

**RSPO – Initial Assessment
Public Summary Report****Olam International Limited**

Head Office:
9 Temasek Boulevard,
#11-02 Suntec Tower Two,
Singapore.

Certification Unit:

Olam Palm Gabon – Awala Palm Oil Mill & Supply Base

Galerie Tsika, En face de city Sport, Mbolo
BP: 1024, Libreville
Gabon, Africa

TABLE of CONTENTS

Page N°

SECTION 1: Scope of the Initial Assessment.....	3
1. Company Details.....	3
2. RSPO Certification Information & Other Certifications.....	3
3. Location(s) of Mill & Supply Base.....	3
4. Description of Supply Base.....	4
5. Plantings & Cycle.....	4
6. Non-Certified Tonnage of FFB.....	4
7. Certified Tonnage.....	5
SECTION 2: Assessment Process.....	5
Certification Body.....	5
Assessment Methodology, Programme, Site Visits.....	5
Assessment Program.....	6
Tentative Date of Next Visit.....	6
Total No. of Mandays.....	6
BSI Assessment Team.....	6
Accompanying Person.....	7
SECTION 3: Assessment Findings.....	8
3.1 Details of audit results.....	8
3.2 Progress against Time Bound Plan.....	8
3.3 Details of Findings.....	10
Non-Conformity.....	10
Observation.....	13
Positive Findings.....	14
Issues raised by Stakeholders.....	14
3.3.1 Status of Non-Conformities Previously Identified and Observations.....	19
3.3.2 Summary of the Nonconformities and Status.....	20
Assessment Conclusion and Recommendation.....	20
Acknowledgement of Assessment Findings.....	20

List of Appendices

A	Summary of Findings
B	Olam International Limited Time bound Plan
C	Olam International Limited – Olam Palm Gabon Awala Plantation Certification Unit RSPO Certificate Details
D	Assessment Plan
E	Stakeholders Contacted
F	Awala Palm Oil Mill Supply Chain Assessment (Module E – CPO Mills: Mass Balance)
G	Location Map of Awala Certification Unit and Supply bases
H	Bokoue Estate Field Map
I	Lobe Estate Field Map
J	Komo Estate Field Map
K	List of Abbreviations Used

Section 1 Scope of the Initial Assessment

1. Company Details			
RSPO Membership Number	1-0114-12-000-00	Date	Member since: 10 February 2011
Company Name	Olam International Limited		
Address	Head Office: 9 Temasek Boulevard, #11-02 Suntec Tower Two, Singapore.		
Mill Address	Certification Unit: Olam Palm Gabon – Awala Palm Oil Mill, Galerie Tsika, En face de city Sport, Mbolo, BP: 1024, Libreville, Gabon, Africa		
Subsidiary of (if applicable)	N/A		
Contact Name	Ms. Audrey Lee (Sustainability Manager)		
Website	http://olamgroup.com/	E-mail	audrey.lee@olamnet.com
Telephone	(+65) 6339 4100	Facsimile	(+65) 6339 9755

2.RSPO Certification Information			
Certificate Number	RSPO 651890	Date of certification	25 August 2016
Scope of Certification	Palm Oil and Palm Kernel Production from Awala Palm Oil Mill and Supply Base: Awala Plantation (Bokoue Estate, Lobe Estate and Komo Estate)		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
n/a	n/a	n/a	n/a

3.Location(s) of Mill & Supply Base			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS	
		Easting	Northing
Awala Palm Oil Mill	Kango, Gabon, Central Africa	10°11'51.8172"E	0°01'19.1549"S
Bokoue Estate	Kango, Gabon, Central Africa	10°12'23.3188"E	0°0'1.8988"N
Lobe Estate	Kango, Gabon, Central Africa	10°12'16.9013"E	0°02'21.552"S
Komo Estate	Kango, Gabon, Central Africa	10°09'6.9117"E	0°01'54.3354"N

RSPO Public Summary Report Revision 2 (January/2016)

4. Description of Supply Base								
Estate	Mature (ha)	Immature (ha)	Total Planted (ha)	Infrastructure & Other (ha)	River Buffer	HCV (ha)	Total Hectareage	% of Planted
Lobe	2,107	53	2,160	Infra 214 ha & under development 67 ha	245	401	3,087	69.97
Bokoue	1,939	346	2,285	Infra 227	319	472	3,303	69.18
Komo	1,099	1,073	2,172	Infra 255 & under development 168 ha	186	1,883 + HCV North of Komo 8,976	13,640	15.92
TOTAL	5,145	1,472	6,617	Infra- 696; Under development - 235	750	11,732	20,030	33.04

5. Plantings & Cycle								
Estate	Age (Years)					Tonnage / Year		
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30	Estimated (2015)	Actual FFB (2016)	Forecast (2017)
Lobe	53	2,107	-	-	-	n/a	n/a	29,566
Bokoue	346	1,939	-	-	-	n/a	n/a	28,130
Komo	1,073	1,099	-	-	-	n/a	n/a	19,926
Total	1,472	5,145	-	-	-	n/a	n/a	77,622

6. Non-Certified Tonnage of FFB (outside supplier – Excluded from Certificate)			
Estate	Tonnage / Year		
	Actual 2015	Estimated FFB 2016	Forecast 2017
Mouila	0	4,003	0*
Makouke	0	6,113	24,622
Total	0	10,116	24,622

*Mouila's FFB will be sent to Mouila mill in beginning of Jan 2017, Mouila's mill to be commissioned by Dec 2016.

7.Certified Tonnage									
Mill	Estimated (Previous Year)			Actual (2016)			Forecast (2017)		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
Awala POM (45 mt/hr)	n/a	n/a	n/a	n/a	n/a	n/a	77,622	18,629	3,493

n/a: not applicable

Section 2 Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
 (ASI Accreditation Number: RSPO-ACC-19)
 Unit 3, Level 10, Tower A
 The Vertical Business Suites, Bangsar South
 No. 8, Jalan Kerinchi
 59200 Kuala Lumpur
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BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (RSPO-ACC-19) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an office at Singapore, Jakarta, Bangkok and Australia which involve in RSPO Certification Program.

Assessment Methodology, Programme, Site Visits

The on-site initial assessment was conducted from 30 May until 4 June 2016. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. RSPO Generic Checklist for audits against RSPO P&C 2013 and RSPO SCCS 2014 were used as Checklists and questionnaires were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment where the stakeholder notification was made on 17 Feb 2016 through BSI website as per following link:
[http://www.rspo.org/uploads/default/pnc/Public_Notification_for_Initial_Certification_Olam_Awala_Palm_Oil_Mill_and_Supply_Base_\(English\).pdf](http://www.rspo.org/uploads/default/pnc/Public_Notification_for_Initial_Certification_Olam_Awala_Palm_Oil_Mill_and_Supply_Base_(English).pdf)

RSPO Public Summary Report
Revision 2 (January/2016)

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 stakeholder interviews. A list of Stakeholders contacted is included as Appendix E.

The assessment findings for the initial assessment are detailed in Section 3.3. This report is structured to provide a summary of assessment finding as attached in the Appendix A. The assessment was based on random samples and therefore nonconformities may exist that have not been identified.

This report was externally reviewed by RSPO approved Certification Reviewer prior to certification decision by BSI.

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

1. Assessment Program					
Name (Mill / Supply Base)	Year 1 (Certification)	Year 2 (ASA1)	Year 3 (ASA2)	Year 4 (ASA3)	Year 5 (ASA4)
Awala Palm Oil Mill	✓	✓	✓	✓	✓
Bokoue Estate	✓	✓		✓	✓
Lobe Estate	✓		✓	✓	
Komo Estate		✓	✓		✓

Tentative Date of Next Visit: 1st June 2017

Total No. of Mandays: 9

BSI Assessment Team:

Hafriazhar Mohd Mohktar – Lead Assessor

Hafriazhar Mohd. Mokhtar is a Chemical Engineer by qualification. He has more than five years of direct work experience in the upstream processes of palm oil within the plantation industry. He is a qualified Lead Auditor for CDM, ISO 14001, ISO 50001 and ISO 9001 and has accumulated more than 500 audit days throughout his current career as the auditor for multiple disciplines covering Malaysia, Indonesia and Thailand. He has been trained in the RSPO P&C and SCCS standards and has been involved in RSPO audits within Malaysia, Papua New Guinea and Solomon Islands. During assessment, he covered the mill and estate best practices, legal issues, social issues, workers consultation, stakeholder consultation, environmental and occupational safety & health. He is fluent in Bahasa Malaysia and English languages.

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Mohamed Hidhir Bin Zainal Abidin – Team Member

He holds Bachelor Degree in Chemical Engineering, graduated from National University of Malaysia on 2006. He has 7 years working experience in palm oil industry specifically on palm oil milling for 5 years. He also has the experiences as auditor for several standards including ISO 9001, ISO 140001, OHSAS 18001, MSPO and RSPO in his previous certification body. He completed the ISO 9001 Lead Auditor Course, ISO 14001 Lead Auditor Course and OHSAS 18001 Lead Auditor Course in 2012, Endorsed RSPO P&C Lead Auditor Course in 2013, MSPO Awareness Training in 2014 and Endorsed RSPO SCCS Lead Auditor Course in 2015. He had been involved in RSPO auditing since May 2012 in more than various companies in Malaysia. During this assessment, he assessed on the aspects of legal, mill best practices, safety and health, environmental and workers and stakeholders consultation.

Hoo Boon Han – Team member

He holds Master of Technology (Environmental Management) from the University Malaya and Bachelor of Science Forestry (Hons) Majored in International Tropical Forestry from University Malaysia Sabah. He has more than 3 years working experience in in environmental monitoring & audit, carbon accounting & reduction, wastewater treatment, waste management and sustainable development. He has successfully completed the RSPO Lead Auditor and RSPO Supply Chain Training in April 2012. He has been involved in RSPO P&C audit in Indonesia and Malaysia as well as RSPO SC audit across different region including Asia, Europe and North America for the past 4 years. During this assessment, he assessed on the aspect of environment, Safety and Health, Legal, social and community engagements, stakeholders consultation, and workers welfare. He is able to speak and understand Bahasa Malaysia, English and Mandarin.

Accompanying Persons:**Joel Célestin Mamboundou Alevinat – Technical Expert**

He was appointed as the Gabon Local Technical Expert for this assessment based on his qualification and experience in Elaborating, Managing, Assessing and project audit Implementation of Sustainable development and Governance mechanisms in Natural Resources Management Community Relations and Environmental and social assessments Specialist. He also assisted in Translation of French to English and vice-versa.

Jean-Jacques Jaume – Translator

He was appointed as the translator based on his qualification and experience in management system auditing in African continent as an external resource with BSI South Africa. His main function during the assessment was for the translation of French to English and vice-versa.

Section 3 Assessment Findings

3.1 Details of audit results are provided in the following Appendix:

- RSPO Generic Checklist for audits against RSPO P&C 2013 Summary of the Assessment – Appendix A
- Olam International Limited Time Bound Plan – Appendix B
- RSPO Supply Chain Certification Assessment – Appendix F

3.2 Progress & compliance against Time Bound Plan

Time Bound Plan		
Requirement	Remarks	Compliance
Summary of the Time Bound Plan		
Does the plan include all subsidiaries, estates and mills?	<p>The time bound plan includes all operating units in Gabon, Africa.</p> <p>Since joining RSPO as processor and trader on February 2011, Olam has developed its Sustainable Palm Policy (v1) which was later revised to v2 in June 2015.</p> <p>The plan was to certify Awala operating unit which was in-line with certification audit conducted on June 2016.</p> <p>On 2017 onwards, the plan was to certify Mouila Lot 1, Mouila Lot 3, Mouila Lot 2 and the smallholders’ agricultural program, GRAINE (Gabon des Réalisations Agricoles et des Initiatives des Nationaux Engages) on biennial basis.</p>	Complied
<p>Is the time bound plan challenging?</p> <ul style="list-style-type: none"> • Age of plantations. • Location. • POM development • Infrastructure. • Compliance with applicable law. 	<p>Based on the age of plantations, location, mill developments, infrastructure and compliance with applicable law, the time bound plan was deemed to be challenging since Olam has developed the plantation at very early stage which involved the New Planting Procedure (NPP) where the land clearing and initial planting was only started in 2010 in Gabon. Except for Awala Palm Oil Mill, all other mills are still under development while infrastructure development was still in-progress except for basic office and housing facilities. Olam has demonstrated very high commitment towards compliance with applicable law in Gabon.</p> <p>Internal assessment against the standard has been completed for most of the operating units including Mouila Lot 1 and GRAINE while closing of gaps is in progress.</p>	Complied

RSPO Public Summary Report
Revision 2 (January/2016)

Have there been any changes since the last audit? Are they justified?	There were no any changes of the Time Bound Plan since this is the first ever certification assessment for Olam.	Complied
If there have been changes, what circumstances have occurred?	Not applicable.	Complied
Have there been any stakeholder comments?	As of the date of the report being produced, there is no any comment by stakeholder that could be taken action by Olam. Olam continues to engage all affected parties through regular discussions and progress reporting is being made to the RSPO Secretariat.	Complied
Have there been any newly acquired subsidiaries?	There were no any newly acquired subsidiaries as of the date the report being produced. However, it was noted that Olam has been in co-operation with local Sotrader of Gabon to develop and manage the smallholders as GRAINE.	Complied
Have there been any isolated lapses in implementation of the plan?	No lapses.	Complied
Un-Certified Units or Holdings		
Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	Prior to the certification audit, a gap assessment has been conducted for Awala by Olam in 2013. Internal assessment against the standard has also been completed for most of the operating units including Mouila Lot 1 and GRAINE while closing of gaps is in progress. A positive assurance statement has been produced through the internal gap assessment audit.	Complied
No replacement after dates defined in NIs Criterion 7.3: <ul style="list-style-type: none"> • Primary forest. • Any area identified as containing High Conservation Values (HCVs). • Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3. 	HCV assessment has been conducted by Proforest prior to Awala development and according to the NPP 2010. Public summary report is available on the Olam's website. During the HCV assessment and due diligence, two other areas i.e. Lot 9 and Lot 11 totalling 31,890 hectares were ruled entirely unsuitable for certified palm based on results of agronomic, social and environmental and returned to the Government of Gabon.	Complied
Any new plantings since January 1 st 2010 must comply with the RSPO New Plantings Procedure.	RSPO NPP process for Awala has been completed in 2011. Internal assessment against the RSPO Generic Checklist for audits against RSPO P&C 2013 and guided by the draft Gabon NI has been completed and closing of gaps is in progress.	Complied
Any Land conflicts are being resolved through a mutually	As of the date of the report being produced, there is no any comment by stakeholder that could be	Complied

RSPO Public Summary Report
Revision 2 (January/2016)

agreed process, e.g. RSPO Grievance procedure or Dispute Settlement Facility, in accordance with RSPO criteria 6.4, 7.5 and 7.6.	taken action by Olam. Further details please refer to the RSPO Complaints Website: http://www.rspo.org/members/status-of-complaints?keywords=olam&country=&category=	
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.	No stakeholder comments or complaints received.	Complied
Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	<i>-As above-</i> As of the date of the report being produced, there is no any comment by stakeholder that could be taken action by Olam. Further details please refer to the RSPO Complaints Website: http://www.rspo.org/members/status-of-complaints?keywords=olam&country=&category=	Complied
Any Legal non- compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	None noted. No stakeholder comments or complaints received.	Complied

3.3 Details of findings

The nonconformity is listed below. The summary report of the assessment by criteria is listed in Appendix A.

During the Certification Assessment there were one (1) Major & two (2) Minor nonconformities raised. The Awala Certification unit submitted Corrective Action Plans for all nonconformities. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted. Evidence submitted for the Major Nonconformities corrective action plans were reviewed and found deemed satisfactory for the closure of the major nonconformities. The implementation of the corrective action plans to address the minor nonconformities will be followed up during the next surveillance assessment.

