
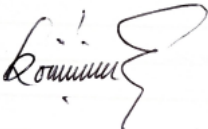



FREE PRIOR INFORMED CONSENT OPERATING STANDARD

DOCUMENT PLAN

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I. PURPOSE AND SCOPE OF APPLICATION

The establishment of plantations can imply major changes for local communities and indigenous people. Plantations require large area of land and often this land is owned and used by local communities.

International human rights laws and business best practices, recognize that even where national frameworks may provide weak or absent protections of customary rights to land, - plantations should not be established on indigenous peoples' land without recognition to their prior rights to the land. The principle which encapsulates these rights is Free Prior Informed Consent (FPIC). The FPIC has been endorsed by the RSPO as a key principle in its principles and criteria (P&C).

SIPH Group in Policy, pledged to respect and recognized the long-term customary and individual rights of indigenous and local communities and committed to ensuring legal compliance as well as international best practices in FPIC are implemented.

- Present the main steps to follow in the land acquisition process in accordance with general FPIC requirements and local realities,
- List the main stakeholders involved during the process
- Set up representatives of the communities for regular dialogues with communities
- Catch in time all grievances related to the land acquisition, land clearing, planting and other processes involving local communities
- List all the documents to be produced and archived during the process

This procedure covers the land acquisition process, including the participatory mapping, negotiation, compensation, conflicts management and monitoring.

