No	GOVERNANCE		Activity		Sub-activity	1	2 3	mon 4		6	7	12 8 9	mont 10	ths 11	12 1	3 14	18 m		s 17 1	Update 30th June 2019
A.1	Structure	A.1.1	Review and strengthen organization structure (especially the sustainability	A1.1.1 A1.1.2	Review and finalization of organization structure Establish role function, job description, and authority level		H		-				+							Done Nearly completed.Target Aug. 2019
			team and GIS team) to allow clear role and collaboration between teams.	A1.1.3	Resource audit and hiring of relevant people to fill in any gaps in the structure															Audit nearly completed (Target aug 2019); Hiring completion Jan 2020.
				A1.1.4	Socialization and implementation of new organization structure															Yet to commence. Target Sep. 2019
A 2	Coordination and	A 2 1	Establish regular meetings on	A.1.1.5 A.2.1.1	Evaluation of organization structure Establish regular meeting on mill/plantation level and regional level															Yet to commence. Target Sep. 2020 On-going
M.Z	Oversight	M.Z.1	sustainability issues	A.2.1.2	Establish sustainability steering committee and its regular meeting				_											On-going
		4 2 2	Establish sustainability related Key		Establish clear KPIs for sustainability team			4		_										Done
		74.2.2	Performance Indicators	A.2.2.2	Establish additional sustainability related KPIs for non-sustainability teams															On-going
_				A.2.2.3	Evaluation of KPIs															Yet to commence. Target Apr. 2010
.3	Talent and Culture	A.3.1	Training / Capacity Building	A.3.1.1	Conduct training needs assessment to create sustainability training plan for relevant people															On-going
.4	Infrastructure and	A.4.1	Establish relevant policies and SOPs	A.3.1.2 A.4.1.1	Implement and establish a training record Establish SOP on stakeholder management															On-going On-going
	logistics			A.4.1.2 A.4.1.3	Establish SOP and system to track legal requirement Establish SOP for boundary demarcation and its maintenance				+	-										On-going On-going
				A.4.1.4	Review and update FPIC and PM SOP according to:				+	-										On-going. Compltion in July 2019
					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															
				A 4 1 5	Establish SOP for participatory mapping for disputed areas					-			+		+	-				On-going
					Establish SOPs for mill operations in appropriate languages Establish SOP for monitoring of environmental management plan,															SOP done; language translation yet to commence On-going. Completion in Sep 2019
					implementation, and reporting Establish SOP for HCV HCS Peat management and monitoring				_	-			+		-	+				On-going. Completion in Sep 2020
				A.4.1.9	Establish SOP and system for grievance handling for both external and internal stakeholders. Also add mediation step before legal option.															On-going. Completion in Sep 2019
					internal staxeholders. Also add mediadon step before legal option.															
				A.4.1.10	Establish SOP to describe the process of information sharing and															On-going. Completion in Sep 2019
				A.4.1.11	dissemination Review the recently announced Human Rights Defender Protection								+			+				On-going
					protocol by the RSPO and develop policy on human rights															
	1				Review Greenbook SOP to be clearer on pest attack intensity and IPM	LĪ	LI							\perp		_[L	L		On-going. Completion in Sep 2019
	1			A.4.1.13	Revise Greenbook SOP section 6.5.3 on empty pesticide package disposal			T	I	П		\Box	T			T			T	On-going. Completion in Sep 2019
	1			A.4.1.14	Review recruitment policy to include a statement on no recruitment of workers under 18 years old			ı	T	П	П		T			T				On-going
				A.4.1.15	Review recruitment policy to include non discrimination based on sexual orientation, union membership, and political affiliation			ı	T	T	П	T	t		Ħ	T	l			On-going
	1			A.4.1.16		Щ	\sqcup			I		_	+		\sqcup	+	1		\perp	On-going
									4	1										On-going On-going
					Establish policy to ensure no harrasment or abuse in the work place and reproductive rights are protected					1										On-going
					Establish policy on forced trafficked labor Establish SOP for waste management that cover all of the waste			1	+	+	Н									On-going On-going
				A.4.1.20	produced by operational including domestic waste. Establish policy to circumvent instigated violence to maintain peace			-	+	+	Н									On-going
					and order Establish SOP for third party FFB sourcing			-	+	+	Н					-				On-going
				A.4.1.22	Establish SOP for pollution and GHG emission mitigation or reduction															On-going
		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															Done. In operation.
