

**RSPO**

Roundtable on  
Sustainable Palm Oil

# RSPO INDEPENDENT SMALLHOLDER STANDARD

For the Production of Sustainable Palm Oil

**2019**

Endorsed by the RSPO Board of Governors and adopted at the 16th Annual General Assembly by RSPO Members on 6 November, 2019





# ▶ TABLE OF CONTENTS

<b>LIST OF ACRONYMS</b>	page 2
<b>INTRODUCTION</b>	page 3
<b>01 Scope: Understanding the who, what and how of the RSPO Independent Smallholder Standard</b>	page 7
1.1 Who can use the RSPO Independent Smallholder Standard to pursue RSPO Certification	8
1.2 To what does the RSPO Independent Smallholder Standard apply	9
1.3 How to get certified under the RSPO Independent Smallholder Standard	11
1.4 Which Standard to use if the RSPO Independent Smallholder Standard does not apply?	12
<b>02 RSPO Phased Approach for Independent Smallholder Certification</b>	page 13
2.1 Certification, Claims and Benefits	16
2.1.1 Eligibility - entry level	18
2.1.2 Milestone A – continual improvement and progress	18
2.1.3 Milestone B – continual improvement and full compliance	18
<b>03 Normative Requirements of the RSPO Independent Smallholder Standard</b>	page 20
3.1 Principles, Criteria and Indicators	21
3.1.1 Further guidance to interpret the Principles, Criteria and Indicators	23
3.1.2 Smallholder Declaration	23
3.1.3 Skipping indicators that are not applicable	24
3.1.4 Support for smallholders	24
3.1.5 Gender Inclusivity	26
3.1.6 Additional considerations	26
3.2 The Internal Control System Requirements for Smallholder Groups	48
3.2.1 Support for group managers to form a group	49
<b>04 Guidance for group managers and individual group members</b>	page 55
4.1 Guidance	56
<b>Annex 1 – Definitions</b>	page 106
<b>Annex 2 – Smallholder Declaration</b>	page 115

## LIST OF ACRONYMS

ACRONYM	MEANING
<b>RSPO</b>	Roundtable on Sustainable Palm Oil
<b>P&amp;C</b>	Principles and Criteria
<b>CSPO</b>	Certified Sustainable Palm Oil
<b>ToC</b>	Theory of Change
<b>FFB</b>	Fresh Fruit Bunch
<b>ISH</b>	Independent Smallholders
<b>MB</b>	Mass Balance
<b>IP</b>	Identity Preserved
<b>SG</b>	Segregated
<b>HCV</b>	High Conservation Value
<b>FPIC</b>	Free Prior and Informed Consent
<b>GAP</b>	Good Agricultural Practices
<b>PPE</b>	Personal Protective Equipment
<b>PCI</b>	Principles, Criteria and Indicators
<b>HCS</b>	High Carbon Stock
<b>RaCP</b>	Remediation and Compensation Procedure
<b>RTE</b>	Rare, threatened or endangered
<b>LUCA</b>	Land Use Change Analysis
<b>ICS</b>	Internal Control Systems
<b>IPM</b>	Integrated Pest Management

# INTRODUCTION




The RSPO Independent Smallholder Standard was developed in response to the growing recognition by stakeholders for the need to increase smallholders' inclusion into the RSPO system through a mechanism that takes into consideration the diversity of challenges and situations faced by smallholders globally, together with their varying needs and concerns.

RSPO has always recognised the importance of smallholders and the need for increasing their inclusion. The RSPO Smallholder Strategy, endorsed by the RSPO Board of Governors (BoG) on 14 June 2017, mandates the simplification of the RSPO certification system and standard (Principles, Criteria and Indicators) in order to better meet the needs and contexts of smallholders. In 2018, the RSPO Theory of Change (ToC) identified the goal to include more smallholders into the system so that they produce palm oil sustainably while achieving a sustainable livelihood.

The RSPO Independent Smallholder Standard (RSPO ISH Standard) responds to the needs and challenges of independent smallholders with simple and straightforward requirements and cost-effective tools that consider diversity, capacity and incentives. As part of the simplification process, the RSPO ISH Standard places larger responsibility on group managers, when compared to the past group certification system.

# INTRODUCTION

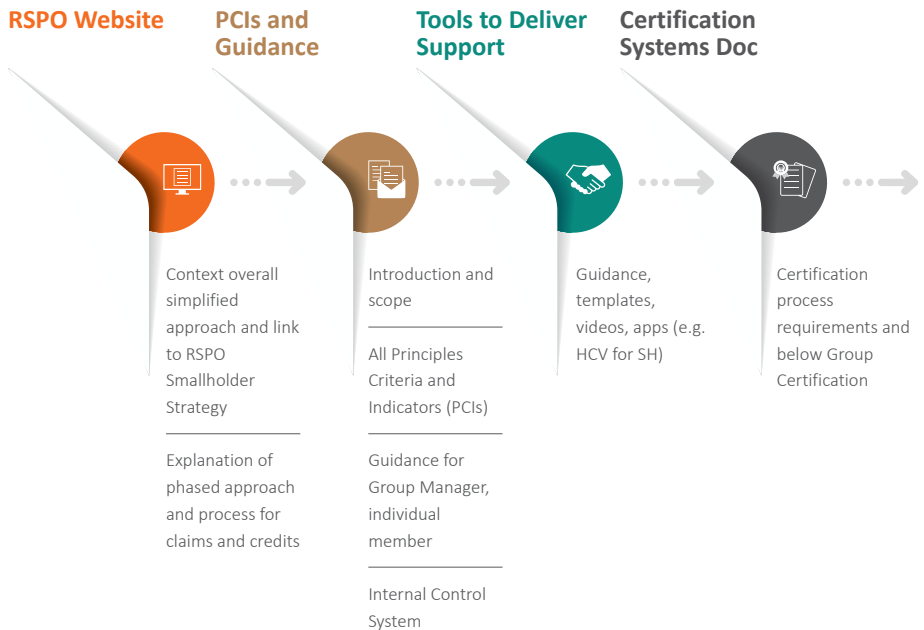
This standard complements the RSPO Principles and Criteria for the Production of Sustainable Palm Oil 2018 (P&C 2018). The RSPO ISH Standard is organised into three impact areas using the RSPO ToC as a framework.

	Impact Area ToC	ISH Standard
	<b>PROSPERITY</b> Competitive, resilient, and sustainable sector	Principle 1: <b>Optimise productivity, efficiency, positive impacts and resilience</b>
	<b>PEOPLE</b> Sustainable livelihoods & poverty reduction. Human rights protected, respected & remedied	Principle 2: <b>Ensure Legality, Respect for Land Rights, and Community Wellbeing</b>  Principle 3: <b>Respect workers' rights and conditions</b>
	<b>PLANET</b> Conserved, protected and enhanced ecosystems that provide for the next generation	Principle 4: <b>Protect, conserve and enhance ecosystems and the environment</b>



The RSPO ISH Standard is part of a wider RSPO system. To support independent smallholders to move towards sustainability and livelihood improvements, the RSPO also has tools and training materials specifically targeted to smallholders, including the RSPO Smallholder Trainer Academy (STA). In addition to this, RSPO has offered independent smallholders access to support funds through the RSPO Smallholder Support Fund (RSSF).

The figure below presents an overview of all the documents that are relevant for smallholder certification under the RSPO ISH Standard.



► **Figure 1:** Documents relevant for the RSPO Independent Smallholder Standard

# INTRODUCTION

This document encompasses the RSPO ISH Standard itself, the normative requirements of the standard as described within the Principles, Criteria and Indicators. It also provides guidance for both group managers and individual smallholders to implement the criteria and indicators.

The document is organised as follows:

Section	Content	Key User
<b>Section 1</b>	Scope: Understanding the who, what and how of the Independent Smallholder Standard	All users of the Standard: <ul style="list-style-type: none"><li>• Group managers</li><li>• Independent smallholders</li><li>• NGOs and technical assistance providers</li><li>• Buyers of independent smallholder credits</li><li>• Certification Bodies</li><li>• Traders, buyers and large oil palm growers</li></ul>
<b>Section 2</b>	RSPO phased approach for independent smallholder certification	All users of the standard
<b>Section 3</b>	The Normative Documents: <ul style="list-style-type: none"><li>a. Principles, Criteria and Indicators of the Independent Smallholder Standard</li><li>b. System Requirements for Group Formation and Management</li></ul>	<ul style="list-style-type: none"><li>a. Group managers and independent smallholders; technical assistance providers</li><li>b. Group managers</li></ul>
<b>Section 4</b>	Guidance for group managers and individual group members	Group managers, independent smallholders, group managers, technical assistance providers
<b>Annex 1</b>	Definitions	All users of the Standard
<b>Annex 2</b>	Smallholder Declaration	Group manager and independent smallholder group members

# 01

## SCOPE: UNDERSTANDING THE WHO, WHAT AND HOW OF THE RSPO INDEPENDENT SMALLHOLDER STANDARD

This section on scope defines to whom this standard and system applies, who can use this standard to pursue certification, as well as how it applies.

## 1.1 Who can use the RSPO Independent Smallholder Standard to pursue RSPO Certification

This RSPO ISH Standard is only applicable to those smallholders that qualify as independent smallholders and is applicable for sustainable palm oil production worldwide. Smallholders can be both men and women.

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### A smallholder can pursue certification through the RSPO ISH Standard if:

- They are NOT a **scheme smallholder** (see definition Annex 1).
- The total size of their oil palm production area is
  - smaller than or equal to 50 hectares (ha) if no threshold is defined in a National Interpretation; OR
  - smaller than or equal to the maximum size defined in a National Interpretation (e.g., for Indonesia this implies threshold size is 25 ha or below and for Ecuador 75 ha or below).
- They have the enforceable decision-making power on the operation of the land and production practices.
- They have the freedom to choose how they utilise the land, type of crops to plant, and how to manage them (how they organise, manage and finance the land).
- They meet any further criteria relative to the applicability of this standard as provided in the National Interpretation of their country.

## 1.2 To what does the RSPO Independent Smallholder Standard apply

The RSPO ISH Standard applies to the total combined plots of an individual smallholder that are under oil palm production. This is provided that the total area belonging to the individual smallholder does not exceed the size threshold (50 ha or as defined in a National Interpretation).

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### This ISH Standard is applicable for:

- Existing plots under oil palm production; AND
- Plots that are allocated for replanting or new planting of oil palm; AND
- Plots that are, or may potentially, be allocated for new planting of oil palm.

### How to define the total size of a palm production area?

The total size of the oil palm production area is defined by **accumulating all** plots owned by a smallholder, regardless of where they are located.

This includes existing plots with oil palm planting as well as areas available for replanting or areas allocated for new oil palm planting, that are **owned by an individual smallholder within or outside the unit of certification** (e.g. the group that the smallholder is part of).

This means if a smallholder owns and operates oil palm plots outside the group (unit of certification) that is being certified, even if this plot is in another village or another region, it is also counted as part of the cumulative hectares).

01

## SCOPE: UNDERSTANDING THE WHO, WHAT AND HOW OF THE RSPO INDEPENDENT SMALLHOLDER STANDARD

## 1.3 How to get certified under the RSPO Independent Smallholder Standard

The Unit of Certification for the RSPO ISH Standard is the group manager and all individual members. The certificate holder is the group.



### The independent smallholder:

- Must be a member of a group of independent smallholders seeking certification
- Can form a new group or join an existing group
- Must sign the Smallholder Declaration committing to meeting full compliance with all requirements of the RSPO ISH Standard (see Annex 2).

### The group:

- Must be part of or managed by an officially registered or a legally formed entity, as defined under the national laws of the country where the group is located
- Must appoint a group manager that meets all the requirements per Principle 1
- Can have members that are at different phases in the certification process (e.g. can have members working towards compliance with Eligibility, Milestone A and Milestone B). Members can join at different phases and times, and the members of the group can continue to grow.

### What is a group? Not all groups look alike:

- ✓ The group manager can be a representative of a mill, an organisation or an individual
- ✓ The group can either be legally registered as an individual or as an organisation
- ✓ The group needs to have a minimum of one member. There is no maximum number
- ✓ The total number of hectares that form part of the group has no upper limit. There is only an upper limit per individual member (please refer to box in Section 1.2).

See also Section 3.2 for further guidance for the group manager and management requirements.

## 1.4 Which Standard to use if the RSPO Independent Smallholder Standard does not apply?

If the RSPO ISH Standard is not applicable because the requirements of independent smallholder or group certification cannot be met, it is still possible to get certified under the RSPO certification system by using one of the following approaches:



- a. Group Certification for FFB production.
- b. RSPO P&C 2018.



A woman wearing a blue bucket hat, a grey long-sleeved shirt, a bright yellow apron, and orange gloves stands in a lush palm grove. She is holding a bundle of dried palm fronds. The background is filled with tall palm trees and dense green foliage.

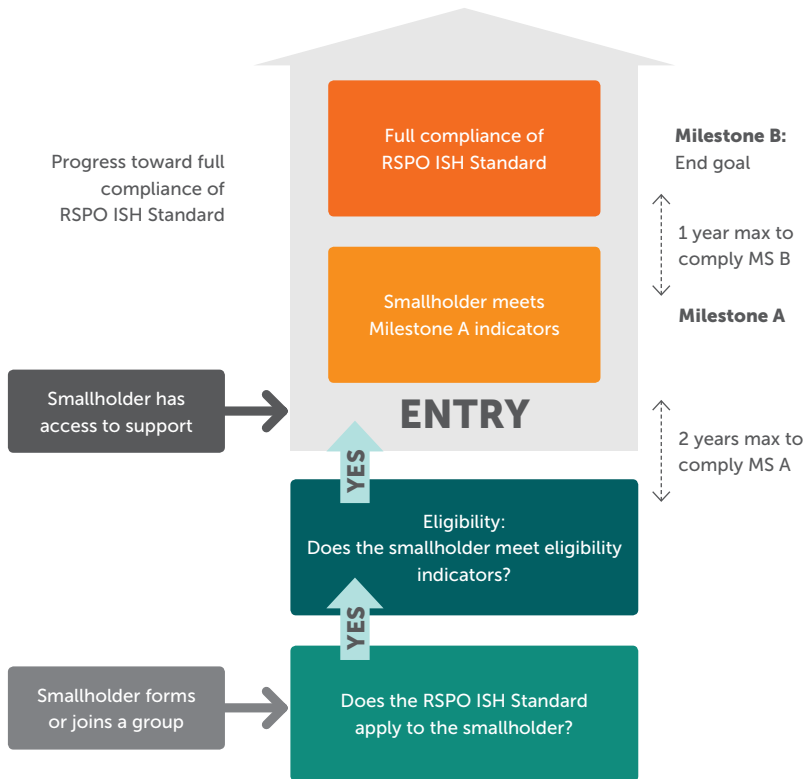
02

## RSPO PHASED APPROACH FOR INDEPENDENT SMALLHOLDER CERTIFICATION

## 02 RSPO PHASED APPROACH FOR INDEPENDENT SMALLHOLDER CERTIFICATION

The RSPO ISH Standard introduces a phased approach to enable smallholders to achieve compliance over a specified period of time, as presented in Figure 2. The approach includes three phases:

- 1 Entry Level:**  
 Eligibility (E); minimum requirements that need to be met in order to enter the certification system.
- 2 Progress:**  
 Milestone A (MS A); intermediate requirements to be met within 2 years.
- 3 Full Compliance:**  
 Milestone B (MS B, which is full compliance); final requirements to be met within 1 year of meeting milestone A.



