 5.1.5; 5.1.6

The certification unit does not cooperate with farmers in terms of buying and selling FFB. The collaboration with the surrounding community includes the empty fruit bunch transport. It has been shown that the cooperation contract, for example, between the company and CV Mitra Karya Hapakat (local contractor) in accordance with the Contract No: C & A 1608.15 / 2020 / KKP3-694 dated 16 October 2020. The validity period of the agreement is 01 September 2020 to 31 December 2020.

Examples of payments can be shown in accordance with the billing provided by CV Mitra Karya Hapakat to companies, for example EFB transport payments for the September 2020 period.

##### 5.1.7

Inspection certificate:

- Number: 174 / DPP / ML / TJ / V / 2020 dated 20 May 2020 (Weightbridge 1)
- Number: 175 / DPP / ML / TJ / V / 2020 dated 20 May 2020 (Weightbridge 2)

Implemented by the Kotawaringin Regency Trade and Industry Service by authorized officers with *NIP* 196760804 201001 1006. The results passed for 2020 in accordance with Republic of Indonesia Law number 2 of 1981 concerning legal metrology. The examination is valid until 16 May 2021

##### 5.1.8 & 5.1.9

Until the ASA-3 assessment was carried out, there was no collaboration with associated smallholder

**Status: Comply**

**5.2**

**The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.**

**5.2.1; 5.2.2; 5.2.3; 5.2.4; 5.2.5**

Based on production data for 2019-2020 and the results of interviews with company management, there has not been any receiving FFB from outside parties, the supply of FFB from the plantation itself

**Status: Comply**

**PRINCIPLE #6 RESPECT WORKERS' RIGHTS AND CONDITIONS**
**6.1**

**Any form of discrimination is prohibited.**

**6.1.1**

The unit of certification has had a policy related to nondiscrimination and equal opportunity listed on Equal Opportunity Policy updated 1<sup>st</sup> November 2018 which stated commitment to no discrimination when making decisions on hiring, promotion or retirement on the grounds of the employees or candidates ethnic origin, gender, national origin, age, social class, religion, sexual education, gender identity, union membership, political affiliation or disability – subject to the inherent requirements of the role to be performed.

This policy can be easily accessed by the public because it is included in information that can be freely accessed. The implementation of the policy can be seen from the composition of employees, which is a combination of migrants and surrounding communities with ethnic and religious diversity.

Based on the interviews with union representatives and manual upkeep workers it was known there known that the company has given the same opportunity to every employee. There was no issue related discrimination based on the similarity of origin and similarity of religion and there is no issue related recruitment fee.

**6.1.2**

Based on review of workers list that has shown gender, religion, age, origin, ethnic, as well as field observation and interview with workers, Gender Committee, and bipartite institution , it was known that there is no issue or complaint from worker regarding discrimination. The workers that has been observed was came from various social origin, gender, race, and religion. Based on document verifications and interviews it was known if there are no migrant workers in PT KKP.

**6.1.3**

Based on review of recruitment and promotion document, known that the recruitment is conducted in accordance with the procedure. It is based on skill, capabilities, and health condition for all workers. Worker promotion, mutation or demotion is done through the employee performance assessment. The unit of certification has shown documentation of new recruitment and promotion such as application letter, copy of identity card, result of medical examination, letter of submission of appointment to permanent worker and work agreement. For instance, the promotion in KKP 1 Estate in August 2020 has include the documentation of assessment, promotion letter,

**6.1.4**

Based on field observation and interview with the Gender Committee and female workers, known that there is no pregnancy test during the recruitment process. The company conducts pregnancy test and examination every month. The worker who pregnant will be transfer to the non-chemical activity. Audit team also got information that the personnel have understood that female personnel cannot work with chemical material if they are pregnant or lactating.

**6.1.5**

The unit of certification can present woman charter dated 01 May 2019. This charter sets out the core areas to ensuring a fairer and more inclusive work place for women in Wilmar. Wilmar are committed to respecting women's right and ensuring their welfare and by extension the welfare of the families that they care for are protected. This includes specifically the following rights :

- i. Protections from sexual harassment and violence

- ii. Non-discriminatory, fair and equal opportunities at work and in workers
- iii. Protection and care of female health
- iv. Continuous education for personal and family life improvements
- v. Care of family and welfare

#### 6.1.6

Based on recapitulation of the payment and the list of workers, known that there is no payment discrimination in the same scope regarding to the religion, race, gender, or area of origin. This mater also has been verified through interview to the workers, Labor Union, and Gender Committee. The differentiation of wage occurs due to the competencies, productivity, working period, or promotion. The company pay the minimum wage to the workers referred to the Kalimantan Tengah Province Minimum Wage for each regent of 2020 based on Governor Decree 188.44/546/2019 dated 21 November 2019, amount of Rp 2,991,946,-.

**Status: Comply**

#### 6.2

**Pay and conditions for staff and workers and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages (DLW).**

##### 6.2.1; 6.2.3

The unit of certification has had a company regulation period of 2020 – 2022, ratified on March 2020 by the Manpower Agency, valid until March 2022. The company regulation set the company and worker rights and responsibilities, recruitment process, promotion and demotion, work time management, payment system, social insurance, contract termination, and so on. Based on interview with the worker, it is known that they understand about worker's rights and obligation as written in the company regulations. It has been disseminated to the worker by management representative.

In the Company regulation set that the minimum wage referred to the governmental regulation. Based on the payment slip verification, the company paid the minimum wage to the workers referred to the Kalimantan Tengah Province Minimum Wage of 2020 based on Governor Decree No. 188.44/546/2019 dated 29 November 2019. Based on sample of pay slip review the unit of certification has paid the employees wage in accordance with applicable regulation, payment of wages has been held in accordance with the mechanism mentioned in employment contracts and company regulation. Review overtime record at Mill, the calculation of overtime has been met the applicable regulation, procedure, and company regulation.

Based on interview with employe in mill, estate, Worker Union, Gender Committee known that company has paid the employees wage in accordance with applicable regulation, payment of wages has been held in accordance with the mechanism mentioned in employment contracts and company regulations. Moreover, interview with contractor also revealed that they received salary no less than government regulation's amount. Based on overtime record at mill The calculation of overtime has been met the applicable regulation, procedure and company regulations

##### 6.2.2; 6.2.7

Based on the list of employees, it is known that the composition of employees in the unit of certification is all permanent employees. Documents that regulate in detail regarding wages and working conditions are company regulations. In addition, there is also the determination of wages through Internal office memo No 371/HRD-RO/XII/2019 dated 03 December 2019 regarding the implementation of minimum wage regent of Kotawaringin Timur year of 2020.

Based on document verifications and interviews with management the types of workers in PT KKP are permanent workers and contractor's workers. Each type of worker has its own work agreements in accordance with the duties and responsibilities. The company can show the work agreement for workers, company regulations for permanent workers, direct contract for contract workers, and work agreement for contractors. Based on interviews with workers and document verifications obtained information if all employees have had a direct employment contract with Certificate Holder.. The employment contract is in a language under stable, written in Bahasa and the copies are available for both parties, (the workers and company). Based on the interview with employees is known that the employee has had a copy of the labor agreement and has understood the agreement. Based on interview with workers, contractors as well as document review there is deductions and its for health insurance and workers insurance and its has been verify through payslip. However, deductions / penalty regarding work performance or quality auditor team didn't obtained information about it.

#### 6.2.4

The unit of certification provides facility and infrastructure for personnel welfare, such as housing, polyclinic, clean water, sport yard, education facilities, worship venue, and access to electricity. Field visit at housing in each estate known that the facilities and infrastructures are in good condition. Based on the interview with employees mentioned that the infrastructures provided by company has been adequate and feasible.

#### 6.2.5

Based on the interviews with occupants housing employees in KKP 1, KKP 2, and KKP3 as well as representatives of gender committees and trade unions, it is known that access to food is easily accessible. The drive distance from the unit to the regency city is around 1 hour. The company also provides bus vehicles every two weeks for employee shopping needs. Periodically there are sellers of foodstuffs especially for vegetables and side dishes that enter the plantation area at the most every two weeks. In addition, there is also Cooperative, which one of the fields of business is in terms of supplying basic goods (basic needs). Based on this it can be concluded that the certification unit has made efforts to improve workers' access to getting decent, adequate, and affordable food

#### 6.2.6

The unit of certification has calculated the prevailing wage and in-kind benefit for each workers year of 2020 as follows: average of wage, housing allowance, school transport allowance, health allowance, pension allowance, workers allowance, rice allowance, bonus, and religious holiday allowance. Based on that calculation sighted that company has paid wages above the minimum wages of 2020.

Status: Comply

#### 6.3

**The unit of certification respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.**

##### 6.3.1

The policy related to form and join worker union is listed Human Rights Policy which states that the company gives the right to associate to all workers. The policy is written in Bahasa Indonesia. Based on interview with representative of Bipartite cooperative, it is informed that company is giving freedom for worker to express their opinion. Furthermore, In the Company Regulation period of 2020 - 2022, in article 8 mentioned:

1. The company acknowledges that the Bipartite Committee, OHS Committee, Complaints and Cooperative Bureau are legitimate organizations in the company. Other organizations than those above must be known by the managements.
2. The company will not interfere with or obstruct everything related to the development of Bipartite Committee, and others as long as these developments didn't conflict with applicable labor laws.

##### 6.3.2; 6.3.3

Document's verification and interviews with management it's known if there is no worker union in PT KKP but the unit of certifications formed Bipartite Cooperation Institution and has been reported to the relevant agencies, as a forum for the settlement of the existing industrial relations and related to the compliance with the applicable. Based on an interview with the bipartite organizations, it is known that the company did not interfere with organization activity. All worker has rights to be chosen as organization committee.

The Bipartite conducted internal meetings periodically or where there is an issue with the company. There is meeting documentation, such as minutes of the meeting on 23 August 2020 with the issue that discussed company regulation and 14 September 2020 with the issue that discussed grievance, insurance and etc. The meeting was attended by the representative of the company and the worker. The documentation is available in-office unit and available for members if they were asking.

