ю	Area							5 mc	nths		4		12	monti	hs			18	mon	ths				
	GOVERNANCE		Activity		Sub-activity	1	2	3	4	5 (7	8	9	10	11	12	13	18 14 1	5 16	5 1	7			
	Structure	A.1.1	Review and strengthen organization structure	A1.1.1	Review and finalization of organization structure					Ī	1	Ŧ	Ŧ					Ŧ		Ŧ				
			(especially the sustainability team and GIS team to allow clear role and collaboration between	A1.1.2 A1.1.3	Establish role function, job description, and authority level Resource audit and hiring of relevant people to fill in any gaps in the	Г					+							-		+	-			
			teams.	A1.1.4	structure Socialization and implementation of new organization structure	1					+	-	-	-						+	_			
_	O dia di d	4.01	TFT 1, 32, 42 Establish regular meetings on sustainability	A.1.1.5	Evaluation of organization structure						4									ļ	_			
	Coordination and Oversight	A. Z. I	issues	A.2.1.1	Establish regular meetings on mill/plantation level and regional level															\perp	_			
			TFT 34	A.2.1.2	Establish sustainability steering committee and its regular meeting																			
		A.2.2	Establish sustainability related Key Performance	A.2.2.1 A.2.2.2	Establish clear KPIs for sustainability team Establish additional sustainability related KPIs for non-sustainability						4			\blacksquare						Ŧ	_			
			Indicators		teams	_					4									1				
3	Talent and Culture	A.3.1	Training/Capacity Building	A.2.2.3 A.3.1.1	Evaluation of KPIs Conduct training needs assessment to create sustainability training	1					+			+				_		+	-			
				Δ312	plan for relevant people Implement and establish a training record	}					4	-	-	-				_		+	_			
	Infrastructure and	A.4.1	Establish relevant policies and SOPs	A.4.1.1	Establish SOP on stakeholder management					_	1	1		1						ļ	_			
	logistics			A.41.2 A.41.3	Establish SOP and system to track legal requirement Establish SOP for boundary demarcation and its maintenance					#	#									‡				
				A.4.1.4	Review and update FPIC and PM SOP according to: Module 2 – Social requirements (version 2.0 May 2017)																			
					Module 3 – Integration of HCV HCS Forest and FPIC (version 2.0 May 2018)																			
					FPIC guide for RSP0 members																			
					TFT 37,38,40																			
				A.4.1.5	Establish SOP for participatory mapping for disputed areas					#	#			1				#		ļ	_			
ı				A.4.1.7	Establish SOPs for mill operations in appropriate languages Establish SOP for monitoring of environmental management plan,					1	$^{+}$									t				
ı				A.4.1.8	implementation, and reporting Establish SOP for HCV HCS Peat management and monitoring		\vdash			-	+	-	-	+	-			-	-	+	-			
ı				A.4.1.9	Establish SOP and system for grievance handling for both external and internal stakeholders. Also add mediation step before legal																			
ı					option.																			
ı					TFT 41																			
l				A.4.1.10	Establish SOP to describe the process of information sharing and					T	T	t	\top	1	1					T				
1				A.4.1.11	dissemination review the recently announced Human Rights Defender Protection					\dashv	+	Ŧ	+	+	1	H	\dashv	- -	+	+	-			
					protocol by the RSPO and develop policy on human rights									1										
l				A.4.1.12	Review Greenbook SOP to be clearer on pest attack intensity and	Г								\top				=		\dagger				
ı				A. 4. 1. 13	Revise Greenbook SOP section 6.5.3 on empty pesticide package	1				\dashv	-	-	-	-						+	-			
					dienoeal	<u> </u>				_		_	-					_		+	_			
ı				A.4.1.14	Review recruitment policy to include a statement on no recruitment of workers under 18 years old																			
ı				A.4.1.15	Review recruitment policy to include non discrimination based on																			
ı				A.4.1.16																				
							A.4.1.17	Establish policy to ensure no harrasment or abuse in the work place	1														t	-
ı							A.4.1.18	and reproductive rights are protected. Establish policy on forced trafficked labor.	1				\dashv	-	-	-	-						+	-
ı				A.4.1.19	Establish SOP for waste management that cover all of the waste																			
ı					A.4.1.20	produced by operational including domestic waste. Establish policy to circumvent instigated violence to maintain peace	1														Ť			
ı				A 4 1.21	end order Establish SOP for third party EFB sourcing															t				
ı				A.4.1.22	Establish SOP for pollution and GHG emission mitigation or reductio	ır																		
ı		A.4.2	Data and document management	A.4.2.1	Establish clear filing system for data and documents Ensure that documents and records are protected and retrieval																			
ı					clarify the responsibilities and authorities for back up and the																			
					- Establish systematic endorsement of documents shared with the																			
					communities (meeting minutes, maps, etc.)																			