► **Figure 2:** Phased approach for smallholder certification against the ISH Standard



The phased approach allows the smallholder to enter the system once they are part of a group and meet all eligibility indicators. This approach is designed to screen smallholders for the most unsustainable practices and then, for those who are eligible, allow time for continual improvement and progress towards meeting all requirements. Key requirements of this approach are:

- The group needs to demonstrate progress in moving from meeting Eligibility indicators, to indicators listed under Milestone A and finally meeting the indicators of Milestone B.
- Progress must occur within a set timeframe;
  1. Two years to progress from Eligibility to Milestone A.
  2. One more year to progress from Milestone A to Milestone B.
- Compliance at every milestone is measured by fulfilling all the requirements of the current milestone and all preceding milestones, e.g. to be compliant with Milestone A, the smallholder group has to demonstrate compliance to the Eligibility requirements and requirements of Milestone A.
- A smallholder can progress directly to Milestone B if at Eligibility they can demonstrate compliance with Milestones A and B. They can move forward and be audited for Milestones A and B at the same point of time, as assessed by the group manager and third-party auditors. This is also applicable for any trainings (Milestone A) where the group manager assesses the smallholder already possesses the relevant capabilities.
- At Milestone B, the smallholder needs to be able to demonstrate compliance with and will be audited against all indicators, including those under Eligibility, Milestone A and Milestone B.

The continual improvement process is tied to incentives detailed in the following sub-section.

## 2.1 Certification, Claims and Benefits

The certification system consists of three phases where each phase has its own requirements for assessing compliance and claims that the smallholder can make as well as benefits for the smallholder.

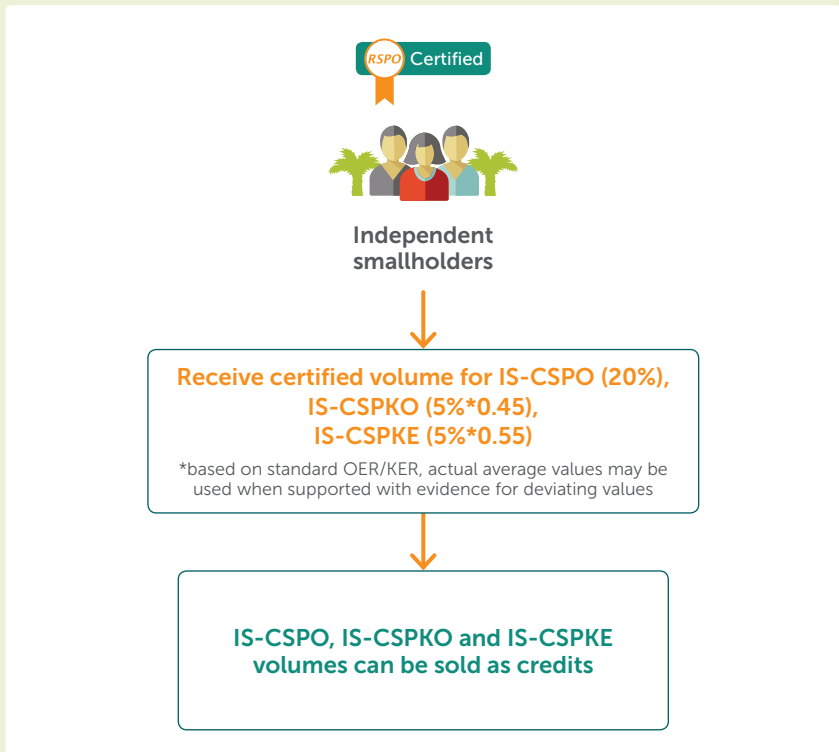
- At each phase, compliance of the group and its members towards meeting the indicators is assessed through a field-based audit by an accredited Certification Body.
- Claim refers to the status the smallholders can assign to the fresh fruit bunches (FFB) they produce, which is expressed as certified crude palm oil or palm kernel oil (CPO/PKO) equivalence, and can be sold as certified oil through all supply chain models, either via smallholder credits or as physical trade (only at Milestone B).
- Benefit refers to the incentives the smallholders can receive through the sales of certified FFB as RSPO Credits or through the physical supply chain models (Identity Preserved- IP, Segregated - SG, or Mass Balance - MB). Buyers are able to purchase certified oil from smallholders and communicate externally about their sources.  
→see [here](#) for further info about RSPO Credits.



## Principle for converting certified FFB to certified sustainable palm oil (CSPO)

Smallholders can sell their certified FFB to a certified mill through a physical supply chain model or as RSPO Credits equivalent. Eligibility for selling under a physical supply chain model only applies once ISHs reach Milestone B. One tonne of FFB is transferred to tonnes of Certified Sustainable Palm Oil (CSPO) Credits using a default oil extraction rate (OER) of 20%, subject to an auditor's verification and confirmation.

Hence, 100 tonnes of certified sustainable FFB is equal to 20 tonnes of CSPO which is equal to 20 credits. Default Kernel Extraction Rate (KER) also exists for kernel oil or kernel expeller (see figure).



The sections below present the general assurance requirements, claims and benefits at each of the three phases, as summarised in Figure 3.

### 2.1.1 Eligibility - entry level

#### Assurance Requirements

- To demonstrate compliance with eligibility indicators, a field-based audit needs to be conducted by an RSPO accredited Certification Body<sup>1</sup>, as listed by RSPO here (<https://www.rspo.org/certification/bodies>)
- All individual members of the group that are ready to be certified at entry level have to meet all Eligibility indicators.

#### Claims and Benefits

- Up to 40% of FFB can be sold as RSPO Smallholder Credits (as equivalent to CSPO, CSPKO or CSPKE credits) through the RSPO IT platform and trading system,
- Once Eligibility indicators have been verified, the group may continue to claim the FFB produced as CSPO equivalent and sell as RSPO Smallholder Credits
- The FFB produced cannot be sold through the physical supply chain (IP or SG).

<sup>1</sup> Groups can submit a request to the RSPO Smallholder Support Fund (RSSF) to cover the costs of the first audit of Eligibility indicators.

### 2.1.2 Milestone A – continual improvement and progress

#### Assurance Requirements

- To demonstrate progress, group members have to meet 100% of the Milestone A indicators while also maintaining compliance with 100% of the Eligibility indicators
- All individual members of the group have to meet all Eligibility indicators and Milestone A indicators
- An accredited Certification Body has to conduct a field-based audit.

#### Claims and Benefits

- Groups can demonstrate meeting Milestone A indicators within a maximum of two-years from being certified at the Eligibility phase
- Up to 70% of FFB can be sold as RSPO Smallholder Credits (as equivalent to CSPO, CSPKO or CSPKE Credits) through the RSPO IT platform and trading system The FFB produced cannot be sold through the physical supply chain (IP or SG).

### 2.1.3 Milestone B – continual improvement and full compliance

#### Assurance Requirements

- A field-based audit of the group is conducted by an accredited Certification Body
- All individual members of the group have to meet 100% of the Milestone B indicators, and also maintain compliance with 100% of the Eligibility indicators and 100% of the Milestone A indicators.

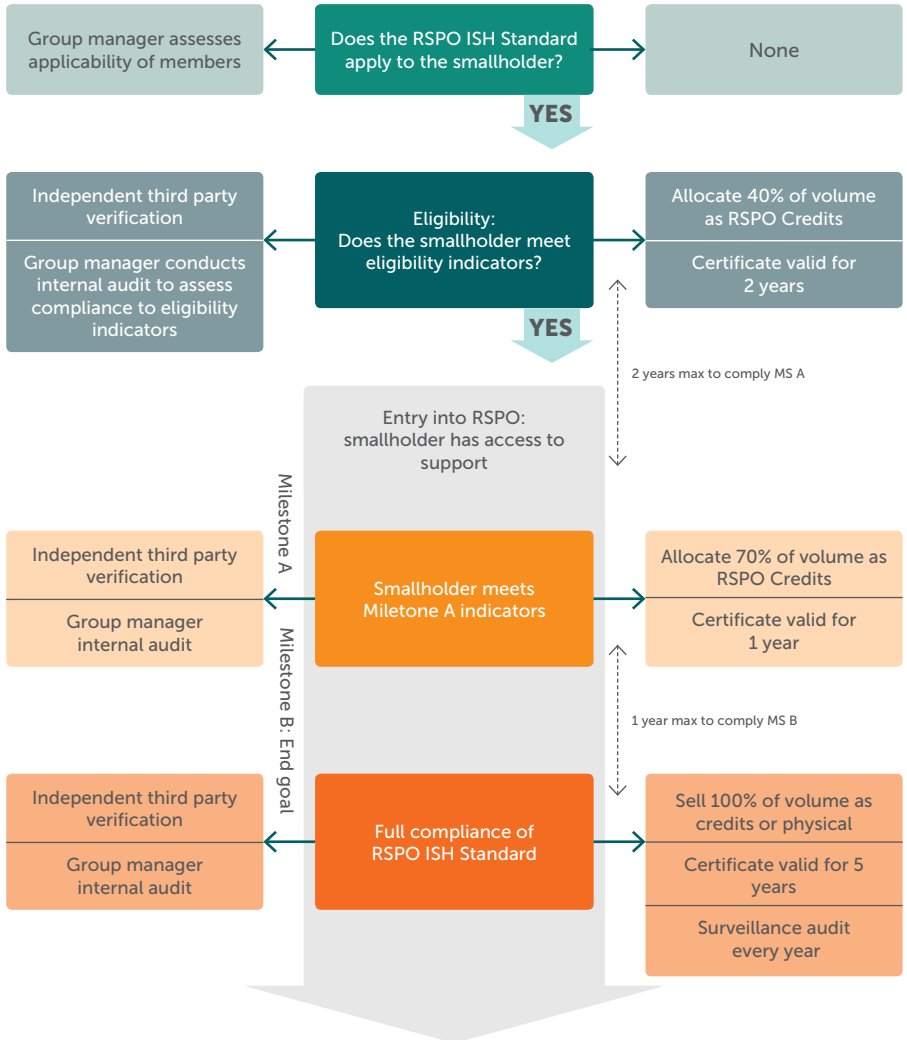
#### Claims and Benefits

- Groups can demonstrate meeting Milestone B indicators within a maximum one year from being certified at Milestone A phase
- 100% FFB can be sold as certified to a certified mill through the physical supply chain models (IP, SG or MB); OR
- 100% of FFB can be sold as RSPO Credits CSPO, CSPKO or CSPKE Credits through the RSPO IT platform and trading system; OR
- 100% of FFB can be sold through a combination of physical supply chains and as RSPO Credits.

## Assurance

100% of smallholders compliant with indicators

## Smallholder Credits



**Figure 3:** Assurance and smallholder credit claims system



# NORMATIVE REQUIREMENTS OF THE RSPO INDEPENDENT SMALLHOLDER STANDARD

### 3.1 Principles, Criteria, Indicators

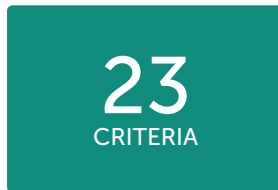
The Principles, Criteria and Indicators (PCI) of the RSPO ISH Standard are comprised of 4 principles, 23 criteria and 58 indicators organised along the RSPO impact areas: Prosperity, People, and Planet:

- The PCI that are applicable to both smallholders (as individual group members) and group managers; and
- The system requirements for Group Formation and Management (including the Internal Control System) that are only applicable to the group manager [not to individual smallholder members of the group].

The PCI should be considered as follows:



**PRINCIPLES** are statements about the desired outcome and serve as the overall framework.



**CRITERIA** are what reaching these outcomes would look like for the group manager and individual group members (smallholders).



**INDICATORS** define what individual smallholder members and the group should demonstrate in order to comply with the criterion.

**The indicators are presented in three columns,  
reflecting the three phases toward full compliance.**

- Eligibility indicators must be met to enter into the system
- Milestone A indicators must be met to demonstrate that the group continues to make progress towards meeting full compliance
- Milestone B must be met to reach full compliance with the RSPO ISH Standard
- Indicators are cumulative; as such
  - At Eligibility, 100% of indicators are required for compliance;
  - At Milestone A, 100% of Eligibility indicators + 100% of Milestone A indicators are required for compliance;
  - At Milestone B, 100% of Eligibility indicators + 100% of Milestone A indicators + 100% of Milestone B indicators are required for compliance.



### 3.1.1 Guidance to interpret the Principles, Criteria and Indicators

The PCI of the RSPO ISH Standard should be read and used in conjunction with tools, resources as well as with the guidance provided further in this document in Section<sup>2</sup>.

### 3.1.2 Smallholder Declaration

Within the PCI, several references are made to a Smallholder Declaration. This refers to a short and simple, non-legally binding statement that the group manager will present to smallholders joining or forming a group. The content and intent of the document will be explained to the smallholders prior to requiring any signature (or thumbprint) and commitment to the content of the statement. As part of the Eligibility phase, every smallholder will need to sign a Smallholder Declaration (see indicator 1.1 E and Annex 2). The Smallholder Declaration is part of the normative requirements of the Standard.

The objective of the Smallholder Declaration is to:

**1**

Ensure smallholders understand their commitments under certification of the RSPO ISH Standard.

**2**

Obtain relevant data from smallholders relating to their existing plots and plans.

**3**

Communicate the benefits smallholders will receive by joining the RSPO ISH Standard.

<sup>2</sup> The final version of the document will also include guidance for individual group members and group managers to be added in Section 4 and 5



### 3.1.3 Skipping indicators that are not applicable

The PCI table defines six instances where criteria or indicators may be skipped if the smallholder can demonstrate that these do not apply. For example, if a smallholder does not intend to expand their plots or plant any new oil palm, certain criteria specific to new plantings do not apply and thus may be skipped. These are clearly marked in the table. Please note that none of the Eligibility indicators can be skipped.



This icon refers to sections that can be skipped.

### 3.1.4 Support for smallholders

#### Training needs:


Training and support for smallholders and group managers is a fundamental component of the RSPO ISH Standard. The exact type of training required will vary and depend on the individual smallholder's needs. It falls under the responsibility of the group manager to ensure smallholders have access to the training. Accordingly, the group manager will assess training needs of group members during entry.

The RSPO ISH Standard is designed with the assumption that not all smallholders have the capacity and resources to comply with all indicators upon entry (Eligibility phase). Within the phased approach, the RSPO ISH Standard presents a substantial training component (generally in Milestone A) presented as indicators that require smallholders to receive training. Not all smallholders require participation in all trainings, compliance with indicators that refer to training will depend on the level of capacity and support needs of group members.

#### Sources of training:

There are multiple sources of training material made available by the RSPO for trainers, group managers and group members. Training content ranges from the formation of groups, and meeting technical requirements such as pesticide use, to templates to support with record keeping and to identify precautionary practices in protection of areas of High Conservation Value (HCV).

Please see [<https://www.rspo.org/smallholders/smallholders-key-documents>] for a complete list of tools and training materials available for smallholders and group managers.



### Sources of training materials for group managers and smallholders

The **RSPO Smallholder Trainer Academy** provides a series of training modules for group managers and smallholders through a ‘Train the Trainer’ approach. The training modules that will be available through the Smallholder Trainer Academy are thus specifically tailored to trainers (which can include group managers) rather than the smallholders themselves.

**RSPO** is also developing tools and resources (templates, guidelines, etc.) to further support and direct the smallholders and smallholder groups toward progress and becoming fully compliant. These will be related to documentation and meeting particular technical requirements. Examples of topics where training materials, tools and guidelines will be provided including and are not limited to; peat drainability assessments, pesticide use and storage, and FPIC for smallholders.

RSPO also provides training and tools specifically to ensure that group managers are equipped to conduct the tasks that are expected of them. Examples of tools and training that will be available for group managers include training on the HCV application for smallholders, training on the Smallholder Declaration, and templates for group Internal Control Systems (ICS).

The **RSPO Smallholder Support Fund (RSSF)** provides financial support to group managers and its members. Additionally, in alignment with the RSPO Smallholder Strategy, further support either in the form of technical capacity and the provision of tools and guidance, or financial support, will also be provided through RSSF to the group manager and its members. This includes financial resources for the first audit to assess eligibility.

**Delivery of training**

Training materials may be provided with support from mills (and further downstream buyers) as defined by Principle 5 of the RSPO P&C 2018 or as part of the RSPO Smallholder Trainer Academy.

**3.1.5 Gender inclusivity**

As reflected in the P&C 2018 and in alignment with the RSPO Theory of Change, that work towards the goal for the protection of human rights, respected and remedied, the RSPO ISH Standard mandates practices that are gender inclusive. This refers to the provision of equal rights, responsibilities and opportunities for all regardless of gender, sexual orientation and gender identity including men, women, girls and boys, and other gender identities as described by the individual. This principle should be applied to all smallholders, and group managers particularly when in relation to labour practices and the treatment of workers.

