

**RSPO PRINCIPLE AND CRITERIA
PUBLIC SUMMARY REPORT**

- Initial Assessment**
- Annual Surveillance Assessment (1_3)**
- Recertification Assessment** (Choose an item.)
- Extension of Scope**

Client Name (Parent Company) PT Socfin Indonesia (SOCFIN SA)
Client company Address: Jl. KL. Yos Sudarso No. 106 Medan - 20115, North Sumatera Province, Indonesia
Certification Unit: PT Socfin Indonesia – Mata Pao Mill
Location of Certification Unit: Desa Mata Pao, Kecamatan Teluk Mengkudu, Kabupaten Serdang Bedagai, 20995, Sumatera Utara, Indonesia
Date of Final Report: 04/07/2022

TABLE of CONTENTS	Page No
Section 1: Scope of the Assessment.....	3
1. Company Details	3
2. Certification Information	3
3. Other Certifications.....	4
4. Location(s) of Mill & Supply Bases	4
5. Description of Supply Base	4
6. Plantings & Cycle.....	4
7. Summary of Certified Tonnage of FFB (Own Certified Scope)	5
8. Summary of Certified Tonnage of FFB (from other certified unit(s))	5
9. Summary of Non-Certified Tonnage of FFB (outside supplier – excluded from certificate).....	5
10. Summary of Certified Tonnage (not applicable for ISS)	6
11. Summary of Actual Volume sold	7
12. Independent Smallholders Certified Tonnage / Volume	10
13. Independent Smallholders Actual Sold Tonnage / Volume	10
Section 2: Assessment Process	11
2.1 Assessment Methodology, Programme, Site Visits.....	11
2.2 BSI Assessment Team	12
2.3 Assessment Plan.....	13
Section 3: Assessment Findings	16
3.1 Multiple Management Units and Time Bound Plan.....	16
3.2 Progress of scheme smallholders and/or outgrowers.....	21
3.3 Details of Nonconformities	27
3.3.1 Status of Nonconformities Previously Identified and Observations.....	28
3.3.2 Summary of the Nonconformities and Status	31
3.4 Stakeholders and previous land owner / user consultation.....	31
3.5 Impartiality and conflict of interest	35
Formal Signing-off of Assessment Conclusion and Recommendation	36
Appendix A: Summary of Findings	37
Appendix B: GHG Reporting Executive Summary	177
Appendix C: Location Map of Certification Unit and Supply bases.....	179
Appendix D: Estate Field Map.....	180
Appendix E: List of Smallholder Registered and sampled.....	181
Appendix F: List of Abbreviations.....	182

Section 1: Scope of the Assessment

1. Company Details			
Parent Company	SOCFIN SA		
RSPO Membership Number	1-0269-19-000-00	Membership Approval Date	6 December 2004
Address	JL KL. Yos Sudarso No.106 Medan 20115, North Sumatera Province, Indonesia		
Palm Oil Mill / Group Manager / Estate (Certification Unit)	PT Socfin Indonesia - Mata Pao Mill		
Location / Address	Desa Mata Pao, Kecamatan Teluk Mengkudu, Kabupaten Serdang Bedagai, 20995, Sumatera Utara, Indonesia		
Website	www.socfindo.co.id		
Management Representative	Mrs. Andria Zulmanitra	E-mail	andria@socfindo.co.id
Telephone	+6261-6616066	Facsimile	+6261-6614390

2. Certification Information			
Certificate Number	RSPO 705572	Certificate Start Date	25/04/2019
Date of First Certification	25/04/2014	Certificate Expiry Date	24/04/2024
Scope of Certification	Production of Palm Oil and Palm Kernel		
Visit Objectives	<ul style="list-style-type: none"> - Determination of the conformity of Mata Pao Palm Oil Mill and its supply bases with RSPO Standard. - Evaluation of the ability of the management system to ensure the client organization meets applicable statutory, regulatory and contractual requirements. 		
Assessment Cycle	<input type="checkbox"/> Pre Assessment (Choose an item.) <input type="checkbox"/> Initial Assessment <input checked="" type="checkbox"/> Annual Surveillance Assessment (ASA 1_3) <input type="checkbox"/> Recertification Assessment (Choose an item.) <input type="checkbox"/> Scope Extension		
Applicable Standards / Normative Reference	RSPO Certification System for P&C and RSPO ISH 2020 <input type="checkbox"/> Choose an item. <input checked="" type="checkbox"/> Indonesia National Interpretation 2020 for RSPO P&C 2018 for the Production of Sustainable Palm Oil		
Supply Chain Module	<input checked="" type="checkbox"/> Identity Preserved; <input type="checkbox"/> Mass Balance	Mill Capacity	12 MT/Hr
ISH certification Phase	<input type="checkbox"/> Eligibility <input type="checkbox"/> Milestone A <input type="checkbox"/> Milestone B <input checked="" type="checkbox"/> Not Applicable		

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

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
MISB-ISPO/082	ISPO	Mutu Agung Indonesia	10/02/2026

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base / Group Manager / Smallholders)	Location	GPS Coordinate	
		Latitude	Longitude
Mata Pao Mill	Desa Mata Pao, Kecamatan Teluk Mengkudu, Kabupaten Serdang Bedagai, Provinsi Sumatera Utara, Indonesia	3° 31' 51.47" N	99° 05' 31.64" E
Mata Pao Estate	Desa Mata Pao, Kecamatan Teluk Mengkudu, Kabupaten Serdang Bedagai, Provinsi Sumatera Utara, Indonesia	3° 32' 01.26" N	99° 05' 55.61" E

5. Description of Supply Base					
New Planting Development	<input checked="" type="checkbox"/> No (no change in total planted area)		<input type="checkbox"/> Yes (please refer to Principle 7 for details)		
Estate / Smallholders	Total Planted (Mature + Immature) (Ha)	HCV (Ha)	Infrastructure & Other (Ha)	Total Area (Ha)	% of Planted
Mata Pao Estate	2,328.27	5.89	128.89	2,463.05	94.52
Total	2,328.27	5.89	128.89	2,463.05	94.52

6. Plantings & Cycle							
Estate / Smallholders	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Mata Pao Estate	445.38	854.98	1,027.91	0	0	2,086.14	242.13
Total (Ha)	445.38	854.98	1,027.91	0	0	2,086.14	242.13

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

7. Summary of Certified Tonnage of FFB (Own Certified Scope)				
Estate / Smallholders	Tonnage / year			
	Estimated (Apr 2021 – Mar 2022)	Actual (Feb 2021 – Jan 2022)		Forecast (Apr 2022 - Mar 2023)
		Previous license period (Feb – Mar 2021)	Current license period (Apr 2021 – Jan 2022)	
Mata Pao Estate	40,287 mt	6,502.86 mt	25,610.49 mt	39,899 mt
Total	40,287 mt	32,113.35 mt		39,899 mt

8. Summary of Certified Tonnage of FFB (from other certified unit(s))				
Estate / Smallholders	Tonnage / year			
	Estimated (Apr 2021 – Mar 2022)	Actual (Feb 2021 – Jan 2022)		Forecast (Apr 2022 - Mar 2023)
		Previous license period (Feb – Mar 2021)	Current license period (Apr 2021 – Jan 2022)	
NIL		NIL	NIL	
Total		NIL		

9. Summary of Non-Certified Tonnage of FFB (outside supplier – excluded from certificate)				
Out growers / smallholders	Tonnage / year			
	Estimated (Apr 2021 – Mar 2022)	Actual (Feb 2021 – Jan 2022)		Forecast (Apr 2022 - Mar 2023)
		Previous license period (Feb – Mar 2021)	Current license period (Apr 2021 – Jan 2022)	
NIL	NIL	NIL	NIL	NIL
Total	NIL	NIL		NIL

9A. Monthly Records of Certified and Uncertified FFB Received since the last audit				
No.	Month - Year	Volume of FFB from certified supply base (MT)	Volume of FFB from uncertified supply base (MT)	Total FFB/Month (MT)
1	Feb-21	2,469.89	0	2,469.89
2	Mar-21	4,032.97	0	4,032.97
3	Apr-21	4,084.45	0	4,084.45
4	May-21	3,168.30	0	3,168.30
5	Jun-21	2,723.65	0	2,723.65
6	Jul-21	2,487.45	0	2,487.45

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

7	Aug-21	2,386.18	0	2,386.18
8	Sep-21	2,123.97	0	2,123.97
9	Oct-21	2,095.56	0	2,095.56
10	Nov-21	2,059.09	0	2,059.09
11	Dec-21	2,265.98	0	2,265.98
12	Jan-22	2,215.86	0	2,215.86
TOTAL		32,113.35	0	32,113.35

10. Summary of Certified Tonnage (not applicable for ISS)

Estimated (Apr 2021 – Mar 2022)	Actual (Feb 2021 – Jan 2022)		Forecast (Apr 2022 - Mar 2023)
	Previous license period (Feb – Mar 2021)	Current license period (Apr 2021 – Jan 2022)	
FFB	FFB		FFB
40,287 mt	6,502.86 mt	25,610.49 mt	38,899 mt
	32,113.35 mt		
CPO (OER: 22.99%)	CPO (OER: 22.65%)	CPO (OER: 23.70%)	CPO (OER: 23.15%)
9,266 mt	1,475.27 mt	6,069.69 mt	9,237 mt
	7,544.96 mt		
PK (KER: 4.10%)	PK (KER: 3.61%)	PK (KER: 3.78%)	PK (KER: 4.09%)
1,652 mt	234.47 mt	968.08 mt	1,632 mt
	1,202.55 mt		

10A. Monthly Records of Certified CPO & PK since the last audit

No.	Month - Year	Certified CPO (MT)	Certified PK (MT)
1	February 2021	545.16	87.19
2	March 2021	930.11	147.37
3	April 2021	965.20	157.85
4	May 2021	767.66	118.01
5	June 2021	636.65	94.90
6	July 2021	602.44	95.27
7	August 2021	569.77	98.43
8	September 2021	497.26	81.43
9	October 2021	518.40	81.13
10	November 2021	472.13	74.18
11	December 2021	533.06	85.88

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

12	January 2022	507.35	81.19
TOTAL		7,545.19	1,202.83

11. Summary of Actual Volume sold
Current License period (Apr 2021 – Jan 2022)

	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	Others		
CPO (MT)	6,629.24	0	0	0	6,629.24
PK (MT)	1,104.69	0	0	0	1,104.69
Credits	0	0	0	0	0

Previous License period (February – Mar 2021)

CPO (MT)	758.00	0	0	0	758.00
PK (MT)	92.00	0	0	0	92.00
Credits	0	0	0	0	0

Note: Conventional is RSPO certified material but sold as non-RSPO.

11A. Records of Certified CPO & PK Sold under PalmTrace since the last audit (if any)

No.	Buyers Name	Palmtrace Trading License Number	Certified CPO Sold (MT)	Certified PK Sold (MT)
1	PT Multimas Nabati Asahan	TR-c187cd78-bcc1		41.00
2	PT Multimas Nabati Asahan	TR-7ddc3f4a-80c2		33.00
3	PT SMART Tbk. (PT Sinar Mas Agro Resources and Technology Tbk.) Belawan Refinery	TR-aeface7d-e3fa		67.00
4	PT SMART Tbk. (PT Sinar Mas Agro Resources and Technology Tbk.) Belawan Refinery	TR-d1707e12-9b6c		18.33
5	PT SMART Tbk. (PT Sinar Mas Agro Resources and Technology Tbk.) Belawan Refinery	TR-1c0df574-214a		65.86
6	PT SMART Tbk. (PT Sinar Mas Agro Resources and Technology Tbk.) Belawan Refinery	TR-65d5e85d-a778		67.00
7	PT SMART Tbk. (PT Sinar Mas Agro Resources and Technology Tbk.) Belawan Refinery	TR-8c0d4431-d26c		31.00
8	PT SMART Tbk. (PT Sinar Mas Agro Resources and Technology Tbk.) Belawan Refinery	TR-ec64cc38-8781		37.00
9	PT SMART Tbk. (PT Sinar Mas Agro Resources and Technology Tbk.) Belawan Refinery	TR-990c8286-647f		72.00
10	PT SMART Tbk. (PT Sinar Mas Agro Resources and Technology Tbk.) Belawan Refinery	TR-eb6aec06-f892		32.00

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

11	PT SMART Tbk. (PT Sinar Mas Agro Resources and Technology Tbk.) Belawan Refinery	TR-19813114-6f68		72.00
12	PT SMART Tbk. (PT Sinar Mas Agro Resources and Technology Tbk.) Belawan Refinery	TR-01e5063e-e0c3		54.00
13	PT Socfin Indonesia - Belawan Storage Tank	TR-f21d5ee1-32c0	100.00	
14	PT Socfin Indonesia - Belawan Storage Tank	TR-87d6b760-b998	178.24	
15	PT. Agro jaya Perdana	TR-802d78a3-1692		66.00
16	PT. Agro jaya Perdana	TR-20e5854e-9928		57.00
17	PT. Domas Sawit Inti Perdana	TR-475d8278-d20b		15.00
18	PT. Domas Sawit Inti Perdana	TR-aeb4e337-627b		35.00
19	PT. Domas Sawit Inti Perdana	TR-aaeb9430-e7d1		25.00
20	PT. Musim Mas - Belawan	TR-5ab071d3-15e2	418.00	
21	PT. Musim Mas - Belawan	TR-aa569299-629c	240.00	
22	PT. Musim Mas - Belawan	TR-b166c4e5-e75a	100.00	
23	PT. Musim Mas - Belawan	TR-bf83980c-b4b8	89.00	
24	PT. Musim Mas - Belawan	TR-e92b5b16-12c0	128.00	
25	PT. Musim Mas - Belawan	TR-019a02be-96e7	368.00	
26	PT. Musim Mas - Belawan	TR-166e3508-83ba	153.00	
27	PT. Musim Mas - Belawan	TR-ea4f6a07-e43d	130.00	
28	PT. Musim Mas - Belawan	TR-2e29868a-157b	210.00	
29	PT. Musim Mas - Belawan	TR-31dadbaa-21ee	148.00	
30	PT. Musim Mas - Belawan	TR-5777da0f-62c8	228.00	
31	PT. Musim Mas - Belawan	TR-0fb48548-6d82	220.00	
32	PT. Musim Mas - Belawan	TR-70904da4-ef1f	45.00	
33	PT. Musim Mas - Belawan	TR-92495d8b-4f80	271.00	
34	PT. Musim Mas - Belawan	TR-0e4dddc2-6dab	290.00	
35	PT. Musim Mas - Belawan	TR-7e7bde02-2237	310.00	
36	PT. Musim Mas - Belawan	TR-7ff5fd26-81e1	218.00	
37	PT. Musim Mas - Belawan	TR-5c898af1-e05c	156.00	
38	PT. Musim Mas - Belawan	TR-6fe49d35-b2f6	372.00	
39	PT. Musim Mas - Belawan	TR-f6634833-5ec2	263.00	
40	PT. Musim Mas - Belawan	TR-665513e4-d183	199.00	
41	PT. Musim Mas - Belawan	TR-51e2a72b-37d1	51.00	
42	PT. Musim Mas - Belawan	TR-77e24b41-56f9	188.00	
43	PT. Musim Mas - Belawan	TR-a08e58eb-ebd5	60.00	
44	PT. Musim Mas - Belawan	TR-18b1c07a-ea0b	168.00	
45	PT. Musim Mas - Belawan	TR-79deeed-711b	434.00	

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

46	PT. Musim Mas - Belawan	TR-6af05921-6e33	259.00	
47	PT. Musim Mas - Belawan	TR-7f0a6201-eeeb	172.00	
48	PT. Musim Mas - Belawan	TR-39c6ed9a-3a16	143.00	
49	PT. Musim Mas - Belawan	TR-89a40133-49ba	219.00	
50	PT. Musim Mas - Belawan	TR-9f85eb4f-b21a	143.00	
51	PT. Musim Mas - Belawan	TR-af93bd18-8bff	279.00	
52	PT. Musim Mas - Belawan	TR-13ac7ea6-3784	317.00	
53	PT. Musim Mas - Belawan	TR-1a1cd6bb-17a2	50.00	
54	PT. Musim Mas - Belawan	TR-57b3f00b-5bbc	70.00	
55	PT. Musim Mas - KIM 1	TR-61395c55-8904		51.00
56	PT. Musim Mas - KIM 1	TR-71d00054-e600		59.00
57	PT. Musim Mas - KIM 1	TR-a77ef092-acf1		36.00
58	PT. Musim Mas - KIM 1	TR-3f87a81d-b205		37.00
59	PT. Musim Mas - KIM 1	TR-db35d42a-c5f6		35.00
60	PT. Musim Mas - KIM 1	TR-5dc7868c-8abe		40.50
61	PT. Musim Mas - KIM 1	TR-b6862f4d-3ae2		33.00
62	PT. Musim Mas - KIM 1	TR-e8d6b5c7-8a13		34.00
63	PT. Musim Mas - KIM 1	TR-40b988f5-0dfa		25.00
63	PT. Musim Mas - KIM 1	TR-a609d13b-3dc3		26.00
63	PT. Musim Mas - KIM 1	TR-3a3c6f73-14ac		32.00
TOTAL			7,387.24	1,196.69

Note:

11B. Records of CPO & PK Sold under other schemes since the last audit (if any)

No.	Buyers Name	Scheme Name	CPO Sold (MT)	PK Sold (MT)
	NIL	NIL	NIL	NIL
TOTAL			Nil	Nil

Note:

11C. Records of CPO & PK Sold as conventional since the last audit (if any)

No.	Buyers Name	CPO Sold (MT)	PK Sold (MT)
	NIL	NIL	NIL
TOTAL		Nil	Nil

Note:

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

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

12. Independent Smallholders Certified Tonnage / Volume									
Phase	Estimated last year (not applicable)			Actual (not applicable)			Forecast (not applicable)		
	Eligibility	MS A	MS B	Eligibility	MS A	MS B	Eligibility	MS A	MS B
	40%	70%	100%	40%	70%	100%	40%	70%	100%
FFB									
IS-CSPO									
IS-CSPKO									
IS-CSPKE									

13. Independent Smallholders Actual Sold Tonnage / Volume						
	FFB	FFB Conventional	FFB Other schemes	IS-CSPO	IS-CSPK	IS-CSPKE
Current License period (not applicable)						
Credits						
Physical						

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn. Bhd. (ASI Accreditation Number: ASI-ACC-067)
Suite 29.01 Level 29, The Gardens North Tower,
Mid Valley City, Lingkaran Syed Putra,
59200 Kuala Lumpur, Malaysia.
Tel +60 (3) 9212 9638 Fax +60 (3) 9212 9639
Representative: Nicholas Cheong (Nicholas.Cheong@bsigroup.com)
Website: www.bsigroup.com

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

2.1 Assessment Methodology, Programme, Site Visits

The on-site assessment was conducted on **12 – 15 February 2022**. The audit programme is included as Section 2.3.

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

The Critical NC close out on-site assessment was conducted on **26 April 2022**. The audit programs are included in Section 2.3.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. Indonesia National Interpretation 2020 of the RSPO P&C 2018 was used as the normative reference to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

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

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

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

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

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

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

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

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

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

Assessment Program					
Name (Mill / Supply Base)	Year 1 (Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
Mata Pao Palm Oil Mill	X	X	X	X	X
Mata Pao Estate	X	X	X	X	X

Tentative Date of Next Visit: February 13, 2023 - February 16, 2023

Total Number of Mandays: 9.5 mandays onsite

2.2 BSI Assessment Team

Name	Role	Competency
Andi Pratama Pasaribu (AP)	Team Leader	<p>Education: Holds a Bachelor Degree majoring Social Economy, Jember University</p> <p>Work Experience: 5 years working experience as Field Agronomy Assistant. 8 years working experience as RSPO Auditor / Lead Auditor.</p> <p>Training attended: Completed Indonesian Sustainable Palm Oil (ISPO) Lead Auditor training, Endorsed RSPO P&C Lead Auditor course, Introductory Course for High Conservation Value and High Carbon Stock (HCS) in Oil Palm Plantation, ISO 9001:2008 Lead Auditor course, ISO 14001:2005 Lead Auditor course, ISO45001:2018 Lead Auditor Course, RSPO endorsed RSPO SCCS Lead Auditor course, SMETA requirements training</p> <p>Language proficiency: Fluent in Bahasa Indonesia and English</p> <p>Aspect covered in this audit: During this assessment, he assessed legal, social and best management practices aspect.</p>
Yudwi Wisnu Rahmanto (YW)	Team Member	<p>Education: Holds a Bachelor of Forestry with Silviculture, Faculty of Forestry, University of Gadjah Mada</p> <p>Work Experience: 7 months working experience in palm oil industry as Agronomy Field Assistant. 11 years working experience as sustainability auditor covering Sustainable Forest Management by FSC FM/COC Scheme, RSPO, ISPO, Coffee And Farmer Equity (C.A.F.E Practices) Starbucks, Organic Standard (EU, NOP, JAS) for Coffee Farmers and Organic Exchange for Textile</p> <p>Training attended: Completed Endorsed RSPO P&C Lead Auditor Training Course, RSPO NEXT, ISPO Auditor/Lead Auditor Course, RSPO P&C Social and Labour Standards and the Mechanics of Social Auditing Training, SMETA</p>

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

		<p>Requirements Training, ISO 9001:2008 Auditor/Lead Auditor Course, GIS-Basic Mapping and Spatial Analysis, Timber Legality Assurance System (SVLK), Verification Organization Training C.A.F.E Practices (Starbucks), UTZ Programme, High Conservation Value (HCV) Training, Sustainability Reporting Assurance Training, Introductory Course for High Conservation Value and High Carbon Stock (HCS) in Oil Palm Plantation, RSPO ISH Standard Training Course and Endorsed RSPO Supply Chain Lead Auditor Training Course.</p> <p>Language proficiency: Fluent in Bahasa Indonesia and English</p> <p>Aspect covered in this audit: During this audit, he verify Social, HCV, GHG Verification and Stakeholder Consultation.</p>
Imam Fakhrurozi (IF)	Team Member	<p>Education: Holds a Bachelor Degree majoring in Agriculture Technology, Gadjah Mada University.</p> <p>Work Experience: 2 years working experience oil palm industry, as a sustainability and HSE officer. 7 years working experience as RSPO Auditor / Lead Auditor</p> <p>Training attended: Completed ISO 9001:2008 Lead Auditor Course, 14001:2004 Lead Auditor Course, SMK3 Lead Auditor Course, Endorsed RSPO P&C Lead auditor course, ISO 45001:2018 Lead Auditor Course, SMETAR requirements training, Introductory Course for High Conservation Value and High Carbon Stock (HCS) in Oil Palm Plantation</p> <p>Language proficiency: Fluent in Bahasa Indonesia and English</p> <p>Aspect covered in this audit: During this audit, he verify Occupational Health and Safety, Environmental Aspect, Supply Chain aspect.</p>

Accompanying Persons: NIL

1.3 Assessment Plan

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

Onsite assessment

Date	Time	Subjects	AP	IF	YW
Sat, 12/02/2022	08.00 - 08.30	<p>Opening meeting</p> <ul style="list-style-type: none"> Auditee Speech (Introduction of PIC, Profile of Certified Management Unit) Auditor Team Speech (Introduction, Audit Objective, Audit Scope, Audit Plan Discussion, Determine of Audit Sample, Transparency and Confidentiality Clarification) 	√	√	√
	08.30 – 12.00	<p>Field visit to Mata Pao Estate:</p> <ul style="list-style-type: none"> Implementation of Agronomy Aspect Implementation of Environmental, Conservation and Waste Management Aspect Implementation of Occupational Health & Safety Aspect Implementation of Legal Aspect and Land Rights 		√	√

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

Date	Time	Subjects	AP	IF	YW
	12.00 – 14.00	Lunch Break	√	√	√
	14.00 – 17.00	Document Review Mata Pao Estate and POM: <ul style="list-style-type: none"> • Legal & Land Rights • Social and Transparency • Environmental, Waste Management & HCV • Occupational Health & Safety • Best Management Practices • Worker Welfare • Review of previous assessment findings. 	√	√	√
Mon, 14/02/2022	08.00 – 12.00	Public Consultation with: <ul style="list-style-type: none"> • External stakeholders (government agencies of Serdang Bedagai District) by Phone • External stakeholder (surrounding communities, village leader) • Internal stakeholder (labor union, gender committee and workers cooperative) 	√		√
	12.00 – 14.00	Lunch Break	√	√	√
	14.00 – 17.00	Field visit to Mata Pao POM: <ul style="list-style-type: none"> • BMP for Mill Processing – site visit • Occupational Health & Safety Aspect (Inspection to Chemical Storage, Hazardous Waste Storage, Fire Control Simulation, Processing Activities) • Implementation of Environmental and Waste Management Aspect (POME Pond, Empty Bunch Area, Reservoir/Intake Point, Biogas Plant – <i>if any</i>) • Supply Chain for CPO Mill (site visit) - FFB Receiving, Weighbridge, Dispatch CPO. 	√	√	√
Tue, 15/02/2022	08.00 – 12.00	Document review continuation	√	√	√
	12.00 – 14.00	Lunch Break	√	√	√
	14.00 – 17.00	Document review continuation	√	√	√
Wed, 16/02/2022	08.00 – 09.00	Closing Meeting	√	√	√
	13.00 – 15.00	Travel back to Jakarta	√	√	√

NCR Close Out Assessment Plan

Date	Time	Subjects	Auditor
Wed, 26/04/2022	08.00 - 08.30	Opening meeting <ul style="list-style-type: none"> • Introduction of PIC, Profile of Certified Management Unit • Introduction, Audit Objective, Audit Scope, Audit Plan Discussion, Determine of Audit Sample, Transparency and Confidentiality Clarification 	AP
	08.30 – 09.30	NCR Verification	√
	10.00 – 10.30	Closing Meeting	√

**Note: due to covid19 pandemic issue, the auditor team conducted the NCR Close Out remotely to reduce risk.*

Section 3: Assessment Findings

3.1 Multiple Management Units and Time Bound Plan

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

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

<p>Have there been any changes to the time-bound plan since the last audit (both new acquisition and existing)? If yes, justification is required. Is this consistent with the ACOP reporting?</p>	<p>Yes. There is changes in the time bound plan in December 2021.</p> <p>The timebound plan changes reported because of pending LUCA review and RaCP review from RSPO Secretariat.</p> <p>SOCFIN SA demonstrates commitment to comply with RSPO P&C certification system by submitting LUCA report, preparing Remediation and/or Compensation plan to RSPO Secretariat. SOCFIN SA demonstrate commitment to certify the uncertified management units. Since last audit, there have been 3 more management units undergo RSPO P&C initial certification audit in September 2021.</p>	<p>Complied</p>
<p>Have there been any isolated lapses in implementation of the plan? If yes a Minor non-compliance shall be raised</p>	<p>No. There is no isolated lapse in implementation of the plan.</p> <p>The uncertified units demonstrated effort to comply with RSPO requirement such as preparing SIA reports, continues stakeholder engagement, implement FPIC building blocks, record compensation progress, address and handles grievance and perform annual internal audit.</p>	<p>Complied</p>
<p>Have there been any fundamental failure (e.g. unable to justify delay in planning the assessments) to proceed with implementation of the plan? If yes a Major non-compliance shall be raised</p>	<p>No. There is no fundamental failure. The uncertified units demonstrated effort to comply with RSPO requirement such as preparing SIA reports, continues stakeholder engagement, implement FPIC building blocks, record compensation progress, address and handles grievance and perform annual internal audit.</p>	<p>Complied</p>
<p>Un-Certified Units or Holdings</p>		
<p>No replacement of primary forest or any area required to maintain or enhance HCVs and HCS in accordance with RSPO P&C criterion 7.12.</p>	<p>Socfin SA have submitted LUCA for review of all uncertified unit to RSPO Secretariat on 13 December 2017. Later, Socfin SA submitted revision on 8 September 2018. The decision on replacement after 2005 for primary forest and/or area required to maintain or enhance HCV in accordance to RSPO P&C criterion – awaiting LUCA review from RSPO.</p> <p>According to the RSPO RaCP tracker (https://www.rspo.org/certification/remediation-and-compensation/racp-tracker), Socfin SA has:</p> <ul style="list-style-type: none"> • MU’s with potential liabilities: 9 unit • LUCA Submitted: 9 units • LUCA review Completed: 8 unit • Concept Note Required: 8 units • Concept Note Submitted: 3 units • Concept Note Approved: 3 units • Compensation Plan Submitted: 1 unit • Compensation Plan Endorsed: 1 unit 	<p>Complied</p>

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

	<ul style="list-style-type: none"> • Remediation Plan Required: 8 units • Remediation Plan Submitted: 1 unit • Remediation Plan Approved: - <p>Latest update for Socapalm Kienke, LUCA approved on December 2021. Last update for Plantations Socfinaf Ghana (PSG) the LUCA for whole site not yet completed and the RaCP process take longer to get finalized.</p>	
<p>Any new plantings since January 1st 2010 shall comply with the RSPO New Plantings Procedure.</p>	<p>PT. Socfin Indonesia made New Planting Procedure Public Notification on 16 February 2017. After 30 days, there was no comment received by RSPO secretariat. Link https://www.rspo.org/certification/new_planting-procedure/public_consultations/socfin-group-pt-socfindo-and_socfinco-sa-pt-socfin-indonesia--lima-puluh_estate</p> <p>According to the RSPO RaCP tracker (https://www.rspo.org/certification/remediation-and-compensation/racp-tracker) as per June 2022, Socfin SA has:</p> <ul style="list-style-type: none"> • MU's with potential liabilities: 9 unit • LUCA Submitted: 9 units • LUCA review Completed: 8 unit • Concept Note Required: 8 units • Concept Note Submitted: 4 units • Concept Note Approved: 3 units • Compensation Plan Submitted: 2 unit • Compensation Plan Endorsed: 2 unit • Remediation Plan Required: 7 units • Remediation Plan Submitted: 1 unit • Remediation Plan Approved: 1 unit 	<p>Complied</p>
<p>Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 4.4, 4.5, 4.6, 4.7 and 4.8.</p>	<p>According to the RSPO RaCP tracker (https://www.rspo.org/certification/remediation-and-compensation/racp-tracker) as per February 2022, Socfin SA has:</p> <ul style="list-style-type: none"> • MU's with potential liabilities: 9 unit • LUCA Submitted: 9 units • LUCA review Completed: 8 unit • Concept Note Required: 8 units • Concept Note Submitted: 3 units • Concept Note Approved: 3 units • Compensation Plan Submitted: 1 unit • Compensation Plan Endorsed: 1 unit • Remediation Plan Required: 8 units • Remediation Plan Submitted: 1 unit 	<p>Complied</p>

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

	<ul style="list-style-type: none"> • Remediation Plan Approved: - <p>According to the desk study on RSPO Case tracker https://askrspo.force.com/Complaint/s/casetracker, there is no specific complaint related to SOCFIN SA within 3 years. The last complaint accepted by RSPO was on 19 September 2019.</p> <p>However, there is some information related to the allegation on SOCAPALM (subsidiary of Socfin SA) in RSPO website on 22 June 2022 https://rspo.org/news-and-events/news/rspo-concludes-verification-assessment-at-socapalm. The allegation was based on the stakeholders article on</p> <ul style="list-style-type: none"> • July 2020: https://www.wrm.org.uy/bulletin-articles/communities-in-west-and-central-africa-resist-industrial-oil-palm-plantations-even-in-times-of-covid-19. • January 2021: https://www.dw.com/fr/accaparement-des-terres-au-cameroun-la-socapalm-index%C3%A9e/av-56176376?maca=fr-Twitter-sharing. <p>According to the statement in RSPO website stated: "The Compliance Subdivision will monitor the implementation of the activities for a period of six months (June - December 2022). Any unsatisfactory implementation of said activities could result in a formal complaint being lodged by the RSPO Secretariat with the independent Complaints Panel, as provided in the RSPO Complaints and Appeals Procedures."</p>	
<p>Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 4.2</p>	<p>Based on audit and based on review upon RSPO Case Tracker (https://askrspo.force.com/Complaint/s/casetracker) as at February 2022, there is no labor dispute reported for Socfin SA and its subsidiary.</p> <p>Based on internal audit reports for uncertified unit, there is no labor dispute.</p>	<p>Complied</p>
<p>Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1</p>	<p>Based on audit and based on review upon RSPO Case Tracker (https://askrspo.force.com/Complaint/s/casetracker) as at February 2022, there is no legal non-compliance reported for Socfin SA and its subsidiary.</p> <p>Based on internal audit reports for uncertified unit, there is no legal non-compliance.</p>	<p>Complied</p>
<p>Did the company conduct internal audit for those uncertified estates against the uncertified management units requirement and covering the RSPO P&C criterion 2.1 4.2, 4.4, 4.5, 4.6,</p>	<p>Yes. Socfin SA manages and monitors internal audit for uncertified management units. The internal audit covers RSPO P&C 2018 (Generic) and relevant RSPO P&C Certifications System June 2020. Internal audit</p>	<p>Complied</p>

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

<p>4.7, 4.8 and 7.12? If yes, a positive assurance statement shall be available and justified.</p>	<p>reports covered RSPO P&C criterion 2.1, 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12.</p> <ul style="list-style-type: none"> • Internal audit for Agripalma (Sao Tome) carried out January 2021. • Internal audit for Brabanta SA (Democratic Republic of Congo) carried out April 2021. • Internal audit for Okomu Oil Palm Company PLC – Extension 1 (Nigeria) carried out February 2021. • Internal audit for Okomu Oil Palm Company PLC – Extension 1 (Nigeria) carried out December 2020. • Internal audit for Plantations Socfinaf Ghana (PSG) Manso and Subri Management Units (Ghana) carried out May 2021. Minor NC issued against 2.1 and prepared with corrective action. • Internal audit for SAFACAM TF151 (Cameroon) carried out June-July 2021. • Internal audit for Socapalm ESEKA (Cameroon) carried out June 2021. • Internal audit for Socapalm Kienke (Cameroon) carried out May-June 2021. • Internal audit for La Société des Caoutchoucs de Grand Béréby (SoGB) carried out August 2021. <p>Positive assurance: Socfin SA committed to fulfil all the requirement related to RSPO certification process. Socfin SA has detailed the correction and corrective action plan and any unresolved issues has been on the right path towards the certification process.</p>	
<p>Are there any Critical (Major) non-compliance raised against any of the RSPO P&C criterion 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12 during the last internal audit of the uncertified estates? If yes is the NC(s) actively addressed with RSPO?</p>	<p>Yes. The Critical (Major) non-compliance was issued related to RSPO P&C criterion 7.12. The management units prepared corrective action in form of carried out HCV assessment and Land Use Change Analysis to RSPO Secretariat.</p> <ul style="list-style-type: none"> • SAFACAM finalized an HCV assessment of their whole concession in January 2020, with the field visit happening in December 2018. Safacam submitted a LUCA for its full concession on the 5 August 2020 were replantings of plantings done before 2005. The LUCA was approved on the 4 of February 2021. RSPO finalized the review of the Annex 7 Concept Note on 12 May 2021 and it was validated by the compensation panel on the 16 of August 2021. SAFACAM is currently preparing the Annex 8. • SOGB finalized an HCV assessment in February 2020, with the field visit happening in November 	<p>Complied</p>

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

	<p>2019. SOGB conducted a Land Use Change Analysis for its whole concession. This was first submitted on the 22 July 2020 and was approved by RSPO on the 6 October 2020. SOGB is now in the process of finalizing the Annex 8 Remediation Plan. It was last submitted to RSPO and the Compensation Panel on the 9 July 2021 for review.</p>	
<p>Have there been any stakeholder (including NGO) consultation conducted?</p>	<p>Yes. Stakeholder consultation carried out in uncertified management unit.</p> <p>Social Impact Assessment (SIA) report recorded the stakeholder consultation process for villages near Agripalma (Sao Tome): for Emolve village in 21 March 2011, Vila Clotilde in 15 March 2011, Ribeira Piexe in 15 March 2011, Monte Mario in 8 August 2011, Praia Pesqueira in 15 March 2011, Lo Grande in 15 March 2011, Healthcare NGO (AMI) in 28 February 2011, Women group in 14 March 2011, FPIC meeting in Safacam (Cameroon) for Chefferie de Dikola in 7 December 2010, for Chefferie de Koungue in 11 September 2011.</p>	<p>Complied</p>

3.2 Progress of scheme smallholders and/or outgrowers

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

Approved Time Bound Plan

Updated on 20 June 2022

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

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

No.	Name of Company	Name of Mill	Location	Supply Base	Timebound Plan	Remarks
						<ul style="list-style-type: none"> - LUCA status: LUCA for Extension 2 submitted in September 2021. Waiting RSPO approval. - There are no unresolved land or labour disputes. - There are no legal non-compliance.
11	Okomu Oil Palm Company (PLC)	Okomu Oil Palm Company Extension 2 mill	Nigeria	Okomu Oil Palm Company Extension 2 Estate	Quarter 4 of 2022	<ul style="list-style-type: none"> - LUCA status: LUCA for Extension 1 submitted 3 March 2021. Approved LUCA by RSPO on 22 June 2021. SOCFIN SA preparing to submit Annex 7 Concept Note. - LUCA status: LUCA for Extension 2 submitted in September 2021. Waiting RSPO approval. - There are no unresolved land or labour disputes. - There are no legal non-compliance.
12	Safacam	Safacam Mill	Cameroon	Safacam TF129, TF136, TF180, TF, Bail Ossa	Certified	30 December 2020
13	Safacam	Safacam Mill	Cameroon	Safacam TF151, Safacam Provisional Concession	Quarter 4 of 2022	Certified in 2020
14	Socapalm	Mbongo Mill	Cameroon	Mbongo Estate	Certified	Certified on 2 November 2021
15	Socapalm	Mbambou Mill	Cameroon	Mbambou Estate	Certified	Certified on 7 December 2021

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

No.	Name of Company	Name of Mill	Location	Supply Base	Timebound Plan	Remarks
16	Socapalm	Kienke Mill	Cameroon	Kienke Estate	Quarter 1 of 2022	<ul style="list-style-type: none"> - LUCA status: LUCA for Socapalm Kienke submitted 15 June 2020. Completed review by RSPO December 2021. - There are no unresolved land or labour disputes. - There are no legal non-compliance.
17	Socapalm	Edea Mill	Cameroon	Edea Estate	Audited 9 September 2021	Certified in 2022
18	Socapalm	Dibombari Mill	Cameroon	Dibombari Estate	Audited 14 September 2021	Certified in 2022
19	Socapalm	Eseka Mill	Cameroon	Eseka Estate	Certified	Certified 2 June 2021
20	Brabanta	Brabanta Mill	Kasai Province and Mai-Ndombe Province, Democratic Republic of Congo	Sanga sanga, Kadima, and Kanangai Estate; Lumbundji and Savanah Estate	Audited 2 September 2021	Certified in 2022
21	Plantations Socfinaf Ghana (PSG)	PSG Mill	Western Region of Ghana	Subri Site; Manso Site	Quarter 4 of 2022	<ul style="list-style-type: none"> - LUCA status: LUCA for PSG Manso MU submitted 26 May 2021. Waiting RSPO comment/ approval up to December 2021 - Since starting operation, no land or labour disputes have been recorded. There are no legal non-compliance.