ı					TFT 19, 20																			
ı				A.4.2.2	Establish a clear hand over procedure and induction for new															Ī				
ı				A.4.2.3	Strengthen the sustainability team in the documentation and filing						\dashv							1		t				
ı					system (hard and soft copy). Need to be enforced through KPIs TFT 18																			
ı					Ctrongthon the conseits of the quotainability to on to one we rise you	<u> </u>				_	4			-						4	-			
				A.4.2.4	Strengthen the capacity of the sustainability team to ensure rigorou data record (meeting minute, evidences, endorsements,) for ever)																		
١					meeting with communities/complaints.																			
					TFT 21						\perp	_		_		Ш			1	⊥	_			
1		A.4.3	Track legal requirements	A.4.2.5 A.4.3.1	Evaluation of data and document management Establish a list of legal requirement and the copy of laws and		H				+	Ŧ	+	+	1	H		\dashv	+	+	-			
١		0	· • · · · · · · · · · · · · · · · · · ·	A.4.3.2	regulations Establish a comprehensive system to track legal requirements, its			-		_	+	-	+	-		Н		_	-	+	-			
				M.4.3.2	update and its compliance analysis, including personnel in charge,									1										
1					source of information, and frequency of update to track the									1										
				A.4.3.3	Conduct an assessment of compliance (internal audit) to ensure the	а				T	T	l	1					1	ı	T				
				A.4.3.4	all legal requirements are fulfilled. Conduct an assessment of compliance (internal audit) to ensure the	а				\dashv	\dagger	t	+	+	1	H	H	\dashv	+	\dagger				
1		A.4.4	Establish baseline maps	A.4.4.1	all legal requirements are fulfilled Establish clear and agreed baseline maps for:					\dashv	+	+	+	+	1	Н	\dashv	+	+	+	-			
1					- soil fragility map - slope map									1										
					- HCV and HCS maps																			
1					- Community map and participatory maps - Land conflict map / encroachment area									1										
1					- Area planted / developed									1										
				L	TFT 44					_	_		_[╝	1	Ll		_		_[
1				A.4.4.2	Establish clear guidance on map production, verification, approval an sharing. Ensure that RSPO needs are followed.)				T	T	l	1					1	ı	T				
١					-									1										
		ΛΛΕ	Provide appropriate logistics	A.4.5.1	TFT 43 Assess the logistic needs of the sustainability and GIS team and pla						+	+	+	+	-	H	\dashv	_	-	+	-			
١		A.4.5.		A.4.5. I	Assess the logistic needs of the sustainability and GIS team and pla for their provision (transportation, computers, handheld GPS, etc.)	2								1										
			TFT 33, 35	A.4.5.2	Fulfilment of logistical needs	L		F		_+	Ⅎ				Ł	Н		_+			-			
7	No development of and	B.11	Organize a training on the new HCS Approach	B.1.1.1	Explore opportunity for HCS training with HCSA Africa and attend					T	Ţ	Ŧ	T	Ī		Ī		T	T	Ŧ	ĺ			
	conservation of HCS	J. 1. 1	especially on: oModule 2 – Social requirements (version 2.0		training when available	1					4	4		1	1	Ш		_	\perp	1	_			
п	areas		May 2017) Review the previous HCS work (Grand Kru &	B.1.1.2 B.1.2.1	Obtain approval from HCSA on the reports and maps Review all HCS work (Grand Kru and Sinoe) and produce new	4	L				1	4	4	+	1	Н	\sqcup	_	4	+	_			
J		B.1.2									- 1													

			toolkit (integration of the community livelihoods programme (COPP perspective and alternative	B.1.2.2	Ground check of HCS clearance claim and develop remediation action. Develop and implement the ICLUP (Integrated Conservation)	or														
			livelihoods) TFT 3, 4		and Land Use Planning) TFT 5															