Within the RSPO ISH Standard, and in particular within the PCI, whenever the term smallholder, farmer, group manager or worker appears, this term can represent a woman or a man and is not subjected to any specific gender identity.

**3.1.6 Additional considerations**

Unless otherwise specified, 'Smallholder' refers to individual smallholders that form part of a group.

For the purposes of non-conformities, there is no distinction among the indicators, e.g. no designation of critical versus non-critical indicators.



# PROSPERITY

Competitive, resilient, and sustainable sector.

Principle

# 1

**Optimise productivity, efficiency, positive impacts and resilience**

*Implement professional and transparent operations to secure sustainable livelihood improvements.*

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
<b>1.1 Smallholders establish a legal entity that has the organisational capacity to comply with the RSPO ISH Standard.</b>	<b>1.1 E</b> Legally registered entities have documented evidence to include: <ol style="list-style-type: none"> <li>1. Legal formation (as per country requirements)</li> <li>2. Fair and transparent decision making and governance</li> <li>3. Additional documents per requirements for Group Formation and Management.</li> <li>4. Signed or thumb printed Smallholder Declaration from all smallholder Declaration from all smallholder members (Reference Annex 2).</li> </ol>	<b>1.1 MS A</b> Group manager and group members have an Internal Control System (ICS) that meets all the ICS Eligibility and MS A requirements (section 3.2 below) and complete training on oil palm pricing mechanisms, financial management, and best practices for smallholder organisations.	<b>1.1 MS B</b> Smallholder groups are operating in accordance to best management practices for groups, including: <ul style="list-style-type: none"> <li>• Fair and transparent decision-making and governance</li> <li>• Sustainable financial management.</li> </ul>

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
<b>1.2</b> <b>Smallholders have the capacity to effectively manage their farm.</b>	NA.	<b>1.2 MS A</b> Smallholders complete training on farm business operations, monitoring and planning. The training includes capacity building on record keeping for production, including inputs and yields, transactions, and variety.	<b>1.2 MS B</b> Smallholders are managing their farms effectively and maintain records of production and transaction data of all FFB sales.
<b>1.3</b> <b>Smallholders implement good agricultural practices (GAP) on their farms.</b>	<b>1.3 E</b> Smallholders commit to implementing good agricultural practices on their farms. (reference Smallholder Declaration, 1.1 E, Annex 2).	<b>1.3 MS A</b> Smallholders complete training on GAP.	<b>1.3 MS B</b> Smallholders have adopted GAP on their farms and are tracking productivity through, but not limited to, records of FFB sales.



# PEOPLE

Sustainable livelihoods  
and poverty reduction.  
Human rights  
protected,  
respected and  
remedied.

Principle




# 2

**Ensure legality, respect for land rights and community wellbeing**

*Comply with the law and respect communities' rights.*

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
<b>2.1</b> <b>Smallholders have legal or customary rights to use the land in accordance with national and local laws, and customary practices.</b>	<b>2.1 E</b> Smallholders provide the coordinates or maps of their plots and evidence of ownership, or rights to use the land. (reference Indicator 1.1 E, Annex 2).	<b>2.1 MS A</b> Smallholders can demonstrate legal ownership or native and/or customary rights to use the land or demonstrate that they are in the process of legalisation of that right.	<b>2.1 MS B</b> Smallholders plots are clearly and visibly demarcated and maintained, and the smallholders are operating only within these boundaries.
<b>2.2</b> <b>Smallholders have not acquired lands from indigenous peoples, local communities or other users without their free, prior and informed consent (FPIC), based on a simplified FPIC approach.</b>	<b>2.2 E</b> For existing plots, smallholders can demonstrate that they have not acquired land without FPIC of indigenous peoples, local communities or other users (reference Indicator 1.1 E, Annex 2).	<b>2.2 MS A</b> Same as Eligibility.	<b>2.2 MS B</b> Same as Eligibility.

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
<b>2.3</b> <b>The right to use the land is not disputed by indigenous peoples, local communities or other users.</b>	<b>2.3 E</b> Smallholders declare any existing disputes on the land, commit to resolving said disputes and provide information on the current status of those disputes (if any). (Reference Indicators 1.1 E, Annex 2).	<b>2.3 MS A</b> There is an absence of disputes among indigenous peoples, local communities or other users, regarding land, resource-use and access rights; or where there is a dispute, dispute resolution processes are implemented and the process is accepted by all parties involved.	<b>2.3 MS B</b> Same as Milestone A.
<b>2.4</b> <b>Smallholder plots are located outside of areas classified as national parks or protected areas, as defined by national, regional or local law, or as specified in National Interpretations.</b>	<b>2.4 E</b> Smallholder plots are located outside of areas classified as national parks or protected areas as defined by national, regional or local law, or as specified in National Interpretations (Reference 1.1 E, Annex 2).	<b>2.4 MS A</b> Same as Eligibility.	<b>2.4 MS B</b> Same as Eligibility.

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
 <p><b>Do any smallholders within the group have plans for new planting of oil palm? If none, SKIP.</b></p> <p><b>2.5</b> <b>For new planting, smallholders do not clear or acquire any land without obtaining FPIC of indigenous peoples and/or local communities and/or other users, based on a simplified FPIC approach.</b></p>	<p><b>2.5 E</b> For new oil palm planting, smallholders commit not to clear or acquire land from indigenous peoples, local communities, or other users without their FPIC, based on a simplified FPIC approach (reference 1.1 E, Annex 2).</p>	 <p><b>Do any smallholders within the group have plans for new planting of oil palm? If none, SKIP.</b></p> <p><b>2.5 MS A</b> Smallholders complete training on how to conduct a simplified FPIC approach.</p>	 <p><b>Do any smallholders within the group have plans for new planting of oil palm? If none, SKIP</b></p> <p><b>2.5 MS B</b> Based on a simplified FPIC approach, smallholders jointly agree on a plan with the affected indigenous peoples and/or local communities and/or other rights holders, including vulnerable groups, for new oil palm developments, if these involve land-use change.</p>



# PEOPLE

Sustainable livelihoods  
and poverty reduction.  
Human rights  
protected,  
respected and  
remedied.

Principle


# 3


**Respect human rights, including workers' rights and conditions**


*Safeguard human rights and protect workers' rights, ensuring safe and decent working conditions.*

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
<b>3.1</b> <b>There is no use of forced labour.</b>	<b>3.1 E</b> Smallholders commit to no use of forced labour and ensure that any use of forced labour on the farm is terminated at Eligibility. They provide information on the source of labour, including family members, working on the farm and hired labour including contract workers (reference 1.1 E, Annex 2).	<b>3.1 MS A</b> Smallholders complete training on free and fair labour and implement measures to ensure that all work is voluntary, and the following practices are prohibited: <ul style="list-style-type: none"> <li>• Retention of identity documents including but not limited to passports;</li> <li>• Payment of recruitment fees by workers;</li> <li>• Contract substitution;</li> <li>• Involuntary overtime;</li> <li>• Lack of freedom of workers to resign;</li> <li>• Penalty for termination of employment;</li> <li>• Debt bondage;</li> <li>• Withholding of wages.</li> </ul>	<b>3.1 MS B</b> Workers on the farm, including their families, have unrestricted access to their identity documents, have freedom of movement and can declare that their employment is freely chosen.

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
<b>3.2</b> <b>Children are not employed or exploited. Work by children is acceptable on family farms, under adult supervision and when not interfering with education programmes. Children are not exposed to hazardous working conditions.</b>	<b>3.2 E</b> Smallholders are aware of what defines child labour and ensure that any child labour in farm operations is terminated at Eligibility.  Awareness of child labour and commitment to no child labour includes: <ol style="list-style-type: none"> <li>1. Compliance with the minimum age of workers and as defined by local, state, or national law, or international law in the absence of local, state or national laws.</li> <li>2. Not exposing children to hazardous work.</li> <li>3. Providing adult supervision of children and/or young people working on the farm.</li> </ol>	<b>3.2 MS A</b> Group managers and smallholders implement measures to protect children as follows: <ol style="list-style-type: none"> <li>1. There are no workers on smallholder farms under the age of 15 or under the minimum age defined by local, state or national law, whichever is higher.</li> <li>2. Children are only permitted to help on family farms and are not permitted to perform dangerous, hazardous or heavy work.</li> <li>3. If young workers are employed, their work is not mentally or physically harmful and does not interfere with their schooling, if applicable.</li> </ol>	<b>3.2 MS B</b> Same as Milestone A.

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
3.2	<b>3.2 E</b> 4. Ensuring the practice of children’s right to education is unrestricted and respected (reference 1.1 E, Annex 2).	<b>3.2 MS A</b>	<b>3.2 MS B</b>
 <b>Are there workers on the farm? If no, SKIP</b>  <b>3.3</b> <b>Workers’ pay complies with minimum legal requirements, mandatory industry standards as defined by national law or collective bargaining, whichever takes priority in local regulations.</b>	<b>3.3 E</b> Smallholders commit to pay workers according to minimum legal requirements or mandatory industry standards (reference 1.1 E, Annex 2).	<b>3.3 MS A</b> Workers receive payments as expected and agreed in accordance with at least the legal minimum wage rate (excluding overtime premiums) and without discrimination against vulnerable groups, including women.	<b>3.3 MS B</b> Workers receive payments as expected and agreed in accordance with at least the legal minimum wage rate (excluding overtime premiums) and without discrimination against vulnerable groups, including women.

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
 <p><b>Are there workers on the farm? If no, SKIP</b></p> <p><b>3.4 Workers understand their rights and freedom to file a complaint/grievance to group manager or relevant third parties, including RSPO.</b></p>	<p><b>3.4 E</b> Smallholders commit to respect the rights of workers to file a complaint/grievance (reference 1.1 E, Annex 2).</p>	<p><b>3.4 MS A</b> Smallholders complete training on workers' rights to file a complaint/grievance and communicate to workers the means to file a complaint/grievance.</p>	<p><b>3.4 MS B</b> Workers are aware of and have access to an effective means for filing a complaint/grievance.</p>
<p><b>3.5 Working conditions and facilities are safe and meet minimum legal requirements.</b></p>	<p><b>3.5 E</b> Smallholders commit to providing safe working conditions and facilities (reference 1.1 E, Annex 2).</p>	<p><b>3.5 MS A</b> Smallholders, workers, and family members complete training and aware of health and safety risks associated with farm work, (including that of pesticide use) and how to mitigate them.</p>	<p><b>3.5 MS B</b> Workers, including smallholder family members, have access to safe working conditions and amenities that include:</p> <ul style="list-style-type: none"> <li>• Safe and adequate housing, where applicable;</li> <li>• Access to basic first aid supplies;</li> <li>• Health and safety equipment, including minimum personal protective equipment (PPE) if appropriate for the type of work;</li> </ul>

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
3.5	3.5 E	3.5 MS A	3.5 MS B <ul style="list-style-type: none"> <li>Adequate drinking water;</li> <li>Access to toilets.</li> </ul>
<p></p> <p><b>Are there workers on the farm? If no, SKIP</b></p> <p><b>3.6</b></p> <p><b>There is no discrimination, harassment, or abuse on the farm.</b></p>	3.6 E Smallholders commit to no discrimination, harassment or abuse on the farm (reference 1.1 E, Annex 2).	3.6 MS A Smallholders complete training on workplace discrimination, harassment and abuse and are aware of the need for a safe workspace.	3.6 MS B Workers freely express that they are working in a place that is free from discrimination, harassment or abuse.





# PLANET

Conserved, protected and enhanced ecosystems that provide for the next generation.

Principle

# 4

**Protect, conserve and enhance ecosystems and the environment**

*Protect the environment, conserve biodiversity, enhance ecosystems and ensure sustainable management of natural resources.*

## **Preamble**

### **High Conservation Value (HCV) and High Carbon Stock (HCS) forests**

*This ISH Standard is pursuing the objective of the RSPO Smallholder Strategy to increase smallholder inclusion, prioritise improved practices that also benefit smallholder livelihoods, whilst also upholding the core sustainability requirements. This includes the protection of areas of HCV and HCS forests. The RSPO has developed a simplified HCV methodology for identifying, protecting and managing HCVs that provides guidance for both existing and new planting.*

*Aligned with the new HCS requirements in the RSPO P&C 2018, the RSPO, in consultation with the HCSA Steering Group, intends to develop a simplified combined HCV-HCS approach to identify and protect HCS forests. The simplified and combined HCV-HCS approach for independent smallholders will be open to public consultation and will be published no later than November 2020.*


*In the meantime, independent smallholders are not allowed to clear any primary forests, and/or any areas required to protect or enhance HCV and HCS forests, as committed by signing the Smallholder Declaration. Until the simplified combined HCV-HCS approach and tool for independent smallholders is available, new planting will only be permitted in low risk areas. The definition and procedure for identification of low risk areas will be defined by a Smallholder No Deforestation Task Force.*

### **Remediation and Compensation Procedure (RaCP)**

*Remediation and compensation are required for any clearance since November 2005 without prior HCV assessment (see criterion 4.2) and any clearance since November 2019 without prior HCS assessment*

*The requirements as outlined in the RaCP (2015) is not fully applicable for independent smallholders. For independent smallholders, this RSPO ISH Standard is focused on developing an appropriate RaCP mechanism such as on-site remediation (with funding mechanisms to be determined) as this is contextually appropriate to the scale of independent smallholder production and enables independent smallholders to maximise positive environmental impact on-site. The requirement means that quantified liability is disclosed and assessed through a land use change analysis (LUCA) supported by the RSPO Secretariat.*

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
<p><b>4.1 High Conservation Values (HCVs) on the smallholder plot or within the managed area and High Carbon Stock (HCS) forests identified after November 2019 using the simplified combined HCV-HCS approach, are managed to ensure that they are maintained and/or enhanced.</b></p>	<p><b>4.1 E</b> Smallholders commit to protect HCVs and HCS forests through the precautionary practices approach (reference 1.1 E, Annex 2).</p>	<p><b>4.1 MS A</b> Smallholders complete training on and are aware of:</p> <ul style="list-style-type: none"> <li>the importance of maintaining and conserving HCVs and HCS forests</li> <li>human-wildlife conflict and mitigation efforts</li> <li>RTE species and important ecosystems.</li> </ul>	<p><b>4.1 MS B</b> Smallholders implement precautionary practices and manage and maintain RTE species, HCVs and HCS forests, where applicable.</p>
<p><b>4.2 Where the existing smallholder plot has been planted and cleared after November 2005 or is on an area identified as HCS forest after November 2019 up to the eligibility period, a RaCP process appropriate for smallholders based on Land Use Change Analysis (LUCA) will be applicable (reference preamble).</b></p>	<p><b>4.2 E</b> Smallholders provide information on all smallholder plots converted and planted with oil palm after 2005, through use of the simplified combined HCV-HCS approach for Smallholders (reference 1.1 E, Annex 2).</p>	<p><b>4.2 MS A</b> Group members develop a plan to identify the maximum area for on-site remediation of HCVs lost since 2005 and HCS forests lost since November 2019, through a participatory process and the plan is submitted to RSPO.</p>	<p><b>4.2 MS B</b> An RSPO approved plan to remediate HCVs lost since 2005 and HCS forests lost since November 2019 is implemented.</p>

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
 <p><b>Do any smallholders within the group have plans for new planting of oil palm? If none, SKIP.</b></p> <p><b>4.3 New planting of independent smallholders, since November 2019:</b></p> <ul style="list-style-type: none"> <li>• Do not replace any HCVs</li> <li>• Do not replace any HCS forests as defined by the simplified combined HCV-HCS approach</li> <li>• Are not on steep slopes (more than 25 degrees or as in the National Interpretation)</li> <li>• Are not on peat areas of any depth.</li> </ul>	<p><b>4.3 E</b></p> <p>Smallholders provide information on all planned new planting and commit to no new planting are on HCVs or HCS forests, on steep slopes (more than 25 degrees or as in the National Interpretation) or on peat (reference 1.1 E, Annex 2).</p>	<p><b>Do any smallholders within the group have plans for new planting of oil palm?</b></p> <p><b>4.3 MS A</b></p> <p>Before any land preparation commences, group members develop an integrated management plan through a participatory approach to maintain or enhance HCVs as well as HCS forests identified after November 2019, as identified by the simplified combined HCV-HCS approach, before any land preparation commences.</p>	<p><b>Do any smallholders within the group have plans for new planting of oil palm?</b></p> <p><b>4.3 MS B</b></p> <p>Smallholders have an RSPO approved integrated management plan for their planned new planting and share a notice of this plan with those involved in the participatory mapping before any land preparation commences.</p>