Non-Conformity		
NCR #	Description	Category (Major/Minor)
1328437M1	Requirements 4.7.2 All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.	Major
	Evidence of Nonconformity Water Treatment Plant and Generator set area: i) Risk of electrocution - Life wire connected to the water pump was found on the ground without proper	

RSPO Public Summary Report
Revision 2 (January/2016)

	<p>insulation. - Height of the Overhead/aerial line is not sufficient. ii) In the event of fire - No fire extinguisher available at generator set and switchboard room.</p> <p>Camion transport i) Risk assessment for passenger was not identified and only for the driver.</p> <p>Statement of Nonconformity Risk assessment and procedures was not comprehensively covered all operations and activities in the plantation.</p> <p>Action: Root cause analysis: Risk assessment was conducted during early stage of Awala plantation in October 2013 (<i>refer to Manuel de register des risques</i>). Risks of on-going improvement activities such as instalment of water treatment plant were not assessed.</p> <p>Immediate action: Conduct comprehensive risk assessment revision in Awala Plantation. Assessment shall include all identified risks highlighted during audit.</p> <p>Long term corrective action: 1) Review Manuel de register des risques, include risks highlighted during audit and other risks associated to new activities in Awala e.g. R&D, monthly HCV monitoring by ANPN etc. 2) Revised manual to be submitted by EHS manager and approved by Site Head. 3) After risk evaluation, implement necessary preventive actions: Water Treatment Plant and Generator set area: i) Risk of electrocution - Insulated wiring & Adjust height of the overhead/aerial line ii) In the event of fire - Placement of CO2 fire extinguishers near gen set area and conduct validity / function checking as per schedule. iii) Camion transport - Organize transport/ camion at allocated pick up area especially after working hour, total passengers shall not exceed maximum capacity any time and Procedure de Transport Camion shall be duly followed. iv) Daily check by EHS assistants/ manager on compliance of safety procedure before camion exit from plantation.</p> <p>Status: The CAP and evidence submitted confirmed that the issue has been fully addressed hence the Major NC was closed satisfactorily on 24/6/2016.</p>	
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Non-Conformity		
NCR #	Description	Category (Major/Minor)
1328437N1	<p>Requirements 4.7.5 Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p>	Minor

	<p>Evidence of Nonconformity Centralised workshop: - One of the first aid box items (spray powder) was expired on November 2015.</p>	
	<p>Statement of Nonconformity Emergency preparedness procedures was not effectively implemented</p>	
	<p>Action: Root cause analysis: - First aid kits are made available to all team leader/ CDQ (Chef D'Equipes) or person in charge on site. But replacement only based on request by CDQ or person in charge. - Proactive actions are not taken to check availability and validity of all medicines in the first aid kit.</p> <p>Immediate action: Develop checking schedule of first aid kits (and other tools for emergency responses i.e. hydrant, fire extinguisher, emergency shower and spill kit).</p> <p>Long term corrective action plan: - Develop monitoring schedule for first aid kits (and other tools for emergency responses i.e. hydrant, fire extinguisher, emergency shower and spill kit). - All equipment to be check once every quarter. - Check all kits and other equipment for emergency response and replace if needed.</p>	
	<p>Status: The CAP has been submitted and accepted on 13/6/2016. Further verifications on CAP implementation and its effectiveness will be done during next surveillance visit. Minor NC remains open.</p>	

Non-Conformity		
NCR #	Description	Category (Major/Minor)
1328437N2	<p>Requirements 5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.</p> <p>As per Environment Standard of Release Prevention and Response Doc. no. E101; Issue 4; Dated 1/4/2016; Minimum Engineering and Administrative Control Requirements:- i) Implement the engineering and administrative controls for release prevention a minimum as per Appendix 1 or Comply with local codes and regulations if they are more stringent.</p> <p>Appendix 1 Guidance – Engineering and Administrative Controls for Release Prevention i) Containerised liquids and materials – leak/spill requirements – spill response materials available & appropriate heel chocks and jacks ii) Bulik liquids and solids – leak/spill requirements – secure connections to prevent spills & method to collect minor drips during disconnect or automatic closing valve with dry disconnect</p>	Minor
	<p>Evidence of Nonconformity Centralised waste oil storage:</p>	

	<ul style="list-style-type: none"> - Connections at the containment drain outlet not secured with closing valve <p>Centralised chemical store:</p> <ul style="list-style-type: none"> - Spill response materials not available during inspection <p>Landfill area:</p> <ul style="list-style-type: none"> - Oil traces and contamination were noted at the wooden waste store - No proper bunds or oil trap to mitigate any contamination in case of spillage - Spill kit not available during the inspection <p>Scrap yard area:</p> <ul style="list-style-type: none"> - No containment for engine and hydraulic machinery part which still contain residue oil 	
	<p>Statement of Nonconformity Waste management and disposal plan to avoid or reduce pollution documented not been implemented.</p>	
	<p>Action: Root cause analysis: Poor implementation of waste management plan.</p> <p>Immediate action: Enhance implementation and follow up of the waste management plan.</p> <p>Long term corrective action plan:</p> <ul style="list-style-type: none"> - Construct roof over fuel tank to avoid excessive rainfall into retention tanks. Assure good connections between the retention tank and oil separator. Put a closing valve. - Place spill response kits/materials at centralized chemical store. - Improve storage conditions at the landfill area; construct new storage for air filters with cemented ground and bund, spill kit shall be made available on site. - Organize engine and hydraulic machinery part with residue oil into new waste storage area with cemented ground and bund. - Consolidated and appropriate waste management area with cemented ground and bund, especially for scheduled waste such as waste oil, air filter, hydraulic machinery parts, and chemical containers. Spill kit shall be made available on site. - The area to be properly secured. 	
	<p>Status: The CAP has been submitted and accepted on 13/6/2016. Further verifications on CAP implementation and its effectiveness will be done during next surveillance visit. Minor NC remains open.</p>	

Observation	
OBS #	Description
-	Nil

Positive Findings	
PF #	Description
1	Good commitment present from management and all personnel involved were very cooperative during the assessment process
2	Interview with male and female employees indicate understanding of their rights
3	Employees indicated positive impacts to their livelihood as a result of Olam's palm oil plantation development
4	Good implementation on self-checking mechanism including internal audit
5	High commitment shown towards social responsibility
6	Stakeholder engagement shows positive approach
7	High commitment towards maintaining/enhancing HCV shown
8	Good training & development program for local employee shown

Issues raised by Stakeholders

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss Awala 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. 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 Appendix E.

IS #	Description
1	<p>Issues</p> <p>Ministry of Forestry Gabon:</p> <p>1) What is ministry of forestry Gabon roles with regards to Awala plantation?</p> <ul style="list-style-type: none"> - Directeur General des Forets, took position in January 2016 - First intervention, helping in process of Awala land allocation, area secondary forest, help with land preparation, on-going process-ensure Olam working within limit, <p>2) Any regulations/guidelines by forestry for plantation?</p> <ul style="list-style-type: none"> - Concession decree, boundary has been describe within legal text-obligation of Olam and neighboring economic operations, must have marks, upkeep, and ensure no issues between companies and Olam - Regarding buffer areas, between plantation and forestry department (buffer area with national parks) must have 5km buffer area surrounding national parks and special measures to be taken by forest company, no any buffer distinguished between forest and Awala plantation <p>3) Any issue with regard to limit/border for Awala?</p> <ul style="list-style-type: none"> - Control done by official forest administration-verifying border stone/limit-verifying shown overlap boundary between Awala and Hua Jia (concession of 62 ha) under arbitrage of forest minister-sign agreement - Also company name Peng Xin (PXS)- overlap 120ha- ongoing process, pending final agreement

	<p>between Peng Xin (PXS) and Awala-integrate land into Awala concession</p> <ul style="list-style-type: none"> - Forest ministry has representative in Kango town-never receive any report of any issue with population (local community) – only issue on overlap between above companies only - However overlapped issue not considered as dispute, issue caused by discrepancy of map and actual location of river <p>4) What is positive impact related to Awala plantation?</p> <ul style="list-style-type: none"> - Olam has protected more than 52% of plantation land for HCV, although no any forestry code for Gabon but it is understood good practices has been practiced - Not just HCV been protected also sensitive areas such as river banks <p>5) What is cooperation between forest minister and Terea related to Awala plantation?</p> <ul style="list-style-type: none"> - This study was done before-Terea is one of only 3 in Gabon-Terea study more related to Social Environmental Management Plan - If any unwanted activity will be monitored by forestry in cooperation with Terea <p>6) Any invitation to attend stakeholder meeting in Awala?</p> <ul style="list-style-type: none"> - Administration is continuous thing- Been in meeting in Awala area and Bitam area <p>7) Any expectation on Awala plantation with regards to forestry objectives?</p> <ul style="list-style-type: none"> - Maybe in the beginning Olam started plantation there's a good perception but after some time positive thing observed such as creates employment opportunity, assists economic growth aside of main oil & gas source of 70% economic source, there's good vibes for local communities <p>Management Responses</p> <p>The management always has a strong commitment to the RSPO standard, protection of high conservation value forests and ecosystems, high carbon stock forests, and improving the livelihood of rural communities.</p> <p>Audit Team Findings</p> <p>No other issues.</p>
2	<p>Issues</p> <p>Wildlife Conservation Society (WCS) Gabon- Directeur WCS, Coordinator for Terrestrial (Forest) Conservation programs – since 1985 – core strategies- environmental NGO focus in science – ANPN stronger with regulations, environmental education:</p> <p>1) What is WCS role with regards to Awala plantation?</p> <ul style="list-style-type: none"> - Eyes and ears to give early warning of wildlife poaching and animal trafficking - Educate communities, work together with communities towards wildlife sustainability <p>2) Any participation in HCV studies?</p> <ul style="list-style-type: none"> - Was done prior to Eric's arrival-baseline study <p>3) Political recuperation issue regards to Awala Plantation?</p> <ul style="list-style-type: none"> - Detractors of national park network, cause humans-animal arise - Solutions of human-animal conflicts-there's hints and directions to go on - Measures such as trenches, beehives and drones, pepper spray to contain wildlife <p>4) Any co-operations with Awala?</p> <ul style="list-style-type: none"> - Not within conservation priority area of WCS, engagement only through stakeholders' consultation/ input. <p>5) What are concerns for WCS?</p> <ul style="list-style-type: none"> - Biggest concern is the use of savannah, need to be aware on land use planning in Gabon especially on savannah - Plan to have some corridors on savannah between forest and plantation - An ongoing process to have national land use plan, where, how, when other activities have been put for Gabon, less impact to wildlife, soil, environment - Need to have more information on animal - Made some criticism – on protection of savannah antelope i.e. Redunca Arundinum & Kobus Ellipsiprymus, which is more relevant to other management units - Awala specifically – for local communities - Commercial hunting

	<p>6) What are concerns for WCS? - Biggest concern is the use of savannah, need to be aware on land use planning in Gabon especially on savannah - 80% rainforest and 20% savannah - Kango is an appropriate area-no particulars issue concerned - Not involved in Kango</p> <p>7) Any complaints/feedbacks with regards to Awala plantation? - No</p> <p>8) Progress on Gabon NI? - Ongoing</p> <p>9) Any questions? - Olam must focus more on communities</p> <p>Management Responses The management continuous engagement with national and international stakeholders especially local NGO in maintaining or enhancing national or global conservation priorities.</p> <p>Audit Team Findings No other issues.</p>
3	<p>Issues ANPN – Gabon National Park Agency- Directeur ANPN</p> <p>1) What is ANPN role with regards to Awala plantation? - Manage national parks</p> <p>2) Any industrial activities will be monitored - Established standard documents in case of plantation - Forestry negotiator-represent Gabon climate council-anything to do with forest climate change - Monitor on the use of land use process - Develop agriculture - Maintain high carbon forest and high diversity forest - Minimize conflicts between industrial</p> <p>3) Buffer zone? - 5km radius with no human activities within compound is legally regulated</p> <p>4) How Olam compliance towards buffer zone policy? - Olam (Awala Plantation) touches peripheral zones of the park (peripheral zones is area next to 5km buffer zone, not legally regulated)</p> <p>5) Any industrial activity needs impact assessment - Potentially when peripheral zones encroached might cause people go to national park for hunting - Surveillance activities done by (national) park rangers - 10 days per month - Environmental social management plan</p> <p>6) Any comments and complaints to ANPN? - Nothing come to ANPN - Mostly noise came during Bitam rubber plantation - Selective logging practiced</p> <p>7) Any opinion on the way forward for Olam? - Try proactively get Olam away from conservation area - National land use strategic plan</p> <p>Management Responses A joint HCV monitoring team between company conservation team and National Park Agency conduct onsite monitoring for 10 days per month across the concession area showing the company's commitment in long term biodiversity and forest conservation.</p> <p>Audit Team Findings No other comment.</p>

<p>4</p>	<p>Issues WWF – Gabon: 1) What is WWF role with regards to Awala plantation? - Business Extractive Industries Coordinator, Gabon – Industry Biodiversity – participate in NI together with Gabon RSPO National Working Group on NI approval 2) Engagement by Olam? – No formal written agreement between WWF and Olam except for common vision due to 85% forestry with HCV within Gabon landscape - Work together on tools to implement and achieve sustainability - Satisfied from environmental point of view in terms of Olam environmental approach - Work together to identify appropriate area for sustainable development 3) What are the difficulties/challenges to sustain both biodiversity and plantation? - Initial problem/issue on how to address (evaluate what is or what is not) HCV in Gabonese context – involved a lot in study - Regarding implementation, impressed by number of personnel involved in sustainable development by Olam 4) How about human-elephant conflict? - Very big issue in Gabon and became political issue especially with upcoming presidential election - There are ideas tested here and there to control human-elephant conflicts 5) WWF received any complaints related to Awala? - No specific complaint on Awala except a one concern/complaint regarding the shop within plantation where workers buying too many and become indebted to shop owner - All complaints were verified on plantation field - Most of the time complaints made by villagers 6) Any decrease of number of wildlife population known to WWF due to Awala development? - WWF have two priorities area in north eastern and south western of Gabon and National triangle - Obvious changes was economics – improving - Biodiversity – no significant/obvious changes</p> <p>Management Responses - The management continuous engagement with national and international stakeholders especially local NGO in maintaining or enhancing national or global conservation priorities. - To increase communication and coordination between management and grocery shop to prevent future conflicts between workers and shop.</p> <p>Audit Team Findings Audit team noted feedback from the company and accepts the response from Awala’s Management. The audit team would like to review the progress related to grocery shop during subsequent assessment.</p>
<p>5</p>	<p>Issues DGEPN (Environmental Protection Agency)– Gabon: Direction Generale de l’Environment 1) What is GEPN role with regards to Awala plantation? - DGEPN is state representative/authority -to authorize license 2) What are the difficulties/challenges to comply environmental regulations for Awala? - Palm industry is a new industry in Gabon, Agro Gabon sold to Siat those days regulations not up yet - ESIA must come with ESMP 3) What is Awala performance towards environmental compliance? - 1st project was Awala plantation since 2011 - When visit field still some issues spotted need improvement 4) Any complaints related to Awala regards? - 1st project was Awala plantation since 2011 - Control mission by DGE on site has been organized every 6 months, no complaint but some issues spotted need improvement</p>