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

No.	Name of Company	Name of Mill	Location	Supply Base	Timebound Plan	Remarks
22	La Societe des Caoutchoucs de Grand Bereby (SoGB)	SoGB Mill	Cote D'Ivoire	SoGB 1 Plantation	Certified 26 January 2021	<ul style="list-style-type: none"> - LUCA status: Approved by RSPO. - There are no unresolved land or labour disputes. - There are no legal non-compliance.
23	La Societe des Caoutchoucs de Grand Bereby (SoGB)	-	Cote D'Ivoire	SoGB 2 Plantation	Quarter 4 of 2022	<ul style="list-style-type: none"> - LUCA status: LUCA for all SoGB submitted 22 July 2020. Approved LUCA by RSPO on 6 October 2020. - RaCP: SOCFIN SA submitted Annex 8 Remediation Plan on 9 July 2021. Waiting for review. - There are no unresolved land or labour disputes. - There are no legal non-compliance.
24	Socfin Agricultural Company (SL) LTF	SAC Mill	Sierra Leone	SAC Plantation	Certified	Certified on 20 December 2021
25	Agripalma	Agripalma Mill	RIBEIRA PEIXE - APT 953 - Caué; SAO TOMÉ E PRINCIPE	Agripalma Estate (Titulo 409)	Certified	Certified on 26 October 2021
26	Agripalma	Titulo 409	RIBEIRA PEIXE - APT 953 - Caué; SAO TOMÉ E PRINCIPE	Agripalma Estate (Titulo 410)	Quarter 4 of 2022	<ul style="list-style-type: none"> - LUCA status: LUCA for Titulo 410 submitted April 2020. 6 August 2021 respond to reviewer comment. Waiting RSPO comment/ approval up to December 2021 - There are no unresolved land or labour disputes. - There are no legal non-compliance.

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

No.	Name of Company	Name of Mill	Location	Supply Base	Timebound Plan	Remarks
27	Agripalma	Titulo 410	RIBEIRA PEIXE - APT 953 - Caué; SAO TOMÉ E PRINCIPE		2022	-
28	Plantation Socfinaf Ghana (PSG)	PSG Mill	Mpohor Wassa East District1 of the Western Region Ghana		2022	-
29	Plantation Socfinaf Ghana (PSG)	PSG Manso	Mpohor Wassa East District1 of the Western Region Ghana		2022	-
30	Plantation Socfinaf Ghana (PSG)	PSG Subri	Mpohor Wassa East District1 of the Western Region Ghana		2022	-

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

3.3 Details of Nonconformities

The nonconformities are listed below. The findings summary of the assessment by criteria are listed in Appendix A.

During this Assessment there were **one (1)** Critical nonconformities raised. The PT Socfin Indonesia – Mata Pao Mill Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The implementation of the Corrective Actions for the Critical Nonconformity(ies) has been verified for its effectiveness and closed accordingly. The below is the summary of the non-conformity raised during this assessment.

Non-conformity			
NCR Ref #	2166883-202202-M1	Date Issued	15 February 2022
Due Date	17 May 2022	Date of nonconformity Closure	26 April 2022
Clause & Category (Critical / Minor)	3.8.7 (Critical)		
Statement of Nonconformity:	Based on field visits (date 15 February 2022), records of FFB received (Trip collection) was inconsistently carried out in accordance with Procedure of RSPO supply chain requirements as per "Prosedur Supply Chain Certification Standard – Identity Preserved" document No. SOC/PSM/9.10 rev.10 dated 1st March 2020.		
Requirement Reference:	Purchasing and Goods In i) The mill shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received.		
Objective Evidence:	PT Socfin Indonesia – Mata Pao has established complete and up to date procedures to implement RSPO supply chain requirements as per "Prosedur Supply Chain Certification Standard – Identity Preserved" document No. SOC/PSM/9.10 rev.10 dated 1st March 2020. The procedure covers FFB receiving and its records. Point 6.1. Penerimaan TBS dan Pencatatannya was mentioned "Krani timbang memastikan TBS yang masuk berasal dari kebun sendiri yaitu dengan cara mengidentifikasi nomor truck yang mengangkut buah dan dokumen yang dibawa". However, based on field visits (date 15 February 2022), records of FFB received was inconsistently carried out in accordance with these procedures.		
Corrections:	Completed all collection trip blank form.		
Root Cause Analysis:	<ul style="list-style-type: none"> Lack of knowledge of the driver and weighbridges officer related to administration process of FFB transport and received in mill. Lack of monitoring from the field assistant and 'tekniker' related to administration process of FFB transport and received in mill. 		
Corrective Actions:	<ul style="list-style-type: none"> Field assistant disseminate the administration process of administration process of FFB transport and received in mill to the FFB transport's driver. 		

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

	<ul style="list-style-type: none"> • 'Tekniker' disseminate the administration process of administration process of FFB transport and received in mill to the weighbridges officer. • Weighbridges officer only received the TBS with completed trip collection form. • 'Tekniker' check and sign all the incoming trip collection every day.
Assessment Conclusion:	<p>During the remote audit NCR Close out, unit of certification has show the video and some photos evidences to support the CAP's. The video shows the process of filling out the harvest docket by harvesting clerks, filling out trip collection forms by truck drivers, checking trip collection by security officers at the mill's gate, checking by weighbridge officers, and monitoring and signed by 'tekniker'.</p> <p>Furthermore, unit of certification also show the evidence as follows:</p> <ul style="list-style-type: none"> • FFB transport guidance dissemination by Estate Manager and 'Tekniker I' on 18 February 2022. Attended by 17 participants such as harvesting supervisor, harvesting clerk and FFB truck driver. • Sample of collection trip that completely fill out on 29 March 2022. <p>Based on the evidences show, this nonconformity satisfactorily closed.</p>

Opportunity for Improvements	
OFI #	Description
OFI 1	N/A

Positive Findings	
PF #	Description
PF 1	All employees have been completed vaccinated of Covid-19 in October 2021.

3.3.1 Status of Nonconformities Previously Identified and Observations

Non-conformity			
NCR Ref #	2016825-202102-N1	Date Issued	12 February 2021
Due Date	Next ASA	Date of nonconformity Closure	15 February 2022
Clause & Category (Critical / Minor)	RSPO P&C 2018 INA NI 2020 Indicator 6.7.2 (Minor)		
Statement of Nonconformity:	Accidents and investigation report inappropriate with Incident investigation procedure SOC/PSM/4.14.		
Requirement Reference:	Accident and emergency procedures in Indonesian language are in place and clearly understood by all workers. Assigned operatives trained in first aid are present in both field and other operations. First aid equipment is available at worksites. Records of all accidents are kept and periodically reviewed.		

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

Objective Evidence:	<p>Based on document review of Accidents Report year 2020, there was reported 6 cases of accidents both in Mata Pao POM and Estate, consisted of:</p> <ul style="list-style-type: none"> • 2 cases related to transportation with category Major accidents: reported on 14th December 2020 and 20 September 2020. • 3 cases related to harvesting activities – with category Major accidents: reported on 20th January 2020, 24th February 2020 and 27th March 2020. <p>However, accidents and investigation report as per “Laporan Investigasi Kecelakaan / Kejadian – doc. No: Soc/Form/4.14-02 were inappropriate with Incident investigation procedure SOC/PSM/4.14 version 04. The accident and investigation reports described the accident chronology, cause and impacts of the accident and has also to find the root causes of the accident happened and formulize the corrective and preventive action.</p>
Corrections:	<p>Revising Accident Investigation Report as below:</p> <ol style="list-style-type: none"> a. Two (2) traffic incident occurs on 14 Dec 202 and 20 Sep 2020. b. Three (3) incident of harvesting activities on 20 Jan, 24 Feb and 27 Mar 2020. <p>Correction in CAV-3 year 2022: During year 2021 there was 3 cases accidents. Records of accidents during ASA 1.3 – year 2022:</p> <ul style="list-style-type: none"> • Work Accident Report, no: 02/PLK/MP/2021, namely Jumiin (harvester – in Division 2), dated July 23, 2021. Chronology: The harvester cuts the fruit and the midrib simultaneously. swelling and difficulty breathing. Accident category: major (LTI: 14 working days lost). The root of the problem: the work done is not in accordance with the SOP. Improvements: socialization of K3 and BMP for fruit cutting workers. Socialization on 2 August 2021, was attended by Corrective actions: • Work Accident Report, no: 03/PLK/MP/2021, aemely January Sirait (Centeng – in Division 3), dated December 24, 2021. Chronology: traffic accident at block 48, left leg fracture. Accident category: major (LTI: 11 working days lost). The root of the problem: the weak team is not focused. Improvements: K3 socialization to ticks. Socialization on 7 January 2022, was attended by Promotional: - BPJS Employment Accident Case Report (form 3 KK 1) dated December 24, 2022. - Statement letter
Root Cause Analysis:	<ol style="list-style-type: none"> 1. Which conducts investigations and makes the investigation report is not directly responsible personnel. 2. Form accident investigation less informative so difficult for personnel to make an accident report.
Corrective Actions:	<ol style="list-style-type: none"> 1. Safety officer provide an understanding of the correct technical investigations to: Assistants, technicians, foremen as personnel directly involved. 2. Revise the accident investigation report and socialize how it is prepared to related personnel.
Assessment Conclusion:	<p>CAP of the non-conformities raised is accepted. The effectiveness of CAP implementation will verify during next audit.</p>

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

	<p>15 February 2022:</p> <p>Based on record verification and interview with OHS Expert (AK3-Umum), Investigation of all those cases already conducted. "Laporan Investigasi Kecelakaan / Kejadian – doc. No: Soc/Form/4.14-02 has appropriated with Incident investigation procedure SOC/PSM/4.14.</p> <p>According to this, this NC is closed satisfactorily, and the corrective action was implemented effectively.</p>
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Non-conformity			
NCR Ref #	2016825-202102-N2	Date Issued	12 February 2021
Due Date	Next ASA	Date of nonconformity Closure	15 February 2022
Clause & Category (Critical / Minor)	RSPO P&C 2018 INA NI 2020 Indicator 7.3.1 (Minor)		
Statement of Nonconformity:	Inorganic waste management program, particularly plastic wastes was not implemented.		
Requirement Reference:	A waste management plan which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, is documented and implemented in accordance with applicable laws and regulations.		
Objective Evidence:	<p>During field visit at Landfill in Block 49 Division 3 it was sighted that plastic waste are dominated.</p> <p>According to Waste Management Plan "Rencana Pengelolaan Limbah 2021", program for plastic waste handling in form of eco-brick program was not yet implemented.</p>		
Corrections:	Determining the implementation steps of plastic waste management program in Mata Pao Estate.		
Root Cause Analysis:	Waste Management Program of Mata Pao Estate, particularly on plastic waste management just approved in early this year 2021 and will be started in next month.		
Corrective Actions:	Conducts an evaluation and projection of plastic waste management program.		
Assessment Conclusion:	<p>CAP of the non-conformities raised is accepted. The effectiveness of CAP implementation will verify during next audit.</p> <p>15 February 2022:</p> <p>To verify the effectiveness closure in this NC, auditor carry out onsite visit to landfill at Block 49 (Division 3). Organic and inorganic wastes are disposed in open pit and segregated. Auditor sighted that all wastes comprises of plastic material only, but no plastic bottle founded.</p> <p>At Division 3 office, auditor sight the continual improvement of plastic waste management which has been improved by Certificate Holder. Unit of Certification utilized plastic to produce Ecobriks with various product, Plastic chairs and Plastic</p>		

	<p>pillow. These products can demonstrate onsite and total amount of plastic wastes are calculated.</p> <p>“Program Ecobriks Kebun Mata Pao Tahun 2021” period Jan-Dec 2021 with total plastic waste utilized is 36.6 kg, total product 14 pcs (chairs and pillow). This program is the initial steps to improve the people mindset how to reduce, reuse and recycle of plastic waste.</p> <p>According to this, this NC is closed satisfactorily, and the corrective action was implemented effectively.</p>
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Opportunity for Improvement	
OFI#	Description
OFI 1	NIL

3.3.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Critical / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
Previous findings				
2016825-202102-N1	Minor	6.7.2	8 February 2021	15 February 2022
2016825-202102-N2	Minor	7.3.1	8 February 2021	15 February 2022
Current finding				
2166883-202202-M1	Critical	3.8.7	15 February 2022	26 April 2022

3.4 Stakeholders and previous land owner / user consultation

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

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

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

Stakeholders contacted		
Type of Stakeholder (e.g. Internal, Union, Contractor, Governmental Department, NGO, External, Communities)	Stakeholder name / organization	Means of communication (e.g. face to face interview, email, phone interview, comment from public notice)
Internal Stakeholders		
Gender Committee	Dewi Marniawati	Face to face interview
Employee Cooperative	Efriyadi	Face to face interview
Labour Representative	Suwardi	Face to face interview
External Stakeholders		
<i>Dinas Lingkungan Hidup Kabupaten Serdang Bedagai</i> / Environmental Service of Serdang Bedagai Regency	M. Alhuda, SSTP	Phone interview
<i>Badan Pertanahan Nasional Kabupaten Serdang Bedagai</i> / National Land Agency of Serdang Bedagai Regency	Marchel	Phone interview
<i>Dinas Tenaga Kerja Kabupaten Labuhan Batu</i> / Manpower Service of Labuhan Batu Regency	Rizal Adianto Siagian, ST	Phone interview
<i>Dinas Pertanian Kabupaten Serdang Bedagai</i> / Agriculture Service of Labuhan Batu Regency	Roy Sipayung	Phone interview
Village Head of Mata Pao	Saman	Face to face interview
Village Head of Firdaus	M. Dian Andhika	Face to face interview
Local NGO (LSM Sekoci Indonesia)	Jonny Afrizal	Face to face interview
Contracted party (Kopkar Stiqomah)	Efriyadi	Face to face interview

Stakeholders comment	
1	<p>Feedbacks: Dinas Lingkungan Hidup Kabupaten Serdang Bedagai - Environmental Service of Serdang Bedagai Regency</p> <ul style="list-style-type: none"> • Until this audit, there is no negative issues related to environmental in Mata Pao Estate/Mill. There are no complaints/grievance related to environmental pollution. • Company has fulfilled permit related to Environmental permit, waste water permit, temporary hazardous waste permit; • Company has fulfilled reporting obligation related to environmental management and monitoring Laporan UKL-UPL, hazardous waste management, waste water debit; <p>Audit Team verification and response: PT Socfin Indonesia - Mata Pao POM/Estate has shown their commitment to maintain the environmental performance and collaborate with their stakeholders to promote better environment. Based on the audit result, there is environmental issues identified.</p>

<p>2</p>	<p>Feedbacks: Dinas Tenaga Kerja dan Koperasi Kabupaten Serdang Bedagai – Labour Service of Serdang Bedagai Regency</p> <ul style="list-style-type: none"> • Until this audit, there is no negative issues related to industrial relationship in Mata Pao Estate/Mill. • Company fulfilled obligation related to minimum wage regulation as instructed by Governor Provinsi Sumatera Utara. Company also fulfilled the reporting obligation in timely manner. • Company fulfilled obligation related to registration of worker health/insurance to BPJS Ketenagakerjaan. This includes for cooperative workers. • To his observation, PT. Socfin Indonesia – Mata Pao does not employed underage worker, does not employ forced labour, does not employ migrant labour. Majority of workers are coming from surrounding communities. Based on latest review all workers are SKU (permanent worker). • There is no dispute related to industrial relationship in PT. Socfin Indonesia – Mata Pao. • PT. Socfin Indonesia – Mata Pao maintains the health and safety management system. Company maintains obligations; license, permit, operator competency related to occupational health and safety. Based on his monitoring, there was no work related accident causing fatality. • Company has registered the bipartite organization and actively resolve industrial relation issues. Company has three registered worker union and communicates in good manner. • To his observation, there was no report related to fatality or severe injury from work related activity. • The manpower service is in process to review revision of PT. Socfin Indonesia – Mata Pao’s P2K3 – safety committee structure.
	<p>Audit Team verification and response: Positive comments, follow up not necessary.</p>
<p>3</p>	<p>Feedbacks: Village Head of Firdaus</p> <ul style="list-style-type: none"> • There is no land dispute between the community and the company. • PT. Socfin – Mata Pao provides donation and assistance for road maintenance, religious house repair, religious festivities, school repair, scholarship. Company also provide staple food and face mask during COVID-19 pandemic. • PT SOCFIN are responsible to surrounding community, giving dissemination of company policies and procedures. • CSR program is frequent implemented, such as drain cleaning or road maintenance which nearest village. • Company employed the local community manpower. • Company has agreement to share by product as cattle feed. Most of community in Firdaus village is paddy farmer. • So far no complaint to company related to land conflict or environmental pollution.
	<p>Audit Team verification and response: Positive comments, follow up not necessary</p>
<p>4</p>	<p>Feedbacks: Village Head of Mata Pao</p> <ul style="list-style-type: none"> • PT SOCFIN are responsible to surrounding community, giving dissemination of company policies and procedures. • CSR program is frequent implemented, such as drain cleaning which nearest village.

	<ul style="list-style-type: none"> Staple food donations given annually to poor people during Islamic or Christian Holiday.
	<p>Audit Team verification and response: Positive comments, follow up not necessary</p>
5	<p>Feedbacks: SPSI/Worker Union.</p> <ul style="list-style-type: none"> There is no industrial conflict between the company and the workers until this audit. Company abide regulation pertaining minimum wage Registration for social insurance/BPJS Ketenagakerjaan & BPJS Kesehatan covers all employees. There was no employee recruitment period 2016 – 2022. There was no employee laid off during COVID-19 pandemic in 2021. Collective work agreement ended in 2020, and under discussion for extension process. The employee and company agreed to use the 2018-2020 collective work agreement, until new agreement finalized. There was no employee laid off during COVID-19 pandemic in 2020. Collective work agreement ended in 2020, and under discussion for extension process. The employee and company agreed to use the 2018-2020 collective work agreement, until new agreement finalized.
	<p>Audit Team verification and response: Positive comments, follow up not necessary</p>
6	<p>Feedbacks: Labour Cooperative/Upkeep Contractor - Koperasi Karyawan Stiqomah</p> <ul style="list-style-type: none"> Employee cooperative established since 2007. Currently the cooperative registered with 384 members. Cooperative explains received support from company in maintain and develop business in form of: guidance, advocacy, office building. Cooperative maintains obligation related to financial transparency, annual general meeting with all members, and reporting obligation. Cooperative has improved the practices for temporary worker selection and recruitment. Cooperative will only employ worker holding and/or willing to be registered with BPJS Ketenagakerjaan and BPJS Kesehatan.
	<p>Audit Team verification and response: Positive comments, follow up not necessary</p>
7	<p>Feedbacks: Gender Committee</p> <ul style="list-style-type: none"> Gender committee was established to represent the voice of women in company. Gender committee provides definition of sexual harassment and/or discriminatory behaviour. Gender committee has monthly program to communicating policies: no child worker, no sexual harassment, protection of pregnant and breastfeeding women, etc. They promote breastfeeding corner. Gender committee escort the implementation of work for pregnant worker: no heavy lifting, no use of chemical. For breastfeeding female worker, breastfeeding break time are provided. <p>The housing facility and other amenities are sufficient. Access to affordable foods to nearest market is easily available.</p>
	<p>Audit Team verification and response:</p>

	Positive comments, follow up not necessary
8	<p>Local NGO – Sekoci Indonesia</p> <ul style="list-style-type: none"> • There is no dispute between the community and the company. • As residents of the village surrounding the company, GEMPAR felt that the company often provided community assistance. For example, watering roads during the dry season, providing clean water if there is a community celebration, etc. • Open job opportunities with information to the village office if there are job vacancies. <p>Audit Team verification and response: Positive comments, follow up not necessary.</p>

List of land owner / user contacted					
Name	Years of ownership / used	Land area (ha)	Agreement (Yes / No)	Agreement base on FPIC (Yes/No)	Compliance on the agreement terms and conditions
<p><i>Notes:</i> PT Socfin Indonesia – Mata Pao POM was operated since the Dutch Era (approximately on 1927) and there was no new land expansion after that time. There is no previous land owner/user existed.</p>					

Previous land owner / user comment	
	<p>Feedbacks: <i>Notes:</i> PT Socfin Indonesia – Mata Pao POM was operated since the Dutch Era (approximately on 1927) and there was no new land expansion after that time. There is no previous land owner/user existed.</p> <p>Audit Team verification and response:</p>

3.5 Impartiality and conflict of interest

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

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

Formal Signing-off of Assessment Conclusion and Recommendation

The audit objectives have been achieved and the certificate scope is appropriate. Based on the results of this audit, it is concluded that PT Socfin Indonesia – Mata Pao POM has complied with the Indonesia National Interpretation 2020 of the RSPO P&C 2018 and audit criteria identified within the audit report. It is deemed that the management system has achieved its intended outcomes. Therefore, it is recommended that PT Socfin Indonesia – Mata Pao POM is remain certified.

Report prepared by	Acceptance of Assessment Conclusion
Name: Andi Pratama Pasaribu	Name: Andri Zulmanitra
Company Name: On behalf BSI Malaysia Sdn Bhd	Company Name: PT Socfin Indonesia
Title: Lead Auditor	Title: Sustainability Coordinator
Signature: 	Signature: <i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i> 
Date: 9 May 2022	Date: 9 May 2022

Appendix A: Summary of Findings

Criterion / Indicator	Assessment Findings	Compliance	
<p>Principle 1: Behave ethically and transparently</p>			
<p>Drive ethical business behaviour, build trust and transparency with stakeholders to ensure strong and healthy relationships.</p>			
<p>Criteria 1.1: The unit of certification provides adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.</p>			
<p>1.1.1</p>	<p>(C) Management documents that are specified in the RSPO P&C are made publicly available.</p>	<p>Based on document verification, certificate holder has established "Prosedur Komunikasi Sosial No.SOC/PSM/9.01 Rev.6", dated 1 April 2020. In clause 6.2.3.3 written the list of publicly accessible document as follows:</p> <ul style="list-style-type: none"> a) Land/building title; b) Occupational health and safety plan; c) Assessment plan of social and environmental impact/AMDAL; d) Pollution mitigation and pollution reduction plan; e) Negotiation procedure; f) Continual Improvement Program; g) Public summary of certification; h) Human right policy; i) Company policies; j) Code of ethics for worker and supplier; <p>Section 6.2.3.2 stated communication and consultation applicable for procedure socialization, policy socialization, or other activity which may have impact to community; information request/aspiration need to communicate and consulted with community; HCV in company area; CSR programme.</p>	<p>Complied</p>

		Based on interview with related government agencies such as environmental agencies of Serdang Bedagai Regency informed that unit certification has submit the report of effluent and scheduled waste period October – December 2021. The report was received on 21 January 2022.	
1.1.2	Information is provided in appropriate languages and accessible to relevant stakeholders.	<p>All publicly available documents are written in Bahasa Indonesia.</p> <p>The procedure has been socialized to the internal or external stakeholder. For example, sighted the evidence of socialization to the mill workers on 21 January 2022. Attended by 35 mill workers (ripple mill, loading ramp, sterilizer, sludge pit, engine room operator, steam boiler operator, warehouse keeper, processing).</p> <p>Based on the interview with community representatives obtain information that certificate holder has informed the company policy such as prohibiting of herding cattle in estate. The company's policy on that has been sent to the surrounding village head on 30 December 2021 near the estate area.</p>	Complied
1.1.3	(C) Records of requests for information and responses are maintained.	<p>Based on document verification, certificate holder has established "Prosedur Komunikasi Sosial No.SOC/PSM/9.01 Rev.6", dated 1 April 2020. In section 6.2.3.2 stated communication and consultation applicable for procedure socialization, policy socialization, or other activity which may have impact to community; information request/aspiration need to communicate and consulted with community; HCV in company area; CSR programme.</p> <p>Record of incoming information request from stakeholder documented in file "Catatan Permintaan Informasi & Aspirasi", summarized on monthly basis. The document consists information: date of request, name of person/organization requesting, type of aspiration, early response by certificate holder, following response/realization and status of request.</p>	Complied

		<p>Most incoming letters are in the form of proposals from stakeholders, such as proposals for work practices/apprenticeships, village road maintenance assistance, requests for decanter cakes for animal feed, borrowing excavators and so on. For example, there is a letter from the Bogor Agricultural University dated December 15, 2021, regarding a student internship proposal at Mata Pao POM. The proposal was responded to by the estate manager on 30 December 2021.</p>	
<p>1.1.4</p>	<p>(C) Consultation and communication procedures are documented, disclosed, implemented, made available, and explained to all relevant stakeholders by a nominated management official.</p>	<p>Based on document verification, certificate holder has established "Prosedur Komunikasi Sosial No.SOC/PSM/9.01 Rev.6", dated 1 April 2020. In section 6.2.3.2 stated communication and consultation applicable for procedure socialization, policy socialization, or other activity which may have impact to community; information request/aspiration need to communicate and consulted with community; HCV in company area; CSR programme.</p> <p>The procedure has been socialized to the internal or external stakeholder. For example, sighted the evidence of socialization to the mill workers on 21 January 2022. Attended by 35 mill workers (ripple mill, loading ramp, sterilizer, sludge pit, engine room operator, steam boiler operator, warehouse keeper, processing).</p> <p>Based on the interview with community representatives obtain information that certificate holder has informed the company policy such as prohibiting of herding cattle in estate. The company's policy on that has been sent to the surrounding village head on 30 December 2021 near the estate area.</p> <p>According to the current job description (No. Doc: SOC/Form/6.02-08 dated 1 January 2014), estate manager has responsibility as a nominated person to handling consultation and communication process both internal and external stakeholders.</p> <p>Record of incoming information request from stakeholder documented in file "Catatan Permintaan Informasi & Aspirasi", summarized on</p>	<p>Complied</p>

		<p>monthly basis. The document consists information: date of request, name of person/organization requesting, type of aspiration, early response by certificate holder, following response/realization and status of request.</p> <p>According to the procedures, certificate holder shall respond to all incoming aspirations/request for information maximum 1 months after the submission date.</p>	
1.1.5	An up-to-date list of contacts and detailed stakeholder information is available along with designated representatives.	<p>PT. Socfin Indonesia - Negeri Lama updated the list of stakeholders on annual basis. The list of stakeholders consists of information: stakeholder name, contact and address. Last updated on 14 December 2021.</p> <p>Based on document verification, there are two types of stakeholder namely internal and external stakeholder. Internal stakeholder consists of group manager, estate manager, general affair manager etc. External stakeholder divided into government agencies and subdistrict head, local communities' leader or village head (Desa Pematang Pelintahan, Sei Rejo, Firdaus, Mata Pao, Pematang Setrak, Pasar Baru, Makmur, Tanjung Buluh, Tanah Merah, Sei Sijenggi, Deli Muda dan Sei Buluh), labor union, gender committee, general contractor/supplier and local NGO's (SEKOCI INDO RATU).</p>	Complied
Criteria 1.2: The unit of certification commits to ethical conduct in all business operations and transactions.			
1.2.1	A policy for ethical conduct is in place and implemented in all business operations and transactions, including recruitment and contracts.	<p>PT. Socfin Indonesia established code of ethical conduct that signed by Principal Director since March 2019. The ethical code divided into internal and external (supplier, buyer and other third parties). The document "Socfindo – Employee and Corporate Code of Ethics (Edition 2 – March 2019) made available in softcopy and/or hardcopy in each unit (mill and estate).</p> <p>The ethical code can be downloaded in the company's official website for internal (corporate and employee)</p>	Complied

		<p>https://www.socfindo.co.id/documents/eng/Corporate-Code-of-Ethics.pdf and external https://www.socfindo.co.id/documents/eng/Suppliers-Code-of-Ethics.pdf. This document covered policy as follows:</p> <ul style="list-style-type: none"> • Competition issues • Confidential information and intellectual property • Conflict of interest • Drugs, alcohol and firearms • Use of e-mail and internet. • Use of company assets • Environment, health and safety. • Government relations • Human rights and the workplace • Payments of illicit sums • Money laundering • Business dealing • Political work • Securities laws and insider training • Sexual harassment, workplace harassment and violence • Shareholder, media and community relations • Safety in the workplace. • Code of compliance <p>For example: Socialization to the external stakeholder (contractor) on 24 January 2022. Attended by 35 mills worker.</p>	
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RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<p>During the audit, auditor has interviewed harvester in block 28 Division 2 and obtain information that the estate manager, field assistant, field supervisor and labour union has communicated the company's policy including ethical conduct such as company's commitment regarding to non-discrimination in workplaces, forced labour, minimum age, disallowing child labour and reproduction rights. There were no unethical things happen during recruitment process until the worker become permanents.</p>	
<p>1.2.2</p>	<p>A system is in place to monitor compliance and the implementation of the policy and overall ethical business practice.</p>	<p>PT. Socfin Indonesia – Negeri Lama established a procedure of identification and evaluation of legal requirements (Doc No.SOC/PSM/4.05 dated 15 May 2017). Person in charge to identify and evaluate was legal staff in coordinate with unit head. Evaluation period conducted in two period which is January – June and July to December. Each relevant regulation written in SOC/Form/4.05-01 and implemented in place.</p> <p>Due diligence process for contractor was regulated under "Prosedur Manajemen Kontraktor No.SOC/PSM/4.16, rev.04" dated 1 March 2020. Section 6.2.3 stated the work agreement contract inclusive of company policies. Section 6.2.5 stated contractor and plantation staff conduct meeting to reach common perception on work agreement and type of work. Section 6.2.8 stated Plantation safety officer made verification and identification of risk control from contractor. Section 6.2.9 stated Plantation safety officer monitors contractor's activity to ensure clauses in contract is fulfilled. Monitoring minimum 2 times per annum.</p> <p>Interview and document review against upkeep work agreement on behalf of Stiqomah Cooperation dated 2 January 2022. All requirement related to RSPO concerns has been covered in clause 2 in the work agreement such as no underage worker/child labour, minimum payments, occupational health and safety, zero discrimination, registered their workers in BPJS Kesehatan and Ketenagakerjaan (health</p>	<p>Complied</p>

		<p>and workers insurance), respect on Human Rights, no sexual harassment, human trafficking, violation so on.</p> <p>Based on document verification obtain information that each contract reviewed, monitored, and evaluated its implementation in a monthly basis by the unit of certification. The record of evaluation written in document "Monitoring Pekerjaan Kontraktor". The evaluation contains aspect of PPE, license of operator, workers habit, worker welfare, quality, chemical handling, working equipment, replanting and supply chain. For example, the record of "Monitoring Pekerjaan Kontraktor" on behalf of CV Kencana Jaya (replanting) stated the contractor has fulfilled the company policy and ethical conduct such as registering their workers in health/workers insurance, minimum payments and PPE usage.</p>	
<p>Principle 2: Operate legally and respect rights Implement legal requirements as the basic principles of operation in any jurisdiction.</p>			
<p>Criteria 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.</p>			
2.1.1	<p>(C) The unit of certification complies to relevant regulations.</p>	<p>Mata Pao POM and Estate as Unit of Certification has procedure of identification and evaluation of legal requirements (No. Doc SOC/PSM/4.05 dated 15 May 2017). Person in charge to identify and evaluate was legal staff in coordinate with unit head. Evaluation period conducted in two period which is January – June and July to December.</p> <p>Legal requirements for Mata Pao consist of:</p> <p>Organisation legal standing</p> <p>Company Deed:</p> <ol style="list-style-type: none"> No. 45 dated 7 December 1930, 1st registered as PT. SOCFIN MEDAN SA. No. 23 dated 21 June 1968 renamed as PT. SOCFIN INDONESIA (SOCFINDO). 	Complied

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

		<ol style="list-style-type: none"> 3. No. 129 dated 28 January 1980, registered by Ministry of Justice No: C2-8232.HT.01.04.Th.85 (24 December 1985). 4. No. 20 (dated 9 June 1989) and No. 56 (dated 26 May 1990). Registered by Ministry of Justice No: C2-6301.HT.01.04.Th.90 (23 November 1990). 5. No. 14 (31 October 2000), registered by Ministry of Justice Number: C2-6560.HT.01.04.Th.2001 (1 May 2001). 6. No. 5 (3 May 2002) based on Shareholders Statement. Registered by Ministry of Justice and Human Rights Number: C-16575.HT.01.04.TH.2002 (30 August 2002). 7. Amended Company Deed (based on Extraordinary Shareholders Meeting): Deed No.41 dated 16 June 2020. Noraty: Ika Nora, SH, M.Kn. Approval Ministry of Laws and Human Righthst: AHU-AH.01.03-0252102, dated 17 June 2020. <ul style="list-style-type: none"> - Renewal of Company Registered Number: 02.12.1.01.00385/0533/1304/02/2017, dated 27 March 2017. Validity: 2 March 2022. Issued from Integrated Services and Investment Agency of Medan. - Company Tax Registration Number (NPWP): 01.001.806.7-116.002. <p>Land Tenure and Land-Use Rights</p> <ol style="list-style-type: none"> 1. HGU Certificate Number: 2, dated 27 February 1998. Ministry of National Land Decree SK.94/HGU/BPN/97, dated 6 August 1997. Valid until 31 December 2023. Area: 419.82 Ha. 2. HGU Certificate Number: 18, dated 27 September 2012. Ministry of National Land Decree SK.94/HGU/BPN/97, dated 6 August 1997. Valid until 31 December 2023. Area: 392.55 Ha. 	
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RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<p>3. HGU Certificate Number: 19, dated 27 September 2012. Ministry of National Land Decree SK.94/HGU/BPN/97, dated 6 August 1997. Valid until 31 December 2023. Area: 58.63 Ha.</p> <p>4. HGU Certificate Number: 2, dated 27 February 1998. Ministry of National Land Decree SK.94/HGU/BPN/97, dated 6 August 1997. Valid until 31 December 2023. Area: 1,220.36 Ha.</p> <p>5. HGU Certificate Number: 2, dated 27 February 1998. Ministry of National Land Decree SK.94/HGU/BPN/97, dated 6 August 1997. Valid until 31 December 2023. Area: 371.69 Ha.</p> <p>Total land-use right area: 2,463.05 Ha.</p> <p>Plantation Permit</p> <p>Surat Pendaftaran Usaha Perkebunan Nomor: HK.350/80/Dj.Bun.5/II/2002, dated 25 Februari 2002. Plantation area permitted: 2,469.87 Ha; Mill capacity: 17 MT FFB/hr (permitted), 12 MT FFB/hr (installed).</p> <p>Unit certification has had a system namely License Dashboard to monitor all the legal license/permit under Socfin Indonesia such as land title, plantation business, machinery deed and operator permit. By using this system, all license will be automatically notifying the legal department and personal in charge in each unit.</p>	
2.1.2	<p>A documented system for ensuring legal compliance is in place. This system has means to track changes to the law and also includes listing and evidence on evaluation of legal compliance of all contracted third parties, such as: recruitment agencies, service provider and labour contractor.</p>	<p>A documented system for ensuring legal compliance, PT Socfindo Indonesia updating law and regulations periodically. An updating law and regulations were documented within "Updating Peraturan PT. Socfindo", dated 3 January 2022. There are 41 updated national regulation that were identified in 2020. Person in charge for updating this document is Administration Head with supported by Sustainability Team and Legal Department as evaluation team. For example: <i>Undang</i></p>	Complied

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

		<p>– <i>Undang Cipta Kerja No. 11/2020</i> and its clauses, <i>Permentan 38/2020</i> related to Indonesian Sustainable Palm Oil (ISPO), Minimum Wage of 2022 based on Governor Sumatera Utara Decree No. 188.44/781/KPTS/2021 dated 19 November 2021.</p> <p>The legal department also conducted the evaluation of legal compliance of third parties engaged. Especially the fulfilment of working agreement.</p>	
2.1.3	Legal or authorized boundaries are clearly demarcated and visibly maintained and there is no planting beyond these legal or authorized boundaries.	<p>PT. Socfin Indonesia – Mata Pao concession has 105 boundary poles. Based on the last report "<i>Patroli LK3 – 2020 Patok HGU Division 1, 2 and 3</i>" dated 14 January 2020 – 14 January 2021 verified that all boundary poles are in place. The checklist comprises of several aspect: poles identity/boundary pole number, boundary pole physical condition, boundary pole position, boundary pole's exact coordinate. There was no record of broken or missing boundary poles.</p> <p>During the audit, audit team visited sampled boundary poles number</p> <ul style="list-style-type: none"> • BPN PT SOC I located in Block 43, Division III • BPN PT SOC II located in Block 43, Division III • BPN PT SOC III located in Block 44, Division III • BPN PT SOC IV located in Block 44, Division III <p>All boundary poles visited are clearly demarcated and visibly maintained and there was no planting beyond these legal boundaries.</p>	Complied
Criteria 2.2: All contractors providing operational services and supplying labour, and Fresh Fruit Bunch (FFB) suppliers, comply with legal requirements.			
2.2.1	A list of contracted parties is available.	<p>List of contracted parties made available and updated in "Daftar Stakeholder Kebun Mata Pao", dated 14 December 2021. The list of third parties comprises of:</p> <ol style="list-style-type: none"> 1. Koperasi 2. Sulianto (grass mower contractor) 	Complied

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

		<p>3. CV Amindi Barokah (Hazardous waste collector)</p> <p>4. PT Gunung Kawi Sukses Makmur (CPO/PK transporter)</p> <p>5. CV. Kencana Jaya (replanting contractor – land clearing/felling and chipping).</p> <p>There is no contract or agreement for FFB supplier. Unit of certification using company own vehicle for FFB transportation.</p>	
2.2.2	All contract, including those for FFB supply, contain specific clause on meeting relevant legal requirements and this can be demonstrated by the third party.	<p>Sample of contracts verified:</p> <p>1. Contract agreement “Surat Perjanjian” Nomor: MP/SPK/I/Bi/01/2022, dated 3 January 2022. Agreement between Grasmower contractor “Sulianto” and PT Socfindo Mata Pao for Grasmower services. Validity period of this contract is 3 Jan – 30 Jun 2022.</p> <p>Specific clause on meeting relevant legal requirements already covers within “Pasal 2: Syarat dan Ketentuan Pekerjaan” – Working Terms and Conditions, point (h). “Memenuhi peraturan dan perundangan yang relevan” – Meeting applicable law and regulations.</p> <p>2. “Surat Perjanjian Pekerjaan” – Working agreement for Land Clearing Program 2022 Kebun Mata Pao No.PD-GM/X/Bi/577/2021, dated 25 Nov 2021. Agreement between PT Socfindo Mata Pao and CV. Kencana Jaya, with validity period until 30 December 2021.</p> <p>Specific clause on meeting relevant legal requirements already covers within “Pasal II: Syarat-syarat Pekerjaan” – Working Requirements. No. 8.</p> <p>Unit of certification is complying with this indicator.</p>	Complied
2.2.3	All contracts, including those for FFB supply, contain clauses disallowing child, forced and trafficked labour.	<p>Sample of contracts verified:</p> <p>1. Contract agreement “Surat Perjanjian” Nomor: MP/SPK/I/Bi/01/2022, dated 3 January 2022. Agreement between</p>	Complied

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

		<p>Grasmower contractor "Sulianto" and PT Socfindo Mata Pao for Grasmower services. Validity period of this contract is 3 Jan – 30 Jun 2022.</p> <p>Specific clause on meeting relevant legal requirements already covers within "Pasal 2: Syarat dan Ketentuan Pekerjaan" – Working Terms and Conditions, point (c). "Tidak mempekerjakan anak dibawah umur" – Not employed child labour. Point (f): "Larangan praktik kerja paksa dan perdagangan manusia" – Disallowing employed forced and trafficked labour.</p> <p>2. "Surat Perjanjian Pekerjaan" – Working agreement for Land Clearing Program 2022 Kebun Mata Pao No.PD-GM/X/Bi/577/2021, dated 25 Nov 2021. Agreement between PT Socfindo Mata Pao and CV. Kencana Jaya, with validity period until 30 December 2021.</p> <p>Specific clause on meeting relevant legal requirements already covers within "Pasal II: Syarat-syarat Pekerjaan" – Working Requirements. No. 14.</p> <p>Unit of certification is complying with this indicator.</p>	
<p>Criteria 2.3: All FFB supplies from outside the unit of certification are from legal sources.</p>			
<p>2.3.1</p>	<p>(C) For all directly sourced FFB, Palm Oil Mill (POM) requires:</p> <ul style="list-style-type: none"> • Information regarding the geolocation of FFB origins; • Proof of ownership status, right/claim of the land by grower/smallholder; • If relevant, valid planting/operational/trading license, or is part of a cooperative which allows the buying and selling of FFB. 	<p>PT Socfin Indonesia – Mata Pao POM as unit of certification implements Identity Preserved supply chain system. Therefore, all FFB certified source from its own Estate (Mata Pao Estate) which has land use right. Geolocation information and supply base of Mata Pao POM as listed in RSPO Certificate. Land use rights for Certificate Holder is Land Title – "Hak Guna Usaha" were still valid.</p>	<p>Complied</p>
<p>2.3.2</p>	<p>For all indirectly sourced FFB, the unit of certification obtains from the collection centres, agents or other intermediaries, the evidence as listed in indicator 2.3.1.</p>	<p>PT Socfin Indonesia – Mata Pao POM as unit of certification implements Identity Preserved supply chain system. Therefore, all FFB certified source from its own Estate (Mata Pao Estate) which has land use right.</p>	<p>Complied</p>

Principle 3: Optimise productivity, efficiency, positive impact and resilience

Implement plans, procedures and systems for continuous improvement.

