

# **RSPO Principles and Criteria for Sustainable Palm Oil Production**

## *Guidance Document*

Format to emphasize Guidance for National Interpretation

March 2006



## **Guidance for fulfilling the Principles and Criteria for Sustainable Palm Oil Production**

### *Preamble*

Sustainable palm oil production is comprised of legal, economically viable, environmentally appropriate and socially beneficial management and operations. This is delivered through the application of the following set of principles and criteria, and the accompanying guidance.

These criteria and guidance will be applied for an initial pilot implementation period up to November 2007, and will be reviewed at the end of this period. The objective of the pilot implementation period is to enable field testing of the principles and criteria, and thereby allow guidance to be improved. The development of more detailed guidance for application of the principles and criteria by smallholders will be an important aspect of this. During this initial period, national interpretations will also be developed.

This Guidance Document defines indicators and guidance for each criterion. Indicators are specific pieces of objective evidence that must be in place to demonstrate or verify that the criterion is being met. Guidance consists of useful information to help the grower/miller and auditor understand what the criterion means in practice, including in some cases specific guidance for national interpretation of the criterion and for application by smallholders.



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## Guidance for fulfilling the Principles and Criteria for Sustainable Palm Oil Production

### Principle 1: Commitment to transparency

Criterion	Indicators and Guidance	Guidance for National Interpretation
<p>Criterion 1.1 Oil palm growers and millers provide adequate information to other stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages &amp; forms to allow for effective participation in decision making.</p>	<p>Indicators:</p> <p>Records of requests and responses must be maintained.</p> <p>Guidance:</p> <p>Growers and millers should respond constructively and promptly to requests for information from stakeholders.</p> <p>See criterion 1.2 for requirements relating to publicly available documentation.</p> <p>See also criterion 6.2 relating to consultation.</p>	<p>No specific guidance.</p>
<p>Criterion 1.2 Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p>	<p>Indicators:</p> <p>This concerns management documents relating to environmental, social and legal issues that are relevant to compliance with RSPO Criteria. Documents that must be publicly available include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> <li>• Land titles/user rights (criterion 2.2).</li> <li>• Health and safety plan (4.7).</li> </ul>	<p>For national interpretation, specific approaches to personal privacy safeguards, including any legal requirements, should be considered.</p>



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	<ul style="list-style-type: none"> <li>• Plans and impact assessments relating to environmental and social impacts (5.1, 6.1, 7.1, 7.3).</li> <li>• Pollution prevention plans (5.6).</li> <li>• Details of complaints and grievances (6.3).</li> <li>• Negotiation procedures (6.4).</li> <li>• Continuous improvement plan (8.1).</li> </ul> <p>Guidance:</p> <p>Examples of commercially confidential information include financial data such as costs and income, and details relating to customers and/or suppliers. Data that affects personal privacy should also be confidential.</p> <p>Examples of information where disclosure could result in potential negative environmental or social outcomes include information on sites of rare species where disclosure could increase the risk of hunting or capture for trade, or sacred sites which a community wish to maintain as private.</p>	
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## Principle 2: Compliance with applicable laws and regulations

Criterion	Indicators and Guidance	Guidance for National Interpretation
<p>Criterion 2.1 There is compliance with all applicable local, national and ratified international laws and regulations.</p>	<p>Indicators:</p> <ul style="list-style-type: none"> <li>• Evidence of compliance with relevant legal requirements.</li> <li>• A documented system, which includes written information on legal requirements.</li> <li>• A mechanism for ensuring that they are implemented.</li> <li>• A system for tracking any changes in the law.</li> </ul> <p>The systems used should be appropriate to the scale of the organisation.</p> <p>Guidance:</p> <p>Implementing all legal requirements is an essential baseline requirement for all growers whatever their location or size. Relevant legislation includes, but is not limited to, regulations governing land tenure and land-use rights, labour, agricultural practices (e.g., chemical use), environment (e.g., wildlife laws, pollution, environmental management and forestry laws), storage, transportation and processing practices. It also includes laws made pursuant to a country’s obligations under international laws or conventions (e.g. the Convention on Biodiversity, CBD).</p>	<p>For national interpretation, all relevant legislation should be identified, and any particularly important requirements identified. Contradictions and inconsistencies should be identified and solutions suggested.</p>



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	<p>For small-scale producers the focus should be on the grower having adequate knowledge of the main legal requirements and implementing them.</p> <p>Key international laws and conventions are set out in Annex 1.</p>	
<p>Criterion 2.2 The right to use the land can be demonstrated, and is not legitimately contested by local communities with demonstrable rights.</p>	<p>Indicators:</p> <ul style="list-style-type: none"> <li>• Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land.</li> <li>• Where there are, or have been, disputes, additional proof of legal acquisition of title and that fair compensation has been made to previous owners and occupants; and that these have been accepted with free prior and informed consent.</li> <li>• Absence of significant land conflict, unless requirements for acceptable conflict resolution processes (criteria 6.3 and 6.4) are implemented and accepted by the parties involved.</li> </ul>	<p>For national interpretations, any customary land use rights or disputes which are likely to be relevant should be identified.</p>
<p>Criterion 2.3 Use of the land for oil palm does not diminish the legal rights, or customary rights, of other users, without their free, prior and informed consent.</p>	<p>Indicators:</p> <ul style="list-style-type: none"> <li>• Maps showing extent of recognised customary rights (criteria 2.3, 7.5 and 7.6)</li> <li>• Copies of negotiated agreements detailing process of consent (criteria 2.3, 7.5 and 7.6)</li> </ul> <p>Guidance:</p>	<p>For national interpretations, any commonly encountered situations should be identified.</p>



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	<p>Where lands are encumbered by legal or customary rights, the grower must demonstrate that these rights are understood and are not being threatened or reduced. This criterion should be considered in conjunction with criteria 6.4, 7.5 and 7.6 . Where customary rights areas are unclear these are best established through participatory mapping exercises involving affected and neighbouring communities.</p> <p>This criterion allows for sales and negotiated agreements to compensate other users for lost benefits and/or relinquished rights. Negotiated agreements should be non-coercive and entered into voluntarily, carried out prior to new investments or operations and based on an open sharing of all relevant information in appropriate forms and languages, including assessments of impacts, proposed benefit sharing and legal arrangements. Communities must be permitted to seek legal counsel if they so choose. Communities must be represented through institutions or representatives of their own choosing, operating transparently and in open communication with other community members. Adequate time must be given for customary decision-making and iterative negotiations allowed for, where requested. Negotiated agreements should be binding on all parties and enforceable in the courts. Establishing certainty in land negotiations is of long-term benefit for all parties.</p> <p>For definition of 'customary rights', see definitions.</p>	
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### Principle 3: Commitment to long-term economic and financial viability