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
 <p><b>Do any smallholders within the group have existing plots on peat? If no, SKIP</b></p> <p><b>4.4</b> <b>Where smallholder plots exist on peat, subsidence and degradation of peat soils are minimised by use of best management practices.</b></p>	<p><b>4.4 E</b> Group manager confirms presence of peat on existing plots within the group and smallholders on peat commit to using best management practices (BMPs), and minimising subsidence and degradation of peat soils (reference 1.1 E, Annex 2).</p>	<p><b>4.4 MS A</b> Smallholders complete training on best management practices (BMPs) for peat. The group has an action plan to minimise risk of fire, to apply BMPs for planting on peat and manage water systems in the certification unit.</p>	<p><b>4.4 MS B</b> Smallholders implement the group's action plan based on BMPs, including fire and water management, and monitoring of subsidence rate for existing planting on peat.</p>
 <p><b>Do any smallholders within the group have plans for replanting plots that are located on peat? If no, SKIP.</b></p> <p><b>4.5</b> <b>Plots on peat are replanted only on areas with low risk of flooding or saline intrusion as demonstrated by a risk assessment.</b></p>	<p><b>4.5 E</b> Smallholders commit to provide information on all plans for replanting and commit that replanting will only be in areas with low risk of flooding or saline intrusion (reference 1.1 E, Annex 2).</p>	<p><b>4.5 MS A</b> Smallholders with plots on peat complete training on identification of future risks of flooding or saline intrusion, and alternate land development strategies.</p>	<p><b>4.5 MS B</b> Prior to replanting on peat, smallholders complete a risk assessment related to flooding or saline intrusion and, where there is high risk, present a plan that includes alternate land development strategies, preferring alternative livelihood planning.</p>

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
<p><b>4.6</b></p> <p><b>Fire is not used on the oil palm plot for preparing land or for pest control, nor open fire for waste management on the farm.</b></p>	<p><b>4.6 E</b></p> <p>Smallholders commit to no burning for preparing land or for pest control, nor open fire for waste management. Group manager records evidence of prior burning of members joining the group (reference 1.1 E, Annex 2).</p>	<p><b>4.6 MS A</b></p> <p>There is no physical evidence of new burning (after eligibility) for land preparation for oil palm by smallholders. Smallholders complete training on and are aware of:</p> <ul style="list-style-type: none"> <li>• alternatives to fire for land preparation and farm waste management (where appropriate and possible)</li> <li>• alternatives to fire for pest control</li> <li>• fire prevention and how to respond to and manage fires in their community and village.</li> </ul>	<p><b>4.6 MS B</b></p> <p>Smallholders do not use fire or practice burning for land preparation, waste management or pest control on the farm. For pest control, fire may be used only in exceptional circumstances i.e. where no other effective measures exist and with prior approval of relevant authority.</p>

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
<b>4.7</b> <b>Riparian buffer zones are identified and managed to ensure they are maintained and/or enhanced.</b>	<b>4.7 E</b> Group manager identifies riparian buffer zones within the group and smallholders commit to no new planting in riparian zones (reference 1.1 E, Annex 2).	<b>4.7 MS A</b> Smallholders complete training on and are aware of riparian buffer zone management, and the group has an action plan to maintain and/or enhance riparian buffer zones.	<b>4.7 MS B</b> Smallholders maintain and/or enhance riparian buffer zone areas.
<b>4.8</b> <b>Pesticides are used in ways that do not endanger the health of workers, family, communities or the environment</b>	<b>4.8 E</b> Smallholders commit to phase out paraquat and pesticides categorised as WHO Class 1A or 1B and those listed by the Stockholm or Rotterdam Conventions by: <ul style="list-style-type: none"> <li>• immediately stop purchasing these pesticides</li> <li>• phasing out use of remaining stock by MS A</li> <li>• providing information for the group manager to keep record of pesticide purchase and use (reference 1.1 E, Annex 2).</li> </ul>	<b>4.8 MS A</b> Smallholders complete training on BMPs for pesticides including pesticide usage, awareness on risks for pregnant and breastfeeding women and young workers; storage and disposal; paraquat and pesticides listed by WHO Class 1A or 1B, the Stockholm or Rotterdam Conventions (and in compliance with 3.5).	<b>4.8 MS B</b> Smallholders implement BMPS for all pesticide use, including prohibiting use of pesticides by pregnant and breastfeeding women and young workers, and exclusion of paraquat and pesticides that are categorised as WHO Class 1A or 1B, or those listed by the Stockholm or Rotterdam Conventions, unless when authorised by relevant authorities for pest outbreaks.

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
<b>4.9</b> <b>The group and smallholders manage pests, diseases, weeds and invasive introduced species using appropriate techniques, including but not limited to Integrated Pest Management (IPM) techniques.</b>	NA.	<b>4.9 MS A</b> Smallholders complete training on and are aware of BMPs, including, but not limited to safe chemical use, IPM, weed and invasive species management.	<b>4.9 MS B</b> The group and smallholders maximise use of IPM approaches to minimise use of pesticides and herbicides on their farm.



### 3.2 The Internal Control System Requirements for Smallholder Groups

As referenced in the Section 3 introduction, the RSPO ISH Standard consists of two normative components. The table below presents the criteria and indicators for Internal Control Systems (ICS) for group formation and management. It is the responsibility of the group manager that all systems laid out in the indicators are complied with at each phase (Eligibility, Milestone A and Milestone B).



### 3.2.1 Support for group managers to form a group

RSPO recognises that the formation of smallholder groups is an essential step towards certification. In order to be able to generate benefits and claim credits as a group, minimum requirements of group formation should be in place. These are included as Eligibility indicators in the table below.

Amongst other support mechanisms, through the RSPO Smallholder Trainer Academy, the RSPO provides capacity building programmes which include trainings on group formation and group strengthening.

Internal Control System requirements for smallholder groups			
Criteria and Indicators	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
<b>A – ICS: Group entity and group management requirements</b>			
<b>A1</b> <b>The group demonstrates that they are legally formed.</b>	<b>A1.1 E</b> The group has appointed a group manager.	<b>A1.1 MS A</b> Same as Eligibility.	<b>A1.1 MS B</b> Same as Eligibility.
	<b>A1.2 E</b> The group manager has evidence of legal identity.	<b>A1.2 MS A</b> Same as Eligibility.	<b>A1.2 MS B</b> Same as Eligibility.
	<b>A1.3 E</b> The group has membership requirements.	<b>A1.3 MS A</b> Same as Eligibility.	<b>A1.3 MS B</b> Same as Eligibility.
	<b>A1.4 E</b> All members have signed and acknowledged membership requirements.	<b>A1.4 MS A</b> All members can demonstrate understanding of membership requirements.	

Internal Control System requirements for smallholder groups			
Criteria and Indicators	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
<b>A – ICS: Group entity and group management requirements</b>			
<b>A2</b> <b>The group manager is responsible for managing the group for certification.</b>	<b>A2.1 E</b> The group manager has planned for the implementation of the ICS.	<b>A2.1 MS A</b> The group manager can demonstrate compliance of the ICS by individual members.	
	<b>A2.2 E</b> The group manager demonstrates understanding of the RSPO ISH Standard, group certification and related topics and has sufficient resources to manage the group.	<b>A2.2 MS A</b> The group manager can demonstrate capacity to manage and operate group certification and certification requirements.	
	<b>A2.3 E</b> A group annual training plan is available covering the RSPO ISH Standard, group management (which includes group objectives, structure, relevant procedures and the certification process) and other topics as outlined in the ISH Standard.	<b>A2.3 MS A</b> The group manager implements a phased approach to ensure members have progressively attended training on the ISH Standard, group management and other topics as outlined in the ISH Standard according to the group annual training plan.	<b>A2.3 MS B</b> All members attended training and can demonstrate understanding of the ISH Standard, group management and certification requirements including awareness on BMPs, HCV, environmental protection, social welfare of workers and business operations.

**Internal Control System requirements for smallholder groups**

Criteria and Indicators	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
<b>B – ICS: Policies and management</b>			
<b>B1 The group ICS contains documented policies and procedures for operational management.</b>	<b>B1.1 E</b> A group ICS is available for operational management including procedures of expulsion and sanctions for members who fail to comply, and a procedure to conduct internal audits.	<b>B1.1 MS A</b> The ICS is implemented and an internal audit is conducted for at least half of the group members and all audit findings are closed.	<b>B1.1 MS B</b> The ICS is implemented and an annual internal audit of the group is conducted for all group members and all audit findings are resolved.
	<b>B1.2 E</b> Basic information, farm information, production data, legal documentation of group members and signed Smallholder Declarations are available to the group manager.		

Internal Control System requirements for smallholder groups			
Criteria and Indicators	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
<b>C – ICS: Group business planning</b>			
<b>C1</b> The group has a business plan prepared with the participation and contributions of all group members.	<b>C1.1 E</b> An annual group business plan is available, which includes: <ul style="list-style-type: none"> <li>production and income forecasting based on historical records</li> <li>plans for expansion.</li> </ul>	<b>C1.1 MS A</b> The group business plan is implemented and reviewed at least annually.	<b>C1.1 MS B</b> The group demonstrates financial stability and growth and is able to support itself financially.
<b>C2</b> The ICS of the group is integrated with the group's management plan.	<b>C2.1 E</b> A group management plan is available, which includes: <ul style="list-style-type: none"> <li>training/capacity building plans to improve productivity of group members</li> <li>an approach to strengthen links within the supply chain</li> <li>plan for continuous improvement projects (i.e. on waste, soil, etc.), if any.</li> </ul>	<b>C2.1 MS A</b> The group management plan is implemented and reviewed at least annually.	<b>C2.1 MS B</b> The group manager demonstrates the group's compliance with this ISH Standard.

Internal Control System requirements for smallholder groups			
Criteria and Indicators	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
<b>D – ICS: Group trading system for certified volumes</b>			
<b>D1</b> The group has a procedure and system in place for the tracking of FFB.	<b>D1.1 E</b> Record sheets to track the annual production and sales of certified volumes, covering traceability of producers and/or traders are available.	<b>D1.1 MS A</b> Group manager maintains annual production records and sales of certified volumes.	<b>D1.1 MS B</b> Group manager maintains annual production records and sales of certified volumes of all FFB sources.
<b>D2</b> The group documents and implements a system for the tracking of FFB.	NA.	<b>D2.1 MS A</b> The group manager maintains annual production data and sales of certified volumes through Book and Claim for the group based on actual receipts for and sales by all members.	<b>D2.1 MS B</b> The group manager maintains annual production data and sales of certified volumes through physical or Book and Claim for the group based on actual receipts and sales for all members and 100% of all certified volumes.



Internal Control System requirements for smallholder groups			
Criteria and Indicators	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
<b>D – ICS: Group trading system for certified volumes</b>			
<b>D3</b> <b>The group has a procedure and system for premium distribution.</b>	<b>D3.1 E</b> The group and group manager have agreed on how the premiums should be used and the agreement is recorded and communicated to the group members. Prices, premiums, and timing of premium payment are clearly communicated and transparent to all group members. Premiums disbursed to members at all stages are recorded and the premiums are paid in a timely and convenient manner.	<b>D3.1 MS A</b> The disbursement of premiums, including price and timing of the disbursement to group members is clearly recorded.	N/A.



04

## GUIDANCE FOR GROUP MANAGERS AND INDIVIDUAL GROUP MEMBERS

## 1. GUIDANCE

### Guidance



#### PROSPERITY

Competitive, resilient, and sustainable sector

**Principle 1 – Optimise productivity, efficiency, positive impacts and resilience**

*Implement professional and transparent operations to secure sustainable livelihood improvements.*

#### Indicator

#### Guidance for Group Manager

#### Guidance for Individual Member

**Criterion 1.1 Smallholders establish a legal entity that has the organisational capacity to comply with the RSPO ISH Standard.**

#### 1.1 E

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Register the group legally</li> <li>• Maintain evidence about regular open communication with group members, to ensure members are aware of all communication and decisions that affect the group</li> <li>• Ensure all group members are involved in decision-making process, taking into consideration gender inclusivity and, where available, maintain records of meetings and participants</li> </ul> | <ul style="list-style-type: none"> <li>• Maintain regular communication with group manager (GM) on decisions and governance and any other updates pertaining to registration of their entity</li> <li>• Participate in decision-making process</li> <li>• Be aware of group registration process</li> <li>• Have the right to receive a copy of the documents and records from the group manager</li> <li>• Demonstrate an understanding of key elements of the Smallholder Declaration</li> </ul> |
|---|--|

Indicator	Guidance for Group Manager	Guidance for Individual Member
<b>Criterion 1.1 Smallholders establish a legal entity that has the organisational capacity to comply with the RSPO ISH Standard.</b>		
<b>1.1 E</b>	<ul style="list-style-type: none"> <li>• Prepare and maintain all documents required for group formation and management (this will vary according to national level legal requirements). Provide clarity that each member has the right to terminate the agreement</li> <li>• Raise awareness amongst group members on the need to sign a Smallholder Declaration and clarify that it is the group member's obligation to comply and participate in group inspections and external audits</li> <li>• Group manager uses existing Smallholder Declaration in Annex 2 or develops a new Smallholder Declaration based on the template in Annex 2 ensuring all components in the template are included</li> <li>• Provide basic training on the commitments in the Smallholder Declaration</li> </ul>	<ul style="list-style-type: none"> <li>• Accept and sign the Smallholder Declaration</li> <li>• Demonstrate an understanding that all questions related to group entity, structure and management can be referred to group manager</li> </ul>

Indicator	Guidance for Group Manager	Guidance for Individual Member
<b>Criterion 1.1 Smallholders establish a legal entity that has the organisational capacity to comply with the RSPO ISH Standard.</b>		
1.1 E	<ul style="list-style-type: none"> <li>• Ensure that group members understand and are aware of what they are committing to before signing the Smallholder Declaration</li> <li>• Collect signed or thumb printed Smallholder Declaration for each group member and keep it as a record</li> <li>• Provide a copy of the signed or thumb printed Smallholder Declaration to the group member</li> <li>• Inform group members that all requests for information related to entity and group formation are referred to group manager</li> </ul>	
1.1 MS A	<ul style="list-style-type: none"> <li>• Group manager documents and implements the Internal Control System (ICS)</li> <li>• The ICS should comply with all the requirements as per ICS Eligibility and MS A</li> <li>• Develop a group training plan with milestones and farm management plan</li> </ul>	<ul style="list-style-type: none"> <li>• Participate and complete training</li> </ul>

Indicator	Guidance for Group Manager	Guidance for Individual Member
<b>Criterion 1.1 Smallholders establish a legal entity that has the organisational capacity to comply with the RSPO ISH Standard.</b>		
<b>1.1 MS A</b>	<ul style="list-style-type: none"> <li>• Provide training in accordance with the training plans and ensure gender balanced participation</li> <li>• Maintain evidence of training, including attendance list, photos, and training materials</li> <li>• Support group members by providing templates and clear Standard Operating Procedures</li> </ul>	
<b>1.1 MS B</b>	<ul style="list-style-type: none"> <li>• Document all decisions made by the group</li> <li>• Ensure decisions made are in accordance with the group governance</li> <li>• Maintain evidence about regular open communication with group members, to ensure members are aware of all decisions that affect the group</li> <li>• Ensure all group members are involved in decision-making process, taking into consideration gender inclusivity and where available provide information on meetings and participants</li> </ul>	<ul style="list-style-type: none"> <li>• Complete records and provide production data to GM, including total production area, monthly production, and estimate of annual production volumes</li> <li>• Maintain records of finances related to farm operations based on the guidance given by the group manager, which can include information on sales, purchasing agricultural inputs, as well as other expenses that are relevant to the group</li> </ul>

