

No	Area	Activity		Sub-activity	Update February 2024	Update December 2024	
A	GOVERNANCE						
A.1	Structure	Review and strengthen organization structure (especially the sustainability team and GIS team) to allow clear role and collaboration between teams.	A1.1.1	Review and finalization of organization structure	Completed	Completed	
			A1.1.2	Establish role function, job description, and authority level	Completed	Completed	
			A1.1.3	Resource audit and hiring of relevant people to fill in any gaps in the structure	Completed	Completed	
			A1.1.4	Socialization and implementation of new organization structure	Completed	Completed	
			A.1.1.5	Evaluation of organization structure	Completed and being implemented on annual basis	Completed and being implemented (continuous activity) on annual basis	
A.2	Coordination and Oversight	Establish regular meetings on sustainability issues	A.2.1.1	Establish regular meeting on mill/plantation level and regional level	On-going.	On-going.	
				A.2.1.2	Establish sustainability steering committee and its regular meeting	On-going.	On-going.
			Establish sustainability related Key Performance Indicators	A.2.2.1	Establish clear KPIs for sustainability team	Completed	Completed and being implemented (continuous activity) on annual basis
				A.2.2.2	Establish additional sustainability related KPIs for non-sustainability teams	On-going	On-going
				A.2.2.3	Evaluation of KPIs	On-going and annual basis implementation	Continuous activity and annual basis implementation
A.3	Talent and Culture	Training / Capacity Building	A.3.1.1	Conduct training needs assessment to create sustainability training plan for relevant people	On-going	On-going	
			A.3.1.2	Implement and establish a training record	On-going	On-going	
A.4	Infrastructure and logistics	Establish relevant policies and SOPs	A.4.1.1	Establish SOP on stakeholder management	Completed.	Completed.	
				A.4.1.2	Establish SOP and system to track legal requirement	Completed. Under implementation	Completed. Under implementation.
				A.4.1.3	Establish SOP for boundary demarcation and its maintenance	Completed and being implemented.	Completed and being implemented.
				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 RSPO members	Completed and being implemented.	Completed and being implemented.

A.4.1.5	Establish SOP for participatory mapping for disputed areas	Completed and being implemented. Include to solve disputed area between Numopoh & DWN which assistance by Liberia Land Authority.	Completed and being implemented. Include to solve disputed area between Numopoh & DWN which assistance by Liberia Land Authority.
A.4.1.6	Establish SOPs for mill operations in appropriate languages	Completed; decision to do in English only, as the official language of Liberia	Completed; decision to do in English only, as the official language of Liberia
A.4.1.7	Establish SOP for monitoring of environmental management plan, implementation, and reporting	Completed.	Completed.
A.4.1.8	Establish SOP for HCV HCS Peat management and monitoring	Completed and on going on the implementation. Management & Monitoring plan of HCV HCS approved by GVL Top Management.	Completed and continuous implementation. Management & Monitoring plan of HCV HCS approved by GVL Top Management.
A.4.1.9	Establish SOP and system for grievance handling for both external and internal stakeholders. Also add mediation step before legal option.	Completed and implemented.	Completed and implemented.
A.4.1.10	Establish SOP to describe the process of information sharing and dissemination	Completed	Completed
A.4.1.11	Review the recently announced Human Rights Defender Protection protocol by the RSPO and develop policy on human rights	Completed	Completed
A.4.1.12	Review Greenbook SOP to be clearer on pest attack intensity and IPM	Completed	Completed
A.4.1.13	Revise Greenbook SOP section 6.5.3 on empty pesticide package disposal	Completed	Completed
A.4.1.14	Review recruitment policy to include a statement on no recruitment of workers under 18 years old	Completed	Completed
A.4.1.15	Review recruitment policy to include non discrimination based on sexual orientation, union membership, and political affiliation	Completed	Completed
A.4.1.16	Update policy of promotion to include non-discrimination promotion	Completed	Completed
A.4.1.17	Establish policy to ensure no harrasment or abuse in the work place and reproductive rights are protected	Completed	Completed
A.4.1.18	Establish policy on forced trafficked labor	Completed	Completed
A.4.1.19	Establish SOP for waste management that cover all of the waste produced by operational including domestic waste.	Completed	Completed
A.4.1.20	Establish policy to circumvent instigated violence to maintain peace and order	Completed	Completed
A.4.1.21	Establish SOP for third party FFB sourcing	Completed	Completed