	<p>5) ESIA EMP authorization for Awala available? - Yes</p> <p>6) How to manage dangerous waste? - Gabonese law clear – dangerous waste- based on convention of Basle, companies will be sanction if found guilty of contaminate waste on the ground - Gabon don't have whole integrated waste treatment system, no particular requirements on storage limit or period depends on secured capacity on company itself-a chapter in EMP should specify on the requirements/method/procedure - *Positive remarks-Olam is most committed in environmental compliance</p> <p>Management Responses The company always has a strong commitment to sustainability and environmental compliance in the Gabon.</p> <p>Audit Team Findings No other issue.</p>
6	<p>Issues Department of Agriculture Gabon: Secretaraire General Ministere Agriculture</p> <p>1) What is Department of Agriculture vision on oil palm plantation in Gabon? - Gabon trying to diversify its economy-plantations is one options especially cash crops including palm oil, coffee, cocoa and etc. - Challenges due to savannah and rainforest which is very fragile ecosystem - Look forward to more interactions and or cooperation in plantation development - Sustainability vision for plantation, for food - Olam supporting cooperatives project</p> <p>2) What to attract investment in plantation in Gabon? -Law and regulations is supportive for business establishment</p> <p>3) Any guidelines/good agricultural practices for oil palm plantation? - Communication between Olam and Department of Agriculture is not very good – not receive any documents on oil palm plantation hectares, palm oil prices, - Relationship between Olam and DOA is new and young hence cause communication issue, it's a growing - DOA ready to support on both technical and constitutional side</p> <p>4) Any restriction of use of pesticide/agrochemical in plantation in Gabon? - List of pesticide use allowed in Gabon-made on sub-regional level but - DOA sought for sustainable agriculture development to reduce pesticide use</p> <p>5) Awala has authorization to use pesticide/agrochemical? - No/nil</p> <p>6) Awala have authorization any issued by DOA? - Have signed 50 years with Gabon government-maybe for future company as well - No any authorization need to be signed by Olam - *Negative remarks-Olam is neglected the communication with DOA</p> <p>Management Responses The company are very conscious that we have a unique opportunity to be the front-runner in establishing sustainable palm plantations in Africa. The company did recognise the communication and engagement with DOA need to be enhanced as they are one of the government's departments which promote economic growth through agriculture.</p> <p>Audit Team Findings Audit team noted feedback and accepts the response from the management. However, audit team would like to review the engagement with DOA during subsequent assessment.</p>
7	<p>Issues: Workers representative: - No issue regarding pay and condition of work. The representative highlighted that they are given equal</p>

RSPO Public Summary Report
Revision 2 (January/2016)

	opportunities to work. All workers have access to all facilities similar to local workers. No discrimination issue has raised.
	Management Responses: The management treat all employees equally and no discrimination.
	Audit Team Findings: No complaints were highlighted by foreign workers during interviewed.
8	<p>Issues: Villagers representative: Interviewed the villager representatives for the "social contract" and also the social impact of the oil palm plantation. Generally the villagers satisfied with the development plan which the construction of school, toilet and clinic already in the progress. Auditors has verified onsite that the construction already started as per plan. The plantation also increase the job opportunities for the local communities.</p> <p>Management Responses: Aside from giving priority to local employment, the company engagement and management plans cover health, education, lighting, transport and village farming.</p> <p>Audit Team Findings: No other issue.</p>

3.3.1 Status of Nonconformities Previously Identified and Observations



Non-Conformity		
NCR #	Description	Category (Major / Minor)
n/a	<p>Requirements: Not applicable</p> <p>Evidence of Nonconformity: Not applicable</p> <p>Statement of Nonconformity: Not applicable</p> <p>Corrective Action: Not applicable</p> <p>Status: Not applicable</p>	n/a

Observation	
OBS #	Description
n/a	n/a

Positive Findings	
PF #	Description
n/a	n/a

3.3.2 Summary of the Nonconformities and Status

CAR Ref.	CLASS	ISSUED	STATUS
1171760M1	Major	4/6/2016	Closed out on 24/6/2016
1328437N1	Minor	4/6/2016	Open
1328437N2	Minor	4/6/2016	Open

Assessment Conclusion and Recommendation:	
<p>Based on the findings during the assessment Awala Palm Oil Mill Certification Unit and supply base complies with the RSPO P&C 2013, and the RSPO Supply Chain Certification Standard (Nov 2014) for CPO Mill. It is recommended that the certification of Awala Palm Oil Mill Certification Unit is approved and continued.</p>	
Acknowledgement of Assessment Findings	Report Prepared by
<p>Name: Audrey Lee Mei Fong</p>	<p>Name: Hafriazhar Bin Mohd Mokhtar</p>
<p>Company name: Olam International Ltd</p>	<p>Company name: BSI Services Malaysia Sdn. Bhd.</p>
<p>Title: Sustainability Manager</p>	<p>Title: Lead Auditor</p>
<p>Signature:</p> 	<p>Signature:</p> 
<p>Date : 1 August 2016</p>	<p>Date : 15 July 2016</p>

Appendix A: Summary of Findings

Criterion / Indicator	Assessment Findings	Compliance
Principle 1: Commitment to Transparency		
Criterion 1.1: Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.		
1.1.1 There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making. - Minor compliance -	Adequate information is provided for stakeholders during the new development Awala Plantation through RSPO New Planting Procedure by posting the intention of the new planting on the RSPO website.	Complied
1.1.2 Records of requests for information and responses shall be maintained. -Major compliance	The company has a procedure for information request (SOP N005/CRS-AW (1)/1015; version 1 dated October 2015. According to the process, from the information request till provide information to the requester will take total 12 days. Type of information available for request such as policy, social contract, procedures, evaluation report, certificate and etc.	Complied
Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.		

**RSPO Public Summary Report
Revision 2 (January/2016)**

Criterion / Indicator		Assessment Findings	Compliance
1.2.1	<p>Publicly available documents shall include, but are not necessary limited to:</p> <ul style="list-style-type: none"> Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continual improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). <p>- Major compliance -</p>	<p>Under Human Rights Policy dated 1st August 2015 covers Code of conduct with the objective of conducting business in compliance with the letter and spirit of the law and other accepted standards of business conduct and to maximize shareholder value for its continuing shareholders in an ethical and environmentally sustainable manner.</p> <p>Publicly available documents are as per RSPO requirement. RSPO Policies were also published in company's website as per following address:</p> <p>http://olamgroup.com/sustainability/codes-policies-2/palm-policy-2/</p>	Complied
<p>Criteria 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.</p>			

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
1.3.1	<p>There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.</p> <p>-Minor compliance</p>	<p>Under Human Rights Policy dated 1st August 2015 covers Code of conduct with the objective of conducting business in compliance with the letter and spirit of the law and other accepted standards of business conduct and to maximize shareholder value for its continuing shareholders in an ethical and environmentally sustainable manner.</p> <p>Another documents- Code of conduct committing to Gabon dated 30th April 2013 covers Policy towards the employees, public authorities, suppliers, customers, partners, local populations through creation of committee of ethics. Subsection of the Code of Conduct covers specific statement that it shall govern relations with</p> <p>partners, government, suppliers, customers, vendors and local communities, prohibition of corruption [section B (ii)] and respect to national law [under Introduction (section 2)].</p> <p>It is part of the induction training subject for all employee.</p>	Complied
Principle 2: Compliance with applicable laws and regulations			
Criterion 2.1:			
There is compliance with all applicable local, national and ratified international laws and regulations.			
2.1.1	<p>Evidence of compliance with relevant legal requirements shall be available.</p> <p>- Major compliance -</p>	<p>The list of environmental legal frame sighted available below is correct.</p>	Complied

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
2.1.2	<p>A documented system, which includes written information on legal requirements, shall be maintained.</p> <p>- Minor compliance -</p>	<p>Two certificates of compliance and one Authorization of exploiting have been delivered by DGEPN (the main state environmental administration putting in place and assessing the national environmental politic) are enough to attest the respect of legal requirements:</p> <ul style="list-style-type: none"> • Certificate of Compliance ref. no. 1632/MHUEDD/SG/DGEPN established the 2 August 2011 addressing the environmental and social impact of Kango Palm Oil Plantation • Certificate of Compliance ref. no. 1431/MFEPRN/SG/DGEPN established the 02 July 2014 related to the proposed construction of a agro-industrial complex of Owala Plantation • Authorisation of exploiting ref. no. 741/PMERNFM/SG/DGEPN related to the production of palm oil and palm kernel oil by the company Olam Palm Gabon 	Complied
2.1.3	<p>A mechanism for ensuring compliance shall be implemented.</p> <p>- Minor compliance -</p>	<p>After giving certificate of compliance, DGEPN validate also the Environmental and social Management Plan and the Waste Management Plan, the Water management Plan and the risks management plan. So, in these documents all mechanism for insuring compliance is each time checked. That's the reason why they should normally organise every three months mission of control in OLAM's Awala Plantation. Unfortunately, the last mission control took place only in November 2015.</p>	Complied
2.1.4	<p>A system for tracking any changes in the law shall be implemented.</p> <p>- Minor compliance -</p>	<p>According to the indicator above, here the law is following the same process for changes. During the unexpected mission control, DGEPN should address the recommendations which have to be followed by Olam in Awala. Yet, the Audit Mission has not found any report from DGEPN. The last monitoring mission was only made last year.</p> <p>The Environmental and Social Management Plan contains the all changes which shall be checked.</p>	Complied

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator	Assessment Findings	Compliance
<p>Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.</p>		
<p>2.2.1</p>	<p>Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available.</p> <p>- Major compliance -</p> <p>There is a Convention addressing concession agreement for long leases signed on November 26th 2010 by The Prime Minister represented Gabonese government and Olam Palm Oil Gabon represented by his General Manager. This document gets provisions on three (03) concessions i.e. Lot 8, Lot 9 and Lot 11. The main applying law is the article 2 alinea 2 from Law 14/63 from 8th May establishing the composition of State's Domain and the rules governing methods of management and alienation. So the period is fixed to 50 years renewable just once for 49 years.</p> <p>Specifically for Awala plantation, the land ownership was from The Gabon Prime Ministry no.001, dated 10 January 2013 for lot 8 : 20,030 Ha</p> <p>Agreement between Government of Gabon and Olam signed by Prime Minister on 26/11/10. Global land use and ownership is for agriculture used.</p> <p>Leased land tenure: 50 years. Max of 99 years.</p> <p>Subject annual quit rent.</p> <p>Entire Lot 9 and Lot 11 deemed inappropriate for sustainable development due to overlap with RAMSAR area, both areas have been returned back to the government based on the HCV report during NPP.</p> <p>Lot 9 under RAMSAR area.</p> <p>Rural land: lot 8, Komo Kongo (Awala Plantation), total area 20,030 ha is developed.</p>	<p>Complied</p>

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
2.2.2	<p>Legal boundaries shall be clearly demarcated and visibly maintained.</p> <p>- Minor compliance -</p>	<p>In the article 2 of the Convention it has been established that the boundaries and areas are defined as:</p> <ul style="list-style-type: none"> • Lot 8 located in Komo Kango department, region of Estuaire the global area is 20.030ha <p>Physical boundary stones is established and maintained on site.</p>	Complied
2.2.3	<p>Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC).</p> <p>- Minor compliance -</p>	<p>There were no any land disputes with exception overlapping of concession area of:</p> <ol style="list-style-type: none"> 62.01 ha area with neighbouring concession- Hua Jia. Report from Chef de Cantonment (CC) of Forestry Kango sent on 22 Apr. Compensation and payment record to Hua Jia. 120 ha with neighbouring concession- PXS. Pending and awaiting final report from Forestry Department. <p>Chronology and documentation is being prepared and keep.</p> <p>As part of the process of free, prior and informed consent, and the need to continue with the process of identifying and compensating for customary rights and the importance of ensuring local employment and local economic development is being continuously implemented.</p>	Complied
2.2.4	<p>There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved.</p> <p>-Major compliance</p>	<p>No land conflict was noted. During interview with internal stakeholder (i.e. workers representative) and external stakeholders (i.e. NGO, Government officers and village representatives), no issues related to land conflicts were raised. This indicates absence of any land conflicts. No conflicts were noted or raised by any stakeholders.</p>	Complied
2.2.5	<p>For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable).</p> <p>-Minor compliance</p>	<p>No land conflicts was noted or raised by any stakeholders. See 2.2.4 above.</p>	Complied

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
2.2.6	To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. -Major compliance	No land conflicts was noted or raised by any stakeholders. See 2.2.4 above.	Complied
Criterion 2.3:			
Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.			
2.3.1	Maps of an appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).. - Major compliance -	The company has identified the surrounding 7 villages as the affected parties. A buffer of 8km adjacent to Awala Plantation also has been incorporated into the map.	Complied

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator	Assessment Findings	Compliance
<p>2.3.2 Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include:</p> <p>a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making;</p> <p>b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken;</p> <p>c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land.</p> <p>- Minor compliance -</p>	<p>The company has entered into a "Social Contract" through consultation with the communities and government officials and respected the communities' decision to assist in local village development based on their request and need.</p> <p>The first "social contract" has been established on 10 Dec 2011. It is about the installation of solar panel lighting for all villages.</p> <p>On 9 Oct 2015, the "social contract" has been revised based on the request and communication with local villagers. Development Plan in phases (2015-2019) such as construction of school, toilet and clinic already in the progress. Auditors have verified onsite that the construction already started as per plan.</p> <p>The "social contract" has been signed by the community leaders and district government officials (Prefect) and officials from Ministry to ensure the social obligations are fulfilled and the community have access to FPIC process.</p>	<p>Complied</p>
<p>2.3.3 All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.</p> <p>-Minor compliance</p>	<p>The social contract dated 09 Oct 2015 available in the local language- French. The "social contract" has been established based on the communication by the community leaders and district government officials (Prefect) and officials from Ministry.</p>	<p>Complied</p>

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
2.3.4	Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. -Major compliance	The communities surrounding Awala Plantation are represented by the community leaders and district government officials (Prefect) and officials from Ministry of Environment to ensure the social obligations are fulfilled and the community have access to FPIC process. All representatives' signatures are available in the "social contract".	Complied
Principle 3: Commitment to long-term economic and financial viability			
Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.			
3.1.1	A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders. - Major compliance -	Olam has demonstrated its commitment to long term sustainability and improvements through a capital expenditure programme. Awala Palm Oil Mill and supply bases have made progress towards achieving their performance production targets for the current financial year.	Complied
3.1.2	An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. - Minor compliance -	Replanting was not applicable. First planting was in February 2012. Replanting will take place after 25 years from the planting date.	Complied
Principle 4: Use of appropriate best practices by growers and millers			
Criterion 4.1: Operating procedures are appropriately documented, consistently implemented and monitored.			

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
4.1.1	<p>Standard Operating Procedures (SOPs) for estates and mills are documented</p> <p>- Major compliance -</p>	<p>The SOPs for the estate are documented in "Olam Palm Gabon-Agriculture Policy Manual", which consist of 17 SOPs covering all operations from land clearing, nursery through to mature palms, harvesting, FFB evacuation and transportation of FFB. In addition, estates have prepared pictorial work instructions for each of the tasks so that the foreign workers understand the work procedures. The estates display SOPs on the notice board at the Muster areas.</p> <p>The SOPs for the mill are documented in "Olam Palm Gabon-Standard Operating Procedure for Palm Oil Mill (Version 1:2015)", which consist of 14 SOPS covering all operations from reception station, process through to workshop and maintenance.</p> <p>Additionally, Olam has documented the Integrated Management System Manual (Issue 1, March 2016) that combines all related components of the Olam Quality, Environment, Health and Safety Management Systems</p> <p>Set of procedure for estate:</p> <p>i)OLAM Palm Gabon Agriculture Policy Manual, Volume I, (immature planting) signed by Global Head of Plantation, April 2013. Chapter 1: Nursery techniques and best practices.</p> <p>ii) OLAM Palm Gabon Agriculture Policy Manual, Volume II, (matured planting) signed by Global Head of Plantation, April 2013</p>	Complied

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
4.1.2	<p>A mechanism to check consistent implementation of procedures shall be in place.</p> <p>- Minor compliance -</p>	<p>Mechanism to check: Assistant from Corporate Responsibility and Sustainability (CRS) Department conduct checking on each operating units in Awala on quarterly basis. Latest internal audit was done in September 2015 by HQ CRS Manager, Sustainability Manager, CRS Manager for Awala and Assistant Manager of Internal Control & Documentation. Follow-up by RSPO Manager on monthly basis.</p> <p>Integrated management system standard, under Plantations and Farming Operation, M-601, issue:1 dated 1/4/16 Clause 8.1.4 :</p> <p>i) All passengers shall correctly wear the installed seat belts. ii) Number of passengers within a vehicle shall not exceed the Vehicle Registered Capacity iii) If seat belt is defective the number of passengers able to be carried shall be reduced accordingly.</p> <p>Observation: i) Not all passenger truck equipped with seat belt. ii) Maximum passenger seating per lorry was not monitored.</p> <p>Found at Workshop,</p> <p>i) Content of first aid kit was expired, spray powder 50ml canister (scrapes and garzes) was found expired.</p>	Complied