Indicator	Guidance for Group Manager	Guidance for Individual Member
<b>Criterion 1.1 Smallholders establish a legal entity that has the organisational capacity to comply with the RSPO ISH Standard.</b>		
<b>1.1 MS B</b>	<ul style="list-style-type: none"> <li>• Provide templates to group members to record, report, and maintain income, expenses, and investments in production practices for better management of finances relevant to farm operations</li> <li>• Provide clear guidance to group members on which data they will need to store and record related to their financial management, as relevant for selling group level credits</li> <li>• Develop a financial management plan, which includes current performance of the group and forecast</li> <li>• Review financial performance of the group regularly to ensure financial sustainability of the group</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of good practices related to financial management and which data to collect and record for the purposes of being a part of the group</li> </ul>

Indicator	Guidance for Group Manager	Guidance for Individual Member
<b>Criterion 1.2 Smallholders have the capacity to effectively manage their farm.</b>		
<b>1.2 MS A</b>	<ul style="list-style-type: none"> <li>• The GM develops a continuous training plan based on Training Needs Analysis (TNA) of group members</li> <li>• Train group members in accordance with the training plan, including the records they need to maintain on inputs used and on yields</li> <li>• Ensure all group members have been trained and maintain evidence of training (attendance, photos, training materials)</li> <li>• Develop templates for farm management plans and train group members on the use of these template</li> <li>• The farm management plan shall be simple and incorporate information gained from the training sessions here, as well as include information gained from 1.3E on Good Agricultural Practices (GAP)</li> <li>• Ensure that the female group members receive equal and adequate training and are given the opportunity to clarify any uncertainties</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in trainings on farm business planning</li> <li>• Implement farm management plans and keep records on production and inputs used</li> <li>• Keep records on sales and volumes of FFB under Eligibility, Milestone A, and Milestone B</li> <li>• Comply with all practices as per the group policy and agreed practices</li> <li>• Demonstrate an understanding of training and show ability to maintain data inputs</li> </ul>

Indicator	Guidance for Group Manager	Guidance for Individual Member
<b>Criterion 1.2 Smallholders have the capacity to effectively manage their farm.</b>		
<b>1.2 MS A</b>	<ul style="list-style-type: none"> <li>• Train group members on how to document their:               <ul style="list-style-type: none"> <li>- FFB production and sales</li> <li>- Inputs</li> <li>- Yields</li> </ul> </li> <li>• Documentation for production shall include:               <ul style="list-style-type: none"> <li>- Invoices and receipts (purchase and sale)</li> <li>- Information on transport (i.e. registration number/number plate)</li> <li>- The relevant group members' group identification number</li> <li>- Classification of the FFB sold (i.e. RSPO certified or not), FFB volume, and destination</li> <li>- Information of FFB price</li> </ul> </li> <li>• Copies of all documentation and records to be kept for 5 years</li> </ul>	

Indicator	Guidance for Group Manager	Guidance for Individual Member
<b>Criterion 1.2 Smallholders have the capacity to effectively manage their farm.</b>		
<b>1.2 MS B</b>	<ul style="list-style-type: none"> <li>• Ensure farm management plan is implemented</li> <li>• Ensure records of production and FFB sales are maintained by all group members</li> <li>• Maintain the consolidated production and sales of the group at least quarterly</li> <li>• Ensure FFB sales and credit sales of the group are reported in the RSPO IT platform</li> </ul>	<ul style="list-style-type: none"> <li>• Implement approved farm management plan</li> <li>• (As per 1.1 MS B) Complete records and provide production data to GM, including total production area, monthly production, and estimate of annual production volumes</li> <li>• Demonstrate an understanding of agreed practices and type of records related to group management and commitments that need to be kept</li> </ul>
<b>Criterion 1.3 Smallholders implement good agricultural practices (GAP) on their farms.</b>		
<b>1.3 E</b>	<ul style="list-style-type: none"> <li>• Ensure group members understand the need to adopt GAP as stated in the Smallholder Declaration</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate good understanding of the commitment to implement GAP</li> </ul>
<b>1.3 MS A</b>	<ul style="list-style-type: none"> <li>• Incorporate GAP into group training plans and ensure timely execution</li> <li>• Ensure training plan is executed as per schedule</li> <li>• Inform group members on any new GAP available, and incorporate the same into training plan</li> <li>• Ensure all members have been trained on GAP</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in training on GAP and demonstrate awareness on GAP</li> <li>• Continually improve practices, based on any new GAP made available</li> </ul>







Indicator	Guidance for Group Manager	Guidance for Individual Member
<b>Criterion 2.1 Smallholders have legal or customary rights to use the land in accordance with national and local laws, and customary practices.</b>		
<b>2.1 MS A</b>	<ul style="list-style-type: none"> <li>- Evidence of legal ownership of the land</li> <li>- If available, maintain a register of land right/title including photocopy of rights or reference to cadastral register</li> <li>- If the legalisation of the right to use the land is in progress, maintain relevant documentation to demonstrate that the process is ongoing</li> </ul>	
<b>2.1 MS B</b>	<ul style="list-style-type: none"> <li>• Ensure all group members are operating within the boundaries of their plots and there is no new planting/expansion outside the boundaries disclosed previously</li> <li>• For those plots owned and covered in the group certification, ensure that boundaries are clearly and visibly demarcated</li> </ul>	<ul style="list-style-type: none"> <li>• Demarcate boundaries of plots by painting/marketing the oil palm along the boundaries, or boundary stones/markers, or any other locally accepted forms of demarcation</li> <li>• Ensure you are not operating outside of the boundaries of the plots E</li> <li>• Ensure you are not operating outside of the boundaries of the plots as per the information provided in Eligibility</li> </ul>

## Indicator

## Guidance for Group Manager

Guidance for Individual  
Member**Criterion 2.1 Smallholders have legal or customary rights to use the land in accordance with national and local laws, and customary practices.****2.1 MS B**

- Demarcation can include paint/markers on the oil palms around the boundaries of the plots, or boundary stones/markers, or any other locally accepted form of demarcating the plots

**Criterion 2.2 Smallholders have not acquired lands from indigenous peoples, local communities or other users without their free, prior and informed consent (FPIC), based on a simplified FPIC approach.****2.2 E**

*MS A and MS B  
same as Eligibility*

- Request group members to provide information on how they acquired their land and if there was any prior consultation done with interested/relevant stakeholders
- Consult relevant stakeholders on land rights to ensure all land within the group is owned and/or operated with FPIC of the communities in the landscape. Consultations can be done by the GM or an independent 3rd party appointed by the GM
- Ensure there are no land disputes
- Provide evidence that land was acquired with FPIC. This can be in the form of communication or agreements from within the community/surrounding communities, or official legal records
- If disputes exist, provide information on the nature and type of disputes and ensure disputes are not arising from the absence of an FPIC process

Indicator	Guidance for Group Manager	Guidance for Individual Member
<p>Criterion 2.2 Smallholders have not acquired lands from indigenous peoples, local communities or other users without their free, prior and informed consent (FPIC), based on a simplified FPIC approach.</p>		
<p>2.2 E</p> <p><i>MS A and MS B same as Eligibility</i></p>	<ul style="list-style-type: none"> <li>Stakeholders can include and not limited to local community members, surrounding communities around the plot, local government of land, natural resources and/or agricultural departments, NGOs, human rights defenders</li> </ul>	
<p>Criterion 2.3 The right to use the land is not disputed by indigenous peoples, local communities or other users.</p>		
<p>Generic Guidance</p> <ul style="list-style-type: none"> <li>Agreements should be written, signed by all concerned parties, as a durable outcome of any negotiations to resolve conflicts over land rights. Such agreements may include measures for benefit sharing.</li> <li>Agreements should be registered with competent local authorities to enable their recognition in law, and to avoid repeat occurrence of the same conflict.</li> </ul>		
<p>2.3 E</p>	<ul style="list-style-type: none"> <li>Collect information from each group member on their knowledge of existing land conflicts and nature of disputes.</li> <li>Check if individual group members provide information on land conflicts as part of their signed Smallholder Declaration</li> </ul>	<ul style="list-style-type: none"> <li>Declare any existing disputes on plots, the nature of dispute, and due process of resolution</li> <li>Update GM as and when disputes arise. Regularly provide updates on progress of dispute resolution</li> <li>Take part in any participatory mapping processes as organised by the GM</li> </ul>

Indicator	Guidance for Group Manager	Guidance for Individual Member
Criterion 2.3 The right to use the land is not disputed by indigenous peoples, local communities or other users.		
2.3 E	<ul style="list-style-type: none"> <li>Maintain records of progress of disputes resolution process and the current status of disputes</li> <li>Check with the land offices if there are any encumbrances/caveats on the plots of land</li> </ul>	<ul style="list-style-type: none"> <li>Provide GM with details of any and all agreements entered with third parties with regards to land use and rights</li> <li>Adhere to conflict resolution mechanisms as suggested by GM</li> <li>Produce land search results (or other similar documentation) that shows the land is free from any encumbrances</li> </ul>
2.3 MS A	<ul style="list-style-type: none"> <li>Provide guidance to group members on relevant customary and statutory law with respect to land tenure for that location. As necessary, organise participatory mapping with all group members</li> <li>Maintain log/records of any conflicts and resolution processes that involves group members</li> <li>Become aware and consult relevant sources as needed to gain an understanding of the history of any land conflicts in the respective area</li> </ul>	

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Indicator	Guidance for Group Manager	Guidance for Individual Member
<p>Criterion 2.3 The right to use the land is not disputed by indigenous peoples, local communities or other users.</p>		
<p>2.3 MS A</p>	<ul style="list-style-type: none"> <li>Assess compliance of group members with the terms of any agreements they enter into with local communities on land use and access rights. In case there is a conflict, refer smallholders to relevant tools/resources to facilitate management and resolution of conflicts, drawing on support from CSOs and government agencies as appropriate</li> </ul>	
<p>Criterion 2.4 Smallholder plots are located outside of areas classified as national parks or protected areas, as defined by national, regional or local law, or as specified in National Interpretations.</p>		
<p>2.4. E</p> <p><i>MS A and MS B same as Eligibility</i></p>	<ul style="list-style-type: none"> <li>Review maps of smallholder plots against maps/locations of protected areas using the HCV-HCS app or based on information available in local government records</li> <li>For plots that are near a classified protected area or national park, conduct a site visit and verify with local NGOs and/or government that there are not inside protected areas or buffer zones</li> </ul>	<ul style="list-style-type: none"> <li>Ref. 2.1 E</li> <li>Demarcate the boundaries of the plots, and demonstrate that the plots are outside national parks or protected areas</li> <li>Allow for site visits by GM and relevant stakeholders for location verification</li> </ul>

## Indicator

## Guidance for Group Manager

Guidance for Individual  
Member**Criterion 2.5 Do any smallholders within the group have plans for new planting of oil palm? If none, SKIP.**

For new planting, smallholders do not clear or acquire any land without obtaining FPIC of indigenous peoples and/or local communities and/or other users, based on a simplified FPIC approach.

2.5 E

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| <ul style="list-style-type: none"> <li>• Incorporate information required for new planting by group members into group rules and by-laws</li> <li>• Ensure smallholder statements are signed by group members and maintained under group records</li> <li>• Ensure members declare intent to clear or plans of acquiring new plots. Ensure FPIC is carried out</li> <li>• All FPIC elements should be addressed, i.e. free (=without any coercion), prior (=before any development), informed (=provided all relevant information in appropriate form and languages), and consent (=right to say no)</li> <li>• Prepare to demonstrate to a third party that the FPIC process proceeded to the community's satisfaction. Maps will be necessary but not sufficient for this purpose.</li> </ul> | <ul style="list-style-type: none"> <li>• Ref. 2.1 E</li> <li>• Understand and conduct FPIC, if and when clearing and/or acquiring new plots</li> <li>• Inform GM on expansion, acquisition or intention to expand, acquire, or clear new plots</li> <li>• Execute, support, and participate in the simplified FPIC approach</li> </ul> |
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Indicator	Guidance for Group Manager	Guidance for Individual Member
<p><b>Criterion 2.5 Do any smallholders within the group have plans for new planting of oil palm? If none, SKIP.</b></p> <p>For new planting, smallholders do not clear or acquire any land without obtaining FPIC of indigenous peoples and/or local communities and/or other users, based on a simplified FPIC approach.</p>		
2.5 E	<ul style="list-style-type: none"> <li>• GM should:               <ul style="list-style-type: none"> <li>- Maintain records of all meetings and who attended the meetings</li> <li>- obtain signatures or thumb prints as proof of attendance</li> <li>- Ask permission before taking photos</li> </ul> </li> </ul>	
2.5 MS A	<ul style="list-style-type: none"> <li>• Incorporate simplified FPIC approach into group training plans and facilitate the delivery of training itself</li> <li>• Ensure training plan is executed as per schedule for all group members</li> </ul>	<ul style="list-style-type: none"> <li>• Participate and complete training</li> <li>• Carry out FPIC process prior to obtaining or clearing land and maintain evidence of process</li> <li>• All FPIC elements should be addressed, i.e.: free (=without any coercion), prior (=before any development), informed (=providing all relevant information in appropriate form &amp; languages) consent (=right to say no).</li> </ul>

Indicator	Guidance for Group Manager	Guidance for Individual Member
<p><b>Criterion 2.5 Do any smallholders within the group have plans for new planting of oil palm? If none, SKIP.</b></p> <p>For new planting, smallholders do not clear or acquire any land without obtaining FPIC of indigenous peoples and/or local communities and/or other users, based on a simplified FPIC approach.</p>		
2.5 MS B	<ul style="list-style-type: none"> <li>Support members and ensure they conduct participatory mapping of any rights to tenure, access, and use natural resources claimed by neighbouring communities</li> <li>Develop plan to manage new palm oil developments with the affected stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Based on simplified FPIC approach, as per training in 2.5 MS A, carry out participatory mapping with GM support</li> <li>Participate in joint plan to manage new palm oil developments with the affected stakeholders</li> </ul>

## Guidance



### PEOPLE

Sustainable livelihoods & poverty reduction. Human rights protected, respected & remedied

### Principle 3 – Respect human rights, including workers' rights and conditions

*Safeguard human rights and protect workers' rights, ensuring safe and decent working conditions.*

#### Indicator

#### Guidance for Group Manager

#### Guidance for Individual Member

#### Criterion 3.1 There is no use of forced labour.

3.1 E

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| 3.1 E | <ul style="list-style-type: none"><li>• Incorporate awareness on forced labour into group training plans and ensure timely execution</li><li>• Ensure that all members are aware of the legal requirements and the requirements of the standard with respect to forced labour and able to interpret these in their own operation;</li><li>• Collect information on the source of labour for group members, including directly hired and managed, or managed via a third party (e.g. contractors)</li></ul> | <ul style="list-style-type: none"><li>• Participate in training on understanding what is forced labour</li><li>• Provide information on the number of workers, type of workers and what they do (harvest, picking loose fruit, weeding, etc.). Indicate the number of female and male workers, workers with families, and if family members are performing work tasks</li><li>• Regularly update GM on number and type of workers, as and when required, and when there is worker turnover</li><li>• Provide information on their nature of employment, e.g. casual, outsourced to third party contractors, permanent, etc.</li></ul> |
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Indicator	Guidance for Group Manager	Guidance for Individual Member
<b>Criterion 3.1 There is no use of forced labour.</b>		
3.1 MS A	<ul style="list-style-type: none"> <li>Incorporate Fair Labour practices into group training plans including prohibited practices as listed and ensure execution</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate understanding of what is forced labour and sign/thumb print commitment to not use forced labour in any operations</li> </ul>
3.1 MS B	<ul style="list-style-type: none"> <li>Ensure group members understand what forced labour is and forms of forced labour</li> <li>Ensure the support and commitment of all group members to comply with this criterion</li> <li>Maintain records on behalf of all members on their use of hired labour, whether:               <ul style="list-style-type: none"> <li>Employed directly or through contractors / agents</li> <li>On occasional or permanent basis</li> </ul> </li> <li>These records shall include information on:               <ul style="list-style-type: none"> <li>How the labour was recruited or contractor commissioned</li> <li>Basis for payment- piece rate or daily rate</li> </ul> </li> <li>Agreement on overtime, if any needs to be within the legal permissible hours</li> </ul>	<ul style="list-style-type: none"> <li>Participate in training on fair labour practices</li> <li>Smallholders that employ workers, understand that the requirements for free and fair labour, including that workers and their families on the farms as applicable must:               <ul style="list-style-type: none"> <li>Have free access to their identity documents or passports</li> <li>Have not paid any fees to be recruited</li> <li>Understand the terms of employment</li> <li>Are free to resign when they desire</li> <li>Are free to form associations or join existing associations with regard to labour organisations</li> <li>Not forced to stay because of outstanding debt or withholding their wages</li> <li>Rights to their wages in timely manner</li> </ul> </li> </ul>

Indicator	Guidance for Group Manager	Guidance for Individual Member
<b>Criterion 3.1 There is no use of forced labour.</b>		
3.1 MS A	<ul style="list-style-type: none"> <li>Log any complaints or cases of non-compliance that arise and investigate the source of claim.</li> </ul>	<p>In cases where workers are managed through third parties, such as contractors, group member shall ensure the above is demonstrated by the third party as well</p>
3.1 MS B	<ul style="list-style-type: none"> <li>The group manager may draft a single group policy on use of labour by group members, encompassing all labour related criteria, including indicators</li> <li>Encompassing 3.1, 3.2, 3.3, 3.4, 3.5, and 3.6, and shall ensure the support and commitment of all group members to follow this policy</li> <li>GM may use templates for recording labour related information as per requirements</li> <li>GM develops a simplified grievance mechanism to manage complaints as per 3.4 E and 3.4 MS A</li> </ul>	<ul style="list-style-type: none"> <li>Understand and deploy any group policies on labour throughout all operations, including with workers and 3rd party contractors</li> <li>Ensure implementation of grievance mechanism as per 3.4 E and 3.4 MS A</li> </ul>

## Indicator

## Guidance for Group Manager

Guidance for Individual  
Member

Criterion 3.2 Children are not employed or exploited. Work by children is acceptable on family farms, under adult supervision and when not interfering with education programmes. Children are not exposed to hazardous working conditions.