A.4.1.22	Establish SOP for pollution and GHG emission mitigation or reduction	Completed	Completed
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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 (clarify the responsibilities and authorities for back up and the medium to be used) - Establish systematic endorsement of documents shared with the communities (meeting minutes, maps, etc.)	Completed and being implemented.	Completed and being implemented.
	A.4.2.2	Establish a clear hand over procedure and induction for new personnels on sustainability	Completed	Completed
	A.4.2.3	Strengthen the sustainability team in the documentation and filing system (hard and soft copy). Need to be enforced through KPIs	Completed and being implemented.	Completed and being implemented.
	A.4.2.4	Strengthen the capacity of the sustainability team to ensure rigorous data record (meeting minute, evidences, endorsements, ...) for every meeting with communities/ complaints.	Completed and being implemented.	Completed and being implemented.
	A.4.2.5	Evaluation of data and document management	On-going.	On-going.
Tracking of legal	A.4.3.1	Establish a list of legal requirement and the copy of laws and regulations	Completed	Completed
	A.4.3.2	Establish a comprehensive system to track legal requirements, its update and its compliance analysis, including personnel in charge, source of information, and frequency of update to track the regulation and legal law update.	Draft completed. Under review to be implemented	Draft completed. Under review to be implemented. (review process had been delayed due to GVL Legal advisor replacement)
	A.4.3.3	Conduct an assessment of compliance (internal audit) to ensure that all legal requirements are fulfilled	On-going bi-annual basis implementation	Continuous activity annual basis implementation
Establish baseline maps	A.4.4.1	Establish clear and agreed baseline maps for: - soil fragility map - slope map - HCV and HCS maps - Community map and participatory maps - Land conflict map / encroachment area - Area planted / developed	Completed and implemented.	Completed and implemented.
	A.4.4.2	Establish clear guidance on map production, verification, approval and sharing. Ensure that RSPO needs are followed.	Completed and implemented.	Completed and implemented.
Appropriate logistics	A.4.5.1	Assess the logistic needs of the sustainability and GIS team and plan for their provision (transportation, computers, handheld GPS, etc.)	Completed	Completed

			A.4.5.2	Fulfilment of logistical needs	On-going.	On-going.
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B ENVIRONMENTAL MANAGEMENT						
B.1	No development of and conservation of HCS areas	Organize a training on the new HCS Approach especially on: oModule 2 – Social requirements (version 2.0 May 2017) oModule 3 – Integration of HCV HCS Forest and FPIC (version 2.0 May 2018)	B.1.1.1	Explore opportunity for HCS training with HCSA Africa and attend training when available	Secondment of GAR expert to do in-house training, planned within 2024	HCV and HCS internal training had been carried out on July and Sept 2024. Continuous training scheduled on annual basis on the field as well as in the classroom.
			B.1.1.2	Obtain approval from HCSA on the reports and maps	To follow RSPO process, given GAR withdrawal from HCSA	To follow RSPO process, given GAR withdrawal from HCSA
			B.1.2.1	Review all HCS work (Grand Kru and Sinoe) and produce new updated HCS reports and maps to be submitted to HCSA	Done.	Done.
			B.1.2.2	Ground check of HCS clearance claim and develop remediation action. Develop and implement the ICLUP (Integrated Conservation and Land Use Planning)	ProForest supporting HCS remediation plan. Mapping done and community agreement obtained for remediation plan. Official approval from relevant authorities delayed because of transition of presidential administration.	Summary of HCS remediation plan report had been completed by Proforest. Implementation on the HCS remediation plan (Nitrian Community Forest Remediation Project) has started and FDA site survey on the project still pending in this case.
			B.1.2.3	Define a prospective land acquisition plan for all the new development (Example: Barclayville, Juarzon, etc.)	Yet to commence. Subject to further consideration on the proposed new areas. Expansion drive suspended indefinitely.	Yet to commence. Subject to further consideration on the proposed new areas. Expansion drive suspended indefinitely.
B2	No development of and conservation of HCV areas	Develop management and monitoring plan as well as implementation for protecting the HCV area.	B.2.1.0.1	Conduct HCS assessments on all developed areas; construct land use change maps, establish cleared HCS and develop new baseline maps	HCS assessments completed for existing MOU areas. Management & Monitoring plan of HCV HCS approved by GVL Top Management.	HCS assessments completed for existing MOU areas. Management & Monitoring plan of HCV HCS approved by GVL Top Management.
			B.2.1.0.2	Conduct HCV/HCS Assessments for MoU areas for planned development	As above	As above
			B.2.1.0.3	Update HCV/HCS maps	As above	As above
			B.2.1.0.4	Get community agreement and incorporate into MOU	As above	As above
			B.2.1.1	Development of management and monitoring plan according to established HCV maps.	As above	As above
			B.2.1.1.1	Development of forest restoration / remediation / conservation plan based on HCSA decision	As above	As above
			B.2.1.2	Conduct socialization to Operations, workers and community to increase awareness and protection of HCV and HCS areas	On-going as part of routine community and employee engagement.	On-going as part of continuous communities and employees engagement.
			B.2.1.2.1	Demarcation of buffer zones and no-go areas	On-going	On-going

