



IOI GROUP

IOI Group Sustainability Implementation Plan

INTRODUCTION

This **Sustainability Implementation Plan (SIP)** serves as a practical working document that puts into practice the aspiration and commitments stated in our IOI Group Sustainability Palm Oil Policy (SPOP). The SIP contains **clear activities, milestones and timelines** for each subject area outlined in the SPOP.

The SIP will be regularly updated over time to reflect stakeholder input and implementation on the ground. We will report on our progress every quarter, beginning in Q4 2016.

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Group Chief Executive Officer

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EXISTING PLANTATIONS

ACTIVITY/MILESTONE	STATUS PER MARCH 2017	2017								2018				2019				2020	
		Q1		Q2		Q3		Q4		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP									
RSPO Next																			

POLICY COMMITMENT:

Committing to implement RSPO NEXT in our Malaysian plantations, commencing end of 2016.

Ladang Sabah Mill (RSPO Next)																			
Pukin Mill (RSPO Next)	The first estate to undergo RSPO NEXT Audit is Ladang Sabah Mill in third quarter 2017. The rescheduling is due to other required audits																		
Syarimo Mill (RSPO Next)																			
Leepang Mill (RSPO Next)																			

RSPO Certification

POLICY COMMITMENT:

Certifying the outstanding management units, in Sarawak and Indonesia, in accordance with the published time-bound

Unico Desa Mill (RSPO)	Unico Desa Mill is expected to undergo certification audit in middle 2017 while Unico Mill's audit is scheduled in early 2018.																		
Unico Mill (RSPO)																			

Labour Rights Monitoring System

POLICY COMMITMENT:

Implementing a labour rights monitoring system, with the involvement of an external partner to verify labour conditions, compliance with labour policy requirements and improve welfare and working conditions. We will take meaningful corrective action to address any identified non-compliances. Eliminate all forms of illegal, forced, bonded, compulsory or child labour and in particular, follow responsible recruitment practice.

Develop internal monitoring system and commence internal audits	The internal monitoring system such as a foreign workers' recruitment guideline and procedure include no-recruitment fee policy and passport safekeeping project are going to be implemented in the IOI Plantation sector. The establishment of the Employee Consultative Committee and Gender Committee as well as matters related to safety and health had been implemented in IOI Plantation sector. Ongoing discussions with all regional team leads have been carried out and induction course material (videos, slide presentation) is in the process to be standardized and used by all operating units.																		
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ACTIVITY/MILESTONE	STATUS PER MARCH 2017	2017												2018				2019				2020	
		Q1			Q2			Q3			Q4			Q1	Q2	Q3	Q4	Q1	Q2				
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN				
Report publicly on initial internal monitoring audits	The report on initial monitoring audit is in progress.	Ongoing																					
Alert all recruitment agencies used by IOI Group of their obligations to comply with IOI Group's requirements for responsible recruitment practice. Set out corrective actions where necessary.	IOI has developed a foreign workers' recruitment guidelines and procedure. It will provide a framework and clarity on the process so as to meet the requirement of hiring foreign worker in the IOI Plantation sector. Currently, there are 16 recruitment agencies. "Letters of undertaking" to comply with IOI's labour requirements were given to the respective recruitment agencies.	Ongoing																					
Appoint external partner to support with standardisation and improvement of Labour Rights processes and systems.	BSR is in the midst of compiling IOI labour assessment documents. The next meeting with BSR is proposed on mid-April 2017. Agenda for the meeting is to discuss on BSR labour assessment document compilation such as business overview, stakeholder engagement, audit reports, human resource, occupational health and safety, and progress of BSR works as well as the verification by BSR of the recommendations set out by Finnwatch in their Nov 2016 report. BSR is scheduled to visit Lahad Datu and Sandakan (both in Sabah) to do the ground fieldwork in May 2017.	Ongoing																					
Undertake gap analysis and draft action plan.	Started.	Ongoing																					
Implement corrective actions including improved SOPs.	Implementation and verification of recommendations cited in the Nov 2016 Finnwatch report are in progress, especially for IOI plantation in Peninsular Malaysia. BSR is expected to come out with a verification report on IOI's labour practice based on Finnwatch's recommendations.	Ongoing																					
Training workshops with field teams (annual training).	Scheduled for June (BSR workshops following BSR report and recommendations).	Ongoing																					

GHG Emissions

POLICY COMMITMENT:

Implementation of programmes to progressively reduce GHG emissions, recycle/reuse palm biomass and generate renewable energy by methane capturing.

