

**RSPO PRINCIPLE AND CRITERIA  
PUBLIC SUMMARY REPORT**

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

<b>Client Company name (Parent Company):</b> <b>Socfin SA</b>
Client Company / Parent Company Address: 4 Avenue Guillaume 1650, Luxembourg
Certification Unit: <b>Société Camerounaise de Palmeraies "SOCAPALM" S.A.</b> <b>– Edea Palm Oil Mill</b>
Location of Certification Unit: Socapalm Edea - Along the national road N° 7, 27 Km from Edéa to Kribi, Edea, 691 Douala, Littoral, Cameroon
Date of Final Report: 18/06/2023

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## Section 1: Scope of the Assessment

1. Company Details			
<b>Parent Company</b>	Socfin SA		
<b>RSPO Membership Number</b>	1-0269-19-000-00	<b>Membership Approval Date</b>	15/02/2019
<b>Address</b>	4 Avenue Guillaume 1650, Luxembourg		
<b>Palm Oil Mill / Group Manager / Estate (Certification Unit)</b>	Société Camerounaise de Palmeraies "SOCAPALM" S.A. – Edea Palm Oil Mill		
<b>Location / Address</b>	Socapalm Edea - Along the national road N° 7, 27 Km from Edéa to Kribi, Edea, 691 Douala, Littoral, Cameroon		
<b>Website</b>	<a href="http://socapalm.com/?lang=en">http://socapalm.com/?lang=en</a>		
<b>Management Representative</b>	Céline Schmitz	<b>E-mail</b>	cschmitz@socapalm.org
<b>Telephone</b>	+237 658249053	<b>Facsimile</b>	-

2. Certification Information			
<b>Certificate Number</b>	RSPO 751642	<b>Certificate Start Date</b>	20/04/2022
<b>Date of First Certification</b>	20/04/2022	<b>Certificate Expiry Date</b>	19/04/2027
<b>Scope of Certification</b>	Production of Sustainable Crude Palm Oil (CPO) and Palm Kernel (PK)		
<b>Visit Objectives</b>	The objective of the ASA1 Assessment was to confirm that the elements of the proposed scope of registration and the management system are conforming to the requirements of the assessment standard, confirm that the organization has effectively implemented and addressed the management system and is able to meet applicable statutory and regulatory, contractual requirements, organization policies wherever are applicable and to identify areas for potential improvement of the management system(s).		
<b>Assessment Cycle</b>	<input type="checkbox"/> Pre Assessment (Choose an item.) <input type="checkbox"/> Initial Assessment <input checked="" type="checkbox"/> Annual Surveillance Assessment (ASA 1) <input type="checkbox"/> Recertification Assessment (Choose an item.) <input type="checkbox"/> Scope Extension		
<b>Applicable Standards / Normative Reference</b>	RSPO Certification System for P&C and RSPO ISH 2020 <input type="checkbox"/> RSPO P&C 2018 for the Production of Sustainable Palm Oil <input checked="" type="checkbox"/> Cameroon National Interpretation 2022 for RSPO P&C 2018 for the Production of Sustainable Palm Oil		
<b>Supply Chain Module</b>	<input type="checkbox"/> Identity Preserved; <input checked="" type="checkbox"/> Mass Balance	<b>Mill Capacity</b>	25 Mt/Hr
<b>ISH certification Phase</b>	<input type="checkbox"/> Eligibility <input type="checkbox"/> Milestone A <input type="checkbox"/> Milestone B <input checked="" type="checkbox"/> Not Applicable		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
Nil	Nil	Nil	Nil

4. Location(s) of Mill & Supply Bases			
Name (Mill and Supply Base)	Location	GPS Coordinates	
		Latitude	Longitude
Socapalm Edea Palm Oil Mill	Kilometer 27, Edéa-Kribi road, Sanaga Maritime Department; Littoral region, Cameroon	03° 34' 16.65" N	10° 06' 39.98" E
Socapalm Edea Estate	Kilometer 27, Edéa-Kribi road, Sanaga Maritime Department; Littoral region, Cameroon	03° 34' 14.28" N	10° 06' 03.50" E

5. Description of Supply Base					
New Planting Development	<input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes		
Estate / Smallholders	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Socapalm Edea Estate	5,086.40	1,472.00	421.29	6,979.69	73%
<b>Total</b>	<b>5,086.40</b>	<b>1,472.00</b>	<b>421.29</b>	<b>6,979.69</b>	<b>73%</b>

6. Plantings & Cycle						
Estate / Smallholders	Age (Years) - ha				Mature	Immature
	0 - 3	4 - 14	15 - 25	>25		
Socapalm Edea Estate	916.31	2,079.02	664.38	1,426.69	4,170.09	916.31
<b>Total (ha)</b>	<b>916.31</b>	<b>2,079.02</b>	<b>664.38</b>	<b>1,426.69</b>	<b>4,170.09</b>	<b>916.31</b>

**Note:** Only Mature area is considered as production area

7. Summary of Certified Tonnage of FFB (Own Certified Scope)				
Estate / Smallholders	Tonnage (MT) / year			
	Estimated last year (Mar 22 – Feb 23)	Actual (Apr 2022 – Jan 2023)		Forecast (Mar 23 – Feb 24)
		Previous license period (-)	Current license period (Apr 2022 – Jan 2023)	
Socapalm Edea Estate	71,976.00	-	38,260.32	70,349.49
<b>Total</b>	<b>71,976.00</b>	<b>38,260.32</b>		<b>70,349.49</b>

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<b>8. Summary of Certified Tonnage of FFB (from other certified unit(s))</b>				
Estate / Smallholders	Tonnage (MT) / year			
	Estimated last year (Mar 22 – Feb 23)	Actual (Apr 2022 – Jan 2023)		Forecast (Mar 23 – Feb 24)
		Previous license period (-)	Current license period (Apr 2022 – Jan 2023)	
-		-	-	
<b>Total</b>		<b>N/A</b>		

<b>9. Summary of Non-Certified Tonnage of FFB (outside supplier – excluded from certificate)</b>				
Out growers / smallholders	Tonnage (MT) / year			
	Estimated last year (Mar 22 – Feb 23)	Actual (Apr 2022 – Jan 2023)		Forecast (Mar 23 – Feb 24)
		Previous license period (-)	Current license period (Apr 2022 – Jan 2023)	
Smallholders & Collection Centres	44,000.00	-	19,421.70	45,000.00
<b>Total</b>	<b>44,000.00</b>	<b>19,421.70</b>		<b>45,000.00</b>

<b>9A. Monthly Records of Certified and Uncertified FFB Received since the last audit</b>				
No.	Month - Year	Volume of FFB from certified supply base (mt)	Volume of FFB from uncertified supply base (mt)	Total FFB/Month (mt)
1	Apr 2022	3,215.22	2,263.40	5,478.62
2	May 2022	4,974.54	3,267.94	8,243.48
3	Jun 2022	3,802.18	2,116.06	5,918.24
4	Jul 2022	2,710.34	1,381.64	4,091.98
5	Aug 2022	2,336.18	1,252.26	3,588.44
6	Sep 2022	2,405.64	1,182.08	3,587.72
7	Oct 2022	2,425.70	1,141.36	3,567.06
8	Nov 2022	2,949.26	1,113.38	4,062.64
9	Dec 2022	4,573.52	1,598.78	6,172.3
10	Jan 2022	8,867.74	4,104.80	12,972.54
<b>TOTAL</b>		<b>38,260.32</b>	<b>19,421.70</b>	<b>57,683.02</b>

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<b>10. Summary of Certified Tonnage (MT) (not applicable for ISS)</b>			
<b>Estimated last year (Mar 22 – Feb 23)</b>	<b>Actual (Apr 2022 – Jan 2023)</b>		<b>Forecast (Mar 23 – Feb 24)</b>
	Previous license period (-)	Current license period (Apr 2022 – Jan 2023)	
<b>FFB</b>	<b>FFB</b>		<b>FFB</b>
71,976.00 mt	-	38,260.32 mt	70,349.49 mt
	<b>TOTAL</b>	38,260.32 mt	
<b>CPO (OER: 21.14 %)</b>	<b>CPO (OER: 22.79 %)</b>		<b>CPO (OER: 22.03 %)</b>
15,935.49 mt	-	8,720.63 mt	15,499.15 mt
	<b>TOTAL</b>	8,720.63 mt	
<b>PK (KER: 5.00 %)</b>	<b>PK (KER: 4.97 %)</b>		<b>PK (KER: 4.75 %)</b>
3,598.80 mt	-	1,901.08 mt	3,344.98 mt
	<b>TOTAL</b>	1,901.08 mt	

**Note:**

- High Estimate and Forecast compared to Actual is due to Actual was taken for 10 months compared to 12 months. The plantation's high crop period is during January to March, where February 2023 and March 2023 is not included in the Actual Volume.

<b>10A. Monthly Records of Certified CPO &amp; PK since the last audit</b>			
<b>No.</b>	<b>Month - Year</b>	<b>Certified CPO (MT)</b>	<b>Certified PK (MT)</b>
1	Apr 2022	732.10	146.61
2	May 2022	1,124.74	247.23
3	Jun 2022	847.88	309.87
4	Jul 2022	598.17	109.49
5	Aug 2022	493.16	64.47
6	Sep 2022	511.43	80.58
7	Oct 2022	542.14	93.87
8	Nov 2022	695.73	133.89
9	Dec 2022	1,080.72	243.31
10	Jan 2022	2,094.56	471.76
	<b>TOTAL</b>	<b>8,720.63</b>	<b>1,901.08</b>

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<b>11. Summary of Actual Volume sold</b>					
<b>Current License period (Apr 2022 – Jan 2023)</b>					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	Others		
CPO (MT)	-	-	-	6,386.01	6,386.01
PK (MT)	-	-	-	1,606.28	1,606.28
Credits	2000	-	-	-	2,000
<b>Previous License period (-)</b>					
CPO (MT)	-	-	-	-	-
PK (MT)	-	-	-	-	-
Credits	-	-	-	-	-

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

<b>11A. Records of Certified CPO &amp; PK Sold under PalmTrace since the last audit (if any)</b>				
No.	Buyers Name	PalmTrace Trading License Number	Certified CPO Sold (MT)	Certified PK Sold (MT)
-	-	-	-	-
<b>TOTAL</b>			<b>N/A</b>	<b>N/A</b>

<b>11B. Records of certified CPO &amp; PK Sold under other schemes since the last audit (if any)</b>				
No.	Buyers Name	Scheme Name	Certified CPO Sold (MT)	Certified PK Sold (MT)
-	-	-	-	-
<b>TOTAL</b>			<b>N/A</b>	<b>N/A</b>

<b>11C. Records of CPO &amp; PK Sold as conventional since the last audit (if any)</b>			
No.	Buyers Name	CPO Sold (MT)	PK Sold (MT)
1	XXX	6,386.01	-
2	XXX	-	1,606.28
<b>TOTAL</b>		<b>6,386.01</b>	<b>1,606.28</b>

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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
1	XXX	XXX	2,000
<b>TOTAL</b>			<b>2,000</b>

12. Independent Smallholders Certified Tonnage (MT) / 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	-	-		-	-		-	-	
CSPK	-	-		-	-		-	-	

12A. Monthly Records of Certified CPO, PK & PKE (equivalent) produced since the last audit						
No.	Month - Year	FFB (MT)	Certified CPO (MT)	Certified PK (MT)	Certified PKO (MT)	Certified PKE (MT)
-	-	-	-	-	-	-
<b>TOTAL</b>		<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

**Note:** 1 mt = 1 credit

13. Independent Smallholders Actual Sold Tonnage / Volume							
	FFB	FFB Conventional	FFB Other schemes	IS-CSPO	CSPK	IS-CSPKO	IS-CSPKE
<b>Current License period (Not applicable)</b>							
Credits				-	-	-	-
Physical	-	-	-				
<b>Previous License period (Not applicable)</b>							
Credits				-	-	-	-
Physical	-	-	-				



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13A. Records of Certified FFB, CPO, PK & PKE (including credits) sold since the last audit							
No.	Buyers Name	PalmTrace Trading License Number	FFB Sold (MT)	Certified CPO Sold (MT/credit)	Certified PK Sold (MT/credit)	Certified PKO Sold (MT/credit)	Certified PKE Sold (MT/credit)
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
<b>TOTAL</b>			<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>Note:</b>							

## 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: Dr. Chaiyaporn Seekao ([Chaiyaporn.Seekao@bsigroup.com](mailto:Chaiyaporn.Seekao@bsigroup.com))  
Website: [www.bsigroup.com](http://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 **03/02/2023 – 07/02/2023**. 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 **18/04/2023**. 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. Cameroon National Interpretation 2022 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.

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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**

<b>Assessment Program</b>					
<b>Name (Mill / Supply Base)</b>	<b>Year 1 (Certification)</b>	<b>Year 2 (ASA 1)</b>	<b>Year 3 (ASA 2)</b>	<b>Year 4 (ASA 3)</b>	<b>Year 5 (ASA 4)</b>
Socapalm Edea Palm Oil Mill	✓	✓	✓	✓	✓
Socapalm Edea Estate	✓	✓	✓	✓	✓

**Tentative Date of Next Visit: February 5, 2024 - February 8, 2024**

**Total Number of Mandays: 9.5 Mandays**

## 2.2 BSI Assessment Team

<b>Name</b>	<b>Role</b>	<b>Competency</b>
Vijay Kanna Pakirisamy (VKP)	Team Leader	<p><b>Education:</b> Holds a Bachelor Degree in Agribusiness Science Management with Honours, University Utara Malaysia.</p> <p><b>Work Experience:</b> He has 10 years' experience in Oil Palm Estate Management in leading Oil Palm Companies such as KL Kepong Bhd, IOI Plantations and United Plantations. The last position held was Senior Assistant Manager. His experience includes the day-to-day estate operations and ensured the implementation of RSPO, ISCC and MSPO certification. He has been an sustainable palm oil auditor since 2019.</p> <p><b>Training attended:</b> He has completed ISO IMS 9001, 14001, 45001(OHS 18001) Lead Auditor Course, Endorsed RSPO P&amp;C Lead Auditor Course, Endorsed RSPO SCCS Lead Auditor Course, Endorsed MSPO Lead Auditor Course, HCV &amp; HCS Introductory Training, SMETA Requirements Training, Endorsed RSPO Independent Smallholder (IHS) Auditor Training and Endorsed RSPO Refresher Trainings.</p> <p><b>Aspect covered in this audit:</b> During this assessment, he assessed on the aspects of Occupation Health Safety requirement, HIRARC, training, GAP and RSPO supply chain requirements.</p> <p><b>Language proficiency:</b> He is fluent in English language.</p>
Mohamed Hidhir bin Zainal Abidin (MHZ)	Team Member	<p><b>Education:</b> Holds a Bachelor Degree in Chemical Engineering, graduated from National University of Malaysia on 2006.</p> <p><b>Work Experience:</b> 4½ years working experience in palm oil industry specifically in palm oil mill as Mill Engineer. More than 10 years of auditing experience with accredited certification body for several schemes include ISO9001, ISO14001, OHSAS18001 (now ISO45001), RSPO, MSPO and RBA Labor Ethics</p>

		<p><b>Training attended:</b> He has completed ISO 9001 Lead Auditor Course, ISO 14001 Lead Auditor Course, OHSAS 18001 Lead Auditor Course, Endorsed RSPO P&amp;C Lead Auditor Course, MSPO Awareness Training, Endorsed RSPO SCCS Lead Auditor Course, HCV &amp; HCS Introductory Training, SMETA Requirements Training, Endorsed RSPO Independent Smallholder (IHS) Auditor Training and Endorsed RSPO Refresher Trainings.</p> <p><b>Aspect covered in this audit:</b> During this assessment, he assessed on the aspects of Best Management Practice for Mill and Estate, environment aspect, GHG &amp; HCV.</p> <p><b>Language proficiency:</b> He is fluent in English language.</p>
<p>Dennis Yaw Acquah (DYA)</p>	<p>Team Member</p>	<p><b>Education:</b> Holds a Bachelor of Science in Natural Resource management with specialization in Forestry from Kwame Nkrumah University of Science and technology, Kumasi, Ghana; Master of Science in logistic and Supply Chain Management from Kwame Nkrumah University of Science and technology, Kumasi, Ghana.</p> <p><b>Work Experience:</b> Currently works as a Project Coordinator (Forest and Biodiversity). Also experienced in implementing forest governance project, building relations, and sustaining communications with forest communities, acting as resource person for awareness and training activities and engaging government towards policy reforms. He has 14 years of experience as an Operation Managers having worked with two of the leading timber processing industries in Ghana.</p> <p><b>Training attended:</b> Successfully completed the Endorsed RSPO P&amp;C 2018 Lead Auditor Course; Endorsed RSPO SCCS Lead Auditor Course, SA 8000 Auditor Course, ISO 9001 Lead Auditor Course, ISO 45001 Lead Auditor Course, FSC Forest management/CoC Lead Auditor Course, Rain Alliance Sustainable Agriculture Standard (RA SAS) Farm/CoC Lead Auditor Course. RSPO ISH Training and Endorsed RSPO Refresher Trainings. Have has also participated in ESIA and SEA trainings</p> <p><b>Aspect covered in this audit:</b> During this assessment, he assessed on the aspects of legal, social, and stakeholder engagement.</p> <p><b>Language proficiency:</b> He is fluent in English language.</p>
<p>Valence Shem (VSH)</p>	<p>Team Member</p>	<p><b>Education:</b> BTech (Hons) Bachelor's Degree in Industrial Technology, University of Science Malaysia</p> <p><b>Work Experience:</b> 9 years working experience in oil palm plantation industry. Management system auditing since 2009 for various standards such as ISO 140001, RSPO P&amp;C, RSPO SCCS, MSPO and SMETA</p> <p><b>Training attended:</b> ISO 14001 Lead Auditor Course, ISO 9001 Lead Auditor Course, Endorsed RSPO P&amp;C Lead Auditor Course, Endorsed RSPO SCCS Lead Assessor Course, MSPO Awareness Training, ISO 45000 Lead Auditor Course, SMETA Auditor training, HCV-HCS training Endorsed RSPO Independent Smallholder (IHS) Auditor Training and Endorsed RSPO Refresher Trainings.</p> <p><b>Aspect covered in this audit:</b> During this assessment, he conducted on-site verification for the raised critical non-conformity.</p> <p><b>Language proficiency:</b> He is fluent in English language.</p>

**Accompanying Persons:**

Name	Role	
Mr. Aimé Fulgence GBAKRE (AFG)	Technical Expert & French Translator	<p><b>Education:</b> Vocational Bachelor in Quality Control and Environmental Management, ESTC, Abidjan, Côte d’Ivoire and MSc. Environmental Sciences, University of Cologne, Germany.</p> <p><b>Work Experience:</b> Has five years’ experience in social audit, sustainable agriculture, and certification of agricultural production systems .</p> <p><b>Training attended:</b> ISO 9001 Lead Auditor Course, Endorsed RSPO P&amp;C Lead Auditor Course, Child Labour Centred Due Diligence Process and Gender Workshop for Associated Trainers.</p> <p><b>Language proficiency:</b> He is fluent in French and English language.</p>
Ms. Nkemtah née Nchongong Angeline (NNA)	French Translator	<p><b>Education:</b> Bachelor’s Degree in English Modern Letters – Ecole Normal Supérieur (ENS) Bambili, University of Younde, Cameroon and Bachelors of Arts in English Translation and Interpretations, University of Buea, Cameroon.</p> <p><b>Work Experience:</b> Worked as local expert and translator with auditing teams for RSPO P&amp;C in several assignments in Africa. Performed various translation and field interpretation assignments (World Philosophy Day in Cameroon , International Women’s Day Conference); from French to English and vice versa , including written tasks.</p> <p><b>Training attended:</b> Nil</p> <p><b>Language proficiency:</b> She is fluent in French and English language.</p>

**2.3 Assessment Plan**

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

Date	Time	Subjects	VKP	MHZ	DYA	AFG/NNA
Sunday, 29/01/2023	-	Auditors arrive in Douala, Cameroon and travel to Edea, Cameroon.	✓	✓	✓	✓
Friday, 03/02/2023	0800 - 0830	<p>Opening Meeting:</p> <ul style="list-style-type: none"> <li>- Opening Presentation by Audit Team Leader.</li> <li>- Confirmation of assessment scope and finalize Audit plan (including stakeholder’s consultation).</li> </ul>	✓	✓	✓	✓
	0830 - 1200	<p><b>Socapalm Edea Estate</b></p> <p>Field visit, boundary inspection, field operations, staff &amp; workers interview, buffer zone, HCV area, IPM implementation, OSH &amp; ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, waste management, worker housing, clinic, Landfill etc.</p>	✓	✓	✓	✓
	1200 - 1300	LUNCH BREAK	✓	✓	✓	✓

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	1300 - 1600	Document review P1 – P7: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation & etc.)	✓	✓	✓	✓
	1600 - 1630	Interim Closing Briefing	✓	✓	✓	✓
Saturday, 04/02/2023	0800 - 1200	<b>Socapalm Edea Estate</b> (continue) Continue document review P1 – P7: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation & etc.)	✓	✓	✓	✓
	1200 - 1230	Interim Closing Briefing	✓	✓	✓	✓
Sunday, 05/02/2023	-	<b>Rest Day</b>	-	-	-	-
Monday, 06/02/2023	0800 - 1200	<b>Socapalm Edea POM</b> Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment. Laboratory, weighbridge and palm product storage area, staff, workers and contractor interview, housing and facility inspection, clinic, Lab, weighbridge and palm product storage area, etc.	✓	✓	✓	✓
	1000 - 1200	<b>Meeting with stakeholders</b> (Government, village rep, smallholders, Union Leader, contractor etc.)	-	-	✓	✓
	1200 - 1300	LUNCH BREAK	✓	✓	✓	✓
	1300 - 1600	Document review P1 – P7: Document Review P1 – P7: SOPs, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation.	✓	✓	✓	✓
	1600 - 1630	Interim Closing Briefing	✓	✓	✓	✓

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Tuesday, 07/02/2023	0800 - 1200	<b>Socapalm Edea POM</b> (continue) Continue Document review P1 – P7: Document Review P1 – P7: SOPs, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation.	✓	✓	✓	✓
	1200 - 1300	LUNCH BREAK	✓	✓	✓	✓
	1300 - 1500	Document review - RSPO SCCS general requirements, internal audit, management review, sales and purchasing documents, mass balance accounting and other relevant documents and records.	✓	✓	✓	✓
	1500 - 1530	Interim Closing Briefing	✓	✓	✓	✓
	1530 - 1600	Verify any Outstanding Issues and Preparation for Closing Meeting	✓	✓	✓	✓
	1600 - 1630	Closing Meeting	✓	✓	✓	✓
	-	Auditors travel back to Daulala, Cameroon.	✓	✓	✓	✓

**Critical Non-Conformity Closure Verification**

Date	Time	Subjects	VSH	NNA
Tuesday, 18/04/2023	0900 - 0915	Opening briefing by the audit team leader	✓	✓
	0915 – 1230	Verification of effective implementation of corrective and corrective action for NCR #2309375-202302-M1 including interview with the relevant workers and stakeholders.	✓	✓
	1230 - 1300	Closing Meeting	✓	✓

### Section 3: Assessment Findings

#### 3.1 Multiple Management Units and Time Bound Plan

Requirement	Assessment	Compliance
Does the time bound plan include all current subsidiaries, estates and mills that is under the control and/or minor shareholding of the holding company?	Yes. The timebound plan for Socfin SA has listed all estates and mills under their management.	Complied
Have all the estates and mills certified within five (5) years after obtaining RSPO membership? If no, has RSPO Secretariat approval obtained? Was the submission according to the template as announced by the RSPO Secretariat on 21/12/2021	PT. Socfin Indonesia have been an RSPO members 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. RSPO approved on Socfin SA timebound plan extension up to 31 December 2023 – dated 15 June 2023.	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. If no, has RSPO Secretariat approval obtained? Was the submission according to the template as announced by the RSPO Secretariat on 21/12/2021.	No. Socfin SA has obtained an extension on the TBP up till 31 December 2023 to ensure all operating units to be RSPO Certified. The revised TBP has been approved by RSPO on 15/06/2023.	Complied
Any deviations from the maximum periods requires approval by the RSPO Secretariat.	Yes. Socfin SA has obtained an extension on the TBP up till 31 December 2023 to ensure all operating units to be RSPO Certified. The revised TBP has been approved by RSPO on 15/06/2023.	Complied
Have there been any changes to the time-bound plan since the last audit (both new acquisition and existing)? If yes, justification is required. Is this consistent with the ACOP reporting?	There is no isolated lapse in implementation of the plan. Socfin SA has obtained an extension on the TBP up till 31 December 2023 to ensure all operating units to be RSPO Certified. The revised TBP has been approved by RSPO on 15/06/2023.	Complied
Have there been any isolated lapses in implementation of the plan? If yes a <b>Minor</b> non-compliance shall be raised	No. There is no fundamental failure. Socfin SA has obtained an extension on the TBP up till 31 December 2023 to ensure all operating units to be RSPO Certified. The revised TBP has been approved by RSPO on 15/06/2023.	Complied
Have there been any fundamental failure (e.g. unable to justify delay in planning the	No. There is no fundamental failure. Socfin SA has obtained an extension on the TBP up till 31 December	Complied



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<p>assessments) to proceed with implementation of the plan? If yes a <b>Major</b> non-compliance shall be raised</p>	<p>2023 to ensure all operating units to be RSPO Certified. The revised TBP has been approved by RSPO on 15/06/2023.</p>	
<p><b>Un-Certified Units or Holdings</b></p>		
<p>No replacement of primary forest or any area required to maintain or enhance HCVs and HCS in accordance with RSPO P&amp;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&amp;C criterion – awaiting LUCA review from RSPO.</p> <p>Based on review to RSPO RaCP Tracker for Socfin SA (October 2022), audit team noted: 9 management units with potential liability; 9 management units with LUCA submitted; 9 management units with LUCA review completed; 8 management units with Concept Notes required; 6 management units with Concept Note submitted; 3 management units with Concept Note approved; 2 management unit with Compensation Plan submitted; 2 management units with Compensation Plan endorsed; 7 management units with Remediation Plan required; 3 management unit with Remediation Plan submitted; 2 management unit with Remediation Plan approved.</p> <p>Latest update: Okomu: LUCA approved by RSPO on 22 June 2021. Safacam: LUCA approved by RSPO on 4 February 2021. RSPO finalized Annex 7 Concept Note in 12 May 2021. Annex 7 Concept Note validated by Compensation Panel 16 August 2021. RSPO approved the Annex 8 remediation and compensation plan on 8 September 2022. Socapalm Kienke: LUCA approved in December 2021. Brabanta: LUCA for all Brabanta was approved by RSPO on 22 October 2021. RaCP: Annex 7 was approved on 23 August 2022. Brabanta and Socfin are now drafting Annex 8. Plantations Socfinaf Ghana (PSG): LUCA for PSG Manso MU submitted 26 May 2021. Approved on 7 October 2022. SoGB: LUCA for all SoGB submitted 22 July 2020. Approved LUCA by RSPO on 6 October 2020. RaCP submitted Annex 8 Remediation Plan on 9 July 2021. Approved on 19 May 2022. Agripalma: LUCA for Titulo 410 was approved on 8 November 2021. RaCP: The Annex 7 for Agripalma Titulo 410 was approved on 7 October 2022. SOCFIN and Agripalma now drafting Annex 8.</p>	<p>Complied</p>

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<p>Any new plantings since January 1<sup>st</sup> 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 <a href="https://www.rspo.org/certification/new_planting-procedure/public_consultations/socfin-group-pt-socfindo-and_socfinco-sa-pt-socfin-indonesia--lima-puluh_estate">https://www.rspo.org/certification/new_planting-procedure/public_consultations/socfin-group-pt-socfindo-and_socfinco-sa-pt-socfin-indonesia--lima-puluh_estate</a></p> <p>Based on review to RSPO RaCP Tracker for Socfin SA (October 2022), audit team noted: 9 management units with potential liability; 9 management units with LUCA submitted; 9 management units with LUCA review completed; 8 management units with Concept Notes required; 6 management units with Concept Note submitted; 3 management units with Concept Note approved; 2 management unit with Compensation Plan submitted; 2 management units with Compensation Plan endorsed; 7 management units with Remediation Plan required; 3 management unit with Remediation Plan submitted; 2 management unit with Remediation Plan approved.</p>	<p>Complied</p>
<p>Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&amp;C criteria 4.4, 4.5, 4.6, 4.7 and 4.8.</p>	<p>Based on review to RSPO RaCP Tracker for Socfin SA (October 2022), audit team noted: 9 management units with potential liability; 9 management units with LUCA submitted; 9 management units with LUCA review completed; 8 management units with Concept Notes required; 6 management units with Concept Note submitted; 3 management units with Concept Note approved; 2 management unit with Compensation Plan submitted; 2 management units with Compensation Plan endorsed; 7 management units with Remediation Plan required; 3 management unit with Remediation Plan submitted; 2 management unit with Remediation Plan approved.</p>	<p>Complied</p>
<p>Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&amp;C criterion 4.2</p>	<p>The labour and land dispute reported in the African Operation, published on January 2020 and January 2021; have been addressed as informed in RSPO website dated 21 June 2022. Related link: <a href="#">RSPO CONCLUDES VERIFICATION ASSESSMENT AT SOCAPALM - Roundtable on Sustainable Palm Oil (RSPO)</a></p> <p>SOCAPALM is required to undertake remediation and mitigation measures for each breach, and to submit a quarterly progress report to the RSPO Compliance Subdivision on the measures taken.</p>	<p>Complied</p>
<p>Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&amp;C criteria 2.1</p>	<p>Based on audit and based on review upon RSPO Case Tracker (<a href="https://askrspo.force.com/Complaint/s/casetracker">https://askrspo.force.com/Complaint/s/casetracker</a>)</p>	<p>Complied</p>

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	<p>in October 2022, there is no legal non-compliance reported for Socfin SA and its subsidiary. Based on internal audit reports for uncertified unit, there is no legal non-compliance.</p>	
<p>Did the company conduct internal audit for those uncertified estates against the uncertified management units requirement and covering the RSPO P&amp;C criterion 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12? If yes, a positive assurance statement shall be available and justified.</p>	<p>Yes. Socfin SA manages and monitors internal audit for uncertified management units. The internal audit covers RSPO P&amp;C 2018 (Generic) and relevant RSPO P&amp;C Certifications System June 2020. Internal audit reports covered RSPO P&amp;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"> <li>• Internal audit for Agripalma (Sao Tome) carried out January 2021.</li> <li>• Internal audit for Brabanta SA (Democratic Republic of Congo) carried out April 2021.</li> <li>• Internal audit for Okomu Oil Palm Company PLC – Extension 1 (Nigeria) carried out February 2021.</li> <li>• Internal audit for Plantations Socfinaf Ghana (PSG) Subri Management Units (Ghana) carried out May 2021.</li> <li>• Internal audit for SAFACAM TF151 (Cameroon) carried out June-July 2021.</li> <li>• Internal audit for Socapalm ESEKA (Cameroon) carried out June 2021.</li> <li>• Internal audit for La Société des Caoutchoucs de Grand Béréby (SoGB) carried out August 2021.</li> </ul> <p>Positive assurance: Socfin SA committed to fulfill all the requirement related to RSPO certification process. Socfin SA has detailed the correction and corrective action plan and any unresolved issues has been on the right path towards the certification process. The company keeps track of its compliance per P&amp;C on a regular basis, last update is on 10 October 2022. The company gave a positive assurance statement as “Internal audits are, at our level, tools for continuous improvement. We have opted for a simple presentation of the discrepancies found during the audit. Positive statements provided by the auditors are included in the presentation of the internal and external audits findings inside the annual management review”.</p>	<p>Complied</p>
<p>Are there any Critical (Major) non-compliance raised against any of the RSPO P&amp;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&amp;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"> <li>• Agripalma finalized an HCV assessment of their whole concession in November 2020, with the</li> </ul>	<p>Complied</p>