				B.1.2.3	Define a prospective land acquisition plan for all the new							-								
B2	No development of and	B.2.1	Develop management and monitoring plan as we	B.2.1.1	Development (Example: Rerelaveille, Tuezon, etc.) Development of management and monitoring plan according to	1						+	+				H		+	-
	conservation of HCV areas		as implementation for protecting the HCV area.	B.2.1.2	ectablished HCV mans Conduct socialization to Operations, workers and community to	+	-			\dashv		+	+	-	H			-	+	-
	areas			B.2.1.3	Conduct field inspections conducted regularly to ensure					H		+			H		H			
B.3	Yield improvement	B.3.1	Establish integrated pest management practices	B.3.1.1	Establish an IPM Plan, which contain identification of potential pest															
	without intensification of use of chemical	6			and thresholds, technic use to control (cultural, biological, mechanic and physical methods) pest attacking, identify and plant native	a														
	pesticides and fertilizers	3			species used as part of biological control method refer to SOP and															
				B.3.1.2	Having well documented IPM implementation records including															
		B.3.2	Establish and implement proper usage of POME for fertilizers	B.3.2.1	Conduct study of the optimum area for POME application for efflue mill with capacity 40 mt FFB/hour and for new pond capacity	n														
			TOT TET MIZES	B.3.2.2	Tarjuow on North (TNRE) estate/TRJM needs to record how much		1			_		-	-						-	-
				B 3 2 3	the total POME application, replace broken flowmeter Building of additional POME pond							_	_						_	
B.4	Greenhouse gas	B.4.1	Report and reduce greenhouse gas emissions	B.4.1.1	Conduct assessment of pollution and GHG emission resource from															
	emissions			B.4.1.2	Establish action plan to mitigate or reduce the pollution and GHG		T					1								
				B.4.1.3	emission Calculate the operational GHG emission using RSPO GHG calculate	o						-								
B.5	Waste management	B.5.1	Improve waste management	B. 5. 1. 1	Check BOD and other parameter in POME discharge to plantation		H					+	+				H		+	-
				B.5.1.2	refer to regulation Engage the government about the license/permit for the hazardous				H	\dashv	+	╁	-	+	H	H	H	\dashv	+	+
				B.5.1.3	warehouse been on the EMPL regulation section 64 Stored and dispose used chemicals and their containers responsible				Н		+	+	-	-	\vdash	H	H	+	+	+
				B. 5. 1. 4	according to GVI. Procedure FMRI, and best practices. Have well documented waste management and disposal plan to							+	+	-	\vdash	H	H	+	+	+
				B. 5. 1. 5	avoid or reduce pollution Arrange logbook for hazardous warehouse. Some of the amount	1_	1	<u> </u>				+	-		₩	Н	Н	_	+	+
				B. 5. 1. 5	must refer to the logbook of general warehouse. For example															
					amount of ex-pesticide bin in to the hazardous warehouse must be consider to the amount of pesticide bin put from chemical															
				B.5.1.6	Develop the implementation of 3R (Reduse, Reuse, Recycle) and	-	1-	-		\dashv			+	-	\vdash	H	H	+	+	+
					separation of domestic waste into organic and inorganic waste to			1												
B.6	Energy efficiency	B.6.1	Improve energy efficiency	B.6.1.1	Improve efficiency of the use of fossil fuel and optimization of															
				B.6.1.2	GVL should calculate how much renewable energy use per ton CPC															
					or palm product, estimated fuel use by on-site contract workers an transport and machinery operations and electricity use in operation															
С	SOCIAL AND COMMU	NITYE	NGAGEMENT.																	
