SBP Standard 1: Feedstock Compliance

*Principle 4 – Biomass benefits people and communities*

Revision Draft v1 for Public Consultation
(for status see document history on page ii)
Revision Draft v1 for Public Consultation

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Document history
(see Standards Development Process Terms of Reference v1, page 29)

<table>
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<th>Document Description</th>
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<tr>
<td>SBP editing team working document</td>
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<tr>
<td>Working Group A working document</td>
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<td>Agreed by Working Group A</td>
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<th><strong>Principle 4 – Biomass benefits people and communities</strong></th>
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</table>
| **Includes parts of:** | **4.1** Criterion  
| | Decent working conditions are provided and labour rights are safeguarded. |
| Criterion 2.7: The basic labour rights of forest workers are safeguarded | **4.1.1** Indicator  
| | The organisation has implemented appropriate control systems and procedures for verifying that: |
| | Freedom of Association and the effective recognition of the right to collective bargaining are respected. |
| Criterion 2.3: Management of the forest ensures that productivity is maintained | **Examples of Means of Verification**  
| | • Existing legislation  
| | • Level of enforcement  
| | • Employment contracts  
| | • Company policies  
<p>| | • Interviews with HR |
| Criterion 2.6: Appropriate mechanisms are in place for resolving grievances and disputes, including those relating to tenure and use rights, to Forest Management practices and to work conditions | [Means of Verification moved to S2 and new standalone document] |
| Criterion 2.8: Appropriate safeguards are in place to protect the health and safety of forest workers |</p>
<table>
<thead>
<tr>
<th>Guidance</th>
<th>Guidance</th>
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</table>
| In this Standard the term “forest workers” includes contractors. The following ILO conventions have not been ratified in all countries. The Indicator must be met in all countries, whether the ILO conventions are ratified or not. Sources of information include: · ILO Declaration on Fundamental Principles and Rights at Work (1998) based on the eight ILO Core Labour Conventions · ILO Convention 98 (Right to Collective Bargaining) · ILO Convention 87 (Freedom of Association) · ILO Convention 135 (Workers Representatives Convention. | The organisation, its suppliers and contractors:  
• Shall not interfere with contractors and/or workers’ organisation(s) and/or collective bargaining  
• Shall allow workers to freely elect their own representatives, including where the right to freedom of association and collective bargaining are restricted under law  
• Shall effectively inform workers that they are free to join a worker organisation of their choosing without consequences or retaliation  
• Shall ensure that those engaged in organising workers are not subjected to discrimination, harassment, intimidation or retaliation  
• Shall ensure that such representatives have access to their members in the workplace |

<table>
<thead>
<tr>
<th>Sources of information include</th>
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</table>
| This standard is based on the main elements of relevant ILO Core Conventions.  
1. Freedom of Association and Protection of the Right to Organise Convention, 1948 (No. 87)  
2. Right to Organise and Collective Bargaining Convention, 1949 (No. 98)  
4. Abolition of Forced Labour Convention, 1957 (No. 105)  
5. Minimum Age Convention, 1973 (No. 138)  
6. Worst Forms of Child Labour Convention, 1999 (No. 182)  
7. Equal Remuneration Convention, 1951 (No. 100)  
8. Discrimination (Employment and Occupation) Convention, 1958 (No. 111) | The indicators must be met in all countries, whether the ILO conventions are ratified or not.  
Other relevant ILO conventions include: |
| 2.7.2 | **Indicator**  
The BP has implemented appropriate control systems and procedures for verifying that feedstock is not supplied using any form of compulsory labour. | 4.1.2 | **Indicator**  
The organisation has implemented appropriate control systems and procedures for verifying that:  
Feedstock is not supplied using any form of compulsory labour. |

### Examples of Means of Verification
- Existing legislation
- Level of enforcement
- Employment contracts
- Company policies
- Interviews with HR
- Interviews with staff

### Guidance
‘Compulsory labour’ is defined as “All work or service that a person has not offered to do voluntarily and is made to do under the threat of punishment or retaliation, or is demanded as a means of repayment of debt”.

### Guidance
The organisation, its suppliers and contractors:
- Shall not withhold any salary, benefits, property or documents in order to...
The following ILO conventions have not been ratified in all countries. The Indicator must be met in all countries, whether the ILO conventions are ratified or not.