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
4.1.3	Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -	Records are documented by respective departments and available for verification. For mill, sighted monitoring records as following samples: <ul style="list-style-type: none"> • Boiler House Log sheet Daily Operation Report-Boiler smoke density meter report graph/log. • Turbine Operation Log Sheet- daily • Daily process log sheet dated 1/6/2016: Production: FFA: 5.42%; Moisture: 0.20%; Dirt: 0.02%; Dobi: 2.58 Storage Tank 1: FFA: 6.62%; Moisture: 0.23%; Dirt: 0.02%; Dobi: 2.54 Storage Tank 2: FFA: 5.23%; Moisture: 0.22%; Dirt: 0.02%; Dobi: 2.60 	Complied
4.1.4	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	Awala Palm Oil Mill continued to maintain and monitor daily record of various source of FFB (from Awala's supply base as well as Olam's other plantation only). The records show the origin, weight, transporters details and volume of FFB received through SAP and smart card system.	Complied
<p>Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>			

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
4.2.1	<p>There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible.</p> <p>- Minor compliance -</p>	<p>During field assessment it was noted that Good Agriculture Practices are implemented as per the SOPs i.e. fertilizer application to ensure soil fertility is maintained. It was not possible to assess the yield profile because the palms are in immature stage.</p> <p><u>ARM :</u></p> <p>i) OLAM Palm Gabon Agriculture Policy Manual, Volume I, (immature planting) signed by Global Head of Plantation, April 2013.</p> <p>Chapter 1: Nursery techniques and best practices.</p> <p>ii) OLAM Palm Gabon Agriculture Policy Manual, Volume II, (matured planting) signed by Global Head of Plantation, April 2013</p>	Complied
4.2.2	<p>Records of fertiliser inputs shall be maintained.</p> <p>- Minor compliance -</p>	<p>Records of the fertilizer inputs are documented and issuing records are maintained at the store level.</p> <p><u>Agronomist report: Dated November 2015, Olam Agronomist</u></p> <p>Based on leaf sampling on January 2015</p> <p>Fertilizer recommendation for Awala Plantation:</p> <p>1st half 2016 (1st half 2012 planting/1370 ha) March : Borax 48 - 0.15 kg/palm Apr: NPK14/12/26+5 MgO+0.04B – 3 kg/palm</p> <p>2nd half of 2016 Sept: NPK14/12/26+5 MgO+0.04B – 2.5 kg/palm</p> <p>There phase of planting Phase 1: 1370 Ha(2011/12) Phase 2: 3,702 Ha (2012/13) Phase 3: 1,430 Ha (2013/14)</p>	Complied

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
4.2.3	<p>There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status.</p> <p>- Minor compliance -</p>	<p>Periodic tissue and soil sampling to monitor changes was evidence as per Agronomist Report sighted available during assessment.</p> <p><u>Frequency of monitoring defined in the ARM, under Chapter 19; leaf and soil sampling procedure.</u></p> <p><u>Soil sampling: 5 years</u> Last soil sampling: Soil and Nutritional Fertility Assessment of the soil type in Awala Plantation OLAM Palm Gabon, July 2013.</p> <p>Analysis report:</p> <ul style="list-style-type: none"> - Soil Analysis results from LASPEE (IRAD Laboratoty), 23/3/13 - Soil Analysis results from Alliance Technical Laboratories, dated 21/12/12. <p><u>Leaf sampling: once a year/annually</u> 2015 – January 2015 by OLAM agronomist.</p>	Complied
4.2.4	<p>A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting.</p> <p>- Minor compliance -</p>	<p>EFB and POME application in field sighted available as part of the nutrient recycling strategy in-line with the mill operation.</p> <p>EFB application : 25 mt/Ha Agriculture Policy Manual – EFB and decanter cake application, APM Chapter 7 : Fertilizing Programme for Nursery, Immature and Mature Planting.</p> <p>For 2015 Komo : 41.3 Ha completed Bokoue: 28 Ha completed. Lobe : 128 Ha completed.</p> <p>Decanter cake: Komo: 13.9 Ha</p>	Complied
<p>Criterion 4.3: Practices minimise and control erosion and degradation of soils.</p>			

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
4.3.1	<p>Maps of any fragile soils shall be available.</p> <p>- Major compliance -</p>	<p>Soil map is available. Soil suitability is also included in the EIA report.</p> <p><u>Soil map:</u> Soil Survey report, dated May 2014 by soil survey consultant (PARAM Agriculture Soil Surveys (M) Sdn Bhd). Semi-detailed Soil Map available, 1:25,000</p> <p>Bungor: 19.8% Serdang:22.9% Malau:0.3% Kuala Berang: 57.2% Nami: 0.9% Gajah Mati: 1.5%</p>	Complied
4.3.2	<p>A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific).</p> <p>- Minor compliance -</p>	<p>Slope area more than 20° was not planted to avoid erosion following the recommendation from HCV assessment. About 2,374ha with more than 20° slope is conserve as biodiversity area. Slope below 20° was constructed with conservation terraces.</p> <p>The plantation management has completed the construction of terraces since October 2013. Cover crop has been established to avoid bare soil and as part of erosion control. Most of slope area has been completed with cover crop planting. No sandy area.</p> <p>Slope conservation: Management strategy: Contour map available, ratio of 1:55000 dated 25/5/16</p> <p>Identification of elevation area of 20m up to 100m.</p> <p>Management strategy, chapter 6: Soil and Water Conservation Methods</p> <p>Very steep slope: slope exceeding 20 degree, planting is not recommended. Planted with LCC or remained untouched. Terrace construction is also not allowed</p>	Complied

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
4.3.3	A road maintenance programme shall be in place. - Minor compliance -	Road maintenance program is available. Upkeep of roads is carried out continuously with chambering and road side drains. Roads are maintained with own machineries from OPG. Total area taken up for roads was about 370ha. It was noted that Awala Plantation maintains the road leading to the main government road as part of the Company's CSR commitment to the nearby village. During the field visit it was noted that roads are well maintained with hazard and warning signs at designated places. Road maintenance programme available for 2016. <u>Collection road</u> i)Bokoue Estate: 26.68 km ii)Komo Estate: 21.97 km iii)Lobe Estate: 30.35 km	Complied
4.3.4	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Minor compliance -	No peat soil.	Complied
4.3.5	Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. - Minor compliance -	No peat soil.	Complied
4.3.6	A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance -	There is no fragile, problematic or sandy soil. Soil is clay with lateritic portion. The soil map is available in SEIA report, mostly pseudo-podsolic type.	Complied
Criterion 4.4: Practices maintain the quality and availability of surface and ground water.			

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
4.4.1	An implemented water management plan shall be in place. - Minor compliance -	A documented Water Management Plan for Awala Plantation dated June 2015 sighted available on-site. The plan includes protecting the natural water course, supply of clean water for domestic use, field water supply, protection of ground water source, avoidance of waste disposal into waterways, establishment of buffer zones along natural waterways and etc.	Complied

Criterion / Indicator		Assessment Findings	Compliance															
<p>4.4.2</p> <p>Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated.</p> <p>- Major compliance -</p>	<p>Documented in the Water Management Plan for Awala Plantation-Guidelines and Procedures for establishment of buffer zones. Buffer zones established as following:</p> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Type</th> <th>Width (m)</th> <th>Buffer (m)</th> </tr> </thead> <tbody> <tr> <td>Small streams</td> <td><5m</td> <td>10</td> </tr> <tr> <td>Rivers</td> <td>5m<x<20m</td> <td>50</td> </tr> <tr> <td>Big rivers</td> <td>>20m</td> <td>100</td> </tr> <tr> <td>Permanent lake</td> <td>>1000m2</td> <td>50</td> </tr> </tbody> </table> <p>Sampled Bokoue and Lobe buffer zones stream water monitoring:</p> <ul style="list-style-type: none"> • River water monitoring records: for 5 rivers-Tubewell water, Lobe upstream & Downstream, Awala upstream & downstream. Quarterly Industrial Effluent Water Analysis Test Report; Sampled Test Report no.0044/2015 dated 15/6/2015 by Ministry of Petrol & Hydrocarbon - Rock and Water Laboratory.; parameters monitored:- pH, Conductivity, Mineralization, Turbidity, Organic Matters, Oxgen, NNO2-, PO443-, Al, Cr, Ba, Cd, Cu, Fe, Mn, Ni, Pb, Zn, BOD, COD, As, and Hydrocarbon. Later done on 3/12/2015 and 20/4/2016. Samples were taken from each point of monsoon drains in the mill. Report shown that water samples from all points were within allowable limit of Class IIA/IIB of INWQS • Domestic water monitoring records: conducted three times annually Microbiology in Water Analysis Test Report no. 15.2115 dated 7/7/2015 by Societe d’Energie et d’Eau du Gabon (SEEG); parameter monitored:- Total Coliform and EscherichiaColiform (E-Coli), Turbidity, Iron, Manganese and Ammonium. Report shown that domestic water not complied with some of the drinking water standard. The monitoring later was conducted on 18/1/2016 and 19/5/2016. The water treatment plant has been <p>Rainfall recorded for the year 2015 was 1869.9mm from Jan to Dec 2015. Rainfall recorded from Jan to May 2016 was 1053.5mm.</p>		Type	Width (m)	Buffer (m)	Small streams	<5m	10	Rivers	5m<x<20m	50	Big rivers	>20m	100	Permanent lake	>1000m2	50	<p>Complied</p>
Type	Width (m)	Buffer (m)																
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RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
4.4.3	Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6). - Minor compliance -	No effluent has been discharged since the operation of the mill after commission on 3/8/2015.	Complied
4.4.4	Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -	As per daily process log sheet 31/5/2016, total water uses: 1.03mt/mt FFB process.	Complied
<p>Criterion 4.5:</p> <p>Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.</p>			
4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	<p>Establishment plan for IPM plan is available such as planting of beneficial plant (i.e. tunera, cassia and antigonon) as a preventive measure to control leaf eating pest. The beneficial plant ratio is (60:20:20)</p> <p>BIOS (Biological System Department) dated 17-27 February 2016. Studies have been conducted as to mitigate pest and disease outbreak using biological control.</p> <p>Procedure ref: APM, Chapter 15: Integrated Pests and Diseases Management Practices. Establishment and maintenance of beneficial flowering plant in fields:</p> <ul style="list-style-type: none"> i) <i>Cassia Cobanensis</i>- 20 plants per plot, planting interval (one plot per every 30-32 palm rows) ii) <i>Tunera Subulata</i> – 10 plants per plot, planting interval (one plot per every 11 palm rows) iii) <i>Antigonon Leptopus</i> -20 plants per plot, planting interval (one plot per every 30-32 palm rows) 	Complied

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
4.5.2	<p>Training of those involved in IPM implementation shall be demonstrated.</p> <p>- Minor compliance -</p>	<p>Sample training record:</p> <p>i) Weeds management for CDQ by Training Manager on 4/8/2014</p> <p>ii) Integrated pest and diseases management system training, 14/3/16</p> <p>Trainer : Agronomy team</p> <p>Attendants: Estate manager, Ast, GM, RSPO Manager, RSPO ast, CDQ...##</p> <p>iii) Detection and Census P&D, 8/4/16</p> <p>Trainer: Agronomy team</p> <p>Attendants: Estate workers and assistant agronomy</p>	Complied
<p>Criterion 4.6:</p> <p>Pesticides are used in ways that do not endanger health or the environment</p>			
4.6.1	<p>Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available.</p> <p>- Major compliance -</p>	<p>Justification of all pesticides used is available under Olam Palm Gabon, Agriculture Policy Manual. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species are selected and used.</p>	Complied
4.6.2	<p>Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided.</p> <p>- Major compliance -</p>	<p>Records of pesticide are available. Record includes type of chemical, rate/ha, total amount applied for Awala Plantation.</p> <p>Summary of usage (Ai/Ha) Aug-Dec 2015 for Herbicides, Insecticides and fungicides :</p> <p><u>Herbicides</u></p> <p>Ally 20WG: 0.01 Ai/Ha</p> <p>Finish 360SL: 0.06</p> <p>Starane 200: 0.03</p> <p>Garlon 250: 0.03</p> <p>Roundup: 0.01</p> <p><u>Insecticides</u></p> <p>Tamega 25EC (Deltamethrine): 0.001</p> <p><u>Fungicides</u></p> <p>Imas Thiram 80: 0.01</p>	Complied

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
4.6.3	<p>Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines.</p> <p>- Major compliance -</p>	<p>The management committed to minimise pesticide usage as per IPM plan. Other than chemical, manual slashing is carried out to control broadleaf woodies. Besides manual slashing, garlon (a.i. tryclopyr) which has low impact on environment is used to control broadleaf weed without damaging soft grasses</p>	Complied
4.6.4	<p>Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances.</p> <p>- Minor compliance -</p>	<p>Based on the chemical inventory, there was no class 1A & 1B used in Awala Plantation. Paraquat is totally banned by Olam.</p>	Complied
4.6.5	<p>Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7).</p> <p>- Major compliance -</p>	<p>Training was given to pesticide operators. Training records are maintained by the QSHE Manager.</p> <p>Interview with the agrochemical applicators in the field reveal that they are given appropriate training.</p>	Complied

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
4.6.6	Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3). - Major compliance -	Storage of all pesticides and agrochemicals are well managed with locking system and good ventilation. All pesticide containers are properly disposed of and not used for other purposes, other than for the same purpose to keep pesticides	Complied
4.6.7	Application of pesticides shall be by proven methods that minimise risk and impacts. - Minor compliance -	The quantity of agrochemicals required for various field conditions are documented and justified in OLAM Palm Gabon Agriculture Policy Manual, Volume II, (matured planting) signed by Global Head of Plantation, April 2013.	Complied
4.6.8	Pesticides shall be applied aurally only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application. - Major compliance -	No aerial spray at Awala Plantation	Complied
4.6.9	Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8). - Minor compliance -	The employees interviewed (Store assistant, field supervisor) have knowledge and skills on pesticide handling. There is no associated smallholder within Awala Plantation.	Complied
4.6.10	Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). - Minor compliance -	Proper disposal of waste material are carried out as per the company procedures. The procedures are fully understood by workers and managers. Workers interview reveal that they are aware of the zero burning policy including domestic waste are not allowed to be burned. Management of waste material disposal such as empty chemical container as in accordance with scheduled waste and domestic waste regulations and guidelines.	Complied

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
4.6.11	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -	No pregnant or breast feeding women undertaking the work with pesticide. It was confirmed during interview the female workers and they well aware related regulation. Worker will be assigned for other work once they confirm pregnant after medical check-up. <u>Medical Surveillance:</u> 2 medical surveillance programmes were established for pesticides operator. Biological monitoring (annually) – serum cholinesterase. Refer notes. 6 monthly – Pesticides and fertilizer operator.	Complied
4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	No female pesticide operators. Furthermore, interview with female workers confirmed knowledge of the policy of transfer to alternative duties if they wished to continue working when pregnancy was confirmed or breast-feeding.	Complied
Criterion 4.7:			
An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:			
4.7.1	A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored. - Major compliance -	Health and safety policy is available. It covers all the required safety and health aspects such as training, hazard identification, medical surveillance, waste management, Safety and health meetings, accident records and reports etc. New health and safety policy, issue 2_WD5, document P-04 dated 1/4/16 signed by group MD and CEO of Olam International Limited. Environmental Sustainability Policy, issue 2_WD5, document P-02 dated 1/4/16 Quality and food Safety Policy, issue 2_WD5, document P-01 dated 1/4/16 ESH plan, document ref: OPG-KNG-QSHE-MAN-01, rev: 01 approved on 3/3/14.	Complied

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
4.7.2	<p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</p> <p>- Major compliance -</p>	<p>Observed at WTP area:</p> <ul style="list-style-type: none"> i) Pump wiring on the ground. ii) Height of the Overhead/aerial line is not sufficient. iii) No fire extinguisher available at generator set and switchboard room. <p>Camion transport</p> <ul style="list-style-type: none"> i) Risk assessment for passenger was not included and just for driver. <p>Thus, Major NC was issued.</p> <p>Risk register manual, dated 14/2/16. EHS procedure manual, dated 14/1/16. Procedure 9, Transport Camion.</p>	<p>Major Nonconformity</p>