## Generic Guidance

- Children can only work under supervision and do not undertake hazardous work.
- Children can only work on the farm during holidays, outside of school time, are family members, under supervision, and only doing non-hazardous work
- Where local law imposes tighter restrictions on employment of persons under 18 than implied by ILO convention, compliance with local law must be ensured
- Child rights are understood by all members and GM, and efforts are undertaken to maintain and enhance. (Refer RSPO Guidance on Child Rights)

## 3.2 E

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| <ul style="list-style-type: none"> <li>• Ensure that all members are aware of the requirements of the standard and able to interpret these in their own operations</li> <li>• Clarify the conditions under which persons under the age of 18 may undertake work on smallholder farms and ensure members have sufficient understanding of legal age requirements for that region</li> <li>• Ensure the support and commitment of all group members to comply with this criterion</li> </ul> | <ul style="list-style-type: none"> <li>• Sign commitment not to use child labour</li> <li>• Ensure that if children are working on the plantations the following conditions are met:             <ul style="list-style-type: none"> <li>- Children are under adult supervision</li> <li>- Children do not perform any hazardous work</li> <li>- The work does not interfere with child's schooling</li> <li>- The work does not put the children's health at risk</li> </ul> </li> <li>• Ensure that these commitments are complied with in cases of third parties managing workers, e.g. contractors</li> <li>• Participate in training and policy deployment as per 3.1 MS A</li> </ul> |
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Indicator	Guidance for Group Manager	Guidance for Individual Member
<p>Criterion 3.2 Children are not employed or exploited. Work by children is acceptable on family farms, under adult supervision and when not interfering with education programmes. Children are not exposed to hazardous working conditions.</p>		
3.2 E	<ul style="list-style-type: none"> <li>• GM may incorporate basic guidance/introduction on acceptable child work and non-acceptable child labour into the overall group labour policy and training as per 3.1 MS A</li> </ul>	
3.2 MS A	<ul style="list-style-type: none"> <li>• Incorporate information on child rights into group training plans and facilitate the delivery of training itself; ensure timely execution of training</li> <li>• Verify understanding of group members of what is acceptable and what is not allowed in terms of children working on the farm</li> <li>• Priority for self-assessment check, including check that children of family farms or working on a farm are attending school</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in training on child labour and child rights</li> <li>• Demonstrate understanding on minimum age children and conditions under which children are allowed and not allowed to work on a farm and family farm</li> <li>• Ensure children working on farms adhere to acceptable types of work, and that child rights are maintained</li> <li>• Ensure work does not interfere with workers schooling and is not mentally or physically harmful for children that do work on their family's farm</li> </ul>

## Indicator

## Guidance for Group Manager

Guidance for Individual  
Member

Criterion 3.2 Children are not employed or exploited. Work by children is acceptable on family farms, under adult supervision and when not interfering with education programmes. Children are not exposed to hazardous working conditions.

3.2 MS B

- Undertake checks on evidence that the minimum age requirements are being met
  - Investigate promptly any reports of non-compliance with this criterion, and take appropriate action to effect immediate remedy in any proven instances of non-compliance
  - Maintain records of non-compliance
- Check age of workers so that minimum age requirement is being met
  - Participate in remediation and corrective actions if non-compliance is found, with support from GM

Criterion 3.3 **Are there workers on the farm? If no, SKIP**

Workers' pay complies with minimum legal requirements, mandatory industry standards as defined by national law or collective bargaining, whichever takes priority in local regulations.

3.3 E

- Ensure group members understand and are aware of legal minimum wage
  - Incorporate minimum wage, legal requirements and/or mandatory industry standards into group training plans
  - Raise awareness of group members that legal minimum wage should be met
- Participate and complete training to understand national legislation that defines when an employee is casual, seasonal, or permanent
  - Be able to demonstrate knowledge on minimum legal requirements on minimum wage and pay

Indicator	Guidance for Group Manager	Guidance for Individual Member
<b>Criterion 3.3 Are there workers on the farm? If no, SKIP</b> Workers' pay complies with minimum legal requirements, mandatory industry standards as defined by national law or collective bargaining, whichever takes priority in local regulations.		
3.3 E	<ul style="list-style-type: none"> <li>Raise awareness amongst group members on existing legal minimum wage. For example, in cases of piece work or seasonal work</li> </ul>	
3.3. MS A	<ul style="list-style-type: none"> <li>Ensure that all members are aware of the requirement to document payments to workers</li> <li>Collate and maintain records on behalf of all members on their use of hired labour, which shall include payment records and basis for payment – piece rate or daily rate</li> <li>Incorporate payment rates into records as per 3.1 MS A</li> <li>Refer members to group policy and provide training</li> <li>Apply grievance mechanism process as and when required as per 3.4 E and 3.4 MS A</li> </ul>	<ul style="list-style-type: none"> <li>Follow the legislation/guidance on minimum wage payment</li> <li>Pay workers according to minimum wage as defined by national legislation</li> <li>Keep a record of workers, type of worker, how much, for what, and how they are being paid</li> <li>Ensure group policy implementation and participation in training offered by GM</li> <li>Ensure implementation of grievance mechanism as per 3.4 E and 3.4 MS A</li> </ul>

Indicator	Guidance for Group Manager	Guidance for Individual Member
<b>Criterion 3.3 Are there workers on the farm? If no, SKIP</b>		
Workers' pay complies with minimum legal requirements, mandatory industry standards as defined by national law or collective bargaining, whichever takes priority in local regulations.		
3.3 MS B	<ul style="list-style-type: none"> <li>• Ensure that all members are aware of the requirements of the standard in this respect and able to interpret these in their own operations</li> <li>• Maintain records as per 3.1 MS A and 3.3 MS A</li> <li>• For the purpose of checking compliance, piece rate payments shall be converted into daily rate equivalent</li> <li>• Apply grievance mechanism process as and when required</li> </ul>	

Indicator	Guidance for Group Manager	Guidance for Individual Member
<b>Criterion 3.4 Are there workers on the farm? If no, SKIP</b> Workers understand their rights and freedom to file a complaint/grievance to group manager or relevant third parties, including RSPO.		
3.4 E	<ul style="list-style-type: none"> <li>Ensure members understand this commitment</li> </ul>	<ul style="list-style-type: none"> <li>Commit to this requirement to respect workers' rights on filing complaints and grievances</li> </ul>
3.4 MS A	<ul style="list-style-type: none"> <li>Incorporate workers' rights and grievance mechanism into group training plans and ensure timely execution</li> <li>Ensure training is made available and delivered to all group members</li> </ul>	<ul style="list-style-type: none"> <li>Participate and complete training</li> <li>Explain to all workers how they can file a complaint, with whom and how they can access to GM with any concerns they have</li> <li>Extend the process of complaints filing and grievance mechanisms to third parties managing workers, e.g. contractors</li> </ul>
3.4 MS B	<ul style="list-style-type: none"> <li>Ensure that all members are aware of the requirements of this indicator and able to interpret these in their own operations and for their workers</li> </ul>	
<b>Criterion 3.5 Working conditions and facilities are safe and meet minimum legal requirements.</b>		
3.5 E	<ul style="list-style-type: none"> <li>Ensure members understand this commitment</li> <li>Support members to identify hazardous work and/or work with high health and safety risks</li> </ul>	<ul style="list-style-type: none"> <li>Commit to this requirement</li> <li>Identify and list out activities that are hazardous or have high health and safety risks</li> </ul>

## Indicator

## Guidance for Group Manager

Guidance for Individual  
Member

Criterion 3.5 Working conditions and facilities are safe and meet minimum legal requirements.

3.5 MS A

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| <ul style="list-style-type: none"> <li>• Incorporate health and safety, and working conditions into group training plans</li> <li>• Health and safety risk associated with farm work should be identified before training is provided</li> <li>• Incorporate health, safety and working conditions in the overall group policy on labour</li> <li>• Facilitate training to ensure that all members are aware of the main risks related to working conditions on smallholder farms and incorporate measures for ensuring the health and safety of workers employed by group members</li> <li>• Training shall also ensure that all workers are familiar with the group level health and safety procedures and have access to basic first aid needs</li> </ul> | <ul style="list-style-type: none"> <li>• Participate and complete training</li> <li>• Raise awareness and train all workers and their families on farms as applicable on health and safety, group health and safety procedure, and ensure access to basic first aid needs</li> <li>• Keep training records and provide these to GM</li> <li>• Clearly identify and mark potential hazards with safety signs</li> </ul> |
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Indicator	Guidance for Group Manager	Guidance for Individual Member
<p>Criterion 3.5 Working conditions and facilities are safe and meet minimum legal requirements.</p>		
<p>3.5 MS B</p>	<ul style="list-style-type: none"> <li>• Incorporate provision of adequate amenities where applicable into group training plan and ensure execution</li> <li>• Encourage group members to report accidents on their farms and record all accidents reported</li> <li>• Review accident records periodically and support action by group members to identify and address any significant risks emerging from these reviews</li> <li>• Incorporate provision of adequate amenities in the overall group policy on labour</li> </ul>	<ul style="list-style-type: none"> <li>• Put a procedure in place to act in case of serious injury or illness, including availability of professional doctors or facilities</li> <li>• Ensure workers have access to adequate amenities</li> <li>• Develop a list of types of work that are considered to have high health and safety risks</li> <li>• Ensure requirements regarding amenities are understood and met by third parties managing workers, e.g. contractors</li> </ul>

Indicator	Guidance for Group Manager	Guidance for Individual Member
<b>Criterion 3.6 Are there workers on the farm? If no, SKIP</b> There is no discrimination, harassment, or abuse on the farm.		
3.6 E	<ul style="list-style-type: none"> <li>Explain concepts of discrimination, harassment, and abuse to group members and ensure they understand what it implies to commit to these</li> <li>Discrimination includes any distinction, exclusion, or preference that has a negative effect on equality. For example, due to preference made on the basis of race, colour, sex, religion, political opinion, national extraction, or social origin</li> </ul>	<ul style="list-style-type: none"> <li>Understand and commit to this requirement</li> </ul>
3.6 MS A	<ul style="list-style-type: none"> <li>Incorporate awareness on discrimination, harassment, and abuse into group training plans</li> </ul>	<ul style="list-style-type: none"> <li>Participate and complete training</li> </ul>
3.6 MS B	<ul style="list-style-type: none"> <li>Facilitate the delivery of training itself</li> <li>Recognise vulnerable populations (women, children, and indigenous peoples) that may be likely targets of discrimination/harassment/abuse</li> </ul>	<ul style="list-style-type: none"> <li>Ensure requirements regarding discrimination, harassment, and abuse are understood and met by third parties managing workers, e.g. contractors</li> </ul>

**Guidance**



**PLANET**

Conserved, protected and enhanced ecosystems that provide for the next generation

**Principle 4 – Protect, conserve and enhance ecosystems and the environment**

**Protect the environment, conserve biodiversity, enhance ecosystems and ensure sustainable management of natural resources**

Indicator	Guidance for Group Manager	Guidance for Individual Member
<p>Criterion 4.1 High Conservation Values (HCVs) on the smallholder plot or within the managed area and High Carbon Stock (HCS) forests identified after November 2019 using the simplified combined HCV-HCS approach are managed to ensure that they are maintained and/or enhanced.</p>		
4.1 E	<ul style="list-style-type: none"> <li>• Explain concept of HCV areas, HCS forests, and precautionary practices</li> <li>• Ensure members understand and commit to this requirement</li> </ul>	<ul style="list-style-type: none"> <li>• Commit to this requirement</li> <li>• As per 2.1 E and 2.4 E</li> <li>• Understand basic concepts of HCV areas and HCS forests</li> </ul>
4.1 MS A	<ul style="list-style-type: none"> <li>• Incorporate simplified combined HCV-HCS into group training plan, with the training as per below, and ensure execution of training</li> <li>• Lead the group through implementation of the simplified combined HCV-HCS approach for independent smallholders</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in training on HCVs, HCV-HCS management</li> <li>• Participate in workshop to identify precautionary practices, including protection of HCV areas; watershed management areas; riparian buffer zones; Rare, Threatened and Endangered species (RTE); wildlife corridors as well as how to respond to human-wildlife contact</li> </ul>

## Indicator

## Guidance for Group Manager

Guidance for Individual  
Member

Criterion 4.1 High Conservation Values (HCVs) on the smallholder plot or within the managed area and High Carbon Stock (HCS) forests identified after November 2019 using the simplified combined HCV-HCS approach are managed to ensure that they are maintained and/or enhanced.