Criterion	Indicators and Guidance	Guidance for National Interpretation
<p>Criterion 3.1 There is an implemented management plan that aims to achieve long-term economic and financial viability.</p>	<p>Indicators:</p> <ul style="list-style-type: none"> <li>• A documented business or management plan (minimum 3 years).</li> <li>• A procedure in place to capture new information and techniques and a mechanism for disseminating this information throughout the workforce. For large organisations and smallholder management schemes this procedure must be documented.</li> </ul> <p>Guidance:</p> <p>Whilst it is recognised that long-term profitability is also affected by factors outside their direct control, top management must be able to demonstrate attention to economic and financial viability through long-term management planning.</p> <p>The business or management plan may contain:</p> <ul style="list-style-type: none"> <li>• Attention to quality of planting materials.</li> <li>• Crop projection = FFB yield trends.</li> <li>• Mill extraction rates = OER trends.</li> <li>• Cost of Production = cost per tonne of CPO trends.</li> <li>• Forecast prices.</li> </ul>	<p>No specific guidance.</p>





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	<ul style="list-style-type: none"><li>• Financial indicators.</li><li>• Suggested calculation – trends in 3-year running mean over the last decade (FFB trends may need to allow for low yield during major replanting programmes).</li></ul> <p>For smallholder management schemes the content would vary from that suggested.</p> <p>Growers should have a system to improve practices in line with new information and techniques. For smallholder schemes, the scheme management will be expected to provide their members with information on significant improvements.</p> <p>This criterion is not applicable to individual smallholders.</p>	
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### Principle 4: Use of appropriate best practices by growers and millers

Criterion	Indicators and Guidance	Guidance for National Interpretation
<p>Criterion 4.1 Operating procedures are appropriately documented and consistently implemented and monitored.</p>	<p>Indicators:</p> <ul style="list-style-type: none"> <li>• A mechanism to check consistent implementation of procedures.</li> <li>• Records of measurable results are maintained.</li> </ul> <p>Guidance:</p> <p>For individual smallholders working practices will have to be consistent with documented procedures provided by customers or smallholder organisations.</p>	<p>For national interpretation, national codes of practice or Best Management Practices (BMPs) should be referenced.</p>
<p>Criterion 4.2 Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>	<p>Indicators:</p> <ul style="list-style-type: none"> <li>• Monitoring of soil organic matter content trends.</li> <li>• Monitoring of net fertilizer inputs (farm gate measures of exports versus fertilizer use).</li> </ul> <p>Guidance:</p> <p>Long-term fertility depends on maintaining the structure, organic matter content, nutrient status and microbiological health of the soil. Managers should ensure that best agricultural practice is followed. Nutrient efficiency must take account of the age of plantations and soil conditions.</p>	<p>National interpretation should identify the range of appropriate techniques.</p>



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Criterion	Indicators and Guidance	Guidance for National Interpretation
	<p>Smallholders should be able to demonstrate that they have an understanding of the techniques required to maintain soil fertility and that they are being implemented.</p>	
<p>Criterion 4.3 Practices minimise and control erosion and degradation of soils.</p>	<p>Indicators:</p> <ul style="list-style-type: none"> <li>• Monitoring of percentage of ground surface protected from impact of raindrops.</li> <li>• Monitoring of percentage of planting on slopes above a certain limit (needs to be soil specific).</li> <li>• Presence of road maintenance programme.</li> </ul> <p>Guidance:</p> <p>Techniques that minimise soil erosion are well-known and should be adopted, wherever appropriate. This may include practices such as:</p> <ul style="list-style-type: none"> <li>• Planning and implementing ground clearance to minimise erosion.</li> <li>• Ensuring adequate ground cover and avoiding over-spraying of herbicides.</li> <li>• Using irrigation practices that are designed and implemented to minimise erosion.</li> </ul>	<p>National interpretation should refer to national guidance, and identify the best management practices and appropriate techniques for maintaining soil quality in local conditions, including guidance on soil types, and any appropriate performance thresholds, such as maximum acceptable slope gradient for planting.</p>



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Criterion	Indicators and Guidance	Guidance for National Interpretation
	<ul style="list-style-type: none"> <li>• Controlling erosion wherever needed, including terracing where appropriate.</li> <li>• Appropriately designing and maintaining roads.</li> <li>• Avoiding planting on steeply sloping land or highly erodible soil-types.</li> <li>• Maintaining and restoring riparian areas in order to minimise erosion of stream banks.</li> <li>• After felling the old stand, retaining residue where soil erosion risk is significant or a cover crop or rotation crop should be planted. Burning should not be used to remove residues, except in specific situations (see criterion 5.5).</li> </ul> <p>Smallholders should be able to demonstrate that they have an understanding of the techniques required to minimise soil erosion and that they are being implemented.</p>	
<p>Criterion 4.4 Practices maintain the quality and availability of surface and ground water.</p>	<p>Indicators:</p> <ul style="list-style-type: none"> <li>• An implemented water management plan.</li> <li>• Monitoring of effluent BOD.</li> <li>• Monitoring of mill water use per tonne of FFB .</li> </ul> <p>Guidance:</p>	<p>National interpretation should refer to national guidelines or best practice and where appropriate include performance thresholds for requirements such as the size and location of riparian strips or acceptable maximum runoff levels.</p>



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Criterion	Indicators and Guidance	Guidance for National Interpretation
	<p>Growers and millers should address the effects of their use of water and the effects of their activities on local water resources. Practices may include:</p> <ul style="list-style-type: none"> <li>• Taking account of the efficiency of use and renewability of sources.</li> <li>• Ensuring that the use of water does not result in adverse impacts on availability for downstream users.</li> <li>• Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones along all bodies of water.</li> <li>• Avoiding contamination of surface and ground water through run-off of soil, nutrients or chemicals, or as a result of inadequate disposal of waste.</li> <li>• Appropriate treatment of mill effluent and regular monitoring of discharge quality, which should be in compliance with national regulations.</li> </ul>	
<p>Criterion 4.5 Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.</p>	<p>Indicators:</p> <ul style="list-style-type: none"> <li>• Monitoring of pesticide toxicity units (a.i. x LD 50 / tonne of FFB).</li> <li>• Monitoring extent of IPM implementation / total ha.</li> </ul>	<p>National interpretation should provide further guidance on what practices are most appropriate for a particular country, and where needed, on practices which are</p>



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	<ul style="list-style-type: none"> <li>• A programme to monitor pests and diseases must be in place.</li> </ul> <p>Due to problems in the accuracy of measurement, monitoring of pesticide toxicity is not applicable to smallholders.</p> <p>Guidance:</p> <p>Growers should apply recognised IPM techniques, incorporating cultural, biological, mechanical or physical methods to minimise use of chemicals.</p> <p>Native species should be used in biological control wherever possible.</p>	<p>appropriate to smallholders.</p>
<p>Criterion 4.6 Agrochemicals are used in a way that does not endanger health or the environment. There is no prophylactic use, and where agrochemicals are used that are categorised as World Health Organisation Type 1A or 1B, or are listed by the Stockholm or Rotterdam Conventions, growers are actively seeking to identify alternatives, and this is</p>	<p>Indicators:</p> <ul style="list-style-type: none"> <li>• Justification of all chemical use.</li> <li>• Records of pesticide use (including active ingredients used, area treated, amount applied per ha and number of applications).</li> <li>• Documentary evidence that use of chemicals categorised as World Health Organisation Type 1A or 1B, or listed by the Stockholm or Rotterdam Conventions, and paraquat, is reduced and/or eliminated.</li> <li>• Use of selective products that are specific to the target pest,</li> </ul>	<p>National interpretation should consider: statutory requirements concerning pesticide use, lists of legally prohibited agrochemicals, agrochemical residues that should be tested for and the appropriate levels of residues, and best management practices for pesticide use or sources of information on these.</p>