Criteria 3.1: There is an implemented management plan for the unit of certification that aims to achieve long-term economic and financial viability.

3.1.1	<p>(C) A business or management plan (minimum of three years) is documented and where applicable, includes a jointly developed business case for Scheme Smallholders.</p>	<p>Unit of Certification (UoC) has documented long term management plan in 5 years basis within "Rencana Jangka Panjang".</p> <p>Long term management plan of UoC Mata Pao for period 2021-2025 as below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Remarks</th> <th>Unit</th> <th>2021</th> <th>2022</th> <th>2023</th> <th>2024</th> <th>2025</th> </tr> </thead> <tbody> <tr> <td>FFB Prod.</td> <td>MT</td> <td>40,287</td> <td>44,936</td> <td>46,201</td> <td>46,530</td> <td>47,336</td> </tr> <tr> <td>CPO Prod</td> <td>MT</td> <td>9,387</td> <td>10,470</td> <td>10,765</td> <td>10,841</td> <td>11,029</td> </tr> <tr> <td>PK Prod.</td> <td>MT</td> <td>1,632</td> <td>1,820</td> <td>1,871</td> <td>1,884</td> <td>1,917</td> </tr> <tr> <td>OER</td> <td>%</td> <td>23.30</td> <td>23.30</td> <td>23.30</td> <td>23.30</td> <td>23.30</td> </tr> <tr> <td>KER</td> <td>%</td> <td>4.05</td> <td>4.05</td> <td>4.05</td> <td>4.05</td> <td>4.05</td> </tr> <tr> <td>Prod. Cost</td> <td>IDR/kg</td> <td>2,392</td> <td>2,488</td> <td>2,587</td> <td>2,691</td> <td>2,798</td> </tr> <tr> <td>CPO Price</td> <td>IDR/MT</td> <td>7.5 mio</td> <td>7.6 mio</td> <td>7.7 mio</td> <td>7.8 mio</td> <td>7.9 mio</td> </tr> <tr> <td>PK Price</td> <td>IDR/MT</td> <td>5 mio</td> <td>5.3 mio</td> <td>5.6 mio</td> <td>5.9 mio</td> <td>6.1 mio</td> </tr> </tbody> </table> <p>Seeds material for replanting are using their own seeds (produced by SOCFINDO): Socfin DxP L/Y and Socfin DxP Moderat Tahan Gano</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Replanting Program</th> <th>Ha</th> <th>101.33</th> <th>25.79</th> <th>31.34</th> <th>95.79</th> <th>-</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>According to the annual reports 2021, the realization of target as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Remarks</th> <th>Unit</th> <th>2021</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Remarks	Unit	2021	2022	2023	2024	2025	FFB Prod.	MT	40,287	44,936	46,201	46,530	47,336	CPO Prod	MT	9,387	10,470	10,765	10,841	11,029	PK Prod.	MT	1,632	1,820	1,871	1,884	1,917	OER	%	23.30	23.30	23.30	23.30	23.30	KER	%	4.05	4.05	4.05	4.05	4.05	Prod. Cost	IDR/kg	2,392	2,488	2,587	2,691	2,798	CPO Price	IDR/MT	7.5 mio	7.6 mio	7.7 mio	7.8 mio	7.9 mio	PK Price	IDR/MT	5 mio	5.3 mio	5.6 mio	5.9 mio	6.1 mio	Replanting Program	Ha	101.33	25.79	31.34	95.79	-								Remarks	Unit	2021				Complied
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RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		FFB Prod.	MT	31,605			
		CPO Prod	MT	7,391			
		PK Prod.	MT	1,177			
		OER	%	23.38			
		KER	%	3,73			
		Prod. Cost	IDR/kg	3,626			
		CPO Price	IDR/MT	13.7 mio			
		PK Price	IDR/MT	11.62 mio			
		<p>Note: based on estate manager and group manager explanation, the achievement was under due to the caterpillar outbreak and water deficit (low rainfall intensity around 1,768 mm/year).</p> <p>During 2021, unit of certification conducted replanting total 101.33 Ha (according to the target). Hence, in February 2022, the realization of replanting has reached the target 25.79 Ha.</p> <p>Related on Scheme Smallholders inclusion, Unit of Certification Mata Pao has agreement with surrounding rice paddy field smallholders group.</p> <p>“MoU Kemitraan Berkelanjutan antara PT. SOCFINDO KEBUN MATA PAO dengan KELOMPOK TANI DESA PASAR BARU, KELOMPOK TANI DESA MAKMUR”, dated 1 February 2020. Scope of this MoU covering Farmer Group for assisting rice paddy field farmers as follow:</p> <ol style="list-style-type: none"> 1. Kelompok Tani SEIA SEKATA-I (Desa Pasar Baru). Area: 59 Ha (100 farmers). 2. Kelompok Tani SRI REZEKI (Desa Pasar Baru). Area: 57 Ha (113 farmers) 					

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

		<p>3. Kelompok Tani SIDO RUKUN (Desa Makmur). Area: 48 Ha (113 farmers)</p> <p>4. Kelompok Tani BERDIKARI (Desa Makmur). Area: 48 Ha (49 farmers).</p> <p>5. Kelompok Tani SIDO BAHAGIA (Desa Makmur). Area: 38 Ha (71 farmers)</p> <p>Agriculture crops surrounding the Unit of Certification Mata Pao is rice paddy field, whereas oil palm crops are rarely planted by the communities.</p> <p>During 2021, unit of certification also provided Best Management Practices on Palm Oil training to smallholders from in Cempedak Lobang Village on 2 December 2021. Attended by 8 participants.</p>	
3.1.2	An annual replanting programme projected for a minimum of five years with yearly review, is available.	According to the indicator 3.1.1, During 2021, unit of certification conducted replanting total 101.33 Ha (according to the target). Hence, in February 2022, the realization of replanting has reached the target 25.79 Ha. Based on interview with estate manager, the seed transplanting from nursery will be conducted on June 2022.	Complied
3.1.3	The unit of certification holds management review at planned term according to the scale and nature of the activities undertaken.	Certificate holder conduct management review regularly to ensuring all operational activity implemented refer to the organizational procedures through the scheduled internal audit. For example, internal audit RSPO/ISPO on 17 – 19 January 2022 (9 findings found). Based on internal audit result, management review has been conducted on 2 February 2022. All NC's identified has been closed.	Complied
<p>Criteria 3.2: The unit of certification regularly monitors and reviews their economic, social and environmental performance and develops and implements action plans that allow demonstrable continuous improvement in key operations.</p>			
3.2.1	(C) The action plan for continuous improvement is implemented, based on consideration of the main social and environmental impact and opportunities of the unit of certification.	Unit of Certification has had several continuous improvements, particularly on Social and Environmental aspect during 2020 as below: 1. Reducing agrochemical use. 8,595.3 L (2019) to 7,708.4 L (2020).	Complied

		<p>2. Reducing Fossil Fuel for Transportation and Generator machine. Transport: 9,813 L (2019) to 4,868 L (2020). Generator: 4,572 L (2019) to 695 L (2020).</p> <p>3. Installation aero diffuser at POME pond 3 (facultative) to pond 4 (aerobic) to increasing oxygen level and aim to decreasing BOD value level prior discharge watercourse.</p> <p>4. SOCFIN – Mata Pao already engaged local independent smallholder to re-develop their area to be replanted. This agreement has been made between company and Kelompok Tani Maju Jaya.</p> <p>The evidence of continuous improvement above has been verified by auditor through field observation and interview with stakeholder.</p> <p>Actual Continuous Improvement Year 2021 (period Jan-Dec):</p> <p>1. fossil fuel Environment: Reducing Fertilizer: 3,808.87 mt (2020) to 2,568.53 mt (2021). Reducing for Generator. Increasing fuel for transportation in 2021 is due to additional vehicle.</p> <p>2. Social: Indirectly benefit obtained by local communities from estate, such as collecting of:</p> <ul style="list-style-type: none"> - EFB mushroom (8-10 people). - Fishing (15 people) - Palm frond stick (10-20 people) - Palm frond for hut wall (5-15 people) - Fodder grass (15 people) - Access road maintenance 	
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		<p>For social impact, unit of certification regularly made "Laporan Kegiatan CSR Mata Pao Tahun 2021". Actual CSR program distributed in 2021 is IDR xx,xxx,184 (budget IDR xxx,xxx,344) or under the budget. This caused less of social program request from communities.</p> <p>There is available document of "Laporan Evaluasi Program Manajemen Dampak Sosial Kebun Mata Pao Tahun 2020", as monitoring and evaluating every two years.</p>	
3.2.2	<p>As part of the monitoring and continuous improvement process, annual reports are submitted to the RSPO Secretariat by Certification Body during Annual Surveillance Assessment by using the RSPO metrics template.</p>	<p>The RSPO Metric – 2021 was submitted to the auditor team for verification before submitting to RSPO.</p> <p>Annual Communication of Progress (ACOP) 2021 also submitted to the RSPO Secretariat under organization name Socfin SA, membership No.1-0269-19-000-00. In accordance with ACOP 2021, Socfin SA has submitted the ACOP report to the RSPO secretariat. According to the report, Socfin SA has a program to train surrounding smallholder on Best Management Practices.</p>	Complied
<p>Criteria 3.3: Operating procedures are appropriately documented, consistently implemented and monitored.</p>			
3.3.1	<p>(C) Standard Operating Procedures (SOPs) for the unit of certification are in place.</p>	<p>Certificate holder has had Standard Operating Procedures (SOPs) and Work Instructions for Estate been documented. The procedures cover key processes, harvesting, transportation, manuring, IPM, GAP, Supply Chain requirements for the mill, land clearing, nursery, preparation before replanting, drainage system, maintenance of immature and mature upkeep.</p> <p>SOP for Estate:</p> <ul style="list-style-type: none"> • Socfindo Management System Procedure for Oil Palm Plantation No.SOC/PSM/7.10 • Socfindo Management System Procedure Debolling Oil Palm No.SOC/PSM/7.10-03 • Work Instruction Oil Palm Nursery No.SOC/KKS/IK/01 	Complied

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

		<ul style="list-style-type: none"> • Work Instruction Land Preparation for Oil Palm No.SOC/KKS/IK/02 • Work Instruction Continuous Terrace No.SOC/KKS/IK/03 • Work Instruction Legume Cover Crop Planting No.SOC/KKS/IK/04 • Work Instruction Oil Palm Planting No.SOC/KKS/IK/05 • Work Instruction Oil Palm Pruning No.SOC/KKS/IK/06 • Work Instruction Oil Palm Harvesting No.SOC/KKS/IK/07 • Work Instruction Operating Fogging Machine No.SOC/KKS/IK/08 • Work Instruction Debolling Oil Palm Infested Ganoderma No.SOC/KKS/IK/09 • Work Instruction Castration and Sanitation No.SOC/KKS/IK/10 • Work Instruction Operating Bore Machine for Oil Palm No.SOC/KKS/IK/11 • Work Instruction EFB Application No.SOC/KKS/IK/12 • Work Instruction Weed Control for Oil Palm No.SOC/KKS/IK/13 • Work Instruction Harvesting Pole No.SOC/KKS/IK/14 • Work Instruction Solid Application No.SOC/KKS/IK/15 • Work Instruction FFB Transport No.SOC/KKS/IK/16 • Work Instruction Compost application No.SOC/KKS/IK/17 • Work Instruction Nurture Beneficial Plant for Oil Palm No.SOC/KKS/IK/18 • Work Instruction Spear Rot Control for Oil Palm No.SOC/KKS/IK/19 • Work Instruction Mechanical Fertilizer Application No.SOC/KKS/IK/20 • Work Instruction Sub seilling and ripping No.SOC/KKS/IK/21 • Work Instruction Ploughing and Harrowing No.SOC/KKS/IK/22 • Work Instruction Water Drainage Construction No.SOC/KKS/IK/23 • Work Instruction Mounding Construction No.SOC/KKS/IK/24 	
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		<ul style="list-style-type: none"> • Work Instruction Terrace and Platform No.SOC/KKS/IK/25 • Work Instruction Bagworm Control with <i>Beauveria beassina</i> Fungi No.SOC/KKS/IK/27 <p>IPM Procedure:</p> <ul style="list-style-type: none"> • SOC/PSM/7.10-11: Procedure of <i>Oryctes rhinoceros</i> Control • SOC/PSM/7.10-12: Procedure of Integrated <i>Ganoderma</i> Control • SOC/PSM/7.10-13: Procedure of Leaf Eating Caterpillar Control • SOC/PSM/7.10-21: Procedure of Rat Control <p>SOP for Mill:</p> <p>Procedure and Work instructions in local language for supporting Mill activities have been established for all of its operations from receiving of FFB, processing CPO and palm kernel, dispatch and also supply chain requirements. The procedure also describes quality control check, sampling methods including its reporting from reception of FFB up to dispatch of CPO and palm kernel.</p> <ul style="list-style-type: none"> • SOC-POM/IK-01 FFB receiving in loading ramp • SOC-POM/IK-02 Operation of steriliser • SOC-POM/IK-02 Operation of hoisting crane • SOC-POM/IK-04 Operation of stripper • SOC-POM/IK-05 Operation of digester and screw press • SOC-POM/IK-06 Operation of continuous tank • SOC-POM/IK-07 Operation of purifier • SOC-POM/IK-08 Operation of vacuum dryer • SOC-POM/IK-09 Operation of decanter • SOC-POM/IK-10 Operation of sludge separator 	
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		<ul style="list-style-type: none"> • SOC-POM/IK-11 Operation of decantation pond and fat pit • SOC-POM/IK-12 Operation of silo nut • SOC-POM/IK-13 Operation of ripple mill • SOC-POM/IK-14 Operation of separating tank • SOC-POM/IK-15 Operation of silo kernel • SOC-POM/IK-16 Operation of clay bath • SOC-POM/PSM/7.08: Procedure of Receiving • SOC-POM/PSM/7.09: Procedure of Processing • SOC-POM/PSM/7.06: Procedure of Delivery of CPO and PK • SOC/PSM/4.10: Procedure of Waste Control • SOC/PSM/9.09: Procedure of Supply Chain Certification Standard Mass Balance • Work instruction of FFB receiving in mill • Work instruction of sterilizer • Work instruction of hoisting crane • Work instruction of stripper • Work instruction of digester and screw press • Work instruction of continuous tank • Work instruction of vacuum dryer • Work instruction of sludge separator • Work instruction of decanter • Work instruction of nut silo • Work instruction of ripple mill • Work instruction of clay bath • Work instruction of locomotive operation 	
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RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<p>Based on document review on master document SOP and interview with sustainability staff/document control obtain information that each part of procedure and work instruction reviewed annually and revised on latest regulation, organizational needs or certification standard changing basis. For example, SOP'S of Integrated Pest Management on Oryctes rhinoceros and leaf eater caterpillar were revised on 1 January 2020.</p> <p>Those documents above are available in Bahasa Indonesia in each unit estate and mill.</p>	
3.3.2	A mechanism to check consistent implementation of procedures is in place.	<p>A mechanism to check consistent implementation of procedures is conducted through Field Visit by management. In example: Visit of Estate Department on 7 January 2022. There were some issues observed as follows:</p> <ol style="list-style-type: none"> 1. Harvesting and transport 2. Immature 3. Upkeep 4. Production 5. Cost 6. Security <p>All of the follow up action has been implemented and reported to the General Manager and Head of Estate Department on 17 January 2022. For example, high volume of unripe in block 5 Division 1 (10%), loose fruit picking was not clean and road maintenance issue.</p> <p>All the findings were corrected by respective personnel in charge (field assistant).</p>	Complied
3.3.3	Records of monitoring and any actions taken are maintained and available.	<p>All the record of management visit such as Group Manager Visit, Estate Department Visit, Technique and Technology and so on. All the report and corrective action (if any) is in place.</p>	Complied

<p>Criteria 3.4: A comprehensive Social and Environmental Impact Assessment (SEIA) is undertaken prior to new plantings or operations, and a social and environmental management and monitoring plan is implemented and regularly updated in ongoing operations.</p>			
<p>3.4.1</p>	<p>(C) SEIA in new planting or operation including mills, is conducted independently and participatively by involving the affected stakeholders, inclusive of impact assessment from the smallholder/outgrower scheme (if any). The assessment is to be documented.</p>	<p>At the current surveillance (ASA-1.3), no amendment of SEIA document because no changes activities.</p> <p>Initial Environmental Impact Assessment documents (ANDAL, RKL and RPL) were available for Mata Pao Mill and Estate as approval No. #RC.220/907/B/V/1994 dated 24th May 1994. The EIA (ANDAL, RKL and RPL) has been conducted and documented according to local requirements and include consultation with relevant stakeholders to identify impacts and to develop any mitigation measures.</p> <p>For internal environmental aspect and evaluated its impact document, as required by the procedure SOC/PSM/4.04, the information of environmental aspect and impact was reviewed and updated at least once a year. Last review and update of environmental aspect and impact register was performed on 2 January 2020. Document of environmental impact assessment included:</p> <ol style="list-style-type: none"> 1. Building new roads, processing mills or other infrastructure; 2. Putting in drainage or irrigation systems; 3. Replanting and/or expansion of planting areas; 4. Management of mill effluents; 5. Clearing of remaining natural vegetation; 6. Management of pests and diseases palms by controlled burning; 7. Result of stakeholder consultation. <p>Environmental document and its permit were shown as below:</p> <ol style="list-style-type: none"> 1. Initial Environmental Impact Assessment documents (ANDAL, RKL and RPL) were available for Mata Pao Mill and Estate as approval No. #RC.220/907/B/V/1994 dated 24th May 1994. 	<p>Complied</p>

		<ul style="list-style-type: none"> • The information of environmental aspect and impact was provided document procedure No. SOC/PSM/4.04. Document of environmental impact assessment included: • Building new roads, processing mills or other infrastructure; • Putting in drainage or irrigation systems; • Replanting and/or expansion of planting areas; • Management of mill effluents; • Clearing of remaining natural vegetation; <p>2. There was documented record to outline the plan on mitigation, implementation and monitoring according to the SIA report. Plans for avoidance or mitigation of negative impacts and promotion of the positive ones and monitoring of impacts have been developed. Several negative impacts, such as:</p> <ul style="list-style-type: none"> - Flies infestation from EFB application - Dust from FFB transportation - POME smell - Boiler dust <p>The plans have been documented with clear timetables and timeline reasonable. The persons responsible for implementation of the plans have been identified, the PIC is Pengurus (Manager).</p> <p>The Social Impact Assessment (Review) report is an evaluation of the management and monitoring of the previous SIA (2019) which then establishes a development program for positive impacts and the handling of negative impacts. The review process also involved participatory stakeholders and the surrounding affected communities including Sei Rejo Village, Pematang Setrak Village, Pematang Pelintah</p>	
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		<p>Village, Makmur Village, Tanah Merah Village, Mata Pao Village and Tanjung Buluh Village. Participatory mapping of affected stakeholders and village communities was conducted on December 2020 by distributing the Social Impact Assessment Questionnaire as many as 123 copies and the questionnaire results were shown at the time of the audit. The Social Impact Management and Monitoring Program resulting from the review of the 2020 period can be shown, for example:</p> <ul style="list-style-type: none"> • Impact of replanting and planting and maintenance activities • Transport of FFB; complaints of dust that interfere with the health and comfort of the community • Waste Management Operations; There are complaints around the factory the impact of odor from waste • Procurement of infrastructure • Impact of plantation operations and factories. • Impact with the existence of empty application <p>3. Evidence of participatory action from local communities was also sighted in related SIA documentation including photos. Some aspects were considered during assessment such as:</p> <ul style="list-style-type: none"> • Access and use rights; • Economic livelihoods and working conditions; • Subsistence activities; • Cultural and religious values; • Health and education facilities; • Other community values resulting from changes such as improved transport /communication or arrival of substantial migrant labour force. 	
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		<ul style="list-style-type: none"> • Traditional or customary rights owned by the local community. • Welfare of workers/labour and women, children and vulnerable group • Contribution to the local development, including improvement of human resources, local and customary communities <p>Evaluation Report of Social Impact Management Program year 2020 has been reviewed on 20 January 2021. Social Impact Management program undertaken through a participatory methodology involving the affected stakeholders particularly of surrounding communities of Mata Pao Estate.</p> <p>Monitoring of social impact frequently conducted annually using questionnaire methodology to affected stakeholders. Questionnaire</p> <p>The SIA questionnaire was conducted based on aspects of Public Health and Resources, Road Access Rights, Utilization of Plantation Resources, GHG Emission Sources, etc.</p> <p>In the Social Assessment Report 2021 of MATA PAO Estate, the Identification and Impact Analysis is as follows:</p> <ol style="list-style-type: none"> a. Impact Identification includes parameters such as: Plantation Operations, Ops. Factories, Factory support facilities, infrastructure development, Livelihoods, Land Ownership and User Rights, Cost analysis of benefits on social aspects, Impacts on livelihoods of communities around plantations, Potential human rights violations, Impacts on Food Security, Assessment of activities that can affect air quality or produce significant GHG emissions. b. Impact Analysis 	
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RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<ul style="list-style-type: none"> - Livelihood. Impact details: recruitment of workers is tailored to the needs and 100% of the surrounding villagers. Management and Monitoring Plan: None. - Analysis of costs over benefits in social aspects. Impact details: Potential increase in operational costs in stakeholder communication, but not in accordance with the social benefits obtained. Management plan: company participation in village activities; Involvement of citizens in company events. Monitoring: evaluation of costs of social benefits. - Impact of Community Livelihood. Around the Estate. Impact details: recruitment of workers tailored to the needs and 100% of the surrounding villagers; Increasing the number of business units around the plantation; Increasing the number of residents who use estate resources. Management plan: involving the village head in the work socialization process; support the development of small businesses around the estate; does not prohibit the use of estate resources. Monitoring: monitoring the origin of beneficiary; monitoring the number and types of small businesses that exist around the plantation; monitoring the number of users of plantation resources. 	
3.4.2	<p>For the unit of certification, a SEIA is available and social and environmental management plan and its monitoring have been developed with participation of affected stakeholders.</p>	<p>Social Environment management and monitoring plan document is available in Environmental management plan (<i>RPL/Rencana Pengelolaan Lingkungan</i>). Document has approved by Department of Agriculture, Republic of Indonesia on March 17, 1994 for Mata Pao Mill and Estate.</p> <p>Amendment of UKL-UPL PT Socfindo Mata Pao Mill and Estate dated 18 August 2010. In 2010, UKL-UPL of PT Socfindo Mata Pao Mill and Estate has been revised due to request from regional government. In actual condition, there is no change in mill capacity or in hectarage area.</p> <p>Environmental management based on document, e.g:</p>	Complied

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

		<ul style="list-style-type: none"> • Implementation of measurement and monitoring of air emissions, noise, liquid waste, groundwater, B3 waste, solid waste and the health of the Masyarakat. Measurement of air emission based on PermenLH No. 7 year 2007; Boiler, PermenLH No. 13 year 2009; Genset, PermenLH No. 5 year 2006; Vehicle and ambient air based on PP No. 41 year 1999. • Surface water quality and water biota management performed in order to prevent and control the physic and chemist quality of surface water comply to PP Nomor 82 tahun 2001. Perfomed by create terracing, land cover crop planting in open area and sloping area, organic fertilizer usage, natural predator usage for pest control, operating IPAL, land application, flat bed maintenance in land application area, housekeeping implementation and proper waste handling. • Soil quality management performed by land application management according to KepMen LH No. 28 Tahun 2003, groundwater quality check, flat bed maintenance, vegetation planting around wastewater pond and maintenance of waste water pond, domestic and hazardous waste management. • Flora fauna management perfomed by signboard installation regarding prohibition of plant destruction in conservation area, vegetation enrichment in conservation area, wildlife protection and maintain the conservation area. • Community perception management performed in order to prevent and control the negative perception and potential conflict from community against employee recruitment process. Company has conducted workers recruitment transparently, each vacancy were publish to surrounding village, FFB purchasing from local plantation surrounding company, coaching and conseling to plasma member, CSR programed implementation. 	
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RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<p>During field observation and document verification, it can be demonstrated that all the environmental management plan has been implemented as per document RKL-RPL. The evaluation of social environmental management plan effectivity has been carried out and presented in RKL-RPL report semester I (January – June) 2021 and semester II (July – December 2021).</p> <p>Implementation Report of Environmental Management and Monitoring Plan (RKL-RPL) has been submitted to relevant agency in 6 months basis.</p> <p>In example, report of “RKL-RPL” Mata Pao submitted to Ministry of Forestry and Environment through “SIMPEL” application system and hardcopy to Environmental Agency of Serdang Bedagai Regency.</p> <p>SIMPEL e-receipt:</p> <ol style="list-style-type: none"> Semester I 2021 (Jan-Jun). ID TTE: 1625891647-3761, dated 10 Jul 2021. This report includes: SEIA management plan, Water Pollution Management Report, Air Pollution Management Report, Hazardous Waste Management Report. Semester II 2021 (Jul-Dec). ID TTE: 1644027017-3761, dated 5 Feb 2022. This report includes: SEIA management plan, Water Pollution Management Report, Air Pollution Management Report, Hazardous Waste Management Report. <p>Report to Environmental Agency of Serdang Bedagai:</p> <ol style="list-style-type: none"> Semester I 2021 (Jan-Jun), submitted on 12 Aug 2021. Semester II 2021 (Jul-Dec), submitted on 21 Jan 2022. 	
3.4.3	(C) The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in participatory way.	The Social Impact Assessment (Review) report is an evaluation of the management and monitoring of the previous SIA (2019) which then establishes a development program for positive impacts and the handling of negative impacts. The review process also involved participatory stakeholders and the surrounding affected communities	Complied

		<p>including Sei Rejo Village, Pematang Setrak Village, Pematang Pelintah Village, Makmur Village, Tanah Merah Village, Mata Pao Village and Tanjung Buluh Village. Participatory mapping of affected stakeholders and village communities was conducted on December 2020 by distributing the Social Impact Assessment Questionnaire as many as 123 copies and the questionnaire results were shown at the time of the audit.</p> <p>Implementation of SEI management and monitoring plan is provided through submitting an implementation report of RKL-RPL to environmental department.</p> <p>Implementation Report of Environmental Management and Monitoring Plan (RKL-RPL) has been submitted to relevant agency in 6 months basis.</p> <p>Report to Environmental Agency of Serdang Bedagai:</p> <ol style="list-style-type: none"> 1. Semester I 2021 (Jan-Jun), submitted on 12 Aug 2021. 2. Semester II 2021 (Jul-Dec), submitted on 21 Jan 2022. <p>Within this implementation report, all the result of environmental and social measurement are available.</p>	
Criteria 3.5: A system for managing human resources is in place.			
3.5.1	<p>Employment procedures for recruitment, selection, hiring, promotion, retirement and termination are documented and made available to the workers and their representatives in accordance with the applicable regulation.</p>	<p>PT Socfin Indonesia – Mata Pao POM has prepared the procedure of recruitment process as documented in procedure “Penerimaan Pekerja KHT Kebun” No. Doc: SOC/PSM/6.01.01, 1st revision dated 1st December 2015. There are 3 steps in employee recruitment such as:</p> <ul style="list-style-type: none"> • Request recruitment of employee plantation <ul style="list-style-type: none"> - Letter of application for recruitment from Site Management devoted to management via the General Section - Letter of approval for recruitment from management (Head Office) • The selection process: 	Complied

		<ul style="list-style-type: none"> • The collection of application file • Selection of administration • Announcement of the selection schedule • Test questions and physical tests • Summary of the results of the selection • Announcement of selection results • Provision of a cover letter MCU to candidates who pass the selection • Implementation of medical check-up (MCU) <p>The announcement of selected candidate through interviews with workers in mill and plantation, it confirmed that there was no discrimination on working opportunities, all workers treated equally. Records of employee’s recruitment were available and have been reviewed during audit.</p> <p>PT Socfin Indonesia – Mata Pao POM has also prepared the procedure for promotion, retirement, and termination as per “Sistem Manajemen Socfindo Prosedur Promosi, Mutasi dan Demosi”, document number: SOC/PSM/6.14, edition 01 dated 17th October 2016.</p>	
3.5.2	Employment procedures are implemented and records are maintained.	<p>Recruitment process was documented in procedure “Penerimaan Pekerja KHT Kebun” No Doc: SOC/PSM/6.01.01, 1st revision dated 1st December 2015. Based on that procedure can be seen that the selection, recruitment, and promotion of workers based on qualification standard for the job.</p> <p>Employee credential and medical history were documented and recorded very well and has been reviewed during audit. All company policy reviewed every year by Sustainability Sub Department, PT Socfin Indonesia. Employees’ evaluation was conducted every November to decide promotion of employees.</p>	Complied

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

		<p>Data verified during Asa 1.3 – in February 2022:</p> <ul style="list-style-type: none"> • In 2021 up to surveillance audit ASA 1_3 – there was no recruitment process both of Mata Pao Mill and Estate. • Promotion process – year 2021: Application letter for promotion process from Unit Manager (Pengurus – Mata Pao) to Group Manager, record number: Mp/G2/Bi/132/2021 dated 14th October 2021 – namely Mr B*mb*ng RS. Record process: assessment process, evaluation, and recommendation (approval). 	
<p>Criteria 3.6: An Occupational health and safety (H&S) plan is documented, effectively communicated and implemented.</p>			
<p>3.6.1</p>	<p>(C) All operational activities risks assessed to identify the H&S issues. Mitigation plans and procedures are documented and implemented.</p>	<p>PT Socfin Indonesia – Mata Pao POM has revising the procedure of OHS risk assessment as per “Prosedur Identifikasi Aspek Lingkungan Keselamatan dan Kesehatan Kerja (LK3) SOC/PSM/4.04” Revision 10 dated 1st March 2020.</p> <p>Risk assessment was considered the stages of OHS risk control hierarchy such as elimination, substitution, engineering, administrative and PPE (Personnel Protective Equipment), in order OHS risk precautions.</p> <p>Environmental and occupational Health (LK3) procedures SOC/PSM/4.04, rev. 08 explains about the review and up dated aspects of the LK3 every year. Explain also related risk assessment LK3.</p> <p>Data seen – during surveillance audit ASA 1.3 in February 2022, such as:</p> <ul style="list-style-type: none"> • Risk assessment has defined under document “Daftar dan Pengendalian Aspek Lingkungan, Keselamatan dan Kesehatan Kerja”, last review on 14th January 2022. • Mata Pao Estate - risk assessment cover all the organization’s processes and activities such as: spraying, fertilizing, weeding, road maintenance, replanting, harvesting, transportation, warehouse, workshop, infrastructure, polyclinic, office, housing, transport of FFB by loco 	<p>Complied</p>

		<ul style="list-style-type: none"> Mata Pao POM - risk assessment covers all processes and activities such as: weighing bridge, boiler, engine room, loading ramp, sterilizer, threshing, pressing, kernel operation, clarification, office, lab, dispatch CPO, water treatment, chemical warehouse. <p>The risk assessment has also covered the routine and non-routine activities such as replanting activities.</p>	
3.6.2	<p>(C) The effectiveness of the H&S plan to address health and safety risks to people is monitored.</p>	<p>PT Socfin Indonesia – Mata Pao POM has been monitoring the health and accident aspects of the work that occurred to employees during activities and recorded on "Daftar Aspek Lingkungan, Keselamatan dan Kesehatan Kerja", document No. SOC/Form/4-04-01.</p> <p>PT Socfin Indonesia – Mata Pao POM has also managing and monitoring the aspects of occupational health and safety through the "Health and Safety Plan" which has been reviewed on 8st January 2020, such as:</p> <ul style="list-style-type: none"> Comply with all applicable laws, regulations, and standards Ensure best management practices with Zero Accident and Zero Fatality objectives. There was no accident with fatality category. Ensure optimal socialization and training Do the correctives action: Performing revision of the procedure, completing the APD etc.) Monitoring of statistic and Program evaluation. <p>Data verified on implementation the OHS plan year 2021during ASA 1.3 – year 2022:</p> <ul style="list-style-type: none"> OHS committee (P2K3) has registered in Manpower Agency in North Sumatera - during ASA 1-3 the organization has submitted the re-structure the OHS committee to Manpower Agency in Serdang 	Complied

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

		<p>Bedagai Regency, letter number: MP/X/Bi/035/2022 – was received by staff in Manpower Agency</p> <ul style="list-style-type: none"> • OHS Expert namely Mr Sri Sadono has proposed to Manpower Ministry of RI for getting the certificate as per letter no: 1613/Sket-Ak3U/LMA-K3/MDN-XI/2020 dated 23rd November 2020 – Mr Sri Sadono has attended and completed successfully on training as OHS Expert dated 9 – 21 November 2020 • OHS committee (P2K3) has conducted the OHS meeting in monthly. Last meeting conducted on 14th January 2022 – was attended by 23 participants. Agenda: Evaluation of occupational accident, review of OHS inspection report, review of last meeting result, review of incident report, preparing on RSPO audit. • Report of OHS performance conducted regularly in three months bases. Last report was submitted to Manpower Agency in North Sumatera Province for period October – December 2022, based on document no: MP/X/Bi/031/2022, was reported on 26th January 2022 • Evaluate and analyse accidents based on accident/investigation report and compared with the Health and Safety plan. Last Monitoring conducted on 14th January 2022 • License of operator (SIO) for all operator in Mata Pao Estate and Mill, namely: <ul style="list-style-type: none"> – Mr Ari Andri Kusuma - licence for welding process (3G SMAW) no. reg. JIP.024.0000126.2020, dated 2nd March 2020 – valid until 3 years – Mr Nedit - license for OHS backhoe loader operator no. 134525-OPK3-LT/PAA/I/2019, dated 16th January 2019 – valid until 5 years. 	
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RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<ul style="list-style-type: none"> - Mr Domu Manurung – license for OHS 1st Class Boiler Operator no. P.12.3397.OPK3-B.I/X/2018, dated 5th November 2018, valid until 5th November 2023. • Sterilizer no1 permit no. 560/17/BU/PMTK/07 that is checking routine done by 2 years bases, last inspection was on in October 2021 – carried out by Inspector from Manpower Agency in North Sumatra Province. • Boiler Permit no. 285/KU/DTK-TR/2016, checking is done by 2 years bases, latest checking on in December 2021 <p>Based on interview with interested stakeholder (manpower agency in Serdang Bedagai Regency) 14/02/2022 – the company has complied with related legal requirement e.g: report of workers (wajib lapor ketenagakerjaan), report of OHS committee</p>	
Criteria 3.7: All staff, workers, Scheme Smallholders, outgrowers, and contract workers are appropriately trained.			
3.7.1	(C) A documented programme that provides training is in place, which is accessible to all staff, workers, scheme smallholders, and outgrowers taking into account gender- specific needs, and which covers applicable aspects of P&C Principles, in a form they understand and includes assessment of the training.	<p>PT Socfin Indonesia – Mata Pao POM has shown the document of training Program year 2020 – 2021 related to the aspects of RSPO Principles and Criteria under document No: SOC/Form/6.02-06.</p> <p>Training program has shown as per “Program, Rencana & Monitoring pelatihan 2021”, updated in January 2021 consisted of:</p> <ul style="list-style-type: none"> • Training of sustainability (RSPO-ISPO) requirement planned in March 2021 • Training of handling of hazardous material (pesticides), planned in May 2021 • Training for Integrated Pest Management, planned in June 2021 • Training for operator of heavy equipment, planned in July and October 2021 • Training of traceability requirement (SCCS), planned in March 2021 • Training for first aider, planned in July 2021 	Complied

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

		<ul style="list-style-type: none"> • Training for spraying applicator, planned in September 2021 • Training for harvester, planned in October 2021 • Fire drill/simulation, planned in December 2021 <p>Sample of record of training implementation such as: attendance list, training material, training evaluation and documentation. Data verified:</p> <ul style="list-style-type: none"> • Training of RSPO SCCS has been carried out on 12 January 2021. The latest training was delivered by (Tekniker 2) and attended by 7 personnel of Mata Pao Mill including Head of Clerk (Krani I Pabrik), Transport clerk, weighbridge operator/clerk, expedition clerk and Mill assistant. Evidence of training can be demonstrated such as: attendant list and minutes of training. • Training on handling of pesticides conducted on 4th May 2021, location in Division III, was attended by 9 workers. Consisted of: Spraying applicator, supervision, workers in mixing of pesticides and storage keeper. • Training of integrated pest management conducted on 12th June 2021, location in Division III – was attended by 9 workers. • Training of manuring application conducted on 12th July 2021 – was attended by 13 workers from Division I, 12 workers from Division II and 16 workers from Division III. • Training for first aider conducted on 18th November 2020 – location in Central Clinic was attended by 14 workers. • Training of emergency responses on land fire conducted on 13th December 2021, location in Division I – was attended by 32 participants of emergency response team. 	
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<p>3.7.2</p>	<p>Records of training are maintained, where appropriate on an individual basis.</p>	<p>PT Socfin Indonesia – Mata Pao POM has kept the record of training for each employee has demonstrated under “Catatan Khusus Pelatihan Yang Pernah Diikuti”.</p> <p>Data verified during surveillance audit ASA 1.3 - 2022:</p> <ul style="list-style-type: none"> • Namely Mr S**** (pesticides applicator), record of training: <ul style="list-style-type: none"> • Dated 10th April 2019 - training of handling of pesticides • Date 6th December 2019 - training of first aid box for accidents (P3K) • Dated 7th February 2020 – training of HCV • Dated 24th July 2020 – refreshment training of pesticides application • Dated 21st November 2020 – training of emergency response on fire fight • Dated 4th May 2021 - Training on handling of pesticides • Namely Mr. R***** (operator porcessing in Mata Pao POM), record of training: <ul style="list-style-type: none"> • Dated 17th April 2018 – training of OHS • Dated 7th February 2019 – training of emergency response of fire fight • Dated 22 November 2019 - Socialization of PKB • Dated 10 December 2019 - training of Use First aid box for accidents (P3K) • Dated 8 April 2020 - training of operator Genset • Dated 4-8th July 2020 – training of work instruction in POM • Dated 13th December 2021 – training of emergency response on fire fight 	<p>Complied</p>
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RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