ILO Conventions 29 and 105 (Forced & Bonded Labour)

- Force workers to continue working
- Shall ensure that no employment fees or costs are borne by workers
- Workers:
  - shall be free to leave the workplace after completing the standard workday
  - shall be free to terminate their employment provided that they give reasonable notice to the organisation

The organisation should ensure that it:
- Has a publicly available labour and health and safety policy statement that it intends to comply with this standard and with ILO conventions
- Has policies and procedures to implement this standard
- Effectively communicates these to workers
- Keeps records to demonstrate compliance
- Regularly monitors and evaluates its implementation

**Sources of information include**
This standard is based on the main elements of relevant ILO Core Conventions:
1. Freedom of Association and Protection of the Right to Organise Convention, 1948 (No. 87)
2. Right to Organise and Collective Bargaining Convention, 1949 (No. 98)
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8. Discrimination (Employment and Occupation) Convention, 1958 (No. 111)
<table>
<thead>
<tr>
<th>2.7.3 Indicator</th>
<th>The BP has implemented appropriate control systems and procedures to verify that feedstock is not supplied using child labour.</th>
</tr>
</thead>
</table>
| 4.1.3 Indicator | The organisation has implemented appropriate control systems and procedures to verify that:  
Child labour is not used. |
| **Examples of Means of Verification** | • Existing legislation  
• Level of enforcement  
• Supply contracts  
• Records of field inspections  
• Operational assessment of measures designed to minimise impacts on the values identified  
• Monitoring records  
• Interviews with staff |
| **Guidance** | Child labour is defined as any work performed by a child younger than 15 / younger than the age stipulated below, except as provided for by ILO |
| **Guidance** | The organisation, its suppliers and contractors:  
• Shall not employ any child younger than school age or 15 years old |

The indicators must be met in all countries, whether the ILO conventions are ratified or not.

Other relevant ILO conventions include:

- C029 - Forced Labour Convention, 1930 (No. 29)
- C105 - Abolition of Forced Labour Convention, 1957 (No. 105)
- C158 - Termination of Employment Convention, 1982 (No. 158)


Further guidance is available in the Social Accountability 8000 standard: [https://sa-intl.org/programs/sa8000/](https://sa-intl.org/programs/sa8000/)

[Means of Verification moved to S2 and new standalone document]
Recommendation 146. Definition of a child: any person less than 15 years of age, unless the minimum age for work or mandatory schooling is stipulated as being higher by local law, in which case the stipulated higher age applies in that locality. The following ILO conventions have not been ratified in all countries. The Indicator must be met in all countries, whether the ILO conventions are ratified or not. ILO Convention 138 & Recommendation 146 (Minimum Age and Recommendation).

- Shall not expose children or young workers to any working situations that are hazardous and/or unsafe

<table>
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The indicators must be met in all countries, whether the ILO conventions are ratified or not.

- Other relevant ILO conventions include:
  - C006 - Night Work of Young Persons (Industry) Convention, 1919 (No. 6)
  - C059 - Minimum Age (Industry) Convention (Revised), 1937 (No. 59)
  - C078 - Medical Examination of Young Persons (Non-Industrial Occupations) Convention, 1946 (No. 78)
  - C079 - Night Work of Young Persons (Non-Industrial Occupations) Convention, 1946 (No. 79)
  - C090 - Night Work of Young Persons (Industry) Convention (Revised), 1948
2.7.4 **Indicator**  
The BP has implemented appropriate control systems and procedures for verifying that feedstock is not supplied using labour which is discriminated against in respect of employment and occupation.

4.1.4 **Indicator**  
The organisation has implemented appropriate control systems and procedures for verifying that:  
Workers are not discriminated against in respect of employment and occupation.

### Examples of Means of Verification
- Existing legislation
- Level of enforcement
- § Supply contracts
- Records of BPs’ field inspections
- Monitoring records
- Interviews with staff
- Payroll records

[Means of Verification moved to S2 and new standalone document]

### Guidance
The following ILO conventions have not been ratified in all countries. The Indicator must be met in all countries, whether the ILO conventions are ratified or not.  
Sources of information include:

- Convention, 1965 (No. 123)
- C124 - Medical Examination of Young Persons (Underground Work) Convention, 1965 (No. 124)

Further details about ILO Conventions are available: [https://www.ilo.org/dyn/normlex/en/?p=NORMLEXPUB:12000:0::NO:...](https://www.ilo.org/dyn/normlex/en/?p=NORMLEXPUB:12000:0::NO:...)