			B.2.1.3	Conduct field inspections conducted regularly to ensure implementation of mitigation plan	Filed inspections carried out according to the Management Plan regularly.	Field inspections carried out according to the Management Plan regularly.
B.3	Yield improvement without intensification of use of chemical pesticides and fertilizers	Establishment of integrated pest management	B.3.1.1	Establishment of IPM Plan, which contain identification of potential pests and thresholds, technic use to control (cultural, biological, mechanical and physical methods) pest attacking, identify and plant native species used as part of biological control method refer to SOP and Concession Agreement.	Completed	Completed
			B.3.1.2	Having well documented IPM implementation records including records of training to IPM workers	Completed	Completed
		Proper usage of POME for fertilizers	B.3.2.1	Conduct study of the optimum area for POME application for effluent mill with capacity 40 mt FFB/hour and for new pond capacity.	Completed	Completed
			B.3.2.2	Tarjuowon North (TNRE) estate/TRJM needs to record how much the total POME application, replace broken flowmeter	Completed	Completed
			B.3.2.3	Building of additional POME pond	Completed	Completed
B.4	Greenhouse gas emissions	Report and reduce greenhouse gas emissions	B.4.1.1	Conduct assesment of pollution and GHG emission resource from the entire operational aspect .	Completed	Completed
			B.4.1.2	Establish action plan to mitigate or reduce the pollution and GHG emission.	Completed	Completed
			B.4.1.3	Calculate the operational GHG emission using RSPO GHG calculator ver.4 and report it to RSPO.	Done. Iterative process.	Done. Continuous reporting activity.
B.5	Waste management	Improve waste management	B.5.1.1	Check BOD and other parameter in POME discharge to plantation refer to regulation.	Done. Iterative process.	Done. Iterative process.
			B.5.1.2	Engage the government about the license/permit for the hazardous warehouse base on the EMPL Regulation Section 64.	Engagement done. Licencing process under periodic review.	Engagement done. Licencing process under periodic review by EPA of GOL.
			B.5.1.3	Stored and disposed used chemicals and their containers responsibly according to GVL Procedure, EMPL and best practices.	Done. Iterative process.	Done. Iterative process.
			B.5.1.4	Have well documented waste management and disposal plan to avoid or reduce pollution.	Completed	Completed
			B.5.1.5	Arrange logbook for hazardous warehouse. Some of the amount 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 warehouse.	On-going. Iterative.	On-going. Iterative.

			B.5.1.6	Develop the implementation of 3R (Reduce, Reuse, Recycle) and separation of domestic waste into organic and inorganic waste to simplify the management.	Completed	Completed
B.6	Energy efficiency	Improve energy efficiency	B.6.1.1	Improve efficiency of the use of fossil fuel and optimization of renewable energy.	On-going	On-going
			B.6.1.2	GVL should calculate how much renewable energy use per ton CPO or palm product, estimated fuel use by on-site contract workers and transport and machinery operations and electricity use in operations.	Draft completed. Review on-going.	Draft completed. Review on-going.