II. DEFINITIONS

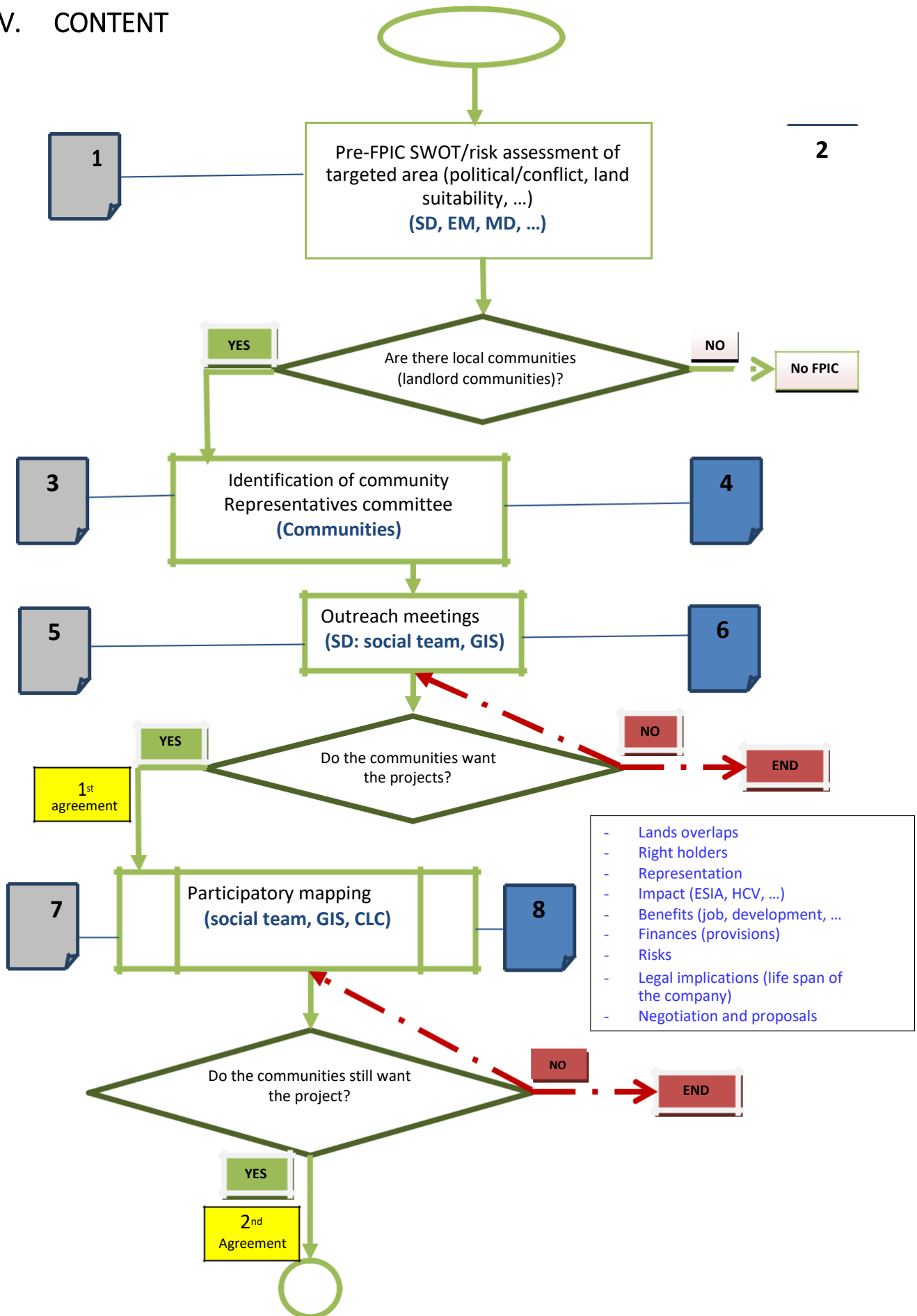
III. REFERENCE DOCUMENTS

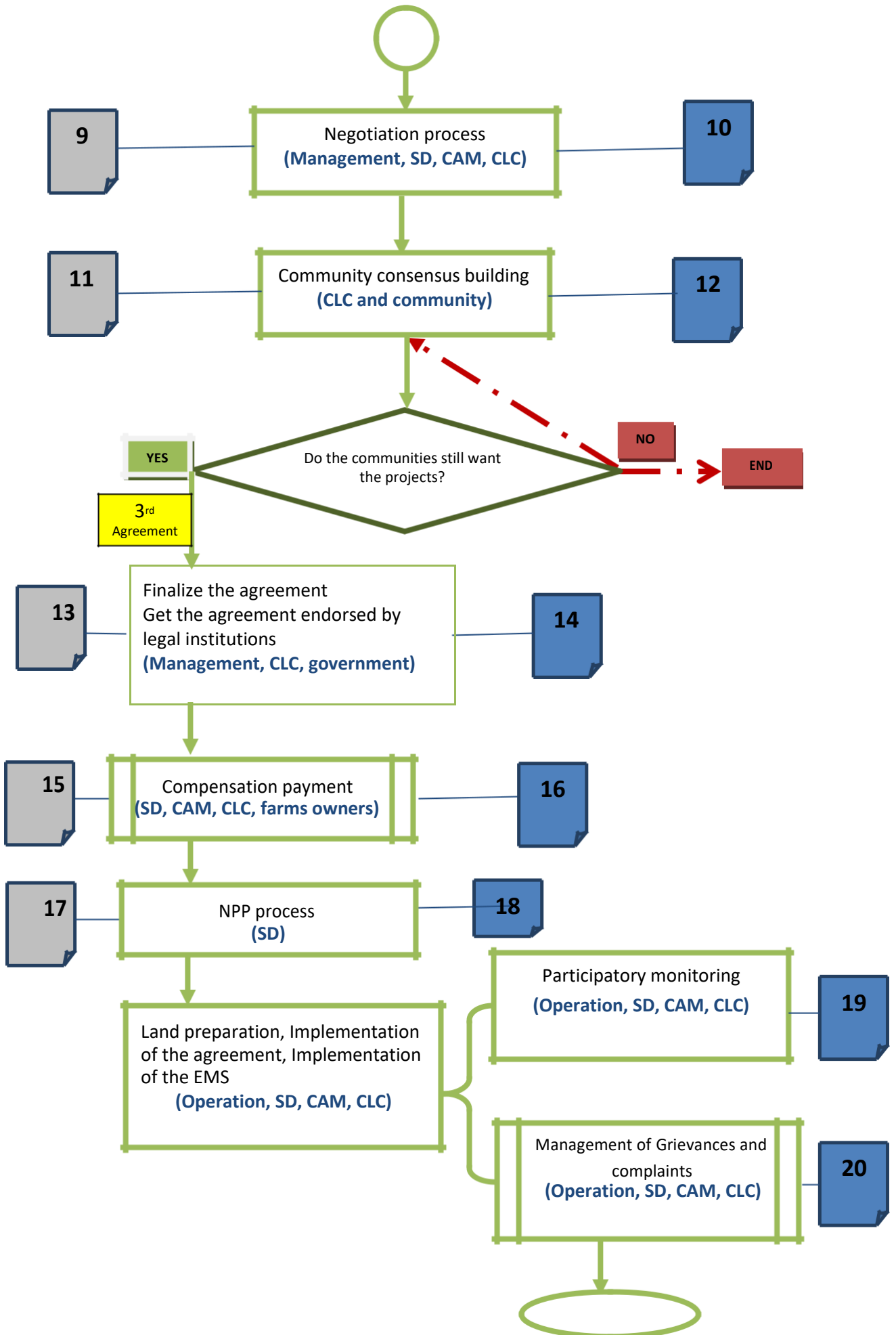
- Roundtable for Sustainable Palm Oil (RSPO)
- SIFCA Sustainability policy
- SIPH Sustainable Rubber Policy
- IFC Performance Standards ON Environmental and Social Sustainability

IV. RESPONSABILITY

The sustainability department is in charge of the implementation of the procedure, with the support of Top management.

V. CONTENT





a. FPIC associated documents

N°	Documents to be issued before meetings	Documents issued/endorsed after meetings or negotiations
1.	Invitation letters (key stakeholders)	
2.		Copies of acknowledgement of receipt of invitation letters , reports or meetings minutes, map of existing communities around the targeted area
3.	Letter to request the list of community representative committee	
4.		List of community representative committee + acknowledgement letter by the company
5.	Invitation letter for outreach meeting	
6.		Minutes of the outreach meeting, attendance list.
1st Agreement		
7.	Invitation letters for participatory mapping	
8.		Meetings minutes, base map and GIS map endorsed by the communities
2nd Agreement		
9.	Invitation letters for various negotiation meetings	
10.		Negotiation meetings minutes + attendance list
11.	Draft copy of MoU for communities inputs	
12.		Draft copy of MoU with communities inputs or letter
13.	Final copy of the MoU with communities inputs	
14.		Signed copy of the MoU
3rd Agreement (Memorandum of Understanding)		
15.	List of people entitled to compensation	
16.		Payment evidences
17.		NPP submission documents (HCV; ESIA, FPIC reports, ...)
18.		NPP notification
19.		Monitoring reports
20.		Complaints management base data.