Status: Comply

#### 6.4

**Children are not employed or exploited.**

**6.4.1; 6.4.2**

Policy towards child protection mentioned in the Child Protection Policy January 2018 where described Wilmar as not tolerate child labor, child exploitation in any form, and child abuse. this policy has in accordance with ILO Convention 138, 1973 and Act No. 13, 2003. A list of workers is available in each estate and mill unit, which is completed with information like personnel identity number, name, personnel' status, position, date of birth, hiring date gender, ethnicity. Based on the document's review, it's known that there are no workers under 18 years

**6.4.2; 6.4.4**

Based on document review, field observation, as well as interviews with workers it was known there, are no workers under 18 years old. Furthermore, based on field observation in harvesting activity it was known there are no workers accompanying by their children. During the audit the unit of certification can present evidence that has been protected children in the operational area by providing several facilities i.e:

- Provided education facility
- Provided daycare (Creche) and playground
- Provided school buss

**Status: Comply**

**6.5**

**There is no harassment or abuse in the workplace, and reproductive rights are protected.**

**6.5.1; 6.5.4**

The policy regarding the prevention of sexual and all other forms of harassment and violence are available in the Non-Deforestation, Peat, and Exploitation (NDPE) Policy dated 15 December 2013 and revised on November 2019. That stated: other Wilmar Policies that support our human rights values and commitments (i.e. Human Rights Framework, Child Protection Policy, Occupational Health and Safety Policy, Equal Opportunity Policy, and Sexual Harassment, Violence, and Abuse, and Reproductive Rights Policy, Whistleblowing Policy and Women's Charter. This policy has been disseminated to all workers through morning briefing prior to working, signboard, and socialization to workers for example on 10 August 2020

**6.5.2**

The unit of certification policy related to protect the reproductive rights of all, especially of women are available in the document woman charter dated 01 May 2019. This charter sets out the core areas to ensuring a fairer and more inclusive work place for women in Wilmar. Wilmar are committed to respecting women's right and ensuring their welfare and by extension the welfare of the families that they care for are protected. This includes specifically the following rights :

- i. Protections from sexual harassment and violence
- ii. Non-discriminatory, fair and equal opportunities at work and in workers
- iii. Protection and care of female health
- iv. Continuous education for personal and family life improvements
- v. Care of family and welfare

As the implementation form, those charters the unit of certification has been establishing Gender Commute in the form of women working group in each unit, as an organization to manage the complaints of women workers in the event of sexual harassment and violations of reproductive rights. Interviews with the management of the gender committee show that they already know the duties and responsibilities as the socialization about the complaint's mechanism, the socialization of sexual harassment, etc. Based on interviews with woman workers it was known that policies related to sexual harassment and women's reproductive rights have been understood by workers. Workers have also stated that the company relates to sexual harassment and workers' reproductive rights through morning briefings. The administrator of gender committee also stated that the company guarantees the anonymity of the reporting and the revealer of the case.

**6.5.3**

The results of document verification, it was known if the unit of certification has been conducted the assessment regarding the needs of new mothers. the assessment conducted on 19 June 2020 involving female workers who have recently given birth with children under 2 years or 24 months as evidenced by the list of attendance and documentation. Based on the results of the assessment, the needs of young mothers include postpartum health socialization activities that are routinely carried out by the health team to both working and non-working young mothers, providing breastfeeding time,

and providing breastfeeding corner facilities in child care centres. The results of these assessments have been followed up by the company in the Internal Office Memo related to the Provisions for exclusive breastfeeding No. 001 / HRD-KKP / IOM / VIII / 2020 dated 6 August 2020. Based on the results of interviews with female workers, management as well as the gender committee, it is known that female employees who have just given birth, will get child-integrated healthcare centre facilities and special time for breastfeeding.

**Status: Comply**

## 6.6

### **No forms of forced or trafficked labour are used.**

#### **6.6.1 & 6.6.2**

The unit of certification has had a policy of no forced labor, are available in the Non-Deforestation, Peat, and Exploitation (NDPE) Policy dated 15 December 2013 and revised on November 2019. That stated: other Wilmar Policies that support our human rights values and commitments (i.e. Human Rights Framework, Child Protection Policy, Occupational Health and Safety Policy, Equal Opportunity Policy, and Sexual Harassment, Violence, and Abuse, and Reproductive Rights Policy, Whistleblowing Policy and Women's Charter.

There are no migrant workers who work in the company's operational area. All workers come from within one country (although from various regions). In addition, each worker has been provided with a clear work contract. The rights and obligations of workers are also clearly stated in company regulations, collective labor agreements, and work agreements. Based on the employee list, it is known that all employees are permanent employees. There are no contract employees or casual daily employees

**Status: Comply**

## 6.7

### **The unit of certification ensures that the working environment under its control is safe and without undue risk to health.**

#### **6.7.1**

The unit of certification has established the structure for guiding committee for occupational health and safety in each management unit and this committee has received approval from the Ministry of Manpower and Transmigration in Kotawaringin Timur Regency. Moreover, the document's verification revealed that the management unit has delivered a guiding committee for occupational health and safety reports periodically every three months to Manpower and Transmigration Agency. Guiding committee for occupational health and safety's report covers the entire occupational health and safety activities, such as: guiding committee for occupational health and safety/recommendation, investigation result overwork accident, recapitulation on work accident, guiding committee for occupational health and safety's report, medical examination for personnel, minutes of guiding committee for occupational health and safety's monthly meeting.. The unit of certification has also identified and monitor Operators/Officers which required to have a certificate and/or license. The CH has also able to shows a monthly meeting of OHS Committee records presented in the Minutes Meeting and OHS documents.

#### **6.7.2**

The unit of certification has a procedure for emergency response, for example Procedure of First Aid, Procedure of Handling Accidents and Work Diseases and Procedure of Emergency Preparedness. the procedure is still the same as the previous assessment. The procedures also explained that records of all accidents shall be kept and periodically reviewed. Based on field visit, company has pointed the evacuation path and concentration point in order to smooth the evacuation process in emergency situation. The evacuation path is available in office and mill and has been completed with map and other signboards.

At the time of the field visits it is known that in the mill, warehouse, workshop and division offices have supplied First Aid box which monitored regularly. As for the operational activities in the field supervisors have been equipped with First Aid bag. The results of the interviews obtained information that supervisors have received First Aid training and have understood the stages of first aid in case of work accidents in the field, For example, when a worker is exposed to tree's thorns, the first step to take is to clean the injury and perform first aid emergency, then the supervisor must take the worker to the estate's policlinic for further treatment.

furthermore, the unit of certification has emergency facilities and infrastructure such as fire extinguisher, first aid kit,

hydrant, water tank, and other supporting equipment. Simulation was performed to know the preparedness of emergency response equipment in the POM. The simulation was performed on hydrants located in the mill and the result of the experiment was concluded that the hydrant tool is ready for use. As well as fire extinguishers in the estate, from the results of simulations carried out, it was concluded that fire extinguishers was ready for use.

### 6.7.3

Based on field observations it was known if the employees had been using PPE in accordance with risk analysis and specified hazard identification, for example, the sprayer using personal protective equipment in accordance with specified hazard identification and risk analysis like Apron, google, hand clove, and safety shoes. in addition, an interview with the sprayer, harvester in each estate revealed that the company would substitute or replace the PPE if there is a damaged or broken on the old one. The company also provides sanitation facilities for workers who use pesticides in the form of rinse houses. The rinse house is equipped with clean water facilities, changing rooms, a place to store PPE, and a place for washing knapsacks. Based on the results of field visits to the rinse house in each estate it was known that the utilization of the rinse house has been in according to this function. The results of the interview with the spraying team it was known if the workers shall clean all stuff prior they back to the home

The results of field visits, interviews with workers, and document verification it's known that workers have been given training in safe work practices. This was evidenced when the employee can demonstrate how to work correctly and appropriately in accordance with the procedures, for example for mill employees who work at heights have been using a body harness. Results of interviews with employees also obtained information that each morning roll call (before work) is always informed/socialized steps of safe work. The unit of certification can present the evidence of handover of PPE i.e.

- Hand over of PPE for mill on 01 August 2020 for grading station
- Hand over of PPE for harvesting and manuring workers in KKP2 Estate on 20 July 2020
- Hand over of PPE for spraying workers in KKP1 Estate on 11 November 2020
- Hand over of PPE for harvesting workers in KKP3 Estate on 08 November 2020

### 6.7.4

the unit of certification has been providing accident insurance for their employees in accordance with the conditions set by the government in the form of a regular Social Insurance Agency for labor paid every month. Based on interviews with several employees obtained information that the employee has been registered as a participant of the Social Insurance Agency for Labor. The unit of certification can present evidence of payment to the regular Social Insurance Agency for the labor period of October 2020 that pay on 13 November 2020. Based on document verifications during period of January – November 2020 there is no work accidents. Work accidents that occur can still be handled at the company clinic and there is no lost time incidents with more than 4 days.

### 6.7.5

The unit of certification has calculated the Lost Time Accident every month for monitoring the recording of occupational accidents. It shown the Lost Time Accident calculation period of 2020. This document informs the number of workers, 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. Calculation of SR and FR is reviewed regularly and will be evaluated at monthly meeting of OHS Committee. In 2020 until November 2020 , it was known for estate the SR is 15.11 and FR 11.21, however for mill there is no work incident

**Status: Comply**

## **PRINCIPLE #7 PROTECT, CONSERVE AND ENHANCE ECOSYSTEMS AND THE ENVIRONMENT**

### 7.1

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

#### 7.1.1

The certification unit has implemented and monitored an integrated pest control plan. The results of field observations at KKP 1 Estate showed that planting of plants was beneficial for controlling oil palm leaf-eating caterpillars such as *Turnera subulata*, *Turnera ulmifolia*, and *Antigonon leptosus*. The owl's house gupon was found to be active in Block 042 of KKP 3. The results of document review and interviews with representatives of the certification unit found that the results of the

census of palm oil leaf-eating caterpillars in November 2020 in block 051 were above the threshold, so chemical control was carried out using the chepate 75 pesticide by injection into the palm trunk.

### 7.1.2

The certification unit has socialized invasive species on the plantations on June 19, 2020 at the PT KKP 2 office, by PIC PnD PT KKP with 26 participants from the detection and census team. Identification of weeds in Wilmar CKP Oil Palm plantations and included in the invasive list according to Permen L 94/2016, namely: *Micania michrantha*, *Chromolaena odorata*, *Asystasia sp.*, *Mimosa invisa*, *Ipomoea*, *Imperata cylindrical*, *Dicranopteris*, *Melastoma molabatricum*, *Mimosa pudica*, *Eichima crassipes*, *Pistia stratiotes*, *Mucuna bracteata*, and *Solanum torvum*.

The results of field observations by PT KKP 1 showed that *Turnera ulmifolia* host plant maintenance was carried out, according to the beneficial plant map document and monitoring of *Turnera ulmifolia* indicated by the certification unit.

### 7.1.3

The results of field observations found no use of fire in pest control. Agronomy SOP for Ganoderma Fungus Control on Oil Palm Plants number SA 18 / EMU / 0/0420 dated April 1, 2020, signed by Agronomy, Group EMU Manager, GM CKP, and GM CKP for the main treatment of ganoderma: the sting was knocked down, the weevil removed, chopped. A 2x2 m sanitary hole was made, a burn sanitation method (can be done with the permission of the local authorities, and must be strictly guarded) and the spraying of the Hexaconazol fungicide.