3.7.3	Appropriate training is provided for personnel carrying out the tasks critical to the effective implementation of the Supply Chain Certification Standard (SCCS). Training is specific and relevant to the task(s) performed.	Training of RSPO SCCS has been carried out on 12 January 2021. The latest training was delivered by (Tekniker 2) and attended by 7 personnel of Mata Pao Mill including Head of Clerk (Krani I Pabrik), Transport clerk, weighbridge operator/clerk, expedition clerk and Mill assistant. Evidence of training can be demonstrated such as: attendant list and minutes of training. During interview with key personnel on supply chain operation at Mata Pao Mill (weighbridge operator, mill assistant and clerk) – dated 14/02/2022 confirmed that they have understand the RSPO supply chain system and their responsibility on the implementation.	Complied
Criteria 3.8: Supply chain requirements for mills. Procedure note: all requirements are classified as Critical Indicators . However it will not contribute to suspension if there is more than 5 non-compliance within a principle)			
3.8.1	Identity Preserved Module A mill is deemed to be Identity Preserved (IP) if the FFB processed by the mill are sourced from plantations/estates that are certified against the RSPO Principles and Criteria (RSPO P&C), or against the Group Certification scheme. Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. If a mill process certified and uncertified FFB without physically separating them, then only Mass Balance Module is applicable.	PT Socfin Indonesia – Mata Pao POM is only receiving FFB from certified source, which is a company-owned estate, Mata Pao Estate. PT Socfin Indonesia – Mata Pao POM is implementing Supply Chain Standard Module Identity Preserve for Mill.	Complied
3.8.2	Mass Balance Module A mill is deemed to be Mass Balance (MB) if the mill process FFB from both RSPO certified and uncertified plantations/estates. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own and 3rd party certified supply base. In that scenario, the mill can	PT Socfin Indonesia – Mata Pao POM implemented Identity Preserved Modul, therefore this indicator is not applicable.	Complied

	claim only the volume of oil palm products produced from processing of the certified FFB as MB.											
3.8.3	The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill shall be recorded by the certification body (CB) in the public summary of the P&C certification report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.	<p>The projection for certified FFB and production of certified CPO and PK in Mata Pao POM has been recorded in CB's public summary report and registered in RSPO IT Platform.</p> <p>According to public summary report ASA 1.2 PT Socfin Indonesia - Mata Pao POM the estimated tonnage of CPO and PK products that could potentially be produced by the certified mill are as follow:</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Estimated (Apr 2021 – Mar 2022)</th> <th>Actual (Feb 2021 – Jan 2022)</th> </tr> </thead> <tbody> <tr> <td>CPO</td> <td>9,266 MT</td> <td>7,545.19 MT</td> </tr> <tr> <td>PK</td> <td>1,652 MT</td> <td>1,202.83 MT</td> </tr> </tbody> </table>	Description	Estimated (Apr 2021 – Mar 2022)	Actual (Feb 2021 – Jan 2022)	CPO	9,266 MT	7,545.19 MT	PK	1,652 MT	1,202.83 MT	Complied
Description	Estimated (Apr 2021 – Mar 2022)	Actual (Feb 2021 – Jan 2022)										
CPO	9,266 MT	7,545.19 MT										
PK	1,652 MT	1,202.83 MT										
3.8.4	The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO IT platform.	The site is a Palm Oil Mill which take legal ownership and physically handle RSPO certified sustainable oil palm product, it has registered their transaction in RSPO IT Platform (PalmTrace) through member ID RSPO_PO1000001256.	Complied									
3.8.5	<p>Documented procedures</p> <p>The mill shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</p> <ol style="list-style-type: none"> Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). 	<p>PT Socfin Indonesia has established complete and up to date procedures to implement RSPO supply chain requirements in Mata Pao POM:</p> <ul style="list-style-type: none"> “Prosedur Supply Chain Certification Standard – Identity Preserved” document No. SOC/PSM/9.10 rev.10 dated 1st March 2020. The procedure covers FFB receiving and its records, FFB process and its records, production records, delivery of product, daily production report, contract and DO issuance, record keeping, abnormal conditions, report of projected over production to CB, Shipping Announcement in PalmTrace, PIC of RSPO SCCS, processing on the day change from MB to IP, and outsourcing process. 	Complied									

	<p>c) Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the mill's procedures for the implementation of this standard.</p> <p>d) The mill shall have documented procedures for receiving and processing certified and non-certified FFBS including ensuring no contamination in the IP mill.</p>	<ul style="list-style-type: none"> • "Prosedur Internal Audit Sistem Manajemen" No.SOC/PSM/8.02 Rev.09 dated 1st January 2022; described planning and preparation of internal audit that conducted once a year at minimum; audit implementation, findings; corrective action and audit report. • "Prosedur Penanganan Keluhan Sosial" No.SOC/PSM/9.02 Rev.05 dated 03/10/2019 described mechanism of complaint handling mechanism. • "Prosedur Pengiriman MKS/IKS dan Cangkang dengan Transportasi darat" No.SOC-POM/PSM/7.06 Rev.04 dated 01/01/2017, described delivery of CPO and PK from Palm Oil Mill to buyer or storage tank. <p>Mata Pao POM has maintained complete and up to date records and reports that demonstrated compliance with the RSPO Supply Chain model Identity Preserved, among others: "Buku Collection Trip" (FFB Delivery Note); Weighbridge ticket; "Laporan Jumlah Janjang per Blok" (total bunches); "Laporan pemeriksaan Bahan Baku Per Blok" (supply base verification); Daily Production Report; Monthly production report; CPO/PK Delivery Note.</p> <p>According to procedure, identification of the person having overall responsibility for RSPO Supply Chain implementation was Tekniker I (Mill Manager), whilst Sustainability staff and sales is responsible to conduct the transaction at PalmTrace. For RSPO SCCS administration, Head of Mata Pao Mill assigned Mill clerk (Mr. Oloan Siringo Ringo & Mr. Rasta Sitepu) as PIC of SCCS administration based on Manager Decree letter no. MP/Div/Bi/026/2021 dated 8th February 2021.</p> <p>During audit surveillance-3 in 2022, the person able to demonstrate awareness of the organization's procedures for the implementation of</p>	
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		<p>the RSPO Supply Chain requirements. Last training conducted on 15th February 2021. Record of training provided.</p> <p>PT Socfin Indonesia – Mata Pao POM is implementing Identity Preserved for supply chain, it means that all FFB receive by mill was from certified estate, which is own estate (Mata Pao Estate). There is no non-certified FFB receive by Mata Pao palm oil mill.</p>	
<p>3.8.6</p>	<p>Internal Audit</p> <p>i) The mill shall have a written procedure to conduct annual internal audit to determine whether the mill;</p> <p>a) Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</p> <p>b) Effectively implements and maintains the standard requirements within its organisation.</p> <p>ii) Any non-conformities found as part of the internal audit shall be issued corrective action. The outcomes of the internal audits and all actions taken to correct non-conformities shall be subject to management review at least annually. The mill shall maintain the internal audit records and reports.</p>	<p>As per “Prosedur Audit Internal Sistem Manajemen” No.SOC/PSM/8.02 revision 08 dated 1st January 2022, described Sustainability Manager or Team conducted internal audit and management review to ensure all operational and documentation activities are comply to the RSPO Supply Chain requirement and the RSPO Market Communications and Claims Documents. The internal audit and management review planned once a year at minimum.</p> <p>The site has effectively implementation and maintains the standard requirement by performing internal audit. Latest internal audit conducted on 17-19 January 2022 by internal auditor from Sustainability Department (Andria Zulmanitra, Samuel Situmorang and Ester Kristin Natalia) against RSPO P&C Indonesia National Interpretation 2020 that include supply chain requirements. Audit result can be demonstrated during audit as per “Checklist Audit Internal Supply Chain Certification Standard”. There was nine NC related to RSPO Supply Chain. Root cause analysis, correction and corrective action has been established and effectively implemented. The NC status has been closed on 1st February 2022 as per “Laporan Ketidakesuaian (LKS) SOC/FORM/8.02-05”.</p> <p>Management review has been held on 2nd February 2022, attended by all key personnel involved in RSPO supply chain requirements including Group Manager and Administratur. Management review has discussed:</p>	<p>Complied</p>

		<ul style="list-style-type: none"> • Follow up action from previous management review • Internal and external audit result • Process performance • Stakeholder complaints • Work accident • Performance of environment and OHS • Fulfilment of environment and OHS requirements • Quality objective and achievements • Correction and corrective action status • Change that could affect management system • Recommendation for improvement. 	
3.8.7	<p>Purchasing and Goods In</p> <p>i) The mill shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received.</p> <p>ii) The mill shall inform the CB immediately if there is a projected overproduction of certified tonnage.</p> <p>iii) The mill shall have a mechanism in place for handling non-conforming FFB and/or documents.</p>	<p>PT Socfin Indonesia – Mata Pao has established complete and up to date procedures to implement RSPO supply chain requirements as per “Prosedur Supply Chain Certification Standard – Identity Preserved” document No. SOC/PSM/9.10 rev.10 dated 1st March 2020. The procedure covers FFB receiving and its records.</p> <p>Point 6.1. Penerimaan TBS dan Pencatatannya was mentioned “Krani timbang memastikan TBS yang masuk berasal dari kebun sendiri yaitu dengan cara mengidentifikasi nomor truck yang mengangkut buah dan dokumen yang dibawa”.</p> <p>However, based on field visits (date 15 February 2022), records of FFB received was inconsistently carried out in accordance with these procedures. This is raised as non-compliance.</p>	Non-compliance
3.8.8	<p>Sales and Goods Out</p> <p>The supplying mill shall ensure that the following minimum information for RSPO certified products is made available in document form. The information shall be complete and can be presented either on a single</p>	<p>PT Socfin Indonesia – Mata Pao POM has shown records that include minimum information required for RSPO certified product. During this period of assessment, the site sold RSPO certified CPO and PK to PT Multimas Nabati Asahan.</p>	Complied

	<p>document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation):</p> <ul style="list-style-type: none"> a) The name and address of the buyer; b) The name and address of the seller; c) The loading or shipment / delivery date; d) The date on which the documents were issued; e) RSPO certificate number; f) A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations); g) The quantity of the products delivered; h) Any related transport documentation; i) A unique identification number. 	<p>Sample verified during surveillance-3 in 2021:</p> <ul style="list-style-type: none"> • “Kontrak Penjualan Lokal” No. 40011530 dated 10th December 2021; described the seller name is PT Socfin Indonesia; at Jl. K.L. Yos Sudarso No.105 Medan Barat, Sumatera Utara; the buyer name is PT Musim Mas Belawan; at Jalan Sulawesi, Kawasan Pelabuhan Belawan I Kota Medan, kode pos: 20411, Sumatera Utara; product name is Crude Palm Oil (CPO); quality is RSPO IP Certified; quantity is 74 MT; time of delivery is January 2022. • Delivery Order No.300025865 dated 10th December 2021 described the name of the buyer is PT Musim Mas, address Kawasan Berikat Belawan; the name of the Seller is PT Socfin Indonesia – Mata Pao; date of document issued is 10th December 2021; description of product is Crude Palm Oil (CPO); quality RSPO Certified IP; quantity is 500 MT; related Contract number 40011530; transporter PT Gunung Kawi Sukses Makmur. • Delivery Note No: 022/MP/1/2021 dated 18th January 2022; from PT Socfin Indonesia – Mata Pao POM; to PT Musimas Belawan; vehicle No. BK 8865 GK; product is CPO; supply chain is RSPO Certified IP; quantity is 18,470 kg; seal number 774887; relate 774892d transport document: WB ticket No. WT/AWT/E1205/222/000296, Contract No. 40011530, DO No. 300025865 certificate number RSPO 705572. • Weighbridge Card No. WT/AWT/E1205/222/000296 dated 18th January 2022 described the transporter is PT Gunung Kawi Sukses Makmur, BK 8869 GK; the name of sender is PT Socfin Indonesia – Mata Pao POM; the name of the buyer is PT Musimas Belawan; delivery date and date of document issued is 18th January 2022; description of product is CPO; quantity is 18,450 kg; related transport document is Delivery Note No: 022/MP/1/2021 and Contract No. 40011530 	
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**RSPO P&C Public Summary Report
Revision 12 (Jun 2021)**

		<ul style="list-style-type: none"> • “Kontrak Penjualan Lokal” No. 4001544 dated 20th December 2021; described the seller name is PT Socfin Indonesia; at Jl. K.L. Yos Sudarso No.105 Medan Barat, Sumatera Utara; the buyer name is PT SMART Tbk; at Jalan Bermera Baru 3, Belawan 2, Medan, Sumatera, kode pos 20412; product name is Palm Kernel (PK); quality is RSPO IP Certified; quantity is 300 MT; time of delivery is January 2022 • Delivery Order No. 300025947 dated 20th December 2021 described the name is PT SMART Tbk; at Jalan Bermera Baru 3, Belawan 2, Medan, Sumatera, kode pos 20412; the name of the Seller is PT Socfin Indonesia – Mata Pao; date of document issued is 20 December2021; description of product is Palm Kernel (PK); quality RSPO Certified IP; quantity is 54 Ton; related Contract number 44001544; Unique Identification Number is 4001544; transporter is PT Gunung Kawi Sukses Makmur. • Delivery Note 017/MP/1/2022 dated 12th January 2022; from PT Socfin Indonesia – Mata Pao POM; PT SMART; vehicle No. BK 9909 GK; product is PK; supply chain is RSPO Certified IP; quantity is 19.1 Ton; related transport document: WB ticket WT/AWT E1205/2022/000196, DO No. 300025947; contract No. 4001544, certificate number RSPO 705572. • Weighbridge Card No. WT/AWT E1205/2022/000196 dated 12th January 2022 described the transporter is PT Gunung Kawi Sukses Makmur, BK 9909 GK; the name of sender is PT Socfin Indonesia – Mata Pao POM; the name of the buyer is PT SMART Tbk; delivery date and date of document issued is 7th February 2022; description of product is PK; quantity is 19.1 MT; related transport document is Delivery Note No. 017/MP/1/2022 and Contract No. 4001544 	
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		<p>Information is presented on across a range of documents, such as contract, Delivery Order, Weighbridge Card and Delivery Note.</p> <p>PT Socfin Indonesia – Mata Pao POM has registered of their transaction consist of Shipping Announcement in RSPO IT Platform (PalmTrace).</p> <p>Sample of Shipping Announcement:</p> <ul style="list-style-type: none"> • Transaction ID TR-c1c89c4d-a6bb dated 18th January 2022; Seller is PT Socfin Indonesia – Mata Pao Mill (RSPO_PO1000001256); Buyer is PT Musimas Belawan (RSPO_PO1000000076); Product CSPO; Program IP; Volume 74 MT; Transaction Type: Shipping; Status: Confirmed on 11st February 2022; Based on Delivery Order No. 300025865, Contract No. 40011530. • Transaction ID TR-01e5063e-e0c3 dated 12th January 2022; Seller is PT Socfin Indonesia – Mata Pao Mill (RSPO_PO1000001256); Buyer is PT PT SMART TBK Belawan Refinery (RSPO_PO1000006555); Product CSPK; Program IP; Volume 54 MT; Transaction Type: Shipping; Status: Confirmed on 26th January 2022; Based on Delivery Order No. 300025947, Contract No. 40011544. 	
3.8.9	<p>Outsourcing Activities</p> <p>i) The mill shall not outsource its milling activities. In cases where he mill outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the mill holding the certificate shall ensure that the independent third party complies with relevant requirements of this RSPO Supply Chain Certification.</p> <p>ii) The mill shall ensure the following:</p> <p>a) The mill has legal ownership of all input material to be included in outsourced processes</p> <p>b) The mill has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable</p>	<p>The organization use third party contractor for transportation of certified product, CSPO and CSPK. PT Socfin Indonesia Mata Pao POM only operate one contractor for delivery of CSPO and CSPK, which is PT Gunung Kawi Sukses Makmur.</p> <p>Valid contract was available, e.g.:</p> <ul style="list-style-type: none"> • PD-GM/X/589/2021 dated 29th November 2021 for transport of CPO, valid from 1 January 2022 until 31 December 2022. • PD-GM/X/590/2021 dated 29th November 2021 for transport of PK, valid from 1 January 2022 until 31 December 2022. 	Complied

	<p>agreement with the contractor. The onus is on the mill to ensure that certification body (CB) has access to the outsourcing contractor or operation if an audit is deemed necessary.</p> <p>c) The mill has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</p> <p>d) The mill shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and all information, when this is announced in advance.</p>	<p>PT Socfin Indonesia – Mata Pao POM has ensured that the independent third party complies with the requirements of the RSPO Supply Chain Module Identity Preserved. The requirement to comply with RSPO Supply Chain was explained and include in the contract agreement. In Article III (term and conditions) of the contract mentioned such as:</p> <ul style="list-style-type: none"> • Understood the ethical code of conduct PT Socfin Indonesia • The contractor understood the supply chain type of the product transported based on "Surat Pengantar Barang" • Understood the procedure of all product type transported based on supply chain model of the Palm Oil Mill • The contractor engaged provide relevant access for duly accredited CBs to their respective operations, systems, and all information, when this is announced in advance. <p>PT Socfin Indonesia – Mata Pao POM control the CPO and PK transporter before shipping by:</p> <ul style="list-style-type: none"> • "Berita acara pemeriksaan truck CPO dan Penyegehan" (completeness of vehicle including legality and safety, tank condition, faucet out, main hole tank, hinge/key lock faucet out). • "Surat Perintah Pemompaan" Dispatch direction letter. • "Surat Pengantar" Delivery note from "CV Gunung Kawi" contain information of DO number, vehicle number, driver name, and company CV Gunung Kawi signed. • "Kartu Keluar Masuk angkutan" 	
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RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<p>After shipping controlled by checking completeness of vehicle including legality and safety, tank condition, faucet out, main hole tank, hinge/key lock faucet out, seal number and seal condition.</p> <p>The quantity of CPO monitored by Weighbridge Card and SPK (with 0.20% tolerance).</p> <p>During field audit and document verification can be demonstrated that the transporter is under control of PT Socfin Indonesia – Mata Pao POM management. PT Socfin Indonesia - Mata Pao POM has communicated the procedure related to RSPO SCCS to the contractor.</p> <p>Socialization to contractor has been conducted on 24th January 2022 was attended by 6 participants (drivers from Gunung Kawi Sukses Makmur). RSPO Supply Chain procedure also has include in the agreement contract with contractor which is updated annually.</p>	
3.8.10	The mill shall record the names and contact details of all contractors used for the physical handling of RSPO certified oil palm products.	Currently PT Socfin Indonesia – Mata Pao POM only use one contractor for transport of CPO and PK, which is PT Gunung Kawi Sukses Makmur. The contact person is Mr. Sumida as the Director. The contact detail was provided in the Contract Agreement and List of Stakeholder Kebun Mata Pao 2021.	Complied
3.8.11	The mill shall inform its CB in advance prior to conduct of its next audit of the names and contact details of any new contractor used for the physical handling of RSPO certified oil palm products.	The documented procedure of supply chain, “Prosedur Supply Chain Standard – Identity Preserved” (SOC/PSM/9.10) Rev.09 dated 14 October 2019, in section 6.13.5 has explicitly described that the site will inform CB if there is addition or change in contractor used.	Complied

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

<p>3.8.12</p>	<p>Record keeping</p> <ul style="list-style-type: none"> i) The mill shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of this RSPO Supply Chain Certification Standard requirements. ii) Retention times for all records and reports shall be a minimum of two (2) years and shall comply with relevant legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock. iii) For Identity Preserved Module, the mill shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis. iv) For Mass Balance Module, the mill: <ul style="list-style-type: none"> a) Shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis and / or three-monthly basis. b) All volumes of certified CPO and PK that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO. c) The mill can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a mill is allowed to sell short (i.e. product can be sold before it is in stock). 	<p>PT Socfin Indonesia – Mata Pao POM has maintained accurate, complete, up-to-date and accessible records and reports covering all aspects of RSPO Supply Chain requirements, as evident in “Laporan Produksi Harian”, “Berita Acara Pengukuran dan Perhitungan Stok CPO”, “Kontrak Penjualan Lokal”, Delivery Order, Weighbridge Card and Delivery Note.</p> <p>The procedure “Prosedur Supply Chain Certification Standard – Identity Preserved” No.SOC/PSM/9.10 rev.09 dated 14/10/2019, section 6.7 requires that all related records and reports, e.g. FFB receiving, Laporan Produksi Harian, Contract, Delivery Order, Weighbridge Card and Delivery Note must be keep for a period of minimum five (5) years. Record verification confirms record as early as 2016 are still maintained.</p> <p>PT Socfin Indonesia – Mata Pao POM is able to provide estimate volume of CPO and PK in a year period as in Annual Budget, consists of Production of FFB, CPO and PK. The organization also keep an up-to date record of the FFB volume received, CPO and PK produced over a period of twelve (12) month, as in “Laporan Produksi Bulanan”.</p> <p>Mata Pao POM has recorded and balanced all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis, there is no negative stock. For the period of January to December 2021, certified FFB received is 31,605.95 MT; certified CPO produced is 7,391.00 MT (OER ~ 23.38%); certified PK produced is 1,177.84 MT (KER ~ 3.73%) - carried out from previous production is 50.63 MT (total: 1,272.81 MT); certified CPO delivered is 7,274.76 MT; certified PK delivered is 1,192.18 MT.</p> <p>For the period of February 2021 – January 2022 and according to public summary report ASA 1.2 PT Socfin Indonesia - Mata Pao POM the estimated tonnage of CPO and PK products that could potentially be produced by the certified mill are as bellow:</p> <table border="1" data-bbox="1131 1348 1948 1396"> <thead> <tr> <th>Description</th> <th>Estimated</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Description	Estimated	Actual				<p>Complied</p>
Description	Estimated	Actual							

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

		(Mar 2021 – Feb 2022)	(Feb 2021 – Jan 2022)	
		CPO	9,324.56 MT	7,545.97 MT
		PK	1,622.56 MT	1,202.94 MT
3.8.13	<p>Extraction Rate</p> <p>The oil extraction rate (OER) and the kernel extraction rate(KER) shall be applied to provide a reliable estimate of the amount of certified CPO and PK from the associated inputs. Mill shall determine and set their own extraction rates based upon past experience, documented and applied it consistently.</p>	<p>The site has determined and set their own conversion rates be based upon past-experience defined as Oil Extraction Rate (OER) and and Kernel Extraction Rate (KER). The site has set OER for budget 2021 as 23.10% and KER as 4.10%.</p>		Complied
3.8.14	<p>Extraction rates shall be updated periodically to ensure accuracy against actual performance or industry average if appropriate.</p>	<p>The site has annually update OER and KER to ensure accuracy against actual performance. The recorded actual OER and KER as in average January to December 2020 OER is 23.38%and KER is 3.73%.</p>		Complied
3.8.15	<p>Processing</p> <p>For Identity Preserved Module, the mill shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept separated from non-certified oil palm products, including during transport and storage to strive for 100% separation.</p>	<p>Mata Pao POM has ensured through documented system and operation that RSPO certified oil palm product is kept separated from non-certified oil palm product. There is no receiving of any non-certified FFB, therefore no non-certified FFB being entered the process, no non-certified CPO and PK being produced, no non-certified product being</p>		Complied

		<p>dispatched. Storage tank for CPO were dedicated only for certified palm oil. Silo for PK are used to store certified product only.</p> <p>Latest storage tank cleaning conducted on 17th April 2021 for Storage Tank No.1 (capacity: 700 MT). Minutes of storage tank cleaning and safety working permit were available. Currently storage tank used is only storage tank No.1 due to the small stock of CPO and the smoothness of pontoon crossing for CPO delivery.</p> <p>Weighbridge calibration based on "Surat Keterangan Hasil Pengujian" No.160/SKHPS/M/P2P/X/2021 dated 6th October 2021 issued by UPTD Metrologi Legal Dinas Perdagangan dan Perindustrian Kabupaten Serdang Bedagai. Weighbridge brand Avery Weight – Tronix, type E1205, serial number: 123051097; capacity 40,000 kg. Certificate valid until 6th October 2022.</p>	
<p>3.8.16</p>	<p>Registration of Transactions</p> <p>i) Shipping Announcement in the RSPO IT platform shall be carried out by the mills when RSPO certified products are sold as certified to refineries, crushers, and traders not more than three months after dispatch with the dispatch date being the Bill of Lading or the dispatch documentation date.</p> <p>ii) Remove: RSPO certified volumes sold under different scheme or as conventional, or in case of underproduction, loss or damage shall be removed in the RSPO IT platform.</p>	<p>The site is a Palm Oil Mill which take legal ownership and physically handle RSPO certified sustainable oil palm product, has registered their transaction in RSPO IT Platform (PalmTrace).</p> <p>PT Socfin Indonesia – Mata Pao POM has registered all of their transaction consist of Shipping Announcement in RSPO IT Platform (PalmTrace).</p> <p>Sample of Shipping Announcement:</p> <ul style="list-style-type: none"> Transaction ID TR-c1c89c4d-a6bb dated 18th January 2022; Seller is PT Socfin Indonesia – Mata Pao Mill (RSPO_PO1000001256); Buyer is PT Musimas Belawan (RSPO_PO1000000076); Product CSPO; Program IP; Volume 74 MT; Transaction Type: Shipping; Status: Confirmed on 11st February 2022; Based on Delivery Order No. 300025865, Contract No. 40011530. Transaction ID TR-01e5063e-e0c3 dated 12th January 2022; Seller is PT Socfin Indonesia – Mata Pao Mill (RSPO_PO1000001256); Buyer is PT PT SMART TBK Belawan Refinery (RSPO_PO1000006555); Product CSPK; Program IP; Volume 54 MT; Transaction Type: 	<p>Complied</p>

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

		<p>Shipping; Status: Confirmed on 26th January 2022; Based on Delivery Order No. 300025947, Contract No. 40011544.</p> <p>There are no certified CPO and PK sold as another scheme or uncertified, therefore PalmTrace's "Remove" is not applicable.</p>	
3.8.17	<p>Claims</p> <p>The mill shall only make claims regarding the production of RSPO certified oil that are in compliance with the RSPO Rules on Market Communications and Claims.</p>	<p>The procedure for claims is stated in SOP for RSPO Supply Chain "Prosedur Supply Chain Certification Standard Identity Preserved" No. SOC/PSM/9.10" Rev.9 dated 14 October 2019. The mill only makes claims on RSPO Certified product in compliance with RSPO Rules on Market Communications and Claims. Statement of RSPO certified and Mass Balance model are only stated in sales documents of RSPO certified product.</p> <p>Based on field visit and interview with relevant staff, it demonstrated good understanding on the use of RSPO corporate logo and RSPO trademark on product.</p>	Complied
General corporate communications			
4.1	<p>A corporate communication is one made by any RSPO member that highlights its membership of the RSPO and/or its commitment to the principles of the RSPO. Corporate communication is an 'off-product' claim.</p>	<p>Previously PT Socfin Indonesia was a registered RSPO member with membership number 1-0017-04-000-00, since 7 February 2004. Since 16 February 2019 PT Socfin Indonesia registered as a member of Socfin SA, with RSPO membership number 1-0269-19-000-00, as seen in website address https://www.rspo.org/members/8070/Socfin-SA.</p> <p>The reason of the change is because the commitment of Socfin's commissioner to certify all of their oil palm plantation under the RSPO scheme. The corporate communication of Socfin Group can found in website address http://www.socfin.com.</p>	Complied
4.2	<p>In corporate communications a member is allowed to:</p> <ul style="list-style-type: none"> • Display its RSPO membership status • Display the RSPO web address (www.rspo.org) • State that the member supports the work of the RSPO 	<ul style="list-style-type: none"> • Display its RSPO membership status: In the website Socfin Group did not its RSPO membership status, however Socfin Group display the company group that have been certified, which is Okomu (Nigeria), Safacam (Cameroon) and Socfindo (Indonesia). 	Complied

	<ul style="list-style-type: none"> State the member’s history with regard to the RSPO. Use the RSPO trademark to promote its membership of the RSPO. <p>Additionally, where an RSPO member displays the RSPO trademark in digital format this must be accompanied by the text ‘Check our progress at www.rspo.org’ where the link must lead to the member’s profile page.</p>	<ul style="list-style-type: none"> Display the RSPO web address (www.rspo.org): The website has a link to www.rspo.org in certification tab>links>RSPO, at address: https://www.socfin.com/en/certifications. State that the member supports the work of the RSPO: not in direct manner, however in the website Socfin Group stated: “The Socfin Group, from its beginnings in 1909, has always been attentive to its social and environmental impact in the countries where it operates. Aware of the development challenges that are evolving, the Socfin Group is constantly working to improve its activities in order to be the leader in responsible tropical agriculture”. State the member’s history with regard to the RSPO: the website display link to RSPO certificate of each unit certified. Use the RSPO trademark to promote its membership of the RSPO: the website does not display RSPO trademark. 	
4.3	In corporate communications RSPO members must not make any statement that may lead consumers to believe that RSPO membership by itself implies the selling of RSPO-certified oil palm products.	In the website, Socfin Group does not make any statement that may lead consumers to believe that RSPO membership by itself implies the selling of RSPO-certified oil palm products.	Complied
4.4	Members must ensure that all communication is consistent, clear and cannot mislead consumers or other stakeholders as to the certified content of oil palm products in the member’s own products.	In the website, Socfin Group ensure that all communication is consistent, clear and cannot mislead consumers or other stakeholders as to the certified content of oil palm products in the member’s own products.	Complied
4.5	Members are not allowed to use the RSPO corporate logo as shown in the RSPO Rules on Market Communications & Claims document. This is for the sole use of the RSPO secretariat.	In the website, Socfin Group does not use the RSPO corporate logo as shown in the RSPO Rules on Market Communications & Claims document.	Complied
Business to business communications			
5.1	Business to Business communication relates to RSPO members in the supply chain selling to and/or communicating with other organizations in the supply chain about the use of certified sustainable oil palm products.	PT Socfin Indonesia – Mata Pao POM stated in sales documents, e.g. “Kontrak Penjualan Lokal” and Delivery Order that the product sold is RSPO Certified CPO or RSPO Certified PK Identity Preserved (IP) Module.	Complied

5.2	When confirming the sale of certified oil palm products, members must adhere to the requirements of the RSPO SCCS. This includes stating the supply chain model and certificate number under which the claim is being made.	It was verified that when selling certified oil palm product, PT Socfin Indonesia – Mata Pao POM stated the supply chain model IP and, e.g. in “Kontrak Penjualan Lokal” and Delivery Order.	Complied
5.3	<p>Where a distributor or wholesaler takes title to products containing certified sustainable oil palm products, the requirements of the RSPO SCCS can follow either of two options:</p> <p>a) If the distributor or wholesaler holds only a Distributor license, it may only communicate RSPO-certified oil palm products by linking the product to the manufacturer using the manufacturer’s SCCS certificate number. This covers both brand and own brand products. However, in the case of own brand products it is essential that customers are aware that the product has been made on behalf of the distributor or wholesaler, with specific evidence either through on-pack claims or documentation.</p> <p>b) If the distributor or wholesaler is supply chain-certified they should follow the requirements outlined in section 5.2.</p>	<p>PT Socfin Indonesia – Mata Pao POM is not an end-product producer, the site is a palm oil mill with storage tank that only receive, stored and dispatch CPO and PK.</p> <p>Not applicable.</p>	Not Applicable
5.4	<p>A certified member can provide information to its customers detailing the presence of certified palm oil contained within a product even if it is not eligible for a product-specific under RSPO rules. The end product must not be labelled as certified or sold in such a way that implies RSPO certification.</p> <p>For example, a retailer or food service company may require a breakdown of all palm based ingredients within an end product and the certified status of each. This information may be provided by a certified RSPO member without constituting a product-specific claim.</p>	<p>PT Socfin Indonesia – Mata Pao POM is not an end-product producer, the site is a palm oil mill with storage tank that only receive, stored and dispatch CPO and PK.</p> <p>Not applicable.</p>	Not Applicable
Business to consumer communication			

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

6.1	Only RSPO members that have supply chain certification are allowed to make business to consumer claims about the certified sustainable oil palm products contained within product(s), which are known as 'product-specific' claims. Product-specific claims are voluntary.	PT Socfin Indonesia – Mata Pao POM is an RSPO certificate holder with certificate number RSPO 705572 issued by BSI on 25 July 2019. The unit of certification sold its oil palm product in bulk, no product label attached. No 'product-specific' claims are used. Not applicable.	Not Applicable
6.2	Only RSPO members who have supply chain certification are authorised to use the RSPO trademark and/or RSPO label, with the exception of RSPO Credits and of retailers in accordance with 6.8 below.	PT Socfin Indonesia – Mata Pao POM is an RSPO certificate holder with certificate number RSPO 705572 issued by BSI on 25 July 2019. The unit of certification sold its oil palm product in bulk, no product label attached. No 'product-specific' claims are used. Not applicable.	Not Applicable
6.3	When on-pack claims on RSPO-certified sustainable oil palm products are used, the RSPO trademark and associated identification number must be present.	PT Socfin Indonesia – Mata Pao POM sold its oil palm product in bulk, no product pack are used. Not applicable.	Not Applicable
6.4	Business to consumer communication shall not include information about the claimant's RSPO membership status.	PT Socfin Indonesia – Mata Pao POM communication has not stated information about the claimant's RSPO membership status.	Complied
6.5	Members shall not communicate to consumers' information about their suppliers' RSPO membership status.	PT Socfin Indonesia – Mata Pao POM is certified RSPO P&C, selling CSPO and CSPK. PT Socfin Indonesia – Mata Pao POM and the parent company - Socfin Group did not make any communication about their supplier's RSPO membership status.	Complied
6.6	Use of the RSPO trademark is restricted to claims about RSPO-certified sustainable palm oil products and it is not authorised for use in relation to any other ingredient.	The site sold its oil palm product in bulk, there is no business to consumer communication implemented.	Complied
6.7	Use of any other trademark or logo to highlight the presence of RSPO-certified sustainable oil palm products is an unauthorised product-specific claim.	The site sold its oil palm product in bulk, there is no business to consumer communication implemented.	Complied
6.8	RSPO members who are retailers or food service companies can apply for an RSPO trademark license for use in business to consumer	PT Socfin Indonesia – Mata Pao POM is not a retailer or food service company.	Not Applicable

	<p>communications, provided they can demonstrate the validity of these claims to an RSPO-accredited certification body (CB). This will be undertaken via a remote audit, prior to the trademark use, during which the retailer or food service company will need to demonstrate that the use of the trademark is in compliance with the rules contained within this document and that the claim itself can be supported through a certified supply chain. Any other palm oil claims, including those highlighting the absence of palm oil, must be highlighted to the CB during the audit to ensure that all claims comply with the requirements of these rules. The CB will confirm the outcome of these audits, to be conducted annually, to RSPO who may continue to grant a trademark license or withdraw permission based upon the audit findings. This is in keeping with the rules applying to RSPO supply chain certified members. The guidance document for audits is available on www.rspo.org.</p>	<p>Not applicable.</p>	
<p>MODULE A – IDENTITY PRESERVED & SEGREGATED SPECIFIC RULES</p>			
<p>Certified oil palm content (IP)</p>			
	<p>For IP, 95% or above of the oil palm content must be RSPO IP-certified.</p>	<p>The IP volume that can be sold is only the volume requested in the PalmTrace. Hence the CPO volume sold under IP model is considered 100% content.</p>	<p>Complied</p>
	<p>For SG, 95% or above of the oil palm content must be SG, or a combination of SG and IP.</p>	<p>The site implemented RSPO Supply Chain Module Identity Preserved (IP).</p>	<p>Complied</p>
	<p>Where there is any percentage of non-certified oil palm within the product, the reason for this must be fully justified and an action plan for moving to fully certified oil palm must be in place, in accordance with the requirements of the RSPO SCCS. In addition, the volume of non-certified oil palm products must be covered by the purchase of RSPO Credits of equivalent volume.</p>	<p>The IP volume that can be sold is only the volume requested in the PalmTrace. Hence the CPO volume sold under IP model is considered 100% content.</p>	<p>Complied</p>
<p>Labelling and trademark (IP)</p>			

	<p>Members are allowed to use the RSPO label in one of the following ways:</p> <ul style="list-style-type: none"> • RSPO trademark which includes the tag 'CERTIFIED' or • RSPO trademark which includes the tag 'This product contains certified sustainable palm oil'. Wherever a RSPO trademark is displayed, the applicable trademark license number must be shown immediately under or next to the trademark or the 'statement'. Font must be Calibri, font size must be at least 4pt (1.4 mm or 0.06 inch). In on-pack communications, the RSPO trademark can be printed anywhere on the pack. 	<p>There were no product partial claims</p>	<p>Not Applicable</p>
Messaging (IP)			
	<p>Messaging ALLOWED in storytelling in product-related communications may include some or all of the following elements:</p> <ul style="list-style-type: none"> • The oil palm products contained in this product have been certified to come from RSPO sources. www.rspo.org • By choosing this product, you are sure it contains RSPO-certified palm oil. For more information: www.rspo.org • RSPO-certified sustainable oil palm products were kept apart from other oil palm products throughout the supply chain. www.rspo.org • Certified sustainable oil palm products can be traced back to RSPO-certified mills and plantations. www.rspo.org • The entire supply chain is monitored by independent, RSPO-accredited auditors. www.rspo.org • RSPO-certified sustainable palm oil has been produced to stringent environmental and social criteria. www.rspo.org • References to (or images of) particular RSPO-certified production units, if the relationship to those units can be shown by company records. 	<p>There were no product partial claims</p>	<p>Not Applicable</p>

<p>Principle 4: Respect community and human rights and deliver benefit Respect community rights, provide equal opportunities, maximise benefits from engagement and ensure remediation where needed.</p>		
<p>Criteria 4.1: The unit of certification respects human rights, which includes respecting the rights of Human Rights Defenders.</p>		
<p>4.1.1</p>	<p>(C) A policy to respect human rights, including prohibiting retaliation against Human Rights Defenders (HRD), is documented and communicated to all levels of the workforce, operations, supply chain and local communities and prohibits intimidation and harassment by the unit of certification and contracted services, including contracted security forces.</p>	<p>PT Socfin Indonesia – Mata Pao POM as a part of Socfin SA has had human rights policy that signed by Principal Director since 1 June 2019. PT Socfin Indonesia – Mata Pao POM has recognised and is committed to respecting international human rights standards. These shall include at a minimum the human rights standards as set out and defined in:</p> <ul style="list-style-type: none"> • The United Nations declaration on Human Rights Defenders • The Universal Declaration of Human Rights • The International Covenant on Civil and Political Rights (explicitly the protection of whistle-blowing as an aspect of freedom of expression under Article 19) • The International Covenant on Economic, Social and Cultural Rights • The Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) • The International Labour Organisation’s (ILO) Declaration on Fundamental Principles and rights to work • Any other guidelines or human rights standards as set out in the laws of the Republic of Indonesia. <p>PT Socfin Indonesia expressly grants protection for any report documents or information in any form made with a reasonable belief that the information is true at the time it is disclosed.</p> <p>PT Socfin Indonesia shall protect individuals against violence, threats, all forms of retaliation, direct or indirect, pressure or any other arbitrary</p>