					(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.)															
				A.4.2.2	Establish a clear hand over procedure and induction for new															On-going
				A.4.2.3	personnels on sustainability Strengthen the sustainability team in the documentation and filing			-	-				+		$^+$	+				Done. In operation.
					system (hard and soft copy). Need to be enforced through KPIs															
				A.4.2.4	Strengthen the capacity of the sustainability team to ensure rigorous			+	+	+	+		+		\dashv	+	1			On-going
					data record (meeting minute, evidences, endorsements,) for every meeting with communities/ complaints.															
				A.4.2.5	Evaluation of data and document management															Yet to commence. Target Apr. 2010
		A.4.3	Tracking of legal	A.4.3.1	Establish a list of legal requirement and the copy of laws and regulations															
				A.4.3.2	Establish a comprehensive system to track legal requirements, its update and its compliance analysis, including personnel in charge,															On-going
					source of information, and frequency of update to track the regulation and legal law update.															
				A.4.3.3	Conduct an assessment of compliance (internal audit) to ensure that			4		_										On solar
				A.4.3.4	all legal requirements are fulfilled															On-going
					Conduct an assessment of compliance (internal audit) to ensure that all legal requirements are fulfilled															
		A.4.4	Establish baseline maps	A.4.4.1	Establish clear and agreed baseline maps for: - soil fragility map															Done. In regular use
					- slope map - HCV and HCS maps															
					Community map and participatory maps Land conflict map / encroachment area															
	1				- Area planted / developed															
	1			A.4.4.2	Establish clear guidance on map production, verification, approval and				+	+	H	+	+	1	+	+	-		+	Done. In regular use
	1				sharing. Ensure that RSPO needs are followed.															
	1	A.4.5.	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.)	П		T	T	Τ	П	\Box	T			T				Done. Procurement of neew resources on-going
	1			A.4.5.2	Fulfilment of logistical needs	H		+	+	+		-	+	-	\vdash	+	-		-	Yet to commence. Oct 2019.
	ENVIRONMENTAL MAI		ENT Organize a training on the new HCS	B.1.1.1	Explore opportunity for HCS training with HCSA Africa and attend			$\frac{1}{1}$	\pm	$\dot{\top}$		+	÷		\pm	+	_	_	_	Internal training scheduled for Sep. 2019. Exfrica tra
	No development of and conservation of HCS areas	0.1.1	Approach especially on:		training when available	Ц		1			Ш		1		\sqcup	+	-			opportunities.
		B.1.2	Review the previous HCS work (Grand	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 updated			f				1			H					Yet to commence. Target Jul 2019. On-going. Target completion Oct 2019
	1			B.1.2.2	HCS reports and maps to be submitted to HCSA Ground check of HCS clearance claim and develop remediation action.			Ť	\dagger	\dagger	H	1	\dagger		\forall	\dagger				On-going. Target completion Oct 2019
	1		community livelihoods programme (COPP perspective and alternative		Develop and implement the ICLUP (Integrated Conservation and Land Use Planning)															
	1		livelihoods)							\perp										
				B.1.2.3	Define a prospective land acquisition plan for all the new development (Example: Barclayville, Tuazon, etc.)	Ш	Ш			\perp	Ш		╚	L	Ш	╚	\perp	L		Yet to commence. Subject to further consideration or proposed new areas
	No development of and conservation of	B.2.1	Develop management and monitoring plan as well as implementation for	B.2.1.1	Development of management and monitoring plan according to established HCV maps		LΠ					_]					1	L		On-going On-going
	HCV areas		protecting the HCV area.	B.2.1.2	Conduct socialization to Operations, workers and community to increase awareness and protection of HCV and HCS areas			T	I	П		\Box	T			T			T	On-going
	1			B.2.1.3	Conduct field inspections conducted regularly to ensure	H	\vdash	-	H	H		+	+	-	\vdash	+	-	-	-	On-going
	Yield improvement	B.3.1	Establishment of integrated pest	B.3.1.1	implementation of mitigation plan Establishment of IPM Plan, which contain identification of potential	Н	\vdash	- 1		F			+	+	+	+	-		-	Yet to commence. Target date Oct 2019
	without intensification of use		management		pests and thresholds, technic use to control (cultural, biological, mechanical and physical methods) pest attacking, identify and plant															
	of chemical pesticides				native species used as part of biological control method refer to SOP															