Status: Comply

## 7.2

**Pesticides are used in ways that do not endanger health of workers, families, communities or the environment.**

### 7.2.1; 7.2.2

The certification unit shows the 2020 Pesticides List document which informs the brand, active ingredient, WHO class, nature, shape, specific target, producer, registration number, and distribution period permitted. The certification unit has records of pesticide use including the active ingredient used and the LD50 of the active ingredient, the treatment area, the number of active ingredients used per hectare, and the number of applications. The following is an example of a pesticide used from January to December by PT KKP 1, 2, and 3, namely Tiara 20 WG herbicide which is used to control broadleaf weeds and is systemic in nature. This herbicide is registered with the RI register number. 01030120124525 with distribution permit until February 02, 2023. From January - November 2020, Tiara with 20% active ingredient Methyl metsulfuron, was used as much as 359.47 Kg for an area of 19,270.42 Ha. The content of LD-50 Tiara for oral > 5,000 mg / Kg, Dermal > 2,000 mg / Kg, and inhalation > 5 mg / L. From the calculation it is known that the active ingredient of Tiara is 0.00038 per hectare.

### 7.2.3

The certification unit representative explains and shows the integrated pest control documents. The controls carried out are biological and chemical controls. Biological control is shown in useful plant maintenance documents (*Turnera subulata*, *Turnera ulmifolia*, and *Antigonon leptosus*) for biological control of caterpillars that eat palm oil leaves, census documents of gupon condition and owl cage gupon maps for rat control. Observations at PT KKP 1 and KKP 3 indicated the existence of beneficial plants. Likewise, during observation at Block 042 KKP 3, an active owl cage gupon was found, indicated by the presence of rat bones under the gupon. If the census results exceed the set threshold, then chemical control is carried out. In chemical control, the certification unit already has a justification for the use of pesticides for controlling pests, diseases and weeds specifically.

### 7.2.4

The results of the explanation by the representatives of the certification unit and the review of pest and disease control documents, concluded that there was no preventive use of pesticides for the prevention of pests and diseases.

### 7.2.5

The certification unit states that it does not use pesticides that are listed in the World Health Organization (WHO) Class 1A or 1B or are included in the Stockholm or Rotterdam Conventions, and do not use paraquat. The certification unit shows the 2020 material use document which informs the WHO class too, including Tiara (Class III), and Glimax (Class III).

**7.2.6; 7.2.7; 7.2.9; 7.2.8, 7.2.11**

The unit of certification has demonstrated training in chemical pesticide handling and occupational safety. The results of observations and interviews with Circle and Path spray workers at block 27/28 PT KKP 1, December 8, 2020, found that workers had attended chemical handling training and carried out spraying work using PPE and safe work practices, and no workers were found who are breastfeeding and pregnant, and did not spray through the air. Field observations also indicate that pesticide storage is in accordance with best practice. Based on interview with sprayer team found that workers recognized how to properly disposed waste materials and workers have been trained by company about waste and hazardous materials handling. Field visit during audit on toxic & hazardous waste storage on KKP1 and KKP 2 company showed proper ways for ex agrochemical disposal.

**7.2.10**

The unit of certification has been carrying out periodic health examinations for all employees once a year and specific medical examinations for employees who are at high risk twice a year such as workers who work with chemicals. The last medical in October 2020 to all workers who work with chemical. The test results showed that all employees are in healthy condition. Interview with workers known that they are never get experience of occupational injury which caused by chemical such as irritation

**Status: Comply**

**7.3**

**Waste is reduced, recycled, reused and disposed of in ways that are environmentally and socially responsible manner.**

**7.3.1; 7.3.2**

The unit of certification presented the evidences that the waste has been identified based on toxicity and hazardous characteristics, and then managed in accordance with waste management procedure and government regulation. The waste identification and management plan stipulated in document of Waste Source Identification and Management.

Has been identified the source of waste and pollution from Mill and Estates. The management plan has included the strategy for reduced, reuse, recycled, and disposed the waste. Based on document verification and interview with managements as well as field observation it was known if each waste management strategy has been documented for example:

- shells and fibbers are used as fuel for the boiler
- EFB is used as fertilizer
- Effluent is used for land application
- Domestic waste is collected and disposed to the landfill regularly once a week
- Hazardous Waste is stored in the Licensed Hazardous Waste Temporary Warehouse to be sent to the licensed third party.

The company has a hazardous waste management document No SOP 22/EHS/(5)/1117 revision 5 dated November 2017 . In the procedure section it is explained about the management and storage of hazardous waste. In terms of hazardous waste management, the Company cooperates with third party, namely PT Maju Asri Jaya. PT Maju Asri Jaya has a permit to manage and transport hazardous waste from the authorized agency. CH has shown documents for handling hazardous waste in the form of a logbook, balance sheet and manifest of hazardous waste transported on September 30 and October 01, 2019.

Kotawaringin Timur Regent Decree No. 050/DPMPTSP-PT/LB3/IX/2019 concerning Hazardous Waste Storage Permit to PT Karunia Kencana Permaisejati, dated on 12 September 2019 and a validity period of 5 years In the permit stated that the storage is located in the coordinates, among others:

- Solid hazardous waste KKP1 Estate S 02°14'28.2" and E 112°31'7,5"
- Liquid hazardous waste KKP1 Estate S 02°14'28.5" and E 112°31'7,4"
- Solid and liquid hazardous waste KKP2 Estate S 02°15'08.0" and E 112°35'15,7"
- Solid hazardous waste KKP3 Estate S 02°15'36.8" and E 112°37'48,7"
- Liquid hazardous waste KKP3 Estate S 02°15'32.6" and E 112°37'35,4"
- Solid and liquid hazardous waste KKP POM S 02°14'25.9" and E 112°37'29,6"

All waste including chemicals and their containers have been disposed in accordance mechanisms set in SOP Hazardous Waste Management (SOP 22/EHS/(4)/0816). Chemicals containers used in the mills primarily for water treatment and boiler chemicals and stored in hazardous waste warehouse specially equipped with standard equipment such as: shelf and pallet, organized by category, first aid equipment, symbols and label, the rooms were enclosed and protected.

Base on field visit at Hazardous Waste Temporary Warehouse of KKP1, KKP2, KKP3 and KKP POM, waste can be concluded that the technical storage has been implemented in accordance with the procedures held (SOP 51/EHS/(0)/0909, September 2009, revision (0), ie pesticide containers after use must be washed first with rinsing at least 3 times and packaged perforated before being stored in Warehouse Temporary Hazardous Waste. Water cleaning rinsing should be accommodated and can be used again in the field.

Waste of pesticide packaging after being stored in the hazardous waste temporary warehouse in accordance with the time of the permitted storage shall then be submitted to the transporter and collector of hazardous waste licensed (No. SK.571/Menlhk/Setjen/PLB.3/7/2016) for further management.

### 7.3.3

Based on the results of visits to the housing complexes in each estate of PT KKP, it was found that there was no burning of garbage. The company has prepared final waste disposal for each housing, for example in the Block 104 Division 2 KKP1

**Status: Comply**

## 7.4

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

### 7.4.1; 7.4.2; 7.4.4

The certification unit has a soil sampling SOP for soil fertility status in document SA 12 / EMU / 2/0916 revision 2, effective September 1, 2016 which explains the intensity of soil sampling every 5 - 15 years or if needed when replanting. SOP for leaf tissue sampling with number SA14 / EMU / 0/0117, revision: 0, signed by Agronomist, Sr. EMU Manager, and GM, with PIC EM and EMU, effective January 2, 2017. The SOP aims to identify and assess land conditions (symptoms of nutrient deficiency in plants, bunch conditions and land conditions) and can prepare samples for analysis. in the laboratory. Leaf analysis was carried out to determine the number of nutrients required by oil palm staples in the block through fertilization. LSU sampling once a year, SSU once every 15 years.

There are records of soil analysis activities carried out by the Ecological Management Unit - Research and Development of the Wilmar International Plantation Central Kalimantan Project in 2017. The report contains an attachment to the results of laboratory analysis of soil samples for each sample, as for the parameters measured include: Texture, acidity (pH ), The contents of C, N, P, K, Mg, Ca, Na, BS, CEC, Al and H. For PT KKP, soil sampling was carried out on 29 November 2017 to 2 December 2017.

Leaf tissue analysis is carried out annually, from January to February as a basis for fertilizer recommendation in the current year. Leaf tissue analysis was carried out by the Ecological Management Unit - Research. Sampling of leaf tissue from KKP 1 - 3 was conducted January 21 - February 8, 2020. Inspection elements: Major element leaf tissue analysis (N, P, K, Mg, Ca) and Minor elements (B, Cu, Zn, Fe).

The certification unit shows the Mature Manuring Schedule fy 2020 KKP 1 - 3 for each division which refers to the Fertilizer program / Recommendation. The fertilizers applied at PT KKP in 2020 are NPK, Dolomite, Kiesebor, NK, Urea, RP, MOP, Borate, and SOA.

### 7.4.3

The unit of certification has applied empty bunch as an effort to recycle nutrients. The empty bunch is applied at a dose of 40 tonnes / ha / year in the estate of KKP 3 in 2020 in Divisions 1, 2, and 3. The results of observations and interviews with empty bunch application workers in Blok 222 KKP 3, it is known that workers already understand the dosage and method of application empty bunch.