C		SOCIAL AND COMMUNITY ENGAGEMENT				
C.1	FPIC Process	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 scoping process and identification of community's self chosen representatives	Completed	Completed
			C.1.1.2	Conduct the boundary demarcation based on FPIC procedure with clear markers and maintain them regularly.	In collaboration with Liberia Lands Authority (LLA), to be done as part of the ongoing MOU review process with all communities. National Bureau of Concessions to assist communities	In collaboration with Liberia Lands Authority (LLA), to be done as part of the ongoing MOU review process with all communities. National Bureau of Concessions to assist communities
			C.1.1.3	Improve ESIA report by conducting participatory SIA assessment . Develop plans for avoidance or mitigation of negative impacts and promotion of the positive and monitoring of impacts.	As above	As above
			C.1.1.4	Develop a monitoring system with regular reporting to outline the plan on mitigation, implementation and monitoring according to the SIA report.	As above	As above
	Review all MOUs to fulfill any process, documentation gaps and the implementation level of each MOUs signed	C.1.2.1	Converting provisional MOUs to permanent MOUs, whether to include maintenance and refurbishment schedules (for specified period) in updated Social Agreements.	GVL continues consultation on MoU finalization / conversion with each Community through their representatives (CRCs). Communities will review the draft of MoUs with NBC assistance. Timeline and process to be determined by communities as per FPIC guidance.	GVL continues consultation on MoU finalization / conversion with each Community through their representatives (CRCs). Communities will review the draft of MoUs with NBC assistance. Timeline and process to be determined by communities as per FPIC guidance.	
		C.1.2.1.1	Butaw	Already Permanent. Review process on-going.	Already Permanent. Review process on-going.	
		C.1.2.1.2	Tarjuowon	Already Permanent. Review process on-going.	Already Permanent. Review process on-going.	
		C.1.2.1.3	Others	Already Permanent. Review process on-going.	Already Permanent. Review process on-going.	
		C.1.2.2	Define a company standard (quality, type, budget, ...) for each type of infrastructure to be constructed or rehabilitated	Done.	Done.	
		C.1.2.3	Prepare the budget needed to fill the implementation gaps as per the agreed timeframe of each MOUs signed.	Done.	Done.	
		C.1.2.4	Improve joint monitoring (GVL and communities) of MoU implementation and release an annual report.	Completed	Completed	

			C.1.2.5	Clarify to the communities the following concept: areas developed/planted, areas developed non planted (infrastructure, conservation, etc.) areas non developed non planted (conservation areas) and the implication on communities benefits (CDF, employment, taxes, etc.)	On-going. Iterative.	On-going. Iterative.
			C.1.2.6	Review development maps (from the base maps including the version shared with local communities) and conduct the reconciliation process.	Part of the on-going MOU Review. Some communities seeking third party support for verification of boundaries and acreages.	Part of the on-going MOU Review. Some communities seeking third party support for verification of boundaries and acreages.
C.2	Responsible handling of conflict and grievances, and resolution of conflict	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.2.1.1	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	On-going.	On-going.
			C.2.1.2	Establish internal grievance committee including Operation & Sustainability.	Done. On-going.	Done. On-going.
			C.2.1.3	Ensure that all documents related to grievance resolution are properly stored and access to the document.	Done. On-going.	Done. On-going.
			C.2.1.4	Conduct monthly review and summary of grievances and complaint in each Estate and feed the Top Management dashboard to support decision making in term of improvement (stakeholder engagement, etc.)	On-going.	On-going.
			C.2.1.5	Create awareness to communities on GVL grievance management system.	On-going (iterative).	On-going (iterative).