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documented.	<p>weed or disease and which have minimal effect on non-target species should be used where available. However, measures to avoid the development of resistance (such as pesticide rotations) are applied.</p> <ul style="list-style-type: none"> <li>• Chemicals should only be applied by qualified persons who have received the necessary training and should always be applied in accordance with the product label. Appropriate safety equipment must be provided and used. All precautions attached to the products should be properly observed, applied, and understood by workers. Also see criterion 4.7 on health and safety.</li> <li>• Storage of all chemicals as prescribed in FAO Code of Practice (see Annex 1). All chemical containers must be properly disposed of and not used for other purposes (see criterion 5.3).</li> <li>• Application of pesticides by proven methods that minimise risk and impacts. Pesticides are applied aurally only where there is a documented justification.</li> <li>• Evidence of CPO residue testing, as required by the supply chain.</li> <li>• Proper disposal of waste material, according to procedures</li> </ul>	



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Criterion	Indicators and Guidance	Guidance for National Interpretation
	<p>that are fully understood by workers and managers. Also see criterion 5.3 on waste disposal.</p> <ul style="list-style-type: none"> <li>Annual health screening for pesticide operators.</li> </ul> <p>Guidance:</p> <p><b><i>Note: RSPO will identify safe and cost effective alternatives to replace chemicals that are categorised as World Health Organisation Type 1A or 1B, or listed by the Stockholm or Rotterdam Conventions, and paraquat. Results will be collated and reported by November 2007.</i></b></p>	
<p>Criterion 4.7 An occupational health and safety plan is documented, effectively communicated and implemented.</p>	<p>Indicators:</p> <p>The health and safety plan covers the following:</p> <ul style="list-style-type: none"> <li>A health and safety policy, which is implemented and monitored.</li> <li>All operations where health and safety is an issue have been risk assessed and procedures and actions are documented and implemented to address the identified issues. All precautions attached to products should be properly observed and applied to the workers.</li> <li>All workers involved in the operations have been adequately trained in safe working practices (see also criterion 4.8).</li> </ul>	<p>For national interpretation, all legal requirements together with any local or national guidance on safe working practice in agriculture should be identified and used. It will also be important to identify what constitutes a 'hazardous' operation in the local context.</p>





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Criterion	Indicators and Guidance	Guidance for National Interpretation
	<p>Adequate protective equipment should be available to labourers at the place of work to cover all potentially hazardous operations, such as pesticide application, land preparation, harvesting and, if it is used, burning.</p> <ul style="list-style-type: none"> <li>• The responsible person should be identified. There are records of regular meetings between the responsible person and workers where concerns of workers about health, safety and welfare are discussed.</li> <li>• Accident and emergency procedures should exist and instructions should be clearly understood by all workers. Accident procedures should be available in the appropriate language of the workforce. Workers trained in First Aid should be present in both field and other farm operations and first aid equipment should be available at worksites. Records should be kept of all accidents and periodically reviewed. Workers should be covered by accident insurance.</li> <li>• Recording of occupational injuries. Suggested calculation: Lost Time Accident (LTA) rate (either specify acceptable maximum, or demonstrate downward trend).</li> </ul> <p>Guidance:</p> <p>Growers and millers should ensure that the workplaces, machinery, equipment, transport and processes under their</p>	



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	<p>control are safe and without undue risk to health. Growers and millers should ensure that the chemical, physical and biological substances and agents under their control are without undue risk to health when appropriate measures are taken. A safe and healthy working environment should be provided for all workers whether they are employees or contractors.</p> <p>The health and safety plan should also reflect guidance in ILO Convention 184 (see Annex 1).</p> <p>For individual smallholders, a more informal approach to documentation and record keeping is acceptable, provided that working practices for all workers are safe.</p>	
<p>Criterion 4.8 All staff, workers, smallholders and contractors are appropriately trained.</p>	<p>Indicators:</p> <ul style="list-style-type: none"> <li>• A formal training programme that includes regular assessment of training needs and documentation of the programme.</li> <li>• Records of training for each employee are kept.</li> </ul> <p>The training programme should be appropriate to the scale of the organisation.</p> <p>Guidance:</p> <p>Training should be given to all staff, workers and contractors by growers and millers to enable them to fulfil their jobs and</p>	<p>For national interpretation, appropriate occupational training qualifications should be identified.</p>



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	<p>responsibilities in accordance with documented procedures, and in compliance with the requirements of these principles, criteria and guidance.</p> <p>Workers on smallholder plots also need adequate training and skills and this can be achieved through extension activities of growers or mills that purchase fruit from them, by smallholders' organisations, or through collaboration with other institutions and organisations. For smallholders training records should not be required but anyone working on the farm should be adequately trained for the job they are doing.</p>	



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## Principle 5: Environmental responsibility and conservation of natural resources and biodiversity

Criterion	Indicators and Guidance	Guidance for National Interpretation
<p>Criterion 5.1 Aspects of plantation and mill management that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.</p>	<p>Indicators:</p> <ul style="list-style-type: none"> <li>• Documented impact assessment.</li> <li>• Appropriate management planning and operational procedures.</li> <li>• Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change should be developed.</li> </ul> <p>Guidance:</p> <p>Environmental impact assessment may cover the following activities:</p> <ul style="list-style-type: none"> <li>• Building new roads, processing mills or other infrastructure.</li> <li>• Putting in drainage or irrigation systems.</li> <li>• Replanting or expansion of planting area.</li> <li>• Disposal of mill effluents (see criterion 4.4);</li> <li>• Clearing of remaining natural vegetation.</li> </ul> <p>Environmental impacts may be identified on soil and water resources, air quality (see criterion 5.6), biodiversity and</p>	<p>National interpretation should consider any national legal requirements together with any other issues that are not required by law but are nevertheless important.</p>



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Criterion	Indicators and Guidance	Guidance for National Interpretation
	<p>ecosystems, and people’s amenity (see criterion 6.1 for social impacts), both on and off-site.</p> <p>Stakeholder consultation has a key role in identifying environmental impacts. The inclusion of consultation should result in improved processes to identify impacts and to develop any required mitigation measures.</p> <p>It is important that where activities, techniques or operations change over time, identifications of impacts, and any required mitigation, are updated as necessary.</p> <p>For smallholder schemes, the scheme management has the responsibility to undertake impact assessment and to plan and operate in accordance with the results. Individual smallholders would not be expected to undertake formal impact assessments (unless there is a legal requirement) but should have a good understanding of the potential negative impacts of their activities and appropriate mitigation techniques.</p>	
<p>Criterion 5.2 The status of rare, threatened or endangered species and high conservation value habitats, if any, that exist in the plantation or that could be affected by plantation or mill</p>	<p>Indicators:</p> <p>Information should be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover:</p> <ul style="list-style-type: none"> <li>• Presence of protected areas that could be significantly</li> </ul>	<p>For national interpretation, appropriate sources of information include government or international lists of threatened species (‘red data lists’), national wildlife protection legislation, authorities responsible</p>