	<b>Status: Comply</b>	
<b>7.5</b> <b>Practices minimise and control erosion and degradation of soils.</b>		
<b>7.5.1</b> <p>Available Soil type map of survey results made by Param Agricultural Soil Survey (M) Sdn. Bhd. Malaysia as stated in the document Soils Of PT KKP. The land type map shows that there are several types of soil in the estate, such as: Jitra, Terap, Sitiawan, Tebok, Rasau, Kechor, Gong Chenak, Bukit Tuku, Banar, Kampus Pusu, Cherang Hangus, Jelutong, Buso, Miri, Serai, Changkat Radish and Local Alluvial Complex. The nomenclature of the land class uses the Malaysian standard, but still includes a complete description of the characteristics of each soil class. And those classified as marginal soils are peat and sandy soil.</p> <p>The company has a land map that informs about soil classification, texture, depth, drainage, limiting factor, rocks, and conformity information for oil palm plantation development. For example, the unit of certification shows the PT KKP 3 Sandy Area Map with reference number HD - 7366, scale 1: 50,000, update 19 October 2017. This map is sourced from the GIS Database, Inventory Survey Data for the September 2017 period, and Dr. Param. This map informs the land classes in PT KKP, namely Buso, Miri, and Serai.</p> <p><b>7.5.2; 7.5.3</b>  According to the soil survey analysis, the topography of the Wilmar International Plantation Central Kalimantan Project plantation area is generally flat, wavy, and slightly wavy. This area is lowland located at an elevation ranging from 5 -32 meters above sea level. The results of field observations in the KKP 1 and 3 estate, as well as interviews with representatives of the certification unit, revealed that no new oil palm planting was carried out on steep slopes of land</p>		
	<b>Status: Comply</b>	
<b>7.6</b> <b>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.</b>		
<b>7.6.1,;7.6.2; 7.6.3</b> <p>SOP Guidelines for measuring the level of soil erosion number SA 08 / EMU / (0) / 0811, signed by Agronomist, Sr. Research Manager, and GM, effective August 1, 2011. This SOP is a guide for measuring the level of soil erosion in sandy areas with a high level of erodibility, and ensures regular monitoring of soil erosion to minimize erosion. PICs are EM, DM, FC, EMU, and GIS. The method of estimation is "erosion pin", taking data every 6 months, with the measuring point in the marginal area of the sandy species.</p> <p>The results of field observations in Block 041 KKP 3, for sandy soils containing hardpan (Buso and Miri soil classes), splitting and mounding were carried out into the palm oil to increase the main strength. This is based on references from the EMU department.</p>		
	<b>Status: Comply</b>	
<b>7.7</b> <b>No new planting on peat, regardless of depth after November 15<sup>th</sup>, 2018 and all peatlands are managed responsibly.</b>		
<b>7.7.1 – 7.7.7</b> <p>The peat area of PT KKP to the Decree of the Minister of Environment and Forestry (SK7099 / MENLHK-PKTL / IPSDH / PLA.1 / 8/2019) concerning the Establishment of an Indicative Map to Stop the Granting of New Permits for Primary Natural Forest and Peat Land in 2019 (PIPIB) regarding the designation of areas peat in Indonesia. Based on these documents, PT KKP does not have any peat areas. This has been submitted to the RSPO GHG unit on 23 April 2020 by Mr. Foo Siew Theng representing Wilmar International.</p>		
	<b>Status: Comply</b>	
<b>7.8</b> <b>Practices maintain the quality and availability of surface and ground water</b>		
<b>7.8.1</b> <p>The results of verification of documents the unit of certification have had a water management plan documents. Inside the document describes about the identification of water needs, water availability, water needs calculation, water resources,</p>		

water quality testing and efforts / water saving measures.

Based on the river map of PT KKP There are some streams that are located and across the company's operation area including Ngabe river flow, Kajang River, Bakung River, Geronggang River, Danau Haur River, Cancang River, Kapar River. The unit of certification has marked the riparian border and there is a sign board of HCV areas identity, protected species and restrictions of undermine the HCV area. The management unit has also been planting woody plants and maintaining ground cover vegetation such as *Nephrolepis sp.*

The company shows a Water Conservation Sustainable Water Management report for 2020 which contains efforts related to water conservation, including for example:

- Water quality testing for clean water quality, consumption water quality, river and well water biota quality and riparian belt water quality testing which is carried out twice a year and reported through the RKL RPL report.
- Efforts to save water use such as take shorter showers, check for and repair toilets leaks, fix dripping faucets, wash the vehicle as necessary

#### 7.8.2

The identification of the water bodies and wetlands is contained in the company's HCV report document, in addition there is a map of identification of water flow and wetlands scale of 1: 100000 issued by GIS Dept, based on the map there is a stream of Mentaya river and its tributary that cross the operational area of PT KKP . The river border management guidelines have been prepared in SOP no: 20/HCV/(4)0419 effective April 2019 approved by Plantation Head.

According to environment monitoring program analysis, it was informed that the company activity has not affect is already the standard required (PP No. 82/2001 Class 2). Domestic housing well and consumption water from reverse osmosis testing analysis shows that all parameters are less that the detection limit indicated by Minister of Health Regulation (*Permenkes*) Number. 416 1990, respectively.

During the field observation to riparian area it was known the riparian area is maintained, there is no indication of spraying to the river bank. Marking has been done and there are signboard ban to disrupt the riparian, sighted that the company has set the sampling point and there is planting of local plant species.

#### 7.8.3

Based on documents verification and interview with managements it was known Effluent produced by the mill is managed on Waste Water Treatment Plant (WWTP) prior it is applied to the estate. The effluent that produced managed in Pond Effluent (WWTP) prior application to the land. In KKP Mill there are 13 waste ponds). The unit of certification has the permit of POME Land Application based on Environmental Agency Decree No. 660 / 198 / EK.SDA – BLH / IV/ 2016 dated 29 April 2016 and valid for 5 years. The waste water quality testing conducted monthly by accredited laboratory. The parameters tested include BOD, COD, pH, oil and fat, Pb, Cu, Cd, and Zn. All testing parameters in the period of semester 1 2020 were below the regulatory standard,

#### 7.8.4

Mill water use has been monitored and recorded in the document of Recapitulation of Water Usage. The unit of certification has been measuring the use of water used by the mill in operational activities and domestic needs that routinely documented every single day. There is a flow meter installed in the reservoir and in the water treatment plant (WTP). The total volume of water used in 2020 in semester 1 the use of water/ton FFB is still below the budget determined by the company, which is 1.30 m3/ton FFB

**Status: Comply**

### 7.9

**Efficiency of fossil fuel use and the use of renewable energy is optimized.**

#### 7.9.1

The unit of certification has consistently implemented efficiency of fossil fuel efforts through renewable energy usage by optimizing shell and fiber. It efforts has documented and monitored well. For example, in monitored renewable energy usage and efficiency analysis document recorded as follows:

- Daily monitoring of the use of shell and fiber for boiler fuel.
- Daily monitoring on fossil fuels use in each unit.

**Status: Comply**
**7.10**
**Plans to reduce pollution and emissions, including greenhouse gases (GHG), are developed, implemented and monitored and new developments are designed to minimise GHG emissions.**
**7.10.1**

The unit of certification also has conducted GHG emission calculations period 2020 use of Calculator Palm GHG version 4.0. Accurate data has been put into the RSPO PalmGHG Calculator (Palm GHG version 4.0) and has been verified. Summary of net GHG emissions from PalmGHG calculator of the audit report which calculation option is applied "Apply full Version". However based on verification through GHG Website the column is empty and cannot be verify.

<b>Production</b>	<b>t/yr</b>
FFB Processed	198,712.92
CPO Produced	43,005.592
PK Produced	9,734.094

**Palm Oil Mill Effluent (POME) Treatment:**

Divert to compost	0 %
Divert to anaerobic digestion	100 %

**Palm Oil Mill Effluent (POME) Diverted to Anaerobic Digestion**

Divert to anaerobic pond	100 %
Divert to methane capture (flaring)	0 %
Divert to methane capture (electricity generation)	0 %

**Summary Emission**

Product	tCO <sub>2</sub> e / tProduct	Action
CPO	0.44	
PK	0.44	
PKO	0.00	
PKE	0.00	

Description	Unit	Value	Action
Oil palm planted on mineral soil	Ha	20649.37	
Oil palm planted area on peat	Ha	0.00	
Total oil palm planted area	Ha	20649.37	
Conservation area (Forested)	Ha	661.21	
Conservation area (Non-Forested)	Ha	1053.14	
FFB Production per hectare	t/ha	23.47	
OER	%	21.64	
KER	%	4.90	

**Mill Emissions and Credits**

Description	tCO <sub>2</sub>	tCO <sub>2</sub> e/t FFB	Action
<b>Emission Sources</b>			
POME	41200.18	0.21	
Fuel Consumption	566.20	0.00	
Grid Electricity Utilisation	0.00	0.00	
<b>Credits</b>			
Export of Excess Electricity to Housing & Grid	0.00	0.00	
Sale of PKS	-6455.17	-0.03	
Sale of EFB	0.00	0.00	
<b>Total</b>	<b>35311.21</b>	<b>0.18</b>	

Estate/Plantation field emissions and sinks										
Description	Own			Group			3rd Party			Total
	tCO2e	tCO2e/ha	tCO2e/t FFB	tCO2e	tCO2e/ha	tCO2e/t FFB	tCO2e	tCO2e/ha	tCO2e/t FFB	
Emission Source										
Land Conversion	50477.35	3.93	0.26	792.95	0.10	0.32	0.00	0.00	0.00	51270.30
CO2 Emissions from Fertiliser	8393.18	0.65	0.04	113.97	0.01	0.05	0.00	0.00	0.00	8507.15
N2O Emissions from Peat	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
N2O Emissions from Fertiliser	4494.90	0.35	0.02	63.47	0.01	0.03	0.00	0.00	0.00	4558.38
Fuel Consumption	2726.36	0.21	0.01	23.85	0.00	0.01	0.00	0.00	0.00	2750.21
Peat Oxidation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sinks										
Crop Sequestration	-75846.24	-5.91	-0.39	-1044.35	-0.13	-0.43	0.00	0.00	0.00	-76890.58
Sequestration in Conservation Area	-2292.69	-0.18	-0.01	-28.88	-0.00	-0.01	0.00	0.00	0.00	-2321.57
Total	-12047.14	-0.94	-0.06	-78.99	-0.01	-0.03	0.00	0.00	0.00	-12126.13

### 7.10.2

There were no new developments since 15 November 2018 in the operational area.

### 7.10.3

The unit of certification has had documents of GHG identification in Estate and Mill, and GHG mitigation plan. Those documents describe the sources of emissions, management and monitoring plans and implementation schedules. Plan to reduce or minimize the significant pollutants and GHG emissions were implemented by the certificate holder through periodically test for air pollution, POME management, agrochemical use in properly dosages, maintain the HCV area as crop sequestration, application of fertilizer in accordance with recommendations, calculating GHGs using Palm GHG-4 Calculator

**Status: Comply**

### 7.11

**Fire is not used for preparing land and is prevented in the managed area.**

#### 7.11.1; 7.11.2 & 7.11.3

The company has an Agronomy Guide and SOP for Oil Palm Plantation. In the section on land clearing and land preparation stated "With full commitment to be obliged to maintain the environment in a sustainable manner, all land clearing must be carried out without burning method (zero burn or green stacking).