	and fertilizers				and Concession Agreement.	Ц	Ш	1	1	\perp			1			1				
	1			B.3.1.2	Having well documented IPM implementation records including records of training to IPM workers	Ш	Ш													Yet to commence. Target date Oct 2020
			December of DOME for familians	1000	Conduct study of the optimum area for POME application for effluent			П		1	1 1	Г	1	1 -	ıΤ	1	1 -	. –	Т	On-going
		B.3.2	Proper usage of POME for fertilizers	B.3.2.1	mill with capacity 40 mt FFB/hour and for new pond capacity															
		B.3.2	Proper usage of POINT for fertilizers	B.3.2.1	mill with capacity 40 mt FFB/hour and for new pond capacity Tarjuowon North (TNRE) estate/TRJM needs to record how much the			1	\downarrow				+			-				On-going

Process	D 4	Greenhouse gas	B.4.1	Report and reduce greenhouse gas	B.3.2.3 B.4.1.1	Building of additional POME pond Conduct assesment of pollution and GHG emission resource from the							H						Yet to commence. Subject to on-going research On-going. Target completion Oct 2019
Management 1	5.4		B.4.1			entire operational aspect		+										_	
Part						emission		+											
The content of the	B.5	Waste management	B.5.1	Improve waste management		ver.3.1 and report it to RSPO		₽					+			-		-	
The control of the				,		refer to regulation.								-			-	-	
Manual Continue						warehouse base on the EMPL regulation section 64													
The content of the					B.5.1.3														Done. Iterrative process.
The content of the					B.5.1.4													+	On-going. Target completion Sep 2019
Part					B.5.1.5	Arrange logbook for hazardous warehouse. Some of the amount must													On-going
1.						pesticide bin in to the hazardous warehouse must be consider to the													
Le Cognition No. Operating princing No. Control of the con					D E 1 6														On going
1. Desput Publisher 1.5.1 Proport on agricultural process of the common and process of t					B.3.1.0	separation of domestic waste into organic and inorganic waste to													Oirgoing
Manual Continues Manual Cont	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					П								Yet to commence. But backgroudn data available and being updated. Target date Apr 2020
Miles					B.6.1.2	GVL should calculate how much renewable energy use per ton CPO or													Yet to commence. But backgroudn data available and being updated. Target date Apr 2021
1						transport and machinery operations and electricity use in operations.													
Part		FPIC Process	C.1.1	Review all FPIC process to fulfill any	C.1.1.1			Т	П		П		П	T		Т	T	Т	Nearly completed. Target Jul 2019
1.				process and documentation gaps															
Compared					C.1.1.2														In collaboration with Liberia Lands Authority (LLA) to
Color					C.1.1.3	Improve ESIA report by conduct participatory SIA assessment .							H						New ESIA yet to be undertaken. Subject to permit renewal
Compared and Com																			scredule. Will incorporate
2.1					C.1.1.4								П		П		7	1	Yet to commence
An expert to the control of the co			C.1.2	Review all MOUs to fulfill any process	C.1.2.1	SIA report	$\vdash \vdash$	+		+			+	+	\vdash	-	\dashv	+	On-going . Target completion July foir Sinoe; December for
			-	documentation gaps and the implementation level of each MOUs		include maintenance and refurbishment schedules (for specified													Grand Kru county.
Comment Comm				signed	-					+	+	+	+	+	\vdash	+	\dashv	+	Already Permanent. Annual review each end of year
2.1.1.1.0 feet. 1.1.1.1.1 feet. 1.1.1.1 feet. 1.1.1.1 feet. 1.1.1.1 feet. 1.1.1 feet. 1.1.					-						\vdash	+	+	+	\vdash		\dashv	+	
Community Comm																			
Page of the control					C.1.2.2														Done
Page of the control																			
Page 2016 Call Ca					C.1.2.3	Prepare the budget needed to fill the implementation gaps as per the agreed timeframe of each MOUs signed													Scheduled for Oct 2019
C2 despecial starting. C21 consequence of the control of the contr					C.1.2.4	Improve joint monitoring (GVL and communities) of MoU													On-going. Report target Dec 2019
Service And Configuration Continued and Continued and Continued Co						implementation and release an annual report													
See See Seed on the properties of season of protection or commenced markets (CPF recognition). Companies of the protection of the protect					C.1.2.5			T											On-going
Indicate the production of community bording (CL) Appealed sharing CL1 Appealed sharing CL2 Appealed sharing						areas developed non planted (infrastructure, conservation, etc.)													