Develop transparent GHG reduction strategy for IOI Group; including clear saving targets.	GHG reduction plan has been drafted by Sustainability Coordinator. The plan will be implemented and monitored by the respective Regional Sustainability Palm Oil (SPO) Team.	Ongoing																	
Study and analysis of methane reduction.	Ongoing research by IOI Research personnel with various analyses on methane reduction procedure tested in various IOI Peninsular Malaysia POMs.	Ongoing																	



ACTIVITY/MILESTONE	STATUS PER MARCH 2017	2017								2018				2019				2020	
		Q1		Q2		Q3		Q4		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP									
Monitor and Report GHG emissions of IOI Group.	In the process of developing an IOI Group-wide reporting format. Currently the data is being monitored and available at individual operating unit. The baseline target for GHG emissions is based on the ISCC-EU requirement which is confirmed by certification body continuously on ISCC audit yearly.	[Blue]								[Blue]				[Blue]				[Blue]	
Reduce GHG at all IOI mills through the installation of Biogas capturing systems by 2020 (subject to new technologies).	IOI has successfully commissioned two biogas plants, with capturing systems, in two palm oil mills in 2014 and 2015 respectively. Currently, IOI is constructing two additional biogas capturing plants in two other mills which targets to be completed by 2017. All mills are planned to be equipped with methane capture equipment in stages in tandem with available proven technology.	[Blue]								[Blue]				[Blue]				[Blue]	

Peatland

POLICY COMMITMENT:

For existing plantations on peat, appropriate management using Best Management Practices, as defined in the RSPO P&C and the RSPO manual on Best Management Practices for existing oil palm cultivation on peat. Where areas are identified as unsuitable for oil palm replanting, based on drainability assessments or other reasons, plans will be developed for the appropriate management of such areas, which could include rehabilitation.

Assessment of management peatlands in existing IOI plantations.	GEC Consultant has reviewed the IOI Standard Operating Procedure on Cultivation in existing plantation. The document has been revised considering comments from GEC. The document which consists of best practices, water level management, integrated pest management and soil conservation practices will serve as a guideline to all operation units in managing the peatland in existing IOI plantations.	[Blue]		[Grey]						[Grey]				[Grey]	
Implementation of enhanced management practices (where required).	Implementation of GEC recommendations for Peat Management plan on PT BSS is continuously being carried out with currently 80 canal blocks have been installed in 35 locations in PT BSS. Watergates have been installed to maintain the water levels in the peat areas. Rehabilitation of the degraded area is currently in progress with planting of local species such as <i>Astonia sp.</i> and <i>Melaleuca sp.</i> The total number of native vegetation planted in first quarter 2017 on HCV area in PT BSS is 2,948 of native forest trees.	[Blue]		[Blue]						[Blue]				[Blue]	



ACTIVITY/MILESTONE	STATUS PER MARCH 2017	2017				2018				2019				2020			
		Q1		Q2		Q3		Q4		Q1		Q2		Q3		Q4	
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP							
Guidance to suppliers on management requirements for existing plantations on peat.	IOI will prioritise peatland landscape in the supply base including third party suppliers. The supplier engagement and training on best practices for existing planting on peat training initiative has been started. The first training to the supplier was on 5-6th December 2016 in Sandakan Sabah by IOI Loders Croklaan SPO team with the speakers from Proforest and WWF-Malaysia presented on the HCV Management, BMPs on peat and HCS Introduction to the suppliers. Large suppliers were invited to share their present practices on peatland plantations and guidelines on proper way of palm oil cultivation on peat soil. The summary on the supplier engagement workshop can be found at: http://www.ioigroup.com/Content/S/PDF/Supplier%20Technical%20Workshop.pdf	[Blue bar indicating activity from Jan to Sep 2017]															
Review and engage with large suppliers on their practices with respect to peatlands on their plantations.	Assessment (including drainability assessment) will be undertaken at all existing plantations on peatland one year prior to any proposed replanting.	[Blue bar indicating activity from Jan to Sep 2017]															
Assessments of peatland prior to any proposed replanting and modified management of peatland if not replanted (one year prior to scheduled replanting).		[Blue bar indicating activity from Jan to Sep 2017]															

Fire

POLICY COMMITMENT:

Enforcement of IOI Group's no-burning policy.