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	<p>field visit happening in October 2020. The LUCA for Titulo 410 was approved on the 8 November 2021. The Annex 7 for Agripalma Titulo 410 was approved on the 7 of October 2022. Socfin and Agripalma are now drafting the Annex 8.</p> <ul style="list-style-type: none"> <li>• Brabanta finalized an HCV assessment of their whole concession in September 2020, with the field visit happening in November 2019. Two Annex 2's were submitted: one for Sanga Sanga, Kadima and Kanangai, and one for Lumbundji and Savannah. The LUCA for Brabanta was approved on 22 October 2021. The Annex 7 of Brabanta was approved on the 23 August 2022. Brabanta and Socfin are now drafting the Annex 8.</li> <li>• Okomu Extension 1 finalized a HCV assessment in January 2016, with the field visit happening in September 2015. This was approved by the HCV RN. The LUCA for Okomu Extension 1 was submitted on the 3 of March 2021 and was approved by RSPO on 22 June 2021. The Annex 7 concept note was approved by the RSPO compensation panel on the 7 October 2022. Okomu and Socfin are now drafting the Annex 8.</li> <li>• PSG conducted an HCV assessment in 2017 on several prospected lands within the concession. This was validated by the HCV RN on 6 December 2017. PSG finalized an HCV assessment of their whole concession in July 2021, with the field visit happening in November 2020 and follow-up engagement visits with all stakeholders in February 2021. A LUCA has been conducted for the Manso MU and was approved on the 7 October 2022. The LUCA of the Subri MU will follow soon.</li> <li>• 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 replanting of plantings done before 2005. The LUCA was approved on the 4 February 2021. RSPO approved the Annex 8 remediation and compensation plan on 8 September 2022.</li> </ul> <p>SOGB finalized a HCV assessment in February 2020, with the field visit happening in November 2019. SOGB conducted a LUCA for its whole concession, submitted on the 22 July 2020 and was approved by RSPO on the 6 October 2020. The Annex 8 remediation plan was approved on 19 May 2022.</p>	
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<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>Sao Tome Agripalma Retrocession FPIC report June 2021_Final.</p> <p>FPIC 2014 PSG and Manso Chief, Elders and Farmers_New. FPIC 2017 PSG Estate Land Negotiations with Dabaose. MOU 2019 PSG and Tufuhene of Dabaose.</p>	<p>Complied</p>
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**3.2 Progress of scheme smallholders and/or outgrowers**

<b>Progress of scheme smallholders or outgrowers towards compliance with relevant standards</b>		
<b>Requirement</b>	<b>Remarks</b>	<b>Compliance</b>
<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 are no scheme smallholders or scheme outgrowers within the Socapalm – Edea Certification Unit.</p>	<p>Not Applicable</p>

**Approved Time Bound Plan**

Name of the Unit of Certification (UoC)	Country	Name of the Mills and Supply Bases	Location Address	GPS Coordinates		Total Managed Area (Ha)	Certification Status (Certified / Not certified)	Plan Year for Certification	Actual Certification Year	Date of Last TBP Verified and Approved by CB	REVISION OF THE TBP			
				Latitude	Longitude						Any revision from the last approved TBP?	New Proposed Year for Certification	Justification of changes for each UoC	Date of approval from RSPO
PT Socfin Indonesia - Tanah Gambus	Indonesia	Tanah Gambu Mill	Tanah Gambus Village, Lima Puluh Sub-district, Batubara District, North Sumatera Province, Indonesia	3° 12' 14.00" N	99° 24' 16.00" E	-	Certified	2011	2011		No			
		Tanah Gambu Estate		3° 10' 15.18" N	99° 23' 07.00" E	4974.29	Certified	2011	2011		No			
PT Socfin Indonesia - Bangun Bandar	Indonesia	Bangun Bandar Mill	Arus Panjang Village, Dolok Masihul Subdistrict, Serdang Bedagai District, North Sumatera Province, Indonesia	3° 19' 54.00" N	99° 02' 36.00" E	-	Certified	2011	2011		No			
		Bangun Bandar Estate		3° 16' 24.46" N	99° 57' 58.70" E	4146.85	Certified	2011	2011		No			
PT Socfin Indonesia - Negeri Lama	Indonesia	Negeri Lama Mill	Desa Negeri Lama, Kecamatan Bilah Hilir, Kabupaten Labuhan Batu, 21471, Sumatera Utara, Indonesia	2° 19' 02.00" N	100° 04' 13.00" E	-	Certified	2014	2014		No			
		Negeri Lama Estate		2° 19' 02.00" N	100° 04' 13.00" E	2164.8	Certified	2014	2014		No			
PT Socfin Indonesia - Mata Pao	Indonesia	Mata Pao Mill	Mata Pao Village, Subdistrict of Teluk Mengkudu, Serdang Bedagai Regency 20995 North Sumatera Province, Indonesia	3° 31' 51.00" N	99° 05' 31.00" E	-	Certified	2014	2014		No			
		Mata Pao Estate		3° 31' 51.00" N	99° 05' 31.00" E	2463.05	Certified	2014	2014		No			

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PT Socfin Indonesia - Sungai Liput	Indonesia	Sungai Liput Mill	Sungai Liput Village, Kejuruan Muda Sub District, Aceh Tamiang District, Aceh Province, Indonesia	4° 13' 55.00" N	98° 03' 34.00" E	-	Certified	2014	2014		No			
		Sungai Liput Estate		4° 13' 55.00" N	98° 03' 34.00" E	3841.96	Certified	2014	2014		No			
PT Socfin Indonesia - Aek Loba	Indonesia	Aek Loba Mill	Aek Kuasan Sub-district, Asahan District, North Sumatera Province, Indonesia	3° 39' 06.00" N	99° 37' 04.00" E	-	Certified	2015	2015		No			
		Aek Loba Estate		3° 39' 06.00" N	99° 37' 04.00" E	9673.86	Certified	2015	2015		No			
PT Socfin Indonesia – Seumanyam	Indonesia	Seumanyam Mill	Simpang Deli Kilang Village, Darul Makmur Utara Sub District, Nagan Raya District, Aceh Province, Indonesia	3° 57' 55.00" N	96° 33' 55.00" E	-	Certified	2015	2015		No			
		Seumanyam Estate		3° 57' 58.00" N	99° 33' 48.00" E	4446.63	Certified	2015	2015		No			
PT Socfin Indonesia – Seunagan	Indonesia	Seunagan Mill	Desa Purwodadi, Kecamatan Kuala Pesisir, Nagan Raya 23661, Aceh, Indonesia	4° 03' 36.00" N	96° 15' 44.00" E	-	Certified	2015	2015		No			
		Seunagan Estate		4° 03' 36.00" N	96° 15' 44.00" E	4505.59	Certified	2015	2015		No			
PT Socfin Indonesia - Lae Butar	Indonesia	Lae Butar Mill	Desa Rimo, Kecamatan Gunung Meriah, Kabupaten Aceh Singkil, Aceh 24784 Indonesia	2° 23' 28.00" N	97° 57' 24.00" E	-	Certified	2015	2015		No			
		Lae Butar Estate		2° 23' 28.00" N	97° 57' 24.00" E	4727.4	Certified	2015	2015		No			
Okomu Oil Palm Company Main Estate and Extension 1	Nigeria	Okomu Oil Palm Company Main Estate and Extension 1 Mill	Okomu-Udo, Ovia Southwest Local Government Area, Benin, Edo, Nigeria	6° 23' 31.23"N	5° 12' 40.37"E	-	Certified	2019	2020		No			
		Okomu Oil Palm		Okomu-Udo, Ovia Southwest Local	6° 23' 31.23"N	5° 12' 40.37" E	15578.45	Certified	2019	2020		No		

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		Company Main Estate	Government Area, Benin, Edo, Nigeria											
		Okomu Oil Palm Company Extension 1 Estate	Okomu-Udo, Ovia Southwest Local Government Area, Benin, Edo, Nigeria	6° 20' 57.57" N	5° 23' 12.13" E	4154	Not Certified	2023			Yes	end 2023	Change of timing due to RaCP validation process	15-Jun-23
Okomu Oil Palm Company Extension 2	Nigeria	Okomu Oil Palm Company Extension 2 Mill	Ovia-Northwest and Uhhnmwode Local Government Areas, Edo State, Nigeria	6° 42' 11.25" N	5° 49' 04.84" E	-	Not Certified	2023			Yes	end 2023	Change of timing due to RaCP validation process	15-Jun-23
		Okomu Oil Palm Company Extension 2 Estate		6° 42' 11.25" N	5° 49' 04.84" E	11416	Not Certified	2023			Yes	end 2023	Change of timing due to RaCP validation process	15-Jun-23
Socfin Agricultural Company (SL) Limited (SAC)	Sierra Leone	SAC Mill	SAC Plantation, NA, Sahn Malen, Pujehun District, Sierra Leone	7° 26' 16.65" N	11° 53' 22.17" W	-	Certified	2020	2021		No			
		SAC Estate		7° 28' 49.00" N	11° 49' 32.00" W	18473	Certified	2020	2021		No			
Société Africaine Forestière et Agricole du Cameroun (Safacam)	Cameroon	Safacam Mill	Littoral Region, Department of the Sanaga Maritime, Dizangué District, near the city of Edéa, Cameroon	3° 44' 20.75" N	9° 59' 25.99" E	-	Certified	2020	2020		No			
		Safacam TF129, TF136, TF180, TF, Bail Ossa		3° 44' 20.75" N	9° 59' 25.99" E	3992.84	Certified	2020	2020		No			
		Safacam TF151		3° 44' 16.60" N	9° 57' 58.50" E	11403	Certified	2022	2023		No			
		Safacam Provisional Concession		3° 46' 57.10" N	9° 56' 30.40" E	2161.06	Not Certified	2023			Yes	end 2023	Change of timing due to administrative reasons (request)	15-Jun-23



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														for extension of land lease period)
La Société des Caoutchoucs de Grand Béréby (SoGB)	Côte D'Ivoire	SOGB Mill	Grand Béréby, Région de Basassandra, Côte d'Ivoire	4° 41' 20.00" N	7° 5' 27.00" W	-	Certified	2020	2021		No			
		SOGB TF464		4° 41' 20.00" N	7° 5' 27.00" W	6096	Certified	2020	2021		No			
		SOGB TF465, TF466, TF467		4° 35' 3.26" N	7° 6' 8.60" W	28643	Certified	2022	2023		No			
Société Camerounaise de Palmeraies (Socapalm) Eséka	Cameroon	Socapalm Eséka Mill	Socapalm Eseka Plantation, Cameroon	3° 38' 27.60" N	10° 42' 42.84" E	-	Certified	2021	2021		No			
Société Camerounaise de Palmeraies (Socapalm) Mbongo	Cameroon	Socapalm Mbongo Mill	Plantation Sacopalm Mbongo, 19 KM De La RN3, Douala-Younde DIzangue, Littoral, na, Cameroon	3° 51' 54.14" N	9° 51' 22.80" E	-	Certified	2021	2021		No			
		Socapalm Mbongo Estate		3° 51' 54.14" N	9° 51' 22.80" E	6467	Certified	2021	2021		No			
Société Camerounaise de Palmeraies (Socapalm) Mbambou	Cameroon	Socapalm Mbambou Mill	Plantation Sacopalm Mbambou, 25 KM De La RN3, Douala-Younde DIzangue, Littoral, na, Cameroon	3° 43' 55.57" N	9° 51' 49.32" E	-	Certified	2021	2021		No			
		Socapalm Mbambou Estate		3° 43' 55.57" N	9° 51' 49.32" E	11112	Certified	2021	2021		No			
Société Camerounaise de Palmeraies (Socapalm) Edea	Cameroon	Socapalm Edea Mill	Kilometer 27, edea-Kribi road, snaga maritime division, littoral region	3° 34' 14.38" N	10° 6' 39.14" E	-	Certified	2021	2022		No			
		Socapalm Edea Estate		3° 34' 14.38" N	10° 6' 39.14" E	7770	Certified	2021	2022		No			

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Société Camerounaise de Palmeraies (Socapalm) Dibombari	Cameroon	Socapalm Dibombari Mill	N5, Nkapa, Littoral, Cameroon	4° 13' 14.11" N	9° 36' 24.59" E	-	Certified	2021	2022		No			
		Socapalm Dibombari Estate		4° 13' 2.77" N	9° 36' 28.92" E	11180.76	Certified	2021	2022		No			
Société Camerounaise de Palmeraies (Socapalm) Kienké/ Camseeds	Cameroon	Socapalm Kienké Mill	BP 179 Kribi Plantation Socapalm Kienké, RN dEbolowa Km 10, Ocean, Cameroon	2° 51' 23.54" N	9° 58' 30.15" E	-	Certified	2022	2023		No			
		Socapalm Kienké / Camseeds Estate		2° 51' 23.54" N	9° 58' 30.15" E	21720	Certified	2022	2023		No			
Brabanta	DRC	Brabanta Mill	Mapangu, territoire d'Ilebo, province de kasai, RD Congo	4° 22' 36.11" S	20° 17' 22.94" E	-	Certified	2021	2022		No			
		Sanga Sanga, Kadima and Kanangai Estates		4° 22' 36.11" S	20° 17' 22.94" E	1528.29	Certified	2021	2022		No			
		Lumbundji and Savannah Estates	Mapangu, territoire d'Ilebo, province de kasai, RD Congo	4° 24' 36.11" S	20° 21' 22.96 E	5971.31	Not Certified	2023			Yes	end 2023	Change of timing due to RaCP validation process	15-Jun-23
Agipalma	Sao Tome and Principé	Agirpalma Mill	Ribeira Peixe - APT 953 – Caué, Sao Tome and Principe	0° 6' 26.74" N	6° 36' 12.06" E	-	Certified	2021	2021		No			
		Titulo 409 Estate		0° 6' 27.00" N	6° 36' 11.00" E	665	Certified	2021	2021		No			
		Titulo 410 Estate		0° 7' 07.90" N	6° 35' 6.52" E	1735	Not Certified	2023			Yes	end 2023	Change of timing due to RaCP validation process	15-Jun-23

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Plantations Socfinaf Ghana (PSG)	Ghana	PSG Mill	Mpohor Wassa East District1 of the Western Region Ghana	5° 9' 23.58" N	1° 42' 47.62" W	-	Certified	2022	2022		No			
		PSG Manso Estate		5° 8' 41.28' N	1° 40' 05.84' W	910.67	Certified	2022	2022		No			
		PSG Subri Estate	Mpohor Wassa East District1 of the Western Region Ghana	5° 9' 23.58" N	1° 42' 47.63" W	17242.19	Not Certified	2023			Yes	end 2023	Change of timing due to RaCP validation process	15-Jun-23

### 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; Zero (0) Minor nonconformities and One (1) Opportunity For Improvement raised. The Socapalm - Edea Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

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

Non-conformity			
<b>NCR Ref #</b>	2309375-202302-M1	<b>Issued Date</b>	07/02/2023
<b>Due Date</b>	06/05/2023	<b>Closure Date</b>	18/04/2023
<b>Indicator &amp; Category (Critical / Minor)</b>	3.6.2 (Critical)		
<b>Statement of Nonconformity:</b>	The Risk Mitigation Plans and Safety Norms were not adequately established.		
<b>Requirement Reference:</b>	The effectiveness of the H&S plan in addressing health and safety risks to people is monitored.		
<b>Objective Evidence:</b>	<p><u>Socapalm – Edea Estate</u></p> <ol style="list-style-type: none"> <li>During the site visit to the Spraying Operation at Division 3, it was noticed that the vehicle used for transporting the chemicals and workers had safety hazards that were not addressed. The vehicle did not use the vehicle manufactured cap for the diesel refuelling tank. Instead, a plastic bottle was used to cover the inlet.</li> <li>During the site visit to the Spraying Operation at Division 3, it was noticed that water used for consumption was stored in a container labelled "Engine Oil".</li> </ol> <p><u>Socapalm – Edea POM</u></p> <ol style="list-style-type: none"> <li>During the site visit to the Effluent Treatment Tank, it was noticed that the rotating equipment (belting) at the pump was not covered.</li> <li>During the visit to the Engine Room, it was noticed that a worker was not wearing appropriate PPE (Ear Muff) while working at the station which states the required PPE to be worn such as Ear Muff, Safety Helmet, Overalls and Gloves.</li> </ol>		
<b>Corrections:</b>	<ol style="list-style-type: none"> <li>Removal of the plastic bottle and replacement of the cover.</li> <li>Completion of an accident/environmental incident form, with immediate removal of the container labelled "engine oil" and immediate transfer to the waste center. Awareness of cargo drivers on the obligation to check the people and items transported, in particular on the interdiction to carry containers or chemical products in the cargo compartment dedicated to the transport of personnel.</li> <li>Immediate replacement of the belt cover.</li> <li>Non-respect of the wearing of PPE is sanctioned. Request for explanation have been provided to the workers concerned.</li> </ol>		

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<b>Root Cause Analysis:</b>	<ol style="list-style-type: none"> <li>1. The actual checklists (used by the transport department and by the workshop department) did not include a mechanism to regularly control the condition of cargo fuel tank between the two inspections conducted by the workshop.</li> <li>2. During the audit, the driver carried out a jerrycan of "engine oil" for his personal usage inside Socapalm truck. This is forbidden by the company however there were no official communication to the cargo drivers on the forbidden material to be carrying in their vehicles.</li> <li>3. At the time of the audit, the pump had just been repaired however the rotating equipment was not immediately covered due to the pressure of the operation on that day.</li> <li>4. Some workers did not respect the procedure of wearing appropriate PPE inside the Mill.</li> </ol>
<b>Corrective Actions:</b>	<p>The following corrective actions have been put in place;</p> <ol style="list-style-type: none"> <li>1. Update the inspection checklist to include inspection of the cargo (including fuel tank) between the workshop maintenance.</li> <li>2. Memo from the Plantation Director to all cargo drivers on the restriction to carry hazardous products or container in the personnel transport and on the organization of spot checks by the transport department to assess their compliance to the memo.</li> <li>3. Awareness to all drivers on the content of the Memo mentioned in point 2.</li> <li>4. Update of the HSE Inspection template to include <ul style="list-style-type: none"> <li>• monitoring of the trucks.</li> <li>• evaluation of compliance to the Memo contents.</li> <li>• systematic presence of belt covers on all rotating equipment at the Mill.</li> <li>• Summary of PPE wearing on the staff interviewed.</li> </ul> </li> <li>5. Awareness conducted to all Mill staff to remind them on type of PPE to be worn in the Mill based on the "Matrice des EPI" displayed and on the obligation to wear them and the risk linked.</li> <li>6. Request for explanation to workers not respecting the wearing of PPE.</li> </ol>
<b>Assessment Conclusion:</b>	<p>Closing of NCR was conducted on-site on 18/04/2023. The following evidence was verified:</p> <p><u>Edea Estate</u></p> <ol style="list-style-type: none"> <li>1. The fuel cap has been replaced with an original cap. Plastic bottle is no longer in used.</li> <li>2. The "engine oil" container has been disposed and a new container is now in use for keeping drinking water, which is labelled "EAU POTABLE" (drinking water).</li> <li>3. Newly revised checklist entitled "Check List HSE des Camions De Transport Du Personnel" (HSE Check List for Personnel Transport Trucks) that shows the checking of fuel cap criteria has been included</li> <li>4. Memo from the plantation director dated 14/02/2023 and attendance record dated 02/03/2023 that shows the drivers have been communicated about the memo.</li> </ol> <p><u>Edea POM</u></p>

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	<ol style="list-style-type: none"> <li>1. Appropriate cover had been provided to the belting to enhance safety and reduce hazard when it is rotating</li> <li>2. The management has requested the two concerned workers provide a show cause through a memo dated 07/02/2023. The workers have acknowledged that they have breached the safety requirement and will not repeat their mistake.</li> <li>3. Updated HSE Inspection checklist (ver. 4, dated 15/02/2023) that shows the systematic presence of belt covers on all rotating equipment at the mill has been included</li> <li>4. Attendance record dated 10/02/2023 that shows the awareness training has been given to the mill staff to remind them PPE must be worn according to the "Matrice des EPI" (PPE Matrix) displayed. The PPE matrix was developed based on associated risks found in the risk evaluation.</li> </ol> <p>The evidence of correction and corrective actions were found to be adequate to close the NCR. The NCR was closed on 18/04/2023. Continuous effective implementation of the corrective actions shall be verified in the next assessment visit.</p>
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<b>Opportunity for Improvements</b>	
<b>OFI #</b>	<b>Description</b>
<b>OFI 1</b>	Reference: 2309375-202302-I1 Indicator: 6.5.3 Management assesses the needs of new mother through the gender committee to identify actions that has to be taken to address the identified needs. However, management can improve on their engagements with the gender committee to speed up the implementation of actions to address identified concerns of the new mothers.

<b>Positive Findings</b>	
<b>PF #</b>	<b>Description</b>
<b>PF 1</b>	Good Commitment from the Management Team towards RSPO Certification.
<b>PF 2</b>	Good Implementation of Agronomic and Environmental Practices.
<b>PF 3</b>	Good understanding by staffs and workers on GAP, H&S and Environment Protections

**3.3.1 Status of Nonconformities Previously Identified and Observations**

Non-conformity			
<b>NCR Ref #</b>	2110613-202109-M1	<b>Issued Date</b>	09/09/2021
<b>Due Date</b>	08/09/2022	<b>Closure Date</b>	26/10/2021
<b>Indicator &amp; Category (Critical / Minor)</b>	6.1.5 (Critical)		
<b>Statement of Nonconformity:</b>	There is a lack of awareness among workers on the Gender Committee		
<b>Requirement Reference:</b>	A gender committee is in place specifically to raise awareness, identify and address issues of concern, as well as opportunities and improvements for women.		
<b>Objective Evidence:</b>	The company has a gender committee in place with a clear term of reference dated 17/04/2019. However, interview with 12 ladies in Block 13A of Division 1 indicates they are not aware of the Gender Committee.		
<b>Corrections:</b>	<ol style="list-style-type: none"> <li>1. Training organized to all the working staff on the Gender Committee</li> <li>2. Tests organized after the training to validate the competences</li> <li>3. Statistics developed on the language used</li> <li>4. Instructions &amp; calendar displayed on Notice Board on Gender Committee</li> </ol>		
<b>Root Cause Analysis:</b>	The sensitizations done on the Gender Committee in Division 1 was not sufficient to guarantee that the entire staff are aware of the Gender Committee. The training did not cover the purpose, the responsibilities, the frequency of the meetings and organization of the Gender Committee.		
<b>Corrective Actions:</b>	<p>The Company has organized trainings on the Gender Committee which includes more explanations and details on its organization, its frequency of meetings, the names of the representatives on site.</p> <p>At the beginning of the training, the facilitator has asked the assembly the language of preference to be used for the training. At the end of the training, a test has been organized to ensure that all the staff have understood the contents of the training.</p> <p>Instructions and process chart has been displayed on the notice board of the division to summarize the purpose and organization of the Gender Committee.</p>		
<b>Assessment Conclusion:</b>	<p>Reviewed supporting program for the of training of the working staff. Some of the training topics include</p> <ol style="list-style-type: none"> <li>a. What is Gender Committee</li> <li>b. When it was created</li> <li>c. Who is concern about the Gender Committee</li> <li>d. Who are the executives of the committee at the working site.</li> </ol> <p>Evidence of some training records reviewed include:</p> <ol style="list-style-type: none"> <li>a. Protection on the Reproductive Rights Policy; Date: 15/10/2021; Attendance: 43 workers (Nursery)</li> <li>b. Protection on the Reproductive Rights Policy; Date: 15/10/2021; Attendance: 17 workers (Agricole)</li> </ol>		

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	<p>Reviewed results of assessment on monitoring the level of awareness of the Gender Committee among the working staff.</p> <ol style="list-style-type: none"> <li>1. Division 1; Date :18/09/2021; Attendance: 47</li> <li>2. Division 2; Date: 20/09/2021; Attendance 105</li> <li>3. Chemical workers; Date: 23/09/2021; Attendance 18 workers</li> </ol> <p>A list of the Gender Committee members and their roles and responsibilities was also made available for review.</p> <p>Interview with 7 workers (4 loose fruits pickers and 3 harvester) all demonstrated knowledge on the awareness of the committee and could identify some of the committee members.</p> <p>Based on the evidence above the NC is closed.</p>
<b>Effectiveness Closure (for previous audit closed Critical NC):</b>	<p>Interview with sampled workers confirmed their awareness of the gender committee. They indicated the committee has held a number of sensitization and awareness programs with the workers. They also mentioned some to include engagement with nursing and pregnant mothers. Hence the critical non-conformity remains closed.</p>

Non-conformity			
<b>NCR Ref #</b>	2110613-202109-M2	<b>Issued Date</b>	09/09/2021
<b>Due Date</b>	08/09/2022	<b>Closure Date</b>	21/01/2022
<b>Indicator &amp; Category (Critical / Minor)</b>	6.2.2 (Critical)		
<b>Statement of Nonconformity:</b>	Some of the workers interviewed complained they were not giving signed copies of their contracts		
<b>Requirement Reference:</b>	Employment contracts and related documents detailing payments and conditions of employment (e.g. regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc. in compliance with national legal requirements) and payroll documents give accurate information on compensation for all work performed, including work done by family members.		
<b>Objective Evidence:</b>	<p>Review of the CBA and the contracts of the employees all contains details of payments and conditions of employment (e.g. regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, period of notice.</p> <p>However interview with some of the workers in division 1 indicates not all of them have been giving copies of their contracts although they confirmed signing on to it.</p>		
<b>Corrections:</b>	<ol style="list-style-type: none"> <li>1. List of staff revised to be updated with all workers.</li> <li>2. Verification with the working staff on the availabilities of their contract.</li> <li>3. Provision of a copy of the contract to the employee stating that they did not received a copy.</li> <li>4. Evidences of copies of contract recorded in register signed by workers.</li> </ol>		



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	5. Training on the contract content.
<b>Root Cause Analysis:</b>	At the time of recruitment, the copy of the contract was not systematically provided to the working staff who is therefore not aware of its contents.
<b>Corrective Actions:</b>	<p>The Company has put in place automatic mechanisms to ensure that every worker recruited will receive a copy of his contract immediately when he signed it. Register will be signed to keep traceability of the delivery of the copy of the contract.</p> <p>The list of staff has been updated with the addition of a column stating copies of contract received.</p> <p>In addition, Socapalm will ensure that the contract contents are read, explained and understood by all workers.</p> <p>Evidence of compliance documents</p> <ol style="list-style-type: none"> <li>1. Training on contract content</li> <li>2. Attendance list of the training (including the exact amount of staff and the language used per staff)</li> <li>3. Register of signature on deliverance of contracts copies</li> </ol>
<b>Assessment Conclusion:</b>	<p>Reviewed training records on the Sensitization on the contents of the working contract held on the 09/10/2021 with attendance 39 workers, 08/10/2021 at the division 3 attendance 76 workers.</p> <p>The company has conducted a ground assessment to identify workers who have not been issued with contract documents. Review of the assessment report titled Attestation De Reception D'une Copie Du Contrat De travail Service General. The report has information on the workers, date of the assessment, acknowledgement of contract received or otherwise and others. Review of the document only shows results on the number of workers who have their contracts and those who do not have copies of their contracts.</p> <p>Interview with the Human Resource personnel who conducted the field assessment indicated that the assessment was conducted to identify workers who have not been issued copies of their contract document. However, the company has not taken step to issued them their copies of the contract documents at the time of the verification audit.</p> <p>Also field visit and interview with four loose fruit pickers and 3 harvesters in division 1 indicated that only one staff has received her copy of the contract document. The remaining 6 indicated that they have not been issued their contract document.</p> <p>As a result a second onsite verification assessment was required to ensure the CAPhas been implemented as planned</p> <p>During a second on site verification audit to monitor implementation of the CAP it was observed that the company has contracted the services of ETS Mamour Consulting and Services to conduct an assessment of the company to identify among others</p> <ol style="list-style-type: none"> <li>1. Total number of workers per contractor</li> <li>2. Total number of contractors</li> <li>3. If all workers have copies of their contract</li> </ol> <p>The outcome of the assessment indicates 102 workers were not giving copies of</p>

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	<p>their contracts. Following this, company met with the workers and issued copies of their contract documents to them. The team reviewed sampled reports captioned Suivi De Reception Du Contrat De Travail Ecam Division 2 dated 19/01/2022. The report as reviewed indicate 43 workers were issued copies of their contracts. Also during field visit and interview with 5 FFB carriers and 5 loose fruit pickers all contract workers in Division 1 (Block 13B and 14A) all confirmed been issued copies of their contract.</p> <p>The company also has a documented procedure in place captioned Procedure DeRecruitment Du Personnel Contractuel dated 03/12/2021 and approved by the Director of Plantations. Review of the document indicate workers will be issued contract document within 8 days after approval from the Doctor if medically fit.</p> <p>During this 8 days the worker is allowed to work in conformance with the country's law whiles waiting for their contract documents.</p> <p>Based on evidence from documents reviewed and workers interview, the NC is closed.</p>
<b>Effectiveness Closure (for previous audit closed Critical NC):</b>	<p>During field visit and interview with sampled workers, there was evidence of continuous implementation of the action plan. All workers interviewed confirmed receiving copies of their contract agreement. Hence, the critical non-conformity remains closed.</p>

Non-conformity			
<b>NCR Ref #</b>	2110613-202109-M3	<b>Issued Date</b>	09/09/2021
<b>Due Date</b>	08/09/2022	<b>Closure Date</b>	21/01/2022
<b>Indicator &amp; Category (Critical / Minor)</b>	6.7.3 (Critical)		
<b>Statement of Nonconformity:</b>	Cost of PPEs issued to the workers are deducted from their monthly salary.		
<b>Requirement Reference:</b>	Workers use appropriate personal protective equipment (PPE), which is provided free of charge to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, land preparation, and harvesting. Sanitation facilities for those applying pesticides are available, sothat workers can change out of PPE, wash and put on their personal clothing.		
<b>Objective Evidence:</b>	The company ensure all workers working in their operations are provided with theappropriate PPEs. Visit to Division 1 and interview with harvester and loose fruitpickers in blocks 13 C and 13A showed workers in their appropriate PPEs. However, they did indicate that the cost of the PPEs are deducted from their monthly salary		
<b>Corrections:</b>	<ol style="list-style-type: none"> <li>1. Memo to remind contractors that PPE are given for free to workers, according to the Cameroonian Labour Code.</li> <li>2. Meeting with the contractors to remind them that PPEs are free of charge for the workers and that new rules of control to their compliance with legal requirements should be put in place</li> </ol>		
<b>Root Cause Analysis:</b>	Some contractors have deducted the cost of the PPE to their workers even after		

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	<p>publication of Socapalm note on the fact that all PPE must be provided free of charge to the working staff. Insufficient compliance monitoring measures.</p>
<p><b>Corrective Actions:</b></p>	<p>Socapalm has revised its contract with the contractors to ensure that the reference the "PPE provided freely to the workers" will be included to ensure that no deductions will be done to the workers.</p> <p>The contractors have been invited for a meeting about the remind for free PPE, they all signed an agreement that they can't charge the PPEs to their workers Sensitizations has been conducted to the contractors and their employee to communicate on this point to ensure shared knowledge.</p> <p>Updating of the check-list of the compliance monitoring measures of stakeholders on that legal requirement by including the statement "PPE are available and given for free to the workers"</p> <p><b>Evidence of compliance documents</b></p> <ol style="list-style-type: none"> <li>1. Memo on PPE</li> <li>2. Sensitization of all the staff on the PPE provided for free</li> <li>3. Meeting report &amp; attendance list about the remind for free PPE</li> <li>4. Checklist on compliance monitoring updated</li> </ol>
<p><b>Assessment Conclusion:</b></p>	<p>Reviewed an internal Memo to all the staff including contract, temporal and Socapalm workers on the 30/09/2021. The Memo as reviewed is on a reminder on the use of PPEs and also all PPEs issued are free.</p> <p>Reviewed records of Sensitization of workers on the free distribution of PPEs and their uses.</p> <ol style="list-style-type: none"> <li>1. Division 3; Date : 02/10/2021; Attendance 41 workers</li> <li>2. Phytopathology (CQP) Date : 07/10/2021 at CQP Attendance; 22 workers</li> <li>3. Division 2; Date : 06/10/2021 Attendance : 18 workers</li> </ol> <p>Reviewed a checklist of compliance surveillance on sub-contractors in the plantations conducted on the 11/10/2021 on Confidence (labour contractors)</p> <p>Field visit to Division 1 and interview with 4 workers (loose fruit pickers) indicated 5000 francs was deducted as cost of the wellington boots issued to them. However, their contract managers has informed them that monies deducted as cost of PPEs issued will be refunded to them in the third month after deductions. He explained that the process is a precautionary measure to prevent workers from leaving with the PPEs at the early stages of their appointment. Further interview with 3 harvesters in Division 1 who were employed recently (one was employed a month ago and the two were employed 2 months ago) all indicated that an amount of 5000 Francs was deducted as cost of the wellington boots issued to them. However, they were not giving any assurance of payment after the 3 months period.</p> <p>Further interview with the Head of the Agricultural Department indicated that his engagements with the labour contractors identified two of the contractors who acknowledge taking monies from the workers as cost of the PPEs issued. However, he indicated that the company is not aware of any agreement between the workers and their contract managers on an arrangement to deduct and refund monies of PPEs issued to the workers.</p>