dependent building C.2.1 Improve the system to marker that control to control to the control to control to the control to control to control to the control to contro						and the implication on communities benefits (CDF, employment,													
Secretary Continued Cont																			
decomposition of growing and principles and princ					C.1.2.6														On-going
decomposition of growing and principles and princ																			
resolution of conflict Interiors, training and appropriate names Associated to the complete and appropriate names C.2.1.2. Each interior of conflict C.3.1.3. Count and all Counters, related to groups or extract bits for charged or propriate and appropriate and appro	C.2	of conflict and	C.2.1	complaints or grievances including land	C.2.1.1	documentation and resolution process. Deeper training for social													On-going
C3.1 Catable in service contributes of CVS greater or southern are grouping of contributes of CVS greater or southern are grouping or contributes of CVS greater or southern are grouping or contributes				effective, timely and appropriate manner		member per estate to be in charge of the complaint management													
C2.1.1.1 Content resolution be primaries resolution as properly be contained and decrease to the document of primaries resolution are properly be contained and decrease to the document of primaries resolution are properly be contained and decrease to the document of the primaries and complete in each fiction and other for the primaries and complete in each fiction and other for the primaries and complete in each fiction and other for the primaries and complete in each fiction and other for the primaries and complete in each fiction and each of the primaries and contained and containe				(internal and external)															
Land and access to the document C. 1.6. Contain and access to the document C. 1.6. Contain and access to the document C. 1.6. Contain and access to the company of prevention and complaint in the contained of the contained and contained a					C.2.1.2														Not yet established. Target Aug 2019.
Land and access to the document C. 1.6. Contain and access to the document C. 1.6. Contain and access to the document C. 1.6. Contain and access to the company of prevention and complaint in the contained of the contained and contained a					C 2 1 3	Encure that all documents related to grievance resolution are properly													On-going
controlled Call C					C.2.1.3														Orrgonig
decision making to term of improvement (biskeholder engagement, etc.)					C.2.1.4														On-going
C3 Open and C3.3 Stakeholder management system constructive engagement with book introduced and for registeries, success, etc.) at Continue stakeholders subgroup and categorisation (C5.0), development organization, vortex, etc.) at Country level international level stakeholders C4.1 Community programment C5 Community programment C6 Community programment C7.1 Develop appropriate land tensure study C4.1 Implementation of CDF C4.1 Implementation of CDF C4.1 Implementation of CDF C4.1 Implementation of CDF C4.1 Continue the channeling of funds as agreed to the community development or topic study and international level internationale						decision making in term of improvement (stakeholder engagement,					Н								
C3 Open and C3.3 Stakeholder management system constructive engagement with book introduced and for registeries, success, etc.) at Continue stakeholders subgroup and categorisation (C5.0), development organization, vortex, etc.) at Country level international level stakeholders C4.1 Community programment C5 Community programment C6 Community programment C7.1 Develop appropriate land tensure study C4.1 Implementation of CDF C4.1 Implementation of CDF C4.1 Implementation of CDF C4.1 Implementation of CDF C4.1 Continue the channeling of funds as agreed to the community development or topic study and international level internationale																			
and their respective disapora, governorm, CSD, development ordinated in contractive engagement with local, retitoral and south and their respective disapora, governorm, CSD, development ordinated in contractive engagement with local, retitoral and south and their respective engagement with local, retitoral and south engagement with local and south engagement engageme					C.2.1.5						П				П		Ī		Started in May 2019. On-going
and their respective disapora, governorm, CSD, development ordinated in contractive engagement with local, retitoral and south and their respective disapora, governorm, CSD, development ordinated in contractive engagement with local, retitoral and south and their respective engagement with local, retitoral and south engagement with local and south engagement engageme											Ш	\perp							
County reel	C.3	constructive	C.3.1	Stakeholder management system	C.3.1.1	and their respective diaspora, government, CSO, development													Done
takeholders C.1.1.2 Overloop objected of information requests and responses. C.1.1.3 Overloop of maintains list of publicly available document and the stakeholder related to tribus information C.1.1.4 Stakeholder on the community C.1.1.5 Stakeholder on the community C.1.1.5 Stakeholder on the communities whether any program is postported C.1.1.5 Overloop appropriate land tenure study in order to understand the tradistional and ownership system in a community and ownership system in a community and ownership program in a community and ownership pro		local, national and				County level													