C.1	FPIC Process	C.1.1	Review all FPIC process to fulfill any process and documentation gaps	C.1.1.1	Review and update the FPIC documentation process in alignment with the SOP that will be updated. This include improvement of															
			TFT 17		scoping process and identification of community's self chosen															
				0110	la contrata de la compansa de la contrata del contrata de la contrata del contrata de la contrata del contrata de la contrata de la contrata de la contrata del contrata de la contrata del contrata de la contrata del contrata del contrata del contrata del contrata de la contrata del contr															
				C.1.1.2	Conduct the boundary demarcation based on FPIC procedure with															
				C.1.1.2	Clear markers and maintain them regularly Improve ESIA report by conducting participatory SIA assessment						+									
				C.1.1.3	clear markers and maintain them regularly. Improve ESIA report by conducting participatory SIA assessment Develop plans for avoidance or mitigation of negative impacts and															
					Clear markers and maintain them regularly Improve ESIA report by conducting participatory SIA assessment															
		C.1.2	Review all MOUs to fulfill any process, documentation gaps and the implementation leve	C.1.1.3	clear markers and maintain them recorded. Improve ESIA report by conducting participatory SIA assessment Develop plans for avoidance or mitigation of negative impacts and Develop a monitoring system with regular reporting to outline the plan on mitigation, implementation and monitoring according to the Convert provisional MOUs to permanent MOUs, whether to include															
		C.1.2	documentation gaps and the implementation leve of each MOUs signed	C.1.1.3	clear matures and maintain them reculator. Improve ESIA report by conducting participatory SIA assessment Develop plans for avoidance or mitigation of negative impacts and Develop a monitoring system with regular reporting to outline the plan on mitigation, implementation and monitoring according to the															
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		C.1.2	documentation gaps and the implementation leve of each MOUs signed	C.1.1.3 C.1.1.4 C.1.2.1 C.1.2.2 C.1.2.3	clear matures and maintain them recordary. Improve ESIA report by conducting participatory SIA assessment Develop plans for avoidance or mitigation of negative impacts and Develop a monitoring system with regular reporting to outline the plan on mitigation, implementation and monitoring according to the Convert provisional MOUs to permanent MOUs, whether to include maintenance and refurbishment schedules (for specified period) in updated Social Agreements C. 1.2.1.2 Tarinovan C. 1.2.1.3 Others Define a company standard (quality, type, budget,) for each type of infrastructure to be constructed or rehabilitated TFT 23 Prepare the budget needed to fill the implementation gaps as per th agreed timeframe of each MOUs signed TFT 24 Improve joint monitoring (GVL and communities) of MoU implementation and release an annual report TFT 26, 28 Clarify to the communities the following concept: areas developed/planted, areas developed non planted (conservation areas) and the implication on communities benefits (CDF, employment, taxes, etc.) TFT 30 Review development maps (from the base maps including the version shared with local communities) and conduct the															
	Donoughly bandle		documentation gaps and the implementation level of each MOUs signed TFT 22, 25	C.1.1.3 C.1.1.4 C.1.2.1 C.1.2.2 C.1.2.3 C.1.2.4 C.1.2.5 C.1.2.6	lear markers and maintain them reculated in Improve ESIA report by conducting participatory SIA assessment Develop plans for avoidance or mitigation of negative impacts and Develop amonitoring system with regular reporting to outline the plan on mitigation, implementation and monitoring according to the Convert provisional MOUs to permanent MOUs, whether to include maintenance and refurbishment schedules (for specified period) in updated Social Agreements C.1.2.1.1.2 faintens C.1.2.1.3.0 these. Define a company standard (quality, type, budget,) for each type of infrastructure to be constructed or rehabilitated TFT 23 Prepare the budget needed to fill the implementation gaps as per th agreed timeframe of each MOUs signed TFT 24. Clarify to the communities the following concept: areas developed in planted (infrastructure, conservation, etc.) areas non developed non planted (infrastructure, conservation, etc.) areas non developed non planted (ornservation areas) and the implication on communities benefits (CDF, employment, taxes, etc.) TFT 30. Review development maps (from the base maps including the version shared with local communities) and conduct the reconciliation process	e e														
C.2	Responsible handling of conflict and grievances,	C.2.1	documentation gaps and the implementation levid reach MOUs signed TFT 22, 25 Improve the system to ensure that complaints or grievances including land claims are addressed or grievances including land claims are addressed or	C.1.1.3 C.1.1.4 C.1.2.1 C.1.2.2 C.1.2.3 C.1.2.4 C.1.2.5 C.1.2.6	lear markers and maintain them recorded. Improve ESIA report by conducting participatory SIA assessment Develop plans for avoidance or mitigation of negative impacts and Develop a monitoring system with regular reporting to outline the plan on mitigation, implementation and monitoring according to the Convert provisional MOUs to permanent MOUs, whether to include maintenance and refurbishment schedules (for specified period) in updated Social Agreements C.1.2.1.1.2 faithers. Define a company standard (quality, type, budget,) for each type of infrastructure to be constructed or rehabilitated TFT 23 Prepare the budget needed to fill the implementation gaps as per th agreed timeframe of each MOUs signed TFT 24. Clarify to the communities the following concept: areas developed fon planted (infrastructure, conservation, etc.) areas non developed non planted (ornservation areas) and the implication on communities benefits (CDF, employment, taxes, etc.) TFT 30. Review development maps (from the base maps including the version shared with local communities) and conduct the reconciliation process Socialize SOP on grievance and conflict handling and have a proper	e e														