Review of fire prevention and control capacity in IOI Group.	IOI has a fire prevention programme in place. The fire prevention document guidance has been shared with BKSDA Indonesia and BOMBA Malaysia for peer review. IOI has joined the Fire Free Alliance. The news can be found at: http://jakartaglobe.id/business/fire-free-alliance-welcomes-malaysian-palm-oil-giants/	Completed															
Upgrading internal capacity and training (annually).	The latest training for the Manager level in Peninsular Malaysia Estates has been conducted on 3 - 5 January 2017 where the IOI Sustainability Coordinator and Sustainability Manager presented the fire prevention techniques and safety guidelines to the participants.	[Blue bar indicating activity in Q1 2017]															
Guidance to suppliers on requirements for zero burning, fire prevention and control, and monitoring tools including GFW.	Coordinated workshops conducted by collaboration within IOI Group to suppliers.	[Blue bar indicating activity from Jan to Sep 2017]															
Review of supplier practice on zero burning, fire prevention and control.	Coordinated workshops conducted by collaboration within IOI Group to suppliers.	[Blue bar indicating activity from Jan to Sep 2017]															



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		Q1		Q2		Q3		Q4		Q1		Q2		Q3		Q4		Q1	Q2
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP									
Conservation																			
POLICY COMMITMENT:																			
Identification and protection of High Conservation Value (HCV) areas, no deforestation and protection of HCS areas.																			
Integration and remapping of HCV, HCS and Peat areas where possible; followed by Review and enhancement of management and monitoring plans for all HCV and HCS areas under IOI group (ensuring active rather than passive management).	GEC has conducted a field visit to our Indonesia concession in January 2017. The field visit is to assess and review progress of HCV and peat land management in our concessions based on IOI internal integrated Management Work Plan. Prior to the assessment visit, GEC has put some further recommendations to enhance management of HCV and peatland area in our Indonesia concessions.																		
Rehabilitation of degraded HCV areas.	The rehabilitation of degraded HCV areas is on-going process.																		
Review supplier practice for HCV and HCS areas to ensure adherence to IOI Policy.	Supplier assessment and supplier workshop are on-going and reported on Palm Oil Dash board.																		
Develop guidelines for suppliers on requirements for HCV and HCS areas.	The guideline document for suppliers will be based on IOI HCV / HCS internal documents which will be shared during the workshop.																		
Agrochemicals (COMPLETED)																			
POLICY COMMITMENT:																			
No use of Paraquat and pesticides that are categorised as World Health Organisation Class 1A or 1B.																			
Paraquat Ban.	IOI Group has banned the use of Paraquat since 2011.																		



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		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP									
ADDITIONAL COMMITMENT FOR NEW PLANTINGS																			
Peatland																			
POLICY COMMITMENT:																			
No development of peatlands regardless of depth, and protection of peat lands through water management and fire prevention.																			
Prepare new Peatland Protection Policy for IOI Group to include peatlands in existing concessions, new concessions, landscapes around concessions and supplier practices.	The Peatland Protection Policy has been reviewed by GEC and presently been circulated internally to be finalised. The policy covers peatland management in existing IOI plantations, new concessions, landscapes around concession and supplier practices.																		
Implementation of peatland protection policy across IOI Group.	Currently, the peatland protection policy is being reviewed by external stakeholders to ensure that industry best practices like RSPO BMP on peat are adhered to.																		
Provide guidance to suppliers on peatland protection requirements.	Supplier assessment and supplier workshop are ongoing and reported on Palm Oil Dash board.																		
Mapping of peatlands in concession and adjacent areas using LiDAR technology.	The LIDAR mapping is in progress as the first flight has commenced in March 2017. The data and analysis result from LIDAR are expected to be available in second quarter of 2017.																		
Ketapang Peatland Landscape																			
POLICY COMMITMENT:																			
We will develop a plan for peatland management and protection for the landscape in and around our four Ketapang concessions in West Kalimantan, in partnership with the affected stakeholders, in order to ensure optimum outcomes. This will involve mapping all peat lands in our Ketapang concessions and developing and implementing a plan for peatland protection, and the restoration of peatland degraded by clearance or drainage or, where not possible, compensating an area of land equivalent to what has been degraded.																			
Peatland landscape plan initiated with guidance from GEC and involvement of stakeholders.	GEC has provided the Ketapang Peatland Landscape Plan to IOI and currently SPO Indonesia and HQ has come out with a concept note for implementation. Some works in the peatland landscape have already started. These are engagement with government on rehabilitation of 500 m boundary of Cagar Alam, in collaboration with stakeholder on LIDAR mapping and continuous engagement with local communities on CSR works. The document has also been shared with external stakeholders for peer review.																		