C.3	Open and constructive engagement with local, national and international stakeholders	Stakeholder management system	C.3.1.1	Conduct stakeholders mapping and categorization (local communities and their respective diaspora, government, CSO, development organization, workers, etc.) at: County level National level and International level Etc.	Done.	Done.
			C.3.1.2	Develop logbook of information requests and responses.	On-going. Iterative.	On-going. Iterative.
			C.3.1.3	Develop and maintain list of publicly available document and the stakeholders related to those information	Done.	Done.
			C.3.1.4	Set up the stakeholders platform per County of operation	Discussions with NBC on-going. Ministry of Internal Affairs (MIA) is also setting up a similar platform to continue/complement that of NBC. Plans may change because of new government administration	Discussions with NBC on-going. Ministry of Internal Affairs (MIA) is also setting up a similar platform to continue/complement that of NBC. Plans may change because of new government administration
C4	Community development programmes	Implementation of CDF	C.4.1.1	Continue the channeling of funds as agreed to the community	On-going	On-going. Continuous activity
			C.4.1.2	Establish detailed information on its progress on CDF, strategy and timeline to fulfill this commitment in its progress report. In addition, the company shall also inform the communities whether any program is postponed	On-going.	On-going. Continuous activity
			C.4.1.3	Continue the brainstorming with IDH and keys stakeholder on the COPP	GVL also exploring other options outside and this is on going consultation.	GVL also exploring other options outside and this is on going consultation.
C5	Land tenure rights	Develop appropriate land tenure study guidelines to provide guidance on conducting land tenure study in order to understand the traditional land ownership system in a community and rules and mechanism in ownership transfer	C.5.1.1	Improve Land Tenure Study according to RSPO guideline 2015	Part of the MOU discussions	Part of the MOU discussions
			C.5.1.2	Improving Participatory Mapping according to RSPO guideline 2015	On-going. Iterative.	On-going. Iterative.
			C.5.1.3	Raise awareness to the sustainability staff on the new land Act and the potential implication on the outreach	Done.	Done.

D	LABOUR ENGAGEMENT					
D.1	Responsible Employment	Documented and transparent recruitment	D.1.1.1	Ensure the recruitment process prioritizing local community base on signed MoU.	On-going. Routine process.	On-going. Routine process.
			D.1.1.2	Calculate the worker quota of every county can be recruited base on manpower requirement and potential MoU released.	On-going. Routine process.	On-going. Routine process.
			D.1.1.3	Develop, disclose and implement a transparent recruitment procedure for skilled/specialized position and non skilled position.	On-going.	On-going. Under routine improvement.
			D.1.1.4	Ensure full alignment with the Operation and Social team on areas planted prior to any communication to the communities for employment.	On-going.	On-going. Continuous activity
			D.1.1.5	Review and revise the recruitment mechanism in HR Manual and HR Recruitment Policy ensure there are the clauses set the recruitment 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.	On-going. Under routine improvement.	On-going. Under routine improvement.
			D.1.1.6	Set up the publication of the community recruitment to external stakeholders.	Done.	Done.
			D.1.1.7	GVL support the local worker to have the ID.	Completed	Completed
		Acquaint the employee to the company	D.1.2.1	Establish a policy or procedure for new employee/worker include socialization of regulacy, CBA, job description, contract, recruitment related to MoU, working hours, etc	On-going.	On-going (iterative).
			D.1.2.2	New Employee orientation: socialization of regulacy, CBA, job description, contract, recruitment related to MoU, working hours, etc	On-going (iterative).	On-going (iterative).
		Ensure provision of proper contract	D.1.3.1	Identify the worker who have not signed a contract	Completed for existing employees.	Completed for existing employees.
			D.1.3.2	Make sure the worker keep the copy of the contract	Done.	Done.
			D.1.3.3	Consider the workers who do not speak english, and arrange the contract with their language	Done.	Done.
			D.1.3.4	Revise the contract format, and add on the other relevant information i.e. working hours, union membership and the membership fee	Revision done. Ammendments incorporated into completed CBA review	Revision done. Ammendments incorporated into completed CBA 2024-2026
		Ensure proper salary administration and on time payment	D.1.4.1	The deduction of salary should have an agreement from the relevant workers. So, for current workers who have had a contract so company needs to arrange the power of attorney to company to deduct their salary for NASSCORP, union, etc	On-going. Iterative.	On-going. Iterative.