C3.13 Develop and maintain list of publicly available document and the stakeholder patter to those information C3.14. Set up the stakeholder patter to those information C0.25 C3.14. Set up the stakeholder pattern per County of operation C3.14. Set up the stakeholder pattern per County of operation C3.14. Set up the stakeholder pattern per County of operation C3.14. Set up the stakeholder pattern per County of operation C3.14. Set up the stakeholder pattern per County of operation C3.14. Set up the stakeholder pattern per County of operation C3.14. Set up the stakeholder pattern per C4.15. Stabible health information on the progress or C075, strategy and intelligence to fulfill this commitment in the progress or C075, strategy and intelligence to fulfill this commitment in the progress or C075, strategy and intelligence to fulfill this commitment in the progress or C075, strategy and intelligence to provide guidance on conducting land tenure study in order to committee the artisticular development of the commitment of the commitment in the progress or C075, strategy and intelligence to provide guidance on conducting land tenure study in order to committee the artisticular development of conducting land tenure study in order to conducting land tenure study in order to committee the artisticular development of conducting land tenure study in order to conducting land tenu																			
C3.1.1 Set up the stakeholder related to those information C3.1.1 Set up the stakeholder platform procurbly of peration C3.1.1 Set up the stakeholder platform procurbly of peration C4.1 Implementation of CDF C4.1.1 Continue the channeling of funds as agreed to the community C4.1.2 Establish detailed information on its progress on CDF, strategy and timeline to fulfill this commitment in its progress report. In addition, the company and program is postpointed C4.1.2 Continue the brainforminement in its progress report. In addition, the company and program is postpointed C4.1.3 Continue the brainforminement in its progress report. In addition, the company and program is postpointed C4.1.2 Continue the brainforminement in its progress report. In addition, the company and program is postpointed C5.1.1 Develop appropriate land tenure study a content of the brainforminement in its progress report. In addition, the company and program is postpointed C5.1.1 Improve Land Tenure Study according to RSPO guideline 2015 guideline 2015 guideline to provide guidance on conversiby system in a community and nuterated the traditional land ownership system in a community and nuterated the traditional land ownership system in a community and nuterated the traditional land ownership system in a community and nuterated the traditional land ownership system in a community and nuterated the traditional land ownership system in a community and nuterated the surface of the sustainability staff on the new land Act and the potential implication on the outreach C5.1.1 Responsible C5.1.1 Responsible C6.1.2 Improving Participatory Mapping according to RSPO guideline 2015 guide								Ļ			H		Ħ				#	+	
C4.1 (and tenure rights can be considered to the community development programmes) C5. Land tenure rights C5.1 (and tenure rights can be community and considered the traditional land ownership system in community with the community development and financincing methods are provided guidance on considered and transparent for call implication on the outreach state of the community with the community development of the community with the community with the community of the community with the community wi						stakeholder related to those information				\perp		\perp	+1	+	\sqcup	-	4	+	
Stablish 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.	C4	Community	C.4.1	Implementation of CDF					\sqcup	\perp		+	\vdash		\vdash	-	-	+	
timeline to fulfill this commitment in its progress report. In addition, the company shall also inform the communities whether any program is postponed C.4.1.3 Continue the brainstorming with IDH and keys stakeholder on the COPP C.5.1 Develop appropriate land tenure study in order to understand the traditional land ownership system in a community and rules and mechanism in ownership transfer D.1 Responsible Employment D.1.1 Documented and transparent Employment D.1.1.1 Documented and transparent excruitment process prioritizing local community base on single MoU D.1.1.2 Calculate the worker quota of every county can be recruited base on manpower requirement and potential MoU released D.1.1.3 Develop, disclose and implement a transparent recruitment procedure for skilled/specialized position and non skilled position on a rease planted prior to any communication to the communities for		development								+	+	+	++	+	\vdash	+	\dashv	+	
California Cal					1	timeline to fulfill this commitment in its progress report. In addition, the company shall also inform the communities whether any program													-