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	<p>As a result a second onsite verification assessment was required to ensure the CAPhas been implemented as planned</p> <p>During a second on site verification audit to monitor implementation of the CAP the audit reviewed an assessment report conducted by ETS Mamour Consulting and services. The company was contracted by Socapalm Edea to carry out an audit of their workers to identify the following</p> <ol style="list-style-type: none"> <li>1. Total number of workers per contractor</li> <li>2. Total number of contractors</li> <li>3. If workers paid for the PPEs issued to them.</li> </ol> <p>The result of the assessment identified 13 contractors providing field activities forthe company and 33 workers were found to have paid for the PPEs issued to themby their contractors.</p> <p>In line with the outcomes of the report, the company proceeded to identify such workers and make refund. The company made available copies of documents with the signatures of workers acknowledging receipt of monies paid for their PPEs. Further to this the company has also conducted internal assessment on the contract workers. The audits were done on 31/12/2021 to identify if there are stillworkers with issues.</p> <p>During field visit and interview with FFB carriers and loose fruit collectors all confirmed monies deducted has been refunded to them. Some new recruits interviewed also indicated that PPEs were issued for free.</p> <p>Also the company has issued a Memo dated 22/11/2021 titled Provision of PPEs toworkers. The memo request contractors to make early submission of all their needs for workers PPEs so that the company can make purchases for free distribution.</p> <p>Based on evidence from documents reviewed and workers interview, the NC is closed.</p>
<p><b>Effectiveness Closure (for previous audit closed Critical NC):</b></p>	<ol style="list-style-type: none"> <li>1. Visit to the Estate and Mill operations indicated that all workers were provided with appropriate PPEs in accordance with the tasks being carried out.</li> <li>2. Interview with the workers such as Chemical Handlers, Sprayers, Loose Fruit Pickers and Harvesters indicated that they are provided all required PPEs by Socapalm management. They do not pay for the PPEs nor are they being deducted for the PPEs used.</li> <li>3. It was further verified that there were no deduction for PPE in the workers' Payslips. PPE issuance records were available for all workers maintained at the general store of the operating units.</li> </ol> <p>Based on the interview and documents reviewed it was concluded that the implementation of the CAP was successful and therefore the critical non-conformity remains closed.</p>

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Non-conformity			
<b>NCR Ref #</b>	2110613-202109-M4	<b>Issued Date</b>	09/09/2021
<b>Due Date</b>	08/09/2022	<b>Closure Date</b>	17/02/2022
<b>Indicator &amp; Category (Critical / Minor)</b>	7.12.4 (Critical)		
<b>Statement of Nonconformity:</b>	Socapalm Edea has not developed and implemented HCV management and monitoring plans in consultation with relevant stakeholders to conserve and/or enhance the value of ancestral burial grounds of the Apouh community		
<b>Requirement Reference:</b>	Where HCVs, HCS forests after 15 November 2018, peatland and other conservation areas have been identified, they are protected and/or enhanced. An integrated management plan to protect and/or enhance HCVs, HCS forests, peatland and other conservation areas is developed, implemented and adapted where necessary, and contains monitoring requirements. The integrated management plan is reviewed at least once every five years. The integrated management plan is developed in consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified).		
<b>Objective Evidence:</b>	SOCAPALM EDEA has not developed and implemented HCV management and monitoring plans in consultation with relevant stakeholders to conserve and/or enhance the value of ancestral burial grounds of the Apouh community. The company has carried out an independent HCV assessment with a written report. The assessment identified HCVs and provided recommendations for actions by the company toward the conservation and/or enhancement of the identified HCVs. These included an ancestral burial ground for the Apouh community and a WorldWar I burial grounds. The company has developed and implementing HCV management and monitoring plan. However, the company did not provide adequate evidence to demonstrate that management and monitoring of the Apouh ancestral burial grounds has been done in consultation with the relevant stakeholders. Field inspection to these sites came across clearing of the Apouh ancestral burial grounds without the company able tell who was responsible for this clearing of the site and if this activity is part of the management prescription for the site		
<b>Corrections:</b>	<ol style="list-style-type: none"> <li>1. Meeting and awareness of the Community of Apouh.</li> <li>2. Record of the area and Investigation/ Field trips to confirm the site with the communities.</li> <li>3. Decision of a management and monitoring plan for this area in consultation and inclusion with relevant stakeholders</li> </ol>		
<b>Root Cause Analysis:</b>	The HCV located close to the village of Apouh has been cleared during the period of the audit for an unknown reason. The community is not aware of the management plan of this particular HCV		
<b>Corrective Actions:</b>	<p>Socapalm has organized a meeting with the community of Apouh to discuss about the management plan of this area. The solution developed must be decided and validated by both part as per participatory methodology</p> <p><b>Evidence of compliance documents</b></p> <ol style="list-style-type: none"> <li>1. Record of meeting between Apouh and Socapalm</li> </ol>		

	<ol style="list-style-type: none"> <li>2. Investigation report on the area 1 pictures</li> <li>3. Signed agreement for the management plan of the area as recommended by the RSPO requirements.</li> </ol>
<p><b>Assessment Conclusion:</b></p>	<p>Review of minutes of meeting between Socapalm and Apouh Community on the 16<sup>th</sup> September 2021 concerning management of the Sacred Sites (Ancestral Burial Ground) that was found in the 81CP2 on 12/10/2021. In attendance is 8 Apouh community members including the chief and 6 staff from Socapalm.</p> <p>The meeting resulted in a visit to the site by both stakeholders to identify and Mapout the Sacred site. A map titled "Edea-Map of the sacred site, Apouh village-showing identification of the sacred site was reviewed. The Apouh community proposed that they solely be in charge of the management of the site. However the company proposed an inclusive and participatory management plan for the identified HCV 6 (Ancestral graves ). The plan dated 20/09/2021 was to be presented at the second meeting. At the end of the meeting, the stakeholders agreed to follow up on the new action plan.</p> <p>Reviewed a letter dated 05/10/2021, that Socapalm wrote to the chief of Apouh but was received on the 12/10/2021 titled Bipartite Management of the Protected Area. The letter was on the nonconformity raised against the protected area HCV6 relating to HCV Africa report published in 2019 page 54. The director reiterated the desire of the Apouh chief to add to the list of Sacred sites. The director expressed desire to receive such list and ensure their protection and that HCV Africa will be around for a new assessment in December 2021.</p> <p>Reviewed a letter the chief of Apouh wrote to Socapalm addressed to the Director of Plantation, Socapalm on the 20/10/2021 titled Bipartite Management of the Protected Area. In the letter the chief provided additional list of HCV sites to be included in the protected areas.</p> <p>However during an interview with one of the elders of the Apouh community who was part of the stakeholder engagement on the 16/09/2021, confirmed that the meeting actually took place but they did not conclude on the discussions. It was agreed that going forward the two parties will engage each other on the identification of new sites and their management.</p> <p>Review of documents made available and interview with the community elder shows that although the company has made efforts to engage with the Apouh community, all their meetings has been at the discussion level and the two parties are yet to arrive at a definitive conclusions with timelines for the implementation of all decisions to be arrived at.</p> <p>The audit team based on the evidences could not conclude that the CAP as approved has been effectively implemented and as such a second on-site verification assessment was required.</p> <p>Based on the previous communications and engagements between the Apouh community and Socapalm Edea, a management plan with timelines for implementation was conceived. Reviewed a letter dated 15/11/2021 from the Director of Plantations Edea, addressed to the Chief of Apouh with the heading "Validation of the Management Plan for the ancestral cemetery (sacred site) of the community of APOUH located at 81Cp2". In the company the chief to review the management plan for confirmation as was previously agreed upon. The letter was duly acknowledge by the chief and his elders by signing on the plan. The audit team reviewed documents and pictures on consultations between</p>



	<p>management of Socapalm Edea with the chief and some elders of the Apouh village on the mapping of HCV areas.</p> <p>However, attempts by the audit team to reach the chief of the Apouh community during this onsite verification audit for confirmation has not been successful. The audit team were privy to a letter sent to him concerning our visit to his palace for a discussion on the issues to which he acknowledge receipt but could not make it to the meeting.</p> <p>The audit team has made calls to his phone on the 14/02/2022 but did not receive an answer. The team followed up with a message to which he responded that he will get back to us. But this has not been done as of the following day 15/02/2022. The team then sent a brief note on the subject on the 16/02/2022 and asked for his confirmation if the process has been participatory as stated in the documents reviewed. Though the message has been received and confirmed read, the chief has still not responded. A call was made in the morning of 17/02/2022 and he indicated he was busy and will get back to the team. But by the close of the day the team did not hear from him. Another call was made on the evening of 17/02/2022 but got no response.</p> <p>Based on documents reviewed during the on-site audit and with regards to the inability of the audit team to engage the Apouh community, the nonconformity is downgraded to an OFI for the audit team to monitor progress in the continuous engagements between Management of Socapalm Edea and the community in the implementation of the management plan.</p>
<p><b>Effectiveness Closure (for previous audit closed Critical NC):</b></p>	<p>"Socapalm - Edéa Plantation, High Conservation Value Assessment, Cameroon of November 2019 is referred to. The assessment identified the presence for all the 6 HCV categories in the company's concession to include an ancestral grave site of sacred importance to the Apouh Community and World War 1 burial site which is of historic importance. As recommended by HCV Africa, continuous communication with the chief of village as to ensure people can continue to practice their cultural and religious beliefs. Hence the critical non-conformity remains closed.</p>

<b>Non-conformity</b>			
<b>NCR Ref #</b>	2110613-202109-M5	<b>Issued Date</b>	09/09/2021
<b>Due Date</b>	08/09/2022	<b>Closure Date</b>	26/10/2021
<b>Indicator &amp; Category (Critical / Minor)</b>	7.8.2 (Critical)		
<b>Statement of Nonconformity:</b>	Socapalm Edea did not respect the buffer zone guidelines on a portion of the Voley River.		
<b>Requirement Reference:</b>	Water courses and wetlands are protected, including maintaining and restoring appropriate the management and rehabilitation of riparian reserves (April 2017)		
<b>Objective Evidence:</b>	Socapalm Edea did not respect the buffer zone guidelines on a portion of the Voley river. Consultation with communities and review of stakeholder comments from the company's report came across the complaint that, the company has Oil Palm trees within the required RSPO riparian zones at a portion of the Vole river. Field inspection by the audit team confirmed this complaint as the company's buffer zone marking of red paint and buffer zone boundary path did not follow the		

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



	<ul style="list-style-type: none"> <li>- Develop a new type of sign board for the communities to identify the areas that can be flooded during the rainy season but that are not necessary riparian areas</li> <li>- Creating delimitation path</li> </ul> <p>To ensure that there will not be any occurrence of the situation observed at the Volley River, the Company will:</p> <ul style="list-style-type: none"> <li>- Conduct a verification of all its riparian areas</li> <li>- Report the findings on a separate report</li> <li>- Identify the areas concerned if any</li> <li>- Mark the palm trees if present</li> </ul> <p>The annual monitoring will ensure that topography is taken in account in the riparian areas.</p> <p><b>Evidence of compliance documents</b></p> <ol style="list-style-type: none"> <li>a. Map with identification of the riparian areas and palm trees</li> <li>b. Picture of palm marked</li> <li>c. Record of meeting with the communities</li> <li>d. Pictures of new sign board</li> <li>e. Report of investigation on the entire riparian areas</li> <li>f. Updated Procedure on the management of the riparian areas</li> </ol>
<p><b>Assessment Conclusion:</b></p>	<p>Review maps identifying the various palms in the river and those that are present in the river only during the raining seasons. The palms have been marked with different colours to separate them from any chemical applications during the rainy and dry seasons.</p> <p>Review minutes of meeting between Socapalm and the Apouh and Koukoe communities on the improvement (amelioration) of the riparian areas on the 15/09/2021. In attendance was 9 people from Apouh community, Koukoe is represented 3 people and Socapalm is represented 6 people.</p> <p>Review the updated procedure caption Protected area procedure revised in September 2021. On page 7 of the procedure titled registration of communication, the new operation to consider the palm within the riparian areas and those that fall within the over flown banks. Treatment of these palms are subjected to the presence of the river within the proximity.</p> <p>On the basis of the evidence reviewed, the NC is closed.</p>
<p><b>Effectiveness Closure (for previous audit closed Critical NC):</b></p>	<p>The buffer zone areas are well conserved and respected by the company. During site verification done at field 82G, re-demarcation was done as per recommendation in the revised report dated September 2021. No evidence of any chemical or physical activities at demarcated areas as identified as HCV 4 @ riparian buffer zone. NO recurrence of issues observed and the previous critical nonconformity remain closed.</p>

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Non-conformity			
<b>NCR Ref #</b>	2110613-202109-N1	<b>Issued Date</b>	09/09/2021
<b>Due Date</b>	ASA 1	<b>Closure Date</b>	07/02/2023
<b>Indicator &amp; Category (Critical / Minor)</b>	5.1.5 (Minor)		
<b>Statement of Nonconformity:</b>	Socapalm Edea has not shared copies of the signed contract with the smallholders and there are no timelines for the contracts		
<b>Requirement Reference:</b>	Contracts are fair, legal and transparent and have an agreed timeframe.		
<b>Objective Evidence:</b>	Edea has a signed contract with each of the smallholders which was made available for review. The contracts as reviewed were fair and legal However, copies of the contract has not been shared with all the smallholders and they have no timelines.		
<b>Corrections:</b>	<ul style="list-style-type: none"> <li>a. Organization of a meeting with the smallholders</li> <li>b. Training and signature</li> <li>c. Register containing evidence that all smallholders have received a copy of the document</li> </ul>		
<b>Root Cause Analysis:</b>	The document signed by the smallholders has been explained and discussed with the smallholders without copies providing to them which must be done to ensure that they understand the clause of it and respect the requirements (no employment of staff below 18 years old, etc.).		
<b>Corrective Actions:</b>	<p>The document has been placed on the WhatsApp group of the Smallholder Cell and all smallholders have been contacted and invited to come to the office of Socapalm to receive a description of its content, ensure they have understood the requirements of the policies and procedures of Socapalm.</p> <p>All smallholders have signed the document and a copy has been provided to all smallholders.</p> <p><b>Evidence of Compliance Documents:</b></p> <ul style="list-style-type: none"> <li>– Attendance list of meeting</li> <li>– Acknowledgement receipt of the new procedure</li> </ul>		
<b>Assessment Conclusion:</b>	<p><u>ASA1 Verification</u></p> <ol style="list-style-type: none"> <li>1. Reviewed records of meeting conducted on the 25/06/2021 between company and farmers to train them on the company's procedures and signed on to the procedures.</li> <li>2. Reviewed a register to show the document has been shared and accepted by the farmers. Copies of the signed documents were seen and reviewed.</li> <li>3. Interview with the farmers during this audit period confirmed the procedures has been shared and each farmers has signed on to comply with the procedures.</li> </ol> <p>Based on the evidences, the minor non-conformity is effectively closed on 07/02/2023.</p>		

Non-conformity			
<b>NCR Ref #</b>	2110613-202109-N2	<b>Issued Date</b>	09/09/2021
<b>Due Date</b>	ASA 1	<b>Closure Date</b>	07/02/2023
<b>Indicator &amp; Category (Critical / Minor)</b>	6.7.2 (Minor)		
<b>Statement of Nonconformity:</b>	There are no first aiders on site.		
<b>Requirement Reference:</b>	Accident and emergency procedures are in place and instructions are clearly understood by all workers. Accident procedures are available in the appropriate language of the workforce. Assigned operatives trained in first aid are present in both field and other operations, and first aid equipment is available at worksites. Records of all accidents are kept and periodically reviewed.		
<b>Objective Evidence:</b>	During field visit and interview with 21 workers in Division one (Block 13C, Block 13A) it was evident that there are no First Aiders on site. However, when there is a reported emergency case, the headmen are provided with an emergency medical numbers that they can call.		
<b>Corrections:</b>	<ul style="list-style-type: none"> <li>a. Training on first aid to new first aiders to increase the amount of staff in charge of first aid</li> <li>b. Sensitization to the staff on the presentation of the first aiders</li> <li>c. Identification means to identify the first aiders</li> <li>d. Verification of the presence of first aiders on each working place (Inspection Record)</li> </ul>		
<b>Root Cause Analysis:</b>	They were not a person trained on first aid in each team working in the field even if the first aid box was present therefore in case of emergency nobody was trained to administer health cares.		
<b>Corrective Actions:</b>	<p>To ensure that there is always a person trained to administer first aid in each team, Socapalm will organize first aid training for the head man in each working team.</p> <p><b>Evidence of Compliance Documents:</b></p> <ul style="list-style-type: none"> <li>- Attendance list of Training</li> <li>- Training support</li> <li>- List of team with the names of the head men and evidence of training</li> </ul>		
<b>Assessment Conclusion:</b>	<p><u>ASA1 Verification</u></p> <p>First Aiders were available in the mill and estate. In the estate the first aid boxes were placed in the trucks of each operation. The <i>Chef d'equipe (supervisor)</i> of each operation has been identified as the First Aider responsible for handling the First Aid Boxes. While for the mill the First Aid box is placed at the respective stations with the Station Head identified as the First Aiders responsible for handling the boxes. All persons responsible for the First Aid Boxes have undergone specific trainings, conducted by the Edea Medical Centre. Sighted the records of training on first aid for staffs dated 10/05/2022 and 5/11/2022 available for verification. Interview with the sampled First Aiders indicated that they were able to distinguish the items in the first aid boxes and its uses. Based on the evidences, the minor non-conformity is effectively closed on 07/02/2023.</p>		

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Non-conformity			
<b>NCR Ref #</b>	2110613-202109-N3	<b>Issued Date</b>	09/09/2021
<b>Due Date</b>	ASA 1	<b>Closure Date</b>	07/02/2023
<b>Indicator &amp; Category (Critical / Minor)</b>	4.2.3 (Minor)		
<b>Statement of Nonconformity:</b>	Company does not follow its own procedure on the time to respond to a complaint.		
<b>Requirement Reference:</b>	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.		
<b>Objective Evidence:</b>	<p>For all complaints and requests for information received from the parties, the group management, through its secretariat:</p> <ul style="list-style-type: none"> <li>a. Sends an acknowledgment of receipt within a maximum of three days (according to the complaints management procedure);</li> <li>b. Further processing to the interested party, via a return letter in order to follow up on the processing of the request made. Thus, all applicants are kept informed, in a progressive manner, of the status of their request.</li> </ul> <p>Then, a large excel summarizes all the complaints and requests submitted to the management as well as the status of the request.</p> <p>All the proofs of the requests are available and archived with traceability at the secretariat level.</p> <p>Examination of Socapalm procedure shows that the grievance management deadlines are as follows:</p> <ul style="list-style-type: none"> <li>- For all complaints (external or internal): the acknowledgment of receipt is made no later than three days and the processing of the request, between 45 and 90 days;</li> <li>- Information requests do not have a time limit.</li> </ul> <p>The examination of a complaint file (N ° 028/21), introduced on 07/05/2021 with acknowledgment of receipt on 13/05/2021, relating to a request for compensatory indemnity shows that the deadlines provided for in the procedure are not always followed.</p> <p>The same observation was made for complaints N ° 009/21, 010/21, 035/21, received on 03/05/2021, 04/01/2021 and 06/03/2021 with acknowledgments of receipt respectively, on the 12/04/2021, 13/04/2021 and 08/06/2021, or more than three days later, unlike the procedure in place.</p>		
<b>Corrections:</b>	<ul style="list-style-type: none"> <li>- Investigation on the Complaints 028/21, 009/21, 010/21, 035/21</li> <li>- Analyze on the root causes of these complaints</li> <li>- Training to the person in charge of the resolution of the grievances.</li> <li>- Discussion in 'Comite des Griefs'</li> <li>- Respect of the procedure for all new grievance recorded</li> </ul>		
<b>Root Cause Analysis:</b>	At the time of the reception of these complaints, the Comite des Griefs and the Sustainability Department were not in place therefore the management of the		

	<p>grievances was not closely followed and analyzed.</p> <p>The procedure was not described and detailed with the person in charge of the grievance resolution that lead to the fact that they were not aware of the deadlines to respect.</p>
<p><b>Corrective Actions:</b></p>	<p>The creation of the sustainability department with the appointment of staff moving on the various sites has created an improvement on the follow-up of the grievance and the respect of the procedure.</p> <p>Training plan have been updated by adding a subject on the complaints management</p> <p>Trainings have been done to the person in charge of the grievance resolution to ensure deadlines, reports, accusé de réception and all forms are known and respected.</p> <p>The creation of the Comité des griefs and therefore the organization of meetings on the grievance management will ensure that a platform of discussion is available to assist on the resolution of these grievances.</p> <p>Socapalm has also engaged the Earthworm Foundation to assist and guide them on the improvement of the management of the grievances.</p> <p>Socapalm has developed an inspection periodic checklist in order to ensure monthly verification is carried out on the management of the grievances and the respect of the procedure. Results of these checklists are communicated to the persons in charge and translated into action plans for remediation. These results are also used and discussed at the meeting of the Comité des Griefs.</p> <p>The meeting of the Comité of griefs includes a chapter of revision of the respect of the procedure on each site. The day before the meeting, the staff will have to send the grievance logging file to the sustainable team to verify the respect of the procedure.</p> <p><b>Evidence of Compliance Documents:</b></p> <ol style="list-style-type: none"> <li>1. Training plan updated.</li> <li>2. Attendance list on trainings and evaluations.</li> <li>3. Memo on the Sustainability Department Creation.</li> <li>4. Memo on the Comité des Griefs Creation.</li> <li>5. Minute of the meeting of the Comité des Griefs.</li> <li>6. Investigation report on the complaints 028/21, 009/21, 010/21, 035/21.</li> </ol>
<p><b>Assessment Conclusion:</b></p>	<p><u>ASA1 Verification</u></p> <ol style="list-style-type: none"> <li>1. Socapalm – Edea Certification Unit has established a training program entitled “<i>Programme de sensibilisation et de formation -SOCAPALM – 2023.</i>” The training program includes training on Internal Complaints procedures.</li> <li>2. Training on Internal Complaints was conducted on 03/05/2022. Records of training was available for verification.</li> <li>3. The company maintains an excel spreadsheet entitled “<i>Spécifique de Suivi des Plaintes 2022</i>” where all grievance received including anonymous ones are recorded. At all stages, the complainant is made aware of the progress of the grievance. A review of the spreadsheet shows all the complains has been acknowledged and resolved and within the time frame as indicated by the procedure.</li> </ol>

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	Based on the evidences, the minor non-conformity is effectively closed on 07/02/2023.
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Non-conformity			
<b>NCR Ref #</b>	2110613-202109-N4	<b>Issued Date</b>	09/09/2021
<b>Due Date</b>	ASA 1	<b>Closure Date</b>	07/02/2023
<b>Indicator &amp; Category (Critical / Minor)</b>	6.3.2 (Minor)		
<b>Statement of Nonconformity:</b>	Review of minutes of meetings between management and workers' representatives do not have the signatures of management representatives		
<b>Requirement Reference:</b>	Minutes of meetings between the unit of certification with trade unions or workers representatives, who are freely elected, are documented in national languages and made available upon request		
<b>Objective Evidence:</b>	<p>Interviews with workers' representatives point out that there is a duly established framework for exchange and negotiation with Socapalm which operates in such away that:</p> <ul style="list-style-type: none"> <li>- monthly meetings are established, in accordance with legal provisions.</li> </ul> <p>For each meeting, a report is drawn up by the meeting secretary who is a member of the workers' union; this handwritten report is sent to the secretariat of the management of the employer (Socapalm) for input. Following this, a joint reading in the presence of both parties is made to validate the content of the report, with a view to its final adoption.</p> <p>Once the report is adopted, copies are made and shared between the two parties.</p> <p>Cameroon's national labor inspectorate regularly reviews reports on the holding of meetings between the two parties.</p> <p>However, the observation made in the archives at the level of the management of Socapalm shows that several meeting reports between the staff representatives and Socapalm are not signed by the representatives of the delegates. We note among others, the meetings of 02/15/2021; 03/03/2021; 05/05/2021; 26/10/2020; 09/28/2020.</p>		
<b>Corrections:</b>	<ul style="list-style-type: none"> <li>- Collection of the minutes of the meetings of 02/15/2021; 03/03/2021; 05/05/2021; 26/10/2020; 09/28/2020.</li> <li>- Signatures and copies provided on the minutes</li> <li>- Meetings with workers representatives on the importance of their roles and responsibilities to represent the workers and record the meetings</li> </ul>		
<b>Root Cause Analysis:</b>	<p>Every meetings organized with the workers representatives must be well recorded to ensure that workers concerns are raised and discussed during the meetings. Action plans can therefore be developed to follow the issues raised. Without minutes of these meetings, there are no evidence that the meetings are covering an agenda and addressing the issues of the workers. Also the minute will help to track the management of a worker concern. The workers representatives did not sign the latest minutes of the meeting due to the absence of clear timeframes to sign it.</p>		

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<b>Corrective Actions:</b>	<p>Socapalm will conduct a meeting with the workers representatives to remind the importance of keeping minutes of each meetings.</p> <p>Socapalm will update the training plan by adding a subject on the Function of workers representatives.</p> <p>Regarding the meetings of 02/15/2021; 03/03/2021; 05/05/2021; 26/10/2020; 09/28/2020, Socapalm will provide copies of the minutes and ensure that both parties have their own signed copies.</p> <p>A memo has been elaborated with the Code of Labour requirements and the details of the process for the workers representatives meetings such as the frequency of the meeting, the person in charge of the report, the agenda, the disclosure of the meetings results, the archives, etc.</p> <p>A training has been done on the contents of this memo which integrates the details of the process.</p> <p><b>Evidence of Compliance Documents:</b></p> <p>Attendance list on meetings</p> <p>Evidence of signatures of the meetings listed</p> <p>Training plan updated</p> <p>Evidences of training and evaluations by an agreed organism.</p>
<b>Assessment Conclusion:</b>	<p><u>ASA1 Verification</u></p> <ol style="list-style-type: none"> <li>1. A memo has been cascaded with the Code of Labour requirements and the details of the process for the workers representatives meetings which includes the requirements of members acknowledgements.</li> <li>2. A training has been done on the contents of this memo which integrates the details of the process. Records of the training conducted on 04/11/2022 was available for verification.</li> <li>3. Verified the minutes of meetings between management and workers' representatives for the month of September 2022 and November 2022 had included the signatures of management representatives.</li> </ol> <p>Hence, the previous minor nonconformity is close effectively with sufficient evidence of implementation on 07/02/2023.</p>

Non-conformity			
<b>NCR Ref #</b>	2110613-202109-N5	<b>Issued Date</b>	09/09/2021
<b>Due Date</b>	ASA 1	<b>Closure Date</b>	07/02/2023
<b>Indicator &amp; Category (Critical / Minor)</b>	7.3.2 (Minor)		
<b>Statement of Nonconformity:</b>	The company's waste disposal procedures did not identify and make provisions for the separation and proper disposal of used PPEs of sprayers		
<b>Requirement Reference:</b>	Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.		
<b>Objective Evidence:</b>	Socapalm Edea waste disposal procedures do not adequately allow the proper disposal of hazardous waste. The company has a waste management		



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	<p>procedure which define different types of waste to include hazardous waste. Used PPEs of sprayers are identified as hazardous. However, the company's procedure do not make for identification and separation of used PPEs of sprayers to be disposed asrequired. Visit to the waste centre came across wellington boots and other used PPEs stored together</p>
<b>Corrections:</b>	<p>Training to the person in charge of the waste center on the reception of PPE Designation of an area for the management and placement of hazardous and non-hazardous PPE inside the waste centre.</p>
<b>Root Cause Analysis:</b>	<p>The person in charge of the waste centre was not trained on the reception of thePPE therefore the PPE received at the waste centre were mixed without separationof the hazardous and non-hazardous waste. Also there were no designated areafor the management and placement of these type of waste.</p>
<b>Corrective Actions:</b>	<p>Training has been organized to the person in charge of the waste centre on the reception of PPE and separation of hazardous and non-hazardous waste. The waste centre has been cleared out with designated area to manage the different type of waste with separations of hazardous and non-hazardous waste and signage s for identification.</p> <p><b>Evidence of Compliance Documents:</b></p> <ol style="list-style-type: none"> <li>1. Attendance list on the training</li> <li>2. Evidence of designated area at the waste centre (Picture)</li> <li>3. Placement of signs to indicate reception of PPE (Picture)</li> </ol>
<b>Assessment Conclusion:</b>	<p><u>ASA1 Verification</u> Continuous sensitization was given to the person in charge and workers who handled the reception of PPE and separation of hazardous and non-hazardous waste. Based on site verification at waste collection centre, all types of waste are properly identified and segregated with clear waste signages. Latest sensitization was carried out on 10/6/2022 for total of 23 participants. The previous minor nonconformity is close effectively with sufficient evidence of implementation on 07/02/2023.</p>

Opportunity for Improvement	
OFI#	Description
<b>OFI 1</b>	<p><b>Indicator:</b> 3.3.3 <b>OFI Statement:</b> The company keeps records of all internal audits conducted to monitor compliance to implementations. Copies of the internal assessment's reports were made available to the audit team for view. They include:</p> <ol style="list-style-type: none"> <li>1. Checklist on Pruning Operations dated 10/08/2021. In the report some NC were identified to include:               <ol style="list-style-type: none"> <li>a. The base of the palm trees was not clean following the pruning activities.</li> <li>b. The width of the circle weeding is not respected under each plant.</li> </ol> </li> <li>2. Weighbridge operation check list, dated 11/04/2021</li> </ol>



	<p>Reviewed a document captioned “Non-conformities, Environmental, Accidents/Incidents and Continuous Improvement” dated 14/03/2021. The document shows the list of all NCs identified during the during the internal audits and the description of the corrective actions to be implemented. The report contains information on all the internal audits conducted and the Corrective Action Plans for the different Non-Conformities with the dates. However, the date on which the assessment was conducted was not captured in the report. This is raised as an OFI to be monitored in the next audits.</p> <p><b>Verification / Follow-up actions:</b>          Based on records of internal audit, proper audit date and notification given prior to audit. The latest internal audit was carried out on 11/10/2022. No finding (non-conformity) raised based on the report.</p>
<p><b>OFI 2</b></p>	<p><b>Indicator:</b> 6.2.7  <b>OFI Statement:</b>          The company engages the services of both permanent and contract workers in their operations as full- time employees. The company when necessary secures the services of temporal workers through a recruitment agencies. These workers are released at the end of their short term contracts or made permanent workers.</p> <p>Also the company engages the services of a third party contractor who provides labour services for field activities including harvesting, pruning, loose fruit picking among others. All these workers are given an initial contract of 6 months and renewable for another 6 months just ones according to Cameroon labour law. Hence after 24 months of continuous work they are made permanent.</p> <p>It was observed during the audit that previously, most of the contract workers were not issued contract documents and as such there were no systems in place to monitor how long workers are engaged as temporal workers. Although the company has taken steps to ensure all contract workers are issued contract documents as of July 2021 so as to be sure they operate in compliance with the country’s labour law, the audit team has issued an OFI against the indicator to monitor the progress of the contracts in subsequent audits.</p> <p><b>Verification / Follow-up actions:</b>          At the time of this audit, all temporal workers of the company have been made permanent staff in accordance to the requirements. Interview with workers and review of workers files shows there are no temporal workers directly employed by the company. All contract and temporal workers in the company are under the direct employment and management of third party labour contractors. Temporal workers are only engaged for ad hoc maintenance works as and when required by the management and do not involve works related to core activities.</p>
<p><b>OFI 3</b></p>	<p><b>Indicator:</b> 7.12.4  <b>OFI Statement:</b>          SOCAPALM Edea has not developed and implemented HCV management and monitoring plans in consultation with relevant stakeholders to conserve and/or enhance the value of ancestral burial grounds of the Apouh community. The company has carried out an independent HCV assessment with a written report. The assessment identified HCVs and provided recommendations for actions by the company toward the conservation and/or enhancement of the identified HCVs. These included an ancestral burialground for the Apouh community and a World War I burial grounds. The company has developed and implementing HCV management and monitoring plan. However, the company did not provide adequate evidence to demonstrate that management and monitoring of the Apouh ancestral burial grounds has been done in consultation with the relevant stakeholders. Field inspection to these sites came across clearing of the Apouh ancestral burial grounds without</p>

	<p>the company able tell who was responsible for this clearing of the site and if this activity is part of the management prescription for the site</p> <p>The company in consultations with the chief and elders of the Apouh village has come up with a management plan with timelines for its implementation. An OFI is raised to monitor the implementation of the plan by the stakeholders.</p> <p><b>Verification / Follow-up actions:</b></p> <p>“Socapalm - Edéa Plantation, High Conservation Value Assessment, Cameroon of November 2019 is referred to. The assessment identified the presence for all the 6 HCV categories in the company’s concession to include an ancestral grave site of sacred importance to the Apouh community and World War 1 burial site which is of historic importance. As recommended by HCV Africa, continuous communication with the chief of village as to ensure people can continue to practice their cultural and religious beliefs.</p>
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**3.3.2 Summary of the Nonconformities and Status**

CAR Ref.	Category (Critical / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
2110613-202109-M1	Critical	6.1.5	09.09.2021	Closed on 26/10/2021
2110613-202109-M2	Critical	6.2.2	09.09.2021	Closed on 21/01/2022
2110613-202109-M3	Critical	6.7.3	09.09.2021	Closed on 21/01/2022
2110613-202109-M4	Critical	7.12.4	09.09.2021	Closed on 17/02/2022
2110613-202109-M5	Critical	7.8.2	09.09.2021	Closed on 26/10/2021
2110613-202109-N1	Minor	5.1.5	09.09.2021	Closed on 07/02/2023
2110613-202109-N2	Minor	6.7.2	09.09.2021	Closed on 07/02/2023
2110613-202109-N3	Minor	4.2.3	09.09.2021	Closed on 07/02/2023
2110613-202109-N4	Minor	6.3.2	09.09.2021	Closed on 07/02/2023
2110613-202109-N5	Minor	7.3.2	09.09.2021	Closed on 07/02/2023
2309375-202302-M1	Critical	3.6.2	07/02/2023	Closed on 18/04/2023

**3.4 Stakeholders and previous land owner / user consultation**

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

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

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of

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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.