Complied

		<p>action as consequence of the individual’s legitimate exercise of their fundamental human rights in course of their engagement with Socfindo. PT Socfin Indonesia shall protect individuals from all forms of retaliation, disadvantage or discrimination in the workplace linked or resulting from HRD activities. Socfindo shall preserve the individual’s confidentiality and the identity of the individual may not be disclosed without the individual’s explicit informed consent.</p> <p>PT Socfin Indonesia – Mata Pao POM has also conducted refreshment socialization of policy to the respective stakeholder, such as:</p> <ul style="list-style-type: none"> • Socialization to the internal stakeholder (mill workers) on 22 December 2021 – was attended by 31 workers in Division II • Refreshment for socialization to upkeep workers (fertilizer and pesticide applicator) from Division I on 27 November 2021 – was attended by 32 participants. • Record of socialization to Head of Pematang Sertak dated 29 September 2021 <p>Based on interview with communities and elder from Mata Pao Village (dated 14/02/2022) obtain information that Socfin Indonesia does not intimidating or violence to solve problem.</p>	
4.1.2	The unit of certification does not instigate violence or use any form of harassment, including the use of mercenaries and paramilitaries in their operations.	Based on interview with local communities and elderly from Mata Pao Village (dated 13/02/2022) obtain information that PT Socfin Indonesia – Mata Pao POM does not intimidate or violence (including any form of harassment or paramilitary usage) to solve any problem.	Complied
Criteria 4.2: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.			
4.2.1	(C) The mutually agreed system, open to all affected parties, resolves disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants, HRD, community spokespersons and	PT Socfin Indonesia – Mata Pao POM as a part of Socfin SA has had human rights policy that signed by Principal Director since 1 June 2019. The policy stated that:	Complied

	<p>whistleblowers, where requested, without risk of reprisal or intimidation and follows the RSPO policy on respect for HRD.</p>	<ul style="list-style-type: none"> • PT Socfin Indonesia expressly grants protection for any report documents or information in any form made with a reasonable belief that the information is true at the time it is disclosed. • PT Socfin Indonesia shall protect individuals against violence, threats, all forms of retaliation, direct or indirect, pressure or any other arbitrary action as consequence of the individual’s legitimate exercise of their fundamental human rights in course of their engagement with PT Socfin Indonesia. • PT Socfin Indonesia shall protect individuals from all forms of retaliation, disadvantage or discrimination in the workplace linked or resulting from HRD activities. PT Socfin Indonesia shall preserve the individual’s confidentiality and the identity of the individual may not be disclosed without the individual’s explicit informed consent. <p>Based on interview with local communities and elder from Desa Mata Pao and Firdaus (dated 15 February 2022) obtain information that Socfin Indonesia does not intimidating or violence (including any form of harassment or paramilitary usage) to solve any problem.</p>	
<p>4.2.2</p>	<p>Procedures are in place to ensure that the system is understood by the affected parties, including by illiterate parties.</p>	<p>PT Socfin Indonesia – Mata Pao POM has had social communication procedure which consisted of the procedure to handling complaint, the procedure provided at social communication procedure (Document No. SOC/PSM/9.01, Rev.7 dated 01 February 2019).</p> <p>The complaints divided into:</p> <ul style="list-style-type: none"> • External complaint • Internal complaint • Sexual harassment, intimidation, and violence • Complaint from human rights defender and whistle blower. <p>The procedure is completed with a flowchart for each type of complaint and a description of handling the complaint.</p>	<p>Complied</p>

		<p>Based on document verification, the procedure has been socialized to the respective stakeholder together with communication of company's policies. For example, socialization to the internal stakeholder (mill workers) on 17 January 2022 and attended by 25 workers in scrapper station.</p> <p>Based on interview with government agencies staffs and local community representatives obtain information that they have generally understood on the procedures.</p>	
4.2.3	<p>The unit of certification keeps parties to a grievance informed of its progress, including against agreed timeframe and the outcome is available and communicated to relevant stakeholders.</p>	<p>According to the complaint handling, PT Socfin Indonesia – Mata Pao POM has provided the procedure to handling complaint No. SOC/PSM/9.01, Rev.7 dated 01 February 2019. Those shows that it has been arranged regarding the time-period for responding to complaints. The procedure explain the complaint handling as follows:</p> <ul style="list-style-type: none"> • Incoming complaints from internal stakeholder shall responded by top management unit's maximum 1 month after the complaint accepted. • Incoming complaints from external stakeholder also shall responded by top management unit's maximum 1 month after the complaint accepted. If the complaints still not met with any settlements, general affair shall inform the complainants regarding the complaint status, progress and any other things needed to reach a settlement. If the settlement of a complaint is not approved by both parties, the complaint can involve a technical or independent mediator or a legitimate third party. Head clerk monitored all the settlement process and progress. • Resolution for sexual harassment complaint, intimidation and violence will held by Gender Committee. The meeting for complaints and investigation conducted maximum 1 month after the complaint submitted and the status will be updated on a monthly base by Gender Committee. 	Complied

		<ul style="list-style-type: none"> Resolution of human rights defender complaints and reporting violations will be carried out by the Estate Manager and may involve the General Affair Department. The duration of handling this complaint is not specifically regulated and depends on the size of the case. <p>There is no specific conflict resolution period in the procedure. However, conflict resolution must be carried out as quickly as possible by the unit leader or the next level of management if necessary. Of course, after considering the evidence of the complaint submitted by the complainant. All ongoing progress must be informed to the complainant.</p> <p>Based on the results of interviews with NGOs, community leaders and other interested parties (dated 10th February 2022) who had a dispute with PT Socfin Indonesia showed that the resolution of complaints had been resolved appropriate, without intimidation and violence, including by using mediation by the head of local government agencies and NGOs appointed as their attorneys.</p>	
4.2.4	<p>The conflict resolution mechanism includes the option of access to independent legal and technical advice, the ability for complainants to choose individuals or groups to support them and/or act as observers, as well as the option of a third-party mediator.</p>	<p>According to the complaint handling, PT Socfin Indonesia – Mata Pao POM has provided the procedure to handling complaint No. SOC/PSM/9.01, Rev.7 dated 01 February 2019. The document sighted that the external complaints resolution can be involved with from third party mediator.</p> <p>Based on the results of interviews with community leaders from Desa Mata Pao and Firdaus (dated 14 February 2022) stated that there was no land conflict or any form of conflict existing since previous assessment.</p> <p>Based on document review, since 2020 – there was no complainants to choose individuals or groups to support them and/or act as observers, as well as the option of a third-party mediator.</p>	Complied
<p>Criteria 4.3: The unit of certification contributes to local sustainable development as agreed by local communities.</p>			

4.3.1	Contributions to community development that are based on the results of consultation with local community are demonstrated.	<p>PT. Socfin Indonesia – Mata Pao is the only one entity that cultivated palm oil where the surrounding area full of paddy farmers/smallholders. Unit of certification are committed to engage with those smallholders to help them to be more sustainable. According to the result of consultation with them, PT. Socfin Indonesia – Mata Pao has support independent smallholder by coaching and training related to Best Management Practices to enhance their productivity of rice grower: “Memorandum of Understanding (MoU) Kemitraan Berkelanjutan PT. Socfindo Kebun Mata Pao dengan Kelompok Tani Desa Pasar Baru, Kelompok Tani Desa Makmur”, dated 1 February 2020. There are 5 rice grower group: Kelompok Tani Seia Sekata, Desa Pasar Baru (59 Ha); Kelompok Tani Sri Rezeki, Desa Pasar Baru (57 Ha); Kelompok Tani Sido Rukun, Desa Makmur (48 Ha); Kelompok Tani Berdikari, Desa Makmur (45 Ha); Kelompok Tani Sido Bahagia, Desa Makmur (38 Ha).</p> <p>The MoU also stated some important point as follows:</p> <ul style="list-style-type: none"> • Section 2 stated the scope of MoU for guidance of rice cultivation in 2 villages under Teluk Mengkudu District. • Section 3 stipulates company provides training and guidance related to BMP on rice cultivation; and provides other aid needed for rice field management. Company and the rice grower group will carry out inventory of names and rice fields. Company will carry out land survey to understand: current condition of rice cultivation, current BMP for rice cultivation, understand upkeep and fertilizer regime, type and source of rice seedling, production capacity, road access and irrigation condition, issues faced by the rice growers, other data needed. 	Complied
Criteria 4.4: Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.			
4.4.1	(C) Documents showing legal ownership or lease, or authorised use of customary land authorised by customary landowners through a Free, Prior	PT. Socfin Indonesia - Mata Pao is an oil palm plantation company that has been operating since the Dutch Colonial. At that time still called Olie Slagerij Maatschappij based on concession right number 215 issued by	Complied

	<p>and Informed (FPIC) process. Documents related to the history of land tenure and the actual legal or customary use of the land are available.</p>	<p>Resident der Oostkust van Sumatra Medan on 25 September 1897 (valid for 75 years). After the independence of the Republic of Indonesia, all foreign concession rights were nationalized in accordance with Agrarian Law No. 5 of 1960. The concession right was changed into land title (HGU) according to the Decree of the Agriculture Minister No. Ka.12/1/19 dated 1 November 1962 which ended on 24 September 1973.</p> <p>In 1965 this plantation was controlled by the Indonesian government based on Presidential Decree No. 6 of 1965 and subsequently based on an Agreement between the Government of Indonesia and Plantations Noord Sumatra SA Brussels (then become Socfin Indonesia) on 29 April 1968 a joint venture was formed between the Government of Indonesia and the original owner with new provisions to the new company HGU granted for 30 years as stated in article 4 letter A of the agreement.</p> <p>Based on interviews with village head of Desa Mata Pao and Firdaus, the estate has been operating since the Dutch Colonial around 1897. There was no new expansion or new land acquisition process from the local communities since that time.</p> <p>Meanwhile, based on social studies and SEIA documents, there is no indication of the existence of the indigenous peoples in the PT. Socfin Indonesia - Mata Pao concession.</p>	
4.4.2	<p>Copies documents evidencing agreement- making processes and negotiated agreements detailing the FPIC process are available and include:</p> <p>4.4.2a Evidence that a plan has been developed through consultation and discussion held in good faith with all affected groups within the community, with specific assurances that vulnerable, minority and gender groups are asked for their opinions, and that information has been provided to all affected groups, including in it information about the steps taken to involve them in decision making.</p>	<p>Based on document verification on land use title, environmental document, HCV assessment report and public consultation with representatives from Desa Mata Pao and Firdaus, audit team obtain information the company has been operated since the Dutch Colonial Era (approximately 1927) and there was no new land expansion thereafter.</p> <p>However, PT. Socfin Indonesia – Mata Pao established land acquisition procedure (Document No. SOC/PSM/9.04 Rev.1 that dated 1 January 2010). The procedures describe the process of land acquisition starting</p>	Complied

		<p>from conducting the survey, obtaining directives from the government, land suitability survey, follow-up of land suitability survey, submission of plantation business permit, land acquisition plan and submission of land use title (HGU).</p> <p>At the point of the Land Acquisition Plan (Point 5.5.3) the Free, Prior and Informed Consent mechanism has been explained including providing information to the surrounding community, meeting with the community, posting announcements to the public and the mass media. Community approval is done through a voluntary process, without coercion and openness. The local the community can be represented by lawyers that appointed by the community itself during the negotiation process. The process of land acquisition is owned by the community or customary rights based on the procedure of giving compensation where in the process of land acquisition. It is possible to be elucidated if no agreement is reached with the local community.</p>	
	<p>4.4.2b Evidence that the unit of certification has respected communities to give or withhold their consent to the operations at the time that these decisions were taken;</p>	<p>PT. Socfin Indonesia – Mata Pao has procedure for land acquisition and complaints handling.</p> <ul style="list-style-type: none"> • Certificate holder has established procedure for land acquisition and complaints handling. • Based on document verification, field visit, and public consultation obtain information that there is no new land expansion since November 2005. <p>Based on document verification, public consultations and field observation there is no indications of land disputes between the company and other parties including the surrounding community.</p>	

	<p>4.4.2c Evidence that the legal, economic, environmental and social implications of permitting operations on their land have been understood and accepted by affected communities. Including the implications for the legal status of their land at the expiry of the unit of certification's title, concession or lease on the land.</p>	<p>PT. Socfin Indonesia – Mata Pao has procedure for land acquisition and complaints handling.</p> <ul style="list-style-type: none"> • Certificate holder has established procedure for land acquisition and complaints handling. • Based on document verification, field visit, and public consultation obtain information that there is no new land expansion since November 2005. <p>Based on document verification, public consultations and field observation there is no indications of land disputes between the company and other parties including the surrounding community.</p>	
<p>4.4.3</p>	<p>(C) Maps of an appropriate scale showing the extent of recognised legal, customary or user rights are developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).</p>	<p>PT. Socfin Indonesia – Mata Pao has established procedure for land acquisition and complaints handling. The procedures describe the process of land acquisition starting from conducting the survey, obtaining directives from the government, land suitability survey, follow-up of land suitability survey, submission of plantation business permit, land acquisition plan and submission of land use title (HGU).</p> <p>Inside the procedure Land Acquisition Plan (Point 5.5.3) the Free, Prior and Informed Consent mechanism has been explained including providing information to the surrounding community, meeting with the community, posting announcements to the public and the mass media. Community approval is done through a voluntary process, without coercion, and to maintain transparency.</p> <p>The local the community can be represented by lawyers that appointed by the community itself during the negotiation process. The process of land acquisition is owned by the community or customary rights based on the procedure of giving compensation where in the process of land acquisition. It is possible to be elicited if no agreement is reached with the local community.</p>	<p>Complied</p>

		Based on document verification, public consultations and field observation there is no indications of land disputes between the company and other parties including the surrounding community.	
4.4.4	All relevant information is available in appropriate forms and languages, including assessment of impact, proposed benefit sharing, and legal arrangements.	All documents are available in Bahasa Indonesia. This is contextual with community in Mata Pao, whereby the language used is Bahasa Indonesia.	Complied
4.4.5	(C) Evidence is available to show that communities are represented through institutions or representatives of their own choosing, including by legal counsel if they so choose.	As explained in previous indicator 4.4.1 shown that: <ul style="list-style-type: none"> • Certificate holder has established procedure for land acquisition and complaints handling. • Based on document verification, field visits and public consultation obtain information that there is no new land expansion at least since 2005. • Based on document verification, public consultations and field observation there is no indications of land disputes between the company and other parties including the surrounding community. 	Complied
4.4.6	There is evidence that implementation of agreement negotiated through FPIC is annually reviewed in consultation with affected parties.	As explained in previous indicator 4.4.1 shown that: <ul style="list-style-type: none"> • Certificate holder has established procedure for land acquisition and complaints handling. • Based on document verification, field visits and public consultation obtain information that there is no new land expansion at least since 2005. • Based on document verification, public consultations and field observation there is no indications of land disputes between the company and other parties including the surrounding community. 	Complied

Criteria 4.5: No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their FPIC. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.

<p>4.5.1</p>	<p>(C) Documents showing identification and assessment of demonstrable legal, customary and user rights are available.</p>	<p>Based on interviews with village head of Desa Mata Pao, Desa Firdaus and consultation with local government agencies in Serdang Bedagai Regency obtain information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial around 1897 (former name was Olie Slagerij Maatschappij). There is no new expansion or new land acquisition process from the local communities since that time.</p> <p>In accordance with SEIA document that approved since 1994 obtained information that there were no customary land or indigenous people existed in their concession.</p> <p>In 2011, certificate holder has conducted HCV assessment and SIA assessment on 2012. Both assessments conclude that there was no customary land or indigenous people in their concession.</p> <p>Company has established Prosedur Identifikasi dan Perhitungan Kompensasi Lahan No.SOC/PSM/9.05 rev.01, dated 1 April 2015.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> - Principal Director is responsible for final decision in land acquisition. - General Manager is responsible for final recommendation to Principal Director related to acquisition decision related to land acquisition and land compensation calculation. - Related Departments (Planting Dept., General Affairs Dept., Purchasing Dept., Internal Audit Dept.) are responsible to provides data, analysis and recommendation in line with land acquisition purpose. <p>Activities:</p> <ul style="list-style-type: none"> - Land owner propose land to PT. SOCFINDO (legal ownership documents, land location, land maps and coordinates, offer letter from landowner). - Principal Director/General Manager: a) Conduct viability review of the offer letter for follow up; b) If viable, can instruct Planting Dept. and 	<p>Complied</p>
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**RSPO P&C Public Summary Report
Revision 12 (Jun 2021)**

		<p>General Affairs Dept. to conduct desk study. If not viable, offer letter be archived.</p> <ul style="list-style-type: none"> - Review the viability of the land based on desk study report carried out by Planting Dept. and General Affairs Dept. - If viable, can instructed for field survey. If not viable, desk study report be archived. - Review the viability of the land based on survey report from Planting Dept. and General Affairs Dept. - If viable, can instructed for due diligence or business feasibility study or appraisal. If not viable, field survey report be archived. - Planting Department: Conduct desk study for the land being offered, consist of a) Land location digital identification based on land coordinates or HGU map from BPN. b) Identification of land cover in the said location from satellite imagery/Google Earth; c) Topographic analysis and land slope from secondary data (satellite imagery); d) Climate type analysis, dry months and wet months. e) Soil type analysis based on Peta Tanah Balai Penelitian Tanah Bogor scale 1:250,000; f) Soil suitability study. - Conduct field survey: ground check the land location, ground check coordinate poles, Area statement or planted area statement, identifies conflicted area, identifies enclaved area, taking soil sample, observing production potential, gather secondary data, check agronomy data. <p>Company has established Prosedur Pembebasan Lahan No.SOC/PSM/9.04 rev.01, dated 1 January 2010.</p> <p>Activities:</p> <ul style="list-style-type: none"> - Board of Director determines the area needed. Directors appoint survey team to check potential area for oil palm plantation. Survey team clarifies land status: KBK (Kawasan Budidaya Kehutanan), 	
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		<p>Kawasan Budidaya Non Kehutanan (KBNK), Tanah Masyarakat atau Tanah Ulayat (Adat).</p> <ul style="list-style-type: none"> - General Affairs Department proposed "Surat Arahan Lokasi" to local Regent, for area with status Kawasan Budidaya Non Kehutanan (KBNK). - For land area with status Kawasan Budidaya Kehutanan (KBK), General Affairs Department prepare permit for forest area release to Ministry of Forestry. If permit cannot be obtained, Director appoint new area. <p>Survey team prepared for land suitability survey, once obtained "Surat Arahan Lokasi" from local Regent to check: land ownership identification, land use by local communities; land quality and suitability (soil physical and chemical); social condition (local community acceptance and potential social conflict); produce land suitability report, including land condition and social-economy condition. The report submitted to board of director.</p>	
4.5.2	<p>(C) FPIC is obtained for all oil palm development through a comprehensive process, including in particular, full respect for their legal and customary rights to the territories, lands and resources via local communities' own representative institutions. All the relevant information and documents are made available, and community have option of resourced access to independent third-party advice through a documented, long-term and two- way process of consultation and negotiation.</p>	<p>Certificate holder has procedure for land acquisition and complaints handling. At the point of the Land Acquisition Plan (Point 5.5.3) the Free, Prior and Informed Consent mechanism has been explained including providing information to the surrounding community, meeting with the community, posting announcements to the public and the mass media. Community approval is done through a voluntary process, without coercion and openness. The local the community can be represented by lawyers that appointed by the community itself during the negotiation process. The process of land acquisition is owned by the community or customary rights based on the procedure of giving compensation where in the process of land acquisition. It is possible to be elucidated if no agreement is reached with the local community.</p> <p>Based on interviews with village head of Desa Mata Pao, Desa Firdaus and consultation with local government agencies in Serdang Bedagai</p>	Complied

		<p>Regency obtain information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial around 1897 (former name was Olie Slagerij Maatschappij). There is no new expansion or new land acquisition process from the local communities since that time.</p> <p>Periodically, a review of social studies is documented in the "Social Impact Assessment (Review) Report 2020". The last review was carried out involving the participation of parties including the surrounding communities affected and workers by sampling. Data is collected through the structured interview method using a list of questions in the "Social Impact Assessment Questionnaire" which consists of: questionnaires related to Livelihoods, Road Access Rights, Public Facilities and Resources etc.</p>	
<p>4.5.3</p>	<p>Evidence is available that affected local peoples understand they have the right to say 'agree' or 'not agree' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the unit of certification is signed and ratified by these local peoples. Negotiated agreements are non-coercive and entered into voluntarily and carried out prior to new operations.</p>	<p>Based on interviews with village head of Desa Mata Pao, Desa Firdaus and consultation with local government agencies in Serdang Bedagai Regency obtain information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial around 1897 (former name was Olie Slagerij Maatschappij). There is no new expansion or new land acquisition process from the local communities since that time.</p> <p>Through the SEIA, SIA and HCV assessment that has been conducted conclude that there were no customary land or indigenous people in their concession areas.</p> <p>However, certificate holder has established procedure for land acquisition and complaints handling (if any). At the point of the Land Acquisition Plan (Point 5.5.3) the Free, Prior and Informed Consent mechanism has been explained including providing information to the surrounding community, meeting with the community, posting announcements to the public and the mass media. Community approval will be done through a voluntary process, without coercion and be uphold transparency. The local the community can be represented by lawyers that appointed by the community itself during the negotiation</p>	<p>Complied</p>

		process. The process of land acquisition is owned by the community or customary rights based on the procedure of giving compensation where in the process of land acquisition. It is possible to be elucidated if no agreement is reached with the local community.	
4.5.4	To ensure local food and water security and as part of the FPIC process, SEIA participation and participatory land-use planning with local peoples, the full range of food and water provisioning options are considered. There is transparency of land allocations process.	Based on interviews with village head of Desa Mata Pao, Desa Firdaus and consultation with local government agencies in Serdang Bedagai Regency obtain information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial around 1897 (former name was Olie Slagerij Maatschappij). There is no new expansion or new land acquisition process from the local communities since that time. Through the SEIA, SIA and HCV assessment that has been conducted conclude that there were no customary land or indigenous people in their concession areas.	Complied
4.5.5	Evidence is available that the affected communities and rights holders have had the option to access information and advice, that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands.	Based on interviews with village head of Desa Mata Pao, Desa Firdaus and consultation with local government agencies in Serdang Bedagai Regency obtain information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial around 1897 (former name was Olie Slagerij Maatschappij). There is no new expansion or new land acquisition process from the local communities since that time. Through the SEIA, SIA and HCV assessment that has been conducted conclude that there were no customary land or indigenous people in their concession areas. Access to information related to plantation development programs are open and transparent. Based on interview with the same stakeholders, company update information prior implementation.	Complied
4.5.6	Evidence is available that the communities or their representatives gave consent to the initial planning phases of the operations prior to the issuance of a new concession or land title to the operator.	Based on interviews with village head of Desa Mata Pao, Desa Firdaus and consultation with local government agencies in Serdang Bedagai Regency obtain information that PT. Socfin Indonesia – Mata Pao has	Complied

		<p>been operating since the Dutch Colonial around 1897 (former name was Olie Slagerij Maatschappij). There is no new expansion or new land acquisition process from the local communities since that time.</p> <p>Through the SEIA, SIA and HCV assessment that has been conducted conclude that there were no customary land or indigenous people in their concession areas.</p> <p>Therefore, no communities inhabit the concession for issuance of new concession or land title.</p>	
4.5.7	After 15 November 2018, new lands will not be acquired for plantations and mills as a result of recent (after November 2005) expropriations in the national interest (eminent domain) without FPIC process, except in cases of smallholders benefitting from agrarian reform or anti-drug programmes.	SOCFIN – MATA PAO has been established since 1919, where the Mill constructed and operated in 1927. There are no expansion area or crops conversion after 15 November 2018 up to 2021.	Complied
4.5.8	(C) New lands are not acquired in areas inhabited by communities in voluntary isolation.	SOCFIN – MATA PAO has been established since 1919, where the Mill constructed and operated in 1927. There are no expansion area or crops conversion after 15 November 2018 up to 2021.	Complied
<p>Criteria 4.6: Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>			
4.6.1	(C) A mutually agreed procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, is in place.	<p>Based on interviews with village head of Desa Mata Pao, Desa Firdaus and public consultation with local government agencies in Serdang Bedagai Regency, audit team obtain information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial around 1927. There is no new expansion or new land acquisition process from the local communities since that time.</p> <p>Through the SEIA, SIA and HCV assessment that has been conducted conclude that there were no customary land or indigenous people in their concession areas.</p>	Complied

		<p>Therefore, no identification of legal right, customary right, or user right for compensation or payment made to any landowner.</p> <p>However, certificate holder has established procedure for land acquisition and complaints handling (if any). At the point of the Land Acquisition Plan (Point 5.5.3) the Free, Prior and Informed Consent mechanism has been explained including providing information to the surrounding community, meeting with the community, posting announcements to the public and the mass media. Community approval will be done through a voluntary process, without coercion and be uphold transparency. The local the community can be represented by lawyers that appointed by the community itself during the negotiation process. The process of land acquisition is owned by the community or customary rights based on the procedure of giving compensation where in the process of land acquisition. It is possible to be elucidated if no agreement is reached with the local community.</p>	
4.6.2	<p>(C) A mutually agreed procedure for calculating and distributing fair and gender-equal compensation (monetary or otherwise) is established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation.</p>	<p>Based on interviews with village head of Desa Mata Pao, Desa Firdaus and public consultation with local government agencies in Serdang Bedagai Regency, audit team obtain information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial around 1927. There is no new expansion or new land acquisition process from the local communities since that time.</p> <p>Through the SEIA, SIA and HCV assessment that has been conducted conclude that there were no customary land or indigenous people in their concession areas.</p> <p>Therefore, no calculation and distribution for compensation or payment made to any landowner.</p> <p>However, certificate holder has established procedure for land acquisition and complaints handling (if any). At the point of the Land Acquisition Plan (Point 5.5.3) the Free, Prior and Informed Consent mechanism has been explained including providing information to the</p>	Complied

		<p>surrounding community, meeting with the community, posting announcements to the public and the mass media. Community approval will be done through a voluntary process, without coercion and be uphold transparency. The local the community can be represented by lawyers that appointed by the community itself during the negotiation process. The process of land acquisition is owned by the community or customary rights based on the procedure of giving compensation where in the process of land acquisition. It is possible to be elucidated if no agreement is reached with the local community.</p>	
4.6.3	<p>Evidence is available that equal opportunities are provided to both men and women to hold land titles for smallholdings (if possible based on local law, customs and/or agreement).</p>	<p>Based on interviews with village head of Desa Mata Pao, Desa Firdaus and public consultation with local government agencies in Serdang Bedagai Regency, audit team obtain information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial around 1927. There is no new expansion or new land acquisition process from the local communities since that time.</p> <p>Through the SEIA, SIA and HCV assessment that has been conducted conclude that there were no customary land or indigenous people in their concession areas.</p> <p>However, certificate holder has established procedure for land acquisition and complaints handling (if any). At the point of the Land Acquisition Plan (Point 5.5.3) the Free, Prior and Informed Consent mechanism has been explained including providing information to the surrounding community, meeting with the community, posting announcements to the public and the mass media. Community approval will be done through a voluntary process, without coercion and be uphold transparency. The local the community can be represented by lawyers that appointed by the community itself during the negotiation process. The process of land acquisition is owned by the community or customary rights based on the procedure of giving compensation where</p>	Complied

		in the process of land acquisition. It is possible to be elucidated if no agreement is reached with the local community.	
4.6.4	The process and outcomes of any negotiated agreements, compensation and payments are documented with evidence of the participation of affected parties and made available to them.	<p>Based on interviews with village head of Desa Firdaus and consultation with local government agencies in Serdang Bedagai Regency, audit team obtain information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial around 1927. There was no new expansion or new land acquisition process from the local communities since that time. Therefore, no negotiation or compensation or payment made to any landowner.</p> <p>Through the SEIA, SIA and HCV assessment that has been conducted conclude that there were no customary land or indigenous people in their concession areas.</p> <p>However, certificate holder has established procedure for land acquisition and complaints handling (if any). At the point of the Land Acquisition Plan (Point 5.5.3) the Free, Prior and Informed Consent mechanism has been explained including providing information to the surrounding community, meeting with the community, posting announcements to the public and the mass media. Community approval will be done through a voluntary process, without coercion and be uphold transparency. The local the community can be represented by lawyers that appointed by the community itself during the negotiation process. The process of land acquisition is owned by the community or customary rights based on the procedure of giving compensation where in the process of land acquisition. It is possible to be elucidated if no agreement is reached with the local community.</p>	Complied
<p>Criteria 4.7: Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their FPIC and negotiated agreements.</p>			
4.7.1	(C) A mutually agreed procedure for identifying people entitled to compensation is in place.	Based on interviews with village head of Desa Mata Pao, Desa Firdaus and consultation with local government agencies in Serdang Bedagai Regency, audit team obtain information that PT. Socfin Indonesia – Mata	Complied

		<p>Pao has been operating since the Dutch Colonial around 1897 (former name was Olie Slagerij Maatschappij). There was no new expansion or new land acquisition process from the local communities since that time. Therefore, there is no identification for compensation or payment made to any landowner.</p> <p>Through the SEIA, SIA and HCV assessment that has been conducted conclude that there were no customary land or indigenous people in their concession.</p> <p>However, certificate holder has established procedure for land acquisition and complaints handling (if any). At the point of the Land Acquisition Plan (Point 5.5.3) the Free, Prior and Informed Consent mechanism has been explained including providing information to the surrounding community, meeting with the community, posting announcements to the public and the mass media. Community approval will be done through a voluntary process, without coercion and be uphold transparency. The local the community can be represented by lawyers that appointed by the community itself during the negotiation process. The process of land acquisition is owned by the community or customary rights based on the procedure of giving compensation where in the process of land acquisition. It is possible to be elicited if no agreement is reached with the local community.</p>	
4.7.2	<p>(C) A mutually agreed procedure for calculating and distributing fair compensation (monetary or otherwise) is in place and documented and made available to affected parties.</p>	<p>Based on interviews with village head of Desa Mata Pao, Desa Firdaus and consultation with local government agencies in Serdang Bedagai Regency, audit team obtain information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial Era around 1897 (former name was Olie Slagerij Maatschappij). There was no new expansion or new land acquisition process from the local communities since that time. Therefore, there is no identification for compensation or payment made to any landowner.</p>	Complied

		<p>Through the SEIA, SIA and HCV assessment that has been conducted conclude that there were no customary land or indigenous people in their concession.</p> <p>However, certificate holder has established procedure for land acquisition and complaints handling (if any). At the point of the Land Acquisition Plan (Point 5.5.3) the Free, Prior and Informed Consent mechanism has been explained including providing information to the surrounding community, meeting with the community, posting announcements to the public and the mass media. Community approval will be done through a voluntary process, without coercion and be uphold transparency. The local the community can be represented by lawyers that appointed by the community itself during the negotiation process. The process of land acquisition is owned by the community or customary rights based on the procedure of giving compensation where in the process of land acquisition. It is possible to be elucidated if no agreement is reached with the local community.</p>	
4.7.3	Communities that have lost access and rights to land for plantation expansion are given opportunities to benefit from plantation development.	<p>Based on interviews with village head of Desa Firdaus and consultation with local government agencies in Serdang Bedagai Regency, audit team obtain information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial around 1897 (former name was Olie Slagerij Maatschappij). There was no new expansion or new land acquisition process from the local communities since that time. Therefore, there is no identification for compensation or payment made to any landowner.</p> <p>Through the SEIA, SIA and HCV assessment that has been conducted conclude that there were no customary land or indigenous people in their concession.</p> <p>However, certificate holder has established procedure for land acquisition and complaints handling (if any). At the point of the Land Acquisition Plan (Point 5.5.3) the Free, Prior and Informed Consent</p>	Complied

		<p>mechanism has been explained including providing information to the surrounding community, meeting with the community, posting announcements to the public and the mass media. Community approval will be done through a voluntary process, without coercion and be uphold transparency. The local the community can be represented by lawyers that appointed by the community itself during the negotiation process. The process of land acquisition is owned by the community or customary rights based on the procedure of giving compensation where in the process of land acquisition. It is possible to be elucidated if no agreement is reached with the local community.</p>	
<p>Criteria 4.8: The right to use the land is demonstrated and is not legitimately contested by local people who can demonstrated that they have legal customary, or user rights.</p>			
<p>4.8.1</p>	<p>Where there are or have been disputes, proof of legal acquisition of title and evidence that mutually agreed compensation has been made to all people who held legal, customary, or user rights at the time of acquisition is available and provided to parties to a dispute, and that any compensation was accepted following a documented process of FPIC.</p>	<p>Based on interviews with village head of Desa Mata Pao, Desa Firdaus and consultation public consultation with local government agencies in Serdang Bedagai Regency, audit team obtain information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial around 1897 (former name was Olie Slagerij Maatschappij). There was no new expansion or new land acquisition process from the local communities since that time.</p> <p>Based on interview with the same stakeholder, audit team understands no dispute, land conflict, legitimate contest, transfer of user rights, legal acquisition of land occurred in concession of PT. Socfin Indonesia – Mata Pao.</p> <p>Through the SEIA, SIA and HCV assessment that has been conducted conclude that there were no customary land or indigenous people in their concession areas.</p> <p>Therefore, there is no identification for compensation or payment made to any landowner.</p>	<p>Complied</p>
<p>4.8.2</p>	<p>(C) Land conflict is not present in the area of the unit of certification. Where land conflict exists, acceptable conflict resolution processes (see</p>	<p>Based on interviews with village head of Desa Firdaus and consultation public consultation with local government agencies in Serdang Bedagai</p>	<p>Complied</p>

	<p>Criteria 4.2 and 4.6) are implemented and accepted by the parties involved. In the case of newly acquired plantations, the unit of certification addresses any unresolved conflict through appropriate conflict resolution mechanisms.</p>	<p>Regency, audit team obtain information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial around 1897 (former name was Olie Slagerij Maatschappij). There was no new expansion or new land acquisition process from the local communities since that time. Based on document review, field visits and stakeholder consultation, there is no indication of land conflict for area inside PT. Socfin Indonesia-Mata Pao concession.</p> <p>Based on document review, field visits and stakeholder consultation, there is no indication of land conflict for area inside PT. Socfin Indonesia-Mata Pao concession.</p> <p>As explained in indicator 1.1.1, certificate holder has had social communication procedure which consist the procedure to handling complaint. The complaints divided into:</p> <ul style="list-style-type: none"> • External complaint • Internal complaint • Sexual harassment, intimidation and violence • Complaint from human rights defender and whistle blower. <p><i>Note: External complaint are also regarding to land dispute.</i></p> <p>Those procedure has been socialized to the respective stakeholders. Sighted minutes of meeting of communication and consultation procedures that held on 9 January 2019 to the 23 participants such as labor union, contractors and village head and subdistrict head surrounding the company's area.</p>	
4.8.3	<p>Where there is evidence of acquisition through dispossession or forced abandonment of customary and user rights prior to the current operations and there remain parties with demonstrable customary and land use rights, these claims will be settled using the relevant requirements (Indicators 4.4.2, 4.4.3 and 4.4.4).</p>	<p>Based on interviews with village head of Desa Mata Pao, Desa Firdaus and consultation public consultation with local government agencies in Serdang Bedagai Regency, audit team obtain information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial around 1897 (former name was Olie Slagerij Maatschappij). There was</p>	Complied

		<p>no new expansion or new land acquisition process from the local communities since that time.</p> <p>Through the SEIA, SIA and HCV assessment that has been conducted conclude that there were no customary land or indigenous people in their concession areas.</p> <p>Based on document review, field visits and stakeholder consultation, there is no indication of new land acquisition by PT. Socfin Indonesia-Mata Pao concession.</p> <p>Based on document review, field visits and stakeholder consultation, there is no indication of land conflict for area inside PT. Socfin Indonesia-Mata Pao concession.</p>	
4.8.4	<p>For any conflict or dispute over the land, the extent of the disputed area is mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable).</p>	<p>Based on interviews with village head of Desa Mata Pao, Desa Firdaus and consultation public consultation with local government agencies in Serdang Bedagai Regency, audit team obtain information that PT. Socfin Indonesia – Mata Pao has been operating since the Dutch Colonial around 1897 (former name was Olie Slagerij Maatschappij). There was no new expansion or new land acquisition process from the local communities since that time.</p> <p>Through the SEIA, SIA and HCV assessment that has been conducted conclude that there were no customary land or indigenous people in their concession.</p> <p>Based on document review, field visits and stakeholder consultation, there is no indication of land conflict for area inside PT. Socfin Indonesia-Mata Pao concession.</p>	Complied
<p>Principle 5: Support smallholder inclusion</p>			
<p>Include smallholders in RSPO supply chains and improve their livelihoods through fair and transparent partnerships.</p>			
<p>Criteria 5.1: The unit of certification deals fairly and transparently with all smallholders (Independent and Scheme) and other local businesses.</p>			

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

5.1.1	Current and previous period prices for FFB are publicly available and accessible by smallholders.	PT. Socfin Indonesia – Mata Pao POM was not receiving FFB from another FFB sources/supplier/smallholder. All FFB receive by POM was from company-own Estate (Mata Pao Estate) which - RSPO certified. Therefore, FFB pricing for FFB supplier/smallholder is not applicable.	Not Applicable
5.1.2	(C) Evidence is available that the unit of certification regularly explains the FFB pricing to smallholders.	PT. Socfin Indonesia – Mata Pao POM was not receiving FFB from another FFB sources/supplier/smallholder. All FFB receive by POM was from company-own Estate (Mata Pao Estate) which - RSPO certified. Therefore, FFB pricing for FFB supplier/smallholder is not applicable.	Not Applicable
5.1.3	(C) Fair pricing, including premium pricing, when applicable, is agreed with smallholders in the supply base and documented.	PT. Socfin Indonesia – Mata Pao POM was not receiving FFB from another FFB sources/supplier/smallholder. All FFB receive by POM was from company-own Estate (Mata Pao Estate) which - RSPO certified. Therefore, FFB pricing for FFB supplier/smallholder is not applicable.	Not Applicable
5.1.4	(C) Evidences is available that all parties, including women and independent representative organization assisting smallholders where requested, are involved in the decision making processes and understand the contracts. These include involving finance, loans/credits, and repayments through FFB price reductions for replanting and/or, other support mechanisms where applicable.	PT. Socfin Indonesia – Mata Pao POM was not receiving FFB from another FFB sources/supplier/smallholder. All FFB receive by POM was from company-own Estate (Mata Pao Estate) which - RSPO certified. Therefore, FFB pricing for FFB supplier/smallholder is not applicable.	Not Applicable
5.1.5	Contracts are fair, legal and transparent and have an agreed timeframe.	PT. Socfin Indonesia – Mata Pao POM was not receiving FFB from another FFB sources/supplier/smallholder. All FFB receive by POM was from company-own Estate (Mata Pao Estate) which - RSPO certified. Therefore, FFB pricing for FFB supplier/smallholder is not applicable.	Not Applicable
5.1.6	(C) Agreed payments are made in a timely manner and receipts specifying price, weigh, deductions and amount paid are given.	PT. Socfin Indonesia – Mata Pao POM was not receiving FFB from another FFB sources/supplier/smallholder. All FFB receive by POM was from company-own Estate (Mata Pao Estate) which - RSPO certified. Therefore, FFB pricing for FFB supplier/smallholder is not applicable.	Not Applicable
5.1.7	Weighing equipment is verified by an independent third party on a regular basis.	Mata Pao Mill Weighbridge calibration according to "Surat Keterangan Hasil Pengujian UPTD Metrologi Legal Dinas Perdagangan dan	Complied