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C.2	conflict and grievances,	C.2.1	documentation gaps and the implementation levid each MOUs signed TFT 22, 25 Improve the system to ensure that complaints or grievances including land claims are addressed or resolved in an effective, timely and appropriate manner (internal and external)	C.1.1.3 C.1.1.4 C.1.2.1 C.1.2.2 C.1.2.3 C.1.2.4 C.1.2.5 C.1.2.6 C.2.1.1	Lear markers and maintain them recorded. Improve ESIA report by conducting participatory SIA assessment Develop plans for avoidance or mitigation of negative impacts and Develop a monitoring system with regular reporting to outline the plan on mitigation, implementation and monitoring according to the Convert provisional MOUs to permanent MOUs, whether to include maintenance and refurbishment schedules (for specified period) in updated Social Agreements C. 1.2.1.1.Butraw. C. 1.2.1.2.Tarkinovon. C. 1.2.1.3.Others. Define a company standard (quality, type, budget,) for each type of infrastructure to be constructed or rehabilitated TFT 23 Prepare the budget needed to fill the implementation gaps as per th agreed timeframe of each MOUs signed TFT 24. Improve joint monitoring (GVL and communities) of MoU implementation and release an annual report TFT 26, 28 Clarify to the communities the following concept: areas developed non planted (infrastructure, conservation, etc.) areas and eveloped non planted (infrastructure, conservation, etc.) TFT 30 Review development maps (from the base maps including the version shared with local communities) and conduct the reconciliation process Socialize SOP on grievance and conflict handling and have a proper documentation and resolution process. Deeper training for social team including use of complaint management table and assign a team member per estate to be in charge of the complaint management table TFT 7, 9, 11 Establish internal grievance committee including Operation & Sustainability TFT 6 Ensure that all documents related to grievance resolution are properly stored and access to the document TFT 10 Conduct monthly review and summany of grievances and complaint															
C.2	conflict and grievances,	C.2.1	documentation gaps and the implementation levid each MOUs signed TFT 22, 25 Improve the system to ensure that complaints or grievances including land claims are addressed or resolved in an effective, timely and appropriate manner (internal and external)	C.1.1.3 C.1.1.4 C.1.2.5 C.1.2.5 C.1.2.6 C.1.2.1 C.1.2.6 C.1.2.6 C.1.2.7 C.1.2.6 C.1.2.8	Lear markers and maintain them recorded. Improve ESIA report by conducting participatory SIA assessment Develop plans for avoidance or mitigation of negative impacts and Develop amonitoring system with regular reporting to outline the plan on mitigation, implementation and monitoring according to the Convert provisional MOUs to permanent MOUs, whether to include maintenance and refurbishment schedules (for specified period) in updated Social Agreements C 1.2.1.1 Buttaw. C 1.2.1.2 Tarkinswon C 1.2.1.3 Charter C 1.2.1.3 Charter Define a company standard (quality, type, budget,) for each type of infrastructure to be constructed or rehabilitate TFT 23 Prepare the budget needed to fill the implementation gaps as per th agreed timeframe of each MOUs signed TFT 24 Improve joint monitoring (GVL and communities) of MoU implementation and release an annual report TFT 26, 28 Clarify to the communities the following concept: areas developed non planted (infrastructure, conservation, etc.) areas non developed non planted (infrastructure, conservation) and the implication on communities benefits (CDF, employment, taxes, etc.) TFT 30 Review development maps (from the base maps including the version shared with local communities) and conduct the reconciliation process Socialize SOP on grievance and conflict handling and have a proper d															
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C.2	conflict and grievances,	C.2.1	documentation gaps and the implementation levid each MOUs signed TFT 22, 25 Improve the system to ensure that complaints or grievances including land claims are addressed or resolved in an effective, timely and appropriate manner (internal and external)	C.1.1.3 C.1.1.4 C.1.2.5 C.1.2.5 C.1.2.6 C.1.2.1 C.1.2.6 C.1.2.6 C.1.2.7 C.1.2.6 C.1.2.8	Lear markers and maintain them recorded. Improve ESIA report by conducting participatory SIA assessment Develop plans for avoidance or mitigation of negative impacts and Develop amonitoring system with regular reporting to outline the plan on mitigation, implementation and monitoring according to the Convert provisional MOUs to permanent MOUs, whether to include maintenance and refurbishment schedules (for specified period) in updated Social Agreements C 1.2.1.1 Buttaw. C 1.2.1.2 Tarkinswon C 1.2.1.3 Charter C 1.2.1.3 Charter Define a company standard (quality, type, budget,) for each type of infrastructure to be constructed or rehabilitate TFT 23 Prepare the budget needed to fill the implementation gaps as per th agreed timeframe of each MOUs signed TFT 24 Improve joint monitoring (GVL and communities) of MoU implementation and release an annual report TFT 26, 28 Clarify to the communities the following concept: areas developed non planted (infrastructure, conservation, etc.) areas non developed non planted (infrastructure, conservation) and the implication on communities benefits (CDF, employment, taxes, etc.) TFT 30 Review development maps (from the base maps including the version shared with local communities) and conduct the reconciliation process Socialize SOP on grievance and conflict handling and have a proper d															

	1	ı	1	C.2.1.5	Create awareness to communities on GVL grievance management	1					-	1			-1			-	1		_
				C.Z. 1.5	system																
					TFT 8																
C.3		C.3.1	Stakeholder management system	C.3.1.1	Conduct stakeholders mapping and categorization (local communities and their respective diaspora, government, CSO,																
	engagement with local, national and international				development organization, w orkers, etc.) at:																
	stakeholders				County level National level and																
					International level Etc.																