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.3 All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p> <p>- Minor compliance -</p>	<p>Training programme planned for year 2015 was consistently implemented. The programme includes training for all categories of workers. Evidence of adequate and appropriate training on safe working practices provided to:</p> <ul style="list-style-type: none"> - workers exposed to machinery and high noise levels, - workers working in confined space, - harvesters - pesticides operators - manuring gang <p>Training also provided on use of fire extinguishers and fire drill, awareness and understanding of MSDS/CSDS and first aid. Employees interviewed at POM confirmed to be provided with safety training relating to their work at least once a year by the qualified Safety & Health Officer and training records are available. Evaluation carried out on each training programme to determine its effectiveness.</p> <p>The training content was revised periodically for improvement. All staff and mill employees attended the training as indicated in the records maintained. The content of the training include the said provisions of the regulations, purpose and explanation of audiometric test, proper usage of ear plugs and ear mufflers, and consequence of hearing loss. Appropriate PPE had been provided to all workers at the place of work to cover all potentially hazardous operations. There are warning signs to use PPE (this includes helmet, safety boots, ear plugs, ear mufflers, etc.) displayed at appropriate work areas for the protection of safety and health.</p>	<p>Complied</p>

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
4.7.4	<p>The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.</p> <p>- Major compliance -</p>	<p>ESH meeting (POM) Last was done in 13/5/16.</p> <p>Appointed person, Safety officer at main office and POM.</p>	Complied
4.7.5	<p>Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p> <p>- Minor compliance -</p>	<p><u>Emergency response:</u> ERP plan: fire, oil and chemical spillage.</p> <p>Fire extinguisher inspection was done annually on September 2015</p> <p>Centralised workshop: i) One of the first aid box items (spray powder) was expired on November 2015</p> <p>Minor NC was raised.</p> <p>Accident reported by QSHE department using accident and incident report/safety event report and investigation and discussed in the safety Committee meeting.</p> <p>Lesson learned communicated via Safety Event Communication.</p>	Minor Nonconformity
4.7.6	<p>All workers shall be provided with medical care, and covered by accident insurance.</p> <p>- Minor compliance -</p>	<p>Medical insurance coverage</p> <p>Sample: Policy number – G0003698 valid until 31/12/16 covering 6 expatriate from Indonesia.</p>	Complied
4.7.7	<p>Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics</p> <p>- Minor compliance -</p>	<p>Lost time cases rate 2016: 21,929 year to date, average 5.48</p>	Complied

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator	Assessment Findings	Compliance
<p>Criterion 4.8: All staff, workers, smallholders and contract workers are appropriately trained.</p>		
<p>4.8.1</p>	<p>A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme.</p> <p>- Major compliance -</p>	<p>Complied</p>
<p>4.8.2</p>	<p>Records of training for each employee shall be maintained.</p> <p>- Minor compliance -</p>	<p>Complied</p>
<p>Principle 5: Environmental responsibility and conservation of natural resources and biodiversity</p>		
<p>Criterion 5.1: Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.</p>		

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
5.1.1	<p>An environmental impact assessment (EIA) shall be documented.</p> <p>- Major compliance -</p>	<p>Made by Ecosphere on May 2012 and have been <i>certified by DGEPN: Compliance Certificate (article 67 and 71 of law 16/93 regarding protection and improvement of environment, n°1370/MEEDD/SG/DGEPN the 09/07/2012.</i></p> <p>It addresses institutional and legal frames, project detailed description, preliminary studies to define environmental sensibilities, all project needs, initial state description according to the Palm oil requirements, impacts assessments on each social and environmental project components, the monitoring system and many annexes such as all analysis results (soil, water, IHO norms for drinkable water, DGEPN recommendations, all public consultation reporting, carbon balance, etc.</p>	Complied
5.1.2	<p>Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons.</p> <p>- Minor compliance -</p>	<p>Timetable for mitigating negative impacts is developed in the Environmental and social Management Plan, also made by Ecosphere. It contents the administrative frame for implementing the all solutions provided by the ESIA, the waste water management, the global and specific domestic waste management (dangerous and toxic waste such as chemical, agro-chemicals, maintenance waste or biomedical waste), the safety health and property conditions, description of monitoring activities to assess and the means to assess mitigation and the coast of all this mitigation actions. In Annex we have the World Bank guidelines on parameters. It has been specified by each mitigation activity for change should be addressed to DGEPN approval and then it could assess the implementation of the measure and assess the change on the field. The responsible of all activities is clearly identified</p>	Complied

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
5.1.3	<p>This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p> <p>- Minor compliance -</p>	<p>The documents contents the internal monitoring and control made by the EHS responsible and its team, made by the DGEPN (National State Environmental Office) each three months, the last monitoring inspection was from 23/03/2016 to 26/03/2016. During this they validate the Waste Burying Center. It also contents the direct follow up and the efficiency of all mitigation measures, above on surface water addressing the water quality rejected. It specifies the indicators assessed such as heavy metals (physical and chemical analysis made by the Laboratory analysing streams from the Ministry of oil and hydrocarbon the reference document number is Invoice 0046/2015 on 15/06/2015. The other surface and drinkable water is made by SEEG, the national laboratory from the national water and electricity company in charge of it by Government: Three references Sampling No. 16.593; 16.594 and 16.595 date of sampling 06/03/2016 date of results: 21/03/2016 They took 3 sampling. , oil, biodiversity threats and environment quality such as species, vegetation, hunting indicators included conservation strategy implemented and HVC.</p>	Complied
<p>Criterion 5.2:</p> <p>The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and and operations managed to best ensure that they are maintained and/or enhanced.</p>			

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
5.2.1	<p>Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors).</p> <p>- Major compliance -</p>	<p>A joint HCV assessment was conducted by Proforest and TEREA with an initial scoping assessment beginning February 2011. The assessment was conducted by HCV assessment team consisted of 21 persons comprising 5 sociologists, 2 ichthyologists, an ornithologist, and 3 ecologists and 9 botanical and mammalian experts as well as a GIS expert.</p> <p>The Global HCV toolkit and the draft HCV National Interpretation Document for Gabon were used. It was identified HCV 1.1, 1.2, 1.4, 2, 4.1, 5 and 6 within the concession area.</p> <p>Management and monitoring plans were developed based on the HCV consultants' recommendations and these were inspected during the field visit and document review.</p>	Complied
5.2.2	<p>Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan.</p> <p>- Major compliance -</p>	<p>Potential presence of RTE such as Manatee (<i>Trichechus senegalensis</i>) and chimpanzee (<i>Pan troglodytes</i>) in lot 8 HCV area of Awala.</p> <p>A joint HCV monitoring team between company conservation team and National Park Agency conduct onsite monitoring for 10 days per month across the concession area. A latest summary report of the monitoring result dated 17-27 May 2016 sighted during onsite visit.</p> <p>Signage's are erected and placed at the field to create awareness and individuals/employees are notified of the HCV area to ensure that no illegal hunting is carried out within the Awala Concession.</p>	Complied

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
5.2.3	<p>There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species.</p> <p>- Minor compliance -</p>	<p>Species through awareness posters, no hunting signage and HCV protection signboards at the entrances to the estates prohibiting illegal hunting and fishing are continuously maintained to ensure awareness among internal and external stakeholders and employees.</p> <p>Interview with stakeholders confirmed that they are aware of the need to protect fauna and flora.</p>	Complied
5.2.4	<p>Where a management plan has been created there shall be ongoing monitoring:</p> <ul style="list-style-type: none"> • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. <p>- Minor compliance -</p>	<p>A joint HCV monitoring team between company conservation team and National Park Agency conduct onsite monitoring for 10 days per month across the concession area. A latest summary report of the monitoring result dated 17-27 May 2016 sighted during onsite visit. The report described the monitoring route, observation result and GPS coordinates.</p> <p>During the field visit it was noted that signage's discouraging any illegal hunting are placed around the HCV area in the field and are well maintained.</p> <p>The latest HCV management plan dated Jan 2016. The management plan is reviewed annually based on the latest monitoring results.</p>	Complied
5.2.5	<p>Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights.</p> <p>- Minor compliance -</p>	<p>No HCV areas were identified in the local community land. The management anticipated the need for community forest. A buffer of 5 – 8 km degraded forest cover was excluded from the concession. This buffer becomes a community forest and closes to the villages.</p>	Complied
<p>Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.</p>			

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
5.3.1	<p>All waste products and sources of pollution shall be identified and documented.</p> <p>- Major compliance -</p>	<p>There is a waste management plan. This table contains the waste production area, the type of waste, the categorisation, the conditions of storage, the quantity and quality of waste stocked, the collect frequency, the subcontractor in charge of collecting, the elimination process and the subcontractor in charge of its elimination or re-use.</p> <p>Identified in Appendix 1 Guidance Document – Acceptable Waste Management Methods (Waste Management E-101). Waste type identified together with its treatment and disposal method are as following:</p> <ul style="list-style-type: none"> i) Non-hazardous waste streams- food waste, glass, wood, paper etc. ii) Hazardous waste streams- solvents, cleaning/degreasing agents, used oil, chemical waste etc. iii) Waste containing specific substances- asbestos, PCB's, CFC's etc. 	Complied
5.3.2	<p>All chemicals and their containers shall be disposed of responsibly.</p> <p>- Major compliance -</p>	<p>There is specific area of stocking empty containers for chemicals and pesticides implemented, and locked. It can be checked there the number of containers, the type of chemicals and the PPE related to this kind of dangerous waste. The EHS responsible on site takes insurance that the container should not be reused. For that they dig a hole under it and they all have been sending to destruction zone located at N'kok, by Africa Alloys Gabon a registered subcontractor (aluminium waste, culver waster, plumbs and old batteries, used oils). And for dangerous waste the subcontractor named STANIG Environment For all this a procedure exists, policy number 15.</p>	Complied

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator	Assessment Findings	Compliance
<p>5.3.3</p> <p>A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.</p> <p>- Minor compliance -</p>	<p>Established as part of IMS Manual as Environment Standard - Waste Management Doc. no. E-101; Issue 4; Dated 1/4/2016. The plan to avoid or reduce or prevent plan consist of method of waste treatment and disposal as following:</p> <ul style="list-style-type: none"> i) Recycle or reuse ii) Thermal treatment-not include open burning iii) Wastewater treatment, chemical treatment, encapsulation, hydrolysis, extraction and steam stripping iv) Secure landfill v) Sanitary landfill and land farming <p>As per Environment Standard of Release Prevention and Response Doc. no. E101; Issue 4; Dated 1/4/2016; Minimum Engineering and Administrative Control Requirements:-</p> <ul style="list-style-type: none"> i) Implement the engineering and administrative controls for release prevention a minimum as per Appendix 1. Comply with local codes and regulations if they are more stringent ii) Set objects to remove underground storage tanks iii) Monitor progress, including testing, removal/replacement objectives and appropriate corrective as necessary <p>Appendix 1 Guidance – Engineering and Administrative Controls for Release Prevention</p> <ul style="list-style-type: none"> i) Containerised liquids and materials – leak/spill requirements – spill response materials available & appropriate heel chocks and jacks ii) Bulk liquids and solids – leak/spill requirements – secure connections to prevent spills & method to collect minor drips during disconnect or automatic closing valve with dry disconnect <p>However, based on site visit, there were evidences that the waste management and disposal plan to avoid or reduce pollution as documented not implemented accordingly. Hence a Minor Nonconformity has been raised.</p>	<p>Minor Nonconformity</p>

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator	Assessment Findings	Compliance
Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.		
5.4.1	A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. - Minor compliance - Fossil fuel usage in the plantation was recorded and documented by monthly for all equipment and machineries. Monitoring of fossil fuel usage/km to assess the efficiency of fuel usage of each vehicle/machineries sighted well implemented. The renewable energy sources monitored as part of the palm oil mill operation.	Complied
Criterion 5.5: Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.		
5.5.1	There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance - Commitment to zero burning policy was described under "Land Clearing and Preparation" section 2.5 of Olam Agricultural Manual and it was implemented throughout the land clearing and planting operation. During field visit, it was confirmed there was no use of fire during the land preparation. During land preparation, felling and stacking method was applied.	Complied
5.5.2	Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance - Field observation and Interview with internal and external stakeholders further reveal that fire was not used for land preparation.	Complied
Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.		

Criterion / Indicator		Assessment Findings	Compliance
5.6.1	An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4). - Major compliance -	In Gabon there is not a specific law addressing greenhouse gas. But, in terms of best practice, Mill gets filter system to reduce emissions. The identification of pollutant source from plantation activities has been carried out which identified the gaseous emissions from vehicle as well as from mill operations.	Complied
5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance	The company has identified significant GHG emission which came from the mill POME treatment anaerobic pond. Currently, the pond still containing small amount of POME however there was plan to minimise the GHG emission through methane capture once the mill operated at full capacity.	Complied
5.6.3	A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools. - Minor compliance -	A monitoring system is in place, with regular reporting on progress for significant pollutants and emissions from plantation activities	Complied
<p>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers</p>			
<p>Criterion 6.1: Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.</p>			
6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	An independent social impact assessment was carried out by the TERA on December 2010 before new planting was carried out. The SIA assessment was based on government regulations and by the government approved assessors through a series of stakeholder consultations. Further to the initial SIA, Awala Plantation's management conduct quarterly meetings to identify any new impacts and social issues. The meeting details were recorded in meeting minutes. i.e. Meeting with the local communities on 04 March 2016, was attended by 17 participants. The documentation includes photograph and attendance list.	Complied

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
6.1.2	<p>There shall be evidence that the assessment has been done with the participation of affected parties.</p> <p>- Major compliance -</p>	<p>The SIA assessment involved various stakeholders during SEIA assessment. The local communities, NGOs and government official were consulted and the details are attached in the SEIA report dated on December 2010. During stakeholder meeting, this was verified with the local community representative during the gap assessment stakeholder consultation by the auditors.</p>	Complied
6.1.3	<p>Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation.</p> <p>- Major compliance -</p>	<p>Latest Social Management Plan (by TEREA dated May 2016) included in the SEIA management plan. The person responsible for implementation is Ms. Gysleine Milebe (Social Manager).</p> <p>Social Action plan dated Jan 2016 described the development plan of "social contracts" and additional program such as providing technical assistance, tools and seeds for villagers in farming.</p> <p>Management plan which include the action to be taken for all the 7 villages was review every month as it is ongoing process.</p> <p>The management plan includes responsibility of each management team members and time frame to address the issues.</p>	Complied
6.1.4	<p>The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties.</p> <p>- Minor compliance -</p>	<p>The SEIA has been reviewed internally in May 2016. The SEIA is updated if there is any new issue or impact identified during the meeting with stakeholders. It was noted that there were no any changes in the SEIA because new impact was not identified.</p>	Complied
6.1.5	<p>Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme).</p> <p>- Minor compliance -</p>	<p>Not applicable. No scheme smallholder under Awala plantation.</p>	Not applicable

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator	Assessment Findings	Compliance	
<p>Criterion 6.2: There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.</p>			
<p>6.2.1</p>	<p>Consultation and communication procedures shall be documented. - Major compliance -</p>	<p>The Consultation and Communication Procedures is documented under "Social". The procedure SOP N 003/CRS-AW (2)/ 0116, ver.2, dated Jan 2016 clearly describes the consultation and communication procedures and documenting requirements. Ms. Gysleine Milebe is responsible person on-site for any social issues including communication with stakeholders.</p>	<p>Complied</p>
<p>6.2.2</p>	<p>A management official responsible for these issues shall be nominated. - Minor compliance -</p>	<p>The social manager is responsible person on-site for any social issues including communication with stakeholders.</p>	<p>Complied</p>
<p>6.2.3</p>	<p>A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained. - Minor compliance -</p>	<p>The latest stakeholder list which updated in October 2015 is made available during onsite audit. This list includes local communities, surrounding plantation, local government, NGOs and workers representatives. The management conduct meetings with the stakeholders quarterly to obtain input. The latest meeting conducted on 4 March 2016.</p>	<p>Complied</p>
<p>Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.</p>			
<p>6.3.1</p>	<p>The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested. - Major compliance -</p>	<p>For external stakeholder, the company has a procedures (Ref: SOP N07/CRS-AW (2)/0516) to address any dispute or grievances from stakeholders. The company will need to respond on the complainant within 48 hours. Complaint forms being distributed to different village. Interviewed with the local villager and confirmed that relevant procedures have been communicated to them during stakeholder meeting. Complaint form available in each village and the company will collect the form from each village weekly.</p>	<p>Complied</p>