<b>Stakeholders contacted</b>		
<b>Type of Stakeholder</b> (e.g. Internal, Union, Contractor, Governmental Department, NGO, External, Communities)	<b>Stakeholder name / organization</b>	<b>Means of communication</b> (e.g. face to face interview, email, phone interview, comment from public notice)
Internal	Gender Committee	Face to Face
Internal	Workers’ Representatives	Face to Face
External	Communities (Koukoue, Dehane, Ongue and Apouh)	Face to Face
External	Independent Smallholders	Face to Face
External	Contractors	Face to Face

<b>Stakeholders comment</b>	
<b>1</b>	<p><b>Feedbacks:</b> The company has an established Gender committee in place with a yearly program of activities for implementation. Interview with the committee indicates they have no issue of concern.</p> <p><b>Audit Team verification and response:</b> Interview with workers and review of the records did not establish any particular issue of concern</p>
<b>2</b>	<p><b>Feedbacks:</b> Interview with the workers’ representatives indicates they have an improved working relations with the management. There are meetings between the two stakeholders every month and whenever necessary. In all meetings, records of the meetings are shared with the workers’ representative. They represent workers and as such ensures all workers concerns are addressed. In general they have no issues of concern</p> <p><b>Audit Team verification and response:</b> Interview with workers during the field visit did not identify any issue of concern.</p>
<b>3</b>	<p><b>Feedbacks:</b> The interview brought together the chiefs and representatives from the Koukoue, Dehane, Ongue and Apouh communities. The meeting started with the communities wanting to know if the company is RSPO certified and if they are, what are the conditions required for the company to be certified. When the process was explained to them they initially expressed misgiving about the process. They believed before certification, as key stakeholders, they should have been consulted again. So the audit team asked them to provide any reason why they think the company should not be certified. Representative from the Koukoue community indicated that the company needs to improve on their communication with the communities although they admit it is better than previous years. Representatives from Apouh village stated that the company pollutes the Voley river with chemicals which has affected the fishes in the river. They indicated that the pollution is the result of plantings near the river. They further complained of use of sacred sites for the company’s plantations. Representatives from Dehane complained of space for the growing population.</p>

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	<p>On contribution to community development, the communities generally admitted to company's support but also indicated that more has to be done.</p> <p><b>Audit Team verification and response:</b>          Interview with management indicates the company conducts monthly analysis of the water using an independent company and the results are always shared with the communities. Results of the water analysis was seen and reviewed by the audit team and the results show the parameters were within legal limits. The further indicated that they have asked the communities to recommend their own trustworthy company who will be contracted to conducted the water analysis if they doubt the works of the company contracted by the company. But none has been brought to the attention of Socapalm Edea. The audit team also visited the river and there were no evidence of pollution sited at the time. Water sampling results were verified and seen to have complied with national standards.</p> <p>On the use of sacred sites for plantations, the company provided records of meeting with the Apouh community to identify these areas but none could be identified by the communities. Also, during the HCV assessment by HCV Africa, the communities were consulted to lead and help identify all sacred sites in their communities. A visit by the audit team during this audit period did not identify the use of any sacred site for plantations.</p> <p>On the contribution to community development, the company indicated that all such contributions are either based on request from the communities or from consultations. The communities came up to a list of demands of which the company has fulfilled some and other are yet to be done. The company indicated they will continue to engage with the communities in implementing such programs.</p>
<b>4</b>	<p><b>Feedbacks:</b>          Interview with the Independent smallholders indicates they have a cordial relationship with the company. They admitted that the relationship currently is an improvement over what exited previously. There are monthly meetings where all issues of concern are discussed and the company support them with trainings on GAP, road construction and maintenance. They have no issue of concern</p> <p><b>Audit Team verification and response:</b>          Review of documents and interview did not identify any issue of concern</p>
<b>5</b>	<p><b>Feedbacks:</b>          Interview with the contractors indicates they have a good working relationship with the company. All their workers are giving a year contract which is renewable. They did not raise any issue of concern during this audit.</p> <p><b>Audit Team verification and response:</b>          Review of documents and interview did not identify any issue of concern</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
Socapalm - Edea	60 Years	6,980	Yes	NA	Complied

Previous land owner / user comment	
<b>1</b>	<p><b>Feedbacks: Government of Cameroon</b>          The agreement to secure land for Socapalm operation was made between the Government of Cameroon and Socapalm. Socapalm has land title document captioned Bail Emphyteotique En faveur De La Societe</p>

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Camerounaise Des Palmeraies (SOCAPALM) which shows legal rights to the use of the land for all their operations in Cameroon. Review of the land titled documents was signed between the Government represented by the Ministre d'Etat charge de l'Economie et des Finance, Ministre de l'Urbanisme et de l'Habitat and Socapalm represented by the Director General. The agreement indicates the land was leased for a duration of 60 years. The contract was signed on 30th June 2000. The total land area of 78,529 ha covers land for kienke, Dibombari, Eseka, Ongue among others. Ongue (Edea) covers an area of 5,212 ha. However, there was an amendment to the land documents captioned Avenant No Au Bail Emphyteotique En faveur De La Societe Camerounaise Des Palmeraies (SOCAPALM) Du 30 Juin 2000. One of the reasons for the amendment was to reduce the initial land area of 78,529 ha by 20,466 ha. Review of the document shows the initial land area for Ongue was reduced from 5,212 ha to 1,500 ha The document indicate that part of the 20,466 ha will be given to the communities for urbanization purposes.

The company made available other land documents including Titre Foncier N°183, Titre Foncier N°184, Titre Foncier N°185 and reports titled Bordereau Recapitulatif Des Pieces Adressees with reference 018/y.2.5/MINDCAF/54/T300 with maps captioned Edea - Carte Concession avec Zones d'empietements – 2021. Review of the land documents indicates Socapalm Edea currently operates on an area of 6,980 ha with additional area that are not in use by the company.

However, following a series of reported cases of encroachment on land belonging to the communities by the company, the Ministry of Land and Cadastre and Land Affairs (MINDCAF) called for a consultative meeting between the four communities and Socapalm for the re-demarcation of the entire concession by the lands registry to confirm if the company was operating on land originally issued to them. Field checks which was done in consultations and participation of all the communities confirmed the company was operating in their original area as provided in the document. The company indicated they will retain the original 6,980 ha of planted areas and give back to government existing areas of their concession not in use by the company for possible redistribution to the communities.

#### **Audit Team verification and response:**

Interview with communities confirmed such a meeting took place and the communities were represented. Reviewed the minutes of meeting between the Communities, Socapalm and the government. The report titled Compte Rendu De La Ceremonie De Lancement Des Travaux D'Etat Des Lieux A La Plantation D'Edea took place on the 16/06/2021. In attendance were representatives of Socapalm led by the Director of Plantations, the four communities were represented by their local chiefs and the government was represented by the Sous-Préfet Edéa 1<sup>er</sup> and two staff of MINDCAF. The field exercise was completed in August 2021 and the report was finalised in September 2021 which confirms the companies right to the use of the land. Copies of the report were made available to the communities. Furthermore the estates within the audit scopes were planted with Oil Palm prior to the takeover by Socfin and there were no evidence of community farms or settlements on the land.

### **3.5 Impartiality and conflict of interest**

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

**Formal Signing-off of Assessment Conclusion and Recommendation**

<p>The audit objectives have been achieved and the certificate scope is appropriate. Based on the results of this audit, it is concluded that Socapalm – Edea Certification Unit has complied with the Cameroon National Interpretation 2022 of the RSPO P&amp;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 Socapalm – Edea Certification unit is remain certified.</p>	
Report prepared by	Acceptance of Assessment Conclusion
<b>Name: VIJAY KANNA PAKIRISAMY</b>	<b>Name: Céline Schmitz</b>
<b>Company Name: BSI SERVICES (M) SDN BHD</b>	<b>Company Name: Socapalm</b>
<b>Title: CLIENT MANAGER</b>	<b>Title: Sustainability Manager</b>
<p><b>Signature:</b></p> 	<p><b>Signature:</b></p> <p><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></p> 
<b>Date: 21/04/2023</b>	<b>Date: 24/04/2023</b>

**Appendix A: Summary of Findings**

Criterion / Indicator	Assessment Findings	Compliance	
<p><b>Principle 1: Behave ethically and transparently</b></p>			
<p>Drive ethical business behaviour, build trust and transparency with stakeholders to ensure strong and healthy relationships.</p>			
<p><b>Criteria 1.1:</b> The unit of certification provides adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.</p>			
<p>1.1.1</p>	<p><b>(C)</b> Management documents that are specified in the RSPO P&amp;C are made publicly available.                      - Critical (Major) compliance -</p>	<p>Socapalm Edea has a list of management documents made publicly available to all relevant stakeholders either by displaying on the notice boards or sharing with relevant stakeholders. These documents are updated when necessary and the updated documents are also shared with the stakeholders.</p> <p>Reviewed a letter from the chief of Koukoue acknowledging receipts of additional company documents dated 01/02/2023. The documents include</p> <ol style="list-style-type: none"> <li>1. Policy on harassment</li> <li>2. Grievance procedure for External stakeholders</li> <li>3. Plan of the socialisation of harassment</li> <li>4. Management plan guide for Stakeholders.</li> </ol> <p>A visit to the company’s notice board showed all the documents been displayed.</p>	<p>Complied</p>
<p>1.1.2</p>	<p>Information is provided in the official language used in the area in which the unit of certification is located and accessible to relevant stakeholders.                      - Minor compliance -</p>	<p>The official written and spoken language in Cameroon is French and as such all their information are documented in French and shared with all relevant stakeholders. However, the company did indicate during interview that at the request of the communities and to ensure a thorough understanding of the information, the local language which is commonly spoken and understood by the relevant stakeholders</p>	<p>Complied</p>



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		(including communities and workers) are used during consultations. Copies of the company’s documented information have been shared with the relevant stakeholder as confirmed by the communities during the stakeholder consultations.	
1.1.3	<b>(C)</b> Records of requests for information and responses are maintained. - Critical (Major) compliance -	The company maintains a files of all request for information and response. The file was made available for review and this request are mostly made during community engagements with the company’s community liaison officer. Reviewed records of the meeting dated 28/11/2022 held with the representatives of the Koukoue community. Records of the attendance was also made available for review.	Complied
1.1.4	<b>(C)</b> Consultation and communication procedures are documented, disclosed, implemented, made available, and explained to all relevant stakeholders by a nominated management official. - Critical (Major) compliance -	The company has a documented procedure for Communication and Consultation last updated on the 13/07/2021. The objective of the procedure is to ensure that there is transparent communication between Socapalm and entire stakeholder. It ensures accessibility to Socapalm procedures, policies and other relevant documents. The procedure is applicable to both internal and external sites within Socapalm. The document assigns responsibility of communicating the procedure to different persons in the company. However, the company’s liaison officer is responsible for explaining all company documents to the community. Interview with the different community representatives during the audit period confirmed the procedure has been communicated to them by the company’s community liaison officer and copies of the procedure together with other company documents has been shared with them. They indicated to know the procedure to follow to get their concerns or request attended to. Further interview with the sampled workers and their representatives confirmed the procedure has been explained to them during their morning musters and they are aware of the channels to follow to lodge a complaint or make a request. At the time of the	Complied



		audit, none of the workers has had a reason to lodge an official concern or request with the company.	
1.1.5	There is a current list of contact and details of stakeholders and their nominated representatives. - Minor compliance -	The company has an updated list of their stakeholders with their names, contact number and address among others. Samples stakeholders were selected for interviews during this audit.	Complied
<b>Criteria 1.2:</b> 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. - Minor compliance -	The company has a documented policy captioned Politique en matiere de Conduite Ethique. The policy states that Socapalm undertakes to have fair and open competition, by treating its competitors, suppliers, clients and colleagues according to the principles of fair competition. SOCAPALM has zero tolerance for all forms of "bribery", corruption and fraudulent use of funds and resources. SOCAPALM neither gives nor receives, directly or indirectly, "bribes" or other undue advantages. Disciplinary action will be taken against company employees and third parties who wilfully are in breach of this policy.  The policy has been communicated to all contractors and also captured in their contract of service. It has also been communicated to the workers in addition with other company policies. Interview with the company indicates the Director of Plantations is responsible for ensuring compliance to the policy.	Complied
1.2.2	A system is in place to monitor compliance and the implementation of the policy and overall ethical business practice. - Minor compliance -	The company implements the policy through sensitization of their workers on the policy. Sampled records of the sensitization were made available for review. Example training on the 26/12/2022 and 30/11/2022 for 12 workers 8 workers respectively.  Base on the training presented to the workers which includes both company workers and contract workers, the company relies on the workers to report any unethical conduct such as bribery and extortions by their superiors or managers to the company through the Director.	Complied

		Interview with management and workers did not identify any acts of unethical conduct from both company staff or their contracted parties.	
<b>Principle 2: Operate legally and respect rights</b> Implement legal requirements as the basic principles of operation in any jurisdiction.			
<b>Criteria 2.1:</b> There is compliance with all applicable local, national and ratified international laws and regulations.			
2.1.1	<b>(C)</b> The unit of certification complies with applicable legal requirements. - Critical (Major) compliance -	Socapalm – Edea continues to comply with all applicable legal requirements. During the assessments legal permits and license were available for verified to be all active. The plantation has established a procedure entitled <i>Systeme De Management Environnemental; Procedure D'Identification Et D'Evaluation Des Obligations De Conformite; Creation Date: 03/2013; Revision Date: 03/2021; Version: 03</i> , which ensures the plantation is up to date and in compliance with all existing and new legal requirements.  Sampled the license and permits as below: <ol style="list-style-type: none"> <li>1. Certificate of Environmental Compliance; Document Number: CCE/ABS N 0000021; Certificate Date: 06/02/2018. The Certificate will require a bi-annual visit by the department to monitor compliance. The latest visit was dated October 2022. Visit Reports was available for verification.</li> <li>2. License for Operating and Installation Authorization; License Number: N° 003671; License Effective Date: 28/05/2019.</li> <li>3. Water Withdrawal and Discharge Authorization License; License Number: N° 0045/13/MINEE/SG/DHH/SDHUA; License Effective Date: 05/03/2013.</li> </ol>	Complied
2.1.2	A documented system for ensuring legal compliance is in place. This system has a means to track changes to the law and also includes listing and evidence of legal due diligence of all contracted third parties, recruitment agencies, service providers and labour contractors.	Socapalm - Edea relies on three ways to track changes in the law. They include a signed contract with Amadeo, a law firm which grants them access to multipurpose platforms, where they can access updates to the	Complied

	<p>- Minor compliance -</p>	<p>countries laws and legal requirements. Copies of the signed contract document was made available for verification.</p> <p>The company has also subscribed to "The Cameroun Tribune", an official newsletter which publishes newly passed laws in the country for circulation. Socapalm - Edea is also a member of an association of employers called GICAM (Groupement Inter Patronal Du Cameroun Employer's Association). They have a common platform through which they track any changes to any of the laws.</p> <p>Socapalm – Edea have established a procedure entitled <i>Systeme De Management Environnemental; Procedure D'Identification Et D'Evaluation Des Obligations De Conformite; Creation Date: 03/2013; Revision Date: 03/2021; Version: 03.</i></p> <p>The company has a documented legal register titled "Socapalm Compliance Chart with Legal and Other Requirements". The register contains all laws applicable to the company's operations.</p> <p>Contractors engaged with Socapalm – Edea are bound by the contract agreements to comply to all applicable legal requirements. Due diligence of the contractors are then monitored via scheduled internal audits conducted by the sustainability department.</p>	
<p>2.1.3</p>	<p>Legal or authorised boundaries are clearly demarcated and visibly maintained, and there is no planting beyond these legal or authorised boundaries.</p> <p>- Minor compliance -</p>	<p>Socapalm – Edea Certification Unit have established a Edea Plantation Map entitled "<i>Edea – Carte des Bornes (2023)</i>" which identifies all the boundary markers located at the plantation boundaries. The map was available for verification during the assessment.</p> <p>Socapalm – Edea Certification Unit have maintained visible demarcated boundary packs along its legal boundaries in accordance with the map. During the site visit along the boundary at Socapalm Edea Estate - Division 2 (Coordinates: 3° 37' 27.64" N, 10° 06' 06.74" E) it was noticed that the boundary was clearly demarcated by erected red poles. There were no evidence of plantings beyond the boundary poles. Socapalm – Edea POM is located within the Edea Estate concession. The mill is</p>	<p>Complied</p>

		separated from the estate via fencing along the boundary of the mill compound.	
<b>Criteria 2.2:</b> 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 maintained. - Minor compliance -	The company maintains a list of their contractors in the updated stakeholder list. The list is made up of suppliers, labour/service contractors and smallholders. The list was made available to the audit team for review. Some of the contractors were selected for interviews during this audit.	Complied
2.2.2	All contracts, including those for FFB supply, contain specific clauses on meeting applicable legal requirements, and this can be demonstrated by the third party. - Minor compliance -	Reviewed sampled contracts signed between the company and the following <ol style="list-style-type: none"> <li>1. ETS harouna and Fils</li> <li>2. ETS Solidarite</li> <li>3. ETS la Perseverance</li> </ol> The contracts were all valid and contains clause on meeting applicable legal requirements. Some of the applicable requirements includes the payment of social security for their workers which is complied with by the contractors	Complied
2.2.3	All contracts, including those for FFB supply, contain clauses disallowing child, forced and trafficked labour. Where young workers are employed, the contracts include a clause for their protection. - Minor compliance -	Reviewed sampled contracts signed between the company and the following <ol style="list-style-type: none"> <li>1. ETS harouna and Fils</li> <li>2. ETS Solidarite</li> <li>3. ETS la Perseverance</li> </ol> The contracts were all valid and contains clause on disallowing child, forced and trafficked labour. Review of sampled workers files and filed observation did not establish the use of child, forced and trafficked labour by the contractors	Complied
<b>Criteria 2.3:</b> All FFB supplies from outside the unit of certification are from legal sources.			

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2.3.1	<p><b>(C)</b> For all directly sourced FFB, the mill requires:</p> <ul style="list-style-type: none"> <li>• Information on geo-location of FFB origins;</li> <li>• Proof of the ownership status or the right/claim to the land by the grower/smallholder, signed by the chief of the concerned village and two leaders designated by the village council;</li> <li>• Where applicable, valid planting/operating/trading licence, or is part of a cooperative that allows the buying and selling of FFB.</li> </ul> <p>- Critical (Major) compliance -</p>	<p>The company sources FFB directly from their estate and also from the smallholders. Information on geo-location of FFB origins from Socapalm Edea’s Estate is Latitude 03° 34’ 14.28” N, Longitude 10° 06’ 03.50” E. Also the legal rights to the use of land was seen and reviewed as indicated in indicator 4.4.1</p> <p>The company maintains a list of all their smallholders with records of their registration codes, GPS coordinates and many more.</p> <table border="1" data-bbox="1133 612 1975 844"> <thead> <tr> <th>Farmer’s Registration Codes</th> <th>Latitude</th> <th>Longitude</th> </tr> </thead> <tbody> <tr> <td>'070001</td> <td>3.70171</td> <td>10.1070</td> </tr> <tr> <td>'070009</td> <td>3.40238</td> <td>10.2694</td> </tr> <tr> <td>'070374</td> <td>3.26749</td> <td>10.1181</td> </tr> </tbody> </table> <p>The smallholders also have an Attestation of Exploitation signed by their local chiefs who by the laws of Cameroun can grant access to the use of land while the occupants process the land title documents.</p>	Farmer’s Registration Codes	Latitude	Longitude	'070001	3.70171	10.1070	'070009	3.40238	10.2694	'070374	3.26749	10.1181	Complied
Farmer’s Registration Codes	Latitude	Longitude													
'070001	3.70171	10.1070													
'070009	3.40238	10.2694													
'070374	3.26749	10.1181													
2.3.2	<p>For all indirectly sourced FFB, the unit of certification obtains from the collection centres, agents or other intermediaries, the evidence is as listed in Indicator 2.3.1.</p> <p>- Minor compliance -</p>	N/A. The company does not source their FFBs indirectly	Not Applicable												
<p><b>Principle 3: Optimise productivity, efficiency, positive impact and resilience</b> Implement plans, procedures and systems for continuous improvement.</p>															
<p><b>Criteria 3.1:</b> There is an implemented management plan for the unit of certification that aims to achieve long-term economic and financial viability.</p>															
3.1.1	<p><b>(C)</b> A business or management plan (minimum three (3) years) is documented that includes, where applicable, a jointly developed business case for scheme smallholders</p>	<p>SOCAPALM Edea has a documented business plan covering 25 years planning period starting 2018 dated 26/06/2018 and specific plan covering 2021 - 2023. The plan covers the entire SOCAPALM group and includes both industrial and smallholder plantations. The company uses</p>	Complied												

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	- Critical (Major) compliance -	clones from over 100 years' experience research now established in Cameroon at Kienke Camseed project. The other budgets on CAPEX and OPEX are based on projection of yield per hectare (YPH) for FFB and CPO and PK for mill operation.	
3.1.2	An annual replanting programme projected for a minimum of five year with yearly review, is available - Minor compliance -	SOCAPALM Edea has a documented replanting programme covering 2019 to 2040. The programme covers both industrial and Smallholder plantations. The original plan has been revised to start from April 2021 based on review of previous progress and other management considerations. Replanting is guided by the company SOP Planting and Replanting AGR 11, Version 2 of 01/2020. For the next 3 years programme, total replanted area will be as per below:  1. 2023: 199.8 Ha 2. 2024: 205.3 Ha 3. 2025: 156.7 Ha	Complied
3.1.3	The unit of certification holds management reviews at planned intervals appropriate to the scale and nature of the activities undertaken. - Minor compliance -	SOCAPALM Edea held an annual management review for 2022. Records of minutes of the review for 2022 (Rapport de Comite de Direction de synthesis de l'annee 2022) dated 17/11/2022 was available and reviewed during the audit. The agenda for the meeting included the minimum elements required by this RSPO standard.	Complied
<b>Criteria 3.2:</b> The unit of certification regularly monitors and reviews their economic, social and environmental performance and develops and implements action plans that allow demonstrable continuous improvement in key operations.			
3.2.1	<b>(C)</b> The action plan for continuous improvement is implemented, based on consideration of the main social and environmental impacts and opportunities of the unit of certification. - Critical (Major) compliance -	Continuous Improvement Plans for all operating units for review period 2022 and 2023 were documented under Social and Environmental Management and Monitoring Plan – Socapalm Edea. The plan covers core concerns such as welfare of employees, workers living condition, relationship between relevant stakeholders, chemical reductions, GHG, water and waste management among others. On top of the established plan, allocation of capital expenditure for process improvement, social and environmental components were also verified.	Complied

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3.2.2	As part of the monitoring and continuous improvement process, annual reports are submitted to the RSPO Secretariat using the RSPO metrics template. - Minor compliance -	RSPO metric template version 2.1 is used for the reporting of SOCAPALM Edea Certification Unit's metrics (economic, social and environment). Data reporting period is January to December 2022 for (social and environment metrics) and economic metrics from Feb 2022 – Jan 2023 (counting back from audit month). Based on verification with input data, no discrepancies of data reported for the said period for all metrics.	Complied									
<b>Criteria 3.3:</b> Operating procedures are appropriately documented, consistently implemented and monitored.												
3.3.1	<b>(C)</b> Standard Operating Procedures (SOPs) for the unit of certification are in place. - Critical (Major) compliance -	The company has continued to implement the established SOPs for both the mills and the estate. The Estate SOPs dated 01/2020 is made up of 16 procedures which includes procedures on Planting and Replanting, Spraying, Harvesting and other related core plantation activities. The mill SOP is made up of 8 procedures and includes procedures for sterilization, weighbridge, FFB analysis and FFB reception until the POME treatment. During field visit by the audit team, it was observed that copies of the procedures were made available at the various operational sites. Interview with the relevant personnel has confirmed on the understanding of SOP for their task and job.	Complied									
3.3.2	A mechanism to check consistent implementation of procedures is in place. - Minor compliance -	<p>Mechanism to check consistent implementation is based on internal check and balance via internal audit and HSE check by internal team. Summary of internal audit and inspection carried out as per the following:</p> <table border="1" data-bbox="1133 1110 1973 1358"> <thead> <tr> <th>Date of audit/inspection</th> <th>Type of inspection/audit</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>19-21/01/2022</td> <td>ISO 14001:2015 internal audit</td> <td>6 NCs raised</td> </tr> <tr> <td>11/10/2022</td> <td>RSPO P&amp;C internal audit</td> <td>No findings raised.</td> </tr> </tbody> </table>	Date of audit/inspection	Type of inspection/audit	Remarks	19-21/01/2022	ISO 14001:2015 internal audit	6 NCs raised	11/10/2022	RSPO P&C internal audit	No findings raised.	Complied
Date of audit/inspection	Type of inspection/audit	Remarks										
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11/10/2022	RSPO P&C internal audit	No findings raised.										

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3.3.3	Records of monitoring and any actions taken are maintained and available. - Minor compliance -	Records of monitoring and any actions taken are maintained and available for verification during the assessment as reported under indicator 3.3.2	Complied
<b>Criteria 3.4:</b> A comprehensive Social and Environmental Impact Assessment (SEIA) is undertaken prior to new plantings or operations, and a social and environmental management and monitoring plan is implemented and regularly updated in ongoing operations.			
3.4.1	<b>(C)</b> In new plantings or operations including mills, an independent SEIA, undertaken through a participatory methodology involving the affected stakeholders, and including the impacts of any smallholder/outgrower scheme is documented. A copy of the executive summary of the SEIA and Environmental and Social Management Plan is deposited at the Town Hall. - Critical (Major) compliance -	SOCAPALM Edea has SEIA to cover its operations. Though the company has no new planting or development, it has an independent SEIA conducted by CAP Development (CAPDEV) titled "Independent SEIA conducted in February 2018 by Cap Development for Industrial Complex Socapalm Edea, Mbambou and Mbongo Located in the Department of De La Sanage Maritime, Coastal Region. CAPDEV is accredited by several administrations in Cameroon to include:  1. Ministry of the Environment, Nature Protection and Sustainable Development (MINEPDED): for impact studies and environmental audits under A-EIA / AE N ° 00000019 of 06/09/2016;  2. Ministry of Mines, Industry and Technological Development (MINMINDT): for carrying out hazard studies and emergency plans for establishments classified as dangerous, unhealthy and inconvenient under order No. 000198 / A / MINMIDT / SG / DI / SDRI / SEC / IE3 of 05/04/2018; and  3. Ministry of Mines, Industry and Technological Development (MINMINDT): for the operation of a pollution control laboratory under the decree N ° 000354 / A / MINMIDT / SG / DI / SDRI / SEC / IE4 of 16/05/2018.  SEIA has been submitted to the government and is audited annually by the Ministry of the environment through a "PGES" environmental management plan with social and environmental objectives/recommendations that are audited. Submission and validation of the SEIA will allow the Ministry to provide an environmental	Complied



		license. Annually, the Ministry of Environment will require a PTA (environmental yearly action plan) which has to be validated by them before being implemented. These PTA are yearly revised to include annual new objectives and requirements.	
3.4.2	For the unit of certification, an SEIA, or an environmental and social impact audit is available and social and environmental management and monitoring plans have been developed with the participation of affected stakeholders. - Minor compliance -	SOCAPALM Edea SEIA conducted in 2017 was updated in 2021 to include Social and Environmental management and monitoring plans, titled "Mise a Jour du Plan de Gestion Environnementale et Sociale du Complexe Industriel Socapalm d'Ddéa Situe dans de Departement De La Sanaga Maritime, Region Du Littoral of May 2021. This update was conducted by CAPDEV. Review of the document and interview with stakeholders confirmed that the review method included participation of affected stakeholders.	Complied
3.4.3	<b>(C)</b> The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in a participatory way. - Critical (Major) compliance -	SOCAPALM Edea has implemented its Social and environmental management and monitoring plan. The plan was initially developed as part of an independent SEIA assessment carried out in 2017/2018. The implementation of the management and monitoring plan are inspected by the management authorities on a yearly basis. The results of inspections were available for verification, latest dated 19/10/2022 which shown no major issues highlighted by the authority.  The plan which has been in implementation was independently reviewed by CAPDEV on behalf of the company. The latest review of work plan was in FY 2022, which has included Social and Environmental Management Plan The plan has been approved by the Minister of the Environment, Nature Protection and Sustainable Development and was available and reviewed during the audit. Refer to letter dated 14/02/2022, ref: DC/DEPM/DG/2022/00009486.  Review of the document and interview with stakeholders confirmed that the update of the plan has been participatory.	Complied
<b>Criteria 3.5:</b> A system for managing human resources is in place.			