CS Land tenure rights CS Land tenure study in order to understand the traditional land on conducting land tenure study in order to understand the traditional land on community and not understand the traditional land on community and rules and mechanism in ownership yetter in community and rules and mechanism in ownership transfer CS Land tenure rights CS Land tenure rights CS Land tenure rights CS Land tenure study in order to understand the traditional land on conducting land tenure study in order to understand the traditional land on community and rules and mechanism in ownership transfer CS Land tenure rights CS Land tenure rights CS Land tenure study in order to understand the traditional land on conducting land tenure study in order to understand the traditional land on community and rules and received land transparent recruitment process prioritizing local community base on signed Motification of the community base on signed Motification to the community base on signed Motification of the community base on					C.4.1.3	is postponed Continue the brainstorming with IDH and keys stakeholder on the													On-going. Reviewing a suitable model and financincing
guidelines to provide guidance on conducting land terus study in order to understand the traditional land convership system in a community and nules and mechanism in ownership transfer D.1 Responsible Employment D.1.1 Documented and transparent recruitment D.1.1 Documented and transparent recruitment D.1.1 Documented and provide in a conversion of the sustainability staff on the new land Act and the potential implication on the outreach D.1.1 Congoing D.1.1.1 Documented and transparent recruitment D.1.1.2 Congoing D.1.1.3 Documented and provide in a conversion of the sustainability staff on the new land Act and the potential implication on the outreach D.1.2 Congoing D.1.3 Documented and provide in a conversion of the sustainability staff on the new land Act and the potential implication on the outreach D.1.2 Congoing D.1.3 Documented and transparent recruitment process prioritizing local community base on signed Motil D.1.3 Documented and provide in a conversion of the sustainability staff on the new land Act and the potential Motil released D.1.2 Congoing D.1.3 Documented and transparent recruitment procedure for skilled/apecialized position and non skilled pos																			
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transfer				understand the traditional land						\perp	$\sqcup \!\!\! \perp$	\perp				1	_	\perp	
D.1.1 Documented and transparent recruitment process prioritizing local community base on sinced MoU D.1.2 Calculate the worker quota of every country can be recruited base on manpower requirement and potential MoU released D.1.3 Develop, disclose and implement a transparent recruitment procedure for skilled/specialized position and non-skilled position and non-skill				rules and mechanism in ownership	C.5.1.3														rec to commence, ranget date Jan 2020
Employment recruitment signed MoU D.1.1.2 Calculate the worker quota of every county can be recruited base on manpower requirement and potential MoU released D.1.1.3 Develop, disclose and implement a transparent recruitment procedure for skilled/specialized position and non-skilled position an	D 1	Responsible	D.1 1		D.1 1 1	Ensure the recruitment process originitizing local community back on					Ħ		Ħ				#	#	
D.1.1.3 Develop, disclose and implement a transparent recruitment procedure for skilled/specialized position and non-skilled position D.1.1.4 Ensure full alignment with the Operation and Social team on areas planted prior to any communication to the communities for	5.1		J.1.1.			signed MoU				\perp	\vdash	-	+1	+		-	\dashv	+	
for skilled/specialized position and non skilled position D.1.1.4 Ensure full alignment with the Operation and Social team on areas planted prior to any communication to the communities for					J.1.1.2	manpower requirement and potential MoU released													0 m @
for skilled/specialized position and non skilled position D.1.1.4 Ensure full alignment with the Operation and Social team on areas planted prior to any communication to the communities for																			
D.1.1.4 Ensure full alignment with the Operation and Social team on areas planted prior to any communication to the communities for					D.1.1.3								П						Yet to commence. Target date Oct 2019
areas planted prior to any communication to the communities for																			
areas planted prior to any communication to the communities for					D.1.1.4	Ensure full alignment with the Operation and Social team on	\vdash			+			+	+	\vdash	+	\dashv	+	On-going
						areas planted prior to any communication to the communities for													
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				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								On-going
					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								
				D.1.1.6	Set up the publication of the community recruitment to external								Yet to commence. Target date Apr 2020
					stakeholder GVL support the local worker to have the ID	+							Yet to commence. Target date Apr 2020
		D.1.2	Acquaint the employee to the company	D.1.2.1	Establish a policy or procedure for new employee/worker include								On-going