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		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
IOI will engage stakeholders in the immediate vicinity of the SNA Group subsidiaries to jointly develop and implement landscape approaches that contribute to effective fire prevention and mitigation and peat and biodiversity conservation.	Continuous engagement initiatives with the local communities and local government agencies have been done in this quarter. Our plantations helped communities in repairing bridges and roads in Desa Air Hitam (PT SKS), repairing Mosque in Desa Air Hitam Besar (PT SKS), repairing church (PT BNS), preparing plasma scheme and vegetable farming (no burning) for experimental agricultural programme (to eliminate burning as alternative method of clearing land) in Desa Natai Kuini (PT BSS). Indonesian Sustainability team are also collaborating with BKSDA in conducting joint efforts in buffer boundaries patrolling (Cagar Alam Kuala Kendawang). The joint patrolling is a collaboration between BKSDA, communities and plantations to monitor illegal logging, illegal hunting and fire patrol. Presently the joint patrolling is done once a week during dry season and twice a month during wet season. The IOI Group also monitor the Ketapang area via fire optical and radar satellites.	[Green]																									
Mapping of peatlands in concession and adjacent areas, including LIDAR mapping in collaboration with APP and Deltares.	LIDAR first flight has been commenced in the month of March. Images and analysis data is expected to be ready in the second quarter 2017.	[Green]																[Green]									
Assessment of management issues and challenges. Stakeholder consultation on plan development. Peatland landscape plan adopted and implemented.																											
KPAM		[Green]																									
POLICY COMMITMENT:		[Green]																									
We commit to using the HCS Approach for our last wholly unplanted concession, KPAM.		[Green]																									
Initial review against policy commitment on HCV/HCS and Peat (Proforest).	The initial review for policy commitment is ongoing as it has been submitted to external experts and stakeholders for peer review.																										
Undertake HCS assessment, utilising the latest HCSA converged methodology, by approved HCSA practitioner. This will contribute to the programme of field trials for HCSA.	The HCS assessment using latest HCSA converged methodology is in final process and it will be reviewed by peer reviewer as recommended by HCSA panel. The review by reviewer is within the early second quarter of 2017 and after the document finalised, programme for HCS area management will be planned and implemented.	[Green]																									
Peer review by stakeholders.	Peer review will be commenced early second quarter of 2017.	[Green]																									
Final report.	Final report to be completed and made available once peer review is completed.	[Green]																									



ACTIVITY/MILESTONE	STATUS PER MARCH 2017	2017				2018				2019				2020	
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
		JAN FEB MAR APR	MAY JUN JUL AUG SEP												
Peatland Rehabilitation															
POLICY COMMITMENT:															
We confirm our commitment to developing and implementing best practice on peatland remediation, restoration and where necessary, compensation measures, in our Ketapang development in West Kalimantan.															
Revised 3 year plan (2016-18) for rehabilitation of peatland in NE portion of BSS. Specific rehabilitation measures at BSS will be integrated within the overall Ketapang peatland management plan.	Rehabilitation program for portion area in PT BSS and PT SKS is ongoing. To date, 16,894 and 22,390 seedlings of local vegetation species such as <i>gelam</i> , <i>astonia sp</i> and <i>pulai sp</i> have been planted in PT BSS and PT SKS respectively.														
Continuous monitoring of progress in Ketapang Peatland rehabilitation	Continuous monitoring on the implementation through Integrated Management Plan monthly reporting on the rehabilitation progress. Mortality of the trees is recorded and transplant is being done in supply areas. Besides that, monitoring on the growth and increase ground cover are well monitored using internal drone.														
Implement and complete rehabilitation plan for BSS.	The Integrated Management Plan for rehabilitation in PT BSS are already implemented and being continuously monitored by the sustainability team.														
Prepare plan for remediation of shallow peatlands in western BSS.	The shallow peatland in PT BSS has been rehabilitated and turned into conservation area. This has been reported in GEC report (fourth report). The plan consists of rehabilitation and conservation management of the area and are monitored by SPO Indonesian team.														
BSS shallow peatland plan implemented and completed.	Peatland restoration work in PT BSS has started with planting of indigenous tree species. This area has been designated as rehabilitation area and for conservation purpose.														
Plan prepared for restoration of peatlands in SKS/BNS.	Integrated Management Plan for PT BNS and PT SKS are already provided by IOI Sustainability team (Indonesia).	Completed													
Plan for SKS/BNS to start to be implemented.	The implementation works are in progress. A minimum of 200 ha of peat is being rehabilitated with native tree species and biodiversity enrichment.														
Plan prepared for the rehabilitation of peatlands in adjacent landscape (part of landscape plan).	Peatland Landscape Plan Rehabilitation Approach plan has been drafted by GEC and submitted to IOI in March 2017. Currently the plan is in process to be updated and reviewed both internally and externally. Some of the activities have already started (LIDAR mapping and HCV assessment, engagement with communities and local government).														