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Criterion	Indicators and Guidance	Guidance for National Interpretation
<p>management, shall be identified and their conservation taken into account in management plans and operations.</p>	<p>affected by the grower or miller.</p> <ul style="list-style-type: none"> <li>• Conservation status (e.g. IUCN status), legal protection, population status and habitat requirements of rare, threatened, or endangered species, that could be significantly affected by the grower or miller.</li> <li>• Identification of high conservation value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower or miller.</li> </ul> <p>If rare, threatened or endangered species, or high conservation value habitats, are present, appropriate measures for management planning and operations will include:</p> <ul style="list-style-type: none"> <li>• Ensuring that any legal requirements relating to the protection of the species or habitat are met.</li> <li>• Avoiding damage to and deterioration of applicable habitats.</li> <li>• Controlling any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts (e.g., incursions by elephants).</li> </ul> <p>Guidance:</p> <p>This information gathering should include checking available</p>	<p>for protected areas and species, or relevant NGOs.</p>



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	<p>biological records, and consultation with relevant government departments, research institutes and interested NGOs if appropriate. Depending on the biodiversity values that are present, and the level of available information, some additional field survey work may be required.</p> <p>For individual smallholders, a basic understanding of any applicable species or habitats, together with their conservation needs, will be sufficient.</p>	
<p>Criterion 5.3 Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.</p>	<p>Indicators:</p> <ul style="list-style-type: none"> <li>• Waste management and disposal plan.</li> <li>• Safe disposal of pesticide containers.</li> </ul> <p>Guidance:</p> <p>The waste management and disposal plan should include measures for:</p> <ul style="list-style-type: none"> <li>• Identifying and monitoring sources of waste and pollution.</li> <li>• Improving the efficiency of resource utilisation and recycling potential wastes as nutrients or converting them into value-added products (e.g. through animal feeding programmes).</li> <li>• Appropriate disposal of hazardous chemicals and their containers. Surplus chemical containers should be disposed of</li> </ul>	<p>National interpretation could include, as appropriate: details of relevant national laws or policies, a list of waste types which must be considered, any types of disposal which are not acceptable (e.g. untreated waste water may not be discharged directly into streams or rivers – refer to criterion 4.4), existing best practice guidelines on recycling and re-use of nutrients, managing effluent ponds, increasing mill extraction efficiency and appropriate disposal of wastes.</p>



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	<p>or cleaned in an environmentally and socially responsible way (e.g. returned to the vendor or cleaned using a triple rinse method), such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer’s labels should be adhered to.</p> <p>Smallholders should adopt appropriate measures to dispose of hazardous chemicals and their containers.</p>	
<p>Criterion 5.4 Efficiency of energy use and use of renewable energy is maximised.</p>	<p>Indicators:</p> <ul style="list-style-type: none"> <li>• Monitoring of renewable energy use per tonne of CPO/FFB.</li> <li>• Monitoring of fossil fuel use per ton of CPO (or FFB where the grower has no mill).</li> </ul> <p>Guidance:</p> <p>Growers and mills should assess the energy use of their operations and energy efficiency of their operations.</p> <p>The feasibility of collecting and using biogas should be studied if possible.</p>	<p>No specific guidance.</p>
<p>Criterion 5.5 Use of fire for waste disposal and for preparing land for replanting is avoided except in specific situations, as identified in</p>	<p>Indicators:</p> <ul style="list-style-type: none"> <li>• Documented assessment where fire has been used for preparing land for replanting.</li> </ul> <p>Guidance:</p>	<p>National interpretation should identify any specific situations where such use of fire may be acceptable, for example through reference to</p>





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<p>the ASEAN guidelines or other regional best practice.</p>	<p>Fire should be used <b>only</b> where an assessment has demonstrated that it is the most effective and least environmentally damaging option for minimising the risk of severe pest and disease outbreaks, and with evidence that fire-use is carefully controlled. Use of fire on peat soils should be avoided.</p> <p>Extension/training programmes for smallholders may be necessary.</p>	<p>'Guidelines for the implementation of the ASEAN policy on zero burning', or comparable guidelines in other locations.</p>
<p>Criterion 5.6 Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</p>	<p>Indicators:</p> <ul style="list-style-type: none"> <li>• An assessment of all polluting activities must be conducted, including gaseous emissions, particulate/soot emissions and effluent (see also criterion 4.4). Significant pollutants and emissions must be identified and plans to reduce them implemented.</li> <li>• A monitoring system must be in place for these significant pollutants which goes beyond national compliance.</li> <li>• Monitoring of methane from effluent digestion and smoke particles. This may require the use of proxy measures.</li> </ul>	<p>No specific guidance.</p>



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## Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and mills

Criterion	Indicators and Guidance	Guidance for National Interpretation
<p>Criterion 6.1 Aspects of plantation and mill management that have social impacts are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.</p>	<p>Indicators:</p> <ul style="list-style-type: none"> <li>• A documented social impact assessment.</li> <li>• Evidence that the assessment has been done with the participation of affected parties. Participation in this context means that affected parties are able to express their views through their own representative institutions during the identification of impacts, reviewing findings and plans for mitigation, and monitoring the success of implemented plans.</li> <li>• A timetable with responsibilities for mitigation and monitoring, reviewed and updated as necessary, in those cases where the assessment has concluded that changes should be made to current practices.</li> <li>• Particular attention paid to the impacts of outgrower schemes (where the plantation includes such a scheme).</li> </ul> <p>Guidance:</p> <p>Identification of social impacts should be carried out by the grower with the participation of affected parties as appropriate to the situation. The involvement of independent experts should be</p>	<p>As social impacts are particularly dependent on local social conditions, national interpretation should identify the important issues, and methodologies for collecting data and using the results. This should include adequate consideration of the impacts on the customary or traditional rights of local communities and indigenous people, where these exist (see also criteria 2.3 and 6.4).</p>



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Criterion	Indicators and Guidance	Guidance for National Interpretation
	<p>sought where this is considered necessary to ensure that all impacts (both positive and negative) are identified.</p> <p>Potential social impacts may result from activities such as: building new roads, processing mills or other infrastructure; replanting with different crops or expansion of planting area; disposal of mill effluents; clearing of remaining natural vegetation; changes in employee numbers or employment terms.</p> <p>Plantation and mill management may have social impacts (positive or negative) on factors such as:</p> <ul style="list-style-type: none"> <li>• Access and use rights.</li> <li>• Economic livelihoods (e.g. paid employment) and working conditions.</li> <li>• Subsistence activities.</li> <li>• Cultural and religious values.</li> <li>• Health and education facilities.</li> <li>• Other community values, resulting from changes such as improved transport /communication or arrival of substantial migrant labour force.</li> </ul> <p>Individual smallholders will not be required to conduct formal social impact assessments.</p>	