					TFT 13, 16																
				C.3.1.2 C.3.1.3	Develop logbook of information requests and responses Develop and maintain list of publicly available document and the					-	+	-			-	-	-			H	
					Set up the stakeholders platform per County of operation															\vdash	
				C.3.1.4	Set up the stakeholders platform per County of operation																
0.4	0	0.41	Landon estation of ODE	0.411	TFT 14					_					_	_	_	_		$\vdash \vdash$	4
C4	Community development	C.4.1	Implementation of CDF	C.4.1.1 C.4.1.2	Continue the channeling of funds as agreed to the community Establish detailed information on its progress on CDF, strategy and		t				T	1			T	1				Γİ	Ħ
	programmes				timeline to fulfill this commitment in its progress report. In addition,																
					the company shall also inform the communities whether any																
				C.4.1.3	Continue the brainstorming with IDH and keys stakeholder on the COPP																
05	L and de annu alabe	0.51	Development by head to a second	C.5.1.1	TFT 48				_	_	-							_			
C5	Land tenure rights	C.5.1	Develop appropriate land tenure study guidelines to provide guidance on conducting land	C.5.1.2	Improve Land Tenure Study according to RSPO guideline 2015 Improve Participatory Manning according to RSPO guideline 2015					1						1	1			I	Ξ
			tenure study in order to understand the traditional	C.5.1.3	Raise awareness to the sustainability staff on the new land Act and the potential implication on the outreach	1															
-			land ownership system in a community and rules		TFT 39		<u> </u>				_					_				\vdash	_
D.1	Responsible	D.1.1.	Documented and transparent recruitment	D.1.1.1	Ensure the recruitment process prioritizing local community base or					_	+	1					+		T	\sqcap	-
	Employment			D.1.1.2	signed Mol I. Calculate the worker quota of every county for recruitment based of					+	+	+	H	H	+	+	+	+		\vdash	+
	TFT 51			2. 1. 1.2	manpower requirement and potential MoU released										J					ı l	
					TFT 49										J					ı l	
				D.1.1.3	Develop, disclose and implement a transparent recruitment procedure for skilled/specialized position and non skilled position				٦												
						1														1	
				D 1 1 1	TFT 53 Ensure full alignment with the Operation and Social team on areas	<u> </u>		Н	_	4			H	Ш	_	_	-	\perp	1	\vdash	4
				D.1.1.4	planted prior to any communication to the communities for	1														1	
					employment.	1															
					TFT 50	<u> </u>						_			_	_		_		oxdot	_
				D.1.1.5	Review and revise the recruitment mechanism in HR Manual and H Recruitment Policy ensure there are the clauses set the recruitmen																
					or job training process proposely hired from the local community																
					without any payment and transparent. also about job vacancy																
					information to the town and city leader if required		<u> </u>													\vdash	_
				D.1.1.6	Set up the publication of the community recruitment to external															Ш	
		D.1.2	Acquaint the employee to the company	D.1.1.7 D.1.2.1	GVL support the local worker to have the ID Establish a policy or procedure for new employee/worker include					-	+	-				-				\vdash	-
			,		socialization of regulacy, CBA, job description, contract, recruitment																
				D.1.2.2	New Employee orientation: socialization of regulacy, CBA, job										_					\Box	٦
					$description, contract, recruitment\ related\ to\ MoU, working\ hours, etc.$	d															
		D.1.3	Ensure provision of proper contract	D.1.3.1	Identify the worker who have not sign a contract					1							1			I	I
				D.1.3.2 D.1.3.3	Make sure the worker keep the copy of the contract Considering the worker who are not speak english to arrange the															\Box	Ŧ
				D.1.3.4	contract with their language. Revise the contract format add on the other relevant information i.e.					-	+	+				-	-	-		\vdash	4
					working hours union membership and the membership fee															\vdash	
		D.1.4	Ensure proper salary administration and on time payment	D.1.4.1	The deduction of salary should have an agreement from the relevan worker. So for current worker who have had a contract so compan																