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		Q1			Q2			Q3		Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP											
Rehabilitation has been initiated.	A collaboration effort with BKSDA to restore and rehabilitate 500 m buffer area boundary of PT SKS and Hutan Lindung Cagar Alam has started with about 400 trees have been planted in first quarter of 2017 for biodiversity enrichment in the buffer area. Besides that joint patrolling for illegal wildlife hunting and illegal logging are also continuously conducted with BKSDA.																				

Fire prevention

POLICY COMMITMENT:

We will develop and implement a fire prevention and rapid response programme, consisting of active measures to prevent fires in IOI's new developments and adjacent lands, and to respond rapidly to any fires if necessary. The peat land management plan will be an important factor in mitigating fire risk.

Develop enhanced fire prevention and mitigation programmes within (including conservation areas) and around concessions.	IOI Internal Fire Prevention Document is currently sent for peer review by BKSDA and BOMBA. To enhance collaboration with external stakeholders, IOI has become a member in Free Fire Alliance (FFA). The announcement of IOI as one of the new member has been announced by FFA during their general meeting in March 2017. http://www.ioigroup.com/Content/NEWS/NewsroomDetails?intNewsID=833	<i>Already commenced - Ongoing</i>													
Engage local communities and other neighbouring estates and Government Agencies towards a partnership in fire prevention outside concessions boundaries by raising awareness and training.	Besides collaborate with BKSDA /Manggala Agni and nearby concessions in fire prevention, IOI also engaged with the local communities on various awareness and forest fire prevention programmes. Joint trainings on fire drill in PT SKS and PT BNS have been conducted on March 2017.	<i>Already commenced - Ongoing</i>													
Signing of MoU with Balai Konservasi Sumber Daya Alam (BKSDA) as partner to work on action plan on fire prevention.	MoU was signed in August 2016 and currently joint patrolling between BKSDA and estate personnel has been continuously conducted for fire patrolling.														



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		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP									

TRACEABLE SUPPLY CHAINS

Traceability

POLICY COMMITMENT:

Our goal is to ensure that all volumes of palm oil and palm oil fractions will be 100% traceable to mills by the end of 2016 while palm kernel oil volumes will be traceable to crushers by end 2016 and to the mills by end 2018; this will be extended towards 100% traceable to plantation by the end of 2020.

Traceability target PO to Mill (100%)	IOI has released its Group level's FY15/16 traceability results. The traceability results will be reported on quarterly basis. See report: http://www.ioigroup.com/Content/S/S_Dashboard																		
Traceability target PK to Crusher (100%)	Quarterly Traceability update Sept. 2016 can be found: http://europe.ioiloders.com/images/static_pages/Traceability_update_Oct_15_-_Sept16.pdf																		
Traceability target PK to Mill (100%)																			
Traceability target PO to Plantation (100%)	Plans will be drafted in Q1-2017																		
Traceability target PK to Plantation (100%)																			

Supplier Engagement

POLICY COMMITMENT:

We will actively promote and support the transformation of the palm oil supply chain through a process of supplier engagement. We will continue to engage with key suppliers to promote our policy commitments and build capacity of mills and supplier companies to ensure compliance.

