



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.

Dato' Lee Yeow Chor
Group Chief Executive Officer

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Group Head of Sustainability

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EXISTING PLANTATIONS

ACTIVITY/MILESTONE	STATUS PER DECEMBER 2016	2016		2017								2018				2019				2020								
		Q4		Q1				Q2				Q3				Q4				Q1		Q2						
		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	
RSPO Next																												

POLICY COMMITMENT:

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

Ladang Sabah Mill (RSPO Next)	The first draft checklist on the RSPO NEXT has been circulated among the Sustainable Palm Oil (SPO) team region for further input. The first RSPO NEXT public notification is proposed to be done in first quarter of 2017. Ladang Sabah Mill will be the first to undergo the RSPO Next audit in the first quarter of 2017.																												
Pukin Mill (RSPO Next)																													
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)	The RSPO Certification for Unico Desa Mill and Unico Mill is expected to be carried out in 2017. Unico Desa Mill is expected to undergo certification audit in mid-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	All regions have their own monitoring checklist of the worker's welfare. Efforts have started to standardize the system with the improvement of our Induction Procedure, establishment of the Employee Consultative Committee and the Gender Committee as well as matters related to safety and health. Ongoing discussions with all regional team leads have been carried out. For further improvement, the induction course material (videos, slide presentation) is in the process to be standardized and used by all operating units.																												
Report publicly on initial internal monitoring audits	The report on initial monitoring audit to be made public by first quarter of 2017.																												



ACTIVITY/MILESTONE	STATUS PER DECEMBER 2016	2016		2017								2018				2019				2020		
		Q4		Q1			Q2			Q3		Q4		Q1		Q2		Q3		Q4		
		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
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 will only engage recruitment agency that is registered with the country of origin respected consulate. According to IOI's practices, recruitment agencies have to give a letter of undertaking to comply with IOI's labour requirements before becoming an IOI's recruitment agency.																					
Appoint external partner to support with standardisation and improvement of Labour Rights processes and systems.	Appointment of a Consultant (social and labour consultant) to provide framework on labour and social issue improvement to IOI Group. The consultant is set to start their assessment in first quarter of 2017.																					
Undertake gap analysis and draft action plan.																						
Implement corrective actions including improved SOPs.	Collaborations with Social NGO Finnwatch on identifying gaps in social issues related to worker's welfare were done. The final report has been published on 7th November 2016. Further improvement will be implemented as -recommended in the report. To assist IOI further on addressing these issues, a social expert consultant will be engaged to assist in providing framework to improve labour and social components in the plantations.																					
Training workshops with field teams (annual training).																						

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. The first draft of the document has been circulated to all SPO region heads for additional input before circulating it to other internal and external stakeholders for peer review.																					
Study and analysis of methane reduction.	Ongoing research by IOI Research personnel with various analysis on methane reduction procedure tested in various IOI Peninsular Malaysia POM.																					
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.																					
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.																					



ACTIVITY/MILESTONE	STATUS PER DECEMBER 2016	2016		2017								2018				2019				2020		
		Q4		Q1				Q2		Q3		Q4		Q1		Q2		Q3		Q4		
		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
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 been appointed to assist in reviewing Peat Management Plan in existing IOI plantations prior to the update done by Sustainability Coordinator and IOI Research Centre based on the existing best management on peat in IOI Good Agriculture Practices (GAP) document. The document can be a guideline to all operation units in managing the peatland in existing IOI plantations.	Commenced																				
Implementation of enhanced management practices (where required).	Implementation of GEC recommendations from Peat Management plan on PT BSS has started. Watergates have been placed 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>gelam</i> . To date the total number of native vegetation planted on HCV area in PT BSS is 1,902 of native forest trees.	Commenced																				
Guidance to suppliers on management requirements for existing plantations on peat.	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 Loders Crocklaan 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																					
Review and engage with large suppliers on their practices with respect to peatlands on their plantations.	Peat Drainability Study to be conducted in the replanting area that involves peat land. Presently, soil consultant, Param Agricultural Soil Survey Sdn Bhd has undertaken soil survey assessment in some of the estate in Sabah for further soil classification and management recommendation since October 2016. The assessment is to get detail soil verification before replanting. This final data later will be shared with external consultant and IOI RC to come out with peatland assessment prior to replanting.	Ongoing																				
Assessments of peatland prior to any proposed replanting and modified management of peatland if not replanted (one year prior to scheduled replanting).	Peat Drainability Study to be conducted in the replanting area that involves peat land. Presently, soil consultant, Param Agricultural Soil Survey Sdn Bhd has undertaken soil survey assessment in some of the estate in Sabah for further soil classification and management recommendation since October 2016. The assessment is to get detail soil verification before replanting. This final data later will be shared with external consultant and IOI RC to come out with peatland assessment prior to replanting.			Per replanting schedule																		