			payment		needs to arrange the power of attorney to company to deduct their																
				D.1.4.2	Consider to implement the regulation that stated in the HR manual to	d									<u> </u>	-				\vdash	٦
				D 1 4 2	Propose to initiate a living wage study for the worker	<u> </u>				-						-	-	-			
		D.1.5	Ensure compliance on working time	D.1.5.1	Conduct the SOP of finger print			Ħ	_	#	#	F	H	Ħ	=ţ	=	#			Ħ	1
				D.1.5.2	Conduct the procedure/policy of break time of worker that need to															Ш	
				D.1.5.3	Adjust working hour procedure in CBA to the regulation stated in HF			ΙĪ	Ī	Γ		1		П	T	Γ				ıΓ	
				D.1.5.4	Develop procedures to conduct over time work (overtime			П	T	T	T	T		П	T	T	T	1		ΠŤ	٦
				D.1.5.5	Agreement letter, detail normant\ Manage the working and overtime hour for FFB driver at the certain			H	\dashv	+	+	+	H	H	\dashv	\dashv	+	+		+	+
					condition. i.e ffb truck driver stuck due to bad road condition															1	
		D.1.6	Implementation of Child Labor and forced labour	D.1.6.1	Ensure proper working permit for all expat staff				_	#	t	L				=	#	1		二	=
			policy	D.1.6.2	Increase the socialization on No Child Labor and no forced labour	1	l	L l	_				L	Ll	_	_	_			L	
		D.1.7	Provide education access for all children	D.1.6.3	Conduct socialization to communites about No child labor					4					4	4	4	1		F	7
		υ. ι. /	Tovide education access for all children	D.1.7.1	Conduct the education need assessment to analyse the infrastructure requierement for education implementation in the																
					farm. This is to ensure the which public government school that										J					ı l	
					available and which public company's spnsored school needs to set							1	Ш	Ш						$\sqcup \!\!\! \perp$	
				D.1.7.2	Engange CRC and relevant parties to arrange the planning for																
				D.1.7.3	Engage the government (MOE) to set up "Free and Compulsory Early)				1					T	1		1		ΠŤ	٦
					Childhood Education* base on national liberia program 2017 in the	1															
				D 1 7 4	farm for all of the children in the farm and the community within age	1	1	$\vdash \vdash$	_	4					_	_	4	-	\vdash	$\vdash \vdash$	4
				D.1.7.4	Provide sufficient transportation to reach the school for worker children as well as communities near worker residence, sites	<u> </u>														Ш	
				D.1.7.5	Propose to build the company sponsored school based on the	1		l I	ſ											ı -	
				D.1.7.6	Communicate with national and internal stakeholders on education					1					T						
				D.1.7.7	Provide spesific classes for palm oil lessons to enhance the	H		H	+	\dashv	+	+	\vdash	H				Ħ			
					education of local people about palm oil so later the community migh	r									J						
				D.1.7.8	Involve the GVL staff as the teacher in the school and LCC can set	t		H	T	\dashv	十	T	Ħ	П				T			ĺ
		D.1.8	Develop the capacity building for all of the worker	D.1.8.1	un the curiculum for that Conduct HIV Aids, Ebola, and Malaria awareness training as				+	+	+	+	\vdash	H	\dashv	+					4
					requested in the CRA				_	4	_	1		Ш	_	_	-	\perp	1	\vdash	4
		D.1.9	Establish system to prevent and handle sexual	D.1.8.2 D.1.9.1	Develop learning center committee (LCC) to handle the training Arrange the procedure to handle the sexual harrasment and	t		H	7	\dashv	┲			H	_	-	+	+			j
			harrasment	D.1.9.2	persecution case Form a gender committee	┢	\vdash	H	+	+	+	+		Н		+	+	+		+	
				D.1.9.3	Socialization on sexual harrasement persecution and the way to					1		1			T	1		1			
	1		l		report the case base on SOP made before	1		ш		L_			_							علت	4

D.	Respect the right of	D 2 1	Ensure proper engagement with union	D.2.1.1	Evaluate about the membership of union. It suppose to be valuntary			- 1		— [Т			П					
D.,	association and	D. Z. 1	Libare proper engagement with union	D.2.1.1	however the current situation indicate that all new worker are															
	collective bargaining				automatish become a member															
	concetive bail gail in ig			D.2.1.2	Engage the union to arrange the financial report of membership fee															
				D.2.1.3	Arrange the program of capacity building for union organizer															