Further guidance is available in the Social Accountability 8000 standard: [https://sa-intl.org/programs/sa8000/](https://sa-intl.org/programs/sa8000/)

### Guidance
The organisation, its suppliers and contractors:
- Shall not discriminate in hiring, remuneration, access to training, promotion, termination or retirement
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<td>The indicators must be met in all countries, whether the ILO conventions are ratified or not.</td>
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<tr>
<td>Other relevant ILO conventions include:</td>
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<tr>
<td>• C156 - Workers with Family Responsibilities Convention, 1981 (No. 156)</td>
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</table>
C003 - Maternity Protection Convention, 1919 (No. 3)
C103 - Maternity Protection Convention (Revised), 1952 (No. 103)
C183 - Maternity Protection Convention, 2000 (No. 183)
C190 - Violence and Harassment Convention, 2019 (No. 190)


Further guidance is available in the Social Accountability 8000 standard: [https://sa-intl.org/programs/sa8000/](https://sa-intl.org/programs/sa8000/)

### 2.7.5 Indicator
The BP has implemented appropriate control systems and procedures for verifying that feedstock is supplied using labour where the pay and employment conditions are fair and meet, or exceed, minimum requirements.

### 4.1.5 Indicator
The organisation has implemented appropriate control systems and procedures for verifying that:
- A Decent Living Wage is established and paid, or
- At least the legal minimum or industry standard wage is paid

#### Examples of Means of Verification
- Existing legislation
- Level of enforcement
- § Supply contracts
- Records of BPs’ field inspections
- Monitoring records
- Interviews with staff

[Means of Verification moved to S2 and new standalone document]

#### Guidance
Requirements for minimum pay and employment conditions are those that legally apply in the local, regional or national context. Minimum requirements should be based on local best practice (as defined and ratified by relevant employers’ associations and trade unions) even if this exceeds legal minimum levels.

#### Guidance
The organisation, its suppliers and contractors:
- Shall ensure that wages for a normal work week, not including overtime, shall meet at least legal or industry minimum standards, or collective bargaining agreements on a Decent Living Wage (where applicable).
Further guidance is available in the Social Accountability 8000 standard referenced below.

| **Shall not make deductions from wages for disciplinary purposes** |
| **Shall ensure that workers’ wages and benefits are detailed clearly and regularly to them in writing for each pay period** |
| **Shall lawfully render all wages and benefits due in a manner convenient to workers, but in no circumstances in delayed or restricted forms, such as vouchers, coupons or promissory notes** |
| **Shall not use labour-only contracting arrangements, consecutive short-term contracts and/or false apprenticeship or other schemes to avoid meeting its obligations to workers under applicable laws and regulations pertaining to labour and social security** |

Wages and benefits shall be established by collective bargaining agreement. Wages and benefits shall be sufficient to afford a Decent Standard of Living for workers. All overtime shall be reimbursed at a premium rate as defined by national law or established by a collective bargaining agreement. Deductions can only be made when both of the following conditions exist:

a) Deductions from wages for disciplinary purposes are permitted by national law; and

b) A freely negotiated collective bargaining agreement is in force that permits this practice.

In countries where a premium rate for overtime is not regulated by law or there is no collective bargaining agreement, workers shall be compensated for overtime at the organisation’s premium rate or at a premium rate equal to prevailing industry standards, whichever is higher.

The organisation should endeavour to support suppliers and contractors in also paying a decent living wage to their staff but shall require that the legal minimum wage is paid.

**Sources of information include**

This standard is based on the main elements of relevant ILO Core Conventions.
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2. Right to Organise and Collective Bargaining Convention, 1949 (No. 98)
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6. Worst Forms of Child Labour Convention, 1999 (No. 182)
7. Equal Remuneration Convention, 1951 (No. 100)
8. Discrimination (Employment and Occupation) Convention, 1958 (No. 111)

The indicators must be met in all countries, whether the ILO conventions are ratified or not.