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
6.3.2	<p>Documentation of both the process by which a dispute was resolved and the outcome shall be available.</p> <p>- Major compliance -</p>	<p>All the complaints and grievances will be documented in the computerized program-SocProg. Only authorized personnel such as Social Manager and CRS manager able to view, record and update the grievances status in SocProg. Once the complaint has been resolved, it will indicate "closed" status in the program.</p> <p>For example, one of the disputes are settled based on consensus. The record of compensation paid for banana plant to the local communities on 23 February 2015 (30,000 FCFA) was recorded with chronology of the settlement process. It was noted that all parties involve were accepted the outcome of the process.</p>	Complied
<p>Criterion 6.4:</p> <p>Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>			
6.4.1	<p>A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place.</p> <p>- Major compliance -</p>	<p>A procedure for identifying legal, customary or user right is available (SOP N002/CRS-AW(2)/0116), dated Jan 2016. It was noted that there is not any officially/government recognised customary land but community user rights was noted. That is the reason the company has excluded a buffer zone of 5 – 8 km degraded forest for the use of village communities for their activities.</p>	Complied

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
6.4.2	<p>A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land.</p> <p>- Minor compliance -</p>	<p>No land compensation was noted. There is a procedure established by Ministry of Agriculture for identification and paying compensation.</p> <p>There was a goodwill payment made for banana plant being demolished which owned by local communities. The calculation was as per the mutual agreement. The process and outcome of the negotiated agreements and compensation claims are well documented, with evidence of the participation of affected parties.</p>	Complied
6.4.3	<p>The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available.</p> <p>- Major compliance -</p>	No land compensation was noted.	Complied
<p>Criterion 6.5:</p> <p>Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.</p>			

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
6.5.1	Documentation of pay and conditions shall be available. - Major compliance -	<p>According the Decret No. 0127/PR/MTEPS/MBCPPPRE, dated 23 April 2010 is 150,000 CFCA/month (this regulation is updated depending on the government's decision). The basic salary is set as same as or higher than this. Housing allowance given to workers and it depends on the worker's category. Housing allowance is included in the basic salary, i.e. Basic salary for operator (675 CFCA/hours), Supervisor (750 CFCA/hours),</p> <p>Sample:</p> <p>a. I.e. gross salary for employee (No: 002325) in May 2016 for 176 working hours (750 CFCA/hours) was 163,844 CFCA</p> <ul style="list-style-type: none"> - 132,000 CFCA excluding performance based incentives and allowances and appoint precedent (14960, 17000, 225) - Deduction was 5569 (Social security & Medical insurance) advance payment (65000) and extra paid in previous month (116) - Net salary was 935,000 CFCA. <p>b. I.e. gross salary for employee (No: 0027613) in May 2016 for 178 working hours (675 CFCA/hours) 153047CFCA</p> <ul style="list-style-type: none"> - 120,150 CFCA excluding allowances, overtime (15448, 17449) - Deduction was 5191 (Social security & Medical insurance) advance payment (50000) and rounded amount from previous month (356) - Net salary was 97,500 CFCA. 	Complied

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
6.5.2	<p>Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official.</p> <p>- Major compliance -</p>	<p>Contracts were sampled and found to be in compliance to RSPO requirement.</p> <p>According to the Article 23 of the Labour Law of Gabon (last modification dated 27 July 2010), they are two types of contract which is temporary and permanent contract. The temporary contract only can up to 24 months and will turn to permanent contract.</p> <p>Following employees' contract were verified:</p> <p>Local worker:</p> <ol style="list-style-type: none"> 1. Worker ID (009108) 2. Worker ID (016213) 3. Worker ID (002325) 4. Worker ID (027613) <p>Foreign worker:</p> <ol style="list-style-type: none"> 1. Contract ID (001703) 2. Contract ID (01835) 3. Contract ID (04024) <p>The employees work contract includes occupation/function, location of employee, duration of contract, medical check-up, obligation of employee (faithfulness and professional confidentiality), remuneration, holiday payment, social insurance, sick/accident/medical treatment, breaking of contract and legal attribution.</p>	Complied
6.5.3	<p>Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible.</p> <p>- Minor compliance -</p>	<p>The housing development was in the progress. At the moment, only caters for 20% of the employees. All provided with free electricity and water supply. The other workers who stay outside the estate will be subsidized with transport allowance or provided with transportation.</p> <p>Clinic available within the estate and it is free for all the workers.</p> <p>Besides, other facilities such as educational facility and welfare amenities are not available during this assessment. Company provide free transportation for all the children to Kongo's town school.</p>	Complied

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
6.5.4	<p>Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food.</p> <p>- Minor compliance -</p>	<p>The housing development was in the progress. Canteen and grocery shop which is part of the master planning for the facilities construction in 2017.</p> <p>At the moment, a grocery shop available within the estate or source their food from nearby village. Most of the time, workers bring their own food to work.</p>	Complied
<p>Criterion 6.6:</p> <p>The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>			
6.6.1	<p>A published statement in local languages recognising freedom of association shall be available.</p> <p>- Major compliance -</p>	<p>According to the Article 269 and 292 of the Labour Law of Gabon (last modification dated 27 July 2010), workers has formed a union through election on 23 Jan 2016. The union name COSINEQ.</p>	Complied
6.6.2	<p>Minutes of meetings with main trade unions or workers representatives shall be documented.</p> <p>- Minor compliance -</p>	<p>The company and workers' delegates (as per selected workers representatives) conduct meetings once a month and records of meeting minutes were recorded in book of request and transfer into the meeting minutes, i.e. latest meeting conducted on 23 April 2016.</p>	Complied
<p>Criterion 6.7:</p> <p>Children are not employed or exploited.</p>			
6.7.1	<p>There shall be documentary evidence that minimum age requirements are met.</p> <p>- Major compliance -</p>	<p>Workers record shows age of the workers and reported in the monthly report. List of Employee (May 2016), indicates the age of workers at the time of employment. It was noted that no workers below 18 year.</p>	Complied
<p>Criterion 6.8:</p> <p>Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.</p>			

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance -	The policy on equal opportunities is stated in the code of conduct version 30 April 2013, whereby the company make commitment not to tolerate any kind of discrimination on account of sex, age, religion, and equal opportunities to everyone. Policy also published at the work registration centre.	Complied
6.8.2	Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. - Major compliance -	The company has implemented the equal opportunity policy for all employees. The management posts employment opportunities on the notice board at villages and Awala Plantation office compound. It was confirmed during stakeholder meeting in the village.	Complied
6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. - Minor compliance -	The policy on equal opportunities is stated in the code of conduct version 30 April 2013, whereby the company make commitment not to tolerate any kind of discrimination. Interviews with workers and local villager reveal that there is no form of discrimination practiced at all the operating units audited. Inspection of pay records of staff and workers at the plantation did not identify any issues related to discrimination. Interview with a female employee confirm that there is no gender discrimination as well.	Complied
Criterion 6.9:			
There is no harassment or abuse in the work place, and reproductive rights are protected.			
6.9.1	Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. - Major compliance -	The policy of sexual harassment and violence documented in Human Resources manual version 2015, state that the company committed not to tolerate any kind of harassment or behaviour likely to create aggressive, indecent behaviour, ensure hostile work environment including non-tolerance to any kind of sexual harassment. The company conducted socialization and training to communicate this procedure to the all workers. It was confirmed by employees during interview.	Complied

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
6.9.2	A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. - Major compliance -	The policy of Human Rights Policy dated 1st August 2015 state that Olam provides an environment free from discrimination and harassment or abuse in the work place, and reproductive rights are protected. It was confirmed by employees during interview. Besides, additional incentives will be given to those who giving birth.	Complied
6.9.3	A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce. - Minor compliance -	A specific grievances procedure (KGO/PGPRI (02)/DRH/0116 dated Jan 2016 is available and communicated to all the workers during induction training. Sample: Employee (No: 029694) complaint on wrongly calculation of the salary in May 2016. After verified, shortage of the salary will be paid in June 2016.	Complied
Criterion 6.10:			
Growers and mills deal fairly and transparently with smallholders and other local businesses.			
6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. - Minor compliance -	Not Applicable. There was no purchase of FFB. The mill only received FFB from its company's plantations.	Not applicable
6.10.2	Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation). - Major compliance -	Not Applicable. There was no purchase of FFB. The mill only received FFB from its company's plantations.	Not applicable
6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -	An agreement between the company and the local contractor (Immobiliere Villanglus) on 14 Sep 2015 includes objective of the contract, term and condition, term of payment, financial condition and taxation, and was signed by both parties.	Complied

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	Records (Cash Voucher: 0000016042; dated 9 Oct 2015) show that the company has paid contractors in a timely manner. It accordance to the company terms which is 30days.	Complied
Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.			
6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance -	For the continuous contributions to local development, the company provides: a. Install hydraulic pump b. Building school c. Building teacher house d. Building clinic (in progress) e. Employment opportunities priority given to local people f. Supporting(technical, tools and seed) local village in farming as part of contribution to local development).	Complied
6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. - Minor compliance -	There is no any local scheme smallholders involved in Awala Plantation operation.	Not applicable
Criterion 6.12: No forms of forced or trafficked labour are used.			
6.12.1	There shall be evidence that no forms of forced or trafficked labour are used. - Major compliance -	No forced labour was noted during interviews with employees and field visit. All employees are employed on voluntary basis and those from other countries are in possession of work permits and contracts are signed by both parties, voluntarily and freely. No contract substitution was noted during audit.	Complied

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance –	Interviewed with foreign worker and verified their contract confirmed no contract substitution. Following employees’ contract were verified: Local worker: 5. Worker ID (009108) 6. Worker ID (016213) 7. Worker ID (002325) 8. Worker ID (027613) Foreign worker: 4. Contract ID (001703) 5. Contract ID (01835) 6. Contract ID (04024)	Complied
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	According to the article 8 of code du travail all workers (permanent, temporary and migrant workers) have the same Complied rights.	Complied
Criterion 6.13: Growers and millers respect human rights.			
6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance -	A policy to respect human rights dated 1 August 2015 was evidently documented and communicated to all levels of the workforce and operations through Olam’s Code of Conduct.	Complied
Principle 7: Responsible development of new plantings			
Criterion 7.1: A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.			

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
7.1.1	An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented. - Major compliance -	An independent social impact assessment was carried out by the TEREА on December 2010 before new planting was carried out. The SIA assessment was based on government regulations and by the government approved assessors through a series of stakeholder consultations.	Complied
7.1.2	Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts. - Minor compliance -	Latest Social Management Plan (by TEREА dated May 2016) included in the SEIA management plan. The person responsible for implementation is the Social Manager. Social Action plan dated Jan 2016 described the development plan of "social contracts" and additional program such as providing technical assistance, tools and seeds for villagers in farming. Management plan which include the action to be taken for all the 7 villages was review every month as it is ongoing process. The management plan includes responsibility of each management team members and time frame to address the issues.	Complied
7.1.3	Where the development includes an outgrower scheme, the impacts of the scheme and the implications of the way it is managed shall be given particular attention. - Minor compliance -	There were no scheme smallholder during the Gap Assessment	Not applicable
<p>Criterion 7.2: Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.</p>			

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
7.2.1	Soil suitability maps or soil surveys adequate to establish the long-term suitability of land for oil palm cultivation shall be available and taken into account in plans and operations. - Major compliance -	The soil map is available in SEIA report, mostly pseudo-podsolic. The long term suitability study was carried out by well-known soil specialist from Malaysia, Dr. Paramanathan. A grid soil sampling techniques was used. Besides soil analysis, comparison of climate suitability, rainfall and sunshine was carried out prior to making the decision to plant oil palm in Awala Plantation to ensure suitability of the land for oil palm cultivation.	Complied
7.2.2	Topographic information adequate to guide the planning of drainage and irrigation systems, roads and other infrastructure shall be available and taken into account in plans and operations. - Minor compliance -	The topographic information was developed prior to the land development and used during the initial decision making process. This information is also used as a guide to plan drainage systems, roads and other infrastructure development. LIDAR (Light Detection and Ranging) technology was used to determine the elevation vegetation map, slope map, ground elevation map, hill shading map and contour map. Besides this, profiling analysis, flooding analysis and carbon stock analysis was carried out as part of best operational practice.	Complied
<p>Criterion 7.3: New plantings since November 2005 have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.</p>			
7.3.1	There shall be evidence that no new plantings have replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs), since November 2005. New plantings shall be planned and managed to best ensure the HCVs identified are maintained and/or enhanced (see Criterion 5.2). - Major compliance -	<p>The independent SEIA and HCV assessment by TERA (The Terre Environnement Amenagement) and Proforest in February 2011 prior land preparation reveal that there were no primary forest or any area required to maintain or enhanced was converted to oil palm plantation since November 2005. HCV and other conservation areas identified were mapped and excluded from any development.</p> <p>The latest HCV management plan dated Jan 2016. The management plan is reviewed annually based on the latest monitoring results. Site visit to the set aside HCV area and confirmed that the area are well maintained.</p>	Complied

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
7.3.2	<p>A comprehensive HCV assessment, including stakeholder consultation, shall be conducted prior to any conversion or new planting. This shall include a land use change analysis to determine changes to the vegetation since November 2005. This analysis shall be used, with proxies, to indicate changes to HCV status.</p> <p>- Major compliance -</p>	<p>HCV assessment by TEREA (The Terre Environnement Amangement) and Proforest in February 2011 prior land preparation, includes stakeholder consultation. The HCV assessment is conducted by approved RSPO assessor (Abraham Baffoe and Remi Duval).</p> <p>A series of consultation conducted in November 2010 – December 2010 including NGOs such as WWF, BRAINFOREST, Zoological Society of London, Wildlife Conservation Society, government officials and communities.</p>	Complied
7.3.3	<p>Dates of land preparation and commencement shall be recorded.</p> <p>- Minor compliance -</p>	<p>Dates of land preparation and commencement of planting was recorded and progress of planting is reported on a weekly basis. First land clearing was</p> <p>on May 2011 after the completion of 30days of NPP Notification ended on 18 March 2011.</p>	Complied
7.3.4	<p>An action plan shall be developed that describes operational actions consequent to the findings of the HCV assessment, and that references the grower’s relevant operational procedures (see Criterion 5.2).</p> <p>- Major compliance -</p>	<p>A joint HCV monitoring team between company conservation team and National Park Agency conduct onsite monitoring for 10 days per month across the concession area. A latest summary report of the monitoring result dated 17-27 May 2016 sighted during onsite visit.</p> <p>Signage’s are erected and placed at the field to create awareness and individuals/employees are notified of the HCV area to ensure that no illegal hunting is carried out within the Awala Concession.</p>	Complied
7.3.5	<p>Areas required by affected communities to meet their basic needs, taking into account potential positive and negative changes in livelihood resulting from proposed operations, shall be identified in consultation with the communities and incorporated into HCV assessments and management plans (see Criterion 5.2).</p> <p>- Minor compliance -</p>	<p>Community forest about 5-8km was set aside without any planting as a buffer zone for the community.</p>	Complied

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator	Assessment Findings	Compliance	
<p>Criterion 7.4: Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.</p>			
<p>7.4.1</p>	<p>Maps identifying marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided</p> <p>- Minor compliance -</p>	<p>A soil map is available in the SEIA report. No peat soil or fragile soil. Slope area more than 20° was not planted to avoid erosion following the recommendation from HCV assessment. About 2,374ha with more than 20° slope is conserved as biodiversity area. No sandy area.</p>	<p>Complied</p>
<p>7.4.2</p>	<p>Where limited planting on fragile and marginal soils, including peat, is proposed, plans shall be developed and implemented to protect them without incurring adverse impacts.</p> <p>- Major compliance -</p>	<p>No fragile or peat soil.</p>	<p>Complied</p>
<p>Criterion 7.5: No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their free, prior and informed consent. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.</p>			
<p>7.5.1</p>	<p>Evidence shall be 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 grower/miller is signed and ratified by these local peoples.</p> <p>- Major compliance -</p>	<p>No customary right or land owned by local communities within the Awala Plantation.</p>	<p>Complied</p>
<p>Criterion 7.6: Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.</p>			

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
7.6.1	Documented identification and assessment of demonstrable legal, customary and user rights shall be available. - Major compliance -	No customary right or land owned by local communities within the Awala Plantation was noted during audit. Fruit trees which existed within the development areas were compensated by the company as per local regulation. The compensation refers to the Government regulation and was adopted in the procedures.	Complied
7.6.2	A system for identifying people entitled to compensation shall be in place. - Major compliance -	There were no issues related to lost access rights. The identification of compensation for the fruit trees which existed in the development areas were compensated by the company as per local regulation. Community have access to information through consultation. The record of compensation paid for banana plant to the local communities on 23 February 2015 (30,000 FCFA) was recorded with chronology of the settlement process.	Complied
7.6.3	A system for calculating and distributing fair compensation (monetary or otherwise) shall be in place. - Major compliance -	The compensation refers to the Government Regulation as well as the consensus from the villager.	Complied
7.6.4	Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development. - Minor compliance -	There were no issues related to lose of access rights.	Complied
7.6.5	The process and outcome of any compensation claims shall be documented and made publicly available. - Minor compliance -	The identification of compensation for the fruit trees which existed in the development areas was compensated by the company as per local regulation.	Complied

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
7.6.6	Evidence shall be available that the affected communities and rights holders have access to information and advice, that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands. - Minor compliance -	Community have access to information through consultation.	Complied
Criterion 7.7:			
No use of fire in the preparation of new plantings other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.			
7.7.1	There shall be no land preparation by burning, other than in specific situations, as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -	The zero burning policy has been implemented. The field visit revealed that there are no burning activities during land clearing. Interview with stakeholders further confirm the zero burning technique was used for land clearing.	Complied
7.7.2	In exceptional cases where fire has to be used for preparing land for planting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance -	The zero burning policy has been implemented. Visit to the field reveal that no burning activities during the land clearing. Interview with stakeholders further confirm the zero burning technique was used for land clearing.	Complied
Criterion 7.8:			
New plantation developments are designed to minimise net greenhouse gas emissions.			