D.1.4.2	Consider to implement the regulation that stated in the HR manual to review the basic salary annually	On-going. Iterative.	On-going. Iterative.
D.1.4.3	Propose to initiate a living wage study for the workers	Yet to commence. Awaiting national DLW benchmarking, possibly with inputs/support from RSPO DLW initiative	Yet to commence. Awaiting national DLW benchmarking, possibly with inputs/support from RSPO DLW initiative

Ensure compliance of working time	D.1.5.1	Conduct the SOP of finger printing	Completed. On-going.	Completed. On-going.
	D.1.5.2	Conduct the procedure/policy of break time of worker that need to stand by i.e, security, machine operator in mill, etc	On-going	On-going
	D.1.5.3	Working hour procedure in CBA needs to adjust to the regulation stated in HR and Employment reference Manual	On-going	Done. Included within CBA 2024-2026
	D.1.5.4	Procedure to conduct the over time working (overtime agreement letter, detail payment).	On-going	Done. Included within CBA 2024-2026
	D.1.5.5	Manage the working and overtime hour for FFB driver at the certain condition. i.e ffb truck driver stuck due to bad road condition.	On-going	Done. Included within CBA 2024-2026
Implementation of Child Labor and forced labour policy	D.1.6.1	Ensure proper working permit for all expat staff	On-going	On-going and continuous activity
	D.1.6.2	Increase the socialization on No Child Labor and no forced labour through poster or directly in the morning muster.	On-going (iterative).	On-going (iterative).
	D.1.6.3	Socialization to the community about No child labor.	On-going (iterative).	On-going (iterative).
Provide education access for all children	D.1.7.1	Conduct the education need assessment to analyse the infrastructure requirement for education implementation in the farm. This is to ensure the which public government school that available and which public company's sponsored school needs to set up (Please see CBA page 12)	Phase IV of the GVL Education Support (GES) Program is on-going for 2023-2024 academic year. In this phase the GES program will be converted into School Fee which is given to the employee's dependants.	GVL Education Support (GES) Program re-initiated for 2024-2025 academic year after suspension within 2023-2024.
	D.1.7.2	Engage CRC and relevant parties to arrange the planning for education facilities as promised in the CA	Total beneficiary schools of the GES program Phase 1-3 is 109 and 29 schools from total had been renovated.	Total beneficiary schools of the GES program Phase 1-3 is 109 and 29 schools from total had been renovated.
	D.1.7.3	Engage the government (MOE) to set up "Free and Compulsory Early Childhood Education" base on national Liberia program 2017 in the farm for all of the children in the farm and the community within age 3 to 5 (Please see CBA page 12).	On-going . MOU arrangement made with MoE under the Education Support Program.	On-going . MOU arrangement made with MoE under the Education Support Program.
	D.1.7.4	Propose sufficient transportation to reach the school for worker children as weel as community near the site.	On-going. As part of the school fee in the GVL Education Support Program.	On-going. As part of the GVL Education Support Program.
	D.1.7.5	Propose to build the company sponsored school base on the assesment.	On-going	On-going. As part of the GVL Education Support Program.

			D.1.7.6	Communicate to the national and internal stakeholder on education plan and progress in GVL.	On-going	On-going. Continuous activity
			D.1.7.7	GVL can propose the spesific class for palm oil lesson to enhance the education of local people about palm oil so later the community might be join to GVL as employee.	Yet to commence.	Yet to commence.
			D.1.7.8	Involve the GVL staff as the teacher in the school and LCC can set up the curriculum for that.	Yet to commence.	Yet to commence.
		Develop the capacity building for all of the worker	D.1.8.1	Conduct HIV AIDS, Ebola, and Malaria awareness training as requested in the CBA	On-going.	On-going.
			D.1.8.2	Develop learning center commiittee (LCC) to handle the training	Done. Team training on-going.	Done. Team training on-going.
		Establish system to prevent and handle sexual harrasment	D.1.9.1	Arrange the procedure to handle the sexual harrasment and persecution cases	Done. Continuos awareness and training on-going.	Done. Continuos awareness and training on-going.
			D.1.9.2	Form a gender commiittee	Commenced.	Commenced and on-going
			D.1.9.3	Socialization on sexual harrasment persecution and the way to report the case based on SOP made before	Commenced.	Commenced and on-going
D.2	Respect the right of association and collective bargaining	Ensure proper engagement with union	D.2.1.1	Evaluate about the membership of union. It suppose to be valuntary however the current situation indicate that all new workers automaticly become members.	Completed	Completed
			D.2.1.2	Engage the union to arrange the financial report of membership fee and report to the member.	On-going.	On-going.
			D.2.1.3	Arrange the program of capacity building for union organizers	On-going.	On-going.
			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.	Done	Done
			D.2.1.5	Raise awareness/socialize workers and union on the corporate mindset and culture.	Done	Done