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Criterion	Indicators and Guidance	Guidance for National Interpretation
<p>Criterion 6.2 There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.</p>	<p>Indicators:</p> <ul style="list-style-type: none"> <li>• Documented consultation and communication procedures.</li> <li>• A nominated manager responsible for these issues.</li> <li>• Maintenance of a list of stakeholders, records of all communication and records of actions taken in response to input from stakeholders.</li> </ul> <p>Guidance:</p> <p>Decisions that the growers or mills are planning to make should be made clear, so that local communities and other interested parties understand the purpose of the communication and/or consultation.</p> <p>Communication and consultation mechanisms should be designed in collaboration with local communities and other affected or interested parties. These should consider the use of existing local mechanisms and languages. Consideration should be given to the existence/formation of a multi-stakeholder forum.</p> <p>Communications should take into account differential access to information of women as compared to men, village leaders as compared to day labourers, new versus established community groups, and different ethnic groups.</p> <p>Consideration should be given to involving third parties, such as</p>	<p>National interpretation should consider issues such as appropriate levels of consultation and the types of organisations or individuals that should be included.</p>



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Criterion	Indicators and Guidance	Guidance for National Interpretation
	<p>disinterested community groups, NGOs, or government (or a combination of these), to facilitate smallholder schemes and communities, and others as appropriate, in these communications.</p> <p>For individual smallholders, this criterion does not apply.</p>	
<p>Criterion 6.3 There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all parties.</p>	<p>Indicators:</p> <ul style="list-style-type: none"> <li>• The system resolves disputes in an effective, timely and appropriate manner.</li> <li>• Documentation of both the process by which a dispute was resolved and the outcome.</li> <li>• The system is open to any affected parties.</li> </ul> <p>Guidance:</p> <p>Dispute resolution mechanisms should be established through open and consensual agreements with relevant affected parties.</p> <p>Complaints may be dealt with by mechanisms such as Joint Consultative Committees (JCC). Grievances may be internal (employees) or external.</p> <p>For smallholder schemes, the company or associations will be responsible for this. Individual smallholders should not be expected to have a documented system, but must be able to show that they respond constructively to any issue or complaint.</p>	<p>No specific guidance.</p>



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Criterion	Indicators and Guidance	Guidance for National Interpretation
<p>Criterion 6.4 Any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>	<p>Indicators:</p> <ul style="list-style-type: none"> <li>• Establishment of a procedure for identifying legal and customary rights and a procedure for identifying people entitled to compensation.</li> <li>• A procedure for calculating and distributing fair compensation (monetary or otherwise) is established and implemented. This takes into account gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; differences in ethnic groups' proof of legal versus communal ownership of land.</li> <li>• The process and outcome of any negotiated agreements and compensation claims is documented and made publicly available.</li> </ul> <p>Guidance:</p> <p>This criterion should be considered in conjunction with Criterion 2.3 and the associated guidance.</p>	<p>No specific guidance.</p>
<p>Criterion 6.5 Pay and conditions for employees and for employees of contractors always meet at least legal or industry minimum</p>	<p>Indicators:</p> <ul style="list-style-type: none"> <li>• Documentation of pay and conditions.</li> <li>• Labour laws, union agreements or direct contracts of</li> </ul>	<p>No specific guidance.</p>



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Criterion	Indicators and Guidance	Guidance for National Interpretation
<p>standards and are sufficient to meet basic needs of personnel and to provide some discretionary income.</p>	<p>employment detailing payments and conditions of employment (e.g., working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc) are available in the languages understood by the workers or explained carefully to them by a senior company official.</p> <ul style="list-style-type: none"> <li>• Growers and millers provide adequate housing, water supplies, medical, educational and welfare amenities to national standard or above, where no such public facilities are available or accessible (not applicable to smallholders).</li> </ul> <p>Guidance:</p> <p>Where temporary or migrant workers are employed, a special labour policy should be established. This labour policy would state the non discriminatory practices; no contract substitution; post arrival orientation program to focus especially on language, safety, labour laws, cultural practices etc; decent living conditions to be provided.</p>	
<p>Criterion 6.6 The employer respects the right of all personnel to form and join trade unions of their choice and to bargain collectively. Where the</p>	<p>Indicators:</p> <ul style="list-style-type: none"> <li>• A published statement in local languages recognizing freedom of association.</li> <li>• Documented minutes of meetings with main trade unions or</li> </ul>	<p>No specific guidance.</p>



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Criterion	Indicators and Guidance	Guidance for National Interpretation
<p>right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>	<p>workers representatives.</p> <p>Guidance:</p> <p>The right of employees and contractors to form associations and bargain collectively with their employer should be respected, in accordance with Conventions 87 and 98 of the International Labour Organisation.</p> <p>Labour laws and union agreements or in their absence, direct contracts of employment detailing payments and other conditions, are available in the languages understood by the workers or explained carefully to them by a senior company official.</p>	
<p>Criterion 6.7 Child labour is not used. Children are not exposed to hazardous working conditions. Work by children is acceptable on family farms, under adult supervision, and when not interfering with education programmes.</p>	<p>Indicators:</p> <ul style="list-style-type: none"> <li>• Documentary evidence that minimum age requirement is met.</li> </ul> <p>Guidance:</p> <p>Growers and millers should clearly define the minimum working age, together with working hours. Only workers above the minimum school leaving age in the country or who are at least 15 years old may be employed, with the stated exception of family farms. The minimum age of workers will not be less than stated under national regulations. Smallholders should allow work by children only if permitted by national regulations. The minimum age of workers should be not less than 15 years, or the minimum</p>	<p>No specific guidance.</p>





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Criterion	Indicators and Guidance	Guidance for National Interpretation
	<p>school leaving age, or the minimum age permitted under national regulations, where higher. Smallholders should allow work by children only if permitted by national regulations.</p>	
<p>Criterion 6.8 The employer shall not engage in or support discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age.</p>	<p>Indicators:</p> <ul style="list-style-type: none"> <li>• A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment.</li> <li>• Evidence that employees and groups including migrant workers have not been discriminated against.</li> </ul>	<p>No specific guidance.</p>
<p>Criterion 6.9 A policy to prevent sexual harassment and all other forms of violence against women and to protect their reproductive rights is developed and applied.</p>	<p>Indicators:</p> <ul style="list-style-type: none"> <li>• A policy on sexual harassment and violence in the workplace and records of implementation.</li> </ul> <p>Guidance:</p> <p>There should be a clear policy developed in consultation with employees, contractors and other relevant stakeholders, and the policy should be publicly available. Progress in implementing the policy should be regularly monitored, and the results of monitoring activities should be recorded.</p> <p>A gender committee specifically to address areas of concern to women may be requested to comply with the criteria. This</p>	<p>No specific guidance.</p>



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Criterion	Indicators and Guidance	Guidance for National Interpretation
	<p>committee, to have representatives from all areas of work, will consider matters such as; trainings on women’s rights, counselling for women affected by violence, child care facilities to be provided by the growers and millers, women to be allowed to breastfeed up to nine months before resuming chemical spraying or usage tasks, and women to be given specific break times to enable effective breastfeeding.</p>	
<p>Criterion 6.10 Growers and mills deal fairly and transparently with smallholders and other local businesses.</p>	<p>Indicators:</p> <ul style="list-style-type: none"> <li>• Current and past prices paid for FFB shall be publicly available.</li> <li>• Pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation).</li> <li>• Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent.</li> <li>• Agreed payments shall be made in a timely manner.</li> </ul> <p>Guidance:</p> <p>Transactions with smallholders should consider issues such as the role of middle men, transport and storage of FFB, quality and grading. The need to recycle the nutrients in FFB (under 4.2) should also be considered; where it is not practicable to recycle</p>	<p>No specific guidance.</p>