4.1 MS B

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| <ul style="list-style-type: none"> <li>• Train and raise awareness amongst group members on principle of protection through precautionary practices for existing and new plantings</li> <li>• Participate in training on use of HCV-HCS app and/or train group members on how to use it</li> <li>• Understand basic concepts of human-wildlife conflict and HCVs</li> <li>• Follow training or demonstrate knowledge on HCVs and Rare, Threatened and Endangered species (RTE)</li> <li>• Reference: RSPO Guidance Documents on Simplified Tool for Independent Smallholders</li> </ul> | <ul style="list-style-type: none"> <li>• Demarcate HCV and riparian buffer areas at your farm, based on participatory mapping and demonstrate how identified precautionary practices are implemented</li> <li>• Understand basic concepts of human-wildlife conflict and HCVs</li> <li>• Follow training or demonstrate knowledge on HCVs and Rare, Threatened and Endangered species (RTE)</li> </ul> |
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Indicator	Guidance for Group Manager	Guidance for Individual Member
<p>Criterion 4.2 Where the existing smallholder plot has been planted and cleared after November 2005 or is on an area identified as HCS forests after November 2019 up to the eligibility period, a RaCP appropriate for smallholders based on Land Use Change Analysis (LUCA) will be applicable (reference preamble).</p>		
4.2 E	<ul style="list-style-type: none"> <li>• Collect and record information from members on conversion/start date of their oil palm plantings. Verify where possible</li> <li>• Collect and record information on each plot where there was land conversion after 2005 and aggregate that information for all members in the group</li> </ul>	<ul style="list-style-type: none"> <li>• As per 2.1 E</li> <li>• Provide history of plot: landscape prior to conversion, start date of land clearing for palm cultivation</li> </ul>
4.2 MS A	<ul style="list-style-type: none"> <li>• Incorporate participatory process into group training plan and facilitate training</li> <li>• Support understanding of group members of this criterion and coordinate the participatory process, following guidance provided by RSPO Secretariat</li> <li>• Ensure FPIC process is carried out for site identification and confirmation</li> </ul>	<ul style="list-style-type: none"> <li>• Participate and complete training</li> <li>• Support and participate in mapping with group for identifying sites for remediation</li> <li>• Ensure FPIC process is carried out for site identification and confirmation</li> </ul>

## Indicator

## Guidance for Group Manager

Guidance for Individual  
Member

Criterion 4.2 Where the existing smallholder plot has been planted and cleared after November 2005 or is on an area identified as HCS forests after November 2019 up to the eligibility period, a RaCP appropriate for smallholders based on Land Use Change Analysis (LUCA) will be applicable (reference preamble).

4.1 MS A

- Facilitate the participatory process for group for consensus on onsite remediation and development of plan
- All members must participate in the consensus on onsite remediation
- Refer to RaCP procedure in the RSPO website

4.1 MS B

- Facilitate the participatory process for group for consensus on onsite remediation and development of plan
  - All members must participate in the consensus on onsite remediation
  - Refer to RaCP procedure in the RSPO website
- Support development and ensure implementation of plan

**Indicator**

**Guidance for Group Manager**

**Guidance for Individual Member**

**Do any smallholders within the group have plans for new plantings of oil palm?  
If none, SKIP**

Criterion 4.3 New planting of independent smallholders, since November 2019:

- Do not replace any HCVs
- Do not replace any HCS forests as defined by the simplified combined HCV-HCS approach
- Are not on steep slopes (more than 25 degrees or as in National Interpretation)
- Are not on peat areas of any depth.

4.3 E

- Incorporate awareness raising to ensure members understand that no conversion is allowed without an HCV/HCS assessment
- Include a group training plan and ensure timely execution
- Provide training and awareness to group members on procedures for new plantings and requirements for future conversion to oil palm
- Register and collect data on plots that group members plan to plant with oil palm
- Collect boundaries of the plot allocated for new planting and complete questions on HCV-HCS app for each plot

- Participate and complete training on new plantings and process and requirements for conversion
- Stop all conversion plans until requirements are met
- As per 2.1 E, especially on plots for future conversions and/or plots intended for acquisition

## Indicator

## Guidance for Group Manager

Guidance for Individual  
Member**Do any smallholders within the group have plans for new plantings of oil palm?****If none, SKIP**

Criterion 4.3 New planting of independent smallholders, since November 2019:

- Do not replace any HCVs
- Do not replace any HCS forests as defined by the simplified combined HCV-HCS approach
- Are not on steep slopes (more than 25 degrees or as in National Interpretation)
- Are not on peat areas of any depth.

4.3 E

- Apply guidance of the simplified combined HCV-HCS approach, report on and record for each plot the risk level, appropriate protection, management practices and determining whether:
    - HCVs can be managed through implementation of precautionary practices, where risks are low, or
    - A full Assessor Licensing Scheme (ALS) HCV assessment must be commissioned
  - Reference: RSPO Guidance Documents on Simplified Tool for Independent Smallholders
- Participate and complete training on new plantings and process and requirements for conversion
  - Stop all conversion plans until requirements are met
  - As per 2.1 E, especially on plots for future conversions and/or plots intended for acquisition

4.3 MS A

- Support smallholder group members in understanding this criterion and facilitate the development of an integrated management plan
- Develop integrated management plan through participatory process as per 2.5 MS B

**Indicator**

**Guidance for Group Manager**

**Guidance for Individual Member**

**Do any smallholders within the group have plans for new plantings of oil palm?  
If none, SKIP**

Criterion 4.3 New planting of independent smallholders, since November 2019:

- Do not replace any HCVs
- Do not replace any HCS forests as defined by the simplified combined HCV-HCS approach
- Are not on steep slopes (more than 25 degrees or as in National Interpretation)
- Are not on peat areas of any depth.

4.3 MS A

- Ensure FPIC process is carried out among group members in developing the integrated management plan
- Provide training and guidance to group members on development of the integrated management plan for HCVs and HCS forests
- Liaise with RSPO for plan approval
- Reference: RSPO Guidance Documents on Simplified Tool for Independent Smallholders

- Ensure FPIC process is carried out in developing the integrated management plan

4.3 MS B

- Support members in developing short and medium-term plans for new planting
- Ensure management plans are shared with those involved in the participatory process for their awareness

- Implement RSPO approved integrated management plan

Indicator	Guidance for Group Manager	Guidance for Individual Member
<p><b>Do any smallholders within the group have existing plots on peat? If no, SKIP</b>            Criterion 4.4 Where smallholder plots exist on peat, subsidence and degradation of peat soils are minimised by use of best management practices.</p>		
4.4 E	<ul style="list-style-type: none"> <li>• As per 2.1 E</li> <li>• Collect and store information on soil profile of farms</li> <li>• Map farm plots to publicly available and/or officially verified soil data, such as soil maps, verify onsite where possible</li> </ul>	<ul style="list-style-type: none"> <li>• As per 2.1 E</li> <li>• Provide information on the soil profile (presence of peat, etc.) in all plots to the best of knowledge</li> </ul>
4.4 MS A	<ul style="list-style-type: none"> <li>• Incorporate peat BMP, fire risks, and water management into group training plans and ensure timely execution</li> <li>• Draft a plan and procedure for the management of group member plantations on peat soils and ensure the support and commitment of all group members to follow the plan and procedures</li> <li>• In developing a group plan the GM may refer to:               <ul style="list-style-type: none"> <li>- RSPO Smallholder BMPs for Existing Cultivation on Peat</li> </ul> </li> <li>• GM to facilitate training, awareness, support, and/or advice by external experts</li> </ul>	<ul style="list-style-type: none"> <li>• Commit to implement and monitor activities according to group management plan</li> <li>• Participate in any training required for the implementation of the action plan</li> <li>• Implement and follow procedures and group plan for peat soil management</li> </ul>

**Indicator**

**Guidance for Group Manager**

**Guidance for Individual Member**

**Do any smallholders within the group have existing plots on peat? If no, SKIP**  
Criterion 4.4 Where smallholder plots exist on peat, subsidence and degradation of peat soils are minimised by use of best management practices.

4.4 MS B

- Monitor implementation of the peat management plan and practices on individual group member plantations
  - Develop action plan with group members and collect necessary data for monitoring purposes
  - Take action to remedy any deviation from the plan
  - Implement adaptive management and corrective procedures to manage actions on deviations from management plan
- Implement best practices on soil and peat protection, which is agreed upon in the action plan
  - Collect and provide data for monitoring purposes
  - Support intervention actions as defined by GM through adaptive management

## Indicator

## Guidance for Group Manager

Guidance for Individual  
Member**Criterion 4.5 Do any smallholders within the group have plans for replanting plots that are located on peat? If no, SKIP**

Plots on peat are replanted only on areas with low risk of flooding, saline intrusion as demonstrated by a risk assessment.

4.5 E

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| <ul style="list-style-type: none"> <li>• As per 2.1 E</li> <li>• Collect and store information from group members on replanting plans and members with plantings on peat soils</li> <li>• Ensure that all members are aware of the requirements of replanting on peat</li> <li>• Identify areas with peat soils on a map of group members' plots and verify onsite where possible</li> <li>• Provide awareness of requirements on replanting on peat to group members at the time of joining the group</li> <li>• Explain Smallholder Declaration to group members including the signing/providing of thumb print</li> <li>• Ensure records of signed/thumb printed Smallholder Declarations are maintained</li> </ul> | <ul style="list-style-type: none"> <li>• As per 2.1 E</li> <li>• Provide all replanting plans to GM</li> <li>• Understand requirements and limitations with regard to replanting on peat</li> <li>• Support onsite verification by GM for presence of peat soils</li> </ul> |
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**Indicator**

**Guidance for Group Manager**

**Guidance for Individual Member**

**Criterion 4.5 Do any smallholders within the group have plans for replanting plots that are located on peat? If no, SKIP**

Plots on peat are replanted only on areas with low risk of flooding, saline intrusion as demonstrated by a risk assessment.

4.5 MS A

- Incorporate Peat BMP into group training plan and ensure timely execution
- As per 4.2 E

- As per 4.2 E and 4.5 E
- Participate in and complete training

4.5 MS B

- Incorporate risk assessment methodology into group training plan and ensure timely execution
- Facilitate risk assessment process for plots on peat soils
- Facilitate external experts and stakeholders to support members who will be required to develop alternative land development strategies
- Support or conduct training; support members that need to develop alternate land development strategies
- Develop plan for alternative land development strategies through participatory process

- Conduct risk assessment as trained
- Work with GM and other relevant stakeholders and authorities for alternative land development strategies, i.e. through participatory process

Indicator	Guidance for Group Manager	Guidance for Individual Member
Criterion 4.6 Fire is not used on the oil palm plot for preparing land or for pest control, nor open fire for waste management on the farm.		
4.6 E	<ul style="list-style-type: none"> <li>• Incorporate No Fire and No Burning into group training plans and ensure timely execution</li> <li>• Collect and store information on burning practices of members before entering the eligibility phase</li> <li>• Assess eligibility following guidance regarding evidence of burning</li> <li>• Where possible, may use Global Forest Watch Fire Alerts to assess and monitor compliance, among other external or internal monitoring systems</li> <li>• Follow-up on the ground whenever there is an alert in the proximity of any group member plots to ascertain if there has been an infraction</li> <li>• Provide alternatives to fire uses for various reasons, including land clearing, sanitation for pest control, and/or waste management</li> </ul>	<ul style="list-style-type: none"> <li>• Make a commitment to no burning and do not apply burning practices for clearing land, pest control, or waste management. Ensure workers commit to do the same and also do not practice burning</li> <li>• Provide information to GM of any current burning practices or use of fire and for what reasons</li> <li>• Implement alternatives to fire use as prescribed by GM</li> </ul>

Indicator	Guidance for Group Manager	Guidance for Individual Member
<b>Criterion 4.6 Fire is not used on the oil palm plot for preparing land or for pest control, nor open fire for waste management on the farm.</b>		
4.6 MS A	<ul style="list-style-type: none"> <li>• Ensure group members are aware of this requirement</li> <li>• Incorporate requisite training in group training plan</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in training or other programmes on preventing fire and alternatives to use of fire for new plantings and management of farm waste</li> </ul>
4.6 MS B	<ul style="list-style-type: none"> <li>• Facilitate approval and liaise with relevant authority for required fire use in exceptional circumstance as identified</li> <li>• Support group members:               <ul style="list-style-type: none"> <li>- in communicating this requirement to any workers they employ on their plantations</li> <li>- to identify alternative techniques for preparation of planting sites, notably for replanting on sites where pest and risk of disease is high</li> <li>- in identifying and implementing alternative waste management methods</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Do not practice burning</li> <li>• Report any case of burning that may occur in the area of your farm to the GM</li> <li>• Implement corrective actions if non-compliances have occurred</li> <li>• Seek approval for fire use in exceptional circumstances with GM</li> </ul>

Indicator	Guidance for Group Manager	Guidance for Individual Member
<p>Criterion 4.6 Fire is not used on the oil palm plot for preparing land or for pest control, nor open fire for waste management on the farm.</p>		
4.6 MS B	<ul style="list-style-type: none"> <li>Where possible, may use Global Forest Watch Fire Alerts to assess and monitor compliance, among other external or internal monitoring systems</li> </ul>	
<p>Criterion 4.7 Riparian buffer zones are identified and managed to ensure they are maintained and/or enhanced.</p>		
4.7 E	<ul style="list-style-type: none"> <li>As per 2.1 E</li> <li>Collect information from members on presence of waterways in and directly around their plots</li> <li>Use risk calibrated approach to map plots of members onto landscape to identify waterways in and directly around plots</li> <li>Incorporate identification of and what are good practices and requirements on riparian buffer zone management in group training plans and ensure timely execution</li> </ul>	<ul style="list-style-type: none"> <li>As per 2.1 E</li> <li>Provide information on presence of waterways in and directly around plots</li> </ul>

Indicator	Guidance for Group Manager	Guidance for Individual Member
<p>Criterion 4.7 Riparian buffer zones are identified and managed to ensure they are maintained and/or enhanced.</p>		
4.7 MS A	<ul style="list-style-type: none"> <li>• Support group members to develop a farm management plan that includes:</li> </ul>	<ul style="list-style-type: none"> <li>• Understand and implement good practices on protecting riparian buffer zones</li> </ul>
4.7 MS B	<ul style="list-style-type: none"> <li>- Group policy and procedures for the protection and management of riparian buffer zones</li> <li>- Support and commitment of all group members to this policy and procedure</li> <li>- Training for group members and their workers as necessary to enable the implementation of this policy and procedures</li> <li>- Monitoring of implementation of the procedures and action to remedy any non-compliance</li> <li>• Develop and implement monitoring plan for maintenance and enhancement of riparian buffer zones</li> <li>• Investigate non-compliances and implement corrective actions as required</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in training and ensure workers' participation</li> <li>• Apply monitoring practices according to group procedures</li> </ul>

## Indicator

## Guidance for Group Manager

Guidance for Individual  
Member

Criterion 4.8 Pesticides are used in ways that do not endanger the health of workers, family, communities or the environment.

## Generic Guidance

Group policy and procedures shall maintain the following principles;

- Application of an Integrated Pest Management (IPM) approach, in order to minimise any pesticide used
- No prophylactic use of pesticides, except in specific situations
- Use of pesticides only in accordance with the product label
- Provision of safe, controlled storage, and issue for use of pesticides
- Handling and application of pesticides only by workers/individuals who have completed the necessary training
- Provision and use of appropriate safety and application equipment
- No use of pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, or of Paraquat except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan and shall only be used in exceptional circumstances
- Preclude use of pesticides by pregnant or breastfeeding women
- Provision for medical check-ups for any smallholders and their workers in frequent contact with pesticides
- Gather feedback from the individual farms and subsequently analyse the data to improve performance

4.8 E

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| <ul style="list-style-type: none"> <li>• Incorporate requirements on pesticides use into group training plan and ensure timely execution</li> <li>• Collect and store information and data of the type of pesticides used and/or purchased by group members</li> <li>• Maintain records of pesticide purchased and used</li> </ul> | <ul style="list-style-type: none"> <li>• Make a commitment to stop using and phasing out existing stocks of paraquat and other banned pesticides</li> <li>• Participate in training on BMPs</li> <li>• Demonstrate understanding of which pesticides are banned from use</li> <li>• Stop new purchases of banned pesticides and ensure the phasing out of current stocks</li> </ul> |
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Indicator	Guidance for Group Manager	Guidance for Individual Member
<p>Criterion 4.8 Pesticides are used in ways that do not endanger the health of workers, family, communities or the environment.</p>		
4.8 E	<ul style="list-style-type: none"> <li>Facilitate external experts for training as required</li> <li>Provide recommendations of alternatives to the pesticides required for phasing out</li> </ul>	<ul style="list-style-type: none"> <li>Keep a record of and list pesticides that were bought and are being used</li> <li>Inform workers that they are not allowed to use paraquat and other banned pesticides</li> </ul>
4.8 MS A	<ul style="list-style-type: none"> <li>Arrange training for group members and their workers as necessary, and incorporate within group training plans, the handling of the use of pesticides and the basic principles of IPM</li> <li>Facilitate or provide training to group members on Best Management Practices (BMPs) for pesticide use</li> </ul>	<ul style="list-style-type: none"> <li>Monitor the use of banned pesticides by workers and report any cases of use to the GM</li> </ul>
4.8 MS B	<ul style="list-style-type: none"> <li>Conduct periodic check-ins to ensure group members are implementing the practices learned during the training</li> <li>Incorporate into farm management plan a policy and procedures for the management of pests, diseases, weeds, and invasive species</li> <li>Ensure the support and commitment of all group members to this policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Implement group policy and procedures</li> <li>Provide records on pesticides used and information to GM on:               <ul style="list-style-type: none"> <li>- Source of product</li> <li>- Purpose of use (i.e. weeds and pests requiring control)</li> <li>- Quantity used</li> <li>- Date of use</li> <li>- Method and rate of application</li> <li>- Method of disposal of pesticide containers</li> </ul> </li> </ul>

## Indicator

## Guidance for Group Manager

Guidance for Individual  
Member

Criterion 4.8 Pesticides are used in ways that do not endanger the health of workers, family, communities or the environment.