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<p>3.5.1</p>	<p>Employment procedures for recruitment, selection, hiring, promotion, retirement and termination are documented and made available to the workers and their representatives.</p> <p>- Minor compliance -</p>	<p>The company has documented procedure for recruitment dated 07/12/2021 and approved by the General Manager. The procedure covers only permanent staff of the company. The company does not employ temporal or contract workers. All Socapalm staff are employed as permanent staffs. When there is a need for a worker, announcements are displayed on the notice boards or sent to the various communities for announcements through their chiefs. Applications received are combined with already existing application and are sorted based on qualification. The selected workers are interviewed and the most qualified are recruited after passing the medical test.</p> <p>It is worth mentioning that the company does not hire temporal workers either directly or through third party service providers. The company outsources farm maintenance activities and ad-hoc contracts during peak periods to the third-party contractors, who comes with their team of workers. To ensure the outsourced contract workers are not abused or treated unfairly, the company has various policies and procedures including the complaint procedures which is communicated to all workers including the outsourced workers via sensitization programs.</p> <p>Interview with workers' representatives indicates the procedure has been shared and communicated to the workers' representatives. This has further been communicated to the work force.</p>	<p>Complied</p>
<p>3.5.2</p>	<p>Employment procedures are implemented and records are maintained. If necessary, there are calls for applications favouring the recruitment of local residents with equal competence.</p> <p>- Minor compliance -</p>	<p>The company maintains records of all their employment processes which was made available to the audit team. Reviewed documents showing evidence of the implementation of the procedure leading to the recruitment of a worker with identity card number 11308XXXX. Documents reviewed include the application letter from the workers, interview and medical test records and contract of engagement.</p>	<p>Complied</p>

**Criteria 3.6:** An Occupational health and safety (H&S) plan is documented, effectively communicated and implemented.

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<p>3.6.1</p>	<p><b>(C)</b> All operations are risk assessed to identify H&amp;S issues. Mitigation plans and procedures are documented and implemented.          - Critical (Major) compliance -</p>	<p>Socapalm – Edea Certification Unit has established a Risk Register documented in “<i>Grille D'analyse des Risques</i>”, effective 06/10/2020, that has identified all risks associated to workstations in the estate and mill. The identified risks have been established its control measures. The latest review the Risk Register was dated December 2022. The mill and estate management conduct monthly site inspections to ensure the risk mitigation methods are adhered to accordingly. Training programs are in place to train all personals regularly on the mitigation plans as well.          During the field visit document reviews, the implementation of the risk controls was verified. Evidence such as implementation of safe operating procedures, usage of PPEs and sensitisation programs were available and verified.</p>	<p>Complied</p>
<p>3.6.2</p>	<p><b>(C)</b> The effectiveness of the H&amp;S plan in addressing health and safety risks to people is monitored.          - Critical (Major) compliance -</p>	<p>The mill and estate ensure that the health and safety in their operations are continuously monitored. Evidences were sampled and verified as below.</p> <ol style="list-style-type: none"> <li>1. The mill and estate conduct weekly monitoring on the stations and activities to monitor the effectiveness of the implementation of safety in their operating units. They have established a weekly checklist which consist of monitoring prior to work being started as well as during the work is being carried out. Verified the checklist dated 22 - 26/01/2023 and 16 – 21/01/2023 for Socapalm – Edea POM.</li> <li>2. Monthly Site Inspections are conducted by the HSE Sustainability team at the mill and estate to ensure all safety plans are in place and adhered to by the workers and personals. Verified the checklist entitled <i>Controle Mensuel HSE</i> dated 18/10/2022 for Socapalm – Edea POM.</li> <li>3. Audiometric test are done yearly to all workers in Socapalm – Edea that are exposed to noise exceeding 85 dba. The test is done by an external assessor, Cabinet Medical Francois De Paul for a total of 65</li> </ol>	<p>Non-compliance</p>

		<p>workers in February 2022. The results indicated that there were a number of workers with abnormal results. The assessor have provided recommendations to the management to be applied, such as medical removal from the particular job, to provide PPE and to increase awareness trainings on hearing conservation. Verified the sampled workers that were required for medical removal where document evidence dated 12/01/2023 were available to indicate the effected workers were removed and relocated to different operations accordingly.</p> <p>Nevertheless, the monitoring done to address the health and safety issues were inadequate. Evidences as below.</p> <p><u>Socapalm – Edea Estate</u></p> <ol style="list-style-type: none"> <li>1. During the site visit to the Spraying Operation at Division 3, it was noticed that the vehicle used for transporting the chemical and workers had safety hazards that were not addressed. The vehicle did not use the vehicle manufacturer cap for the diesel refuelling tank. Instead a plastic container was used to cover the inlet.</li> <li>2. During the site visit to the Spraying Operation at Division 3, it was noticed that water used for consumption was stored in a container labelled "Engine Oil".</li> </ol> <p><u>Socapalm – Edea POM</u></p> <ol style="list-style-type: none"> <li>1. During the site visit to the Sludge Tank which is connecting to the Fat Pit, it was noticed that the rotating equipment (belting) at the pump was not covered.</li> <li>2. During the visit to the Engine Room, it was noticed that a worker was not wearing appropriate PPE (Ear Muff) while working at the station which states the required PPE to be worn such as Ear Muff, Safety Helmet, Overalls and Gloves.</li> </ol> <p>Hence a Critical Nonconformity was raised.</p>	
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Criteria 3.7: All staff, workers, Scheme Smallholders, outgrowers, and contract workers are appropriately trained.		
3.7.1	<p><b>(C)</b> A documented programme that provides training is in place, which is accessible to all staff, workers, scheme smallholders, outgrowers and subcontractors, taking into account gender-specific needs, and which covers applicable aspects of the RSPO P&amp;C, in a form they understand, and which includes assessments of training.</p> <p>- Critical (Major) compliance -</p>	<p>Socapalm – Edea Certification Unit has established a training program for 2023 entitled “<i>Programmede sensibilisation et de formation - SOCAPALM – 2023.</i>” The program consist of training needs that has been identified for each worker at each operations as well as gender specific training, trainings for smallholders and stakeholders, etc. The estate and mill have begun to implement the trainings that have planned for the year. The training plan for 2022 were also reviewed where all planned trainings have been conducted accordingly.</p>
		Complied

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<p>3.7.2</p>	<p>Records of training are maintained, where appropriate, on an individual basis.          - Minor compliance -</p>	<p>Socapalm – Edea Certification Unit have maintained all records of training and sensibilisation that has been conducted in accordance to the training programs. The records were made available for verification. Sampled the training records for the trainings stated below:</p> <table border="1" data-bbox="1131 507 1975 1088"> <thead> <tr> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Training on Human Rights and Ethic Codes</td> <td>26/04/2022</td> </tr> <tr> <td>Training on Internal Complaints and Ethic Codes</td> <td>03/05/2022</td> </tr> <tr> <td>Training on Equal Rights Policy</td> <td>18/05/2022</td> </tr> <tr> <td>Training on Gender Committee</td> <td>14/01/2022</td> </tr> <tr> <td>Waste Management &amp; Workshop Training</td> <td>14/12/2022</td> </tr> <tr> <td>Training on IPM</td> <td>11/05/2022</td> </tr> <tr> <td>Training on Sexual Harassment</td> <td>20/01/2022</td> </tr> <tr> <td>Training on Agrochemical Driver’s Duties</td> <td>26/08/2022</td> </tr> <tr> <td>Riparian Zone Training</td> <td>29/04/2022</td> </tr> <tr> <td>Training on Hazardous Pictograms</td> <td>06/10/2022</td> </tr> </tbody> </table>	Training	Date	Training on Human Rights and Ethic Codes	26/04/2022	Training on Internal Complaints and Ethic Codes	03/05/2022	Training on Equal Rights Policy	18/05/2022	Training on Gender Committee	14/01/2022	Waste Management & Workshop Training	14/12/2022	Training on IPM	11/05/2022	Training on Sexual Harassment	20/01/2022	Training on Agrochemical Driver’s Duties	26/08/2022	Riparian Zone Training	29/04/2022	Training on Hazardous Pictograms	06/10/2022	<p>Complied</p>
Training	Date																								
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<p>3.7.3</p>	<p>Appropriate training is provided for personnel carrying out the tasks critical to the effective implementation of the Supply Chain Certification Standard (SCCS). Training is specific and relevant to the task(s) performed.          - Minor compliance -</p>	<p>Socapalm – Edea POM has identified the following personnel as critical in the implementation of the supply chain. They are the Mill manager, Deputy Mill manager, Weighbridge Clerk and Personnel in-charge of expedition.          The mill has established a training plan for Supply Chain Training and Development Plan Including RSPO P&amp;C 2018 (Rev 2020) dated February 2020 for persons critical to the implementation of the SCCS.</p>	<p>Complied</p>																						

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		Sensitization on Implementation of Chain Requirements Procedures according to RSPO P&C 2018 Standard conducted on 27/01/2023. There were a total of 20 attendees.	
<p><b>Criteria 3.8:</b> Supply chain requirements for mills. Procedure note: all requirements are classified as <b>Critical Indicators</b>. However it will not contribute to suspension if there is more than 5 non-compliance within a principle)</p>			
3.8.1	<p><b>Identity Preserved Module</b> 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&amp;C), or against the Group Certification scheme.  Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. If a mill process certified and uncertified FFB without physically separating them, then only Mass Balance Module is applicable.</p>	Socapalm – Edea POM uses the Mass Balance Module as it’s FFB are sourced from its own supply base estate which is certified and FFB Collection Centres and smallholders that are uncertified against the RSPO P&C 2018 Standard. Hence this indicator is not applicable.	Not Applicable
3.8.2	<p><b>Mass Balance Module</b> A mill is deemed to be Mass Balance (MB) if the mill process FFB from both RSPO certified and uncertified plantations/estates. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own and 3rd party certified supply base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p>	Socapalm – Edea POM receives RSPO certified FFB and uncertified FFB. Therefore, the mill qualifies for the Mass Balance Supply Chain System and module. During the RSPO assessment, the audit team verified the volumes and sources of certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified products. Based on the mass balance records, only volume of certified products has been declared for incoming and outgoing RSPO Mass Balance products.	Complied
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	The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in section 10 of this public summary report.	Complied

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	produced shall then be recorded in each subsequent annual surveillance report.																
3.8.4	The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO IT platform.	<p>The registration of PalmTrace is carried out by the Finance Department, Socapalm HQ. All transaction are registered in the PalmTrace. Details of Registration were captured as below:</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>Member Name</td> <td>Societe Camerrounaise De Palmeraies "Socapalm" S.A. -Edea</td> </tr> <tr> <td>Commodity</td> <td>Palm Oil</td> </tr> <tr> <td>Type of Business</td> <td>Oil Mill</td> </tr> <tr> <td>Palm Trace Member ID</td> <td>RSPO_PO1000011304</td> </tr> <tr> <td>Supply Chain Model</td> <td>Mass Balance</td> </tr> <tr> <td>License Status</td> <td>Active</td> </tr> </tbody> </table>	Description	Details	Member Name	Societe Camerrounaise De Palmeraies "Socapalm" S.A. -Edea	Commodity	Palm Oil	Type of Business	Oil Mill	Palm Trace Member ID	RSPO_PO1000011304	Supply Chain Model	Mass Balance	License Status	Active	Complied
Description	Details																
Member Name	Societe Camerrounaise De Palmeraies "Socapalm" S.A. -Edea																
Commodity	Palm Oil																
Type of Business	Oil Mill																
Palm Trace Member ID	RSPO_PO1000011304																
Supply Chain Model	Mass Balance																
License Status	Active																
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"> <li>Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements.</li> <li>Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records).</li> <li>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</li> </ol>	<p>Documented Procedures.</p> <ol style="list-style-type: none"> <li>Socapalm – Edea POM have established a Supply Chain Procedure entitled <i>Systeme De Management – Procedure De Gestion De La Chaîne D’Approvisionnement Et De La Tracabilite Selon Les Principes Et Criteres RSPO 2018 Revises Incluant Les Standards RSPO De Certification De La Chaîne D’Approvisionnement</i>; Document Creation Date: 09/2020; Doc Revision Date: 24/04/2022.</li> <li>Records demonstrating compliance with the supply chain model requirements were available. Among the records verified were.             <ol style="list-style-type: none"> <li>Supply Chain Management System Training conducted on 27/01/2023.</li> </ol> </li> </ol>	Complied														



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	<p>to demonstrate awareness of the mill's procedures for the implementation of this standard.</p> <p>d) The mill shall have documented procedures for receiving and processing certified and non-certified FFBs including ensuring no contamination in the IP mill.</p>	<p>3. Identification of the roles of and responsibilities for the Supply Chain and Traceability at Edea POM was documented in the in <i>Systeme De Management; Role Et Responsabilite Du Perosnnel Implique Dans Supply Chain De Socapalm – Edea; Creation Date: 03/01/2023</i>. The documents state the SCCS roles and responsibilities of each personal that have been identified in the process.</p> <p>4. Socapalm – Edea POM have established a Supply Chain Procedure entitled <i>Systeme De Management – Procedure De Gestion De La Chaîne D'Approvisionnement Et De La Tracabilite Selon Les Principes Et Criteres RSPO 2018 Revises Incluant Les Standards RSPO De Certification De La Chaîne D'Approvisionnement</i>; Document Creation Date: 09/2020; Doc Revision Date: 24/04/2022. The document details the procedure for receiving certified and uncertified FFB at the 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>Socapalm Edea POM has established a documented procedure for Internal Audit entitled Management Procedure – Internal and External Audit Procedure; Creation Date: 10/09/2020; Revision Date: 24/02/2022.</p> <p>Latest internal audit was conducted for RSPO Supply Chain Requirements for Mills as per report Audit Internal Supply Chain dated 11/10/2022. No non-conformity regarding supply chain was issued during the assessment. All records and reports of the Internal Audits were maintained and available for verification.</p>	<p>Complied</p>

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<p>3.8.7</p>	<p>Purchasing and Goods In</p> <ul style="list-style-type: none"> <li>i) The mill shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received.</li> <li>ii) The mill shall inform the CB immediately if there is a projected overproduction of certified tonnage.</li> <li>iii) The mill shall have a mechanism in place for handling non-conforming FFB and/or documents.</li> </ul>	<p>The daily records are prepared at the entry point at the Edea POM weighbridge. When FFB delivered to the mill from the Edea Estate, the transporters presented Delivery Order (DO) to the mill weighbridge clerk in order the FFB to be received by the mill. Daily summary and monthly summary documented for all the certified FFB.</p> <p>The mill received certified FFB from its own supply base estate and purchased from the outside FFB supplier and smallholders. The records of FFB received was recorded in FFB delivery/consignment note, FFB weighbridge ticket and summarize in Mass Balance sheet.</p> <p>Sample of Incoming FFB are as below:</p> <ul style="list-style-type: none"> <li>- FFB Supplier: Socapalm – Edea Estate</li> <li>- FFB Document – <i>Livraison Regimes Usine</i></li> <li>- Document Number: 363988</li> <li>- Date: 06/02/2023</li> <li>- Tonnage: 5.140 Mt.</li> </ul> <p>The management will inform CB if there is any overproduction of certified tonnage. They are aware on the overproduction as per stated in the procedure. Based on last review period, no overproduction recorded.</p> <p>Socapalm – Edea POM have established a Supply Chain Procedure entitled <i>Systeme De Management – Procedure De Gestion De La Chaîne D’Approvisionnement Et De La Tracabilite Selon Les Principes Et Criteres RSPO 2018 Revises Incluant Les Standards RSPO De Certification De La Chaîne D’Approvisionnement</i>; Document Creation Date: 09/2020; Doc Revision Date: 24/04/2022. The document under clause 6.1.2 – <i>Produits et/ou des documents de palmier a huile a huile non conformes</i> which states, <i>for all industrial FFB sent to the factory without delivery</i></p>	<p>Complied</p>
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		<i>documents, the weigher is not authorized to admit the tractor on the bridge for weighing; he has to return them to the truck.</i>	
3.8.8	<p>Sales and Goods Out</p> <p>The supplying mill shall ensure that the following minimum information for RSPO certified products is made available in document form. The information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation):</p> <ul style="list-style-type: none"> <li>a) The name and address of the buyer;</li> <li>b) The name and address of the seller;</li> <li>c) The loading or shipment / delivery date;</li> <li>d) The date on which the documents were issued;</li> <li>e) RSPO certificate number;</li> <li>f) A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations);</li> <li>g) The quantity of the products delivered;</li> <li>h) Any related transport documentation;</li> <li>i) A unique identification number.</li> </ul>	<p>As of to date all RSPO Products are sold as conventional. There were no sales of RSPO Certified products from the mill. Nevertheless, the mill has established procedure - Supply Chain Procedure entitled <i>Systeme De Management - Procedure De Gestion De La Chaîne D'Approvisionnement Et De La Tracabilite Selon Les Principes Et Criteres RSPO 2018 Revises Incluant Les Standards RSPO De Certification De La Chaîne D'Approvisionnement</i>; Document Creation Date: 09/2020; Doc Revision Date: 24/04/2022. The procedure details out the minimum information required for RSPO Certified Products available in a document form.</p>	Complied
3.8.9	<p>Outsourcing Activities</p> <ul style="list-style-type: none"> <li>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.</li> <li>ii) The mill shall ensure the following:</li> </ul>	<p>Socapalm Edea does not outsource any of the activities. Transportation of CPO and PK is by the buyer themselves. Therefore the responsibility of the mill ends at the mill exit point. Hence this indicator is not applicable.</p>	Complied

	<ul style="list-style-type: none"> <li>a) The mill has legal ownership of all input material to be included in outsourced processes</li> <li>b) The mill has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the mill to ensure that certification body (CB) has access to the outsourcing contractor or operation if an audit is deemed necessary.</li> <li>c) The mill has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</li> <li>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.</li> </ul>		
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.	There are no contractors involved in the physical handling of RSPO certified oil palm products.	Not Applicable
3.8.11	The mill shall inform its CB in advance prior to conduct of its next audit of the names and contact details of any new contractor used for the physical handling of RSPO certified oil palm products.	There are no contractors involved in the physical handling of RSPO certified oil palm products. Nevertheless, the management are aware that they are to inform if there are any contractors hired to be involved in the physical handling of RSPO certified oil palm products.	Complied
3.8.12	<p>Record keeping</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>	<p>The company keeps both hard and soft copies of all records of information which includes weighbridge ticket, ARC, delivery note, Mill and training reports and many more. The retention time for record keeping is for a minimum of 2 years as stated in their procedures.</p> <p>The company has a production report titled Certified Finished Product in which they record all production and sales of CPO. Review of the document shows the company balances their account on daily basis</p>	Complied

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	<p>iii) For Identity Preserved Module, the mill shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis.</p> <p>iv) For Mass Balance Module, the mill:</p> <p>a) Shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis and / or three-monthly basis.</p> <p>b) All volumes of certified CPO and PK that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.</p> <p>c) The mill can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a mill is allowed to sell short (i.e. product can be sold before it is in stock).</p>	<p>using the real time accounting system. As to date, no physical RSPO product claim made.</p>					
<p>3.8.13</p>	<p><b>Extraction Rate</b>  The oil extraction rate (OER) and the kernel extraction rate(KER) shall be applied to provide a reliable estimate of the amount of certified CPO and PK from the associated inputs. Mill shall determine and set their own extraction rates based upon past experience, documented and applied it consistently.</p>	<p>The oil extraction rate (OER) and the kernel extraction rate (KER) is based on actual production performance. For the last review period (April 2022 – December 2022), the OER and KER;</p> <table border="1" data-bbox="1133 970 1975 1069"> <thead> <tr> <th>OER</th> <th>KER</th> </tr> </thead> <tbody> <tr> <td>22.76</td> <td>5.01</td> </tr> </tbody> </table>	OER	KER	22.76	5.01	<p>Complied</p>
OER	KER						
22.76	5.01						
<p>3.8.14</p>	<p>Extraction rates shall be updated periodically to ensure accuracy against actual performance or industry average if appropriate.</p>	<p>Extraction rates updated periodically to ensure accuracy against actual performance or industry average. As for SOCAPALM Edea, OER and KER updated on daily basis based on actual production performance</p>	<p>Complied</p>				
<p>3.8.15</p>	<p><b>Processing</b>  For Identity Preserved Module, the mill shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept separated from non-certified oil palm products, including during transport and storage to strive for 100% separation.</p>	<p>N/A. Mill is under MB.</p>	<p>Not Applicable</p>				

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3.8.16	<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><u>Registration of Transactions</u></p> <p>1. Written under 6.6 of Procedure Supply and Traceability Produce according to RSPO P&amp;C 2018 and including standard for supply certification system, Doc code: PR.01 GAT, revision: 5, dated 24/2/2022. Exportation of certified product, sales announcement done via PT within 3 months from date of physical delivery. As to date no physical RSPO claim made under SOCAPALM Edea.</p> <p>2. Volume removed for RSPO IT platform due to allocation made under Book and Claim (credit).</p> <ul style="list-style-type: none"> <li>- PT volume (CPO): 15,935.49 mt</li> <li>- Allocation: 14,000 mt</li> <li>- Balance: 1,935.49 mt</li> <li>- Date of B&amp;C transaction: 05/12/2022 (2000 CSPO credit, order no. 1878)</li> </ul>	Complied
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>RSPO trademark was not use. Nonetheless, the facility is aware with the requirements of the RSPO Rules on Market Communications and Claims</p>	Complied
<b>General corporate communications</b>			
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>Review of the Socfin Group website (<a href="https://www.socfin.com/en/certifications">https://www.socfin.com/en/certifications</a>) establishes communication about the company's commitment to the RSPO standards.</p>	Complied
4.2	<p>In corporate communications a member is allowed to:</p> <ul style="list-style-type: none"> <li>• Display its RSPO membership status</li> <li>• Display the RSPO web address (www.rspo.org)</li> <li>• State that the member supports the work of the RSPO</li> </ul>	<p>In corporate communications,</p> <p>a. Socfin SA has stated under "certification" that they are a member of RSPO: <i>Certification Of The Sustainable Aspect Of Our Palm Oil</i> and are 96% RSPO certified as of 09/03/2023.</p>	Complied

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	<ul style="list-style-type: none"> <li>State the member’s history with regard to the RSPO.</li> <li>Use the RSPO trademark to promote its membership of the RSPO.</li> </ul> <p>Additionally, where an RSPO member displays the RSPO trademark in digital format this must be accompanied by the text ‘Check our progress at <a href="http://www.rspo.org">www.rspo.org</a>’ where the link must lead to the member’s profile page.</p>	<p>b. RSPO web address (<a href="http://www.rspo.org">www.rspo.org</a>): The website has a link to <a href="http://www.rspo.org">www.rspo.org</a> in certification tab&gt; links&gt; RSPO, at address: <a href="https://www.socfin.com/en/certification/">https://www.socfin.com/en/certification/</a></p> <p>c. Via the Socfin SA website it was stated that the organisation’s commitment “To ensure long-term sustainability of management systems and continuous improvement of operations, the Socfin Group monitors its activities by means of recognized and efficient certification systems.” Via the RSPO certification.</p> <p>d. The website provided links to RSPO certificate of each certified unit which states the members history the RSPO. The website also has a certification tracking table, <a href="https://www.socfin.com/wp-content/uploads/2023/03/2023-03-09-Monitoring-of-certificates.pdf">https://www.socfin.com/wp-content/uploads/2023/03/2023-03-09-Monitoring-of-certificates.pdf</a></p> <p>e. The website does not display RSPO trademark.</p>	
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.	Socfin SA 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.	Socfin SA ensure 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.	No RSPO corporate logo used as evidence during the document audit and site visit.	Complied
<b>Business to business communications</b>			
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.	Business to business communication is demonstrated via shipping documentation and invoices to the next supply chain actor or buyer. As to date, no physical claim made by SOCAPALM Edea	Complied

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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.	As to date, no physical claim made by SOCAPALM Edea. If there is any physical RSPO claim, Shipping documentation will be verified and conformance with the requirements of RSPO SCCS. In the weighbridge ticket, it stated that i.e product/commodity with SCC model (CPO/Palm Kernel RSPO MB) and RSPO certificate number.	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>	SOCAPALM Edea is not under distributor or wholesaler category. Thus, this requirement is not applicable.	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>	No information detailing the presence of certified palm oil contained within a product as SOCAPALM Edea is not end product manufacturer.	Not Applicable

**MODULE B – MASS BALANCE SPECIFIC RULES**



<b>Minimum Mass Balance content</b>			
	95% or above of the oil palm content must be RSPO MB-certified.	Oil palm content is 100% CPO and claim as RSPO MB-certified.	Complied
	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 non-certified volume must be covered by equivalent volume of RSPO Credits.	Non-certified FFB comes from external crop and since SOCAPALM Edea is using Mass Balance module, the non-certified volume is covered in the Mass Balance sheet.	Complied
<b>Labelling and trademark (MB)</b>			
	<p>Members are allowed to use the RSPO label in one of the following ways:</p> <ul style="list-style-type: none"> <li>• Surrounded by the text: 'Certified sustainable palm oil'.</li> <li>• The RSPO label MUST contain the tag 'MIXED'. The tag MIXED designates oil palm products sourced under the Mass Balance (MB) supply chain system, which administratively balances inputs and outputs of certain palm oil volumes. The tag 'MIXED' on a product does not guarantee that the product itself contains the certified material; some or all of it may reside in a product that does not carry a claim.</li> <li>• The RSPO label can also include the statement: '[The palm oil contained in this product] contributes to the production of certified sustainable palm oil'.</li> <li>• Wherever the 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 4 pt (1.4 mm or 0.06 inch).</li> <li>• In on-pack communications, the RSPO trademark can be printed anywhere on the pack. Further guidance on use of the trademark is provided in the RSPO Trademark License Terms and Conditions and in Annex 1 of the Rules on Market Communications &amp; Claims document.</li> </ul>	SOCAPALM Edea does not use the RSPO label in its product (CPO & PK).	Not Applicable

<b>Messaging (MB)</b>		
	<p>Messaging ALLOWED in storytelling in product-related communications includes:</p> <ul style="list-style-type: none"> <li>• [Oil palm products]/[palm oil]/[palm kernel oil] from RSPO-certified mills and plantations were mixed with non-certified oil palm products in the supply chain.</li> <li>• The volume of [oil palm products][palm oil]/[palm kernel oil] in this product reflects an equivalent volume of palm oil or palm kernel oil produced by RSPO certified mills and plantations.</li> </ul> <p>In off-product communications, reference to (or images of) particular RSPO-certified production units, if the relationship to those units can be shown in company records is allowed.</p> <p>Messaging NOT ALLOWED in storytelling in product-related communications:</p> <ul style="list-style-type: none"> <li>• Anything that can lead consumers to believe that RSPO-certified palm products are (certified to be) part of the product.</li> </ul>	<p>No evidence of storytelling in product related communication. Hence, this requirement is not applicable</p> <p style="text-align: right;">Not Applicable</p>
<b>Principle 4: Respect community and human rights and deliver benefit</b>		
Respect community rights, provide equal opportunities, maximise benefits from engagement and ensure remediation where needed.		
<b>Criteria 4.1:</b> The unit of certification respects human rights, which includes respecting the rights of Human Rights Defenders.		
4.1.1	<p><b>(C)</b> A policy to respect human rights, including prohibiting retaliation against Human Rights Defenders (HRDs), 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>- Critical (Major) compliance -</p>	<p>The company has a documented human right policy dated 07/03/2019 and signed by the Director General. The company commit itself to respect the rights of all persons irrespective of race, sex, nationality, ethnicity, language and religion. The company condemns any form of intimidation or harassment in its activities and services as well as to the contractors. The policy has been shared with all the communities and communicated to their understanding.</p> <p>The policy is also included in the service contract for all the company's third party contractors. Interview with the labour contractors indicates</p> <p style="text-align: right;">Complied</p>

		they are aware of all the company's policies including the human right policy and they do not have any issue of human right abuses by the company.	
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. - Minor compliance -	Interview with community chiefs and representatives from Koukoue, Dehane, Ongue, Apou and the workers representatives all confirmed there has not been any incident of human right abuses by the company.	Complied
<b>Criteria 4.2:</b> 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	<b>(C)</b> The mutually agreed system, open to all affected parties, resolves disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants, HRDs, community spokespersons and whistleblowers, where requested, without the risk of reprisal or intimidation and follows the RSPO policy on respect for HRDs. - Critical (Major) compliance -	The company has a documented procedure captioned Procedure de Gestion des Plaintes dated 24/05/2022 and approved by the Director general. The document reviewed makes provision for a time for addressing a complaint. There are also provisions on ensuring the anonymity of a complainant if requested.	Complied
4.2.2	Procedures are in place to ensure that the system is understood by the affected parties, including illiterate parties. - Minor compliance -	Interview with the chiefs and other representatives from Koukoue, Dehane, Ongue and Apouh during the stakeholder engagements confirmed the procedure along with other company documents has been shared and communicated to their understanding.	Complied
4.2.3	The unit of certification keeps parties to a grievance informed of its progress, including against the agreed timeframe and the outcome is available and communicated to relevant stakeholders. - Minor compliance -	The company maintains a log where all grievance received including anonymous ones. At all stages, the complainant is made aware of the progress of the grievance. A review of the log book shows all the complains has been resolved and within the time frame as indicated by the procedure.	Complied
4.2.4	The conflict resolution mechanism includes the option of access to independent legal and technical advice, the ability for complainants to choose individuals or groups to support them and/or act as observers, as well as the option of a third-party mediator.	The document as reviewed makes provisions for a complainant to have access to an independent legal advice or an observer to be present or a mediator.	Complied

	- Minor compliance -		
<b>Criteria 4.3:</b> The unit of certification contributes to local sustainable development as agreed by local communities.			
4.3.1	<p>Contributions to community development that are based on the results of consultation with local communities are demonstrated.</p> <p>- Minor compliance -</p>	<p>Contribution to community development is the result of consultations between the company and the different communities. Reviewed records of the minutes of meetings on the engagements that includes</p> <ol style="list-style-type: none"> <li>1. Meeting with the Apouh village on the 31/03/2022 with 19 representatives from the Apouh village in attendance. During the meeting the community requested seedlings for their individual plantations, electrification of the community, construction of 5 new bore hole and maintenance of one existing borehole.</li> <li>2. Meeting with Koukoue community on the 24/06/2022 with 15 representatives from the Koukoue village in attendance. During the meeting the community requested seedlings for their individual plantations, boreholes.</li> <li>3. Meeting with the Dehane community on the 24/11/2022 with 17 representatives from the Dehane village in attendance. During the meeting the community requested that the village be connected to portable water supplied from Socapalm water treatment plant, salary payment for teachers and income generating activity.</li> </ol> <p>Some of these request has been implemented in the various communities' whiles others has been scheduled for other dates. The implemented projects include payment of teachers salary in Dehane, water connection to the Dehane community, 4,000 seedlings issued to the Apouh community, construction of a new borehole in Apouh community, and to Koukoue, construction of a market, construction of borehole.</p>	Complied
<b>Criteria 4.4:</b> 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	<p><b>(C)</b> Documents showing legal ownership or lease, or authorised use of customary land authorised by customary landowners through a Free, Prior and Informed Consent (FPIC) process. Documents related to the history of land tenure and the actual legal or customary use of the land are available.</p> <p>- Critical (Major) compliance -</p>	<p>The company has documents showing their right to the use of land for Socapalm operations. The original agreement was made between the state and Societe des Plantations Pannies de l'Ouest Africain (SPROA) a private investor. Over the years' ownership has changed hands from one investor to another. Currently, Socapalm Edea has acquired the operations and has documents showing their rights to the use of land. The company presented the different copies of land certificates (N° 195, 183, 196, 184 and 197) approved by representatives from the Land Tenure Ministries.</p> <p>Interview with the communities indicates Socapalm Edea acquired their land from the state and there are no land conflict with the company.</p>	Complied
4.4.2	<p>Copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available and include:</p> <p>- Minor compliance -</p> <p>4.4.2a Evidence that a plan has been developed through consultation and discussion in good faith with all affected groups in the communities, with particular assurance that vulnerable, minorities and gender groups are consulted, and that information has been provided to all affected groups, including information on the steps that are taken to involve them in decision making;</p> <p>4.4.2b Evidence that the unit of certification has respected communities' decisions to give or withhold their consent to the operation at the time that these decisions were taken;</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</p>	<p>The agreement leading to the acquisition of the land for Socapalm Edea operations was mainly between the state which owns the land and the company. The communities did not contribute land towards the operations of Socapalm. Hence FPIC process not required</p> <p>The agreement leading to the acquisition of the land for Socapalm Edea operations was mainly between the state which owns the land and the company. The communities did not contribute land towards the operations of Socapalm.</p> <p>Socapalm Edea is an existing plantation on state land which was acquired after negotiations with the state. However, interview with the chiefs and representatives from the communities indicates there have</p>	Complied

	legal status of their land at the expiry of the unit of certification's title, concession or lease on the land.	been engagements with the company on the environmental and social impact of the company on their communities.	
4.4.3	<p><b>(C)</b> Maps of an appropriate scale showing the extent of recognised legal, customary or user rights, and resources of social, economic and cultural significance are developed through participatory mapping involving affected parties (including neighbouring communities, where applicable, and relevant authorities).</p> <p>- Critical (Major) compliance -</p>	<p>The company has maps showing their right to the areas of operation. The map titled Plan D'état des lieux et de situation des parcelles occupées et exploitées par la Société Camerounaise des palmeraies (Socapalm) Edea Ier dated 06/04/2022 and drawn to a scale of 1:5000. The map provides information on the different areas of Socapalm Edea operations with their total area.</p> <p>The maps were developed in consultation and participation of the communities as confirmed by the communities during the community consultations. Also document review established sensitization of the communities on mapping process which were scheduled as</p> <ol style="list-style-type: none"> <li>1. Dehane 18/07/2021</li> <li>2. Koukoue 24/06/2021</li> <li>3. Ongue 18/06/2021</li> <li>4. Apouh 26/06/2021.</li> </ol> <p>All communities have been issued copies of the map on the 25/08/2021.</p>	Complied
4.4.4	<p>All relevant information is available in appropriate forms and in the official language used in the area in which the unit of certification is located, including assessments of impacts, proposed benefit sharing, and legal arrangements.</p> <p>- Minor compliance -</p>	<p>All the documents of the company are written in the French language which is the official written and spoken language in Cameroon. The company has shared some copies of the documents including the maps to the communities and others are also available on request.</p>	Complied
4.4.5	<p><b>(C)</b> Evidence is available to show that communities are represented through institutions or representatives of their own choosing, including by legal counsel if they so choose.</p> <p>- Critical (Major) compliance -</p>	<p>Although the communities by convention are represented by their traditional authorities, the company at the beginning of each year request for the list of community representatives from all the communities. Reviewed sampled list from the Koukoue community and</p>	Complied

		it has information on the titles and names of the representatives such as Chef du village (chief), Notable 1,2 and 3, Representant Hommes (male rep), Representante Femme, Representant (e) jeunes, Elite 1 and 2	
4.4.6	There is evidence that the implementation of the agreements negotiated through FPIC is annually reviewed in consultation with affected parties. - Minor compliance -	Not applicable as community did not contribute land to Edea's operations	Not Applicable
<b>Criteria 4.5:</b> No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their FPIC. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.			
4.5.1	<b>(C)</b> Documents showing identification and assessment of demonstrable legal, customary and user rights are made available to all affected communities. - Critical (Major) compliance -	N/A. The company has not under taking any new planting within the year under review	Not Applicable
4.5.2	<b>(C)</b> FPIC is obtained for all oil palm development through a comprehensive process, including in particular, full respect for their legal and customary rights to the territories, lands and resources via local communities' own representative institutions, with all the relevant information and documents made available, with option of resourced access to independent advice through a documented, long-term and two-way process of consultation and negotiation. - Critical (Major) compliance -	N/A. The company has not under taking any new planting within the year under review	Not Applicable
4.5.3	Evidence is available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the unit of certification is signed and ratified by these local peoples. Negotiated agreements are non-coercive and entered into voluntarily and carried out prior to new operations.	N/A. The company has not under taking any new planting within the year under review	Not Applicable

	- Minor compliance -		
4.5.4	To ensure local food and water security as part of the FPIC process, participatory SEIA and participatory land-use planning with local peoples, the full range of food and water provisioning options are considered. There is transparency of the land allocation process. - Minor compliance -	N/A. The company has not under taking any new planting within the year under review	Not Applicable
4.5.5	Evidence is available that the affected communities and rights holders have had the option to access information and advice, that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands. - Minor compliance -	N/A. The company has not under taking any new planting within the year under review	Not Applicable
4.5.6	Evidence is available that the communities (or their representatives) gave consent to the initial planning phases of the operations prior to the issuance of a new concession or land title to the operator. - Minor compliance -	N/A. The company has not under taking any new planting within the year under review	Not Applicable
4.5.7	New lands will not be acquired for plantations and mills after 15 November 2018 as a result of recent (2005 or later) expropriations in the national interest without consent (eminent domain), except in cases of smallholders benefitting from agrarian reform or anti-drug programmes. - Minor compliance -	N/A. The company has not under taking any new planting within the year under review	Not Applicable
4.5.8	<b>(C)</b> New lands are not acquired in areas inhabited by communities in voluntary isolation. - Critical (Major) compliance -	N/A. The company has not under taking any new planting within the year under review	Not Applicable
<b>Criteria 4.6:</b> 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.			