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator		Assessment Findings	Compliance
7.8.1	The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated. - Major compliance -	The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development was identified and estimated by the management.	Complied
7.8.2	There shall be a plan to minimise net GHG emissions which takes into account avoidance of land areas with high carbon stocks and/or sequestration options. - Minor compliance -	The GHG emissions have been identified. Through the exclusion of 64% of area from land clearing and planting, the newly developed area has indirectly minimised the GHG emission. However, the consideration to revise the GHG emission estimation should be given during the palm oil mill development.	Complied
Principle 8: Commitment to continual improvement in key areas of activity			
Criterion 8.1: Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.			

RSPO Public Summary Report
Revision 2 (January/2016)

Criterion / Indicator	Assessment Findings	Compliance
<p>8.1.1</p> <p>The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> • Reduction in use of pesticides(Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); • Optimising the yield of the supply base. <p>- Major compliance -</p>	<p>Continual improvement plan covers social and environmental issues. Most of the temporary structures at the plantation have been converted to semi-permanent and planning is already available for permanent structures such as housing which were sighted on construction progress.</p> <p>Improvements in the IPM implementation program are already in place. Elimination of the paraquat usage was seen as part of management’s commitment to avoid hazardous agrochemicals. No agrochemicals are used for weed control during the first 12 months after planting and this is continuously practiced to achieve the objective of minimising agrochemical and pesticide use.</p> <p>Environmental improvements continue to focus on the preservation of riparian buffer strips along streams during planting and the establishment of adequate groundcover vegetation as part of effective erosion control practice. The efficient use of natural resources such as water and energy are continuously monitored. The company has demonstrated its commitment to social improvements by engaging in the construction of new housing.</p>	<p>Complied</p>

Appendix B: Olam International Limited Approved Time Bound Plan

Unit	Remarks	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
OLAM	Olam joined RSPO as Processor and Trader	Feb 11										
	Olam Sustainable Palm Policy v1	June 11										
	Olam renewed membership as Grower		Feb 12									
	Olam Sustainable Palm Policy v2					June 15						
AWALA	NPP notification	Feb 11										
	RSPO independent gap assessment			Apr 13								
	Mill commissioned					Sept 15						
	RSPO initial certification						June 16					
	RSPO surveillance audit											
Mouila	NPP notification		June 12									

**RSPO Public Summary Report
Revision 2 (January/2016)**

LOT 1	RSPO independent gap assessment						June 16					
	Mill commissioned							Jan 17				
	RSPO initial certification							Dec 17				
	RSPO surveillance audit											
Mouila LOT 3	NPP notification					May 15						
	RSPO independent gap assessment							May 17				
	Mill commissioned									Jan 19*		
	RSPO initial certification									Dec 19		
	RSPO surveillance audit											
Mouila LOT 2	NPP notification			Dec 13								
	RSPO independent gap assessment									Dec 19		
	Mill commissioned											Jan 21*
	RSPO initial certification											Dec 21

**RSPO Public Summary Report
Revision 2 (January/2016)**

	RSPO surveillance audit											
GRAINE 1	SOTRADER joined RSPO					July 15						
	NPP notification						June 16					
	RSPO initial certification								April 18			
	100% certification of GRAINE Palm SH											

¹Refer to SOTRADER's certification time bound plan for schemed smallholders

*Actual date to be verified

Appendix C: Olam International Limited, Olam Palm Gabon – Awala Certification Unit RSPO Certificate Details

Olam International Limited
 Olam Palm Gabon – Awala Palm Oil Mill
 Galerie Tsika, En face de city Sport, Mbolo
 BP: 1024, Libreville
 Gabon, Africa

BSI RSPO Certificate N°: RSPO 651890
 Date of Initial Certificate Issued: 25/08/2016
 Date of Expiry: 24/08/2021
 RSPO membership number: 1-0114-12-000-00
 Applicable Standards: RSPO P&C Generic 2013; RSPO Supply Chain Certification Standard November 2014 Module E - CPO Mills: Mass Balance)

Awala Palm Oil Mill and Supply Base					
Location Address	Awala Palm Oil Mill, Awala Plantation, Kango, Gabon, West Africa				
GPS Location	10°11'51.8172"E ; 0°01'19.1549"S				
CPO Tonnage Total	18,629 mt				
PK Tonnage Total	3,493 mt				
CPO Claimed for Certification*	18,629 mt				
PK Claimed for Certification *	3,493 mt				
Own estates FFB Tonnage	77,622 mt				
Scheme Smallholder FFB Tonnage	-				
Estates	Production Area		Other use (ha)	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)			
Bokoue Estate	1,939	346	Infra 227	3,303	28,130
Lobe Estate	2,107	53	Infra 214 & under development 67	3,087	29,566
Komo Estate	1,099	1,073	Infra 255 & under development 168	13,640	19,926
TOTAL	5,145	1,472	Infra 696; Under development 235	20,030	77,622

**Certified Production*

Appendix D: Assessment Plan

Date	Time	Subjects	HMM	HBH	MHZ	JC	JJJ
Monday, 30/05/2016	AM – PM	OLAM Gabon (Kango, Libreville) Meeting & interviews with stakeholders including government agencies, local council, NGOs, contractors, vendors, suppliers, local communities & etc.	✓	✓		✓	
	2145 – 2240	Kuala Lumpur – Singapore Flight (MI 341-Singapore Airline)			✓		
Tuesday, 31/05/2016	0125 – 0610	Singapore – Johannesburg Flight (SQ 478-South African Airline)			✓		
	1500 – 1855	Johannesburg – Libreville Flight (SA 86- South African Airline)			✓		✓
	AM – PM	OLAM Gabon (Kango, Libreville) *Continue meeting & interviews with stakeholders while awaiting to pick MHZ & JJJ from Libreville airport	✓			✓	
		Awala KCP Awala KCP SCCS Certification Audit		✓		✓	
Wednesday, 01/06/2016	0900 – 0930	Awala Palm Oil Mill Opening Meeting <ul style="list-style-type: none"> • Presentation by OLAM – Awala Palm Oil Mill • Presentation by BSI Lead Auditor - introduction of team members and assessment agenda 	✓	✓	✓	✓	✓
	0900 – 1230	Plant visit & observation on activities & facilities including FFB receiving, production/process, store/warehouse, water treatment, boiler house, engine room, diesel storage, workshop, general/industrial/hazardous wastes store, environmental, OSH & ERP & etc.	✓				✓
		Site visit & observation on activities & facilities including Effluent Ponds (POME treatment), Landfill, Environment issues, POME application, staff, workers and contractor interview, housing and facility inspection, clinic & etc.			✓		✓
		Meeting & interviews with representative of union members from staff & worker, women representative, production & maintenance team on RSPO Policies, issues related to Social, Environment, OSH, contract, salary, housing complex, clinic & etc.		✓		✓	
	1230 – 1330	Lunch	✓	✓	✓	✓	✓

RSPO Public Summary Report
Revision 2 (January/2016)

Date	Time	Subjects	HMM	HBH	MHZ	JC	JJJ
	1330 – 1630	Document review & assessment on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation & etc.	✓			✓	✓
		Document review & assessment of time bound plan, partial certification, legal requirements, general information, RSPO P1-P8 documentations & records			✓	✓	✓
		Document review & assessment of supply chain for Palm Oil Mill		✓		✓	✓
	1630 - 1700	Audit team discussion & End of Day 1	✓	✓	✓	✓	✓
Thursday, 02/06/2016	0900 - 1230	Awala Lot 8 Estate Field visit & observation on activities including herbicide application programmes, harvesting, fertilising operations, HCV's/conservation areas, riparian zones, water management, road maintenance, terracing, boundary stones & etc.	✓		✓	✓	
		Site visit & observation on activities including storage, workshop, diesel tanks, landfill, housing complex, and other facilities in line-site, etc.		✓			✓
	1230 - 1330	Lunch	✓	✓	✓		✓
	1330 – 1630	Document review & assessment of time bound plan, partial certification, legal requirements, general information, RSPO P1-P8 documentations & records	✓		✓		✓
		Meeting & interviews with representative of union members from staff & worker, women representative, spraying team & harvester team on RSPO Policies, issues related to Social, Environment, OSH, contract, salary, housing complex, clinic & etc.		✓		✓	
	1630 – 1700	Audit team discussion & End of Day 2	✓	✓	✓	✓	✓
Friday, 03/06/2016	0900 - 1230	Awala Lot 9 Estate Field visit & observation on activities including herbicide application programmes, harvesting, fertilising operations, HCV's/conservation areas, riparian zones, water management, road maintenance, terracing, boundary stones & etc.		✓	✓	✓	
		Site visit & observation on activities including storage, workshop, diesel tanks, landfill, housing complex, and other facilities in line-site, etc.	✓				✓
	1230 - 1330	Lunch	✓	✓	✓		✓

RSPO Public Summary Report
Revision 2 (January/2016)

Date	Time	Subjects	HMM	HBH	MHZ	JC	JJJ
	1330 – 1630	Document review & assessment of time bound plan, partial certification, legal requirements, general information, RSPO P1-P8 documentations & records		✓	✓	✓	✓
		Meeting & interviews with representative of union members from staff & worker, women representative, spraying team & harvester team on RSPO Policies, issues related to Social, Environment, OSH, contract, salary, housing complex, clinic & etc.	✓			✓	✓
	1630 – 1700	Audit team discussion & End of Day 3	✓	✓	✓	✓	✓
Saturday, 04/06/2016	0900 – 1230	Awala Plantation Office Closing Meeting <ul style="list-style-type: none"> • Presentation of report by BSI Lead Auditor – briefing & discussion of findings • Acceptance & acknowledgement by OLAM – Awala Palm Oil Mill & Estates 	✓	✓	✓	✓	✓
	1230 -	Lunch & End of Audit	✓	✓	✓	✓	✓
	2320 – 0455	Libreville – Johannesburg Flight (SA 87- South African Airline)	✓	✓	✓		✓
Sunday, 05/06/2016	1345 – 0610	Johannesburg – Singapore Flight (SQ 479- South African Airline)	✓	✓	✓		
Monday, 06/06/2016	0710 – 0805	Singapore – Kuala Lumpur Flight (MI 322-Singapore Airline)	✓	✓	✓		

Appendix E: Stakeholders Contacted

<p>Internal Stakeholders</p> <p>Managers and Assistants Male Mill Staff/Workers Female Mill Staff/Workers Foreign Workers Male and Female Estate workers Hospital Assistant Female Assistant at Clinic Union Representatives Gender Committee Secretary</p>	<p>Union/Contractors/Local Communities</p> <p>Village Representative</p>
<p>Government Departments</p> <p>Ministry of Forestry Gabon National Park Agency (ANPN) Gabon Environmental Protection Agency (DGEPN) Gabon Department of Agriculture Gabon</p>	<p>NGO</p> <p>Wildlife Conservation Society (WCS) Gabon World Wide Fund for Nature (WWF) Gabon</p>

Appendix F: CPO Mill Supply Chain Assessment Report (Module E-CPO Mills: Mass Balance)

Requirements	Compliance
E.1 Definition	
<p>E.1.1 Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p>	<p>Awala Palm Oil Mill is ready to receive and process both certified and non-certified FFB. Therefore, it uses the Mass Balance supply chain system and module.</p> <p>During the P&C assessment, the audit team verified the volumes and sources of FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified Products.</p>
E.2 Explanation	
<p>E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.</p>	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report.</p>
<p>E.2.2 The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>	<p>The mill has met all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>
E.3 Documented procedures	
<p>E.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p> <p>b) The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.</p>	<p>Awala Palm Oil Mill has procedures- RSPO Supply Chain and Traceability (Mass Balance model); doc no: APOM-SC/MB/001; rev: 0; issue date: 1 May 2016) for the incoming FFB, processing and outgoing Crude Palm Oil and Palm Kernel for the traceability with Mass Balance model covering certified and non-certified FFB received.</p> <p>The mill manager and assistant manager have awareness of the supply chain system. The manager has overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements.</p>
<p>E.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</p>	<p>Awala Palm Oil Mill has documented procedures- clause 1.6 for the incoming FFB, processing and outgoing palm products (CPO and PK). System available to make marking on the receiving documents to differentiate the certified and non-certified FFB received.</p>
E.4 Purchasing and goods in	
<p>E.4.1 The site shall verify and document the volumes of certified and non-certified FFBs received.</p>	<p>Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the sources. Records verified by internal and external audit.</p>

RSPO Public Summary Report
Revision 2 (January/2016)

E.4.2 The site shall inform the CB immediately if there is a projected overproduction.	The facilities aware of this procedure.
E.5 Record keeping	
E.5.1 a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis. (b) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO. c) The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short.(ie product can be sold before it is in stock.)	Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and non-certified FFB. Computerized (SAP and smart card system). Sample taken at Awala POM: a. Ticket No: 2016001526 dated 31 May 2016-6.1MT b. Ticket No: 2016001535 dated 31 May 2016-1.98M Up to date, no sales of any palm product. Computerized (SAP and smart card system) in place with the delivery deducted accordingly. As the mill monitor the system using SAP system, only positive stock can be delivered. No short selling.
E.5.2 In cases where a mill outsources activities to an independent palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement	No outsourcing activities.