					socialization of regulacy, CBA, job description, contract, recruitment related to MoU, working hours, etc								
				D.1.2.2	New Employee orientation: socialization of regulacy, CBA, job description, contract, recruitment related to MoU, working hours, etc								On-going
		D.1.3	Ensure provision of proper contract	D.1.3.2	Identify the worker who have not signed a contract Make sure the worker keep the copy of the contract								On-going
				D.1.3.3	Consider the workers who do not speak english, and arrange the contract with their language								Yet to commence. Target date Oct 2019
				D.1.3.4	Revise the contract format, and add on the other relevant information i.e. working hours, union membership and the								Yet to commence. Target date Oct 2019
					membership fee								
		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 relevant workers. So, for current workers who have had a contract so company								On-going
					needs to arrange the power of attorney to company to deduct their salary for NASSCORP, union, etc								
				D.1.4.2	Consider to implement the regulation that stated in the HR manual to								Yet to commence. Target date Oct 2019
					review the basic salary annually Propose to initiate a living wage study for the workers								Yet to commence. Target date Aug 2020
		D.1.5	Ensure compliance of working time	D.1.5.1 D.1.5.2	Conduct the SOP of finger printing Conduct the procedure/policy of break time of worker that need to								On-going On-going
				D.1.5.3	stand by i.e, security, machine operator in mill, etc Working hour procedure in CBA needs to adjust to the regulation						-		On-going
					stated in HR and Employement refference Manual								
				D.1.5.4	Procedure to conduct the over time working (overtime agreement								On-going
				D.1.5.5	letter, detail payment) Manage the working and overtime hour for FFB driver at the certain								On-going
					condition. i.e ffb truck driver stuck due to bad road condition								
		D.1.6	Implementation of Child Labor and		Ensure proper working permit for all expat staff								On-going
			forced labour policy	D.1.6.2	Increase the socialization on No Clhild Labor and no forced labour through poster or directly in the morning muster	Ш	\perp		$\sqcup \! \! \! \perp$	$\sqcup \sqcup$	\perp		Already commenced. On-going
		D.1.7	Provide education access for all children	D.1.6.3 D.1.7.1	Socialization to the community about No child labor Conduct the education need assessment to analyse the infrastructure		+					+	Already commenced. On-going Commenced . An Education Support Program under
					requierement for education implementation in the farm. This is to ensure the which public government school that available and which								implementation from 2019-20 academic year. Include: support to additional 22 public schools in operational a
					public company's spnsored school needs to set up (Please see CBA								
				D.1.7.2	page 12) Engange CRC and relevant parties to arrange the planning for		+	+					Commenced . Communities part of the Education Sup
					education facilities as promised in the CA								Program under implementation from 2019-20 academ year. Includes support to additional 22 public schools i
				D.1.7.3	Engage the government (MOE) to set up "Free and Compulsory Early		+		$\vdash \vdash$	+++	+	+	operational areas. Commenced . MOU arrangement with MoE under the
				2.2.7.3	Childhood Education" base on national liberia program 2017 in the								Education Support Program
					farm for all of the children in the farm and the community within age 3 to 5 (Please see CBA page 12)								
				D.1.7.4	Propose sufficient transportation to reach the school for worker	+	+				+		On-going. To be upgraded as part of the Education Sup
				D.1.7.5	children as weel as community near the site Propose to build the company sponsored school base on the								Program . On-going
					assesment								
				D.1.7.6	Communicate to the national and internal stakeholder on education plan and progress in GVL								On-going On-going
				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								Yet to commence. Target Apr 2020
				D.1.7.8	be join to GVL as employee Involve the GVL staff as the teacher in the school and LCC can set up								Yet to commence. Target Apr 2020
					the curiculum for that	ш							
		D.1.8	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. To be intensified.
				D.1.8.2	Develop learning center committee (LCC) to handle the training								Yet to commence. Target date Oct 2019
		D.1.9	Establish system to prevent and handle	D.1.9.1	Arrange the procedure to handle the sexual harrasment and								Yet to commence. Target date Aug 2020
		D.1.9	Establish system to prevent and handle sexual harrasment	D.1.9.2	persecution case Form a gender committee								Yet to commence. Target date Aug 2020
			sexual harrasment		persecution case Form a gender committee Socialization on sexual harrasement persecution and the way to report the case base on SOP made before								
	Respect the right of association and			D.1.9.2	persecution case Form a gender commilitee Socialization on sexual harrasement persecution and the way to report								Yet to commence. Target date Aug 2020
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