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4.6.1	<p><b>(C)</b> A mutually agreed procedure for identifying legal, customary or use rights, and a procedure for identifying people entitled to compensation, is in place.</p> <p>- Critical (Major) compliance -</p>	<p>Socapalm is an existing plantations acquired as a result of agreement between the state and the company. The process did not require the payment of compensation because communities did not contribute land to the company's operations.</p>	<p>Not Applicable</p>
4.6.2	<p><b>(C)</b> 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>- Critical (Major) compliance -</p>	<p>Socapalm is an existing plantations acquired as a result of agreement between the state and the company. The process did not require the payment of compensation because communities did not contribute land to the company's operations. Nevertheless, the company has an established Grievance Procedure for External Stakeholders that has been cascaded to the surrounding communities to be used as a mechanism to address any land conflicts that may arise in the future.</p>	<p>Not Applicable</p>
4.6.3	<p>Evidence is available that equal opportunities are provided to the vulnerable sections of local populations and indigenous people to hold land titles for small holdings.</p> <p>- Minor compliance -</p>	<p>The company does not have smallholding in their operations.</p>	<p>Not Applicable</p>
4.6.4	<p>The process and outcomes of any negotiated agreements, compensation and payments are documented, with evidence of the participation of affected parties, and made publicly available to them.</p> <p>- Minor compliance -</p>	<p>Socapalm is an existing plantations acquired as a result of agreement between the state and the company. The process did not require the payment of compensation because communities did not contribute land to the company's operations.</p>	<p>Not Applicable</p>
<p><b>Criteria 4.7:</b> 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	<p><b>(C)</b> A mutually agreed procedure for identifying people entitled to compensation is in place.</p> <p>- Critical (Major) compliance -</p>	<p>Socapalm is an existing plantations acquired as a result of agreement between the state and the company. The process did not require the payment of compensation because communities did not contribute land to the company's operations.</p>	<p>Complied</p>

4.7.2	<p><b>(C)</b> 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>- Critical (Major) compliance -</p>	<p>Socapalm is an existing plantations acquired as a result of agreement between the state and the company. The process did not require the payment of compensation because communities did not contribute land to the company's operations. Nevertheless, the company has an established Grievance Procedure for External Stakeholders that has been cascaded to the surrounding communities to be used as a mechanism to address any land conflicts or compensation that may arise in the future.</p>	Complied
4.7.3	<p>Communities that have lost access and rights to land for plantation expansion are given opportunities to benefit from plantation development.</p> <p>- Minor compliance -</p>	<p>Socapalm is an existing plantations acquired as a result of agreement between the state and the company. The process did not require the payment of compensation because communities did not contribute land to the company's operations.</p> <p>However, the company gives priority to the communities when there is the need for employment by the company. Notices are sent to the communities through their chiefs who receive their applications and send same to the company.</p>	Complied
<p><b>Criteria 4.8:</b> 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>			
4.8.1	<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>- Minor compliance -</p>	<p>Interview with chiefs and other representatives from Koukoue, Dehane, Ongue and Apouh all confirmed none of the communities contributed land to Socapalm Edea operations and there are no dispute over the land managed by the company</p>	Complied
4.8.2	<p><b>(C)</b> Land conflict is not present in the area of the unit of certification. Where land conflict exists, acceptable conflict resolution processes (see Criteria 4.2 and 4.6) are implemented and accepted by the parties involved. In the case of newly acquired plantations, the unit of certification addresses any unresolved conflict through appropriate conflict resolution mechanisms.</p>	<p>Interview with chiefs and other representatives from Koukoue, Dehane, Ongue and Apouh all confirmed none of the communities contributed land to Socapalm Edea operations and there are no dispute over the land managed by the company</p>	Complied

	- Critical (Major) compliance -		
4.8.3	Where there is evidence of acquisition through dispossession or forced abandonment of customary and user rights prior to the current operations, and there remain parties with demonstrable customary and land use rights, these claims will be settled using the relevant requirements (Indicators 4.4.2, 4.4.3 and 4.4.4) - Minor compliance -	Interview with chiefs and other representatives from Koukoue, Dehane, Ongue and Apouh all confirmed none of the communities contributed land to Socapalm Edea operations.	Complied
4.8.4	For any conflict or dispute over the land, the extent of the disputed area is mapped out in a participatory way with the involvement of affected parties (including the vulnerable sections of neighbouring communities and indigenous people where applicable). - Minor compliance -	Interview with chiefs and other representatives from Koukoue, Dehane, Ongue and Apouh all confirmed none of the communities contributed land to Socapalm Edea operations and there are no dispute over the land managed by the company. The company has an established Grievance Procedure for External Stakeholders that has been cascaded to the surrounding communities to be used as a mechanism to address any land conflicts or disputes that may arise in the future. The representatives acknowledged that they are aware of such procedures and mechanisms during the interview.	Complied
<b>Principle 5: Support smallholder inclusion</b>			
Include smallholders in RSPO supply chains and improve their livelihoods through fair and transparent partnerships.			
<b>Criteria 5.1:</b> The unit of certification deals fairly and transparently with all smallholders (Independent and Scheme) and other local businesses.			
5.1.1	Current and previous period prices paid for FFB are publicly available and accessible by smallholders. - Minor compliance -	The company makes available current and previous prices of the FFB to their smallholders through a number of ways. They include display the prices on notices at the weighbridge and in communities and posting on group WhatsApp page of the smallholders.  A visit to the weighbridge saw the display of only the prices and also interview with eight sampled independent smallholders all confirmed the FFB prices are made available to them.	Complied

5.1.2	<p><b>(C)</b> Evidence is available that the unit of certification regularly explains the FFB pricing to smallholders.          - Critical (Major) compliance -</p>	<p>The company hold periodic meetings with the smallholders. Such meetings occur every month and during such meetings various issues are discussed. The audit team reviewed records of the minutes of meetings dated 30/11/2022 which was attended by 74 smallholder farmers. At the meeting the FFB prices was discussed with the farmers</p>	Complied
5.1.3	<p><b>(C)</b> Fair pricing, including premium pricing, when applicable, is agreed with smallholders in the supply base and documented.          - Critical (Major) compliance -</p>	<p>FFB pricing is set by the government in consultations with the Palm producers and smallholder associations. However, interview with smallholders indicates the company buys its FFB from the smallholders at prices relatively higher than the government approved prices. In addition, the company pays a little more as incentives to famers who are able to make six months' continuous sales of FFB to the company. This was also confirmed through document review of the payment procedures.</p>	Complied
5.1.4	<p><b>(C)</b> Evidence is available that all parties, including women and independent representative organisations assisting smallholders where requested, are involved in decision-making processes and understand the contracts. These include those involving finance, loans/credits, and repayments through FFB price reductions for replanting and/or other support mechanisms where applicable.          - Critical (Major) compliance -</p>	<p>The company hold meetings with the smallholder farmers every month and after every six months they hold a general meeting with the farmers. The main meetings are mostly open to all stakeholders including bankers where farmers can access loans and also suppliers of agricultural inputs. Reviewed records of the meeting which was held on the 30/11/2022 with a total participant of 74</p>	Complied
5.1.5	<p>Contracts are fair, legal and transparent and have an agreed timeframe.          - Minor compliance -</p>	<p>Edea has signed contract with each of the smallholders which was made available for review. The contracts as reviewed were fair and legal. Copies of the contract has been shared with the smallholders.</p>	Complied
5.1.6	<p><b>(C)</b> Agreed payments are made in a timely manner and receipts specifying price, weight, deductions and amount paid are given.          - Critical (Major) compliance -</p>	<p>The company currently does not have a contract which mandates them to buy FFB from the smallholders and also the smallholders are not oblige to sell to the company. However, engagements between the smallholders and the company in the sales of FFB to the company are guided by documented procedures. There are two ways Edea employs in the payment for the supply of the FFB by the smallholders. For</p>	Complied

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		<p>payment of FFB that are up to 500,000 CFA the company pays directly by cash to the smallholders. However, for payment in excess of 500,000 CFA the company pays directly into the bank accounts of the smallholders. Payments for the supply of FFBs are done at the end of the month. However, smallholders can access up to 80% of their money as advanced payment and the balance is paid at the end of the month. Payments are preceded by the issuing of payslips. Review of a copy of the payslip made available to the audit has the following information: registration number, number of FFB, Weight and Net pay</p>	
5.1.7	<p>Weighing equipment is verified by an independent third party on a regular basis (this can be government).</p> <p>- Minor compliance -</p>	<p>The company calibrate their weighing equipment twice each year. At the time of this audit, the company has calibrated their weighing equipment (weigh bridge). Certificate of verification was made available for review. The weighing was calibrated by CAPI on the 19/01/2023</p>	Complied
5.1.8	<p>The unit of certification supports independent smallholders with certification, where applicable, ensuring mutual agreements between the unit of certification and the smallholders on who runs the internal control system (ICS), who holds the certificates, and who holds and sells the certified material.</p> <p>- Minor compliance -</p>	<p>Socapalm Edea was certified last year and this is their ASA 1. However, the company has developed a plan towards supporting the farmers towards certification. The plan captioned Plan D'Inclusion des Petits Planteurs a la Norme RSPO dated 10/01/2023 and signed by the supervisor of the outgrowers. The plan has programmes such as geo-reference of the farms, legality of farm lands, Sensitization on RSPO, training on financial management and many more. During interview with the smallholders, they confirmed the company has introduced them to RSPO but as smallholders, they are yet to organise themselves into a group or association.</p>	Complied
5.1.9	<p><b>(C)</b> The unit of certification has a grievance mechanism for smallholders and all grievances raised are dealt with in a timely manner.</p> <p>- Critical (Major) compliance -</p>	<p>The company has a documented grievance procedure for external stakeholders which is also applicable to the smallholders. Interview with the smallholders confirms that the procedure has been cascaded to the them to be used as a mechanism to address grievances. The company maintains a log where all grievances received including anonymous ones are recorded and maintained. As at the audit, there were no specific grievances raised by the smallholders.</p>	Complied

<b>Criteria 5.2:</b> The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.			
5.2.1	<p>The unit of certification consults with interested smallholders (irrespective of type), including women or other partners in their supply base, to assess their needs for support to improve their livelihoods and their interest in RSPO certification.</p> <p>- Minor compliance -</p>	<p>The company in consultations with the independent smallholders has developed a plan to provide support to the smallholders. The plan is based on assessment conducted by the company to identify the needs of the smallholders. The plan captioned Plan D'Inclusion Des Petits Planteurs A La Norme RSPO dated 23/01/2023. Some of the support programs included in the plan includes</p> <ol style="list-style-type: none"> <li>1. Logistical support for FFB from the farms of smallholders</li> <li>2. Maintenance of roads leading to smallholder farms</li> <li>3. Raising awareness on the RSPO standard</li> </ol>	Complied
5.2.2	<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>- Minor compliance –</p> <p><b>PROCEDURAL NOTE:</b>            The RSPO has recently developed a separate standard for independent smallholders and the Cameroon NI Working Group has decided to make it applicable to all independent smallholders in Cameroon.</p>	<p>The company has a documented programme captioned Plan D' Assistance Aux Planteurs Villageois Pour L'Execice 2023 dated 27/12/2022. The program aims at improving the livelihood of the farmers from the communities. Some of the support include</p> <ol style="list-style-type: none"> <li>1. road maintenance to access the fruit collection</li> <li>2. construction of bridge to facilitate transportation</li> <li>3. provision of transportation to evacuate fruits from their farms.</li> </ol>	Complied
5.2.3	<p>Where applicable, the unit of certification provides support to smallholders to promote legality of Fresh Fruit Bunch (FFB) production.</p> <p>- Minor compliance -</p>	<p>The company has a number of documented policies including the no child labour or forced labour policies. These policies are applicable to the smallholders as long as they sell their FFB to the company. In addition, the company has developed and documented a plan with the objective to promote the legality of Fresh Fruit Bunch (FFB) production. The plan captioned Plan D'Inclusion Des Petits Planteurs A La Norme RSPO dated 23/01/2023. Some of the support programs included in the plan include</p>	Complied

		<ol style="list-style-type: none"> <li>1. Raising awareness on the RSPO standard</li> <li>2. Collecting the coordinates of the farmlands</li> </ol>	
5.2.4	<p><b>(C)</b> Evidence exists that the unit of certification trains scheme smallholders on pesticide handling.</p> <p>- Critical (Major) compliance -</p>	The company does not have scheme smallholders in their operations but buys FFB from independent smallholders. However, the company provides training to the farmers apply chemicals on their farms. Training records on chemical application dated 02/02/2022 for 5 farmers.	Complied
5.2.5	<p>The unit of certification regularly reviews and publicly reports on the progress of the smallholder support programme.</p> <p>- Minor compliance -</p>	The company meets with the farmers for their main meetings which occurs twice every year (six-month interval). During such meetings the company reviews all the support made to the farmers and also publicly declares such reports. Reviewed records of the meeting held on the 30/11/2023 with 74 farmers in attendance. In the records there are information on support provided to the farmers which is captured under the heading Plan d'assistance aux PV realise 2022 and Prevision Plan d'assistance aux PV 2023	Complied
<p><b>Principle 6: respect workers' rights and conditions</b>          Protect workers' rights and ensure safe and decent working conditions.</p>			
<p><b>Criteria 6.1:</b> Any form of discrimination is prohibited.</p>			
6.1.1	<p><b>(C)</b> A publicly available non-discrimination and equal opportunity policy is implemented in such a way to prevent discrimination based on ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age.</p> <p>- Critical (Major) compliance -</p>	<p>The company has documented policy captioned Politque sur l'Egalite des Chances en Matiere D'Emploi dated 26/04/2016 and approved by the Director General. The policy states that Socapalm is committed to providing an environment which is free from discrimination by complying with relevant national laws and international agreements.</p> <p>The policy has been communicated to the workers during their morning musters. Records of morning master briefing were available for verification. Interview with the sampled workers indicated that there were no discriminations being imposed by the management and that everyone is given equal opportunity to earn a living in the company. Also</p>	Complied

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		verified the grievance log that there were no grievances reported in terms of discrimination by the workers and stakeholders.	
6.1.2	<p><b>(C)</b> Evidence is provided that workers and groups including vulnerable sections of local communities, indigenous people, women, and migrant workers have not been discriminated against. Evidence includes migrant workers’ non-payment of recruitment fees.</p> <p>- Critical (Major) compliance –</p> <p><b>PROCEDURAL NOTE:</b>            When recruiting, the rights and needs of persons with disabilities and vulnerable persons must be taken into account.</p>	Interview with sampled workers during the audit period did not identify any worker been discriminated against. This was further confirmed by the workers representatives during the stakeholder engagements	Complied
6.1.3	<p>The unit of certification demonstrates that recruitment selection, hiring, and access to training and promotion are based on skills, capabilities, qualities and medical fitness necessary for the jobs available.</p> <p>- Minor compliance -</p>	<p>The company has documented procedure for recruitment dated 07/12/2021 and approved by the General Manager. The procedure covers only permanent staff of the company. The company does not employ temporal or contract workers. All Socapalm staff are employed as permanent staffs. When there is a need for a worker, announcements are displayed on the notice boards or sent to the various communities for announcements through their chiefs. Applications received are combined with already existing application and are sorted based on qualification. The selected workers are interviewed and the most qualified are recruited after passing the medical test.</p> <p>It is worth mentioning that the company does not hire temporal workers either directly or through third party service providers. The company outsources farm maintenance activities and ad-hoc contracts during peak periods to the third party contractors, who comes with their team of workers. Nevertheless, the management ensures the protection of workers’ rights via the contract agreements and continuous monitoring. The contractors workers are eligible for the companies housing facilities and health care as well during the job tenure.</p>	Complied



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		Reviewed documents showing evidence of the implementation of the procedure leading to the recruitment of a worker with identity card number 113087329. Documents reviewed include the application letter from the workers, interview and medical test records and contract of engagement.	
6.1.4	Pregnancy testing is not conducted as a discriminatory measure and is only permissible when it is legally mandated. Alternative equivalent employment is offered for pregnant women. - Minor compliance -	Interview with the gender committee indicates the company does not conduct pregnancy test on their female workers unless on request by the worker.	Complied
6.1.5	<b>(C)</b> A gender committee is in place specifically to raise awareness, identify and address issues of concern, and identify opportunities and improvements for women. - Critical (Major) compliance -	The company has a gender committee which is made up of 24 members. Reviewed a memo signed by the Director of plantations to the company acknowledging the formation of the committee and the members on the 14/10/2022 with clear objectives. The committee has a training programme from which they implement activities for the year. Some of the activities for the year includes sensitization and capacity building. Some evidences of implementation of the plan was reviewed.	Complied
6.1.6	There is evidence of equal pay for the same work scope. - Minor compliance -	The company has updated salary structure captioned Grille des Salaries dated 16/01/2023 and approved by the Director General. All the workers of the company are paid based on their grade in the company. As such workers within same grade are paid same salaries.  For contract workers, their rate of pay are determined by amount of work done (Piece rate). Interview with the workers confirmed there are equal pay for equal work done.	Complied
<b>Criteria 6.2:</b> Pay and conditions for staff and workers and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages (DLW).			
6.2.1	<b>(C)</b> Applicable labour laws, union and/or other collective agreements and documentation of pay and conditions are available to the workers in the	The company has a documented collective agreement captioned Convention Collective National de L'Agricultural et Activites Connexes dated 06/01/2023. The agreement has information on the workers'	Complied

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	<p>official languages used in the area in which the unit of certification is located, and explained to them in a language they understand.</p> <p>- Critical (Major) compliance -</p>	<p>conditions of service including medical visit, working hours, termination of contract and many more. The document which has been signed by both managements of Edea and the three workers’ representatives is written in French which is the official written and spoken language in the country. Copies has also been made available to the workers through their workers’ representatives. Interview with the representatives confirmed copies has been made available to them. It was established that there were three official union bodies and all workers belong to of the union bodies. All three union bodies are bound by the above mentioned Collective Agreement.</p>	
6.2.2	<p><b>(C)</b> Employment contracts and related documents detailing payments and conditions of employment (e.g. regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc. in compliance with national legal requirements) and payroll documents give accurate information on compensation for all work performed, including work done by family members. Remuneration must be based on the position held and length of service must be taken into account for the evolution of the level of the salary step.</p> <p>- Critical (Major) compliance -</p>	<p>For all workers employed, they are issued contract of agreement where employment conditions are clearly stated such as working hours, rate of pay, reason for termination, leave days and other conditions of service. Also at the end of each month, workers are issued payslips which has information on the total hours worked, allowances, salary, deductions and others.</p> <p>Interview with sampled workers with registration number BO555, EDE008 and EDE024 confirmed all information captured are accurate.</p>	Complied
6.2.3	<p><b>(C)</b> There is evidence of legal compliance for regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice and other legal labour requirements.</p> <p>- Critical (Major) compliance -</p>	<p>The collective agreement review stated that the regular working hours for a week is 48 hours for agricultural workers and any other time after that is paid as overtime. Also all public holidays are treated overtime. Reviewed sample payslips for workers with registration number BO555, AO467 and SCP38742, EDE008 and it has information on the working hours, deductions, leave, overtime and many more. The information were confirmed to be consistent to the Cameroon labour code.</p>	Complied
6.2.4	<p><b>(C)</b> The unit of certification provides adequate housing, sanitation facilities, drinking water supplies, electricity, medical, educational and welfare amenities to national standards or above, where no such public</p>	<p>The company makes available to most of their workers’ accommodation facilities owned by the company. For workers who are not housed by the company, they are given rent allowance each month to cater for</p>	Complied

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	<p>facilities are available or accessible. National laws, or in their absence the ILO Guidance on Workers’ Housing Recommendation No. 115, are used. In the case of acquisitions of non-certified units, a plan is developed detailing the upgrade of infrastructure. A reasonable time (five (5) years) is allowed to upgrade the infrastructure.</p> <p>- Critical (Major) compliance -</p>	<p>their accommodation needs. This was confirmed during interview with the workers’ interview and contractors during the audit interviews. A visit to the housing in Village 1, blocks D, E and F confirmed housing for workers.</p> <p>The workers’ houses were completed with sanitation facilities, water supply and electricity. The company also has a medical facility that is open to workers and their families at no cost.</p>	
6.2.5	<p>The unit of certification makes efforts to improve workers’ access to adequate, sufficient and affordable food.</p> <p>- Minor compliance -</p>	<p>Most of the workers communities have markets where they access all their food and other necessities</p>	Complied
6.2.6	<p>A Decent Living Wage (DLW) is paid to all workers, including those on piece rate/quotas, for whom the calculation is based on achievable quotas during regular work hours.</p> <p>- Minor compliance -</p>	<p>The country has a national minimum wage of 36,270 CFA below which no industry is allowed to pay. Currently the company is paying 40,649 CFA as its minimum wage. In addition, there are some in-kind benefits that the company makes to their workers. The in-kind benefits include housing, transportation for school children, free medical care for worker, spouse and family, water and electricity. The company has conducted an assessment of the pay and in-kind benefit that they provide to their workers. A review of the assessment report indicates the company in total pays a minimum wage of 80,719 CFA to their workers which is 40,070 CFA more than the national minimum wage. Reviewed sampled workers’ pay slips for both permanent and contract workers and did not identify payments below the national minimum wage</p>	Complied

**PROCEDURAL NOTE:**

The RSPO Labour Task Force will prepare guidance on the DLW implementation, including details on how to calculate a DLW, expected for 2019. The RSPO Secretariat will endeavour to carry out DLW country benchmarks for palm oil producing countries in which RSPO members operate and for which no Global Living Wage Coalition (GLWC) benchmarks exist.

STATEMENT FROM THE RSPO STANDARDS STANDING COMMITTEE REGARDING INDICATOR 6.2.6 ON DECENT LIVING WAGE (Endorsed by the RSPO BoG on 7 November 2019)

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With reference to the procedural note of Indicator 6.2.6, the RSPO has published a guidance on the DLW calculation in June 2019. The RSPO Secretariat will endeavour to carry out DLW country benchmarks for palm oil producing countries in which RSPO members operate and for which no Global Living Wage Coalition (GLWC) benchmarks exist.

Where a GLWC living wage standard (benchmark), or one that fulfils the basic requirements of the RSPO-endorsed living wage methodology, has been established in the country or region of operation, the same should be used as benchmarks.

In the absence of such benchmarks, RSPO will collaborate with the GLWC and/or local experts on developing oil palm industry benchmarks. These benchmarks will be developed in collaboration and consultation with relevant stakeholders such as palm oil industry members, workers' union, authorities and/or relevant organisations.

For countries where no living wage standard is established, until such time that an RSPO endorsed benchmark for the country is in place, national minimum wages shall be paid to all workers. In addition to the payment of minimum wages, the Unit of Certification (UoC) shall conduct an assessment of the prevailing wages and in-kind benefits provided to workers in the Unit of Certification, aligned with the RSPO Guidance for Implementing a Decent Living Wage.

Once these benchmarks are available, this procedural note is no longer applicable. The unit of certification shall have an implementation plan towards the payment of a DLW with specific targets, and a phased implementation process, which includes:

- Updated assessment on prevailing wages and in-kind benefits.
- Annual progress on the implementation of living wages.
- Where a minimum wage, based on the equivalent of baskets of goods, is stipulated in the Collective Bargaining Agreements (CBAs), this should be used as the foundation for the gradual implementation of the living wage payment.
- The unit of certification may choose to implement the living wage payment in a specific section as a pilot project; the pilot will then be evaluated and adapted before eventual scale up of the living wage implementation.

6.2.7	<p>Permanent, full-time employment is used for all core work performed by the unit of certification. Casual, temporary and day labour is limited to jobs that are temporary or seasonal.</p> <p>- Minor compliance -</p>	<p>The company employs only permanent workers in their establishment for their operations. However, the company also engages the services of third party independent contractor for farm maintenance and ad-hoc jobs. These contractors such as Interima, Pro-Services and Sayo Granol employs the services of contract workers in the plantations.</p>	Complied
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**Criteria 6.3:** The unit of certification respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.

6.3.1	<p><b>(C)</b> A published statement recognising freedom of association and right to collective bargaining in the official language used in the area in which the unit of certification is located is available and is explained to all workers in languages that they understand, and is demonstrably implemented.</p> <p>- Critical (Major) compliance -</p>	<p>The company has a documented policy captioned Politique de Liberte D'Association et de Negociation Collective dated 25/04/2019 and approved by the Director General. The policy indicates the company respects the rights of workers to belong to any association of their choice without any reservation. The document is in French, displayed on notice boards and has been communicated to their workers. This was confirmed by the workers' representatives during the audit interview.</p>	Complied
6.3.2	<p>Minutes of meetings between the unit of certification with trade unions or workers representatives, who are freely elected, are documented in the official language used in the area in which the unit of certification is located and made available upon request.</p> <p>- Minor compliance -</p>	<p>The company has three Union bodies representing the workers and are elected by the workers. Interview with the different representatives of the workers' union indicates meetings are held with management ones every month and whenever necessary. For all meetings, records are taking and copies are shared with the workers' representatives. Copies of the minutes of meetings which are documented in French were made available for review.</p>	Complied
6.3.3	<p>Management does not interfere with the formation or operation of registered unions/labour organisations or associations, or other freely elected representatives for all workers, including migrant and contract workers.</p> <p>- Minor compliance -</p>	<p>Interview with the union indicates management does not interfere in the formation and operations of the association</p>	Complied
<b>Criteria 6.4:</b> Children are not employed or exploited.			
6.4.1	<p>A formal policy for the protection of children, including prohibition of child labour and remediation, is in place and included into service contracts and supplier agreements.</p> <p>- Minor compliance -</p>	<p>The company has a documented policy on Child labour dated 26/04/2019 and approved by the general manager. The policy defines Child labour as work that deprives children of their childhood, their potential and their dignity and that is harmful to their physical and mental development. Review of sampled contractor agreement shows a clause on the prohibition on the use of child labour in their operations. The policy has also been communicated to all workers during their morning musters.</p>	Complied

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6.4.2	<p><b>(C)</b> There is evidence that minimum age requirements are met. Personnel files show that all workers are above the national minimum age or above company policy minimum age, whichever is higher. There is a documented age screening verification procedure.</p> <p>- Critical (Major) compliance -</p>	<p>Review of the company’s recruitment procedures shows that as part of the conditions for recruitment, individuals seeking employment are required to submit birth certificate and a valid national identity card as a means of verifying and confirming the age.</p> <p>Review of sampled workers file and interview during field visit did not identify any workers below the age of 18 years.</p>	Complied
6.4.3	<p><b>(C)</b> Young persons may be employed only for non-hazardous work, with protective restrictions in place for that work.</p> <p>- Critical (Major) compliance -</p>	<p>Review of sampled employment file and field visit did not identify the use of children below the age of 18 years in their operations.</p>	Complied
6.4.4	<p>The unit of certification demonstrates communication about its ‘no child labour’ policy and the negative effects of child labour, and promotes child protection to supervisors and other key staff, smallholders, FFB suppliers and communities where workers live.</p> <p>- Minor compliance -</p>	<p>The company has displayed the policy on child labour on their notices and have also shared same with the communities. These documents have been communicated with the workers during their morning musters and also with the communities. The policy has also been included in the contract of agreement with the contractors providing services to the company.</p>	Complied
<b>Criteria 6.5:</b> There is no harassment or abuse in the workplace, and reproductive rights are protected.			
6.5.1	<p><b>(C)</b> A policy to prevent sexual and all other forms of harassment and violence is implemented and communicated to all levels of the workforce.</p> <p>- Critical (Major) compliance -</p>	<p>The company has a documented policy captioned procedure de mise en oeuvre de la politique concernant le harcèlement dated 05/09/2022 and approved by the Director General. The objective of the document is to ensure sexual harassment and other violence at work place are monitored. Interview with sampled workers in Division 1, block 21I confirm the policy has been communicated to their understanding and there has not been any reported case of sexual harassment in the company</p>	Complied
6.5.2	<p><b>(C)</b> A policy to protect the reproductive rights of all, especially of women, is implemented and communicated to all levels of the workforce.</p> <p>- Critical (Major) compliance -</p>	<p>The company has a reproductive rights policy dated 23/04/2019 and approved by the Director General. The document states that the company recognise the rights of employees to decide freely the number of children and the time of having children. Interview with sampled</p>	Complied

		workers in Division 1, block 21I confirm the policy has been communicated to their understanding	
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. - Minor compliance -	Management assesses the needs of new mother through the gender committee to identify actions that has to be taken to address the identified needs. However management can improve on their engagements with the gender committee to speed up the implementation of actions to address identified concerns of the new mothers.	OFI
6.5.4	A grievance mechanism, which respects anonymity and protects complainants where requested, is established, implemented and communicated to all levels of the workforce. - Minor compliance -	The company has documented procedure captioned Procedure de Gestion des Plaintes Internes dated 24/05/2022 and approved by the Director general. The objective of the procedure is to reduce the complains in an efficient and constructive manner and document it. The procedure makes provision for ensuring the confidentiality and anonymity of the complainant and also different resolution times depending on the nature of the complaint.  The procedure has been communicated to the workers as confirmed during field visit and interview with sampled workers and also the workers' representatives. There were no reported complaints during the year under review.	Complied
<b>Criteria 6.6:</b> No forms of forced or trafficked labour are used.			
6.6.1	<b>(C)</b> All work is voluntary and the following are prohibited: <ul style="list-style-type: none"> <li>• Retention of identity documents or passports or international vaccinations cards;</li> <li>• Payment of recruitment fees by the job seeker;</li> <li>• Contract substitution;</li> <li>• Involuntary overtime;</li> <li>• Lack of freedom of workers to resign;</li> <li>• Penalty for termination of employment;</li> </ul>	The company does not have migrant workers in their operations but review of documents and interview with sampled workers confirm the use of temporal workers in their operations. However, there were no evidence of involuntary works in the company or any of the issues raised by the indicator.	Complied