D.3	Health and Safety	Conduct risk analysis of safety and health and implementing action plan	D.3.1.1	Conduct hazard identification and risk assessment of all part of workplace in the mill and estate. Arrange the action plant to determine the control of the risk base on the risk management hierachy	Done.	Done.
			D.3.1.2	Socialization the HIRADC to the workers	On-going.	On-going.
			D.3.1.3	Put the first aid kit in the certain location base on identification (mill)	Completed and implemented.	Completed and continuous implementation.
			D.3.1.4	Select the PIC for emergency coordination and train them for the accident emergency action (mill)	Done	Done
			D.3.1.5	Arrange JSHC in every site that consist of management and worker/union	Done	Done
			D.3.1.6	Install more signboard and poster related to OSH implementation	On-going.	Completed and continuous implementation.
			D.3.1.7	Select the PIC for emergency condition and train them for the accident emergency action (mill)	Completed	Completed
			D.3.1.8	Socialize to the emergency handling to the high risk workeplace workers	Done. Periodic review on-going	Done. Periodic review on-going
			D.3.1.9	Review annually the HIRADC base on the operational evaluation or accident happen during a year	Done. Periodic review on-going	Done. Periodic review on-going
			D.3.1.10	Emergency socialization for all workers	Done. Periodic review on-going	Done. Periodic review on-going
	OHS Training Programme	D.3.2.1	Arrange OSH training identification and training program	On-going.	Completed and continuous implementation.	
		D.3.2.2	Arrange the timebound plan for training, socialization, simulation related to OSH	On-going.	Completed and continuous implementation.	
		D.3.2.3.	Training ISO 45001 or training from Ministry of Manpower to ensure the competency base on government qualification for OSH/Sust Dept	Yet to commence.	Yet to commence.	
	Provision of PPE and protection from chemical exposure	D.3.3.1	Provide safety equipment to handle emergency on the workplace related to chemical i.e emergency shower and eye washer in chemical warehouse, etc	On-going.	On-going.	
		D.3.3.2	Provide the sufficient PPEs for the sprayer	Completed and implemented.	Completed and continuous implementation.	
		D.3.3.3	Provide the PPEs storage for the sprayer to avoid contamination in their house	On-going.	On-going.	
		D.3.3.4	Socialization on the chemical (pestiside and fertilizer) direct body contact to the worker as well as the community (suggest the community not to take and consume the palm fruit taken from the farm)	On-going.	Completed and continuous implementation.	
		D.3.3.5	Socialization not to use the waste bin for water storage	On-going.	On-going.	

		D.3.3.5	Evaluate PPEs quality and consider other treatment to minimise risk	Completed and implemented. PPE evaluation carry out annually.	Completed and implemented. PPE evaluation carry out annually.
		D.3.3.6	Conduct the specific annual medical surveillance for workers	On-going.	On-going.
		D.3.3.7	Conduct the rotation of chemical sprayers to reduce chemical contamination of their body	On-going	On-going
		D.3.3.8	Provide sufficient warehouse to store the hazardous waste	Done.	Completed and continuous implementation.
		D.3.3.9	Engage with the licensed user to take out the hazardous waste	Completed	Completed and continuous implementation.
	Provision of accident insurance for all workers	D.3.4.1	Update the percentration of payment in the HR and Employment Manual with regards to NASSCORP membership	Done.	Completed and continuous implementation.
		D.3.4.2	Make sure the deduction have a power of attorney from the worker	On-going.	On-going.
		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 2015	On-going.	On-going.
	Provision of adequate housing and health facility for the workers and family	D.3.5.1	Educate the worker on the housing maintenance since commonly the community house is different to the house provided by company. It is include to the proper usage of toilet.	On-going.	On-going.
		D.3.5.2	GVL to provide dedicated doctor in each of the central clinic and make schedule to visit other clinic in other site.	Completed the process re-organized with MOH to operate a VMO in Sinoe and GK. VMOs have been assigned by MOH for GVL Clinics and refer serious cases to nearby Hospitals.	Completed the process re-organized with MOH to operate a VMO in Sinoe and GK. VMOs had been assigned by MOH for GVL Clinics and refer serious cases to nearby Hospitals.