Actual Tonnage Certified Palm Production - DD MM 20YY – DD MM 20YY

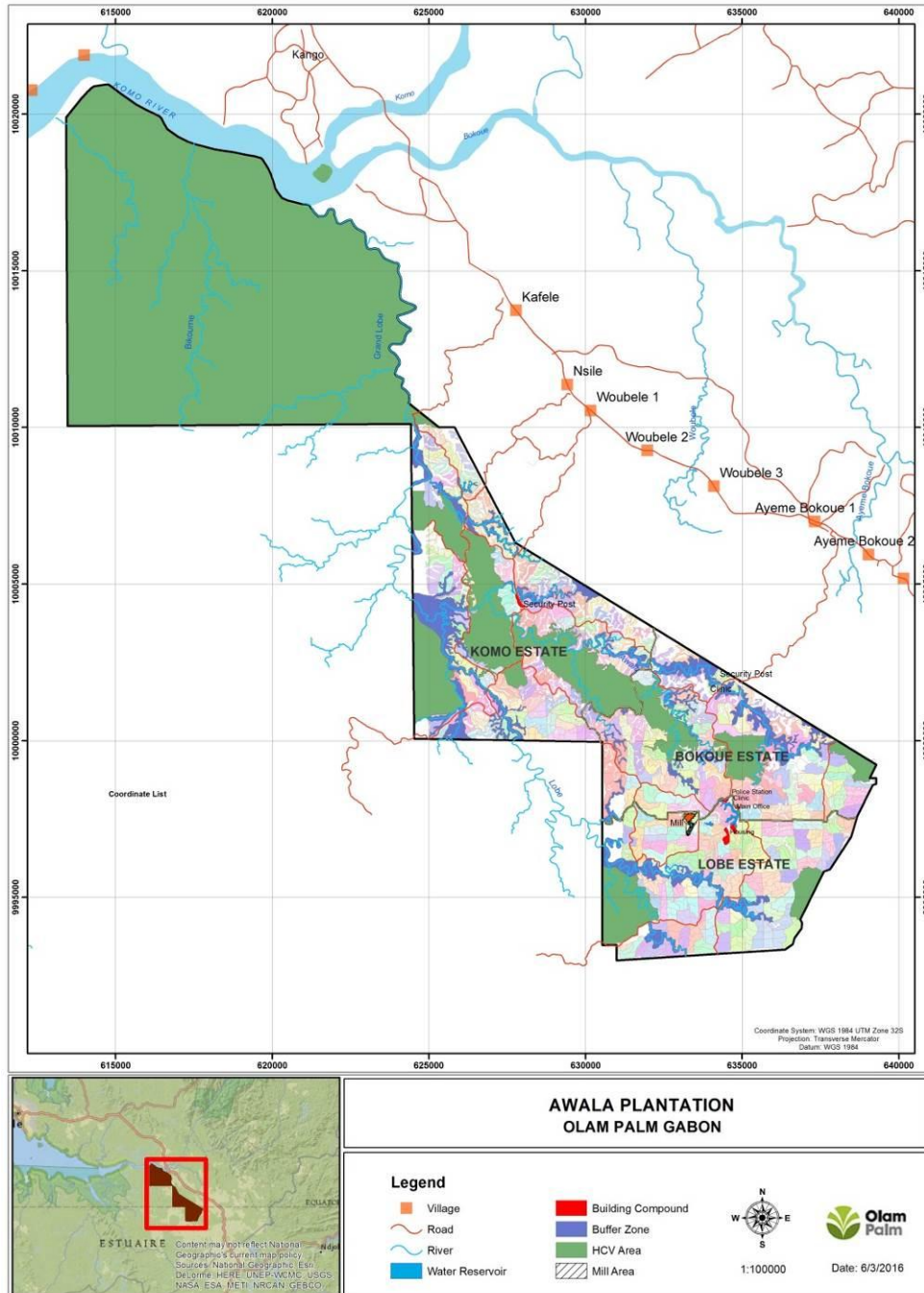
Mill	Capacity	CPO	PK
Awala Palm Oil Mill	45 mt/hr	N.A	N.A

Actual Tonnage Sales of Certified Palm Products - DD MM 20YY – DD MM 20YY (MA)

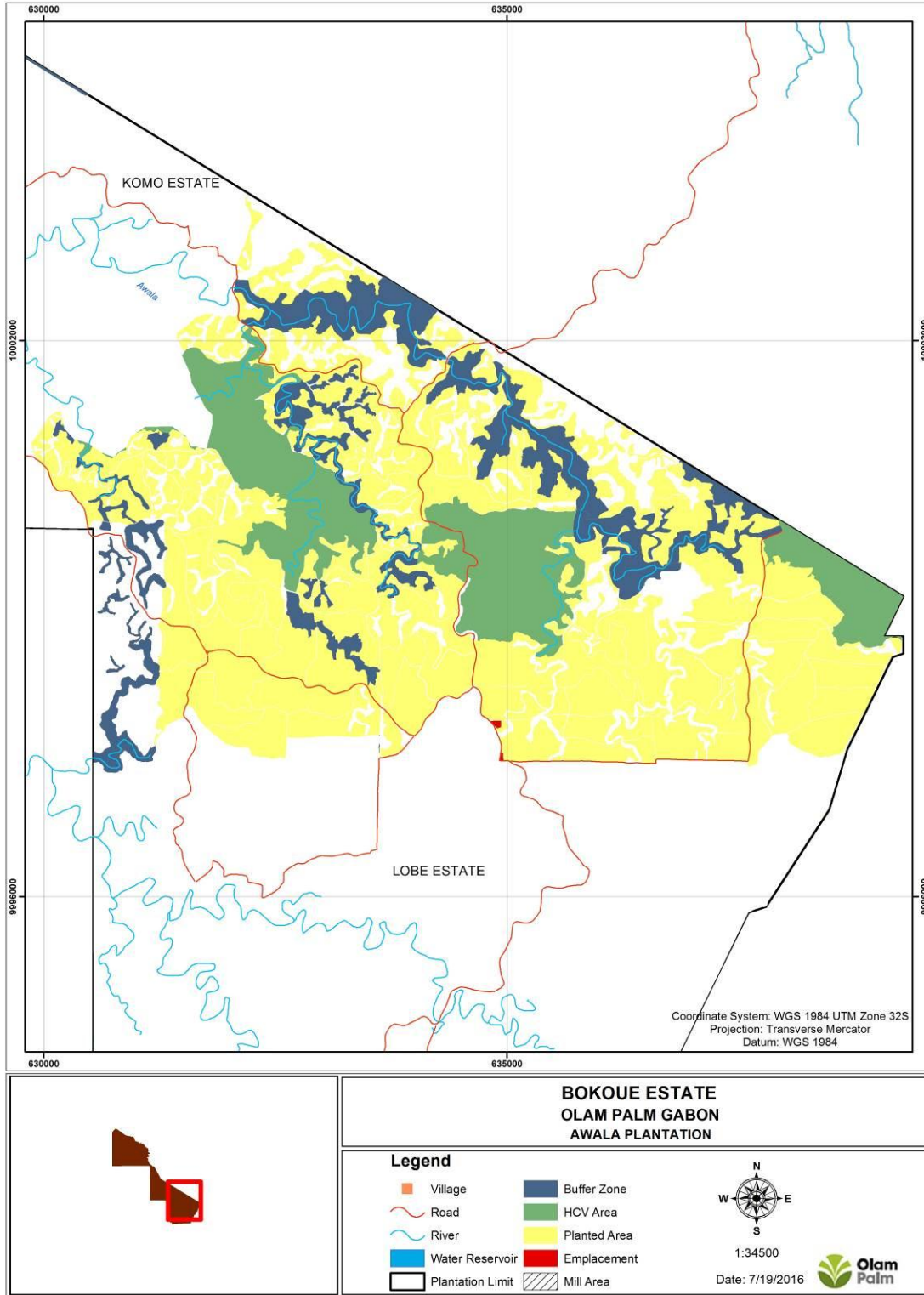
Mill	Certified CPO Sales	Certified PK Sales	Remarks
Awala Palm Oil Mill	Nil	Nil	N.A

Month	Certified Supply Base (from own certificate scope) (mt)			Total FFB/Month (mt)
Nil				

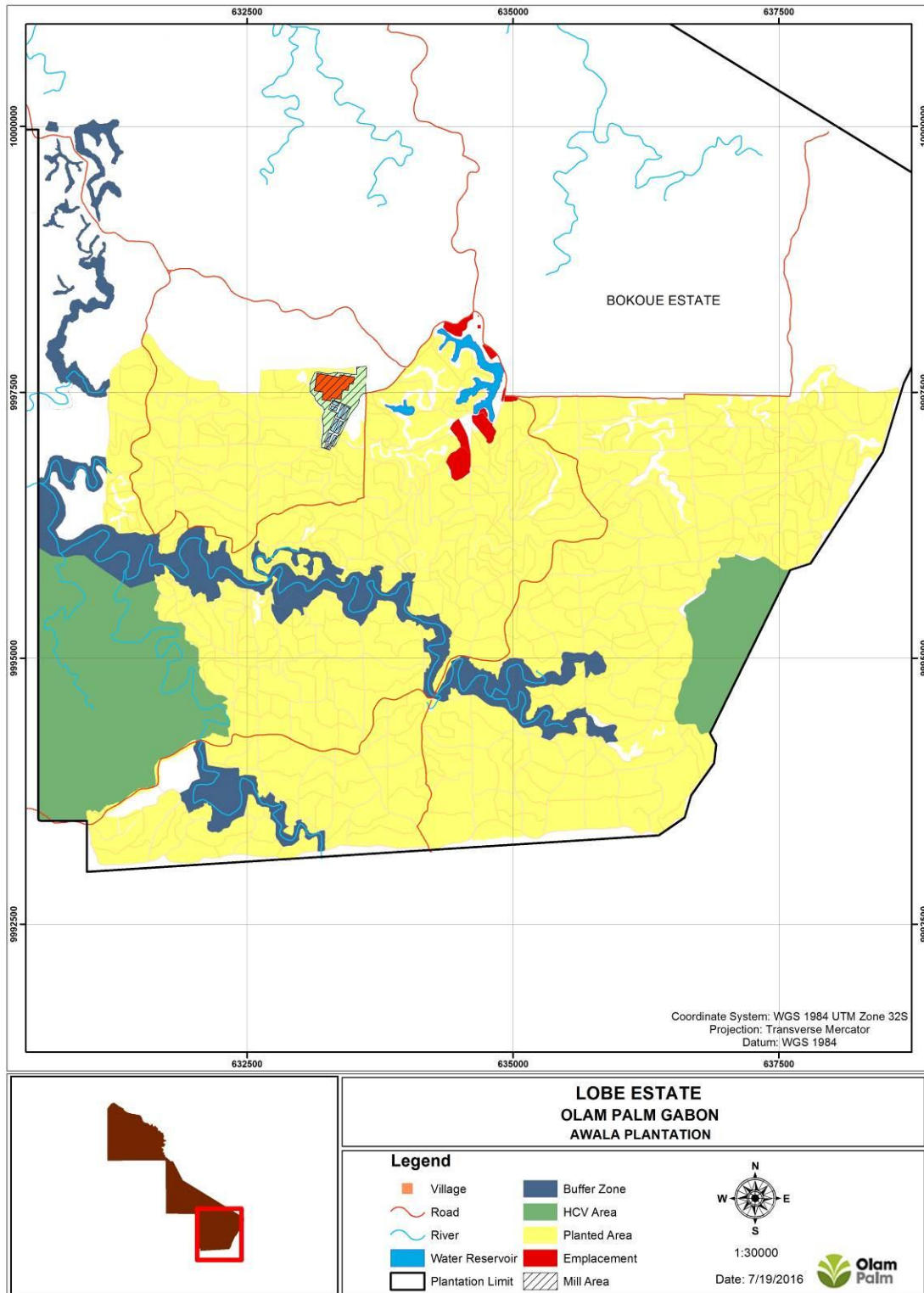
Appendix G: Location Map of Awala Certification Unit and Supply bases



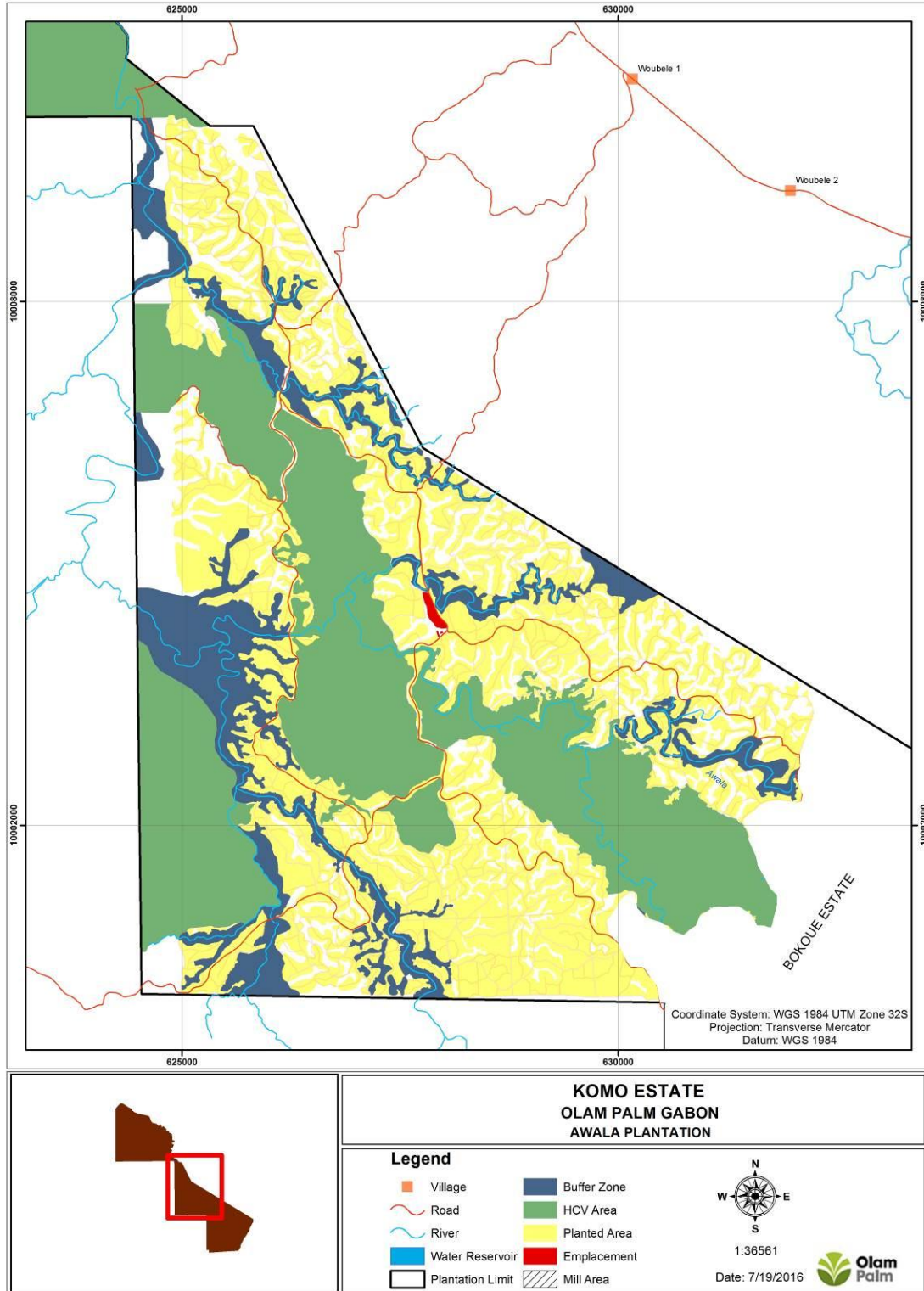
Appendix H: Bokoue Estate Field Map



Appendix I: Lobe Estate Field Map



Appendix J: Komo Estate Field Map



Appendix K: List of Abbreviations Used

AN	Ammoniacal Nitrogen
ANPN	National Park Agency Gabon
BOD	Biological Oxygen Demand
CHRA	Chemical Health Risk Assessment
CDQ	Chef D'Equipes/ supervisor
CPO	Crude Palm Oil
CRS	Corporate Responsibility and Sustainability
DGEPN	Environmental Protection Agency Gabon
DOSH	Department of Occupational Safety & Health
EFB	Empty Fruit Bunch
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
GMP	Good Manufacturing Practice
GRAINE	Gabon des Réalisations Agricoles et des Initiatives de Nationaux Engages
HCV	High Conservation Value
IAV	Initial Assessment Visit
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
MSDS	Material Safety Data Sheet
O&G	Oil and Grease
PK	Palm Kernel
PPE	Personal Protective Equipment
PSQM	Plantation Sustainability and Quality Management
PQR	Performance Quality Rating
RC	Re-Certification
RED	Renewable Energy Directive
RSPO P&C	Roundtable on Sustainable Palm Oil Principle & Criteria
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
SOU	Strategic Operating Unit
SS	Suspended Solids
TN	Total Nitrogen
TS	Total Solids
VFA	Volatile Fatty Acids