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

		<p>Perindustrian Kabupaten Serdang Bedagai No: 160/SKHP/M/P2P/X/2021" dated 28 October 2021, valid until October 2022. Detail information: Brand: Avery Weigh-Tronix Model: E1205 Nomor Seri: 123051097 Capacity: 40,000 kg Class: III Read ability: 10 kg User PT. Socfin Indonesia – Kebun Mata Pao</p>	
<p>5.1.8</p>	<p>The unit of certification supports Independent smallholders with certification, where applicable, ensuring mutual agreements between the unit of certification and the smallholder on who runs the Internal Controlling System (ICS), who holds the certificate, and who owns and sells certified materials.</p>	<p>Please note there is no oil palm smallholder/grower in surrounding area of PT. Socfin Indonesia – Mata Pao POM. This condition and status have been verified and confirmed with the representatives from surrounding village and government authority "Dinas Pertanian Kabupaten Serdang Bedagai"/Agriculture Services Serdang Bedagai Regency. However, PT. Socfin Indonesia – Mata Pao has support independent smallholder by coaching and training related to Best Management Practices to enhance their productivity of rice grower: "Memorandum of Understanding (MoU) Kemitraan Berkelanjutan PT. Socfindo Kebun Mata Pao dengan Kelompok Tani Desa Pasar Baru, Kelompok Tani Desa Makmur", dated 1 February 2020. There are 5 rice grower group: Kelompok Tani Seia Sekata, Desa Pasar Baru (59 Ha); Kelompok Tani Sri Rezeki, Desa Pasar Baru (57 Ha); Kelompok Tani Sido Rukun, Desa Makmur (48 Ha); Kelompok Tani Berdikari, Desa Makmur (45 Ha); Kelompok Tani Sido Bahagia, Desa Makmur (38 Ha). Section 2 stated the scope of MoU for guidance of rice cultivation in 2 villages under Teluk Mengkudu District.</p>	<p>Complied</p>

		<p>Section 3 stipulates company provides training and guidance related to BMP on rice cultivation; and provides other aid needed for rice field management. Company and the rice grower group will carry out inventory of names and rice fields. Company will carry out land survey to understand: current condition of rice cultivation, current BMP for rice cultivation, understand upkeep and fertilizer regime, type and source of rice seedling, production capacity, road access and irrigation condition, issues faced by the rice growers, other data needed.</p> <p>The data and information will be used for preparation guidance program. Both parties agreed to use resources available.</p>	
5.1.9	<p>(C) The unit of certification has a grievance mechanism for smallholders, and all grievances raised are dealt with in a timely manner.</p>	<p>Complaint mechanism (internal and external) documented in procedure "Penanganan Keluhan Sosial" Doc. No. SOC/PSM/9.02 First Edition, Rev.3, dated 1 September 2014. The procedure stated that any stakeholder can report the complaint in writing to the officer who has been appointed (KTU, Asisten, Askep, Tekniker & Pengurus/Manager). All complaints are recorded in the Complaint Form Notes. In point 5.20 in the procedure stated that the company will respects anonymity and protects complainants where requested. Complaint Form Notes has been checked and no complaint have been received from smallholder.</p>	Complied
<p>Criteria 5.2: The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.</p>			
5.2.1	<p>The unit of certification consults with interested smallholders (irrespective of type) including women or other partners in their supply base to assess their needs for support to improve their livelihoods and their interest in RSPO certification.</p>	<p>Please note there is no oil palm smallholder/grower in surrounding area of PT. Socfin Indonesia – Mata Pao POM.</p> <p>This condition and status have been verified and confirmed with the representatives from surrounding village and government authority "Dinas Pertanian Kabupaten Serdang Bedagai"/Agriculture Services Serdang Bedagai Regency.</p> <p>However, PT. Socfin Indonesia – Mata Pao supported independent smallholder by coaching and training related to Best Management Practices to enhance their productivity of rice grower: "Memorandum of</p>	Complied

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

		<p>Understanding (MoU) Kemitraan Berkelanjutan PT. Socfindo Kebun Mata Pao dengan Kelompok Tani Desa Pasar Baru, Kelompok Tani Desa Makmur”, dated 1 February 2020. There are 5 rice grower group: Kelompok Tani Seia Sekata, Desa Pasar Baru (59 Ha); Kelompok Tani Sri Rezeki, Desa Pasar Baru (57 Ha); Kelompok Tani Sido Rukun, Desa Makmur (48 Ha); Kelompok Tani Berdikari, Desa Makmur (45 Ha); Kelompok Tani Sido Bahagia, Desa Makmur (38 Ha). The MoU has been prepared with consultation with surrounding villages and government authorities as recorded under “Daftar Hadir Musyawarah Sosialisasi Penyuluhan Pertanian Kecamatan Teluk Mengkudu”, dated 29 July 2019 – the meeting was attended by 33 persons representative from villages.</p>										
<p>5.2.2</p>	<p>The unit of certification develops and implements livelihood improvement programmes, including at least capacity building to enhance productivity, quality, organisational and managerial competencies, and specific elements of RSPO certification (including the RSPO Standard for Independent Smallholder).</p>	<p>Please note there is no oil palm smallholder/grower in surrounding area of PT. Socfin Indonesia – Mata Pao POM.</p> <p>This has been verified and confirmed with the representatives from surrounding village and government authority “Dinas Pertanian Kabupaten Serdang Bedagai”/Agriculture Services Serdang Bedagai Regency.</p> <p>PT. Socfin Indonesia – Mata Pao POM demonstrated livelihood improvement programmes “Rencana Kemitraan Kebun Mata Pao Tahun 2021”. The program comprises of different aspects:</p> <table border="1" data-bbox="1133 1050 1977 1383"> <thead> <tr> <th>Month</th> <th>Activity</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>March 2021</td> <td>Rice field survey in rice grower group for current condition of rice cultivation, current BMP for rice cultivation, understand upkeep and fertilizer regime, type and source of rice seedling, production capacity, road access and irrigation condition</td> <td>Pematang Setrak village, Pasar Baru village</td> </tr> <tr> <td>April 2021</td> <td>Rice field survey in rice grower group for current condition of rice cultivation, current BMP for rice cultivation, understand upkeep and fertilizer regime, type and source of rice seedling, production capacity, road access and irrigation condition</td> <td>Sei Sijenggi village, Tanah Merah village, Sei Buluh village</td> </tr> </tbody> </table>	Month	Activity	Location	March 2021	Rice field survey in rice grower group for current condition of rice cultivation, current BMP for rice cultivation, understand upkeep and fertilizer regime, type and source of rice seedling, production capacity, road access and irrigation condition	Pematang Setrak village, Pasar Baru village	April 2021	Rice field survey in rice grower group for current condition of rice cultivation, current BMP for rice cultivation, understand upkeep and fertilizer regime, type and source of rice seedling, production capacity, road access and irrigation condition	Sei Sijenggi village, Tanah Merah village, Sei Buluh village	<p>Complied</p>
Month	Activity	Location										
March 2021	Rice field survey in rice grower group for current condition of rice cultivation, current BMP for rice cultivation, understand upkeep and fertilizer regime, type and source of rice seedling, production capacity, road access and irrigation condition	Pematang Setrak village, Pasar Baru village										
April 2021	Rice field survey in rice grower group for current condition of rice cultivation, current BMP for rice cultivation, understand upkeep and fertilizer regime, type and source of rice seedling, production capacity, road access and irrigation condition	Sei Sijenggi village, Tanah Merah village, Sei Buluh village										

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

		<table border="1"> <tr> <td data-bbox="1126 362 1234 507">May 2021</td> <td data-bbox="1234 362 1816 507">Rice field survey in rice grower group for current condition of rice cultivation, current BMP for rice cultivation, understand upkeep and fertilizer regime, type and source of rice seedling, production capacity, road access and irrigation condition</td> <td data-bbox="1816 362 1982 507">Makmur village, Pematang Pelintahan village</td> </tr> <tr> <td data-bbox="1126 507 1234 687">September 2020</td> <td data-bbox="1234 507 1816 687">Rice field survey in rice grower group for current condition of rice cultivation, current BMP for rice cultivation, understand upkeep and fertilizer regime, type and source of rice seedling, production capacity, road access and irrigation condition Guidance and training</td> <td data-bbox="1816 507 1982 687">Pematang Setrak village, Pasar Baru village</td> </tr> <tr> <td data-bbox="1126 687 1234 868">October 2020</td> <td data-bbox="1234 687 1816 868">Rice field survey in rice grower group for current condition of rice cultivation, current BMP for rice cultivation, understand upkeep and fertilizer regime, type and source of rice seedling, production capacity, road access and irrigation condition Guidance and training</td> <td data-bbox="1816 687 1982 868">Sei Sijenggi village, Tanah Merah village, Sei Buluh village</td> </tr> <tr> <td data-bbox="1126 868 1234 1048">November 2020</td> <td data-bbox="1234 868 1816 1048">Rice field survey in rice grower group for current condition of rice cultivation, current BMP for rice cultivation, understand upkeep and fertilizer regime, type and source of rice seedling, production capacity, road access and irrigation condition Guidance and training</td> <td data-bbox="1816 868 1982 1048">Makmur village, Pematang Pelintahan village</td> </tr> </table> <p>In 2022, unit of certification conducting monitoring or previous year program to maintain the result.</p>	May 2021	Rice field survey in rice grower group for current condition of rice cultivation, current BMP for rice cultivation, understand upkeep and fertilizer regime, type and source of rice seedling, production capacity, road access and irrigation condition	Makmur village, Pematang Pelintahan village	September 2020	Rice field survey in rice grower group for current condition of rice cultivation, current BMP for rice cultivation, understand upkeep and fertilizer regime, type and source of rice seedling, production capacity, road access and irrigation condition Guidance and training	Pematang Setrak village, Pasar Baru village	October 2020	Rice field survey in rice grower group for current condition of rice cultivation, current BMP for rice cultivation, understand upkeep and fertilizer regime, type and source of rice seedling, production capacity, road access and irrigation condition Guidance and training	Sei Sijenggi village, Tanah Merah village, Sei Buluh village	November 2020	Rice field survey in rice grower group for current condition of rice cultivation, current BMP for rice cultivation, understand upkeep and fertilizer regime, type and source of rice seedling, production capacity, road access and irrigation condition Guidance and training	Makmur village, Pematang Pelintahan village	
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5.2.3	Where applicable, the unit of certification provides support to smallholders to promote legality of FFB production.	<p>Please note there is no oil palm smallholder/grower in surrounding area of PT. Socfin Indonesia – Mata Pao POM.</p> <p>This has been verified and confirmed with the representatives from surrounding village and government authority "Dinas Pertanian Kabupaten Serdang Bedagai"/Agriculture Services Serdang Bedagai Regency.</p>	Complied												

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

5.2.4	(C) Evidence exists that the unit of certification trains Scheme Smallholders on pesticide handling.	Please note there is no oil palm smallholder/grower in surrounding area of PT. Socfin Indonesia – Mata Pao POM. This has been verified and confirmed with the representatives from surrounding village and government authority “Dinas Pertanian Kabupaten Serdang Bedagai”/Agriculture Services Serdang Bedagai Regency.	Complied
5.2.5	The unit of certification regularly reviews and publicly reports on the progress of the smallholder support programme.	Evaluation from PT. Socfin Indonesia – Mata Pao with regards to “Realisasi Kegiatan Program Kemitraan Kebun Mata Pao tahun 2021”, whereby the activities comprise of: <ul style="list-style-type: none"> - Inventory of rice grower names, potential for partnership program in February 2021; - Drainage cleaning for irrigation channel Dusun III, Pematang Pelintahan village in September 2021; - Drainage cleaning for irrigation channel Dusun I, Sei Sijenggi village in September 2021; - Drainage cleaning for irrigation channel Dusun V, Tanah Merah village in September 2021; - The other program was postponed/cancelled due to COVID-19 pandemic. 	Complied
<p>Principle 6: respect workers’ rights and conditions Protect workers’ rights and ensure safe and decent working conditions.</p>			
<p>Criteria 6.1: Any form of discrimination is prohibited.</p>			
6.1.1	(C) A publicly available non-discrimination and equal opportunity policy is implemented in such way to prevent discrimination based on ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age.	PT Socfin Indonesia – Mata Pao POM has procedure, which regulated that hiring and promotion of workers are based on skill, work experiences, and job evaluation. Recruitment process was documented in procedure “ <i>Penerimaan Pekerja KHT Kebun</i> ” No Doc: SOC/PSM/6.01.01, 1st revision dated 1st	Complied

		<p>December 2015. Based on that procedure can be seen that the selection, recruitment, and promotion of workers based on qualification standard for the job.</p> <p>Employee credential and medical history were documented and recorded very well and has been reviewed during audit. All company policy reviewed every year by Sustainability Sub Department, PT Socfin Indonesia. Employees' evaluation was conducted every November to decide promotion of employees.</p> <p>PT Socfin Indonesia – Mata Pao POM has also prepared the procedure for promotion, retirement, and termination as per "Sistem Manajemen Socfindo Prosedur Promosi, Mutasi dan Demosi", document number: SOC/PSM/6.14, edition 01 dated 17th October 2016.</p> <p>Promotion and upgrade are based on employee appraisal conducted annually as outlined in the Employee Assessment Form signed by the employee concerned, approved by the line manager, and checked by the General Manager. The form indicates that there is no indication of employment discrimination in terms of ethnicity, caste, religion, disability, gender, sexual orientation, union membership, political affiliation and/or age.</p> <p>Data verified during ASA 1.3 – in February 2022:</p> <ul style="list-style-type: none"> • In 2021 up to surveillance audit ASA 1_3 – there was no recruitment process both of Mata Pao Mill and Estate. • Promotion process – year 2021: Application letter for promotion process from Unit Manager (Pengurus – Mata Pao) to Group Manager, record number: Mp/G2/Bi/132/2021 dated 14th October 2021 – namely Mr B*mb*ng RS. Record process: assessment process, evaluation, and recommendation (approval) 	
6.1.2	(C) Evidence is provided that workers and groups including local communities, women, and migrant workers have not been discriminated	Based on interview with labour union, worker, HRD and document review, the promotion for employees since 2020 as a form of no	Complied

	<p>against. Evidence includes migrant workers non-payment of recruitment fees.</p>	<p>discrimination. The promotion was based on skills, capabilities, qualities, and medical fitness necessary for the jobs available.</p> <p>Data verified during ASA 1.3 – in February 2022:</p> <ul style="list-style-type: none"> • In 2021 up to surveillance audit ASA 1_3 – there was no recruitment process both of Mata Pao Mill and Estate. • Promotion process – year 2021: Application letter for promotion process from Unit Manager (Pengurus – Mata Pao) to Group Manager, record number: Mp/G2/Bi/132/2021 dated 14th October 2021 – namely Mr B*mb*ng RS. Record process: assessment process, evaluation, and recommendation (approval) 	
<p>6.1.3</p>	<p>The unit of certification demonstrates that the recruitment selection, hiring access to training and promotion are based on skills, capabilities, qualities and medical fitness necessary for the jobs available.</p>	<p>PT Socfin Indonesia – Mata Pao POM has procedure, which regulated that hiring and promotion of workers are based on skill, work experiences, and job evaluation.</p> <p>Recruitment process was documented in procedure “<i>Penerimaan Pekerja KHT Kebun</i>” No Doc: SOC/PSM/6.01.01, 3rd revision dated 20th February 2020. Based on that procedure can be seen that the selection, recruitment, and promotion of workers based on qualification standard for the job.</p> <p>Employee credential and medical history were documented and recorded very well and has been reviewed during audit. All company policy reviewed every year by Sustainability Sub Department, PT Socfin Indonesia. Employees’ evaluation was conducted every November to decide promotion of employees.</p> <p>PT Socfin Indonesia – Mata Pao POM has also prepared the procedure for promotion, retirement, and termination as per “<i>Sistem Manajemen Socfindo Prosedur Promosi, Mutasi dan Demosi</i>”, document number: SOC/PSM/6.14, edition 01 dated 17th October 2016.</p> <p>Promotion and upgrade are based on employee appraisal conducted annually as outlined in the Employee Assessment Form signed by the</p>	<p>Complied</p>

		<p>employee concerned, approved by the line manager, and checked by the General Manager. The form indicates that there is no indication of employment discrimination in terms of ethnicity, caste, religion, disability, gender, sexual orientation, union membership, political affiliation and/or age.</p> <p>Data verified during ASA 1.3 – in February 2022:</p> <ul style="list-style-type: none"> • In 2021 up to surveillance audit ASA 1_3 – there was no recruitment process both of Mata Pao Mill and Estate. • Promotion process – year 2021: Application letter for promotion process from Unit Manager (Pengurus – Mata Pao) to Group Manager, record number: Mp/G2/Bi/132/2021 dated 14th October 2021 – namely Mr B*mb*ng RS. Record process: assessment process, evaluation, and recommendation (approval) 	
6.1.4	<p>Pregnancy testing is not conducted as a discriminatory measure and is only permissible when it is legally mandated. Alternative equivalent employment is offered for pregnant women.</p>	<p>Based on interview with representative of committee gender during surveillance-3 audit (dated 8 January 2022), they stated Pregnancy testing is not conducted as a discriminatory measure and is only permissible when it is legally mandated.</p> <p>PT Socfin Indonesia – Mata Pao POM is regularly performed monitoring of pregnancy in monthly bases to all women workers on handling of pesticides and chemical material. The latest performed on 7 January 2022, there were reported no workers in pregnant condition (negative detection).</p> <p>Based on the report of pregnancy testing, who is women workers in pregnant then is not allowed to work in related to chemicals. They are usually transferred to light and harmless work. For example, cleaning service in an office or staff residence, manual plant care in a nursery or picking loose fruits. There is no salary deduction during employment or pregnancy leave.</p>	Complied

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

6.1.5	<p>(C) A gender committee is in place specifically to raise awareness, identify and address issues of concern, as well as opportunities and improvements for women.</p>	<p>PT Socfin Indonesia – Mata Pao POM has formed a Gender Committee since year 2012 - approved by Mata Pao Management. The structure organization consisted of Head of Committee, Secretary and Members. Gender Committee as specifically to raise awareness, identify and address issues of concern, as well as opportunities and improvements for women.</p> <p>Based on interview with Gender Committee on 14/02/2022, they stated that the activities include training on women’s rights, counselling for women affected by violence, children care facilities and breastfeeding policy. There were no complaints reported in 2021.</p>	Complied
6.1.6	<p>There is evidence of equal pay for the same work scope.</p>	<p>PT Socfin Indonesia – Mata Pao POM proven that it guarantees that related to the wage is in accordance with the laws and regulations applicable to the scope of work that has been made.</p> <p>All payment are refer to the minimum wage that stipulated by the local government annually (North Sumatra Governor Decree). The minimum wage applies to all employees regardless of gender.</p> <p>In 2021 – the wages paid for employee was referred to “Penetapan Upah KHT Tahun 2021, letter number: UM/KK/Bi/0640/21, dated 30th March 2021. The letter was referred to “Keputusan Gubernur Sumatera Utara No. 188.44/528/KPTS/2020 dated 30 October 2020 – valid since 1st January 2020 with minimum wage for workers determined as IDR 3,150,260.</p> <p>Minimum wages determination 2021 is still in progress of discussion between company alliance BKS-PPS and labour union SPSI and have referred to current government decision letter was referred to “Keputusan Gubernur Sumatera Utara No. 188.44/528/KPTS/2020 dated 30 October 2020. PT Socfin Indonesia – Mata Pao POM will follow the highest wages determination.</p> <p>Pay Slip verification – month January 2021:</p>	Complied

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

		<ul style="list-style-type: none"> • ID number: 145609, basic salary is 3,310,410 • ID number: 1405585, basic salary is IDR 3,410,230 <p>The salary was highest than minimum wage that determined by local government.</p> <p>Based on document verification on payslip periode December 2021 – January 2022, the minimum wage of men and women worker area equal according to the minimum wage stipulated by the local government. Through the interview with random workers during field visit and labour representatives during public consultation obtained information that there is no salary discrimination against men and women workers.</p>	
<p>Criteria 6.2: Pay and conditions for staff and workers and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages (DLW).</p>			
6.2.1	<p>(C) Documentation of pay and working conditions in accordance with applicable labour laws are available to the workers in national languages and explained to them in language they understand.</p>	<p>Document of pay and working condition in accordance with applicable labour laws has demonstrated by document of Collective Labour Agreements (CLA) - “Kesepakatan Bersama Tentang Pemberlakuan Perjanjian Kerja Bersama (PKB) Tahun 2018 – 2020”, based on the result of discussed between labour Union in Plantation Sectoral (Pengurus Pusat Federasi Serikat Pekerja Pertanian dan Perkebunan SPSI - PP FSP.PP-SPSI) with Representative of Plantation Management in Sumatera (Badan Kerjasama Perusahaan Perkebunan Sumatera - BKS PPS), dated 8 April 2018”.</p> <p>PKB are describe the documentation of pay and conditions and available in Indonesian language. The PKB has been explained to all workers at Mata Pao Estate and Mata Pao POM. It was confirmed during interview with workers.</p> <p>In article XXIV was stated that CLA – PKB 2018-2020 is still valid until the progress of discussion of new PKB has finished.</p>	Complied
6.2.2	<p>(C) Employment contracts and related documents detailing payments and</p>	<p>Working agreement of each worker was refer to “Perjanjian Kerja Bersama (PKB) 2018 – 2020” which has been agreed according to</p>	Complied

	<p>conditions of employment (e.g. regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc. in compliance with national legal requirements) and payroll documents give accurate information on compensation for all work performed.</p>	<p>Collective Labour Agreements (CLA) - "Kesepakatan Bersama Tentang Pemberlakuan Perjanjian Kerja Bersama (PKB) Tahun 2018 – 2020, based on the result of discussed between labour Union in Plantation Sectoral (Pengurus Pusat Federasi Serikat Pekerja Pertanian dan Perkebunan SPSI - PP FSP.PP-SPSI)" with Representative of Plantation Management in Sumatera (Badan Kerjasama Perusahaan Perkebunan Sumatera - BKS PPS), dated 8 April 2018".</p> <p>CLA - PKB consists of 24 articles which include, among others:</p> <ul style="list-style-type: none"> • Working hours, leave including maternity leave and sick leave • Wages (basic wage, incentives, allowances, dependents) • Tariff per unit: determination of price level wages • Pain relief • Absent • Payment for extra food (food costs), travel expenses • Overtime and overtime incentives • Determination of incentives • Provision of tools and work equipment by the company • Allowances and bonuses for religious holidays • Social security and assistance • Health insurance • Vacation right • Notification period • Pension plans and severance pay • Others related to labour rights and obligations. <p>Sample seen: harvester contract on behalf of Par**to signed on 4 January 2016 has covered the workers right among others:</p>	
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		<ul style="list-style-type: none"> • Name, position and date of parties engaged in contract. • Type of work agreed. • Working hours, leave including maternity leave and sick leave • Wages (basic wage, incentives, allowances, dependents) • Tariff per unit: determination of price level wages • Social security and assistance • Health insurance • Vacation right • Notification period • Pension plans and severance pay • Others related to labour rights and obligations. <p>Those agreement has been comply with national regulation "Peraturan Pemerintah No. 35/2020".</p>	
6.2.3	<p>(C) There is evidence of legal compliance for regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, and other legal labour requirements.</p>	<p>PT Socfin Indonesia – Mata Pao POM has demonstrated is evidence of legal compliance for regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, and other legal labour requirements.</p> <ul style="list-style-type: none"> • Working hours has been determined in CLA-PKB as 7 hour/day with working day 6 days or 40 hour/weeks. Overtime has determined according to KepMenakertrans RI No. KEP-102/MEN/VI/2004 with formula (monthly wages + rice intensive incentive monthly)/173. Overtime will adjust for workday, holiday, number of hour overtime according to regulation. 	Complied

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

		<ul style="list-style-type: none"> Sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice are stipulated in Article VIII CLA-PKB and has refer to UU No. 13 Tahun 2003. <p>Based on document verification of Payslip month January 2022, attendant registered and employee documentation, can be demonstrated that legal compliance for regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice are complied.</p>	
6.2.4	<p>(C) The unit of certification provides adequate housing. Sanitation facilities, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. In the case of acquisitions of non-certified units, a plan is developed detailing the upgrade of infrastructure. A reasonable time (5 years) is allowed to upgrade the infrastructure.</p>	<p>PT Socfin Indonesia – Mata Pao POM has provided the housing sanitation facilities, water supplies, medical, educational and welfare amenities to national standards.</p> <p>Based on verification on list workers facilities updated on February 2022 as per “Rekapitulasi Fasilitas Umum (Fasum) Kebun Mata Pao”, there facilities were shown as bellow:</p> <ul style="list-style-type: none"> Employee hall: 3 units Masjid/Mosque: 4 units TPA/Childcare: 1 unit Poliklinik/Clinic: 2 units Football field: 2 units Badminton court: 1 Water reservoir: 3 units Employee house: 161 units Tennis court: 1 unit <p>Clean water was provided by company (from drilling well and treatment water from mill). Clean water analysis has been conducted each semester by Accredited laboratory.</p> <p>Based on water analysis result shown that all parameter analysed was met with the requirement standard.</p>	Complied

6.2.5	The unit of certification makes efforts to improve workers' access to adequate, sufficient and affordable food.	<p>PT Socfin Indonesia – Mata Pao POM has a policy that workers will be given 15 kg rice (if worker is not married) and if worker have a family then will be give 15 kg + 9kg rice, and additional 7.5 kg rice for each child with maximum 3 child. Besides that, extra food given for the workers such as milk and green bean porridge.</p> <p>The evidence has been reviewed such as payroll for January 2022 (payroll contains of salaries, premium and other benefits) and based on interviews with the workers.</p> <p>Based on visit in workers housing in Division II dated 14/02/2022, there was also near to the traditional market which provide the basic needs including affordable food.</p>	Complied
6.2.6	A DLW is paid to all workers in accordance with applicable regulations, including workers who work on a piece rate/quota basis, the calculation of which is based on a quota that can be achieved during regular working hours.	<p>PT Socfin Indonesia – Mata Pao POM have calculated the Decent Living Needs using the calculation method as set out in the "RSPO Guidance for Implementing a Decent Living Wage", June 1, 2019. PT Socfin Indonesia – Mata Pao POM has also conducted an account of the DLW year 2021 period with data drawn from Estates and POM.</p> <p>In 2021 – the wages paid for employee was referred to "Penetapan Upah KHT Tahun 2021, letter number: UM/KK/Bi/0640/21, dated 30th March 2021. The letter was referred to "Keputusan Gubernur Sumatera Utara No. 188.44/528/KPTS/2020 dated 30 October 2020 – valid since 1st January 2020 with minimum wage for workers determined as IDR 3,150,260.</p> <p>Minimum wages determination 2021 is still in progress of discussion between company alliance BKS-PPS and labour union SPSI and have referred to current government decision letter was referred to "Keputusan Gubernur Sumatera Utara No. 188.44/528/KPTS/2020 dated 30 October 2020. PT Socfin Indonesia – Mata Pao POM will follow the highest wages determination.</p> <p>Pay Slip verification – month January 2021:</p>	Complied

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

		<ul style="list-style-type: none"> ID number: 145609, basic salary is 3,310,410 ID number: 1405585, basic salary is IDR 3,410,230 <p>The salary was highest than minimum wage that determined by local government.</p>	
6.2.7	Permanent fulltime employment is used for all core work performed by the unit of certification. Casual, temporary and day labour is limited to jobs that are temporary or seasonal	<p>PT Socfin Indonesia - Mata Pao POM was using permanent employee for all type of jobs: harvesting, spraying workers, administration, upkeep, pruning, operator, driver.</p> <p>Based on interview with labour union and HRD (dated 14/02/2022) – there is no temporary workers use by PT Socfin Indonesia – Mata Pao POM.</p>	Complied
<p>Criteria 6.3: The unit of certification respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>			
6.3.1	(C) A published statement recognizing freedom of association and right to collective bargaining in national languages is available and is explained to all workers in languages that they understand, and is demonstrably implemented.	<p>PT Socfin Indonesia – Mata Pao POM has shown the document of published statement of association as mentioned in Ethics Policy No Doc: SOC/Dp/4.01-64, revision 5th, dated 18th January 2020.</p> <p>Management of PT Socfin Indonesia – Mata Pao POM has also committed to provided workers have the right to argued, associate and organize in a labour union and opportunities for workers to organize in unions and express an opinion.</p> <p>Commitment covered in the policy on freedom of association, was signed by Principal Director, dated 1st June 2019, that stated:</p> <ul style="list-style-type: none"> PT Socfin Indonesia recognizes workers' rights to express their opinions and organize freely and responsibly in labour union organizations. PT Socfin Indonesia policies related to ensure workers' rights are discussed and decided by taking into consideration the union. 	Complied

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

		<ul style="list-style-type: none"> • Ensured that the disclosure made by aspiration unions did not cause the collapse of a termination for union leaders and members. • Promoting the principle of dialogue to reach consensus in addressing the aspirations from labour union to the company. <p>There was a labour union represent estate and mill employee incorporated in the SPSI Serikat Pekerja Perkebunan PT Socfin Indonesia Mata Pao Estate and registered in Plantations and Agriculture Workers Union / Federation of All Indonesian Trade Unions as per "Surat Keputusan, Nomor Kep.: 016/ORG/PC.FSP.PP-SB/VII/2020 tentang Pengesahan Komposisi dan Personalia Pengurus Unit Kerja Serikat Pekerja Pertanian dan Perkebunan – SPSI PT Scofin Kebun Mata Pao, dated 25th August 2020 with Chairperson of SPSI is MR Sumardi.</p> <p>Based on interview with labour union leader dated 14/02/2022 stated that Management of Mata Pao POM and Estate has accommodated employee rights to argued, associate and organize in a labour union. All workers allowed to form associations and bargain collectively with their employer.</p>	
6.3.2	Minutes of meetings between the unit of certification with trade unions or worker representatives who are freely elected, are documented in the national languages and available upon request.	<p>There was a labour union represent estate and mill employee incorporated in the SPSI Serikat Pekerja Perkebunan PT Socfin Indonesia Mata Pao Estate and registered in Plantations and Agriculture Workers Union / Federation of All Indonesian Trade Unions as per "Surat Keputusan, Nomor Kep.: 016/ORG/PC.FSP.PP-SB/VII/2020 tentang Pengesahan Komposisi dan Personalia Pengurus Unit Kerja Serikat Pekerja Pertanian dan Perkebunan – SPSI PT Scofin Kebun Mata Pao, dated 25th August 2020 with Chairperson of SPSI is Mr Sumardi.</p> <p>Labour Union Office has regularly meeting with representative of management. Minutes of meeting we available at list of attendance was sighted. The minutes were made readily available to employees upon request, e.g: Minute of Meeting dated 11th December 2021 – was</p>	Complied

		<p>attended by 6 participants, agenda related to national holiday event and intensive for workers in holiday event (new year 2022).</p> <p>Labour Union Officer has shown the list of the member as per document "Daftar Anggota SPSI Kebun Mata Pao" was updated in January 2022, total of member is 430 workers.</p>	
6.3.3	<p>Management does not interfere with the formation or operation of registered labour organizations/unions, or other freely elected representatives for all workers, including migrant and contract workers.</p>	<p>PT Socfin Indonesia – Mata Pao POM has shown the commitment that management does not interfere with the formation or operation of registered labour organizations/unions, or other freely elected representatives for all workers, including migrant and contract workers as mentioned in Ethics Policy No Doc: SOC/Dp/4.01-64, revision 5th, dated 18th January 2020.</p> <p>Based on the interview with chairman of labour union, stated that the management does not intervene in the formation/the establishment of a union manager, but the facility/office is indeed provided.</p> <p>PT Socfin Indonesia – Mata Pao POM has also provided allowance to labour union officers to hold events related to the union organization e.g. permission to hold board meetings, electing admins.</p>	Complied
<p>Criteria 6.4: Children are not employed or exploited.</p>			
6.4.1	<p>A formal policy for the protection of children, including prohibition of child labour and remediation is in place, and included into service contracts and supplier agreements.</p>	<p>PT Socfin Indonesia – Mata Pao POM has established a policy for the protection of children, including prohibition of child labour and remediation is in place, and included into service contracts and supplier agreements as in Ethics Policy No Doc: SOC/Dp/4.01-64, revision 5, dated 18 January 2020.</p> <p>PT Socfin Indonesia – Mata Pao POM has also conducted refreshment socialization of policy to the respective stakeholder, such as:</p> <ul style="list-style-type: none"> • Socialization to the internal stakeholder (mill workers) on 22 December 2021 – was attended by 31 workers in Division II 	Complied

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

		<ul style="list-style-type: none"> Refreshment for socialization to upkeep workers (fertilizer and pesticide applicator) from Division I on 27 November 2021 – was attended by 32 participants. Record of socialization to Head of Pematang Sertak dated 29 September 2021 <p>Based on document review of list of workers “Daftar Pekerja” both in Mata Pao Estate and POM, updated in January 2022, the youngest worker was born in 24th February 1996 (25 years old and 11 months) – namely Mr S*Im*n Fr**d* S*t*m*r*ng (worker ID: 1405715)</p>	
6.4.2	(C) Documented evidence on the fulfilment of worker’s minimum age requirements in accordance with applicable regulation and verification procedures for age requirements, are available.	<p>PT Socfin Indonesia – Mata Pao POM has shown the documented evidence on the fulfilment of worker’s minimum age requirements in accordance with applicable regulation – as per recruitment process “Penerimaan Pekerja KHT Kebun” No Doc: SOC/PSM/6.01.01, 1st revision dated 1 December 2015.</p> <p>The procedure stated requirement on the fulfilment of worker’s minimum age.</p> <p>Based on document review of list of workers “Daftar Pekerja” both in Mata Pao Estate and POM, updated in January 2022, the youngest worker was born in 24th February 1996 (25 years old and 11 months) – namely Mr S*Im*n Fr**d* S*t*m*r*ng (worker ID: 1405715)</p>	Complied
6.4.3	(C) Young person maybe employed only for non-hazardous work with protective restrictions in place for that work.	<p>PT Socfin Indonesia – Mata Pao POM has shown committee on young person employed only for non-hazardous work with protective restrictions, as mentioned in Ethics Policy No Doc: SOC/Dp/4.01-64, revision 5th, dated 18th January 2020.</p> <p>PT Socfin Indonesia – Mata Pao POM has also conducted refreshment socialization of policy to the respective stakeholder, such as:</p> <ul style="list-style-type: none"> Socialization to the internal stakeholder (mill workers) on 22 December 2021 – was attended by 31 workers in Division II 	Complied

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

		<ul style="list-style-type: none"> Refreshment for socialization to upkeep workers (fertilizer and pesticide applicator) from Division I on 27 November 2021 – was attended by 32 participants. Record of socialization to Head of Pematang Setrak dated 29 September 2021 <p>Young employees will always be guided and supervised by the foreman in doing its work, especially for the job that has a high risk. The guidance in the form of coaching, training, and briefing each will do the job.</p>	
6.4.4	<p>The unit of certification demonstrates communication about its 'no child labour' policy and the negative effects of child labour, and promotes child protection to supervisors and other key staff, smallholders, FFB suppliers and communities where workers live.</p>	<p>PT Socfin Indonesia – Mata Pao POM has demonstrated the document on communication about its 'no child labour' policy and the negative effects of child labour and promotes child protection to supervisors and other key staff, smallholders, FFB suppliers and communities where workers live.</p> <p>Based on interviews with workers, officers of unions, as well as officers in the field indicates that they have understood management policy to prohibit the use of the child labour in all types of the company's operations activities.</p> <p>Based on the verification document shows that the management have done socialization ban on the use of child labour policy through:</p> <ul style="list-style-type: none"> Put up the policy in the bulletin board in every office/mill estate Do direct socialization to workers especially vulnerable types of workers who are utilizing "informal worker" who are children like at the harvesting (harvesting) that is prohibited include the sons of workers to help her parents work (pricing the lose fruit). Lists the prohibition clause on each contract with contractors power the use of child documents. <p>PT Socfin Indonesia – Mata Pao POM has also conducted refreshment socialization of policy to the respective stakeholder, such as:</p>	Complied

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

		<ul style="list-style-type: none"> • Socialization to the internal stakeholder (mill workers) on 22 December 2021 – was attended by 31 workers in Division II • Refreshment for socialization to upkeep workers (fertilizer and pesticide applicator) from Division I on 27 November 2021 – was attended by 32 participants. • Record of socialization to Head of Pematang Sertak dated 29 September 2021 <p>Based on document review of list of workers “Daftar Pekerja” both in Mata Pao Estate and POM, updated in January 2022, the youngest worker was born in 24th February 1996 (25 years old and 11 months) – namely Mr S*Im*n Fr**d* S*t*m*r*ng (worker ID: 1405715)</p>	
Criteria 6.5: There is no harassment or abuse in the workplace, and reproductive rights are protected.			
6.5.1	<p>(C) A policy to prevent sexual and all other form of harassment and violence is documented, implemented and communicated to all levels of the workforce.</p>	<p>PT Socfin Indonesia has established a policy to prevent sexual and all other form of harassment and violence is documented, implemented, and communicated to all levels of the workforce as per “Kebijakan Pencegahan Kekerasan dan Pelecehan” was signed by Principal Director, dated 1st June 2019.</p> <p>PT Socfin Indonesia – Mata Pao POM has also conducted refreshment socialization of policy to the respective stakeholder, such as:</p> <ul style="list-style-type: none"> • Socialization to the internal stakeholder (mill workers) on 22 December 2021 – was attended by 31 workers in Division II • Refreshment for socialization to upkeep workers (fertilizer and pesticide applicator) from Division I on 27 November 2021 – was attended by 32 participants. • Record of socialization to Head of Pematang Sertak dated 29 September 2021 	Complied