Webinar/training on new policy requirements to all direct suppliers.	Capacity building workshops are ongoing (with Proforest).																		
Review of all direct suppliers' sustainability commitments against IOI policy requirements.																			
Group level risk review of upstream companies in IOI supply base.	Internal and external capacity is being added to execute group level risk assessments.																		
Continuous Supplier Engagement in order to collaborate on prioritisation of interventions such as verification.	Agenda for supplier engagement activities will be published via the newly launched palm oil dashboard.																		
Prepare guideline for "Sustainable Practices in the Supply Chain" for suppliers.																			



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		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP									

Risk Assessment

POLICY COMMITMENT:

We will risk assess all palm oil supplier mills using tools such as the spatial data and remote sensing information made available by the World Resource Institute's (WRI) Global Forest Watch (GFW) platform, together with stakeholder alerts, in order to facilitate monitoring of the palm oil supply chain to establish priorities for conducting mill-level verification assessments.

Weekly Internal Mill Alert System.	Ongoing	Already commenced - Ongoing													
New mills risk assessed every quarter by implementation partner- ensure inclusion of mills supplying to all IOI divisions.		Already commenced - Ongoing													
All mills will be risk assessed every 2 years.	Completed	Already commenced - Ongoing													
Annual Traceability report at group level.	See report: http://www.ioigroup.com/Content/S/S_Trace	Already commenced - Ongoing													

Mill Verification & Monitoring

POLICY COMMITMENT:

We are implementing a programme of mill-level verification assessments within our supplier base, in order to verify compliance with our Sustainable Palm Oil Policy. We expect all our third party suppliers of palm oil products to adhere to commitments in this Sustainability Policy.

Policy communication: building internal capacity.	Supplier Technical workshop held in December 2016: http://www.ioigroup.com/Content/S/PDF/Supplier%20Technical%20Workshop.pdf	Already commenced - Ongoing													
Finalisation of procedure for execution of 3 step approach.	Near real time monitoring program for Sabah and Peninsular Malaysia has been in place. In addition, supplier intelligence program at group level has been in place.														
Programme of mill workshops for direct supplier mills.	The agenda for supplier engagement moments can be viewed via IOI palm oil dashboard: http://www.ioigroup.com/Content/S/S_Dashboard	Already commenced - Ongoing													
Engage with key traders to establish industry convergence on the TWG's verification indicators and methodology, as already adopted by IOILC.		Completed													
Minimum 10 new mill assessments a year with implementation partner.	2016: 9 mill assessments have been completed.	Already commenced - Ongoing													
Actively participate in industry initiatives to fast forward the development of a platform/way to share results from the mill assessments.	WRI/GFW	Already commenced - Ongoing													



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Time Bound Action Plan covering all suppliers that has been assessed from the engagement process.	Five Timebound Action Plan (TBAP) available; IOI LC and PF will draft the TBAP from 2017 onward. This will be used as a discussion during the TBAP meeting.	<i>Already commenced - Ongoing</i>																					
Suppliers to demonstrate progress of implementation from gaps found during the mill assessment.	Four suppliers have shown progress on the TBAP. The fifth supplier was shared with a fellow refiner for their follow up.	<i>Already commenced - Ongoing</i>																					
Yearly follow up visit to supplier's mill and supply base.	Ongoing.	<i>Already commenced - Ongoing</i>																					



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TRANSPARENCY AND WIDER ENGAGEMENT

Plantation and Concession Maps

POLICY COMMITMENT:

Making maps of all IOI plantations publicly available, subject to any legal restrictions.

Ketapang concession maps will be made available.	Map for the Indonesian Concession area has been clarified by our legal for SNA and Bumitama Group. The map is ready to be released publicly and can now be found on IOI Group website. However, for the Malaysian concession area, it is subjected to legal requirement.	Completed				
All other maps will be made available with the RSPO.	All IOI Group's concession maps are available with the RSPO and for auditing purposes at each individual IOI Group location. (http://www.rspo.org/certification/principles-and-criteria-assessment-progress)					

Grievance mechanism (COMPLETED)

POLICY COMMITMENT:

Improving IOI Group's complaints handling capacity and procedures, and implementing a comprehensive grievance procedure covering our palm oil production and sourcing.