#### 7.11.2

The company demonstrates fire prevention and control programs and realization for 2020, including the following:

- Making a fire-prone map that was carried out in February 2020
- Implementing a patrol program for land and forest fires in 2020 which has shown evidence of patrol reporting
- Socialization of fire prevention and control as well as fire impacts to land owners and fire prevention
- Fire management training and simulations conducted at each estate on 18 July 2020

The company already has the facilities and infrastructure that is owned by referring to the standardization of equipment in the Minister of Agriculture Regulation No.5 of 2018,. Based on observations in fire suppression equipment warehouses and fire suppression simulations, it is known that the fire fighting equipment and teams are ready to extinguish the fire whenever a fire occurs.

#### 7.11.3

The company involves the community in activities to prevent land and forest fires through the socialization of prevention and handling of land and forest fires every year at an annual meeting on 2020, which includes a joint commitment from the surrounding villages not to clear land by burning.

**Status: Comply**

### 7.12

**Land clearing does not cause deforestation or damage any area required to protect or enhance High Conservation Values (HCVs) or High Carbon Stock (HCS) forest. HCVs and HCS forests in the managed area are identified and protected or enhanced.**

**7.12.1**

Based on document review and interviews with management representatives of PT KKP, it was known that the company had sent LUCA documents to RSPO which were responded to in November 2015 with the results of Need Clarification. The company then sends the 2nd LUCA document to RSPO which is responded in March 2017 with the results of the Pass. From the document, there were information that there were 314 Ha of areas that had to be remediated and 58 Ha compensated.

**7.12.2**

The HCV assessment was conducted in 2008 by Malaysian Environmental Consultants Sdn Bhd, a total HCV area identified is 1,010.31 ha. The assessment team is RSPO approved assessor. In the report attachment sighted the evidence of stakeholder involvement on 16 July 2008 such as local government, oil palm plantation company bordering to PT KKP, representatives of surrounding villages and NGOs in the form of attendance list, FGD and interview documentation. The community involved is Kenyala Village and Tangar Village. HCV assessment has included biodiversity assessment using standardized scientific methods. The report has been completed with an identification map with scale 1: 100000, issued by GIS Dept.

Based on document verification of document statement on December 2019 obtained information that in the certification area there is a new land clearing in 2019 covering 15.62 ah. The area located in the certification scope where previously owned by community. Prior the unit of certification conducted planted on those area the unit of certification can presented document related land suitability and communication with RSPO regarding the compliance regarding clausal 7.12.2 in specific for the fulfillment of Annex 5 for the RSPO P&C 2018. The unit of certification communicate with RSPO regarding the status of those land and permit to land clearing to those area. the company sent the documents land use risk identification to RSPO and there are several communications between RSPO and PT KKPS. In one of the email RSPO respond if this case are the first time since this requirements available.

**7.12.3**

There is no High Forest Cover Landscapes (HFCLs) within HFCCs for Indonesia.

**7.12.4; 7.12.6**

The HCV Management and Monitoring Plan including fauna and flora has been set annually refers to the direction from the HCV Assessment Report (including the stakeholder consultation), and updated annually based on previous review of management and monitoring implementation reports. Based latest management and monitoring report known that the implementation has been carried out properly according to the plan, covers the HCV monitoring, safeguarding high conservation value areas, enriching conservation plants in conservation areas, monitoring the river quality of high conservation value, socialization of conservation area and protected flora fauna.

The realization report of monitoring and management for the period of 2019 is contained in the document "*laporan realisasi pelaksanaan pengelolaan dan pemantauan kawasan HCV dan riparian tahun 2019*". In addition, there is evidence of management activities during 2019, among others: report of monitoring and survey of wildlife posters and HCV **sign board** per month, set-up the monitoring transect of flora and fauna, restoration of riparian area by planting woody plants, monitoring of orangutan populations conducted quarterly (no encounters), and socialization of HCV, RTE species and sanctions if there were violations to the surrounded villages (Kenyala and Tangar village on 3 May 2019, and to KKP employees on 25 May 2019).

Based on field visit to housing complex in KKP1, KKP2 and KKP3, no found any employees who capture, harm and collect the fauna which categorized RTE species. The employee has been well understand to the sanction regarding to this matter. Based on the results of interviews with the surrounding community (Tangar and Kenyala Village) it is known that the community has understood the related RTE Species and restrictions imposed by the company. The community explained that the company had conducted socialization several times related to RTE species.

Regarding the review of HCV documents, PT KKP is currently in the process of reassessment of HCV identification, with the consultant / assessor are PT GAIA Eko Daya Buana. The assessment has been carried out since 2019 as summarized below:

- Pre-assessment: 20 February 2019 - 23 August 2019

- Scoping Study: August - November 2019 (visit scoping study 6 - 8 November 2019)
- Full Assessment: October - November 2019 (visit full assessment 9 - 26 November 2019)
- Data analysis and reporting: December 2019 - March 2020
- Public consultation: June 2020
- Latest Progress: Currently preparing to submit to the HCVRN for peer review

#### 7.12.5; 7.12.7

The Company regularly monitors HCV and/or RTE species, as described in the report of Rapid Survey HCV PT KKP there are 16 species of mammals, 9 species reptile, 79 species birds, 2 species amphibians, and 67 types of flora. From the monitoring results, several types of RTE species were found, such as (Orangutans, Sun-bears, Gibbons, Pangolins) and types of flora such as (Keruing/Apiton, *Eusideroxylon zwageri*, *Shorea leprosula* and *Shorea palembanica*) in the RTE category. Rapid survey results have been reported to BKSDA in accordance with the requirements of Government Regulation No 7/1999.

Company have established HCV management plan, and implemented it well. Regularly monitoring record shown company has been monitored hunting, and other illegal activities. All of records for monthly patrols on each estate are available and verified by auditors. CH has evaluated the HCV management plan based on the results of HCV monitoring / patrol evaluated in October 2020. Based on the results of HCV monitoring, there are several corrective actions to the HCV management plan, such as management and approaches to HCV land owners become a management and monitoring program. As for the realization of monitoring that has been carried out such as:

- Orangutan patrol or survey
- Routine animal survey and monitoring
- Installation and monitoring using camera traps
- Analysis Vegetation
- Socialization to the community, stakeholders and employees
- Enrichment woody plants in riparian areas

#### 7.12.8

Based on document review and interviews with management representatives of PT KKP, it was known that the company had sent LUCA documents to RSPO which were responded to in November 2015 with the results of Need Clarification. The company then sends the 2nd LUCA document to RSPO which is responded in March 2017 with the results of the Pass. From the document, there were information that there were 314 Ha of areas that had to be remediated and 58 Ha compensated.

Based on document review and interviews with PT KKP management representatives, it is known that the company has sent LUCA documents to RSPO in the following timeframe:

- Disclosure was conducted on 31 July 2014
- Delivery of Luca Templates on April 3, 2015
- LUCA Verification from the RSPO - 1ST Review on November 2015
- LUCA Verification from the RSPO - 2nd Review on November 2015
- LUCA Verification from the RSPO - 3rd Review on March 15, 2017: remediation and Conservation Liability are known.
- On October 8, 2018 the company sent a concept note to the RSPO Compensation while waiting for the completion of the second party that was the partner to run the program.
- On October 23, 2018 there was an answer from RSPO that the company had to improve the concept of notes using annex 7, because there were remediation and recommendations.
- On July 1, 2019 an agreement was reached to develop a compensation project in the form of RSPO certification and collaboration with a third party to draw up a compensation concept note
- The company again sent the concept note to RSPO on 1 August 2019
- RSPO responded on 2 August with several questions addressed to the company.
- The company (KKP) responded to an email from the RSPO on 9 August 2019
- The Compensation Panel provided additional responses to the first revision on August 23, 2019
- On 30 August 2019 the company responded to the RSPO inquiry and sent it back to RSPO.

- 3 September 2019 The RSPO Compensation Panel requested clarification from the company (KKP)
- The company responded back on September 3.
- On September 20, 2019, the company gave a summary and feedback regarding the concept of the company's notes, there were some things that needed to be clarified by the company.
- On September 24, 2019 the company responded to the summary sent by the Compensation panel
- On September 24, 2019 RSPO (Compensation panel team) stated that the concept of note was almost final, but there were some minor things that needed to be fixed.
- On September 26, 2019, the management responded and sent the revised draft note in accordance with the review of the compensation panel team.
- Until the audit on 7-11 October 2019 the RSPO had not yet provided a follow-up reply to the email sent by the company on September 26, 2019.

When the ASA 3 audit PT KKP had prepared a Compensation Plan using the independence evaluator. PT KKP has communicated with RSPO via email regarding the progress of compiling the compensation plan with the following details:

- 7 September 2020, RSPO submitted a revision from evaluators regarding compensation plan.
- 10 September 2020, an email from PT KKP to the RSPO stated that PT KKP responded to the revision of the evaluator.
- 21 September, 2020, PT KKP asked the RSPO again regarding the progress regarding the revised response from the evaluator
- In 02 November 2020, the RaCP of PT KKP has been approved and endorsed by RSPO

**Status: Comply**

3.2 Conformity Checklist of Certificate and Trademark Use

<b>1.</b>	<b>Evidence of permission or approval certificate and trademark from Certification Body which submitted by Client</b>	<b>X or √</b>
<b>ASA-3</b>	PT Karunia Kencana Permaisejati do not use RSPO trademark and CB Logo.	√
	<b>Status: Comply</b>	
<b>2.</b>	<b>Implementation of certificate and trademark used by Client comply with size and type (shape) against Guideline of trademark Use</b>	<b>X or √</b>
<b>ASA-3</b>	PT Karunia Kencana Permaisejati do not use RSPO trademark and CB Logo.	√
	<b>Status: Comply</b>	
<b>3.</b>	<b>Implementation of Certificate and Trademark is not used on product</b>	<b>X or √</b>
<b>ASA-3</b>	PT Karunia Kencana Permaisejati do not use RSPO trademark and CB Logo.	√
	<b>Status: Comply</b>	
<b>4.</b>	<b>Controlling of Certificate and Trademark, including withdrawing inappropriate trademark.</b>	<b>X or √</b>
<b>ASA-3</b>	PT Karunia Kencana Permaisejati do not use RSPO trademark and CB Logo.	√
	<b>Status: Comply</b>	

### 3.3 Summary of RSPO Partial Certification.

Compliance of the uncertified management units of Wilmar International Ltd against the rules for partial certification was determined through Self-Assessment in accordance with RSPO Certification System clause 4.2.4. A summary of findings is as stated below.

Wilmar International Ltd Time Bound Plan (TBP) is explained in point 1.10. Wilmar International Ltd has informed the TBP progress, MUTU has considered that Wilmar International Ltd is complied with the RSPO requirement for TBP. The Time Bound Plan was revised and declared by Wilmar International Ltd on June 2020.