	<ul style="list-style-type: none"> <li>Debt bondage;</li> <li>Withholding of wages;</li> <li>The suppression of the right to annual leave.</li> </ul> <p>- Critical (Major) compliance -</p>		
6.6.2	<p><b>(C)</b> Where temporary or migrant workers are employed, a specific labour policy and procedures are established and implemented..</p> <p>- Critical (Major) compliance -</p>	The company employs temporal workers in their operations and in line with the requirement has a policy for migrant and temporal workers dated 25/04/2019 and approved by the General manager. The policy has been communicated to all the workers as confirmed through interview with sample temporal workers and workers’ representatives. There were no reported cases of abuse of temporal workers in the company	Complied
<p><b>Criteria 6.7:</b> The unit of certification ensures that the working environment under its control is safe and without undue risk to health.</p>			
6.7.1	<p><b>(C)</b> The responsible person(s) for H&amp;S is identified. There are records of regular meetings between the responsible person(s) and workers. Concerns of all parties about health, safety and welfare are discussed at these meetings, and any issues raised are recorded.</p> <p>- Critical (Major) compliance -</p>	<p>As per Cameroonian legal compliance, the operational head of the organisation is responsible of all Health and Safety matters in the organisation. Plantation De Edea have identified the Directeur de Plantation as the PIC for Health and Safety matters in the plantation. A safety committee has been established lead by the Directeur de Plantation, which includes representatives from the management and workers. The representatives from the workers were elected among the workers by the workers themselves to represent them at the Safety Committee. The establishment of the Safety Committee was verified in the document entitled <i>Actualisation du Comite d’Hygiene et Securite au Travail</i>.</p> <p>The Safety Committee conducts quarterly Safety and Health meetings to address all issues related to health, safety and hygiene in the estates and mills. Records of meeting minutes conducted for the year 2022, dated 12/07/2022 and 25/08/2022 were available for verification.</p>	Complied
6.7.2	<p>Accident and emergency procedures are in place and instructions are clearly understood by all workers. Accident procedures are available in the</p>	Socapalm – Edea has established Plan D’urgence de La Socapalm dated February 2015. This emergency plan (more specifically Internal	Complied



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	<p>official language used in the area in which the unit of certification is located. Assigned operatives trained in first aid are present in both field and other operations, and first aid equipment is available at worksites. Records of all accidents are kept and periodically reviewed.</p> <p>- Minor compliance -</p>	<p>Operation Plan) is implemented to deal with emergency situations that may arise on the site of the SOCAPALM factory in Edea, in particular fires and/or explosions and their consequences, accidents etc.</p> <p>It defines the organization of rescue and intervention in the event of an accident, to react promptly to emergency situations that may occur on their site and aims to protect personnel, populations and the environment.</p> <p>Accident and emergency procedures are available in the mill and estate and displayed at various locations in the head office, divisional office and mill compound. Workers are trained on the procedures and evacuation and response drills are simulated to prepare the workers for the actual situations. Latest fire drill was conducted on 21/10/2022 at Socapalm - Edea. Emergency Simulation Training was conducted on 11/01/2023.</p> <p>First Aiders were available in the mill and estate. In the estate the first aid boxes were placed in the trucks of each operations. The <i>Chef d'equipe (supervisor)</i> of each operations has been identified as the First Aider responsible for handling the First Aid Boxes. While for the mill the First Aid box is placed at the respective stations with the Station Head identified as the First Aiders responsible for handling the boxes. All personals responsible for the First Aid Boxes have undergone specific trainings, conducted by the Edea Medical Centre. Sighted the records of training on first aid for staffs dated 10/05/2022 and 5/11/2022 available for verification. Interview with the sampled First Aiders indicated that they were able to distinguish the items in the first aid boxes and its uses.</p> <p>The Medical Centre of Edea maintains the accident records for all accidents and incidents that occur are Socapalm Edea Certification Unit. The records were available in the document entitled "<i>Registre d'Accidents, d'Incidents et de Premiers Secours</i>". The report itself is updated by the Doctor in-charge. The accidents are divided into categories such as Accidents that lead to death, minor accidents and</p>	
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		severe accidents. The detailed breakdown of the accidents are stated under indicator 6.7.5 in the report.	
6.7.3	<p><b>(C)</b> Workers use appropriate personal protective equipment (PPE), which is provided free of charge to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, land preparation, and harvesting. Sanitation facilities for those applying pesticides are available, so that workers can change out of PPE, wash and put on their personal clothing.</p> <p>- Critical (Major) compliance -</p>	<p>Socapalm – Edea Certification unit have ensured all workers, regardless of being own employed or contractor’s workers are all provided appropriate PPEs with accordance to the job they conduct. During the visit to the Herbicide Applicators, Loose Fruit Pickers, Harvesters and FFB Loaders, it was sighted that the workers were wearing all appropriate required PPEs. Interview with the workers indicated that the PPEs were provided free of charge without any deductions to their salary. Sanitisation facilities were available at each division in the estate. Visit to the Sanitisation Facility at Division 3 indicated that the facilities were well maintained and used by the herbicide applicators to clean themselves prior to returning home.</p>	Complied
6.7.4	<p>All workers are provided with medical care and covered by accident insurance. Costs incurred from work-related incidents leading to injury or sickness are covered in accordance with national law or by the unit of certification where national law does not offer protection.</p> <p>- Minor compliance -</p>	<p>Edea Certification Unit has its own Medical Centre with qualified medical personnel that provide various health care services to workers, spouse and children at no cost. In cases of referrals to major hospitals for severe accidents and injuries and sickness other than work related accidents, the company provides a guarantee letter to the hospital. If the workers are to visit the hospitals by themselves, they are then reimbursed of the hospitalization costs.</p> <p>Also all of the company workers are insured by the company. The company makes payment for all workers as insurance against any unforeseen accidents. Review of a sampled worker’s payslip confirms payment made by the company for worker’s insurance. The contract workers are also insured by their contractors.</p>	Complied

6.7.5	Occupational injuries are recorded using Lost Time Accident (LTA). - Minor compliance -	<p>Records of Lost Time Accident (LTA) and other statistics were maintained and available at the Medical Centre of Edea and available for verification. Records were summarized as below.</p> <table border="1" data-bbox="1131 475 1977 855"> <thead> <tr> <th>Description</th> <th>Total Number of Days</th> </tr> </thead> <tbody> <tr> <td>Total Number of Accidents Cases</td> <td>59</td> </tr> <tr> <td>Total Number of Severe Accidents Cases</td> <td>0</td> </tr> <tr> <td>Total Number of Death Cases</td> <td>1</td> </tr> <tr> <td>Occupational Disease Cases</td> <td>0</td> </tr> <tr> <td>Number of Accidents with Lost Days</td> <td>5</td> </tr> <tr> <td>Number of Lost Days due to Accident Cases</td> <td>38</td> </tr> </tbody> </table>	Description	Total Number of Days	Total Number of Accidents Cases	59	Total Number of Severe Accidents Cases	0	Total Number of Death Cases	1	Occupational Disease Cases	0	Number of Accidents with Lost Days	5	Number of Lost Days due to Accident Cases	38	Complied
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**Principle 7: PROTECT, CONSERVE AND ENHANCE ECOSYSTEMS AND THE ENVIRONMENT**  
 Protect the environment, conserve biodiversity and ensure sustainable management of natural resources.

**Criteria 7.1:** Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.

7.1.1	(C) IPM plans are implemented and monitored to ensure effective pest control. - Critical (Major) compliance -	<p>Socapalm Edea have established IPM Plans, available in the <i>De'partement Agricole Agricultural Department; Plan De Gestion Integree des Ravageurs; Version: 01; Updated: 04/2021.</i></p> <p>The objective of the plan states that "The plan makes it possible to examine the techniques currently used to control harmful organisms, to integrate appropriate methods minimizing the increase in pest populations by making it possible to maintain the use of pesticides at economically justified levels, thus reducing the risks for health and the environment".</p> <p>Evidence of implementation of IPM plans were verified as below&gt;</p>	Complied
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		<ol style="list-style-type: none"> <li>1. Outbreak of pest and diseases in the plantations are monitored and treatment or control carried out only when specific thresholds are reached thus minimizing the use of pesticides.</li> <li>2. Establishment of beneficial plants that is used to attract natural predators for pests such as leaf eating insects and caterpillars.</li> </ol>	
7.1.2	<p>Species referenced in the Global Invasive Species Database and CABI.org are not to be used in managed areas, unless plans to prevent and monitor their spread are implemented. The unit of certification sets up a control mechanism for invasive species, for example for mucuna spp, aumania spp, etc.</p> <p>- Minor compliance -</p>	No species referenced in Global Invasive Species Database and CABI.org are used in managed areas. This was confirmed based on the interviews with the management, workers, and local surrounding communities. Records of pest and disease control also confirmed that there was no use of such species in the managed area.	Complied
7.1.3	<p>There is no use of fire for pest control unless in exceptional circumstances, i.e., where no other effective methods exist, and with prior approval of government authorities.</p> <p>- Minor compliance -</p>	Socapalm - Edea Certification Unit has a zero-fire use policy. No use of fire was observed at the time of the audit.	Complied
<b>Criteria 7.2:</b> Pesticides are used in ways that do not endanger health of workers, families, communities or the environment.			
7.2.1	<p><b>(C)</b> Justification of all pesticides used is demonstrated. Selective products (pesticides approved by the State of Cameroon) and application methods that are specific to the target pest, weed or disease are prioritised.</p> <p>- Critical (Major) compliance -</p>	<p>Socapalm - Edea Certification Unit maintains and applies chemicals within the approved list of pesticides in Cameroon - <i>Liste Des Pesticides Homologues au Cameroun, au 18/04/2019, Liste réservée au Grand Public</i>.</p> <p>Besides that, the organisation has established a controlled documented, titled "<i>Standards De Traitements Herbicides 2019</i>". The document states the types of pesticides, its targeted pests and the mode of application accordingly. All documents were available for verification during the assessment.</p>	Complied
7.2.2	<p><b>(C)</b> 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 made available by the unit of certification.</p>	Socapalm - Edea Certification Unit maintains records of pesticides used to include the specific records required by this RSPO Standard. These records were available at the divisional office and reviewed during the	Complied

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	- Critical (Major) compliance -	assessment. These records are maintained in <i>Rapport Mensuel: Suivi Utilisation Des Produits Chimiques 2022</i> . The records include the pesticide used, the active ingredients, the amount of pesticide, the area treated, the amount of active ingredient used and their LD 50s.	
7.2.3	<p><b>(C)</b> Any use of pesticides is minimised as part of a plan, eliminated where possible, in accordance with IPM plans.</p> <p>- Critical (Major) compliance -</p>	Socapalm - Edea demonstrated its plan to reduce the use of pesticides in its operations as part of its IPM plans. The company's IPM plan, De'partement Agricole Agricultural Department; Plan De Gestion Integree des Ravageurs; Version: 01; Updated: 04/2021 is implemented to identify pests and diseases and the appropriate control methods to minimize the use of pesticides. Outbreak of pest and diseases in the plantations are monitored and treatment or control carried out only when specific thresholds are reached thus minimizing the use of pesticides.	Complied
7.2.4	<p>There is no prophylactic use of pesticides, unless in exceptional circumstances, as identified in Indonesia best practice guidelines.</p> <p>- Minor compliance -</p>	<p>Socapalm - Edea has developed an IPM Plan (De'partement Agricole Agricultural Department; Plan De Gestion Integree des Ravageurs; Version: 01; Updated: 04/2021) for the management of identified pest categories such as Coelaenomodera minuta, Oryctes monoceros, rats, birds and Cercospora elaeidis.</p> <p>The IPM plan clearly stipulates that prophylactic use of pesticides in pest control is not a recommended approach at Socapalm - Edea. Pesticides are used uniquely for curative treatment.</p>	Complied
7.2.5	<p>Pesticides that are categorised as World Health Organization Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, unless in exceptional circumstances, as validated by a due diligence process, or when authorised by government authorities for pest outbreaks:</p> <p>- Minor compliance -</p>	Socapalm - Edea did not use pesticides that are categorized as WHO Class 1A or 1B, or those listed by the Stockholm or Rotterdam Conventions. The certification unit maintain a list of pesticides in use ( <i>Rapport Mensuel: Suivi Utilisation des Produits Chimiques 2022</i> ) which was made available for review during the assessment. The WHO categorizations had been specified for each of these products and none of them was found to be in the Class 1A or 1B. Review of the company's records of pesticides consumption at the various Divisions and the Palm Nursery ( <i>Rapport Mensuel : Suivi Utilisation des Produits Chimiques</i>	Complied
	<p>The due diligence refers to:</p> <p>7.2.5a Judgment of the threat and verify why this is a major threat.</p>		

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	<p>7.2.5b Why there is no other alternative which can be used.</p> <p>7.2.5c Which process was applied to verify why there is no other less hazardous alternative.</p> <p>7.2.5d What is the process to limit the negative impacts of the application.</p> <p>7.2.5e Estimation of the timescale of the application and the steps taken to limit application to the specific outbreak.</p>	<p>2022) and inspection at the Chemical Stores did not come across any evidence of use of any WHO Class 1A or 1B pesticide. Interviews with pesticide handlers, applicators and chemical storekeepers further confirmed this.</p>									
<p>7.2.6</p>	<p><b>(C)</b> Pesticides are only handled, used or applied by persons who have completed the necessary training and are always applied in accordance with the product label. All precautions attached to the products are properly observed, applied, and understood by workers (see Criterion 3.6). Personnel applying pesticides must show evidence of regular updates on the knowledge about the activity they carry out.</p> <p>- Critical (Major) compliance -</p>	<p>Pesticide operators and handlers are given training on the safe handling and application of the pesticides. Suitable personal protective equipment's and application equipment provided to the operators were verified via site visit and PPE issuance forms. Records of training provided were available for verification and sampled as below.</p> <table border="1" data-bbox="1133 818 1973 1018"> <thead> <tr> <th>Trainings</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Chemical Eradication of Legumes Training</td> <td>08/12/2022</td> </tr> <tr> <td>Training on Agrochemical Driver's Duties</td> <td>26/08/2022</td> </tr> <tr> <td>Training for Sprayers – Div. 2</td> <td>20/04/2022</td> </tr> </tbody> </table> <p>Interview with the sampled pesticide applicators and chemical storekeeper further confirmed that they have been provided with adequate trainings as they were well aware on the procedure and safety aspects of handling pesticides and chemicals.</p>	Trainings	Date	Chemical Eradication of Legumes Training	08/12/2022	Training on Agrochemical Driver's Duties	26/08/2022	Training for Sprayers – Div. 2	20/04/2022	<p>Complied</p>
Trainings	Date										
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<p>7.2.7</p>	<p><b>(C)</b> Storage of all pesticides in accordance with recognized best practices.</p> <p>- Critical (Major) compliance -</p>	<p>Socapalm - Edea stored all pesticides according to the recognized best practices. The company have established pesticides storage procedure ("Procedure De Gestion Des Produits Chimiques dated 04/04/2020). The company has chemical storage facilities to include temporary chemical storage facilities at its main office, nursery and at the divisions. Visit to the main office store and facilities at the main office and at the divisions found pesticides in storage to have been well stored according to</p>	<p>Complied</p>								

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		procedure. Chemicals were seen to be labelled and the SDS were available on site. The stores were under lock and key and only authorized personals are able to enter the store with appropriate PPEs.	
7.2.8	All pesticide containers are properly disposed of and/or handled responsibly and may not be reused for the same purpose nor, for example, for mixing. - Minor compliance -	SOCAPALM Edea disposed all pesticide properly and those reused for other purposed were done responsibly. The company's waste management procedures "procédures de gestion des déchets GNAC version 3 of 30/04/2020" together with the chemical storage procedures Section 10.5 "stockage des produits Chimiques" of the chemical management procedures "Procédure de gestion des produits chimiques of 4/4/2020 give the approach for handling empty pesticide containers. Some empty pesticides containers are reused for pesticide application and those not used are sent to dedicated areas at the company's waste centre where they are lifted by Government approved hazardous waste handling third party company. Details of waste disposal records reported under indicator 7.3.2.	Complied
7.2.9	<b>(C)</b> Aerial spraying of pesticides is prohibited, unless in exceptional circumstances where no other viable alternatives are available. This requires prior government authority approval. All relevant information is provided to affected local communities at least 48 hours prior to application of aerial spraying. - Critical (Major) compliance -	Socapalm - Edea Certification Unit does not use aerial spraying to apply pesticide. Interview with managers established that the company does not encourage this approach as it is considered not appropriate and capital intensive. Direct observation at the stores, workshop and in the field also indicated there were no evidence of using aerial spraying in the application of pesticides.	Complied
7.2.10	<b>(C)</b> Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated. - Critical (Major) compliance -	Socapalm - Edea conducted specific bi-annual medical surveillance for its pesticide operators. The plantation maintains up-to-date list of workers applying and handling pesticides and this was available and reviewed during the assessment. The company has procedures for monitoring its pesticide applicators who needs to undergo annual medical test documented in " <i>Prise en charge médicale et suivi des travailleurs exposés aux produits chimiques</i> ", Doc. No: MEDIC 09. Prior to being appointed as a pesticide operator, the worker has to undergo a medical check up to understand their health condition prior	Complied

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		<p>be appointed as a pesticide operator. Subsequently, medical surveillance are conducted twice a year for them. Records of bi-annual medical surveillance for pesticide applicators were available at the company’s medical centre and were reviewed during the assessment. The records included summary report for batches of pesticide applicators. The latest medical surveillance conducted was dated 21/12/2022. If the worker’s results comes up negative, the worker is the recommended by the medical personnel for removal from chemical related work and subsequent actions will be taken by the plantation management.</p> <p>The test results for physical examination, full blood count, x-ray, liver and kidney function test, blood pressure were among the test done. For each batch of workers, the records included their names, date of birth (age), the names and details of the specific pesticides they handle to include the active ingredients and their LD50.</p> <p>Interview with sample of pesticide applicators confirmed that they have undertaken their annual medical test and are treated at the company’s clinic or referred to other medical facilities should their results show any related medical condition.</p>	
7.2.11	<p><b>(C)</b> No work with pesticides is undertaken by persons under the age of 18, pregnant or breastfeeding women or other people that have medical restrictions and they are offered alternative equivalent work.</p> <p>- Critical (Major) compliance -</p>	<p>Socapalm – Edea Certification Unit does not employ workers below the age of 18 in the plantation and mills. This was verified during the assessment conducted.</p> <p>Socapalm – Edea certification unit has established a Medical Operating Procedure which states medical care and monitoring of workers exposed to chemicals (Page 12; Code: MEDIC.09; Version: 00; creation date: 11/2020) 7.5 Special Cases (Page 5) - <i>A pregnant or breastfeeding woman working with chemical products (or in any other high-risk position) will be removed from her position and transferred to another equivalent position that does not entail any risks for the smooth running of her pregnancy or breastfeeding.</i></p>	Complied



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		Records were available where chemical operators who were identified to be pregnant were transferred to other non-chemical related operations for 13 months, where a recommendation letter is submitted to the Director General and the Plantation Manager for their execution.				
<b>Criteria 7.3:</b> Waste is reduced, recycled, reused and disposed of in an environmentally and socially responsible manner.						
7.3.1	A waste management plan which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, is documented and implemented in accordance with applicable laws and regulations. - Minor compliance -	SOCAPLM Edea has documented waste management plan "Plan de gestion des dechets: Plantation de Edea, PGD, Version 00 of 05/04/2021. No latest review of the plan as to date. The plan has identified the source of the company's waste and categorize them into various types of waste to include general waste, hazardous waste, non-hazardous waste among others based on their toxicity and hazard characteristics. The plan includes how each identified waste is to be managed to include recycling for waste such as EFBs, reuse for some empty pesticide containers or oil fibre for the boiler, disposal at the waste dump for general waste and those for disposal by approved agents. Direct observations, inspection at the dump sites and waste centers, review of records and interview with workers confirmed the implementation of the company's waste management plan.	Complied			
7.3.2	Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated. - Minor compliance -	SOCAPALM Edea has generally disposed its waste consistent with its waste management procedures which are understood by workers. The company's procedures ("Plan de gestion des dechets: Code: GDE, Version 04 of 05/10/2022) identify its waste into different categories to include, general waste, hazardous waste, non- hazardous among others. Hazardous waste such as empty pesticides containers, used oil etc are picked by approved third party hazardous waste service providers for disposal while clinical waste is incinerated in the company's incinerator. Example of waste disposal summary as per below:	Complied			
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Waste type</td> <td style="width: 33%;">License contractor information</td> <td style="width: 33%;">Manifest of waste</td> </tr> </table>	Waste type	License contractor information	Manifest of waste	
Waste type	License contractor information	Manifest of waste				

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		<p>Phytosanitary waste and medical waste</p>	<p>i) Setting the conditions for sorting, collection, storage, transport, recovery, recycling, treatment and disposal of waste /Joint Order No. 005/MINEPDED/MINCOM MERCE of October 24, 2012</p> <p>ii) Setting the specific conditions management of electrical and electronic equipment as well as the elimination of waste from this equipment / Order No. 002-MINEPDED setting the conditions for the management of industrial waste / Order No. 003-MINEPDED setting the specific conditions for the management of medical and pharmaceuticals.</p>	<p>Waste Management Manifest N°044/MTD/MINEPDED of 01/30/2023 issued by the Ministry of the Environment, Nature Protection and Sustainable Development, based on Decree N°2012/2809/PM/ of 26 September 2012</p> <p>Phytosanitary waste: 1820 kg          Medical waste: 20 kg</p>	
		<p>Empty fertilizer bags and used PPE (EPI)</p>	<p>Setting the conditions for sorting, collection, storage, transport, recovery, recycling, treatment and disposal of waste /Joint Order No. 005/MINEPDED/MINCOM</p>	<p>Waste Management Manifest N°047/MTD/MINEPDED /DDEDED/SM of 12/12/2022 issued by the Ministry of the Environment, Nature</p>	

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			<p>MERCE of October 24, 2012</p> <p>Waste removal done by NETTOYCAM (Transport permit number 0041 of 01/21/2020).</p>	<p>Protection and Sustainable Development, based on Decree N°2012/2809/PM/ of 26 September 2012</p> <p>Total waste disposed: 8340 kg (fertilizer bags), 480 kg (used PPE)</p>	
		Electrical waste and electronic equipment	<p>i) Setting the conditions for sorting, collection, storage, transport, recovery, recycling, treatment and disposal of waste /Joint Order No. 005/MINEPDED/MINCOM MERCE of October 24, 2012</p> <p>ii) Setting the specific conditions management of electrical and electronic equipment as well as the elimination of waste from this equipment / Order No. 002-MINEPDED setting the conditions for the management of industrial waste / Order</p>	<p>Waste Management Manifest N°013/MTD/MINEPDED /DDEDED/SM of 31/01/2022 issued by the Ministry of the Environment, Nature Protection and Sustainable Development, based on Decree N°2012/2809/PM/ of 26 September 2012</p>	

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			<p>No. 003-MINEPDED setting the specific conditions for the management of medical and pharmaceuticals.</p> <p>Waste removal done by SOLIDARITE TECHNOLOGIE</p>	
7.3.3	<p>The unit of certification does not use open fire for waste disposal.</p> <p>- Minor compliance -</p>	<p>SOCAPALM Edea did not use open fire for waste disposal. The company is guided by the Socfin Group Policy for Responsible Management (Section 5: Commitment to our planet) of the policy dated 30/3/2022. In the policy statement, the company commits to fight deforestation and preserve the environment by prohibiting the use of fire. In addition to the said group policy, included in HSE policy dated 26/4/2019, a commitment on environmental protection where no use of fire for soil preparation or waste disposal. Interview with workers confirmed that, the company has policy against the use of fire to dispose waste. Direct observation during the audit also did not come across any evidence of the use of fire to dispose of waste.</p>		Complied
<p><b>Criteria 7.4:</b> Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>				
7.4.1	<p>Good agricultural practices, as contained in SOPs, are followed to manage soil fertility to optimise yield and minimise environmental impacts</p> <p>- Minor compliance -</p>	<p>Socapalm - Edea has documented SOPs on Good Agriculture Practices and these procedures are implemented to manage soil fertility of its plantation, optimize yield and to minimize environmental impact. These procedures were made available and reviewed during the audit include:</p> <ol style="list-style-type: none"> <li>1. Procedures for soil analysis, Soil and Leaf sampling SOCFINCO Planters manual.</li> <li>2. Legume cover crop procedures (Etablissement de la plante legumineuse de couverture AGRI 15 Version 02 approved on</li> </ol>		Complied

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		<p>10/02/2020,</p> <ol style="list-style-type: none"> <li>3. Palm Leaves sampling procedures (Ehcantillonnage Follaire des Palmiers AGR 14 Version 2 approved on 10/02/2020,</li> <li>4. Organic fertilization procedures (Fertilization Organique AGR 12 Version 02 approved on 10/08/2020</li> <li>5. Inorganic fertilization procedures - Fertilization Minerale AGR13 approved on 01/2020 and</li> <li>6. Road and erosion maintenance procedures (Procedures D’entretien des Routes Et Erosion, AGR 0 of 15/04/2021).</li> </ol> <p>Review of these procedures and implementation records, direct field observations and interviews with workers during the audit confirmed that these procedures are being implemented.</p>	
7.4.2	<p>Periodic tissue and soil sampling is carried out to monitor and manage changes in soil fertility and plant health..</p> <p>- Minor compliance -</p>	<p>To monitor and manage changes in soil fertility and plant health, periodic soil and tissue sampling is carried out by Socapalm - Edea. Interviews with staff of the agronomic department revealed that soil analyses are done periodically, while tissue analyses are done every year. The implementation of the analysis is guided by the procedure, Ehcantillonnage Follaire des Palmiers AGR 14 Version 2 approved on 10/02/2020.</p> <p>The report of annual tissue sampling for 2022, Socapalm - Edea were available and documented in “Campagne de Diagnostic Foliaire PALMIER – 2022”. The results of the sampling are used in determining the quantities of fertilizers applied.</p>	Complied
7.4.3	<p>A nutrient recycling strategy is in place, which includes the recycling of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), palm residues and optimal use of inorganic fertilisers.</p> <p>- Minor compliance -</p>	<p>SOCAPALM Edea has nutrient recycling strategy for the recycle of EFB, fibre, sludge and ashes aimed at achieving optimal use of inorganic fertilizers. This is contained in the company’s Organic fertilization procedures “fertilisation organique” AGR12 Version 02 of 01/2020.</p> <p>The estate-maintained records of EFB that are used as organic fertilisers (Mulch). During the site visit to the estate, the EFB application was observed and confirmed to tally with the records that were shown.</p>	Complied

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7.4.4	Records of fertiliser inputs are maintained. - Minor compliance -	There exists an Annual Fertilizer Plan documented in "Programme Fumure 2023 Selon UDF". The plan for 2022 was seen at the time of the audit together with the application records which includes quantities and types of fertilizers applied per division of the plantation, the active ingredient, among other things. The quantities of fertilizer applied and recorded are based on the results of the tissue and soil analyses, developed by "Departement Agricole".	Complied
<b>Criteria 7.5:</b> Practices minimise and control erosion and degradation of soils.			
7.5.1	Practices minimise and control erosion and degradation of soils. - Minor compliance -	<p>Socapalm - Edea has maps which identify geology, soils and topography. For example, abstracted from the HCV Assessment Report done by HCVAfrica dated 08/03/2021 "Topography: Elevation' and "Topography: Slope (Edea)" which maps the company's plantation into slopes of 1 - 9 degrees, 10 - 25 degrees and above 25 degrees. The report states "<i>The study area comprises relatively flat areas with gently undulating plains and plateaus with fairly gentle slopes. This setting justified establishing oil palm and rubber</i>".</p> <p>Socapalm have established procedures entitled Road And Erosion Maintenance Procedures (Procedures D'entretien des Routes Et Erosion, AGR 0 of 15/04/2021) to guide the management of erosions and degradation of soils.</p> <p>Furthermore, the management of the plantation have incorporated practises to minimise the erosion of soils by placing heaps of cut fronds at steep areas. There were also no practise of blanket agrochemical application and good vegetation was maintained at the plantation.</p>	Complied
7.5.2	There is no extensive replanting of oil palm on steep terrain. - Minor compliance -	Socapalm - Edea does not carry out replanting of oil palm on steep terrain. Verified the HCV Assessment Report done by HCVAfrica dated 08/03/2021 "Topography: Elevation' and "Topography: Slope (Edea)" which states " <i>The study area comprises relatively flat areas with gently undulating plains and plateaus with fairly gentle slopes</i> ". Hence, it was	Complied

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		justified that Socapalm – Edea does not have steep terrains within the concession.	
7.5.3	There is no new planting of oil palm on steep terrain. - Minor compliance -	Socapalm - Edea has not carried out new planting of oil palm on steep terrain. Review of area statement and interview with managers and a Civil Society organization confirmed that there is no new planting within the concession.	Complied
<b>Criteria 7.6:</b> Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.			
7.6.1	<b>(C)</b> To demonstrate the long-term suitability of land for oil palm cultivation, soil maps or soil surveys identifying marginal and fragile soils, including steep terrain, are taken into account in plans and operations. - Critical (Major) compliance -	SOCAPALM Edea has not carried out any new planting after 15th November 2018. The last old plantation was established on 30 June 2000. Nevertheless, the estate have an established soil map, documented in the HCV Assessment Report done by HCVAfrica dated 05/05/2021 titled Regional Soils. The plantation consist of 2 types of soils namely Orthic Ferral soils and Xanthic Ferral soils.	Complied
7.6.2	Extensive planting on marginal and fragile soils is avoided or, if necessary, done in accordance with the soil management plan for best practices. - Minor compliance -	SOCAPALM Edea has not carried out any new planting after 15th November 2018. Nevertheless, all planted oil palm has been done in accordance to the organisations management plans and best practises.	Complied
7.6.3	Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure. - Minor compliance -	SOCAPALM Edea has not carried out any new planting after 15th November 2018. Nevertheless soil surveys and topographic information are available in the HCV Assessment Report done by HCV Africa dated 08/03/2021 titled Regional Soils (Created: 05/05/2021), Topography: Slope (Created: 05/03/2021) and Topography: Elevation (Created: 03/03/2021) which is used to guide the planning of drainage and irrigation systems, roads and other infrastructure in the plantation.	Complied
<b>Criteria 7.7:</b> No new planting on peat, regardless of depth after 15 November 2018 and all peatlands are managed responsibly.			
7.7.1	<b>(C)</b> There is no new planting on peat regardless of depth after 15 November 2018 in existing and new development areas.	SOCAPAL Edea has not carried out any new planting since 15 November 2015 and there has been no peat soils identified in its existing plantation based on any assessment or reported. For example, the High	Not Applicable

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	- Critical (Major) compliance -	Conservation Value Assessment for the existing plantation of the company with a written report (High Conservation Value Assessment Cameroon of November 2019 by HCV Africa) did not identify peat soils.	
7.7.2	Areas of peat within the managed areas are inventoried, documented and reported (effective 15 November 2018) to the RSPO Secretariat. - Minor compliance -	SOCAPAL Edea has not carried out any new planting since 15 November 2015 and there has been no peat soils identified in its existing plantation based on any assessment or reported. For example, the High Conservation Value Assessment for the existing plantation of the company with a written report (High Conservation Value Assessment Cameroon of November 2019 by HCV Africa) did not identify peat soils.	Not Applicable
<b>PROCEDURAL NOTE:</b> Maps and other documentation of peat soils are provided, prepared and shared in line with the RSPO Peatland Working Group (PLWG) audit guidance (see Procedural Note for 7.7.5 below).			
7.7.3	<b>(C)</b> Subsidence of peat is monitored, documented and minimised. - Critical (Major) compliance -	SOCAPAL Edea has not carried out any new planting since 15 November 2015 and there has been no peat soils identified in its existing plantation based on any assessment or reported. For example, the High Conservation Value Assessment for the existing plantation of the company with a written report (High Conservation Value Assessment Cameroon of November 2019 by HCV Africa) did not identify peat soils.	Not Applicable
7.7.4	<b>(C)</b> A documented water and ground cover management programme is in place - Critical (Major) compliance -	SOCAPAL Edea has not carried out any new planting since 15 November 2015 and there has been no peat soils identified in its existing plantation based on any assessment or reported. For example, the High Conservation Value Assessment for the existing plantation of the company with a written report (High Conservation Value Assessment Cameroon of November 2019 by HCV Africa) did not identify peat soils.	Not Applicable
7.7.5	<b>(C)</b> For plantations planted on peat, drainability assessments are conducted following the RSPO Drainability Assessment Procedure, or other RSPO recognised methods, at least five (5) years prior to replanting. The assessment result is used to set the timeframe for future replanting, and for phasing out of oil palm cultivation at least 40 years, or two cycles, whichever is greater, before reaching the natural gravity drainability limit	SOCAPAL Edea has not carried out any new planting since 15 November 2015 and there has been no peat soils identified in its existing plantation based on any assessment or reported. For example, the High Conservation Value Assessment for the existing plantation of the company with a written report (High Conservation Value Assessment Cameroon of November 2019 by HCV Africa) did not identify peat soils.	Not Applicable