				D.2.1.4	Set up in collaboration with worker's union a social clause which prioritize consultation and brainstorming with the management															
					around issues TET 54															
				D.2.1.5	Raise awareness/socialize workers and union on the corporate	-	Н	-+	-	\dashv	_	+	+-	_	Н	-	-	+	+-	-
				D.Z. 1.5	mindset and culture TET 55															
D.:	Health and Safety	D.3.1	Conduct risk analysis of safety and health and	D.3.1.1	Conduct hazard identification and risk assessment of all part of					7	_	_	1							
			implementing action plan		w orkplace in the mill and estate. arrange the action plant to															
					determine the control of the risk base on the risk management															
				D.3.1.2	Socialization the HIRADC to the worker															
				D.3.1.3	Provid first aid kits at appropriate locations (mill and other)			-				╁	+-	-	H	_	-+		-	
				D.3.1.4	Identify and train PICs for accident emergency action planning and implementation (mill)					_			<u> </u>					_		
1				D.3.1.5	Arrange JSHC in every site that consist of management and															
				D.3.1.6	Morker/union Install more signboards and posters related to OSH implementation					7		+	1	1	H		_	-	\top	tt
				D.3.1.7	Identify and train PICs for accident emergency action planning and				_	-									-	$\vdash\vdash$
				D.3.1.7	implementation (farm)															
				D.3.1.8	Povide socialiation on emergency handling to the high-risk															
				D.3.1.9	Review annually the HIRADC base on the operational evaluation or															
				D 3 1 10	Emergency socialization for all of the worker															
		D.3.2	OHS Training Programme	D.3.2.1	Arrange OSH training identification and training program				-	-	+	+-	-	-	Н	-	-	-	+-	-
				D.3.2.2	Arrange the timebound plan for training, socialization, simulation related to OSH															
				D.3.2.3.	Training ISO 45001 or training from Ministry of Manpower to ensure	•														
					the competency base on government qualification for OSH/Sust															
		D.3.3	Provision of PPE and protection from chemical	D.3.3.1	Provide safety equipment to handle emergency on the workplace															
			exposure		related to chemical i. e emergency shower and eye washer in															
				D 3 3 2	Provide the sufficient PPFs for the sprayer				-	\dashv	_	+	+	-	H	-	-t-		+	\vdash
				D.3.3.3	Provide the PPEs storage for the sprayer to avoid contamination in															
				D.3.3.4	Socialization on the chemical (pestiside and fertilizer) direct body					T		1								
					contact to the worker as well as the community (suggest the															
					community not to take and comsume the palm fruit taken from the															
				D.3.3.5	0 - 1-11-41		-		-	-	_	+	+	-	H	-	-	-	+	
				D.3.3.5 D.3.3.5	Socialization not to use the waste bin for water storage Evaluate of PPEs quality and consider to other treatment to minimis				T	t				Г			1	T	T	
1				D.3.3.6	Conduct the specific annual medical surveillance for the worker	\vdash			_	\dashv					H		+	\dashv	+	
				D.3.3.7	Conduct a rotation system for chemical sprayer teams to reduce															
				D.3.3.8	chemical contamination Provide sufficient warehouse to store the hazardous waste	1	H		+	\dashv					H	+	+	+	+	H
				D.3.3.9	Engage to the licensed user to take out the hazardous waste															
		D.3.4	Provision of accident insurance for all workers	D.3.4.1	Update the percentage of payments in the HR and Employment															
				D.3.4.2	Ensure the deductions have a power of attorney from the worker					_	4	4		_	LТ	\Box		4		\Box
				D.3.4.3	Engage the NASSCORP for the claiming process since there was a															
					case that the claim payment for the worker who got the accident in								1_		Ш					
		D.3.5	Provision of adequate housing and health facility	D.3.5.1	Educate the worker for the housing maintenance since commonly								1							
			for the workers and family		the community house is different to the house provided by company	1							1							
				D.3.5.2	GVL provide dedicated doctor in each of the central clinic and make								1							
_					Company of the Compan	•			_				_	•					_	