MUTU has verified partial certification for un-certified unit's subsidiary of Wilmar International Ltd based on their Time Bound Plan. There are seven (7) uncertified mills and sixteen (16) uncertified estates of Wilmar International Ltd. MUTU Auditor verified positive assurance against the company internal audit and supporting evidence as well as any information from others sources.

MUTU Auditor has verified company partial certification and concludes that:

- There are no significant land conflicts which have not been declared above.
- The company has followed RSPO requirement related to New Planting Procedure and Remediation and Compensation Procedure.
- There are no labor disputes that are not being resolved through an agreed process.
- All plantations established since 2005 have been done so in accordance with the applicable laws of the country and that there is no evidence of non-compliance with law in any of the non-certified holdings which has not been declared above.

2.1 Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
2.1.1	Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	<p>Yes, and positive assurance is produced for these units.</p> <p><b>Auditor verification</b> Internal audit conducted on 17 &amp; 24 January 2020 for:</p> <ul style="list-style-type: none"> <li>- PT Agronusa Investama Pahauman</li> <li>- PT Agro Palindo Sakti 2</li> <li>- PT Musi Banyuasin Indah</li> <li>- PT Sinarsiak Dianpermai</li> <li>- PT Agroindo Indah Perkasa 2</li> <li>- PT Buluh Cawang Plantation</li> </ul> <p>There is some non-conformance find in internal audit and the company has produced the positive assurance for these units.</p>
2.1.2	<p>No replacement after dates defined in Nis Criterion 7.3 of:</p> <ul style="list-style-type: none"> <li>• Primary forest.</li> <li>• Any area identified as containing High Conservation Values (HCVs).</li> <li>• Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3.</li> </ul>	<p>Uncertified management units has conducted HCV assessment such as :</p> <ul style="list-style-type: none"> <li>• PT Sarana Titian Permata in June 2008,</li> <li>• 4 unit scheme smallholders under PT Kerry Sawit Indonesia in year 2008,</li> <li>• PT Agronusa Investama - Sambas and their scheme smallholders in year 2011,</li> <li>• PT Agronusa Investama - Landak/Pahauman in year 2011 (re-assessment in year 2014),</li> <li>• PT Buluh Cawang Plantation-West Kalimantan in year 2016,</li> </ul>

	<ul style="list-style-type: none"> <li>• PT Agro Palindo Sakti 2 in July 2009,</li> <li>• PT Indoresin Putra Mandiri in March 2009,</li> <li>• PT Daya Landak Plantation in July 2009,</li> <li>• PT Putra Indotropical in November 2008,</li> <li>• PT Putra Procentindo in December 2008,</li> <li>• PT Permata Hijau Plantation (block 22) in year 2012,</li> <li>• PT Kencana Sawit Indonesia in year 2010,</li> <li>• PT Murini Samsam in year 2014,</li> <li>• PT Musi Banyuasin Indah in year 2013,</li> <li>• PT Sinarsiak Dianpermai in year 2014,</li> <li>• PT Agro Indah Persada in year 2011 and</li> <li>• Biase Plantation Limited in year 2011 &amp; September 2014 (Calaro extension)</li> </ul> <p>Some management units has carried out land clearing activities since November 2005 without preceded by HCV identification/assessment. Based on RaCP tracker (per <b>November 2019</b>) in RSPO website and the result of correspondence with RSPO compensation panel that the management units under Wilmar International Limited have :</p> <ul style="list-style-type: none"> <li>• 24 management units with potential liability consist of 11 uncertified management units (2 uncertified management units still processing recertificatio) and 13 certified management units</li> <li>• RSPO member has submitted LUCA amount of 24 Management Units</li> <li>• LUCA of 20 management units has passed and 4 management units has reviewed and requiring clarification from RSPO member.</li> <li>• The 11 of 20 Management Units need/required Concept Note (CN). There are the 3 additional Management Units need Concept Note if compared with information of RaCP tracker per January 2019 (8 Management Units need Concept Note (3 uncertified management unit and 5 certified management unit)). Auditor has carried out clarification to the RSPO members and the RSPO secretariat. RSPO member do not know the name of the 3 additional management units because LUCA has been reviewed by RSPO but it is yet incomplete. Whereas, the result of clarification with the RSPO Secretariat that the compensation team is still updating the database so that the addition can occur due to duplicate. RSPO Secretariat will be informing to auditor again after updating finish.</li> </ul>
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	<ul style="list-style-type: none"> <li>1 Management Units has submitted Concept Note (CN). Based on information from RSPO member that they has submitted Concept Note amount of 2 Management Units but the last of submit is January 2020 so that it not covered on RaCP tracker per November 2019.</li> </ul> <p>Following up one of resolution from 35<sup>th</sup> BHCVWG meeting year 2017 are pushing certified management unit to submit annex 7 &amp; 8 (compensation concept note &amp; compensation plan) to RSPO compensation panel in annual surveillance audit by each certification body according time frame which has decided in meeting. The progress of the concept note approval can be saw in indicator of 7.12</p> <p>Information of LUCA for some uncertified management units as follow as :</p> <ol style="list-style-type: none"> <li>1. PT Agronusa Investama (Landak/Pahauman) : LUCA and disclosure of non-compliant land clearing was available and it has submit to RSPO secretariat year 2015 and LUCA has passed with the result of liability assessment is presence liability (per 27 February 2017 and total of liability areas is 53.50 ha). The concept note has developing by internal team so it has not been submitted to RSPO secretariat.</li> <li>2. PT Buluh Cawang Plantation in West Kalimantan : LUCA and disclosure of non-compliant land clearing was available and it has submit to RSPO secretariat year 2015 and LUCA has passed with the result of liability assessment is presence liability (per 13 March 2017 and total of liability areas is 46.62 ha). The concept note has been developing by internal team so that it has not been submitted to RSPO secretariat.</li> <li>3. PT Agro Palindo Sakti 2 : LUCA and disclosure of non-compliant land clearing was available and it has submit to RSPO secretariat year 2016 and LUCA has passed with the result of liability assessment is zero conservation liability.</li> <li>4. PT Indonesia Putra Mandiri &amp; PT Daya Landak Plantation : LUCA and disclosure of non-compliant land clearing was available and it has submit to RSPO secretariat year 2015 and LUCA has passed with the result of liability assessment is zero conservation liability.</li> <li>5. PT Putra Indotropical &amp; PT Pratama Procentindo : LUCA and disclosure of non-</li> </ol>
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		<p>compliant land clearing was available and it has submit to RSPO secretariat year 2015 and LUCA has passed (date on 13 March 2017) with the result of liability assessment is zero conservation liability.</p> <p>6. PT Sarana Titian Permata : LUCA and disclosure of non-compliant land clearing was available and LUCA has passed with the result of liability assessment is zero conservation liability.</p> <p>7. Based on the result of communication with RSPO that LUCA on behalf remaining uncertified management units has submitted and passed with the result of liability assessment is zero liability (2 uncertified management units) so not concept note required and presence liability (1 uncertified management unit) so concept note required. It has submitted concept note before November 2019.</p> <p>8. PT Musi Banyuasin Indah, PT Sinarsiak Dianpermai, PT Murini Samsam (466 ha) &amp; PT Permata Hijau Plantation (block 22) : There are no planting after 1 November 2005 so RaCP status is not applicable.</p> <p><b>Auditor verification</b> Auditor has verified the supporting evidence of above the company statement. The above statement in accordance with the supporting evidence provided.</p>
2.1.3	Any new plantings since January 1 <sup>st</sup> 2010 must comply with the RSPO New Plantings Procedure.	<p>There are some newly developed plantation areas under Wilmar International and have undergone the New Planting Procedure (NPP). It has announced on RSPO website during 30 days with complete status such as in Jambi Province (PT Agrindo Indah Persada 2) &amp; West Kalimantan Province (PT Agro Nusa Investama (Sambas)) - Indonesia and Nigeria (Biase Plantation Limited &amp; Biase Plantation Limited (Calaro extension).</p> <p><b>Auditor verification</b> Auditor has verified the supporting evidence of above the company statement. The above statement in accordance with the supporting evidence provided.</p>
2.1.4	Any Land conflicts are being resolved through a mutually agreed process, e.g. RSPO Grievance procedure or Dispute Settlement Facility, in accordance with RSPO criteria 6.4, 7.5 and 7.6.	<p>Uncertified management unit have technical procedure/guidance for land acquisition (SOP 001/WIP-KB/(0)/0610) and procedure of calculation &amp; compensation payments (SOP 01/WIP-KB/(1)/1215). The records and documents of land compensation was available such as list of recapitulation of land compensation/acquisition, minute of</p>

		<p>measurement and their maps, profile/identity of land ownership and minute of agreement/negotiation between company and land ownership regarding handover/release of land. Based on self-assessment report that some uncertified management units (PT Daya Landak Plantation, PT Agronusa Investama – Pahaman, PT Putra Indotropical, PT Pratama Prosentindo, PT Agrindo Indah Persada 2 &amp; PT Sarana Titian Permata – POM 2) has carried out some activities in order land acquisition process such as socialization to stakeholder and land owner, verification of land owner identity, measuring land/area in field together land owner, negotiating and agreeing on the price of land compensation and their plants, paying land compensation appropriate with the result of agreeing together.</p> <p>Community who loses access and land right for plantation areas has given the opportunity to benefit (direct and indirect) from plantation development as sample in form of scheme smallholder areas, as employee, as contractor (transportation, supplier for daily food, etc), as FFB supplier, using infrastructure/road as access from village to town or vice versa, as trader while employee has got wage, etc.</p> <p>Refer to case tracker or status of complaints under Wilmar International Limited period of February 2011 to conducting audit that the object of complaint has dominated by certified management unit and the majority of cases has closed. There are 2 case of complaints still in investigation process (PT Permata Hijau Pasaman and PT AMP Plantation). Further details on this case are available here: <a href="http://www.rspo.org/members/complaints/status-of-complaints/view/26">http://www.rspo.org/members/complaints/status-of-complaints/view/26</a></p> <p>Based on self assessment that no land conflict in the location of uncertified management units</p> <p><b>Auditor verification</b></p> <p>There is no information from public source and RSPO website on any land conflict for uncertified unit of the group subsidiaries.</p> <p>Based on the company record there is documentation on land compensation recapitulation updated on 1 October 2007, participatory mapping, agreement letter on compensation between company and land owner, land owner identity and procedure on</p>
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		compensation technical guidance SOP 001/WIP-KB/(0)/0610 dated June 2010.
2.1.5	Any Labour disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.	<p>There is a grievance and complaint form/procedure used by the company to collect and collate all complaints from communities and employee as sample in Indonesian is SOP 004/WIP-KB/(0)/0610, SOP 003/WIP-KB/(1)/0911, PRO-PGA-001 and Whistleblowing Policy (effective date on 5 August 2015). Procedure of grievance &amp; complaint from employee has not been dissemination to employee in PT ANI-Pahuman, Cooperative of Tuah Jubata (scheme smallholder), PT Daya Landak Plantation, PT Indoresins Putra Mandiri &amp; PT Putra Indotropical. It will be doing by auditee based on correction action plan.</p> <p>Based on self-assessment that uncertified management units have provided documentation of both the process which a dispute was resolved and the outcome and log book about handling grievance &amp; complaint from internal (employee) &amp; external. Based on log book that there are grievance &amp; complaint from employee but there is no identified labor disputes ongoing at subsidiary companies of Wilmar International Limited.</p> <p><b>Auditor verification</b></p> <p>There is no information from public source and RSPO website on any labour conflict for uncertified unit of the group subsidiaries.</p> <p>The company has mechanism to handle employee complaint and grievance that is stated in SOP 005/WIP-KB/(0)/0610 for communication and consultation with community and SOP 004/WIP-KB/(0)/0610 on complaint and grievance mechanism and solving any dispute out of court.</p> <p>There is no list of employee and stakeholder complaint and grievance.</p>
2.1.6	Any Legal non-compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	<p>Uncertified management units have the list of laws &amp; regulations or law register relate of plantation, environment, man power and OSH issue. The result of evaluation law and regulation with implementation by company.</p> <p>The evidence of compliance to laws and regulations such as land use right or land title (except uncertified management units as below), location permit for the location of uncertified management units in Indonesia, environment document has approved by local government (especially in Indonesia), minimum wage,</p>