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	for peat. When oil palm is phased out, it is replaced with crops suitable for a higher water table (paludiculture) or rehabilitated with natural vegetation. - Critical (Major) compliance -		
7.7.6	<b>(C) All</b> existing plantings on peat are managed according to the 'RSPO Manual on Best Management Practices (BMPs) for Existing Oil Palm Cultivation on Peat' version 2 (2018) and associated audit guidance. - Critical (Major) compliance -	SOCAPAL Edea has not carried out any new planting since 15 November 2015 and there has been no peat soils identified in its existing plantation based on any assessment or reported. For example, the High Conservation Value Assessment for the existing plantation of the company with a written report (High Conservation Value Assessment Cameroon of November 2019 by HCV Africa) did not identify peat soils.	Not Applicable
7.7.7	<b>(C) All</b> 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. - Critical (Major) compliance -	SOCAPAL Edea has not carried out any new planting since 15 November 2015 and there has been no peat soils identified in its existing plantation based on any assessment or reported. For example, the High Conservation Value Assessment for the existing plantation of the company with a written report (High Conservation Value Assessment Cameroon of November 2019 by HCV Africa) did not identify peat soils.	Not Applicable
<b>Criteria 7.8:</b> Practices maintain the quality and availability of surface and groundwater.			
7.8.1	A water management plan is in place and implemented to promote more efficient use and continued availability of water sources, and to avoid negative impacts on other users in the catchment. The plan addresses the following: - Minor compliance - 7.8.1a The unit of certification does not restrict access to clean water or contribute to pollution of water used by communities.	SOCAPALM Edea has water management plan for its mill and estate which is being implemented. The documented plan "Plan de Gestion des Eaux du Complexe Industriel SOCAPALM D'eeda Situe Dans le Departement de da Sanaga Maritime, Region du Littoral" of November 2020 was prepared for the company by CAP Developpement Sarl. The plan includes identification of water sources (eg Edea Carte des Cours d'eaux 2021), Efficient water use, effluent management among all the key requirements of this RSPO indicator. The company has permit for water abstraction "Permit # No 2020/000039 of 01/04/2020 valid for 5	Complied

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		<p>years for total abstraction of 115m<sup>3</sup> /h. The mill takes water from the river for treatment and the workers in Village number one has 1 mechanized borehole and Village 2.2b, 3b are served by manual borehole. The water management includes legal compliance requirements which include monthly water analysis and semi-annual water analysis reporting and access to clean is reported to the Ministry of Water and Energy. Monthly water analysis records for 2021 were available and reviewed during the audit.</p>	
	<p>7.8.1b Workers have adequate access to clean water.</p>	<p>Clean water provided to workers and available at each house camp.</p>	
	<p>7.8.1c Depending on the agroecological zones, set up a guide for interpreting the results of water analyses (Ph) by an accredited body. - Minor compliance -</p>	<p>Accredited body has been appointed to set up a guide for interpreting the results of water analyses (Ph). Based on latest results, ref: SCP/KIE-D02-29/12/2022, pH result recorded at 8.2 (range limit set 6.5 - 8.5) Approval from the ministry is referred to, AR/0439/A/MINMIDT/SG/DI/SDRI/SEC/MM dated June 2019 .</p>	
<p>7.8.2</p>	<p><b>(C)</b> Water courses and wetlands are protected, including maintaining and restoring appropriate riparian and other buffer zones in line with the 'RSPO Manual on BMPs for the Management and Rehabilitation of Riparian Reserves' (April 2017). - Critical (Major) compliance -</p>	<p>SOCAPALM Edea aims to protect water courses and wetlands. The company Water management plan and the HCV management and monitoring plan have water protection to include riparian and buffer zone maintenance and protection. The company water courses, and wetlands protection are guided by the RSPO Manual on Best Management Practices for management and rehabilitation of riparian reserves. Review maps identifying the various palms in the river and those that are present in the river only during the raining seasons. The palms have been marked with different colours to separate them from any chemical applications during the rainy and dry seasons.  Review the updated procedure caption Protected area procedure revised in September 2021. On page 7 of the procedure titled registration of communication, the new operation to consider the palm within the riparian areas and those that fall within the over flown banks. Treatment of these palms are subjected to the presence of the river within the</p>	<p>Complied</p>

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		proximity. During site verification done at field 82G, re-demarcation was done as per recommendation in the revised report dated September 2021. No evidence of any chemical or physical activities at demarcated areas as identified as HCV 4 @ riparian buffer zone.	
7.8.3	<p>Mill effluent is treated to be in compliance with national regulations. Discharge quality of mill effluent, especially Biochemical Oxygen Demand (BOD), is regularly monitored.</p> <p>- Minor compliance -</p>	<p>SOCAPALM Edea treated its mill effluent to be compliant with national requirements. The company uses the open pond system for the treatment of its mill effluent. The company has Effluent management plan, with strategy, assigned responsible person for the ponds with targets, for analysis and regular check. The company carries out monthly analysis of its mill effluent by a 3<sup>rd</sup> party (QHSE Consulting) as part of its compliance obligations. The parameter tested are;</p> <ol style="list-style-type: none"> <li>1. Pollution parameter (COD, BOD, Oil and Grease, Nitrogen Kjeldahl, Phenol, Ammonium, Nitrates)</li> <li>2. Organoleptic Parameter (Odour, Salinity, Turbidity)</li> <li>3. Physico-Chemical parameter (pH, conductivity, temperature, dissolved O<sub>2</sub>, TDS)</li> </ol> <p>Based on the results for 2022 and 2023 (to date), no off-specification parameter recorded as mill processing less than its rated capacity. On average, BOD recorded less than 50 mg/l and continuously comply with the limit set.</p>	Complied
7.8.4	<p>Mill water use per tonne of FFB is monitored and recorded.</p> <p>- Minor compliance -</p>	<p>SOCAPALM Edea monitored and recorded its water use to include mill water use per tonne of FFB. The company has installed flow meters for the record of its water intake and use. Daily flow meter readings are taken and recorded in a registered notebook. Monthly summaries are captured and analysed on a spreadsheet "Reporting POM Edea 2022" Records for January 2022 to July December 2022 recorded at 0.89 m<sup>3</sup> per tonne FFB processed against target of 1.3 m<sup>3</sup> per tonne FFB</p>	Complied
<p><b>Criteria 7.9:</b> Efficiency of fossil fuel use and the use of renewable energy is optimised</p>			

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7.9.1	A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy is in place, monitored and reported.- Minor compliance -	SOCAPALM Edea has a management plan for improving its use of fossil fuels and to optimise renewable energy. The plan "Plan d'optimisation de L'utilisation De L'énergie et de Gestion des Energies Renouvelables, Référence: PL/DT/H/01, Revision 0 of 28/07/2019. The plan identifies the different sources of energy to include 1 turbine generating power of 1000 KW, Grid power line with a 630 KVA transformer, 1 320 KVA generator and 1 635 KV generator. The plan also includes a clear flowchart of procedures and identifies the responsible persons. It has action plan with responsibilities, required resources and performance indicators. it also has reporting and monitoring tools to include: daily and monthly energy production reports, maintenance of energy meter reading books at the power station and the mill and machine maintenance tracking file. The plan is implemented and monitored to include all the elements required under this RSPO indicators and records of monthly summaries and analysis for 2022 were available and reviewed during the audit.  Summary for 2022 indicated as per below: Target of turbine utilization factor (>90%): to date December 2022 achievement (95%), kWh per FFB target (>16) achievement (17.3)	Complied
<b>Criteria 7.10:</b> Plans to reduce pollution and emissions, including greenhouse gases (GHG), are developed, implemented and monitored and new developments are designed to minimise GHG emissions.			
7.10.1	<b>(C)</b> GHG emissions are identified and assessed for the unit of certification. Plans to reduce or minimise them are implemented, monitored through the Palm GHG calculator and publicly reported.  - Critical (Major) compliance -	SOCAPALM Edea has GHG management and reduction plan which is documented, "plan de reduction des gaz a effets de serre et autres polluants importants" TECH, Version 02 of 06/2020 identifies the company's operations which are sources of GHG. The plan includes actions to reduce identified GHG sources, it identifies responsibility for each action, monitoring frequency, required documentation and procedures and the means of evaluation of performance. Results of the plan is publicly reported on the RSPO Palm GHG platform. The results	Complied

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		<p>for FY 2022 reported under appendix B. Even though the current trend shows an increase in emission, with the implementation of the GHG Management and Reduction Plan in line with continuous process efficiency, the management are committed to ensure the emission will decrease over time.</p> <p>The mill has no methane capturing facility, as technology based will significantly reduce tCOeq compared to nature-based emission reduction. As of now the management has looked into increasing process efficiency in line with their management plans to reduce the emission which they mentioned will gradually decrease over time.</p>	
7.10.2	<p><b>(C)</b> Starting 2014, the carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development are estimated and a plan to minimise them is prepared and implemented (following the RSPO GHG Assessment Procedure for New Development).</p> <p>- Critical (Major) compliance -</p>	No new development within SOCAPALM Edea concession area.	Not Applicable
7.10.3	<p><b>(C)</b> Other significant pollutants are identified and plans to reduce or minimise them are implemented and monitored.</p> <p>- Critical (Major) compliance -</p>	SOCAPALM Edea has identified other significant pollutants and developed plans to reduce them. The document " <i>plan de reduction des gaz a effets de serre et autres polluants importants</i> " TECH, Version 02 of 06/2020 identified other significant pollutants from the company's operations. No changes observed in this document and continue to be valid at the point of assessment. This has include dust, noise and (Chemical exposure) Hexane. Plans to reduce these pollutants are also monitored and records were available and reviewed during the audit.	Complied
<b>Criteria 7.11:</b> Fire is not used for preparing land and is prevented in the managed area.			
7.11.1	<p><b>(C)</b> Land for new planting or replanting is not prepared by burning.</p> <p>- Critical (Major) compliance -</p>	SOCAPALM Edea did not have new planting and is yet to start its replanting programme. The company is guided by the Socfin Group Policy for Responsible Management. Section 3 of the policy of 22/03/2017 commits the group and its subsidiaries including Edea "to	Complied

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		minimize and prevent its environmental impact (pollution of water, and air, emission of greenhouse gases and prohibition of use of fire)"	
7.11.2	The unit of certification establishes fire prevention and control measures for the areas directly managed by the unit of certification. - Minor compliance -	SOCAPALM Edea has continued to implement fire prevention and control measures for the areas under its direct management. The company has established full time fire guards on patrol in the plantation day and night during the dry season for fire prevention. It has built its firefighting preparedness with standby firefighting team and facilities to include a tractor with 2 water tanks. Fire extinguishers are installed at appropriate points. In the field, the company has paid communities on contract for fire prevention and control with assigned areas (Map - Carte de Gardiennage anti-incident" showing the assigned area for all the four communities involved in the agreement). Also, as part of its community agreement there is an assigned community responsible person who reports to the company Divisional Management daily on events of the previous day including incidence of fire. The company also demonstrated compliance to legal fire obligations to include the possession of valid fire certificate. The company is also registered on the Global Forest Watch fire alert monitoring through RSPO and get fire alerts for verification and records if there is fire hot spot detected within SOCAPALM Edea concession area.	Complied
7.11.3	The unit of certification engages with adjacent stakeholders on fire prevention and control measures. - Minor compliance -	SOCAPALM Edea continued to engage with adjacent stakeholders on fire prevention and control. The company has engaged communities on contract as "fire fighters and fire guards" for fire prevention and control through daily patrols and firefighting readiness. It has developed and shared fire prevention and control procedures with these contracted communities; the records of which were available and reviewed during the audit. For example, a memo sharing these fire procedures with all "contract firefighters, fire guards" - "Memo Interne; Objet: Procédure Garde Anti Incendie" of 01/12/2020. Also, as part of its community agreement there is an assigned community responsible person for each community who reports to the company Divisional Management daily on	Complied

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		<p>events of the previous day including incidence of fire. Records of assigned areas to communities are also maintained. For example, maps of these areas "arte de Gardiennage anti-incident" zone de surveillance for the Ongue, Koukoue, Dehane and Apouh communities. Latest engagement process with communities was carried out on 17/2/23 at BAMONO BA MBENGUE II.</p>	
<p><b>Criteria 7.12:</b> Land clearing does not cause deforestation or damage any area required to protect or enhance High Conservation Values (HCVs) or High Carbon Stock (HCS) forest. HCVs and HCS forests in the managed area are identified and protected or enhanced.</p>			
<p><b>PROCEDURAL NOTE for 7.12:</b></p> <p>The 2018 RSPO P&amp;C include new requirements to ensure the effective contribution of RSPO to halting deforestation. This will be achieved by incorporating the High Carbon Stock Approach (HCSA) Toolkit in the revised standard.</p> <p>The RSPO ToC also commits RSPO to balancing sustainable livelihoods and poverty reduction with the need to conserve, protect and enhance ecosystems.</p> <p>High Forest Cover Countries (HFCCs) urgently require economic opportunities that enable communities to choose their own development path, while providing socio-economic benefits and safeguards.</p> <p>Adapted procedures will be developed to support the sustainable development of palm oil by indigenous peoples and local communities with legal or customary rights. These will apply in specific HFCCs, and within those, in High Forest Cover Landscapes (HFCLs).</p> <p>The development of these procedures will be guided by a No Deforestation Joint Steering Group (NDJSG) of RSPO and HCSA members. In HFCCs, RSPO will work through national and local participatory processes with governments, communities and other stakeholders to develop these procedures. A timeframe for these activities is stipulated in the Terms of Reference for the NDJSG and publicly available.</p>			
7.12.1	<p><b>(C)</b> Land clearing since November 2005 has not damaged primary forest or any area required to protect or enhance HCVs. Land clearing since 15 November 2018 has not damaged HCVs or HCS forests.</p> <p>A historic Land Use Change Analysis (LUCA) is conducted prior to any new land clearing, in accordance with the RSPO LUCA guidance document.</p> <p>- Critical (Major) compliance -</p>	<p>SOCPALM Edea has not carried out any new planting since 15 November 2018. However, the company has an approved LUCA with Final Conservation Liability (FCL) of 669.82ha for its plantation establishment between 2007 and May 2014 for land clearing without prior HCV assessment. The report "LUC Analysis Verification Result Document for RSPO Regarding: Socpalm Edea, Socfin SA Version 3 of 28/07/2021 carried out by PT Hijau Daun was available and reviewed during the audit. The FCL was based on non-RSPO membership calculation. The approving reviewer of the company's LUCA noted that, Socfin SA has been a member of the RSPO since 15 February 2019 and the company's</p>	Complied

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		HCV report was issued on 30 November 2019 thus making the company's plantation land clearing considered as prior to RSPO membership	
7.12.2	<p><b>(C)</b> HCV and HCS forests, and other conservation areas are identified as follows:</p> <ul style="list-style-type: none"> <li>- Critical (Major) compliance -</li> </ul> <p>7.12.2a) For existing plantations with an HCV assessment conducted by an RSPO-approved assessor and no new land clearing after 15 November 2018, the current HCV assessment of those plantations remains valid.</p>	<p>SOCAPALM Edea has not carried out any new land clearing on the scope of audit after 15 November 2018. The company has existing plantation and has carried out HCV assessment with a report date November 2019. The assessment carried out by HCV Africa. As per the RSPO Interpretation of Indicator 7.12.2. and Annex 5 dated 12 June 2019, for an existing uncertified plantation with no new land clearing, SOCAPALM Edea had opted the new non-ALS HCV assessment. The audit team had verified the credential of the assessors of HCV Africa. The assessors have the necessary experience and qualification.</p>	Complied
	<p>7.12.2 b) Any new land clearing (in existing plantations or new plantings) after 15 November 2018 is preceded by an HCV-HCS assessment, using the HCSA Toolkit and the HCV-HCSA Assessment Manual. This will include stakeholder consultation and take into account wider landscape-level considerations.</p> <p><b>PROCEDURAL NOTE</b>, 7.12.2: For details of transitional measures, refer to Annex 5: RSPO transition from HCV assessments to HCV-HCSA assessments.</p>	<p>SOCAPALM Edea has not carried out any new planting or clearing in its existing plantation since 15 November 2018.</p>	
7.12.3	<p><b>(C)</b> 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> <ul style="list-style-type: none"> <li>- Critical (Major) compliance -</li> </ul>	<p>SOCAPALM Edea is located in Cameroon. Cameroon is not included in the list of the list of High Cover Landscapes (HFCLs).</p>	Complied
<p><b>PROCEDURAL NOTE for 7.12.3:</b> There should be demonstrable benefits to the local community; clear recognition of legal and customary lands based on participatory land use planning; and development should be proportional to the needs of the local community, with a balance between conservation and development. This procedure will also cover planting on previous or abandoned agricultural land/plantations. All other P&amp;C requirements apply, including FPIC and HCV requirements.</p>			



<p>7.12.4</p>	<p><b>(C)</b> Where HCVs and HCS forests after 15 November 2018, peatland and other conservation areas have been identified, they are protected and/or enhanced. An integrated management plan to protect and/or enhance HCVs, HCS forests, peatland and other conservation areas is developed, implemented and adapted where necessary, and contains monitoring requirements. The integrated management plan is reviewed at least once every five (5) years. The integrated management plan is developed in consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified).</p> <p>- Critical (Major) compliance -</p>	<p>SOCAPALM Edea has not carried out any new planting since 15 November 2018. The company has however carried out HCV assessment for its exiting plantation. The assessment which was carried out by HCV Africa has a written report titled "Socapalm - Edéa Plantation, High Conservation Value Assessment, Cameroon of November 2019." The assessment identified the presence for all the 6 HCV categories in the company's concession to include an ancestral grave site of sacred importance to the Apouh community and World War 1 burial site which is of historic importance. The assessment developed management and monitoring recommendations for implementation by the company based on the threat assessment for each identified HCV. Based on site at the respective sites, no disturbance and the area are protected from any activities of plantation. As recommended by HCV Africa, continuous communication with the chief of village as to ensure people can continue to practice their cultural and religious beliefs. The recommendation for the management plan made by HCV Africa incorporated in the report dated January 2022 entitled Socapalm – Edéa Plantation HCV Monitoring Study.</p>	<p>Complied</p>
<p>7.12.5</p>	<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, to encourage their involvement in the maintenance and management of these conservation areas.</p> <p>- Minor compliance -</p>	<p>SOCAPALM Edea has not carried out any new land clearing since 15 November 2018. The company however has carried out HCV assessment for its existing plantation which identified the presence of all the 6 HCV categories in the company's plantation to include HCV 5 for identified communities which use their forest to provide building materials, collection of firewood, drinking water and fishing as source of protein with the Déhané community specifically mentioned. These are all mapped to include all the four communities namely Koukoue, Apouh, Déhané and Ongué. The HCV assessment included stakeholder consultation with these communities as part of the assessment process and the company's FPIC procedures. The assessment developed management and monitoring recommendations for implementation by the company based on the threat assessment for each identified HCV.</p>	<p>Complied</p>

		The company has developed and implementing HCV management and monitoring plan. The company was not expanding its plantation at the time of the audit and the threats to building material, firewood was not eminent. The company is implementing its riparian management and monitoring procedures as well as water quality analysis of which records were available and reviewed during the audit. For example, training report on riparian zone " <i>zone riparienne</i> " in Division 1 of 29/4/2022 with signed attendance for 28 attendees. Consultation with the communities during the audit did not come across any evidence of reduction of their rights in relation to the identified HCV.	
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 have captured, harmed, collected, traded, possessed, or killed these species. - Minor compliance -	SOCAPALM Edea continued to protect rare threatened and endangered (RTE) species within its concession area. This includes those identified in the company's HCV assessment "Socapalm - Edéa Plantation, High Conservation Value Assessment, Cameroon of November 2019 (updated July 2021)." The assessment identified the presence of all the 6 HCV categories in the company's concession to include HCV1 which included flora, aquatic and terrestrial species such as Chimpanzees and their habitats. The company is implementing management and monitoring recommendation from its HCV assessment. Conservation training has been done with stakeholder and continuous education by posters. The latest HCV training was carried out on 28/4/2022 based on training report. Visit to the communities sighted the posters to educate stakeholders of these RTEs. The procedures indicate to take disciplinary action for workers who are found to capture, harm, collect, trade, possess or kill these protected species.	Complied
7.12.7	The status of HCVs and 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. - Minor compliance -	SOCAPALM Edea continued to monitor the status of its HCVs and other natural ecosystems. Though the company has not carried out any land clearing since 15 November 2018, it has carried out HCV assessment of its existing plantation and the presence of all the 6 HCV categories were identified. The HCV assessment report included HCV management and monitoring plan recommendations which is being implemented by the	Complied

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		<p>company. The company's HCV management plan "Plan De Gestion des Hautes Valeurs de Conservation" 2022-2023 includes monitoring of all identified HCVs and natural habitats. Monitoring implementation is being done through patrols by Eco guards and reporting. Records of monitoring were available and reviewed during the audit. For example, monitoring report "Formulaire Rapport Mensuel Surveillance Des Zones HCV Par L'Eco Patrouille" dated 17/12/2022 and 13/1/23 at field 01D and 09D (P3,4,5).</p>	
<p>7.12.8</p>	<p><b>(C)</b> Where there has been land clearing without prior HCV assessment since November 2005, or without prior HCV-HCSA assessment since 15 November 2018, the Remediation and Compensation Procedure (RaCP) applies.          - Critical (Major) compliance -</p>	<p>SOCAPALM Edea has an approved LUCA based on summary of company's wide RaCP which has been submitted to RSPO. The company has undergone the RaCP process with approved disclosure and remediation plan with compensation plan sent since 24/8/2021. The audit team has further check on the commitment of the company in implementing the RaCP and having continuous communication with RSPO on the latest progress. As to date, 4<sup>th</sup> feedback on Annex 8 (compensation plan) was received on 7<sup>th</sup> July 2022 and the company is working on implementing the comments from the reviewer.</p>	<p>Complied</p>

**Appendix B: GHG Reporting Executive Summary**

The GHG emissions that were produced in **2022** for SOCAPALM – Edea POM and supply base was calculated using the PalmGHG Calculator version 3.0.1. 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 **2022** for SOCAPALM – Edea POM and supply base are as following:

Emission per product	tCO <sub>2</sub> e/tProduct
CPO	0.99
PKO	0

Extraction	%
OER	22.76
KER	5.01

Production	t/yr
FFB Process	112,363.12
CPO Produced	25,568.75
PKO Produced	0

Land Use	Ha
OP Planted Area	5,086.71
OP Planted on peat	0
Conservation (forested)	1,472.00
Conservation (non-forested)	0
<b>Total</b>	<b>6,558.71</b>

**Summary of Field Emission and Sink**

	Own Crop*		Group		3 <sup>rd</sup> Party		Total	
	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB
<b>Emission</b>								
Land Conversion	29,553.21	0.42	0	0	0	0	29,553.21	0.42
CO <sub>2</sub> Emission from fertilizer	1,164.04	0.02	0	0	0	0	1,164.04	0.02
NO <sub>2</sub> Emission	639.29	0.01	0	0	0	0	639.29	0.01
Fuel Consumption	847.83	0.01	0	0	0	0	847.83	0.01
Peat Oxidation	0	0	0	0	0	0	0	0
<b>Sink</b>								
Crop Sequestration	-27,060.37	-0.38	0	0	0	0	-27,060.37	-0.38
Conservation Sequestration	-13,012.48	-0.18	0	0	0	0	-13,012.48	-0.18
<b>Total</b>	<b>-7,868.48</b>	<b>-0.11</b>	<b>0</b>	<b>0</b>	<b>16,745.50</b>	<b>0</b>	<b>8,877.02</b>	<b>-0.11</b>

\*Note: Includes both estates and smallholders

**Summary of Mill Emission and Credit**

	tCO <sub>2</sub> e	tCO <sub>2</sub> e/tFFB
<b>Emission</b>		
POME	22,025.06	0.2
Fuel Consumption	31.72	0
Grid Electricity Utilization	0	0
<b>Credit</b>		
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
<b>Total</b>	<b>22, 056.78</b>	<b>0.2</b>

**Summary of Kernel Crusher Emission and Credit (if applicable)**

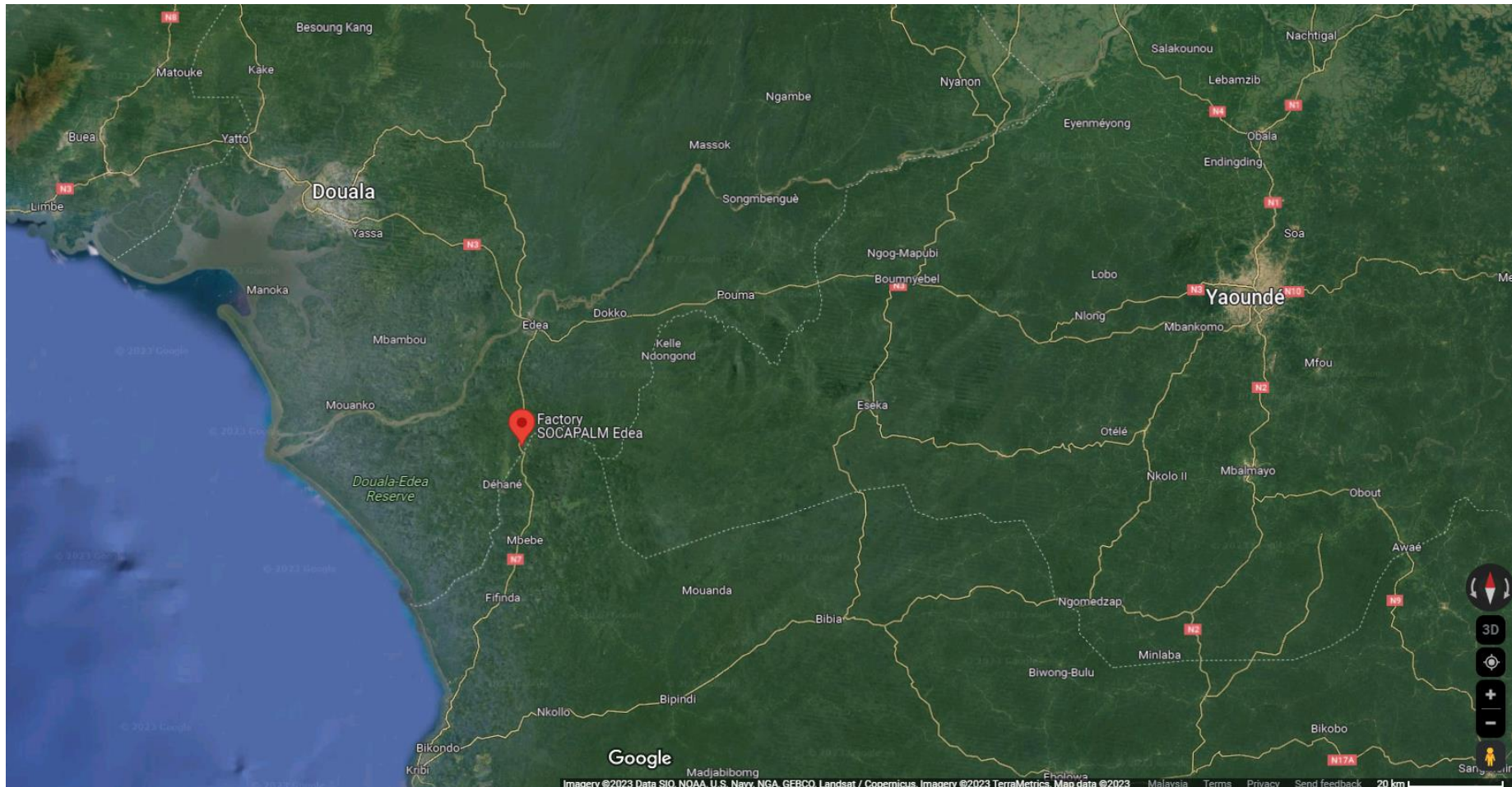
Emissions	tCO <sub>2</sub> e
PK from own mill	0
PK from other source	0
Fuel Consumptions	0
<b>Total Crusher emissions</b>	<b>0</b>

\*This mill has no kernel crusher operation.

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

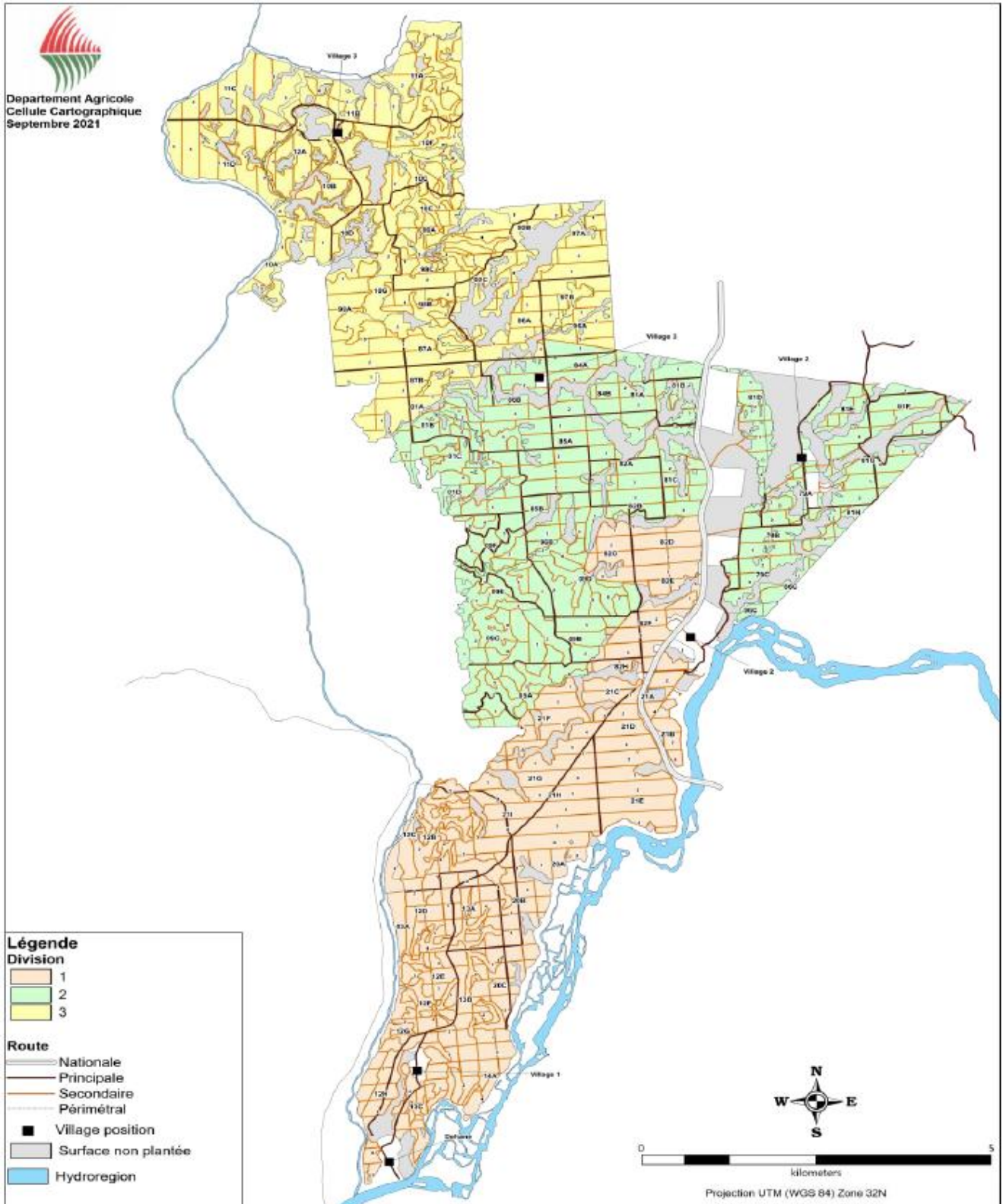
<b>POME Diverted to Anaerobic Digestion:</b>	
Divert to anaerobic pond (%)	100
Divert to methane captured (flaring) (%)	0
Divert to methane captured (energy generation) (%)	0

**Appendix C: Location Map of Certification Unit and Supply bases**





**Appendix D: Estate Field Map**



**Appendix E: List of Smallholder Registered and/or 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