ACTIVITY/MILESTONE	STATUS PER DECEMBER 2016	2016		2017								2018				2019				2020		
		Q4		Q1		Q2		Q3		Q4		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	
		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP									
Fire																						
POLICY COMMITMENT:																						
Enforcement of IOI Group's no-burning policy.																						
Review of fire prevention and control capacity in IOI Group.	The internal fire management plan has been drafted in Bahasa Indonesia by Sustainability Coordinator with assistance from Sustainable Palm Oil (SPO) Indonesian team. This document has been circulated among internal team (SPO region and IOI Research Centre) for further input followed by circulation to external stakeholders for peer review. After finalized, the document will be used as guidance to suppliers. On-going engagement with multistakeholders including government agencies to do joint training on fire prevention method with BOMBA / BKSDA / Manggala Agni will be planned in 2017.	[Active]																				
Upgrading internal capacity and training (annually).	The latest training for the supervisor level in Peninsular Malaysia Estates has been conducted on 22-24 November 2016 where the IOI Sustainability Coordinator and Sustainability Manager presented the fire prevention techniques and safety guidelines to the participants.	[Active]																				
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.	[Active]																				
Review of supplier practice on zero burning, fire prevention and control.	Coordinated workshops conducted by collaboration within IOI Group to suppliers.	[Active]																				
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).	Ongoing engagement with GEC to provide framework for integrated management plan on HCV, HCS and peat areas. The first draft of the management plan expected to be reviewed internally by November 2016 and implementation plan to be scheduled in end 2016.	[Active]																				
Rehabilitation of degraded HCV areas.	The planting of forest tree species commenced on the month of October-December with a total of 450 mix forest tree species (<i>Binuang, Ketapang, Gaharu</i>) in Sandakan, Sabah initiated by the SPO team. The on-going rehabilitation in the HCV area will be conducted continuously.	[Active]																				
Review supplier practice for HCV and HCS areas to ensure adherence to IOI Policy. Develop guidelines for suppliers on requirements for HCV and HCS areas.	Coordinated workshops conducted by collaboration within IOI Group to suppliers. The guideline document for suppliers will be based on IOI HCV / HCS internal documents which will be shared during the workshop.	[Active]																				



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		Q4		Q1		Q2		Q3		Q4		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP								
Agrochemicals																					
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.											<i>Paraquat phased out in end 2011</i>									



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		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
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.	GEC consultant has been appointed to assist in preparing Peat Management Policy along with IOI's Group Head of Sustainability. The policy will include peatland in existing IOI plantations, new concessions, landscapes around concession and supplier practices.																				
Implementation of peatland protection policy across IOI Group.																					
Provide guidance to suppliers on peatland protection requirements.	Coordinated workshops conducted by collaboration within IOI Group to suppliers																				
Mapping of peatlands in concession and adjacent areas using LiDAR technology.	Agreement signed in September 2016 to conduct LiDAR mapping on IOI concession in Ketapang. Currently the consultant is in the process of obtaining approval from the government to conduct the peatland mapping as this is one of the procedure. It is expected to obtain the first data of the mapping in the first 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.	As per discussion with GEC in October 2016, the consultant will assist in preparing framework on landscape restoration approaches. The Management Implementation Plan for PT BSS has been completed in September 2016 and implementation of the recommendations from GEC has started. Integrated Management Plan for PT SKS and PT BNS are already drafted by Indonesia IOI sustainability team and will be given to external stakeholders including GEC for advice and peer review.																				