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Criterion	Indicators and Guidance	Guidance for National Interpretation
	<p>wastes to smallholders, compensation for the value of the nutrients exported might be made via the FFB price.</p> <p>Smallholders must have access to the grievance procedure under criterion 6.3, if they consider that they are not receiving a fair price for FFB, whether or not middle men are involved.</p> <p>The need for a fair and transparent pricing mechanism is particularly important for outgrowers, who are contractually obliged to sell all FFB to a particular mill.</p> <p>If mills require smallholders to change practices to meet the RSPO criteria, consideration must be given to the costs of such changes, and the possibility of advance payments for FFB could be considered.</p>	
<p>Criterion 6.11 Growers and millers contribute to local sustainable development wherever appropriate.</p>	<p>Indicators:</p> <ul style="list-style-type: none"> <li>• Demonstrable contributions to local development that are based on the results of consultation with local communities.</li> </ul> <p>Guidance:</p> <p>Contributions to local development should be based on the results of consultation with local communities. See also criterion 6.2. Such consultation should be based on the principles of transparency, openness and participation, and should encourage communities to identify their own priorities and needs, including the different</p>	<p>National interpretation should consider specific parameters or thresholds such as use of local and national goods and services where possible, whether a certain percentage of the plantation's profit/turnover should be used for social development projects, and minimum quotas for local employment.</p>



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Criterion	Indicators and Guidance	Guidance for National Interpretation
	<p>needs of men and women.</p> <p>Where candidates for employment are of equal merit, preference should always be given to members of local communities. Positive discrimination should not be recognized as conflicting with Criterion 6.8.</p>	



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## Principle 7: Responsible development of new plantings

Criterion	Indicators and Guidance	Guidance for National Interpretation
<p>Criterion 7.1 A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.</p>	<p>Indicators:</p> <ul style="list-style-type: none"> <li>• Independent impact assessment, undertaken through a participatory methodology including external stakeholder groups.</li> <li>• Appropriate management planning and operational procedures.</li> <li>• Where the development includes an outgrower scheme, the impacts of the scheme and the implications of the way it is managed should be given particular attention.</li> </ul> <p>Guidance:</p> <p>See also criteria 5.1 and 6.1.</p> <p>The impact assessment should be carried out by accredited independent experts, in order to ensure an objective process. A participatory methodology including external stakeholder groups is essential to the identification of impacts, particularly social impacts. Stakeholders such as local communities, government departments and NGOs should be involved, through the use of interviews and meetings, and by reviewing findings and plans for mitigation.</p>	<p>National interpretation should identify the relevant accreditations for independent experts.</p> <p>National interpretation should consider setting a minimum threshold of the size of new plantings, e.g. 50 ha, above which an SEIA is required. Consider listing unacceptable negative social impacts (e.g., displacement, loss of the food security of local people, etc.) in the national context.</p>



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Criterion	Indicators and Guidance	Guidance for National Interpretation
	<p>The potential impacts of all major proposed activities should be assessed prior to development. The assessment should include, in no order of preference, as a minimum:</p> <ul style="list-style-type: none"> <li>• Assessment of the impacts of all major planned activities, including planting, mill operations, roads and other infrastructure.</li> <li>• Assessment, including stakeholder consultation, of High Conservation Values (see criterion 7.3) that could be negatively affected.</li> <li>• Assessment of potential effects on adjacent natural ecosystems of planned developments, including whether development or expansion will increase pressure on nearby natural ecosystems.</li> <li>• Identification of watercourses and assessment of potential effects on hydrology by planned developments. Measures should be planned and implemented to maintain the quantity and quality of water resources.</li> <li>• Baseline soil surveys and topographic information, including the identification of marginal and fragile soils, areas prone to erosion and slopes unsuitable for planting.</li> <li>• Analysis of type of land to be used (forest, degraded forest,</li> </ul>	



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Criterion	Indicators and Guidance	Guidance for National Interpretation
	<p>cleared land).</p> <ul style="list-style-type: none"> <li>• Analysis of land ownership and user rights.</li> <li>• Analysis of current land use patterns.</li> <li>• Assessment of potential social impact on surrounding communities of a plantation, including an analysis of differential effect on women versus men, ethnic communities, migrant versus long-term residents.</li> </ul> <p>Plans and field operations should be developed and implemented to incorporate the results of the assessment. One potential outcome of the assessment process is that the development should not proceed, because of the magnitude of potential impacts.</p> <p>For smallholder schemes, the scheme management should do this. For individuals, it does not apply.</p>	
<p>Criterion 7.2 Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.</p>	<p>Indicators:</p> <p>This activity should be integrated with the SEIA required by 7.1.</p> <p>Guidance:</p> <p>Soil surveys should be adequate to establish the long-term suitability of land for oil palm cultivation. Soil suitability maps or soil surveys should be appropriate to the scale of operation and</p>	<p>National interpretation should specify the local or national code of practice or other guidelines that should be followed; or set out what 'good practice' constitutes within the local and national context.</p>



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Criterion	Indicators and Guidance	Guidance for National Interpretation
	<p>should include information on soil types, topography, rooting depth, moisture availability, stoniness, fertility and long-term soil sustainability. Soils unsuitable for planting or those requiring special treatment should be identified. This information should be used to plan planting programmes, etc. Measures should be planned to minimise erosion through appropriate use of heavy machinery, terracing on slopes, appropriate road construction, rapid establishment of cover, protection of riverbanks, etc.</p> <p>Topographic information should guide the planning of drainage and irrigation systems, roads and other infrastructure.</p> <p>Assessing soil suitability is also important for small-scale producers, particularly where there are significant numbers operating in a particular location. Information may be collected and provided by a smallholder organisation or mill that purchases FFB from individual smallholders.</p>	
<p>Criterion 7.3 New plantings since November 2005 (which is the expected date of adoption of these criteria by the RSPO membership), have not replaced primary forest or any area containing one or more High Conservation Values.</p>	<p>Indicators: This activity should be integrated with the SEIA required by 7.1.</p> <p>Guidance: This criterion applies to forests and other vegetation types. This applies irrespective of any changes in land ownership or farm management that have taken place after this date. High</p>	<p>National interpretation should refer to existing national definitions of HCVs (or where these do not exist refer to definitions in the annex) or equivalent land-use/conservation plans or consider how growers and the audit team can identify High</p>