		<p>PT Socfin Indonesia – Mata Pao POM has also formed a Gender Committee since year 2012 and has been approved by Mata Pao management consist Head of Committee, Secretary and Members.</p> <p>Gender Committee activities such as handle complaint from female workers, reporting and data collecting if case appeared concerning sexual harassment. Documented procedure for complaints related to women workers as per procedure “Penanganan Keluhan Sosial” No Doc: SOC/PSM/9.02 First Edition, 6th Rev, dated 15 September 2019.</p> <p>Based on interview with Gender Committee dated 14/02/2022, the program of GC consisted of training on women’s rights, counselling for women affected by violence, children care facilities and breastfeeding policy.</p>	
6.5.2	<p>(C) A policy to protect the reproductive rights of all, especially of women, is documented, implemented and communicated to all levels of the workforce.</p>	<p>PT Socfin Indonesia – Mata Pao POM has established a policy to protect the reproductive rights of all, especially of women, is documented, implemented, and communicated to all levels of the workforce as per “Kebijakan Hak Reproduksi”, was signed by Principal Director dated 1st June 2019.</p> <p>PT Socfin Indonesia – Mata Pao POM has also conducted refreshment socialization of policy to the respective stakeholder, such as:</p> <ul style="list-style-type: none"> • Socialization to the internal stakeholder (mill workers) on 22 December 2021 – was attended by 31 workers in Division II • Refreshment for socialization to upkeep workers (fertilizer and pesticide applicator) from Division I on 27 November 2021 – was attended by 32 participants. • Record of socialization to Head of Pematang Sertak dated 29 September 2021 <p>Based on interview with Gender Committee dated 14/02/2022, the program of GC consisted of training on women’s rights, counselling for</p>	Complied

		women affected by violence, children care facilities and breastfeeding policy and reproductive right.	
6.5.3	Management has assessed the needs of new mothers, in consultation with the new mothers, and actions are taken to address the needs that have been identified in accordance with applicable regulations in Indonesia.	<p>PT Socfin Indonesia – Mata Pao POM has conducted in assessment the needs of new mothers, consisted of:</p> <ul style="list-style-type: none"> • For breastfeeding mothers and had children under 5 years, the company has provided children care (TPA) which located in each division/Afdeling. • In landfill space as well as the company provides a special space and time for 1 hour for breastfeeding mothers in need time to nursing his baby. <p>Based on field visit in Division I & III dated 14/02/2022), there was children care facilities (TPA) – creche. And based on interview with Gender Committee Officer has stated that the company has provided the facilities for new mother in workplace.</p>	Complied
6.5.4	A grievance mechanism, which respects anonymity and protects complainants where requested, as long as the complaint is supported with adequate information, is documented, implemented and communicated to all levels of the workforce.	<p>PT Socfin Indonesia – Mata Pao POM has prepared the procedure on grievance mechanism, as documented at procedure to handling complaint No. SOC/PSM/9.01, Rev.7 dated 01 February 2019.</p> <p>The procedure stated that any employee can report the complaint in writing to the officer who has been appointed (KTU-HR, Assistance Staff, Head of Mill (Tekniker I-II) and Manager-Pengurus). Grievance mechanism procedures listed in point 5 of the description of the procedure, as follows:</p> <ul style="list-style-type: none"> • Complaints against the company may be in the form of complaints from internal (workers) and external complaints, namely from stakeholders or citizens around the palm-oil site • Worker/stakeholder complaints submit complaints in writing to the company through KTU-HR, Assistance Staff, Head of Mill (Tekniker I-II) and Manager-Pengurus 	Complied

		<ul style="list-style-type: none"> • Site Management/Pengurus studied the complaints made by stakeholders and provided follow-up instructions to tekniker, head assistant, field assistant, head clerk or other staff in accordance with the type of complaint. • There is clear that the trouble with the complaint and the settlement does not require big resources and still under the authority of the Site Management/Pengurus, can be directly followed by a Site Management. • Complaints that require further clarification and communication with the complainant will be communication with the complainant in accordance with the Procedures for Social Communications. Staff/specialized personnel will be appointed to carry out this communication. • For internal complaints, communication with labour unions also required - Staff / personnel designated to be communicated to the complainant to obtain more complete information about the complaint, the settlement is desirable and so on. • Results of communication with the complainant submitted to the Site Management/Pengurus to discuss follow-up. If the follow-up does not require large resources and still under the authority of the Site Management/Pengurus, can be acted upon by Site management. • To follow up on such complaints require critical decision resources and requires the approval of Head Office in Medan, then Site Management/Pengurus will submit a complaint in writing to the field including communication notes that has been done • General Affairs will study the complaints submitted by Site Management/Pengurus and will provide guidance/direction of the solution to the Site Management/Pengurus • Site Management/Pengurus will conduct a follow-up according to the instructions of Medan. Communication with the complainant may be 	
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		<p>required if the instructions of the field is not in accordance with the results of previous communications</p> <ul style="list-style-type: none"> All complaints are recorded in the Complaint Form Notes In point 5.20 in the procedure stated that the company will respects anonymity and protects complainants where requested. All company policy reviewed every year by Sustainability Department, PT. Socfindo <p>Based on the results of interviews with labour union (dated 14/02/2022), they confirmed that understand of grievance mechanism, which respects anonymity and protects complainants where requested – during 2021 there was no complaints reported.</p>	
Criteria 6.6: No forms of forced or trafficked labour are used.			
6.6.1	<p>(C) All work is voluntary and the following are prohibited:</p> <ul style="list-style-type: none"> Retention of identity documents or passports; Payment of recruitment fees; Contract substitution without worker’s consent Involuntary overtime; Lack of freedom of workers to resign Penalty for termination of employment, unless the unit of certification and the workers agree to the penalty and it is stated in the employment agreement Debt bondage Withholding of wages 	<p>During the surveillance audit ASA 1_3, there was no indication the company practices:</p> <ul style="list-style-type: none"> Retention of identity documents or passports Payment of recruitment fees Contract substitution Involuntary overtime Lack of freedom of workers to resign Penalty for termination of employment Debt bondage Withholding of wages <p>Based on interview with labour union confirmed that there was no use of foreign workers and no substitution of an employment agreement/contract.</p>	Complied

6.6.2	(C) Where temporary (Specified Time Work Agreement/PKWT) or migrant workers are employed, a specific labour policy and procedures are established and evidence of implementation is available.	During the surveillance audit ASA 1_3 in February 2022, there was no workers in specified time work agreement or migrant workers. All of workers in PT Socfin Indonesia – Mata Pao POM as form of permanent employee. The confirmation was verified during audit documentation list of workers updated in January 2021, interview with employee representative including labour union and workers during field visit.	Complied
Criteria 6.7: The unit of certification ensures that the working environment under its control is safe and without undue risk to health.			
6.7.1	(C) The responsible person(s) for H&S is identified. There are records of regular meetings between the responsible person(s) and workers. Concerns of all parties about health, safety and welfare are discussed at these meetings, and any issues raised are recorded.	PT Socfin Indonesia – Mata Pao POM has demonstrated the document of OHS committee as the responsible person for identification of OHS issues. Data verified during Asa 1.3 – year 2022: <ul style="list-style-type: none"> • OHS committee (P2K3) has registered in Manpower Agency in North Sumatera - during ASA 1-3 the organization has submitted the re-structure the OHS committee to Manpower Agency in Serdang Bedagai Regency, letter number: MP/X/Bi/035/2022 – was received by staff in Manpower Agency • OHS Expert namely Mr Sri Sadono has proposed to Manpower Ministry of RI for getting the certificate as per letter no: 1613/Sket-Ak3U/LMA-K3/MDN-XI/2020 dated 23rd November 2020 – Mr Sri Sadono has attended and completed successfully on training as OHS Expert dated 9 – 21 November 2020 • OHS committee (P2K3) has conducted the OHS meeting in monthly. Last meeting conducted on 14th January 2022 – was attended by 23 participants. Agenda: Evaluation of occupational accident, review of OHS inspection report, review of last meeting result, review of incident report, preparing on RSPO audit. • Report of OHS performance conducted regularly in three months bases. Last report was submitted to Manpower Agency in North 	Complied

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

		<p>Sumatera Province for period October – December 2022, based on document no: MP/X/Bi/031/2022, was reported on 26th January 2022</p> <ul style="list-style-type: none"> • Evaluate and analyse accidents based on accident/investigation report and compared with the Health and Safety plan. Last Monitoring conducted on 14th January 2022 • License of operator (SIO) for all operator in Mata Pao Estate and Mill, namely: <ul style="list-style-type: none"> – Mr Ari Andri Kusuma - licence for welding process (3G SMAW) no. reg. JIP.024.0000126.2020, dated 2nd March 2020 – valid until 3 years – Mr Nedit - license for OHS backhoe loader operator no. 134525-OPK3-LT/PAA/I/2019, dated 16th January 2019 – valid until 5 years. – Mr Domu Manurung – license for OHS 1st Class Boiler Operator no. P.12.3397.OPK3-B.I/X/2018, dated 5th November 2018, valid until 5th November 2023. • Sterilizer no1 permit no. 560/17/BU/PMTK/07 that is checking routine done by 2 years bases, last inspection was on in October 2021 – carried out by Inspector from Manpower Agency in North Sumatra Province. • Boiler Permit no. 285/KU/DTK-TR/2016, checking is done by 2 years bases, latest checking on in December 2021 <p>Based on interview with interested stakeholder (manpower agency in Serdang Bedagai Regency) 14/02/2022 – the company has complied with related legal requirement e.g: report of workers (wajib lapor ketenagakerjaan), report of OHS committee</p>	
6.7.2	<p>Accident and emergency procedures in Indonesian language are in place and clearly understood by all workers. Assigned operatives trained in first aid are present in both field and other operations. First aid equipment is</p>	<p>PT Socfin Indonesia – Mata Pao POM has prepared the procedure for emergency and work accident written in Bahasa Indonesia, such as:</p>	Complied

	<p>available at worksites. Records of all accidents are kept and periodically reviewed.</p>	<ul style="list-style-type: none"> • Procedure for emergency No: SOC/PSM/4.08. The procedure described the roles and responsibilities of each emergency response team include the mechanism how to conduct medical evacuation to near hospital/local health centre, also it was available the emergency contact number of each internal emergency team and external related parties such as public fire station at Medan and nearest health facility Medan Hospital. Evacuation route and muster point are available and made known to the employee. • Incident investigation procedure were documented in procedure SOC/PSM/4.14. Accident and investigation reports described the accident chronology, cause and impacts of the accident and has also to find the root causes of the accident happened and formulize the corrective and preventive action. • Emergency Response Team has been defined and the emergency flow charts have been established for any kind of emergency such as earthquake, fire, and flood. • Procedure for protocol of Covid-19 was prepared as per "Pedoman Penanganan Covid di PT Socfindo", document number: SOC:DP/4.13-18, valid since 1st June 2020 <p>Data verified during surveillance audit in during Asa 1_3 – in February 2022:</p> <ul style="list-style-type: none"> • Documentation on simulation of emergency response: Dated 13 November 2021 – location in Division II with scenario on fire fighting. Data verified: Scenario, documentation, attendance list, evaluation, and recommendation. • OHS inspection for hydrant and fire extinguisher facilities was performed in monthly bases, last inspection conducted on 13 January 2022– reported OK. 	
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**RSPO P&C Public Summary Report
Revision 12 (Jun 2021)**

		<ul style="list-style-type: none"> License for first aider namely Mr Paseinko Gulo license number: 1618/PK3-P3K/IV/2015, valid until 8th October 2021 – was issued by Manpower Agency in North Sumatra Province. <p>Based on field visit in Mata Pao POM (dated 14/02/2022), there was an emergency signs and boards were provided in several areas and assembly points available in each area such as workshop. All the condition in shown good. There were 8 fire extinguishers that was conducted regularly inspection by foreman. The emergency facility has shown during audit and well maintained (ready to use).</p> <p>The first aid kits carried by foreman were available at worksites such as at harvesting area. The first aid kits were checked in accordance with Manpower Ministry Regulation – stated in: PEMENAKER No 15, year 2008.</p> <p>Based on document review of Accidents Report year 2021, there was reported 6 cases of accidents both in Mata Pao POM and Estate, consisted of:</p> <ul style="list-style-type: none"> Work Accident Report, no: 02/PLK/MP/2021, namely Jumiin (harvester – in Division 2), dated July 23, 2021. Chronology: The harvester cuts the fruit and the midrib simultaneously. swelling and difficulty breathing. Accident category: major (LTI: 14 working days lost). The root of the problem: the work done is not in accordance with the SOP. Improvements: socialization of K3 and BMP for fruit cutting workers. Socialization on 2 August 2021, was attended by Corrective actions: <p>Work Accident Report, no: 03/PLK/MP/2021, nemely January Sirait (Centeng – in Division 3), dated December 24, 2021. Chronology: traffic accident at block 48, left leg fracture. Accident category: major (LTI: 11 working days lost). The root of the problem: the weak team is not focused. Improvements: K3 socialization to ticks. Socialization on 7</p>	
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RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<p>January 2022, was attended by Promotional: - BPJS Employment Accident Case Report (form 3 KK 1) dated December 24, 2022. - Statement letter</p>	
<p>6.7.3</p>	<p>(C) Workers use appropriate personal protective equipment (PPE) which is provided free of charge to all workers in the workplace, to cover all potentially hazardous operations, such as pesticides application, machine operations, land preparation, and harvesting. Sanitation facilities for those applying pesticides are available, so that workers can change out of PPE, wash and put on their personal clothing.</p>	<p>PT Socfin Indonesia – Mata Pao POM has provided the OHS facilities for all workers involved in the operation was appropriately trained in safe working practices.</p> <p>Data verified during surveillance ASA 1.3 - in February 2022:</p> <ul style="list-style-type: none"> • All operator in high-risk area has provided PPE such as ear-muff and ear plug. • Evaluate and analyse accidents based on accident/investigation report and compared with the Health and Safety plan. Last Monitoring conducted on 14th January 2022 • License of operator (SIO) for all operator in Mata Pao Estate and Mill, namely: <ul style="list-style-type: none"> – Mr Ari Andri Kusuma - licence for welding process (3G SMAW) no. reg. JIP.024.0000126.2020, dated 2nd March 2020 – valid until 3 years – Mr Nedit - license for OHS backhoe loader operator no. 134525-OPK3-LT/PAA/I/2019, dated 16th January 2019 – valid until 5 years. – Mr Domu Manurung – license for OHS 1st Class Boiler Operator no. P.12.3397.OPK3-B.I/X/2018, dated 5th November 2018, valid until 5th November 2023. • Sterilizer no1 permit no. 560/17/BU/PMTK/07 that is checking routine done by 2 years bases, last inspection was on in October 2021 – carried out by Inspector from Manpower Agency in North Sumatra Province. • Boiler Permit no. 285/KU/DTK-TR/2016, checking is done by 2 years bases, latest checking on in December 2021 	<p>Complied</p>

		<p>Based on interview with interested stakeholder (manpower agency in Serdang Bedagai Regency) 14/02/2022 – the company has complied with related legal requirement e.g: report of workers (wajib lapor ketenagakerjaan), report of OHS committee.</p>	
<p>6.7.4</p>	<p>All workers are provided medical care and covered by accident insurance. Costs incurred from work related incidents, leading to injury or illness, are covered in accordance with applicable regulations or by the unit of certification if applicable regulations do not provide protection.</p>	<p>PT Socfin Indonesia – Mata Pao POM has been performed general Medical Check-up to all employees on 9th July 2019 was covered for 386 workers; and on 21st November 2019 – has conducted a special medical check up for worker in high-risk area that attended by 113 workers. The result of MCU has communicated to related workers on 17 - 23 June 2019.</p> <p>In 2021 - due to pandemic covid-19 the MCU has postpone based on Memorandum from Top Management No. UM/KK/Bi/1308/202, dated 4th July 2020 with reference by Letter from Manpower Ministry of Republic of Indonesia No M/7/AS.02.02/V/2020. Last Medical chekup conducted by Laboratorium Klinik Kimia Farma in Medan conducted medical check-up both of general MCU and of special MCU for sprayer team (cholinesterase and spirometry test) and operator in high-risk area in POM (audiometry test). Next MCU will programmed in July 2022</p> <p>During this audit, there is no temporary worker founded during this audit period. All workers (permanent) were covered by accident and medical care insurance (BPJS Kesehatan and BPJS Ketenagakerjaan). Evidence was sighted and documented in BPJS Ketenagakerjaan (accident insurance) and BPJS Kesehatan (medical care) payment description and bank slip payment.</p> <p>Data verified – during surveillance ASA 1.3 – year 2022, e.g:</p> <ul style="list-style-type: none"> • Bank slip payment of medical care (BPJS Kesehatan) period January 2022 covered all worker (number of employees is 439, the number of dependent 1,132), amount IDR ***,**,641 – transaction reference No: 20210109112829651 – status PAID 	<p>Complied</p>

		<ul style="list-style-type: none"> Bank slip payment of BPJS Ketenagakerjaan (accident insurance) period January 2021, total IDR **,***,113 (status: PAID), covered for workers – transaction reference number: 210201062176 	
6.7.5	Occupational injuries are recorded using Lost Time Accident (LTA) metrics.	<p>PT Socfin Indonesia – Mata Pao POM has shown the report of Lost Time Accidents metrics were using to record the accidents and injuries during year 2020.</p> <p>The Lost Time accidents and injuries were determined according to Decree of the Minister of Manpower and Transmigration No. 609 year 2012.</p> <p>In 2021 – there was accident records for mill and estate were shown below: Number of Accident is 3 cases, Lost Time Accident is 56 working days</p> <p>All the accident has been reviewed during OHS meeting, recommendation of investigation report has been followed up. The number of LTI is lower than year 2019.</p>	Complied
<p>Principle 7: Protect the environment, conserve biodiversity and ensure sustainable management of natural resources.</p>			
<p>Criteria 7.1: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.</p>			
7.1.1	(C) IPM plans are implemented and monitored to ensure effective pest control.	<p>The company has established Integrated Pest Management plan as in “Rencana Pengelolaan Pestisida dan Hama Terpadu”, described that PT Socfin Indonesia implementing plan to reduce pesticide to minimize the impact to the environment. The objective is to optimize the use of natural predator to reduce the use of pesticides and to manage ex pesticide container. Detail of plan consist of planting beneficial plant and ist monitoring; reproduction of <i>Tyto alba</i> and its monitoring; record all pesticide container and contaminated goods; deliver all hazardous waste to the registered hazardous waste collector.</p> <p>As written in indicator 3.3.1, unit of certification has had procedure of integrated pest management (including disease).</p>	Complied

		<p>During the audit, auditor has observe and interview daily pest census at Block 29 Division II. Based on interview with pest monitoring officer obtain information that the pest infestation was monitoring on daily bases.</p> <p>Unit of certification through Socfin Research has train pest monitoring officer (4 person each division). Each block has an observational row (multiples of five, starting from the fifth row). Observations are made every month. The outermost tree in the line of observation has been red-marked to facilitate the pest control officer.</p> <p>During the field observation in Block 20, 26, 27, and 28 Division II obtain information that the observation conducted to monitoring the infestation of leaf eater caterpillar, bag worm, <i>Ganoderma</i>, rat, termite, disease so on. The record of observation written in daily pest infestation report. All of two pest monitoring officers can explain the pest monitoring procedure and reporting process.</p> <p>Based on the leaf eater infestation, unit management conducted pest control by using biological and chemical method. The unit of certification has developed fungi <i>Beauvaria bassiana</i> and predator <i>Sycanus</i> and ant as biological control of leaf eater caterpillar. Available "<i>Rencana Pengendalian Ulat Secara Biologi Menggunakan Jamur Beauvaria bassiana</i>", "<i>Stok Jamur Beauvaria bassiana Kebun Mata Pao</i> and "<i>Rincian Pemakaian No. Batch</i>". Mata Pao Estate also uses High Pressure Spraying to apply Santador and Trunk Injection to applied Starthene. <i>Oryctes rhinoceros</i> also detected as pest in Mata Pao Estate, controlled by application of Cyptertop 200 EW.</p>	
7.1.2	<p>Invasive species are not to be used according to applicable regulation in managed areas, unless plans to prevent and monitor their spread are implemented.</p>	<p>Based on verification of document "Daftar Identifikasi Invasive Species Tahun 2020", interview with estate manager and field visit obtain information that there is no invasive species in Mata Pao Estate.</p>	Complied

7.1.3	There is no use of fire for pest control unless in exceptional circumstances, i.e. where no other effective methods exist, and with prior approval of government authorities.	Based on document verification, interview with estate manager and field visit obtain information that there is no fire use for pest control in Mata Pao Estate.	Complied
Criteria 7.2: Pesticides are used in ways that do not endanger health of workers, families, communities or the environment.			
7.2.1	(C) Justification of all pesticides used is demonstrated. Selective products and application methods that are specific to the target pest, weed or disease are prioritised.	<p>Based on the document verification and interview with management, obtain information that pesticide usage for chemical weeding and pest control (if needed).</p> <p>As written in No Deforestation, Development on Peat & Environmental Policy that was signed by Principle Director of Socfin Indonesia on 1 June 2019, Socfin Indonesia has specific commitment related to pesticide usage as follows:</p> <ul style="list-style-type: none"> • Specific attention is given to the use of pesticides. Integrated Pest Management (IPM) plans are developed for all operations and reviewed annually, • All active ingredients in use are also reviewed annually for safety and efficacy, • Pesticides in WHO classes Ia and Ib, and Stockholm or Rotterdam conventions are used only when no effective alternatives are available. Their use is authorized in writing by local senior management on a case by case basis, • The active ingredient "paraquat" is to be phased out of all our operations in 2019, • All workers, permanent or not, involved with pesticides, are trained and equipped adequately and their health is monitored. <p>During the audit, found some pesticide list that usually used with active ingredients such as <i>isopropyl amine glyphosate</i>, <i>methyl metsulfuron</i>, <i>cypermetrin</i>, <i>karbaril</i>, <i>azoxistrobin</i>, <i>lamda sihalotrin</i>, <i>asefat</i>, <i>diuron</i>, <i>haloksifop metil ester</i>, <i>aminopolarid potassium</i>, <i>mancozeb</i>, <i>indazaflam</i>, <i>dimetil amina</i> and <i>fluoroksifir</i>. All pesticide usage has been registered in</p>	Complied

		<p>http://pestisida.id/simpes_app/rekap_kimia_formula.php according to national regulation.</p> <p>To reduce the human and environmental risk, there is some continuous action that has been implemented as follows:</p> <ul style="list-style-type: none"> • Set up the pesticide rotation. For example, chemical weeding rotation is 4 times a year where the rotation in immature and early mature more often than mature and old palm. • Using the ultralow volume nozzle to minimize water consumption and reduce the risk for environment. During the field visit to the pesticide store sighted the micron herby system knapsack as example. • Conducted regularly training for pesticide applicator and equipped them with appropriate PPE's. • Delaying the pesticide if weed or pest is under control. According to the interview with estate manager obtain information that the pesticide rotation can be delayed or reduced especially in mature or old palm where weeds/pest population are under control. • Minimalize contamination for pesticide applicator and their families by ensuring them to clean themselves before back home. 	
7.2.2	<p>(C) Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per Ha and number of applications) are provided.</p>	<p>Unit of certification has demonstrated record of pesticide use including active ingredient and their LD50, area treated, amount of active ingredients per Ha and number of applications. For example (for period January to December 2021):</p> <ul style="list-style-type: none"> • Ally 20 WDG: active ingredient <i>Metil metsulfuron</i> 20%; LD50 is 5,000 mg/kg; volume used 206.43 kg; active ingredients used 41.28 kg; area treated 1,840.2 Ha; amount of active ingredients per Ha 0.022 kg/Ha; target species wide leaf weed, <i>Mucuna bracteate</i>, <i>Stenochlaena palustri</i>, <i>Dicranopteris linearis</i>; register No.RI.0103011988837 valid until 12 Nov 2023. 	Complied

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

		<ul style="list-style-type: none"> Roundup 486 SL: active ingredient <i>Isopropil amina glyphosate 486 g/L</i>; LD50 is 9,041 mg/kg; volume used 8,867.28 L; active ingredients used 4,309.49 kg; area treated 1,840.2 Ha; amount of active ingredients per Ha 2.342 kg/Ha; target species <i>Imperata cylindrica</i>, <i>Ageratum conyzoides</i>, <i>A. Houstorianum</i>, <i>Borreria alate</i>, <i>Eupatorium riparium</i>, <i>E. hirta</i>, <i>Cynodon dactylon</i>, <i>Ottochloa nodosa</i>, <i>Digitaria adscendens</i>. 	
7.2.3	(C) Any use of pesticides is minimised as part of a plan, eliminated where possible, in accordance with IPM plans.	The unit of certification monitor the use of pesticides. Available record of pesticide use since 2018. Based on the records, minimizing pesticide use is part of a plan, the use of Paraquat has been eliminated since 2019.	Complied
7.2.4	There is no prophylactic use of pesticides, unless in exceptional circumstances, as identified in Indonesia best practice guidelines.	Based on document verification, interview and field observation obtained information that there is no prophylactic use of pesticides.	Complied
7.2.5	<p>Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions and paraquat, are not to be used, unless in exceptional circumstances, as validated by a due diligence process, or when authorised by government authorities for pest outbreaks.</p> <p>The due diligence refers to:</p> <p>7.2.5a Judgment of the threat and verify why this is a major threat.</p> <p>7.2.5b Why there is no other alternative which can be used.</p> <p>7.2.5c Which process was applied to verify why there is no other less hazardous alternative.</p> <p>7.2.5d Process to limit the negative impacts of the application.</p> <p>7.2.5e Estimation of the timescale of the application and steps taken to limit application to the specific outbreak.</p>	<p>Considering the rat infestation in 2021, certificate holder has usage the rodenticide with active ingredients Coumatetralyl during January – May 2021.</p> <p>During the field visit obtain information that certificate holder is develop the owl breeding in owl aviary. Each mature owl produced will be transferred into the existing barn owl box in field. Until this audit, there is 6 barn owl boxes existing.</p>	Complied

7.2.6	(C) Pesticides are only handled, used or applied by persons who have completed the necessary training and are always applied in accordance with the product label. All precautions attached to the products are properly observed, applied, and understood by workers (see Criterion 3.6). Personnel applying pesticides must show evidence of regular updates on the knowledge about the activity they conduct.	PT Socfin Indonesia – Mata Pao POM has conducted pesticide handling training regularly. The company has provided internal training for worker on handling of pesticides, such as: <ul style="list-style-type: none"> • Dated 7th May 2021, location in Division II was attended by 13 workers consisted of pesticides applicator, supervision. Data verified: training material, attendance list, photograph. • Dated 9th May 2021, location in Division II was attended by 16 workers, consisted of pesticides applicator, supervision. Data verified: training material, attendance list, photograph. Based on field visit and interview with pesticides applicator during audit (dated 14/02/2022), in division I, confirmed that all pesticide applicator has attended the safe use pesticide training above. They have explained and demonstrated the safe working procedure (spraying technics, PPE usage and environmental protection).	Complied
7.2.7	(C) Storage of all pesticides in accordance with recognized best practices.	Based on field visit to agrochemical storage (dated 14/02/2022) which located at Mata Pao Mill complex, Unit of Certification has stored all pesticides properly and in accordance with national recognized best practices rules. Each pesticide product equipped with MSDS and separated with others. The agrochemical storage also provided OSH requirements, such as PPE's, hand/eye wash facilities and first aid kit.	Complied
7.2.8	All pesticide containers that are disposed of and/or used for other purposes are managed according to applicable regulations and/or instructions on the packaging.	As per explanation in criteria 7.3, unit of certification has had engagement with licensed hazardous and toxic substance waste collector. All pesticide container collected in temporary hazardous and toxic substance storage before sent to the collector.	Complied
7.2.9	(C) Aerial spraying of pesticides is prohibited, unless in exceptional circumstances where no other viable alternatives are available. This requires prior government authority approval. All relevant information is	Based on field observation (dated 14/02/2022), in division I, spraying pesticides carried out by team. There is no aerial spraying that implemented in this Unit of Certification.	Complied

	provided to affected local communities at least 48 hours prior to application of aerial spraying.		
7.2.10	(C) Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated.	<p>PT Socfin Indonesia – Mata Pao POM has been performed general Medical Check-up to all employees on 9th July 2019 was covered for 386 workers; and on 21st November 2019 – has conducted a special medical check-up for worker in high-risk area that attended by 113 workers. The result of MCU has communicated to related workers on 17 - 23 June 2019</p> <p>In 2021 due to pandemic covid-19 the MCU has postpone based on Memorandum from Top Management No. UM/KK/Bi/1308/202, dated 4th July 2020 with reference by Letter from Manpower Ministry of Republic of Indonesia No M/7/AS.02.02/V/2020. Last Medical check-up was conducted by Laboratorium Klinik Kimia Farma in Medan conducted medical check-up both of general MCU and of special MCU for sprayer team (cholinesterase and spirometry test) and operator in high-risk area in POM (audiometry test).</p> <p>Next MCU will programmed in July 2022</p>	Complied
7.2.11	(C) No pesticide-related work is carried out by pregnant or breastfeeding women, or people with medical limitations and they are offered other equivalent work alternatives.	<p>PT Socfin Indonesia – Mata Pao POM is regularly performed monitoring of pregnancy in monthly bases to all women workers on handling of pesticides and chemical material. The latest performed on 5th January 2022, there were reported no workers in pregnant condition (negative detection).</p> <p>Based on the report of pregnancy testing, who is women workers in pregnant then is not allowed to work in related to chemicals.</p> <p>Based on field visit and interview (dated 14/02/2022) with labour union and sample worker (harvester, pesticide applicator, pest monitoring officer and mill worker) obtain information that there is no pesticide-related work is carried out by pregnant or breastfeeding women, or</p>	Complied

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

		people with medical limitations and they are offered other equivalent work alternatives.	
<p>Note For 7.2.11 Referring to Act No. 13 of 2003 concerning Manpower, Act No. 35 of 2014 concerning Child Protection, and taking into account the risks of hazards on palm oil plantations and mills on the development and physical, mental and social health of children, the national interpretation mandates that the unit of certifications does not employ people under the age of 18 for pesticide spraying. For this reason, the provisions of young workers under 18 years in indicator 7.2.11 are irrelevant.</p>			
<p>Criteria 7.3: Waste is reduced, recycled, reused and disposed of in an environmentally and socially responsible manner.</p>			
7.3.1	A waste management plan which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, is documented and implemented in accordance with applicable laws and regulations.	<p>PT Socfin Indonesia – Mata Pao POM has had a mechanism to waste management that is Procedure of Pengendalian Limbah No. SOC/PSM/4.11, rev.05 dated 1 October 2018.</p> <p>Describe that:</p> <ul style="list-style-type: none"> • PT Socfin Indonesia – Mata Pao POM has classified the type of garbage generated from plantation activities to: Hazardous waste (LB3), organic waste and an organic waste and waste that is economical value. The container provided in the form of TPS: Temporary collection Place, TPA: Landfill and Temporary storage hazardous waste (TPS LB3). • PT Socfin Indonesia – Mata Pao POM has had License for Temporary storage toxic and hazardous waste (TPS LB3) "Izin Penyimpanan Sementara Limbah B3 kepada PT. Socfin Indonesia – Mata Pao" issued by Integrated Permit Services and Investment Agency of Serdang Bedagai Regency No. 0004/34/DPMP2TSP-SB/VIII/2018 dated 10 August 2018. Valid for 5 years (until 10 August 2023). 	Complied
7.3.2	Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.	<p>PT Socfin Indonesia – Mata Pao POM has disposal of waste management and described within its procedure "SOP Pengendalian Limbah No. SOC/PSM/4.11, rev.05 dated 1 October 2018".</p> <p>Unit of Certification has classified the type of garbage generated from plantation activities to: Hazardous waste (LB3), organic waste and an</p>	Complied

		<p>organic waste and waste that is economical value. The container provided in the form of TPS: Temporary collection Place, TPA: Landfill and Temporary storage hazardous waste (TPS LB3).</p> <p>The color of the waste collector or TPS is regulated in accordance with the following classification:</p> <ul style="list-style-type: none"> • Waste B3: black • organic waste that is not economic value: green • inorganic waste is not economic worth: blue • waste of economic value: Yellow 	
7.3.3	The unit of certification does not use open fire for waste disposal.	<p>PT Socfin Indonesia – Mata Pao POM is located near residential area, then use open fire for waste disposal is totally disallowed. As described above, all waste generated from all activity at plantation and mill categorized as: organic waste (solid & liquid), inorganic waste, medical waste, laboratory waste, hazardous waste. The company has also installed a sign board that waste burning in housing complex is forbidden.</p>	Complied
<p>Criteria 7.4: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>			
7.4.1	Good agricultural practices, as contained in SOPs, are followed to manage soil fertility to optimise yield and minimise environmental impacts is documented.	<p>According to the latest best management practices procedure, unit of certification using chemical fertilizer and organic fertilizer such as empty fruit bunch, bunch ash and solid to increase soil fertility. Available fertilizer work instruction No.SOC-KB/IK/01 Rev.04 dated 1 Oct 2016. All record of fertilizer application recorded in document <i>Booklet Pemupukan</i>. Based on field visit on EFB application in block 12 Division 1 with dosage 45 ton EFB/MT/Year.</p> <p>During January – December 2021, estate has recapitulated the total fertilizer usage as follows:</p> <ul style="list-style-type: none"> • Borate: 7,535 kg • KCl: 6,670 kg 	Complied

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

		<ul style="list-style-type: none"> • Kieserite: 21,771 kg • NPK 12-12-17-2: 1,900,384 kg • Rock Phosphate: 12,901 kg • Urea: 23,923 kg 	
7.4.2	Analysis of tissue samples (e.g. leaves) and soil on a regular basis to monitor and manage changes in soil fertility and plant health is documented.	<p>Unit of certification conducted regularly soil and leaf sampling to monitored soil and trees fertility. This assessment conducted by company owned Research Station, Bangun Bandar Analytical Laboratory.</p> <p>Available Soil Analysis Report (Ref Number S2014-007/LAB-SSPL/V/2014), analysis date 28 June 2014 (10 sample). Parameter analysed were pH-H₂O, pH-KCL, N-Kjh, C Organic, P, CEC, K, Ca, Mg, Na. For example: ID 1667; Labcode S1400165; user PNL/1; depth 0-30; pH₂O is 4.4; pH-KCl is 3.8; 0.14% N-Kjh; 0.53% C-Org; 218.67 ppm P-Bray; 1.39 me/100g K; 59.93 me/100g Ca; 11.22 me/100g Mg and 0.77 me/100g Na.</p> <p>Available Leaf Analysis Report (Ref Number L2021-992/LAB-SSPL/V/2021), analysis date 8 May 2021 (49 samples). Parameter analysed were N-Kjehl, P-total, K-total, Ca-total and Mg-total. For example: Labcode L2021-992-7366; User code MP172017; analysis result are 2.96% N-Kjehl; 0.14% P-total; 1.19% K-total; 0.62% Ca-total; 0.30% Mg-total.</p>	Complied
7.4.3	A nutrient recycling strategy is in place, which include the recycling of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), palm residues and optimal use of inorganic fertilisers.	<p>Negeri Lama Estate is only applied Empty Fruit Bunch (EFB) and bunch ash. Based on the agronomy's SOP, unit of certification has stipulated the EFB dosage on planting age basis as follows:</p> <ul style="list-style-type: none"> • Under 1 year: 10 tonnes/Ha • 1 – 2 year: 20 tonnes/Ha • 3 year's up: 45 tonnes/Ha 	Complied

		<p>During the audit, auditor has observed the EFB application in mature area. The EFB placed at interrows. In addition to increase soil fertility, this application also aims to maintain soil moisture needed by new plants. Based on record of FFB application in 2021, FFB applied in whole area was 7,740 MT (target 9,877 MT). Based on estate manager explanation, EFB application not achieved due to low production of EFB during 2021.</p>	
7.4.4	Records of fertilizer inputs are maintained.	<p>The record of EFB application documented in 'Booklet Pemupukan' which reported by upkeep supervisor in daily basis. Based on the document obtain information that unit of certification has documented the total of fertilizer applied versus fertilizer recommendation.</p> <p>During January – December 2021, estate has recapitulated the total fertilizer usage as follows:</p> <ul style="list-style-type: none"> • Borate: 7,535 kg • KCl: 6,670 kg • Kieserite: 21,771 kg • NPK 12-12-17-2: 1,900,384 kg • Rock Phosphate: 12,901 kg • Urea: 23,923 kg <p>Based on the record of fertilizer recommendation, total fertilizer needed as follows:</p> <ul style="list-style-type: none"> • Borate: 7,519 kg • KCl: 6,670 kg • Kieserite: 21,771 kg • NPK 12-12-17-2: 1,921,037 kg • Rock Phosphate: 12,822 kg • Urea: 20,042 kg 	Complied

		Based on estate manager explanation, some kinds of fertilizer such as urea, NPK 12-12-17-2 and Rock Phosphate was unachieved the target due to weather condition.																					
Criteria 7.5: Practices minimise and control erosion and degradation of soils.																							
7.5.1	(C) Maps that identify marginal and fragile soils, including steep sloped land are available.	<p>The company has a detailed soil map showing gradients and soil types. The latest version of soil map was issued by Department of Agriculture on 1 January 2015. The maps included maps of fragile soils. Based on maps of soils type, there are no fragile soils present in Mata Pao Estate. Maps of soils survey were available with scale 1 : 25.000 sourced from Measuring and Monitoring in the field using GPS 76 CS. Soil characteristic is presented in table below:</p> <table border="1" data-bbox="1131 769 1720 1118"> <thead> <tr> <th>Soil Type</th> <th>Total Area (Ha)</th> </tr> </thead> <tbody> <tr> <td><i>Aquic Eutrudepts</i></td> <td>515.05</td> </tr> <tr> <td><i>Aquic Paleudult</i></td> <td>119.46</td> </tr> <tr> <td><i>Typic Endoaquept</i></td> <td>810.99</td> </tr> <tr> <td><i>Typic Paleudult</i></td> <td>729.48</td> </tr> <tr> <td><i>Typic Quartzipsamment</i></td> <td>89.04</td> </tr> <tr> <td><i>Typic Udipsamment</i></td> <td>199.03</td> </tr> </tbody> </table> <p>Slope class in Mata Pao Estate:</p> <table border="1" data-bbox="1131 1209 1720 1358"> <thead> <tr> <th>Slope (%)</th> <th>Total Area (Ha)</th> </tr> </thead> <tbody> <tr> <td>0 – 4</td> <td>1,842.65</td> </tr> <tr> <td>4 – 12</td> <td>488.84</td> </tr> </tbody> </table>	Soil Type	Total Area (Ha)	<i>Aquic Eutrudepts</i>	515.05	<i>Aquic Paleudult</i>	119.46	<i>Typic Endoaquept</i>	810.99	<i>Typic Paleudult</i>	729.48	<i>Typic Quartzipsamment</i>	89.04	<i>Typic Udipsamment</i>	199.03	Slope (%)	Total Area (Ha)	0 – 4	1,842.65	4 – 12	488.84	Complied
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		Based on the map of soil type and interview, there are no peat soil, marginal soil and fragile soil, including steep sloped land in Mata Pao Estate.															
7.5.2	The replanting of palm oil is not conducted extensively on steep terrain in accordance with applicable regulations.	The organisation has management strategy for planting on slopes above certain limit such as terracing, as referred to company’s SOP and work instructions. The Work instruction described preparation for planting including planting on slopes area has been developed by organisation. System for planting on slopes area is provided through terracing, levelling of terrace, planting legume cover crops and determining of planting space. Terrace and Platform created in area with slopes 10 – 15% and wide 4 m. Mata Pao Estate has slopes between 0 – 12%, Practices to control and minimize erosion have been applied by planting legume cover crop. There is no steep terrain in the ground.	Complied														
7.5.3	New palm oil planting is not conducted on steep terrain in accordance with applicable regulations.	The unit of certification is not carried out any new planting, including in steep areas.	Complied														
Criteria 7.6: Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.																	
7.6.1	(C) Evidence of long-term land suitability for oil palm cultivation, soil maps or soil surveys that identify marginal and fragile soils, including steep terrain are available, in planning and operations.	<p>PT Socfin Indonesia - Mata Pao Estate (consist Mata Pao, Teluk Buluh and Plintahan Division) has a concession area 2,463.05 Ha of which 2,330.96 Ha planted. This area has conducted semi detailed soil survey and assessment. The study was carried out by Param Agricultural Soil Surveys (M) Sdn Bhd on June 2004.</p> <table border="1"> <thead> <tr> <th rowspan="2">Map Symbol</th> <th rowspan="2">Soil Map Unit</th> <th rowspan="2">Slope Class (%)</th> <th rowspan="2">Brief Description</th> <th colspan="2">Extent</th> </tr> <tr> <th>Ha</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Ngr/2 Fds/1 Buh/1 Gbs/1</td> <td>Level (0 – 4)</td> <td>Deep, well to imperfectly drained soils with sandy clay to sandy clay loam subsoils. Terrain</td> <td>1,562.07</td> <td>66.9</td> </tr> </tbody> </table>	Map Symbol	Soil Map Unit	Slope Class (%)	Brief Description	Extent		Ha	%	A	Ngr/2 Fds/1 Buh/1 Gbs/1	Level (0 – 4)	Deep, well to imperfectly drained soils with sandy clay to sandy clay loam subsoils. Terrain	1,562.07	66.9	Complied
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RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