ACTIVITY/MILESTONE	STATUS PER DECEMBER 2016	2016		2017								2018				2019				2020	
		Q4		Q1				Q2		Q3		Q4		Q1		Q2		Q3		Q4	
		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
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 community and local government agencies for example repair of bridges and roads in Desa Pembedilan (PT SKS), medical surveillance project in collaboration with Government hospital in Desa Air Hitam (PT BNS), drilling of drinking water project in collaboration with BKSDA (also to help in putting out fires) and 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 wildlife conservation. One of the milestones achieved is saving Orang Utan from poachers in Desa Air Hitam Besar in PT SKS on 5th December.	Ongoing																			
Mapping of peatlands in concession and adjacent areas, including LiDAR mapping in collaboration with APP and Deltares. Assessment of management issues and challenges. Stakeholder consultation on plan development. Peatland landscape plan adopted and implemented.	Agreement signed in September 2016 to conduct LiDAR mapping on all 4 concession in Ketapang.																				
KPAM																					
POLICY COMMITMENT:																					
We commit to using the HCS Approach for our last wholly unplanted concession, KPAM.																					
Initial review against policy commitments on HCV/HCS and Peat (Proforest).	Proforest has been contracted to provide technical support, and the first stage is to gauge whether existing reports are sufficient to ensure compliance. Following a five-day scoping visit, and comprehensive document review, Proforest has delivered a phase 1 report by mid-October, 2016. Phase 2 will be to carry out work to fill gaps, if any. A decision on when the new planting will commence will be taken only after the two phases have been completed. By end of December 2016, we will have completed all assessments, including the HCS assessment for the KPAM concession. Final report on HCV assessment was received from Aksenta on June 2016. The ground teams are currently in progress following recommendations by Aksenta from the report. The peer review for HCV assessment will be carried out by Diameter as recommended by Proforest. Any gaps found are being addressed. In the meantime, HCS assessment has been sent to Proforest early December, 2016.																				
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 implementation of recommendation from HCSA will start in end of 2016 following the finalisation of the programme in the report.																				



ACTIVITY/MILESTONE	STATUS PER DECEMBER 2016	2016		2017								2018				2019				2020	
		Q4			Q1			Q2		Q3			Q4	Q1	Q2	Q3	Q4	Q1	Q2		
		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP								
Peer review by stakeholders.	Peer review by stakeholders once the document is finalised.	█			█																
Final report.	Final report to completed and made available once peer review is completed.				█																
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 plan 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 and restoration program for portion area in PT BSS and PT SKS is ongoing. To date, 11,129 and 18,623 seedlings of local vegetation species such as <i>gelam</i> have been planted in PT BSS and PT SKS respectively.	█			█																
Continuous monitoring of progress in Ketapang Peatland rehabilitation	The Indonesian sustainability team purchased one unit of drone to monitor the progress of the rehabilitation program and to monitor the fire prone area.	█			█								█				█				
Implement and complete rehabilitation plan for BSS.	The Integrated Management Plan for rehabilitation in PT BSS are already implemented by the sustainability team. The monitoring of planted vegetation is undertaken by IOI Sustainability Coordinator.	█			█								█								
Prepare plan for remediation of shallow peatlands in western BSS.																					
BSS shallow peatland plan implemented and completed.	Peatland restoration work in PT BSS has completed based on the Integrated Management Plan which is monitored by the IOI Sustainability Coordinator. On 21st December, PT BSS's peat conservation and management efforts has been acknowledged by Kementerian Lingkungan Hidup dan Kehutanan Indonesia.				█								█				█				
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). The implementation works are in progress.	█																			
Plan for SKS/BNS to start to be implemented.		█		█								█				█					
Plan prepared for the rehabilitation of peatlands in adjacent landscape (part of landscape plan).	A collaboration effort with BKSDA to restore and rehabilitate 500m buffer area boundary of PT SKS and Hutan Lindung Cagar Alam. Currently both IOI Sustainability team and BKSDA are drafting the restoration plan and conservation programme.				█																
Rehabilitation to be initiated.																					