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Criterion	Indicators and Guidance	Guidance for National Interpretation
	<p>Conservation Values (HCVs) may be identified in restricted areas of a landholding, and in such cases new plantings can be planned to allow the HCVs to be maintained or enhanced.</p> <p>The HCV assessment process requires appropriate training and expertise, and must include consultation with local communities, particularly for identifying social HCVs.</p> <p>Development should actively seek to utilise previously cleared and/or degraded land. Plantation development should not put indirect pressure on forests through the use of all available agricultural land in an area.</p> <p>Although planned development may be consistent with landscape level planning by national and local authorities, this requirement for protection of social and biological HCVs must still be complied with.</p> <p>For definition of 'High Conservation Values', see definitions.</p>	<p>Conservation Values. This may involve collaboration with other bodies.</p>
<p>Criterion 7.4 Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.</p>	<p>Indicators:</p> <p>This activity should be integrated with the SEIA required by 7.1.</p> <p>Guidance:</p> <p>Marginal and fragile soils, including excessive gradients and peat soils, should be identified prior to conversion to plantation.</p>	<p>National interpretation should consider including specific controls and thresholds, such as slope limits, listing soil types that on which planting should be avoided (especially peat soils), the proportion of plantation area that</p>



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Criterion	Indicators and Guidance	Guidance for National Interpretation
	<p>Planting on extensive areas of peat soils &gt; 3m deep and other fragile soils should be avoided.</p> <p>Where limited planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them without incurring adverse impacts (e.g., hydrological) or significantly increased risks (e.g. fire risk) in areas outside the plantation.</p>	<p>can include marginal/fragile soils, and/or definitions of 'extensive', 'marginal' and 'fragile'.</p>
<p>Criterion 7.5 No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>	<p>Indicators:</p> <p>This activity should be integrated with the SEIA required by 7.1.</p> <p>Guidance:</p> <p>Refer also to criteria and guidance for 2.2, 2.3, 6.2, 6.4 and 7.6 for indicators of compliance.</p> <p>Where new plantings are considered to be acceptable, management plans and operations should maintain sacred sites. Agreements with indigenous peoples, local communities and other stakeholders should be made without coercion or other undue influence (see guidance for 2.3).</p> <p>Relevant stakeholders include those affected by or concerned with the new plantings.</p>	<p>No specific guidance.</p>
<p>Criterion 7.6 Local people are</p>	<p>Indicators:</p>	<p>No specific guidance.</p>



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Criterion	Indicators and Guidance	Guidance for National Interpretation
<p>compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.</p>	<ul style="list-style-type: none"> <li>• Documented identification and assessment of legal and customary rights.</li> <li>• Establishment of a system for identifying people entitled to compensation.</li> <li>• Establishment of a system for calculating and distributing fair compensation (monetary or otherwise).</li> <li>• Communities that have lost access and rights to land for plantation expansion are given opportunities to benefit from plantation development.</li> <li>• The process and outcome of any compensation claims should be documented and made publicly available.</li> <li>• This activity should be integrated with the SEIA required by 7.1.</li> </ul> <p>Guidance: Refer also to 2.2, 2.3 and 6.4 and associated guidance. This requirement includes indigenous peoples.</p>	
<p>Criterion 7.7 Use of fire in the preparation of new plantings is avoided other than in specific</p>	<p>Indicators:</p> <ul style="list-style-type: none"> <li>• Documented assessment where fire has been used for preparing land for planting.</li> </ul>	<p>National interpretation should identify any specific situations where such use of fire may be acceptable,</p>



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Criterion	Indicators and Guidance	Guidance for National Interpretation
<p>situations, as identified in the ASEAN guidelines or other regional best practice.</p>	<ul style="list-style-type: none"> <li>• This activity should be integrated with the SEIA required by 7.1.</li> </ul> <p>Guidance:</p> <p>Fire should be used <b>only</b> where an assessment has demonstrated that it is the most effective and least environmentally damaging option for minimising the risk of severe pest and disease outbreaks, and with evidence that fire-use is carefully controlled.</p> <p>Extension/training programmes for smallholders may be necessary.</p>	<p>for example through reference to 'Guidelines for the implementation of the ASEAN policy on zero burning', or comparable guidelines in other locations.</p>



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### Principle 8: Commitment to continuous improvement in key areas of activity

Criterion	Indicators and Guidance	Guidance for National Interpretation
<p>Criterion 8.1 Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrable continuous improvement in key operations.</p>	<p>Indicators:</p> <p>The action plan for continual improvement should be based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and should include a range of indicators covered by these principles and criteria. As a minimum, these must include, but not necessarily be limited to:</p> <ul style="list-style-type: none"> <li>• Reduction in use of certain chemicals (criterion 4.6).</li> <li>• Environmental impacts (criterion 5.1).</li> <li>• Waste reduction (criterion 5.3).</li> <li>• Pollution and emissions (criterion 5.6).</li> <li>• Social impacts (6.1).</li> </ul>	<p>National interpretation should include specific minimum performance thresholds for key indicators (see also criteria 4.2, 4.3, 4.4, and 4.5).</p>



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## Definitions

**Customary rights:** Patterns of long standing community land and resource usage in accordance with indigenous peoples' customary laws, values, customs and traditions, including seasonal or cyclical use rather than formal legal title to land and resources issued by the State. (From World Bank Operational Policy 4.10).

**Environmental Impact Assessment:** a process of predicting and evaluating the effects of an action or series of actions on the environment, then using the conclusions as a tool in planning and decision-making.

**High Conservation Value Forest (HCVF):** The forest necessary to maintain or enhance one or more High Conservation Values (HCVs):

- HCV1. Forest areas containing globally, regionally or nationally significant concentrations of biodiversity values (e.g. endemism, endangered species).
- HCV2. Forest areas containing globally, regionally or nationally significant large landscape level forests, contained within, or containing the management unit, where viable populations of most if not all naturally occurring species exist in natural patterns of distribution and abundance.
- HCV3. Forest areas that are in or contain rare, threatened or endangered ecosystems.
- HCV4. Forest areas that provide basic services of nature in critical situations (e.g. watershed protection, erosion control).
- HCV5. Forest areas fundamental to meeting basic needs of local communities (e.g. subsistence, health).
- HCV6. Forest areas critical to local communities' traditional cultural identity (areas of cultural, ecological, economic or religious significance identified in cooperation with such local communities).

(See: 'The HCVF Toolkit' – available from [www.proforest.net](http://www.proforest.net))

**ISO Standards:** Standards developed by the International Organization for Standardization (ISO: see <http://www.iso.ch/iso>).

**Natural vegetation:** Areas where many of the principal characteristics and key elements of native ecosystems such as complexity, structure and diversity are present.

**Plantation:** The land containing oil palm and associated land uses such as infrastructure (e.g., roads), riparian zones and conservation set-asides.

**Primary Forest:** A primary forest is a forest that has never been logged and has developed following natural disturbances and under natural processes, regardless of its age. Also included as primary, are forests that are used inconsequentially by



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indigenous and local communities living traditional lifestyles relevant for the conservation and sustainable use of biological diversity. The present cover is normally relatively close to the natural composition and has arisen (predominantly) through natural regeneration. National interpretations should consider whether a more specific definition is required. (From FAO Second Expert Meeting On Harmonizing Forest-Related Definitions For Use By Various Stakeholders, 2001, [http://www.fao.org/documents/show\\_cdr.asp?url\\_file=/DOCREP/005/Y4171E/Y4171E11.htm](http://www.fao.org/documents/show_cdr.asp?url_file=/DOCREP/005/Y4171E/Y4171E11.htm)).