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Total				2,334.46	100																
		Based on the soil description above obtained information that there is no peat area in Mata Pao’s concessions.																			
7.6.2	Extensive planting on marginal and fragile soils is avoided or, if necessary, carried out according to the best-practice soil management plan.	As explained in previous indicator (7.6.1), there is no marginal soil such as peat or slope areas in Mata Pao’s concession. Thus, no special treatment for marginal soil existed.				Complied															
7.6.3	Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure.	PT Socfin Indonesia - Mata Pao Estate (consist Mata Pao, Teluk Buluh and Plintahan Division) has a concession area 2,463.05 Ha of which 2,330.96 Ha planted. This area has conducted semi detailed soil survey and assessment. The study was carried out by PARAM AGRICULTURAL SOIL SURVEYS (M) Sdn Bhd on June 2004.				Complied															
Criteria 7.7: No new planting on peat, regardless of depth after 15 November 2018 and all peatlands are managed responsibly.																					
7.7.1	(C) No new planting on peatlands, regardless of depth, after 15 November 2018, in existing plantation areas, as well as in new development areas.	SOCFIN – MATA PAO has been established since 1919, where the Mill constructed and operated in 1927. There are no expansion area or crops conversion after 15 November 2018 up to 2021. Soil type in SOCFIN – MATA PAO is mineral soil, no peat is identified. Therefore, this indicator is Not Applicable.				Not Applicable															
7.7.2	Peat areas within the managed area are inventoried, documented and reported to the RSPO Secretariat (effective from November 15, 2018).	SOCFIN – MATA PAO has been established since 1919, where the Mill constructed and operated in 1927. There are no expansion area or crops conversion after 15 November 2018 up to 2021. Soil type in SOCFIN –				Not Applicable															

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

		MATA PAO is mineral soil, no peat is identified. Therefore, this indicator is Not Applicable.	
PROCEDURAL NOTE: Maps and other documentation for peatlands are provided, prepared and shared according to the RSPO Working Group (Peatland Working Group / PLWG) audit guide (See Procedural Notes for Indicator 7.7.5 below).			
7.7.3	(C) Subsidence of peat is monitored, documented and minimised.	SOCFIN – MATA PAO has been established since 1919, where the Mill constructed and operated in 1927. There are no expansion area or crops conversion after 15 November 2018 up to 2021. Soil type in SOCFIN – MATA PAO is mineral soil, no peat is identified. Therefore, this indicator is Not Applicable.	Not Applicable
7.7.4	(C) Availability of implementation evidence of the water and land cover management program.	SOCFIN – MATA PAO has been established since 1919, where the Mill constructed and operated in 1927. There are no expansion area or crops conversion after 15 November 2018 up to 2021. Soil type in SOCFIN – MATA PAO is mineral soil, no peat is identified. Therefore, this indicator is Not Applicable.	Not Applicable
7.7.5	(C) Drainability assessments are conducted for plantations planted on peat following the RSPO Drainability Assessment Procedure, or other method recognized by RSPO, (at least five years or in accordance with the provisions of the RSPO Drainability Assessment Procedure) before replanting. The results of the assessment are used to determine the period of replanting to be carried out, as well as to gradually replace oil palm cultivation for at least 40 years or two cycles, (whichever is longer), before reaching the natural gravitational drainage limit for peat. If oil palm is gradually replaced, it is replaced by other commodity crops that are better suited for higher groundwater levels (paludiculture) or rehabilitated with natural vegetation.	SOCFIN – MATA PAO has been established since 1919, where the Mill constructed and operated in 1927. There are no expansion area or crops conversion after 15 November 2018 up to 2021. Soil type in SOCFIN – MATA PAO is mineral soil, no peat is identified. Therefore, this indicator is Not Applicable.	Not Applicable
PROCEDURAL NOTE: For 7.7.5: Detailed information on the RSPO Drainability Assessment Guide along with related concepts and detailed actions is contained in the Guidelines currently being adjusted / tested by the RSPO Working Group on Peatlands (Peatland Working Group / PLWG). The final version must obtain PLWG approval in January 2019 and will include additional Guide on the steps to be followed after deciding not to replant and the consequences for other stakeholders, farmers, local communities, and the unit of certification concerned. It is recommended that the trial methodology period is proposed to be extended for 12 months for all relevant management units (ie management			

<p>units that have plantations on peat) to utilize the methodology and provide input to PLWG so that existing procedures can be further refined as needed before January 2020. The unit of certification has the option to delay replanting until the issuance of the revised Guidelines for the guidelines. Additional guidance for alternative commodity crops and rehabilitation of natural vegetation will be regulated by the PLWG.</p>			
7.7.6	<p>(C) All existing plantations on peat are managed according to applicable laws and/or "RSPO Guidelines for Best Management Practices (BMP) for Oil Palm Cultivation that are already on Peatlands", version 3 (June 2019) along with related audit guidelines (May 2019).</p>	<p>SOCFIN – MATA PAO has been established since 1919, where the Mill constructed and operated in 1927. There are no expansion area or crops conversion after 15 November 2018 up to 2021. Soil type in SOCFIN – MATA PAO is mineral soil, no peat is identified. Therefore, this indicator is Not Applicable.</p>	Not Applicable
7.7.7	<p>(C) All peat areas not planted and reserved in managed areas (regardless of depth) are protected as 'peatland conservation areas'; unit of certification are prohibited from constructing drainage channels, building roads and new electricity lines on peatlands; unless if it is for a non-corporate land clearance. Peatlands are managed in accordance with 'RSPO Best Management Practices for the Management and Rehabilitation of Natural Vegetation related to Oil Palm Cultivation that already exists in Peatlands' (the latest version) along with relevant audit guidelines.</p>	<p>SOCFIN – MATA PAO has been established since 1919, where the Mill constructed and operated in 1927. There are no expansion area or crops conversion after 15 November 2018 up to 2021. Soil type in SOCFIN – MATA PAO is mineral soil, no peat is identified. Therefore, this indicator is Not Applicable.</p>	Not Applicable
<p>Criteria 7.8: Practices maintain the quality and availability of surface and groundwater.</p>			
7.8.1	<p>A water management plan is available and is implemented to support efficient use of water sources and continuous availability and avoid negative impacts on other users in the catchment. The plan referred to contains the following matters: 7.8.1a The unit of certification does not limit access to clean water or does not pollute the water used by the community.</p>	<p>SOCFIN – Mata Pao has implementing water management plan under documented "Rencana Pengelolaan Air". The documented Procedure Water Management at Mill and Estate (SOC/PSM/4.22 Rev.01 dated 1 July 2015) defined the method of water management plan include water source and distribution identification, volume of water utilization, parameter/standards of water utilization, identify the impacts include water effluents/wastes and also the method to reduce and control water uses. Groundwater utilization permit for SOCFIN – Mata Pao has been issued based on "Keputusan Gubernur Sumatera Utara Nomor 546/574 Tentang Izin Pengusahaan Air Tanah Perpanjangan", dated 15 June 2021 and valid for three (3) years.</p>	Complied

		<p>Groundwater intake was located in Mata Pao Village, Teluk Mengkudu District, Serdang Bedagai Regency. The groundwater intake coordinate point at 03°31'49.44" N and 99°05'31.30" E. Maximum capacity of groundwater suction is 5 litres/sec. This surface water is used for oil palm processing and domestic housing.</p>	
	<p>7.8.1b Workers have adequate access to clean water.</p>	<p>SOCFIN – Mata Pao is located near local community residential area, which adequate clean water for workers is easily obtained. For drinking water, most of employees bought refill water.</p>	
<p>7.8.2</p>	<p>(C) Water courses and wetlands are protected, including the maintenance and restoration of riparian zones and other buffer zones during or before replanting, in accordance with the "RSPO Manual on BMPs for the management and rehabilitation of riparian reserves" (April 2017) or Simplified Guide Management and Rehabilitation of Riparian Reserves (2018).</p>	<p>SOCFIN – Mata Pao as unit of certification has identified water courses and wetland in the plantation area through HCV assessment in 2011. There were five location identified areas categorized as watercourses in Mata Pao Estate, among others: Sei Buluh/Ular creeks in Block BL.49, BL.51, 52, 54 and BL 55. Protection of water courses with the following ways:</p> <ul style="list-style-type: none"> • Establishment of conservation areas in riparian area to protect river water from pollutants, such as chemicals (fertilizers and pesticides). • Upkeep work in conservation areas remain to be implemented but prohibited from using pesticides. • Type of beneficial plants that need to be planted is Cassia cobanensis. • On the river with a width of 15 meters, planted crops such as rubber wood or other wood plants. On the river with a width of less than 15 meters, planted with Land Cover Crop. <p>SOCFIN – Mata Pao has procedures associated riparian buffer zone, procedures of River Conservation Area (SOC/PSM/9.07) Rev.04 dated 1 April 2015. The company also has procedures that regulate the width of riparian listed on HCV Management and Monitoring procedure (SOC/PSM/9.06) Rev.03 dated 1 February 2016. In point 4, explained the definition of the area along the riverbanks are left right rivers,</p>	<p>Complied</p>

		<p>including the artificial river/channel/ primary irrigation channel, which has important benefits to maintain the sustainability of the river functions. Then, in point 5.2.3 stated that the river border management aims to protect the river from pollution by fertilizers and pesticides applied in the palm oil and also to prevent erosion. Riverbanks are managed in a way that serves as a buffer zone. At point 5.2.3 stated that the determination of the width of riparian buffer zone is determined based on the results of a study conducted by HCV assessor, i.e. to the width of the river at <5-meter-wide, river border is 8 meters. Riparian areas in Mata Pao Esatte have been determined as the area of HCV and have been mapped into the "Map of High Conservation Mata Pao" scale 1:50,000.</p> <p>Based on observations at riparian of Sei Buluh/Ular at Block 51/54 Division III, the riparian area has been restored with woody plants such as <i>Terminalia catappa</i>, <i>Parkia speciosa</i>, <i>Hibiscus sp.</i>, <i>Samanea/Albizia saman</i>, etc.</p>																											
7.8.3	<p>Mill effluent is managed according to applicable regulations. The quality of mill effluent discharged, especially BOD (Biochemical Oxygen Demand) is monitored in accordance with applicable regulations.</p>	<p>Monitoring records of Mill effluent, particularly BOD (Biochemical Oxygen Demand) has demonstrated under Certificate of "Laboratory Analysis Report – Laporan Analisa" that was conducted by SUCOFINDO an Accredited Laboratory in monthly bases.</p> <table border="1" data-bbox="1131 1042 1951 1390"> <thead> <tr> <th rowspan="2">Month (2021)</th> <th rowspan="2">Certificate No.</th> <th>BOD (mg/L)</th> <th>COD (mg/L)</th> </tr> <tr> <th>National Threshold 100 mg/L</th> <th>National Threshold 350 mg/L</th> </tr> </thead> <tbody> <tr> <td>January</td> <td>00252/CLACAO</td> <td>97.4</td> <td>185.23</td> </tr> <tr> <td>February</td> <td>01139/CLACAO</td> <td>98.8</td> <td>206.84</td> </tr> <tr> <td>March</td> <td>02151/CLACAO</td> <td>98.8</td> <td>206.72</td> </tr> <tr> <td>April</td> <td>03246/CLACAO</td> <td>66.8</td> <td>124.69</td> </tr> <tr> <td>May</td> <td>04153/CLACAO</td> <td>70.8</td> <td>110.82</td> </tr> </tbody> </table>	Month (2021)	Certificate No.	BOD (mg/L)	COD (mg/L)	National Threshold 100 mg/L	National Threshold 350 mg/L	January	00252/CLACAO	97.4	185.23	February	01139/CLACAO	98.8	206.84	March	02151/CLACAO	98.8	206.72	April	03246/CLACAO	66.8	124.69	May	04153/CLACAO	70.8	110.82	Complied
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RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

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7.8.4	Mill water use per tonne of FFB is monitored and recorded.	<p>Mata Pao POM has defined the procedure on the monitoring of mill waster use per ton of FFB processing under POM Water Management Procedure No: SOCPSP/4.22 rev.02, dated 1st January 2016.</p> <p>The record of mill water usage per ton of FFB has demonstrated within document Mill Production Monthly Report 2021 Mata Pao POM, where the ratio of water usage for FFB processing period Jan-Dec 2021, as follow:</p>	Complied																												

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

		Months (2021)	FFB Processing (ton)	Water Use for Processing (m ³ /t FFB)	
		January	1,680.50	0.77	
		February	2,362.65	0.71	
		March	4,087.58	0.69	
		April	4,084.45	0.62	
		May	3,202.18	0.67	
		June	2,700.20	0.76	
		July	2,539.10	0.52	
		August	2,393.87	0.63	
		September	2,060.52	0.68	
		October	2,154.40	0.62	
		November	2,037.85	0.55	
		December	2,316.97	0.65	
		Total	31,620.27	0.66	
<i>Note: Budget of water usage/ton FFB is < 1.1 m³/t FFB.</i>					
Criteria 7.9: Efficiency of fossil fuel use and the use of renewable energy is optimised					
7.9.1	Plans to increase the efficiency of fossil fuel use and to optimize renewable energy are available, monitored and documented	Mata Pao POM has documented records use of energy for Mill operations. There are two type of energy that used for Mill operations, National grid power and Turbine. Where source of turbine is from fiber and shell as renewable energy. Trend of energy used in period 2019 – 2021 as below:			Complied

		<p>Energy Used for FFB Process Mata Pao POM 2019 - 2021</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Turbine (kWh/t FFB)</th> <th>National Grid Power (kWh/ton FFB)</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td>572,899</td> <td>124,767</td> </tr> <tr> <td>2020</td> <td>569,460</td> <td>123,370</td> </tr> <tr> <td>2021</td> <td>558,891</td> <td>117,294</td> </tr> </tbody> </table>	Year	Turbine (kWh/t FFB)	National Grid Power (kWh/ton FFB)	2019	572,899	124,767	2020	569,460	123,370	2021	558,891	117,294		
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<p>Criteria 7.10: Plans to reduce pollution and emissions, including greenhouse gases (GHG), are developed, implemented and monitored and new developments are designed to minimise GHG emissions.</p>																
<p>7.10.1</p>	<p>(C) GHG emissions for the unit of certification are identified and assessed. Plans to reduce or minimize GHG emissions are implemented, monitored through the PalmGHG calculator, and reported publicly.</p>	<p>SOCFIN – Mata Pao POM has been identified the significant pollutant and GHG emissions under form “Evaluasi Program Gas Rumah kaca dan Efisiensi Energi” period January – December 2021, such as:</p> <ul style="list-style-type: none"> - Efficiency energy from the use of “Traymaster Turbine”. - The turn of the power source in nursery from generator into PLN - The turn of the power source for the process of fire up from generator into PLN - The use of compound fertilizer as a substitute for a single fertilizer optimization 		<p>Complied</p>												

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

		<p>SOCFIN – Mata Pao POM has also minimized pollutant and GHG through, such as</p> <ul style="list-style-type: none"> - Implementing IPM to reduce pesticides usage, - Using fibers and shell for boiler, <p>SOCFIN – Mata Pao POM already fulfil GHG emission calculation using Palm GHG V 4.0.1 as RSPO requirement. The reporting was conducted annually to the RSPO on January to December 2021. The data that submitted to PalmGHG Calculator has been verified and synchronized by auditor onsite.</p>	
7.10.2	(C) Since 2014, an estimate of carbon stocks in the proposed development area has been carried out along with potential sources of emissions that can occur directly as a result of the development and plans to minimize these emissions are prepared and implemented (following the RSPO GHG Assessment Procedure for New Development).	SOCFIN – MATA PAO has been established since 1919, where the Mill constructed in 1927. There are no expansion/new development area and/or crops conversion up to 2021.	Complied
7.10.3	(C) Other significant pollutant identification results are available and plans to reduce or minimize them are implemented and monitored.	SOCFIN – MATA PAO has identify associated with pollution in the form of “Daftar dan Pengendalian Aspek Lingkungan, Keselamatan dan Kesehatan Kerja”, last review on January 2022.	Complied
Criteria 7.11: Fire is not used for preparing land and is prevented in the managed area.			
7.11.1	(C) Land for new planting or replanting is not prepared by burning.	<p>Zero burning policy was described in Ethical Policy (SOC/Dp/4.01-64). It described that land preparation of replanting is conducted by cutting and chipping (zero burning).</p> <p>Based on field visit at replanting area (land preparation) in Block 32 Div.2, it was verified that no fire been used for land preparation.</p>	Complied
7.11.2	The unit of certification establishes fire prevention and control measures for lands that are directly managed by the unit of certification.	Unit of Certification always conducts a monitoring of land fires conducted by the emergency Response Team (including Security) which has been established under the responsibility of the field assistant directly. (There are 3 divisions in Mata Pao Estate and 1 Mill), while for the handling in Mill by Tekniker 1 (Mill Head Assistant).	Complied

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

		<p>According to "Buku Shift Centeng Divisi 3" as a monitoring book for land fire control, there are three shift a day to monitor. Shift I (7am-3pm), Shift II (3pm-11pm) and Shift III (11pm-7am). Based on monitoring data record on January - December 2020, land fire and any form of burning was not present.</p> <p>Emergency response equipment has been provided by the company as per regulation requirements. The monitoring method is carried out according to land fire Handling guidelines SOC/DP/4.08-01.</p> <p>Based on interview with local community and relevant stakeholder, it was verified that no land fire cases in SOCFIN – Mata Pao Estate within last 3 years.</p>	
7.11.3	The unit of certification engages stakeholders in adjacent locations for fire prevention and control measures.	<p>The Land Fire Monitoring schedule is performed monthly by the emergency Response Team, until December 2020 there is no fire hazard. The company also made a report on land fire monitoring every 3 months and submitted to the Agriculture Department of Serdang Bedagai Regency.</p> <p>Based on interview with local community and relevant stakeholder, it was verified that no land fire cases in SOCFIN – Mata Pao Estate within last 3 years.</p>	Complied

Criteria 7.12: Land clearing does not cause deforestation or damage any area required to protect or enhance High Conservation Values (HCVs) or High Carbon Stock (HCS) forest. HCVs and HCS forests in the managed area are identified and protected or enhanced.

PROCEDURAL NOTE for 7.12:

The RSPO Principles and Criteria 2018 include new requirements to ensure the effective contribution of the RSPO in stopping deforestation. This will be achieved by incorporating the High Carbon Stock Approach (HCSA) Approach Guide into the revised standard.

The RSPO ToC also encourages RSPO to commit to balancing between sustainable livelihoods and reducing poverty with the need to conserve, protect and improve the quality of ecosystems.

High Forest Cover Countries (HFCC) are in dire need of economic opportunities that can help people choose their own path in carrying out development, while at the same time providing social and economic benefits and safeguards.

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

<p>Procedures will be developed that are adapted to support the development of sustainable palm oil by indigenous peoples and local communities who have legal or customary rights. The procedure will apply in certain HFCC countries and in the High Forest Cover Landscape (HFCL) within it.</p> <p>The development of this procedure will be guided by the No Deforestation Joint Steering Group (NDJSG) between the RSPO and HCSA members. In HFCC countries, RSPO will work with governments, communities and other stakeholders to develop this procedure through participatory processes at national and regional levels. The duration of this activity is specified in the Terms of Reference for NDJSG and is publicly available.</p>			
7.12.1	<p>(C) Land clearing since November 2005 has not damaged primary forest or any area required to protect or enhance HCVs. Land clearing since 15 November 2018 has not damaged HCV or HCS forests.</p> <p>Historical analysis of Land Use Change Analysis (LUCA) is carried out before any new land clearing, in accordance with the RSPO LUCA Guidance document (see indicator 7.12.2).</p>	<p>SOCFIN – MATA PAO has been established since 1919, where the Mill constructed in 1927. There are no expansion/new development area and/or crops conversion up to 2021.</p> <p>Therefore, submitting LUCA for this unit of certification was not mandatory.</p>	Complied
7.12.2	<p>(C) HCV and HCS forests, and other conservation areas are identified as follows:</p> <p>7.12.2a) For existing plantations, with an HCV assessments conducted by RSPO- approved assessors and have no new land clearing after 15 November 2018, the existing HCV assessments remains valid.</p>	<p>Unit of Certification has conducted HCV Assessment on July - August 2011. The assessment conducted by HCV Assessor Team from Faculty of Forestry, Bogor Agricultural University by using HCV Toolkit Indonesia 2008. The team led by Ir. Nyoto Santoso, MS, a registered HCV RSPO approved assessor (Expiry date 31 December 2014) and since 23 December 2014 registered as HCV Assessor in HCVRN Assessors License Scheme. The team consist of six members as following:</p> <ol style="list-style-type: none"> 1. Ir Heru B Pulonggono, Msc 2. Ir. Djoko Arie Sulistianto 3. Ahmad Faisal Siregar, S.Hut 4. Sutopo, S.Hut 5. Sayidina Ali, Amd 6. Udi Kusdinar, S.Hut <p>Based on HCV Identification and Analysis Report, issued by Faculty of Forestry, IPB University, 2011, identified HCV were:</p> <ul style="list-style-type: none"> • HCV 4.1: Riparian areas. Total 5.08 Ha. For example, riparian area in Block 49, Block 51, 52, 54, 55 and riparian of Sei Rejo river. Some 	Complied

		<p>of the HCV area is still included in the planted area and has been removed from the replanting program.</p> <ul style="list-style-type: none"> • HCV 6: public cemetery, total 0.81 Ha. For example: public cemetery on Block 9, Block 50, Block 13 etc. <p>Total HCV Areas: 5.89 Ha</p> <p>The HCV assessment resulting six (6) protected wildlife species (based on PP No. 7/1999) such as:</p> <ol style="list-style-type: none"> 1. Pijantung kecil - Little spiderhunter (<i>Arachnothera longirostra</i>); 2. Burung madu kelapa - Brown-throated sunbird (<i>Anthreptes malacensis</i>); 3. Kipas belang (<i>Rhipidura javanica</i>); 4. Cekakak belukar - White-throated kingfisher (<i>Halcyon smyrnensis</i>); 5. Cekakak Sungai (<i>Halcyon chloris</i>) <p>HCV assessments results has been compared to Endemic Bird Area (EBA) and Important Bird Area (IBA) data.</p> <p>The HCV Assessment also identified one (1) wildlife species which are listed as Appendix II (based on Appendiix CITES) such as Biawak (<i>Varanus salvator</i>).</p> <p>The protected areas are present in Mata Pao Estate and it is a riparian area such as Sungai Sei Rejo, Sungai Blok BL 49, BL 51, BL 52, BL 54, dan BL55.</p> <p>The HCV Identification and Analysis report was peer reviewed by Susetiyarningsih S. on 25 October to 3 November 2012. Public consultation for HCVs area was carried out on 22 December 2011 that attended by related parties. Its consultation located in Balai Umum Pasar Baru by HCV Assessor.</p>	
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		<p>Based on final report of HCV identification and analysis in Mata Pao Estate it was demonstrated that the HCV assessment includes both the planted area itself and relevant wider landscape-level considerations, e.g. the location of wildlife sightings.</p> <p>Methodology of assessment using HCV toolkit 2008, implementation of the assessment consists of: Secondary data collection, field survey, mapping and landscape, Assessment of fauna aspect with a rapid assessment (direct observation, interviews with the parties), assessment of flora aspects (direct survey and interview), assessment of socio-economic and cultural aspects (interviews and direct observation at selected sites), analysis and mapping.</p> <p>The HCVs Map was available in HCV Area Map of Mata Pao Estate. The map scale is 1: 50.000 and sources were 1) Mata Pao Working Map, 2) Administration Map, 3) Road and River Map, 4) SRTM 90m, and 5) GIS Analysis</p> <p>There was no fauna within critically endangered (CR), nevertheless there were 5 birds protected status by PP 7 No. 1999 and 1 reptile App II by CITES, As follows:</p> <table border="1" data-bbox="1131 976 1935 1394"> <thead> <tr> <th>Local Name</th> <th>Scientific name</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;"><i>Bird</i></td> </tr> <tr> <td>Pijantung kecil</td> <td><i>Arachnothera longistora</i></td> <td>PP No. 7 / 1999</td> </tr> <tr> <td>Burung madu kelapa</td> <td><i>Anthreptes malacensis</i></td> <td>PP No. 7 / 1999</td> </tr> <tr> <td>Kipasan belang</td> <td><i>Rhipidura javanica</i></td> <td>PP No. 7 / 1999</td> </tr> <tr> <td>Cekakak belukar</td> <td><i>Halcyon symmensis</i></td> <td>PP No. 7 / 1999</td> </tr> <tr> <td>Cekakak sungai</td> <td><i>Halcyon cloris</i></td> <td>PP No. 7 / 1999</td> </tr> <tr> <td colspan="3" style="text-align: center;"><i>Reptile</i></td> </tr> <tr> <td>Biawak</td> <td><i>Varanus salvator</i></td> <td>App II CITES</td> </tr> </tbody> </table>	Local Name	Scientific name	Status	<i>Bird</i>			Pijantung kecil	<i>Arachnothera longistora</i>	PP No. 7 / 1999	Burung madu kelapa	<i>Anthreptes malacensis</i>	PP No. 7 / 1999	Kipasan belang	<i>Rhipidura javanica</i>	PP No. 7 / 1999	Cekakak belukar	<i>Halcyon symmensis</i>	PP No. 7 / 1999	Cekakak sungai	<i>Halcyon cloris</i>	PP No. 7 / 1999	<i>Reptile</i>			Biawak	<i>Varanus salvator</i>	App II CITES	
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	<p>7.12.2 b) Any new land clearing (in existing plantations or new plantings) after 15 November 2018 is preceded by an HCV-HCS assessment, using the latest HCSA Toolkit and HCV-HCSA Assessment Manual that is applicable at the time of the assessment. This includes stakeholder consultation and take into account wider landscape- level consideration.</p>	<p>Appropriate measures regarding rare, threatened or endangered (RTE) species and or other HCVs present or affected by the plantation and mill operations are included in the HCV Management and Monitoring Plan.</p> <p>Unit of certification determine the current HCV managed area is 2.49 Ha which in form of rehabilitated of riparian area.</p> <p>SOCFIN – MATA PAO has been established since 1919, where the Mill constructed in 1927. There are no expansion/new development area and/or crops conversion up to 2021.</p>	
<p>7.12.3</p>	<p>(C) In High Forest Cover Landscapes (HFCLs) within HFCCs, a specific procedure will apply for legacy cases and development by indigenous peoples and local communities with legal or customary rights, taking into consideration regional and national multi-stakeholder processes. Until this procedure is developed and endorsed, 7.12.2 applies.</p>	<p>SOCFIN – MATA PAO has been established since 1919, where the Mill constructed in 1927. There are no expansion/new development area and/or crops conversion up to 2021.</p> <p>Unit of Certification has conducted HCV Assessment on July - August 2011. The assessment conducted by HCV Assessor Team from Faculty of Forestry, Bogor Agricultural University by using HCV Toolkit Indonesia 2008. The team led by Ir. Nyoto Santoso, MS, a registered HCV RSPO approved assessor (Expiry date 31 December 2014) and since 23 December 2014 registered as HCV Assessor in HCVRN Assessors License Scheme.</p> <p>Based on HCV assessment report 2011 and field visit showed that an analysis of a large landscape area had been carried out and stated that SOCFIN – Mata Pao's concession were directly bordered by natural ecosystems which were high forest cover landscapes is not exist.</p> <p>Assessment for HFCLs in this Unit of Certification is not mandatory.</p>	<p>Not Applicable</p>
<p>PROCEDURAL NOTE for 7.12.3: Indicator 7.12.3. is not relevant to Indonesia, until further decisions by the RSPO.</p>			

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

7.12.4	<p>(C) Where HCVs, HCS forests after 15 November 2018, peatland and other conservation areas have been identified, they are protected and/or enhanced. An Integrated management plans to protect and/or enhance HCV and HCS forests, peatland and other conservation areas are developed, implemented and adapted if necessary, and contains monitoring requirements. The integrated management plan is reviewed at least once every five years. The integrated management plan was developed in consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified).</p>	<p>SOCFIN – MATA PAO has been established since 1919, where the Mill constructed in 1927. There are no expansion/new development area and/or crops conversion after 15 November 2018.</p> <p>Unit of Certification has conducted HCV Assessment on July - August 2011. The assessment conducted by HCV Assessor Team from Faculty of Forestry, Bogor Agricultural University by using HCV Toolkit Indonesia 2008. The team led by Ir. Nyoto Santoso, MS, a registered HCV RSPO approved assessor (Expiry date 31 December 2014) and since 23 December 2014 registered as HCV Assessor in HCVRN Assessors License Scheme.</p> <p>SOCFIN – MATA PAO located close to township, therefore no conservation areas in nearby. Also, soil type of this plantation is fully mineral soil.</p> <p>SOCFIN – MATA PAO already implement HCV management plan in form of enrichment planting of trees and woody plant within riparian. Based on field visit in natural watercourse that cross the Block 54 and Block 55, it was clearly visible that enrichment planting already implemented. Various tree species that was planted are: "Ketapang (<i>Terminalia catappa</i>), Trembesi (<i>Albizia saman</i>), Petai (<i>Parkia speciosa</i>), Mahony (<i>Swietenia mahogany</i>), Bira-bira (<i>Fagraea sp.</i>) etc. Marking in palm oil trees to prohibition of pesticide applications in the river buffer zone, also clearly visible.</p> <p>Based on field visit to HCV area Sungai Buluh in Block 55 Div. 3, conservation trees which planted in buffer zone is well maintained and fast growth.</p>	Complied
7.12.5	<p>Where rights of local communities have been identified in HCV areas and HCS forest after 15 November 2018, peatland and other conservation areas, there is no reduction of these rights without evidence of a negotiated agreement, obtained through FPIC, encouraging their</p>	<p>SOCFIN – MATA PAO was established since 1919, where the Mill constructed in 1927. There are no expansion/new development area and/or crops conversion after 15 November 2018.</p>	Complied

	involvement in the maintenance and management of these conservation areas.	Therefore, no rights of local communities were existing within the plantation area.	
7.12.6	All rare, threatened or endangered (RTE) species are protected, whether or not they are identified in an HCV assessment. A programme to regularly educate the workforce about the status of RTE species is in place. Appropriate disciplinary measures are taken and documented in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect, trade, possess or kill these species.	<p>SOCFIN – MATA PAO has been established since 1919, where the Mill constructed in 1927. There are no expansion/new development area and/or crops conversion after 15 November 2018.</p> <p>Unit of Certification has conducted HCV Assessment on July - August 2011. The assessment conducted by HCV Assessor Team from Faculty of Forestry, Bogor Agricultural University by using HCV Toolkit Indonesia 2008. The team led by Ir. Nyoto Santoso, MS, a registered HCV RSPO approved assessor (Expiry date 31 December 2014) and since 23 December 2014 registered as HCV Assessor in HCVRN Assessors License Scheme.</p> <p>Refer to HCV Assessment Report and monthly monitoring of wildlife, there are no RTE's species was identified and founded within the certified area.</p>	Complied
7.12.7	The status of HCVs, HCS forests after 15 November 2018, other natural ecosystems, peatland conservation areas and RTE species is monitored. Outcomes of this monitoring are fed back into the management plan.	<p>SOCFIN – MATA PAO has been established since 1919, where the Mill constructed in 1927. There are no expansion/new development area and/or crops conversion after 15 November 2018.</p> <p>Unit of Certification has conducted HCV Assessment on July - August 2011. The assessment conducted by HCV Assessor Team from Faculty of Forestry, Bogor Agricultural University by using HCV Toolkit Indonesia 2008. The team led by Ir. Nyoto Santoso, MS, a registered HCV RSPO approved assessor (Expiry date 31 December 2014) and since 23 December 2014 registered as HCV Assessor in HCVRN Assessors License Scheme.</p> <p>Refer to HCV Assessment Report and monthly monitoring of wildlife, there are no RTE's species was identified and founded within the certified area.</p>	Complied

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

7.12.8	<p>(C) Where there has been land clearing without prior HCV assessment since November 2005, or without prior HCV- HCSA assessment since 15 November 2018, the Remediation and Compensation Procedures (RaCP) applies.</p>	<p>SOCFIN – MATA PAO has been established since 1919, where the Mill constructed in 1927. There are no expansion/new development area and/or crops conversion after 15 November 2018.</p> <p>Unit of Certification has conducted HCV Assessment on July - August 2011. The assessment conducted by HCV Assessor Team from Faculty of Forestry, Bogor Agricultural University by using HCV Toolkit Indonesia 2008. The team led by Ir. Nyoto Santoso, MS, a registered HCV RSPO approved assessor (Expiry date 31 December 2014) and since 23 December 2014 registered as HCV Assessor in HCVRN Assessors License Scheme.</p> <p>Therefore, RaCP also not applicable for this indicator.</p>	Complied
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Appendix B: GHG Reporting Executive Summary

The GHG emissions that were produced in **2021** for **Mata Pao POM** and supply base was calculated using the PalmGHG Calculator version 4.0.1. The assessment team had verified the data input in the PalmGHG Calculator against operations records. PalmGHG Calculation Options selected 'Full version' and 'Exclude LUC Emission' calculation option is not applied. The records verified includes:

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

The summary of the Net GHG emitted in **2021** for **Mata Pao POM** and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	1.15
PK	1.15

Extraction	%
OER	23.38
KER	3.73

Production	t/yr
FFB Process	
CPO Produced	7,391
PK Produced	1,178

Land Use	Ha
OP Planted Area	2,330.96
OP Planted on peat	0
Conservation (forested)	0
Conservation (non-forested)	0.40
Total	2,331.36

Summary of Field Emission and Sink

	Own Crop*		Group		3 rd Party		Total	
	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB
Emission								
Land Conversion	23,020.95	0.73	0.00	0.00	0.00	0.00	23,020.95	0.73
CO ₂ Emission from fertilizer	2,484.64	0.08	0.00	0.00	0.00	0.00	2,484.64	0.08
NO ₂ Emission	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fuel Consumption	290.43	0.01	0.00	0.00	0.00	0.00	290.43	0.01
Peat Oxidation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sink								
Crop Sequestration	-21,821.82	-0.69	0.00	0.00	0.00	0.00	-21,821.82	-0.69
Conservation Sequestration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	5,946.41	0.19	0.00	0.00	0.00	0.00	5,946.41	0.19

*Note: Includes both estates and smallholders

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	4,381.78	0.14
Fuel Consumption	76.76	0.00
Grid Electricity Utilization	88.84	0.00
Credit		
Export of Grid Electricity	0.00	0.00
Sales of PKS	-641.17	-0.02
Sales of EFB	0.00	0.00
Total	3,906.21	0.12

Summary of Kernel Crusher Emission and Credit (if applicable)

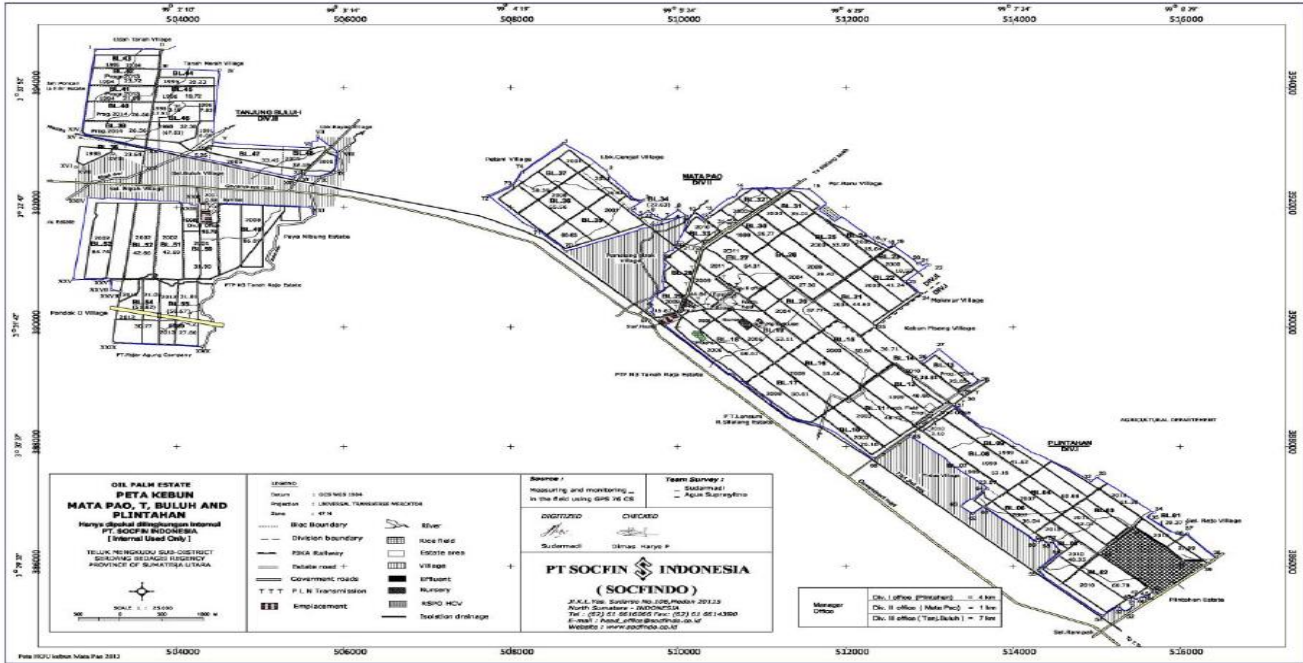
Emissions	tCO ₂ e
PK from own mill	0.00
PK from other source	0.00
Fuel Consumptions	0.00
Total Crusher emissions	0.00

*This mill has no kernel crusher operation.

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

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

Appendix D: Estate Field Map



Appendix E: List of Smallholder Registered and sampled

Not Applicable

Appendix F: List of Abbreviations

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