Prepare draft Grievance mechanism.	Done	Completed			
Consult stakeholders on draft mechanism.	Done	Completed			
Amend and finalise Grievance Mechanism.	The final Grievance procedure was published end September 2016. Please find a link to the procedure - http://www.ioigroup.com/Content/S/PDF/GrievanceList.pdf	Completed			
Prepare Grievance List and publish online to ensure transparency in resolving issues.	Updated Grievance list: http://www.ioigroup.com/Content/S/PDF/GrievanceList.pdf	Completed			



ACTIVITY/MILESTONE	STATUS PER MARCH 2017	2017								2018				2019				2020	
		Q1		Q2		Q3		Q4		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP									

IOI - Pelita Sarawak

POLICY COMMITMENT:

An open and transparent approach to resolving outstanding grievances with the involvement of affected stakeholders, including successfully concluding the mediation process with the affected longhouse communities in Sarawak, to the satisfaction of all parties.

<p>Conduct meetings with affected communities in the presence of Resident of Miri to discuss land /land use offers to settle dispute.</p>	<p>The meeting with Sarawak Attorney General (SAG) at ADUN office, Kuching was done on 7 April 2017. SAG will be arranging a meeting with the Deputy Chief Minister 1 (DCM1) regarding the land issue on 13 April 2017. Continuous discussion with the Ketua Kampung (KK) on the land issues have been conducted by PELITA, IOI and Miri Residents Office. JVC has agreed for the appointment of a Community Communications Officer who will be responsible to regularly meet with the Kks, individual households and organise wider household meeting within the communities for further clarification and discussions on any updates.</p>	Ongoing															
<p>Progress updates on the resolution to be published regularly via the Grievance mechanism to ensure transparency in resolving this issue.</p>	<p>Updated Grievance list: http://www.ioigroup.com/Content/S/PDF/GrievanceList.pdf</p>																

Sustainability Advisory Panel

POLICY COMMITMENT:

Follow a multi-stakeholder approach as the right way forward to transform the palm oil sector. We will work with various stakeholders including our suppliers, customers, non-governmental organisations (NGOs), governments and independent verification bodies to implement our Policy.

<p>Proposal to form a Sustainability Advisory Panel (SAP) to monitor the SIP.</p>	<p>Completed and accepted.</p>	Completed																	
<p>Develop Term of Reference (ToR) completed end of October 2016. Invitation extended to various stakeholders to sit on the panel is in progress.</p>	<p>Draft ToR is available, in process of inviting panel member.</p>	Completed																	
<p>SAP formed and to meet and monitor the SIP.</p>	<p>First SAP meeting is to take place on 25 April 2017.</p>																		



ACTIVITY/MILESTONE	STATUS PER MARCH 2017	2017								2018				2019				2020	
		Q1		Q2		Q3		Q4		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP									

HCS Convergence

POLICY COMMITMENT:

Follow a multi-stakeholder approach as the right way forward to transform the palm oil sector.

<p>Commitment to using the HCS Approach pending the outcome of the Convergence process in integrating the HCS methodologies.</p> <p>Application for High Carbon Stock Approach Steering Committee Membership</p>	<p>Participation in the meetings of the Convergence Process that aims to develop policies for best practice by integrating the High Carbon Stock Approach (HCSA) and the High Carbon Stock Plus (HCS+) methodologies. The convergence has been formally finalised and announced on the 8 November 2016. In addition, the recommendations will be incorporated into the revised HCSA Toolkit. We will start to implement these recommendations and to address the important remaining issues through our engagement with the HCSA Steering Group. The agreement will be reflected in our policies and the revised HCSA toolkit will be implemented by IOI when it is issued in early 2017.</p> <p>In the process of applying.</p>	<p>Completed</p>		<p>Completed</p>		<p>Completed</p>		<p>Completed</p>		<p>Completed</p>	
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Dashboard

POLICY COMMITMENT:

Launching a public reporting system (company dashboard) to communicate traceability information, progress on resolution of outstanding complaints and updates on supplier engagement and verification.

<p>Commence development of public dashboard reporting tool for IOI Group.</p>	<p>IOI palm oil dashboard has been launched in December 2016. Please find the dashboard: http://www.ioigroup.com/Content/S/S_Dashboard</p>	<p>Completed</p>		<p>Completed</p>		<p>Completed</p>		<p>Completed</p>		<p>Completed</p>	
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14 April 2017