**Prophylactic:** A treatment or course of action applied as a preventive measure.

**Restore:** Returning degraded or converted areas within the plantation to a semi-natural state.

**Smallholders:** Farmers growing oil palm, sometimes along with subsistence production of other crops, where the family provides the majority of labour and the farm provides the principal source of income and where the planted area of oil palm is usually below 50 hectares in size.

**Stakeholders:** An individual or group with a legitimate and/or demonstrable interest in, or who is directly affected by, the activities of an organisation and the consequences of those activities.

**Outgrowers:** Farmers, where the sale of FFB is exclusively contracted to the grower/miller. Outgrowers may be smallholders.

**Undue influence:** The exertion by a third party of any kind of control such that a person signs a contract or other agreement which, absent the influence of the third party, he would not have signed.

**Use rights:** Rights for the use of forest resources that can be defined by local custom, mutual agreements, or prescribed by other entities holding access rights. These rights may restrict the use of particular resources to specific levels of consumption or particular harvesting techniques.



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## Annex 1

Principles	International Standards	Key provisions	Summary of Protections
Just Land Acquisition	ILO Convention 169 (1989) on Indigenous and Tribal Peoples	Articles 13-19	Respect and safeguard rights to lands and natural resources traditionally occupied and used; respect for customs of inheritance; no forced removals; compensation for loss and injury.
	UN Convention on Biological Diversity (1992)	Article 10c)	Protect and encourage customary use of biological resources in accordance with traditional practices.
Fair Representation and Participation of Indigenous and Tribal Peoples	ILO Convention 169 (1989) on Indigenous and Tribal Peoples	Articles 6-9	Represent themselves through their own representative institutions; consultations with objective of achieving agreement or consent; rights to decide their own priorities, retain their own customs and resolve offences according to customary law (compatible with international human rights).
	Convention on the Elimination of All Forms of Racial Discrimination, International Covenant on Economic, Social and Cultural Rights, InterAmerican	UN CERD Committee, UN Committee on Social Cultural and Economic Rights, Inter-American Commission	Free, Prior and Informed Consent for decisions that may affect indigenous peoples.  (This standard has been widely accepted as a 'best practice' standard by bodies such as World Commission





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	Human Rights System.	on Human Rights. <sup>1</sup>	on Dams, Extractive Industries Review, Forest Stewardship Council, UNDP, CBD, IUCN and WWF).
No Forced Labour	ILO Convention 29 (1930) Forced Labour	Article 5	No concession to companies shall involve any form of forced or compulsory labour.
	ILO Convention 105 (1957) Abolition of Forced Labour	Article 1	Not make use of any form of forced or compulsory labour.
Protection of Children	ILO Convention 138 (1973) Minimum Age	Articles 1-3	Abolition of child labour and definition of national minimum age for labour not less than 15-18 years (depending on occupation).
	ILO Convention 182 (1999) Worst Forms of Child Labour	Articles 1-7	Abolition of child slavery, debt bondage, trafficking and procurement for prostitution; suitable methods to monitor and enforce compliance.
Freedom of Association and Collective Bargaining	ILO Convention 87 (1948) Freedom of Association and Protection of Right to Organise	Articles 2-11	Freedom to join organisations, federations and confederations of their own choosing; with freely chosen constitutions and rules; measures to protect the right to organise.
	ILO Convention 98 (1949) Right to Organise and Collective Bargaining	Articles 1-4	Protection against anti-union acts and measures to dominate unions; established means for voluntary negotiation of terms and conditions of employment through

<sup>1</sup> For details see [www.forestpeoples.org](http://www.forestpeoples.org)



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			collective agreements.
	ILO Convention 141 (1975) Rural Workers' Organisations	Articles 2-3	Right of tenants, sharecroppers and smallholders to organise; freedom of association; free from interference and coercion.
Non-Discrimination and Equal Remuneration	ILO Convention 100 (1951) Equal Remuneration	Articles 1-3	Equal remuneration for men and women for work of equal value.
	ILO Convention 111 (1958) Discrimination (Employment and Occupation)	Articles 1-2	Equality of opportunity and treatment in respect to employment and occupation; no discrimination on the basis of race, colour, sex, religion, political opinion, national extraction or social origin.
Just Employment of Migrants	ILO Convention 97 (1949) Migration for Employment	Articles 1-9	Provision of information; no obstacles to travel; provision of health care; non-discrimination in employment, accommodation, social security and remuneration; no forced repatriation of legal migrant workers; repatriation of savings.
	ILO Convention 143 (1975) Migrant Workers (Supplementary Provisions)	Articles 1-12	Respect basic human rights; protection of illegal migrants from abusive employment; no trafficking in illegal migrants; fair treatment of migrant labour.



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Protection of Plantation Workers <sup>2</sup>	ILO Convention 110 (1958) Plantations	Articles 5-91	Protection of members of families of recruited workers; protection of workers' rights during recruitment and transport; fair employment contracts; abolition of penal sanctions; fair wages and conditions of work; no coercion or obligation to use company stores; adequate accommodation and conditions; maternity protection; compensation for injuries and accidents; freedom of association; right to organise and collective bargaining; proper labour inspection; decent housing and medical care.
Protection of Tenants and Sharecroppers	ILO Recommendation 132 (1968) Tenants and Sharecroppers	Articles 4-8	Fair rents; adequate payment for crops; provisions for well-being; voluntary organisation; fair contracts; procedures for the settlement of disputes.
Protection of Smallholders	ILO Convention 117 (1962) Social Policy (Basic Aims and Standards)	Article 4	Alienation with due regard to customary rights; assistance to form cooperatives; tenancy arrangements to secure highest possible living standards.
Health and	ILO Convention	Articles 7-21	Carry out risk assessments

<sup>2</sup> Convention 110 Article 1(1) defines a plantation as *'an agricultural undertaking regularly employing hired workers... concerned with the cultivation or production of ... [inter alia] palm oil...'*



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Safety	184 (2001) Safety and Health in Agriculture		and adopt preventive and protective measures to ensure health and safety wrt workplaces, machinery, equipment, chemicals, tools and processes; ensure dissemination of information, appropriate training, supervision and compliance; special protections for youth and women workers; coverage against occupational injuries and disease.
Control or Eliminate Use of Dangerous Chemicals and Pesticides	Stockholm Convention on Persistent Organic Pollutants (2001)	Articles 1-5	Prohibit and/or eliminate production and use of chemicals listed in Annex A (eg Aldrin, Chlordane, PCB); restrict production and use of chemicals in Annex B (eg DDT); reduce or eliminate releases of chemicals listed in Annex C (eg Hexachlorobenzene).
	FAO International Code of Conduct on the Distribution and Use of Pesticides (1985, Revised 2002)	Article 5	Curtail use of dangerous pesticides where control is difficult; ensure use of protective equipment and techniques; provide guidance for workers on safety measures; provide extension service to smallholders and farmers; protect workers and bystanders; make available full information on risks and protections; protect biodiversity and minimize impacts on environment; ensure safe disposal of waste and equipment; make



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			provisions for emergency treatment for poisoning.
	Rotterdam Conventions on Prior and Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade (1998)	Articles 1, 5 and 6	Curb trade in banned and hazardous chemicals and pesticides; develop national procedures for control of their use and trade; list banned and hazardous chemicals and pesticides.