	<p>minimum age as employee, etc. Whereas, Eyop Industries Limited and Biase Plantation Limited have deed grant, Deed of conveyance, Certificate of Occupancy and MoU with communities.</p> <p>Based on self-assessment report that there are not changing significantly if compare with previous condition i.e some of Wilmar's uncertified management units have not complied with certain legal requirements, i.e. :</p> <ul style="list-style-type: none"> <li>• Land use right (HGU) : PT Sarana Titian Permai (1 &amp; 2), PT Agro Nusa Investama (Landak/Pahauman), PT Sinarsiak Dianpermai, PT Permata Hijau Pasaman (block 22), PT Murini Samsam (466 ha), PT Pratama Prosentido, PT Putra Indotropical, PT Indoresin Putra Mandiri, PT Buluh Cawang Plantation in West Kalimantan, PT Agroindo Indah Persada 2, and PT Daya Landak Plantation, where the land use right (HGU) are still under process. At time of this audit, the company was still making efforts to close these legal non-compliances.</li> <li>• Forest areas release permit : part of PT Musi Banyuasin Indah areas and two estates under Eyop Industries Limited</li> </ul> <p>Uncertified management units has carried out monitor of pillar boundary regularly except PT Agroindo Indah Persada 2 because has not been carried out cadastral measurement.</p> <p><b>Auditor verification</b></p> <p>PT Agroindo Indah Perkasa 2</p> <ul style="list-style-type: none"> <li>- There is HGU on propose.</li> </ul> <p>PT. Buluh Cawang Plantation</p> <ul style="list-style-type: none"> <li>- HGU on process</li> </ul> <p>PT Agronusa Investama Pahauman</p> <ul style="list-style-type: none"> <li>- The continues changing on PIPB map. In accordance to PIPB 10 there is no area of the company (based on location permit) that is in the moratorium area. When PIPB 11 released, some area of the company is in the updated peat moratorium map.</li> </ul> <p>PT Agro Palindo Sakti 2</p> <ul style="list-style-type: none"> <li>- There is an obstacle on processing HGU is before continuing the HGU process, the company has to complete the requirement for 20% area allocation for smallholder. Based on Bupati Sanggau Decree No. 137 year 2011 dated 25 March 2011 for 623 ha</li> </ul>
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		<p>of smallholder scheme for 2 koperasi of Batu Ceramin and and Maju Bersama. Later, koperasi Maju Bersama split into Koperasi Maju Bersama and Koperasi Harapan Baru. And Koperasi Harapan Baru wants to take about 136 ha within company proposed HGU area. The company needs to resolve this issue first before be able to continue HGU process.</p> <p>PT Musi Banyuasin Indah</p> <ul style="list-style-type: none"> <li>- Overlay the map of land use with attachments Ministerial Decree No. SK.822/Menhut-II/2013 PT MBI entered in production forest area.</li> <li>- Planting outside HGU Kebun Sei Selabu (block 010, 024 and 027).</li> <li>- Explanation management unit following the legal department still perform continuous coordination with the government while waiting for a change of government decisions regarding the status of the area.</li> </ul> <p>PT Sinarsiak Dianpermai</p> <ul style="list-style-type: none"> <li>- HGU 1,002 Ha on process</li> <li>- Status of Other Use Areas based on Appendix SK 878 / Menhut-II / 2014 dated September 29, 2014 and letter no. S.160 / BPKH.XIX-3/2016 dated March 31, 2016</li> </ul> <p>Explanation management unit as follows:</p> <ul style="list-style-type: none"> <li>- Disagreement between the ministry of forestry by the Riau provincial government on the status of land PT SSDP (between the status of forest and APL), which led to the process of making the concession inhibited.</li> <li>- There are some estate areas around the Mill that does not have permission locations. The process of acquiring a location permit was hampered due to the reasons in point 1 as well.</li> <li>- The legal department is still doing continuous coordination with the government while waiting for a change of government decisions.</li> </ul> <p>Based on website date on 13 &amp; 21 June 2019 and 27 July 2019 that PT Putra Indotropical, PT Indoresin Putra Mandiri and PT Pratama Prosentindo have not been land use right (Hak Guna Usaha). The result of clarification from auditee that they are still in the process of completing the requirements in other ministries.</p>
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		This is one of requirements to apply for land use right at National Land Agency.
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### 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 ASA-2

NCR No.	:	2019.01	Issued by	:	Bayu Yogatama
Date Issued	:	11 October 2019	Time Limit	:	ASA-3
NC Grade	:	Minor	Date of Closing	:	11 December 2020
Standard Ref. & Requirement	:	6.1.4 The documented plan for management and monitoring of social impacts, shall be reviewed at least on two-yearly basis. If necessary, the plan should be updated. There shall be evidence that the review process includes participation of all affected parties.			
<b>Evidence observed (filled by auditor):</b> Based on the document review and interviews with management, the following facts were found: <ul style="list-style-type: none"><li>- The company showed a report on the management plan and social monitoring conducted in September 2016.</li><li>- Based on interviews with management it is explained that the latest review will be carried out in November 2019 conducted by third parties.</li></ul>					
<b>Non-Conformance Description (filled by auditor):</b> Based on the above evidence, the Company has not been able to show evidence that the social management and monitoring plan has been reviewed at least every 2 years by involving the participation of all affected parties.					
<b>Root Cause Analysis (filled by organization audited):</b> During the planning process, the SIA review by a 3rd party did not take into account sufficient time in the process of preparing for a 3rd party search so that the SIA review was not carried out					
<b>Correction (filled by organization audited):</b> Conducting a Social Impact Assessment (SIA) study which is scheduled for November 2019 so that a new SIA study document will be published					
<b>Corrective Action (filled by organization audited):</b> Ensure the implementation of a review of the Social Management and Monitoring Plan every 2 years					
<b>Assessor Evaluation and Conclusion (filled by auditor):</b> <b>Verification on December, 10 2020</b> The company has carried out social impact assessment activities in 2019 at PT KKP in collaboration with PT GAIA Eko Daya Buana. The research process took place in November 2019 and was completed in early December 2019. The process of compiling the analysis and writing took place internally with members of the research team and also internally in the form of seminars or small meetings held starting in January 2020. The meetings were held in March 2020 experienced obstacles in connection with the spread of Covid-19 so that it was done virtually. The Social Impact Assessment is still in the process of being finalized by the Consultant of PT GAIA Eko Daya Buana.  In the preparation of a social impact assessment, it is carried out by means of a Focus Group Discussion (FGD) and in this FGD activity the facilitator records the names and positions of the FGD participants in the village and documents the FGD activities through photos as evidence that the FGD is still being carried out according to the method and plan. On July 2, 2020, a virtual public consultation was conducted on the results of the SIA study to the people of Kenya Village and Tangar Village, NGO, Muspika District. Based on the results of the root cause analysis, correction, and corrective action that have been shown, the non-conformity is declared comply					
Verified by	:	Yohanes hardian			

**3.4.2. Identification of Findings, Corrective Actions and Observations at ASA-3**

<b>NCR No.</b>	:		<b>Issued by</b>	:	
<b>Date Issued</b>	:		<b>Time Limit</b>	:	
<b>NC Grade</b>	:		<b>Date of Closing</b>	:	
<b>Standard Ref. &amp; Requirement</b>	:				
<b>Evidence observed</b> (filled by auditor):					
-					
<b>Non-Conformance Description</b> (filled by auditor):					
-					
<b>Root Cause Analysis</b> (filled by organization audited):					
-					
<b>Correction</b> (filled by organization audited):					
-					
<b>Corrective Action</b> (filled by organization audited):					
-					
<b>Assessor Evaluation and Conclusion</b> (filled by auditor):					
-					
<b>Verified by</b>	:				

**3.4.3. Opportunity for Improvement**

No	Ref. Std.	Description
1	3.4.3	The company is in the process of a Social Impact Assessment carried out by PT GAIA Consultant Eko Daya Buana, in the draft report the company has identified social issues in Tangar and Kenyala villages. During the audit process, the auditor team saw that there were several activities or activities that directly or indirectly impacted the company's operational units socially, such as community activities in the not-plantable area and the involvement of all internal stakeholders.