ACTIVITY/MILESTONE	STATUS PER DECEMBER 2016	2016		2017								2018				2019				2020	
		Q4		Q1		Q2		Q3		Q4		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP								
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.	The Indonesian ground teams are currently developing training programmes for their internal forest fire team personnel which will include community from nearby desa. In collaboration with BKSDA, the ground team is preparing the trainings in sync with the agency schedule.			Already commenced - Ongoing																	
Engage local communities and other neighbouring estates and Government Agencies towards a partnership in fire prevention outside concessions boundaries by raising awareness and training.	Also in collaboration with BKSDA /Manggala Agni in fire prevention and awareness programme for the internal and external parties. IOI also engaged with the local communities and neighbouring estate on various projects, especially in awareness and forest fire prevention. Fire Prevention document was drafted and translated to Bahasa Indonesia by IOI Sustainability Coordinator. This document will be circulated to external stakeholders for peer review after final review by IOI internal stakeholders			Already commenced - Ongoing																	
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.	Completed																			



ACTIVITY/MILESTONE	STATUS PER DECEMBER 2016	2016			2017				2018				2019				2020	
		Q4			Q1				Q2				Q3				Q4	
		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	Q1	Q2	Q3	Q4	Q1

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_Trace	[Yellow]			[Grey]				[Grey]				[Grey]				[Grey]	
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	[Yellow]			[Grey]				[Grey]				[Grey]				[Grey]	
Traceability target PK to Mill (100%)		[Grey]			[Grey]				[Grey]				[Grey]				[Grey]	
Traceability target PO to Plantation (100%)	Plans will be drafted in Q1-2017	[Grey]			[Grey]				[Grey]				[Grey]				[Yellow]	
Traceability target PK to Plantation (100%)		[Grey]			[Grey]				[Grey]				[Grey]				[Yellow]	

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



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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.	Commenced																									
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)	Commenced																									
Grievance mechanism																											
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																										
Consult stakeholders on draft mechanism.	done																										
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/S_Grievance																										
Prepare Grievance List and publish online to ensure transparency in resolving issues.	Updated Grievance list: http://www.ioigroup.com/Content/S/PDF/GrievanceList.pdf																										



ACTIVITY/MILESTONE	STATUS PER DECEMBER 2016	2016		2017								2018				2019				2020		
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		OCT	NOV	DEC	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.																						
Conduct meetings with affected communities in the presence of Resident of Miri to discuss land /land use offers to settle dispute.	Continuous discussions with LTK A and LTK B communities on the land issues have been initiated by PELITA, IOI and Miri Resident Office. The latest meetings were held on 1st December and 20th December 2016 to discuss the settlement agreement. The meeting was attended by 7 Ketua Kampung / representatives, local counsellor and some villagers. RSPO representatives attended the meeting as an observer. In the meeting, the community requested some additional input to be put into the settlement agreement. The additional input from the community will be formally submitted to the Resident Office before 30th December 2016.	Ongoing																				
Progress updates on the resolution to be published regularly via the Grievance mechanism to ensure transparency in resolving this issue.	Updated Grievance list: http://www.ioigroup.com/Content/S/S_Grievance						Ongoing															
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.																						
Proposal to form a Sustainability Advisory Panel (SAP) to monitor the SIP.	Completed and accepted.																					
Develop Term of Reference (ToR) completed end of October 2016.																						
Invitation extended to various stakeholders to sit on the panel is in progress.	Draft ToR is available, in process of inviting panel member.																					
SAP formed and to meet and monitor the SIP.	First SAP meeting will take place once SAP members have confirmed their participation.																					



ACTIVITY/MILESTONE	STATUS PER DECEMBER 2016	2016		2017								2018				2019				2020	
		Q4		Q1		Q2		Q3		Q4		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
		OCT	NOV	DEC	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>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 8th 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>															
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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>						
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30 December 2016