4.8 MS B

- Maintain records on behalf of the group on all pesticides used in group member plantations, including:
  - Source of product
  - Purpose of use (i.e. weeds and pests requiring control)
  - Quantity used
  - Date of use
  - Method and rate of application
  - Method of disposal of pesticide containers
- Monitor implementation of the procedures and take action to remedy any non-compliances
- Ensure minimisation and elimination of pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, or paraquat

Indicator	Guidance for Group Manager	Guidance for Individual Member
<p>Criterion 4.9 Smallholders manage pests, diseases, weeds and invasive introduced species using appropriate techniques, including but not limited to Integrated Pest Management (IPM) techniques.</p>		
4.9 MS A	<ul style="list-style-type: none"> <li>• See 4.8 MS A</li> </ul>	<ul style="list-style-type: none"> <li>• See 4.8 MS A</li> </ul>
4.9 MS B	<ul style="list-style-type: none"> <li>• See 4.8 MS B</li> </ul>	<ul style="list-style-type: none"> <li>• See 4.8 MS B</li> </ul>

# DEFINITIONS

Term	Definition	Source
<b>Child Labour</b>	<p>Child labour is work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development. The term applies to:</p> <ul style="list-style-type: none"> <li>• all children under 18 involved in the “worst forms of child labour” (as per International Labour Organisation Convention No. 182)</li> <li>• all children aged under 12 taking part in economic activity; and</li> <li>• all 12 to 14-year-old children engaged in anything more than light work.</li> </ul> <p>The ILO defines light work as work that is not likely to be harmful to children’s health or development and not likely to be detrimental to their attendance at school or vocational training.</p> <p>Those under 18 years of age should not engage in hazardous work that might jeopardise their physical, mental or moral well-being, either because of its nature or the conditions under which it is carried out. For young workers above the legal minimum age but below 18, there should be restrictions on hours of work and overtime; working at dangerous heights; with dangerous machinery, equipment and tools; transport of heavy loads; exposure to hazardous substances or processes; and difficult conditions such as night work at night.</p>	<p>P&amp;C 2018</p> <p>ILO Minimum Age Convention, 1973 (No.138)</p>

Term	Definition	Source
<b>Debt Bondage</b>	The status or condition of debt bondage when their labour, or the labour of a third party under their control, is demanded as repayment of a loan or of money given in advance, and the value of their labour is not applied towards the liquidation of the debt or the length of the service is not limited and/or the nature of the service is not defined.	P&C 2018
<b>Discrimination</b>	Any distinction, exclusion or preference made on the basis of race, colour, sex, religion, political opinion, national extraction or social origin, which forms a barrier for equality of opportunity or treatment in employment or occupation.	ILO, Discrimination (Employment and Occupation) Convention, 1958 (No. 111)
<b>Family Farm</b>	A farm operated and mostly owned by a family, for the growing of oil palm, sometimes along with subsistence production of other crops, and where the family provides the majority of the labour used.	



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<b>Forced Labour</b>	<p>All work or service that is exacted from any person under the menace of any penalty and for which said person has not offered him or herself voluntarily. This definition consists of three elements:</p> <ol style="list-style-type: none"> <li>1. Work or service refers to all types of work occurring in any activity, industry or sector including in the informal economy.</li> <li>2. Menace of any penalty refers to a wide range of penalties used to compel someone to work.</li> <li>3. Involuntariness: The terms “offered voluntarily” refers to the free and informed consent of a worker to take a job and his or her freedom to leave at any time. This is not the case, for example, when an employer or recruiter makes false promises so that a worker takes a job he or she would not otherwise have accepted.</li> </ol>	<p>P&amp;C 2018</p> <p>ILO Forced Labour Definition</p> <p>ILO, Forced Labour Convention, 1930 (No. 29)</p> <p>ILO, Protocol of 2014 to the Forced Labour Convention, 1930 (P029)</p> <p>ILO, Abolition of Forced Labour Convention, 1957 (No. 105)</p> <p>ILO, Forced Labour Recommendation 2014 (No. 203)</p>
<b>Fragile Soil</b>	<p>A soil that is susceptible to degradation (reduction in fertility) when disturbed. A soil is particularly fragile if the degradation rapidly leads to an unacceptably low level of fertility or if it is irreversible using economically feasible management inputs.</p>	<p>P&amp;C 2018</p>
<b>Group Manager</b>	<p>Person, group of people or organisation responsible for running the internal control system and managing the group. This can be a mill, an organisation or an individual.</p>	

Term	Definition	Source
<b>Hazardous work</b>	<p>Hazardous work is work performed in hazardous conditions; or “in the most hazardous sectors and occupations, such as agriculture, or where working relationships or conditions create particular risks, such as chemical substances or radiation, or in the informal economy.” (<a href="https://www.ilo.org/safework/areasofwork/hazardouswork/lang--en/index.htm">https://www.ilo.org/safework/areasofwork/hazardouswork/lang--en/index.htm</a>).</p> <p>Hazardous work is also defined as “any work which is likely to jeopardise children’s physical, mental or moral health, safety or morals” and which “should not be done by anyone under the age of 18.” (<a href="https://www.ilo.org/ipec/facts/WorstFormsofChildLabour/Hazardouschildlabour/lang--en/index.htm">https://www.ilo.org/ipec/facts/WorstFormsofChildLabour/Hazardouschildlabour/lang--en/index.htm</a>).</p>	<p>P&amp;C 2018</p> <p>Article 3 (d) of ILO Convention concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour, 1999 (No. 182)</p>
<b>High Carbon Stock (HCS) forest</b>	<p>Forests that have been identified using the High Carbon Stock Approach (HCSA) Toolkit.</p>	<p>HCSA website www.highcarbonstock.org</p>
<b>High Conservation Value (HCV) areas</b>	<p>The areas necessary to maintain or enhance one or more High Conservation Values (HCVs):</p> <p>HCV 1 – Species diversity; concentrations of biological diversity including endemic species, and rare, threatened and endangered (RTE) species, that are significant at global, regional or national levels.</p>	<p>High Conservation Value Resource Network (HCVRN) Common Guidance for Identification of HCVs 2017</p>

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<b>High Conservation Value (HCV) areas</b>	<p>HCV 2 – Landscape-level ecosystems, ecosystem mosaics and Intact Forest Landscapes (IFL); large landscape-level ecosystems, ecosystem mosaics and IFL that are significant at global, regional or national levels, which contain viable populations of a great majority of the naturally occurring species in natural patterns of distribution and abundance.</p> <p>HCV 3 – Ecosystems and habitats; RTE ecosystems, habitats or refugia.</p> <p>HCV 4 – Ecosystem services; basic ecosystem services in critical situations, including protection of water catchments and control of erosion of vulnerable soils and slopes.</p> <p>HCV 5 – Community needs; sites and resources fundamental for satisfying the basic necessities of local communities or indigenous peoples (for livelihoods, health, nutrition, water, etc.), identified through engagement with these communities or indigenous peoples.</p> <p>HCV 6 – Cultural values; sites, resources, habitats and landscapes of global or national cultural, archaeological or historical significance, and/or of critical cultural, ecological, economic or religious/sacred importance for the traditional cultures of local communities or indigenous peoples, identified through engagement with these local communities or indigenous peoples.</p>	<p>High Conservation Value Resource Network (HCVRN) Common Guidance for Identification of HCVs 2017</p>

Term	Definition	Source
<b>Indigenous Peoples</b>	<p>Indigenous peoples are inheritors and practitioners of unique cultures and ways of relating to people and the environment. They have retained social, cultural, economic and political characteristics that are distinct from those of the dominant societies in which they live. Despite their cultural differences, indigenous peoples from around the world share common problems related to the protection of their rights as distinct peoples.</p> <p>Indigenous peoples have sought recognition of their identities, way of life and their right to traditional lands, territories and natural resources for years, yet throughout history, their rights have always been violated. Indigenous peoples today, are arguably among the most disadvantaged and vulnerable groups of people in the world. The international community now recognises that special measures are required to protect their rights and maintain their distinct cultures and way of life.</p>	<p>P&amp;C 2018</p> <p>UNDESA, Division for Inclusive Social Development, Indigenous Peoples</p>
<b>Integrated Pest Management (IPM)</b>	<p>IPM is the careful consideration of all available pest control techniques and subsequent integration of appropriate measures that discourage the development of pest populations and keep pesticides and other interventions to levels that are economically justified and reduce or minimise risks to human health and the environment. IPM emphasises the growth of a healthy crop with the least possible disruption to agro-ecosystems and encourages natural pest control mechanisms.</p>	<p>P&amp;C 2018</p> <p>FAO 2013</p> <p><a href="http://www.fao.org/agriculture/crops/thematic-sitemap/theme/pests/ipm/en/">http://www.fao.org/agriculture/crops/thematic-sitemap/theme/pests/ipm/en/</a></p>

## DEFINITIONS

Term	Definition	Source
<b>Internal Control System (ICS)</b>	A set of rules, policies, and procedures which an organisation implements to provide direction, increase efficiency and strengthen adherence to policies to manage a group.	Smallholder Interim Group (SHIG)
<b>New Planting</b>	Planned or proposed planting on land not previously cultivated with oil palm.	New Planting Procedure 2015
<b>Peat</b>	A soil with cumulative organic layer(s) comprising more than half of the upper 80 cm or 100 cm of the soil surface containing 35% or more of organic matter (35% or more loss on ignition) or 18% or more organic carbon. Note, for management of existing plantations in Malaysia and Indonesia, a narrower definition has been used, based on national regulations: namely soil with an organic layer of more than 50% in the top 100 cm containing more than 65% organic matter.	P&C 2018 PLWG2 July 2018 Derived from FAO and USDA definition for Histosols (organic soils) (FAO 1998, 2006/7; USDA 2014)
<b>Pesticide</b>	Substances or a mixture of substances intended for preventing, destroying, repelling or mitigating any pest. Pesticides are categorised into four main constituent chemicals: herbicides; fungicides; insecticides and bactericides.	P&C 2018
<b>Rare, threatened and endangered (RTE) Species</b>	Species as defined by the High Conservation Value Resource Network (HCVRN).	HCVRN Common Guidance for the Identification of HCVs
<b>SHIG</b>	Smallholder Interim Group is the group created to support the RSPO in implementing Objective 2 of the RSPO Smallholder Strategy and tasked to develop a simplified certification approach for smallholders.	

Term	Definition	Source
<b>Smallholder</b>	<b>Independent Smallholder</b> All smallholder farmers that are not considered to be Scheme Smallholders [see definition for Scheme Smallholders below] are considered Independent Smallholder farmers.	SHIG
	<b>Scheme Smallholder</b> Smallholder farmers, landowners or their delegates that do not have the: <ul style="list-style-type: none"> <li>• enforceable decision-making power on the operation of the land and production practices; and/or</li> <li>• freedom to choose how they utilise their lands, type of crops to plant, and how they manage them (how they organise, manage and finance the land).</li> </ul>	SHIG
<b>Smallholder farm</b>	Individuals or (extended) families producing oil palm on individual or multiple smallholder plots, under the thresholds currently defined by RSPO for smallholders.	SHIG
<b>Smallholder plot</b>	Land owned by a smallholder that is planted with oil palm or allocated for new planting with oil palm or replanting.	SHIG
<b>Steep Terrain</b>	Areas above 25 degrees or based on a National Interpretation process.	P&C 2018 Annex 1 National Interpretation

## DEFINITIONS

Term	Definition	Source
<b>Unit of Certification for ISH Standard</b>	The entity that signs the certification agreement and holds the RSPO certificate. This entity takes responsibility for the development and implementation of the group's internal management system and all member farms' management systems. The group management assures member farms' compliance with the Standard.	SHIG
<b>Vulnerable Groups</b>	Any group or sector of society that is at higher risk of being subjected to social exclusion, discriminatory practices, violence, natural or environmental disaster, or economic hardship than other groups, such as indigenous peoples, ethnic minorities, migrants, disabled people, the homeless, isolated elderly people, women and children.	P&C 2018
<b>Worker</b>	Men and women, migrants, transmigrants, contract workers, casual workers and employees from all levels of the organisation, on the farm and in the ICS, that are outside of the family, where family is defined as one household.	SHIG
<b>Young person</b>	Young workers are aged 15, or above the minimum age of employment but under the age of 18. According to the ILO, "these workers are considered 'children' even where they may legally perform certain jobs."	P&C 2018 ILO minimum Age Convention, 1973 (no. 138)
<b>2018 P&amp;C</b>	Refers to the existing RSPO Principles and Criteria for the Production of Sustainable Palm Oil (2018) approved by the General Assembly in 2018.	

# SMALLHOLDER DECLARATION



By signing this Smallholder Declaration, I assert that:

- A. I recognise the importance of sustainable production.**
- B. I will join a farmer group to pursue group certification of the RSPO ISH Standard and comply with the principles and their relevant criteria and indicators**
- C. I will provide the following information to my and group manager:**
  1. All land holdings
  2. Location (coordinates) of all plots currently planted with oil palm
  3. Information on all plots converted and planted with oil palm after 2005 (through use of the simplified combined HCV-HCS approach for Smallholders)
  4. Any plots located on steep slopes
  5. Any plots located on peat
  6. Details on plans for replanting and expansion of oil palm
  7. Any existing land disputes
  8. Ownership and land use status
  9. Source of farm labour.
- D. I commit to the following:**
  1. Continue to progress along the standard and meet the required milestones for progress
  2. Participate in trainings as required and actively participate in the group
  3. Ensure no forced labour on farm operations and end any existing forced labour.
  4. Pay national level minimum wage
  5. Respect the rights of workers to file a complaint
  6. Provide safe working conditions and facilities
  7. No discrimination, harassment or abuse on the farm
  8. Ensure no child labour on farm operations and end any existing child labour

## SMALLHOLDER DECLARATION

9. Not clearing or acquiring land from indigenous peoples, local communities, or other users without their free, prior and informed consent (FPIC), based on a simplified FPIC approach
10. Resolve any existing disputes
11. No new planting or no expansion of existing farms in primary forests, HCV areas, HCS forests, in riparian areas, or on steep slopes (more than 25 degrees or as in National Interpretation)
12. Protect HCVs and HCS forests through the precautionary practices approach
13. No new planting on peat and replanting on peat only in areas with low risk of flooding and saline intrusion
14. Use of best management practices for oil palm on peat
15. No burning for preparing land or pest control
16. Minimise and control erosion.



### Smallholder Benefits

By adopting sustainable farming practices and complying to the RSPO ISH Standard, I understand I will have:

Knowledge on how to optimise productivity and yields by implementing the good and sustainable agricultural practices that I have been trained on;

Knowledge on how to trade and participate in the market for sustainable palm oil and manage my farm professionally and become financially sustainable;

Structure as well as agency to be able to take the necessary steps towards a sustainable livelihood for my family and my community.

I recognise I will have access to technical support and financial support as well as access to trade in the market for sustainable palm oil offered by the RSPO and its members, to enable me to realise the benefits of sustainable farming practices.



The RSPO is an international non-profit organisation formed in 2004 with the objective to promote the growth and use of sustainable oil palm products through credible global standards and engagement of stakeholders.

### Roundtable on Sustainable Palm Oil

Roundtable on Sustainable Palm Oil Secretariat  
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