**3.4.4. Noteworthy Positive Components**

No	Ref. Std.	Description
1		Management commitment to applying the principles of sustainable palm oil management.
2		Personal competence related to compliance with sustainable palm oil certification standards.
3		The company attention and commitment to conservation areas and protected animals
4		Women empowerment and development programs in the company operational areas
5		Providing adequate public facilities for employees

**3.5 Summary of Arising Issues from Public and Auditor Verification**

Public Issues (Institution/ NGO/Community)	Auditor Verification
<p><b>Kenjala Village and Tangar Village including previous land owner</b></p> <p>There is several issues in aspects of land tenure, where there is several claims in the company area.</p> <p>The land compensation process had been carried out with participatory land identification, negotiable compensation, good administration, involving witnesses and mediation of the traditional leader and Village Head.</p> <p>HCV area in KKP3 and KKP2 is opened by the community. The area opened is their right that has not been compensated by company.</p> <p>The CH has made efforts to develop the surrounding community through CSR programs in participatory manner, the usage of local labor and etc</p>	<p>There was no negative issue that need further verification. Based on document review and field observations, there was no disputes related environmental, and social. The issue related social aspect has been follow up by the company</p>
<p><b>LKS Bipartite</b></p> <p>The salary implementation is in accordance with the Kotawaringin Timur Minimum Wage, besides that the salary payment is in accordance with the stipulated time and through the transfer.</p> <p>There are no issues related to employment. All the worker had a insurance (Health and Employment).</p>	<p>There are no negative issues that need further verification. The company has Worker Union. Described in Criteria 6.2.</p>
<p><b>Gender Committee / Woman on Working Group</b></p> <p>Gender Committee/Woman on Working Group activities include socialization of sexual harassment, complaints, general health and so on. There are no issues related to sexual harassment.</p> <p>Female workers have the right to get menstruation leave (H1) and maternity leave (H2).</p> <p>The gender committee had a religious program every week and public health service.</p>	<p>There are no negative issues that need further verification. The company was formed a Gender Committee. Described in Criteria 6.1.</p>
<p><b>Employee Cooperative</b></p> <p>Employee cooperatives are engaged in savings and loan business sector facility of daily needs. The company support the existence of cooperative for example provide building for cooperative, transportation and etc</p>	<p>There are no negative issues that need further verification. The company has employee cooperatives in accordance with the regulations.</p>
<p><b>Local Contractor</b></p> <p>When carrying out its work, the contractor always has a work contract as the basis for starting work in the operational scope</p>	

Public Issues (Institution/ NGO/Community)	Auditor Verification
<p>of the company. In the employment contract, it is explained about the period of work, type of work, work costs, obligations and rights, and other information. The contractor provides facilities in the form of PPE for all workers while working in the company's operational scope. Payment for completion of work is done on time by the company in accordance with what is written in the employment agreement.</p>	<p>There are no negative issues that need further verification. The company has Local Contractor. Described in 5.1, 2.2 and 2.1.</p>
<p><b>Environmental Agency of Kotawaringin Timur Regency</b></p> <p>The CH complied with applicable regulations related environmental, among others has had license of hazardous temporary warehouse, license of POME Land Application, license of WWTP. All mandatory reports related environmental has been reported to agency. There is no complaints from stakeholder related environmental issue.</p>	<p>There was no negative issue that need further verification. Based on document review and field observations, the CH has demonstrated legal compliance related environmental, and no indications of environmental pollution. Described in detail in criterion 2.1,3.4,7.8</p>
<p><b>Plantation agency of Kotawaringin Timur</b></p> <ul style="list-style-type: none"> <li>The CH complied with applicable regulations related plantations permit such as <i>IUP, land title and other permit</i>. All mandatory reports related plantation has been reported to agency. The company has a CSR program with the local government as well as the surrounding village.</li> <li>The Company regularly reports regular reporting Plantation such as Business Progress Report.</li> </ul>	<p>It has been verified and stated in the report</p>
<p><b>Labor Agency of Kotawaringin Timur Regency.</b></p> <ul style="list-style-type: none"> <li>The companies have implemented the payment of wages for employees refers to Central Kalimantan Governor Decree.</li> <li>All mandatory reports related to employment have reported well.</li> <li>There are no issues of migrant workers, no child workers, no substitution contracts, no labor trade or forced labor forms.</li> <li>All employees have employment agreements and there were no issues or violations committed by companies related to worker welfare included in payment.</li> </ul>	<p>It has been verified and stated in the report</p>

4.0	CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY
4.1	<p><b>Formal Sign-off of Assessment Findings</b></p> <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> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <p>PT Karunia Kencana Permaisejati Group Estate Manager</p>  <p><u>Engkus Kusmana</u> Friday, 18 December 2020</p> </div> <div style="text-align: center;"> <p>Mutuagung Lestari Lead Auditor</p>  <p><u>Moh. Arif Yusni</u> Friday, 18 December 2020</p> </div> </div>

**Appendix 1. List of Stakeholder Contacted in the RSP0 Certification Process**

No	Institution/ NGO/ Community	Address	Phone/ Email	Form of Communication	Date of Contact	Response	
						Yes	No
1	Environmental Agency	District of East Kotawaringin		Interview by phone	December 08, 2020	√	
2	Plantation Agency	District of East Kotawaringin		Interview by phone	December 08, 2020	√	
3	Labor Agency	District of East Kotawaringin		Interview by phone	December 08, 2020	√	
4	Local Contractor	District of East Kotawaringin		Interview by phone	December 08, 2020	√	
5	Employee Cooperative	District of East Kotawaringin		Interview by phone	December 08, 2020	√	
6	Gender Committee/Woman on Working Group	District of East Kotawaringin		Interview by phone	December 08, 2020	√	
7	<i>LKS Bipartite</i>	District of East Kotawaringin		Interview by phone	December 08, 2020	√	
8	Kenyal and Tangar Village including previous land owner	District of East Kotawaringin		Interview by phone	December 08, 2020	√	
9	Yayorin	Central Kalimantan	<a href="mailto:info@yayorin.org">info@yayorin.org</a>	Questionnaire	November 11, 2020		√
10	WALHI	Central Kalimantan	<a href="mailto:kalteng@walhi.or.id">kalteng@walhi.or.id</a>	Questionnaire	November 11, 2020		√
11	Borneo Nature Foundation	Central Kalimantan	<a href="mailto:info@borneonature.org">info@borneonature.org</a>	Questionnaire	November 11, 2020		√
12	Save Our Borneo	Central Kalimantan	<a href="mailto:info@saveourborneo.org">info@saveourborneo.org</a>	Questionnaire	November 11, 2020		√
13	Internal Stakeholder Internal Stakeholder: <ul style="list-style-type: none"> <li>KKP 1 <ul style="list-style-type: none"> <li>- 17 workers</li> <li>- 3 foremans</li> <li>- 1 bunch counter</li> <li>- 2 operator</li> <li>- 3 staffs</li> </ul> </li> <li>KKP 3 <ul style="list-style-type: none"> <li>- 8 workers</li> <li>- 3 Foremans</li> <li>- 3 staffs</li> </ul> </li> <li>KKP POM <ul style="list-style-type: none"> <li>- 1 Foreman</li> <li>- 7 operators</li> </ul> </li> </ul>	District of East Kotawaringin		Direct Interview	December 08 – 11, 2020		√

**Appendix 2. Assessment Program**

DATE	07 – 12 December 2020	
PLANNED TIME	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Monday, 07 December 2020		
07.00 – 08.00	JAKARTA → Pangkalan Bun	All Auditor
08.00 – 12.00	Pangkalan Bun → PT Karunia Kencana Permaisejati	All Auditor
14.00 – 15.00	Opening meeting <ul style="list-style-type: none"><li>- Auditee Speech (Introduction of PIC, Profile of Certified Management Unit)</li><li>- Auditor Team Speech (Introduction, Audit Objective, Audit Scope, Audit Plan Discussion, Determine of Audit Sample, Transparency and Confidentiality Clarification)</li></ul>	
15.00 - 17.00	<ul style="list-style-type: none"><li>• Verification of Basic Information Mill and Estate</li><li>• Confirmation of Time Bound Plan</li></ul>	
Tuesday, 08 December 2020		
08.00 – 12.00	Field Observation to KKP 1 Estate, Aspect to be verified : <ul style="list-style-type: none"><li>- Implementation of Legal Aspect (Land Ownership, Legal Boundaries);</li><li>- Implementation of Agronomy Aspect (Harvesting &amp; Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, FFB Application)</li><li>- Implementation of Environmental, Conservation/HCV and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management)</li><li>- Observation of Workers Facilities (Housing, School, Worship Place).</li></ul> Stakeholder consultation to affected communities surrounding the plantations and previous land owner  public consultation with stakeholder to relevant agency in Kotawaringin Timur Regency (by Phone)	All Auditor
12.00 – 14.00	Break	
14.00 – 17.00	Interview with Gender Committee, Worker's Union, Worker's Cooperative (if any), Local Contractor (for Mill and Estate), Third Party Supplier  Field observation to KKP POM: <ul style="list-style-type: none"><li>• Supply Chain verification (FFB Receiving, Weighbridge, FFB Sorting, Processing Activity, Despatch CPO)</li><li>• Inspection to Chemical Storage, Hazardous Waste Storage, Fire Control Simulation,</li><li>• Observation of WWTP, WTP, LA, EBA</li></ul>	All Auditor
Wednesday, 09 December 2020		
08.00 – 17.00	Break, Regional Election Day	
Thursday, 10 December 2020		

DATE	07 – 12 December 2020	
PLANNED TIME	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
08.00 – 12.00	<b>Field Observation to KKP 2 Estate &amp; KKP3,</b> Aspect to be verified : <ul style="list-style-type: none"> <li>- Implementation of Agronomy Aspect (Harvesting &amp; Transportation, Manuring, Implementation of Legal Aspect (Land Ownership, Legal Boundaries);</li> <li>- Implementation of Agronomy Aspect (Harvesting &amp; Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application)</li> <li>- Implementation of Environmental, Conservation/HCV and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management)</li> <li>- Observation of Workers Facilities (Housing, School, Worship Place).</li> </ul>	<b>All Auditor</b>
12.00 – 14.00	<ul style="list-style-type: none"> <li>• <b>Break</b></li> </ul>	<b>All Auditor</b>
14.00 – 16.15 16.15 – 17.00	<ul style="list-style-type: none"> <li>• Document review and completing audit checklist.</li> <li>• Presentation of Daily Progress.</li> </ul>	<b>All Auditor</b>
<b>Friday, 11 December 2020</b>		
08.00 – 11.00	<ul style="list-style-type: none"> <li>• Document review and completing audit checklist.</li> </ul>	<b>All Auditor</b>
12.00 – 14.00	<ul style="list-style-type: none"> <li>• <b>Break</b></li> </ul>	<b>All Auditor</b>
14.00 – 15.00	Internal discussion by auditor team preparing for Closing Meeting	<b>All Auditor</b>
15.00 – 16.00	<b>Closing Meeting:</b> <ul style="list-style-type: none"> <li>• Presentation of audit findings (Noteworthy Positive Component, Non Conformities, OFI, Timeline of CAR's, Conclusion)/</li> <li>• Comments, Responses and Questions</li> </ul>	
16.00 – 20.00	<b>PT Karunia Kencana Permaisejati → Pangkalan Bun</b>	
<b>Saturday, 12 December 2020</b>		
08.00 – 12.00	<b>PANGKALAN BUN → JAKARTA</b>	