Other relevant ILO conventions include:
- C012 - Workmen's Compensation (Agriculture) Convention, 1921 (No. 12)
- C017 - Workmen's Compensation (Accidents) Convention, 1925 (No. 17)
- C018 - Workmen's Compensation (Occupational Diseases) Convention, 1925 (No. 18)
- C026 - Minimum Wage-Fixing Machinery Convention, 1928 (No. 26)
- C095 - Protection of Wages Convention, 1949 (No. 95)
- C099 - Minimum Wage Fixing Machinery (Agriculture) Convention, 1951 (No. 99)
- C131 - Minimum Wage Fixing Convention, 1970 (No. 131)
- C173 - Protection of Workers' Claims (Employer's Insolvency) Convention, 1992 (No. 173)

Further details about ILO Conventions are available: https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12000:0::NO:::

Further guidance is available in the Social Accountability 8000 standard: https://sa-intl.org/programs/sa8000/
RSPO Guidance Implementing a Decent Living Wage RSPO-GUI-T08-004 V1 ENG: [https://rspo.org/library/lib_files/preview/907](https://rspo.org/library/lib_files/preview/907)

<table>
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<tr>
<th>4.1.6</th>
<th>Indicator</th>
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<tbody>
<tr>
<td>The organisation has implemented appropriate control systems and procedures for verifying that:</td>
<td></td>
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<tr>
<td>Working hours are fair.</td>
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</table>

**Guidance**

The organisation, its suppliers and contractors:

- Shall develop, communicate and implement policies and procedures to ensure that working hours are not excessive
- Shall ensure that the normal work week, not including overtime, shall be defined by law and shall not exceed 48 hours
- shall provide workers with at least one day off following every six consecutive days of working
- shall ensure that all overtime work shall be voluntary, except as freely negotiated, shall not exceed 12 hours per week and shall not be requested on a regular basis

Exceptions to this overtime rule apply only where both of the following conditions exist:

a) National law allows work time exceeding this limit; and

b) A freely negotiated collective bargaining agreement is in force that allows work time averaging, including adequate rest periods

In cases where overtime work is needed in order to meet short-term business demand and the organisation is party to a freely negotiated collective bargaining agreement representing a significant portion of its workforce, the organisation may require such overtime work in accordance with such agreement. Any such agreement must comply with the other requirements of this Working Hours standard.

**Sources of information include**
This standard is based on the main elements of relevant ILO Core Conventions. The indicators must be met in all countries, whether the ILO conventions are ratified or not.

- Other relevant ILO conventions include:
  - C001 - Hours of Work (Industry) Convention, 1919 (No. 1)
  - C014 - Weekly Rest (Industry) Convention, 1921 (No. 14)
  - C030 - Hours of Work (Commerce and Offices) Convention, 1930 (No. 30)
  - C047 - Forty-Hour Week Convention, 1935 (No. 47)
  - C106 - Weekly Rest (Commerce and Offices) Convention, 1957 (No. 106)
  - C132 - Holidays with Pay Convention (Revised), 1970 (No. 132)
  - C153 - Hours of Work and Rest Periods (Road Transport) Convention, 1979 (No. 153)
  - C171 - Night Work Convention, 1990 (No. 171)
  - C175 - Part-Time Work Convention, 1994 (No. 175)


Further guidance is available in the Social Accountability 8000 standard: [https://sa-intl.org/programs/sa8000/](https://sa-intl.org/programs/sa8000/)

4.1.7 Indicator

The organisation has implemented appropriate control systems and procedures for verifying that:

Regular employment is provided.

Guidance

The organisation, its suppliers and contractors:

- Shall ensure that to every extent possible work performed is on the basis of recognized employment relationship established through national law and practice.
- Shall not avoid any obligations to employees under labour or social security laws and regulations and arising from the regular employment relationship, through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

- Further guidance is available in the Social Accountability 8000 standard: [https://sa-intl.org/programs/sa8000/](https://sa-intl.org/programs/sa8000/)

**Indicator**

The organisation has implemented appropriate control systems and procedures for verifying that:

- workers have adequate access to
  - health care provision
  - Sickness benefits
  - Retirement benefits
  - Invalidity benefits
  - Death benefits
  - Workers’ compensation
  - Are there any others?

**Sources of information include**

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The indicators must be met in all countries, whether the ILO conventions are ratified or not.

Other relevant ILO conventions include:

- C019 - Equality of Treatment (Accident Compensation) Convention, 1925 (No. 19)
- C024 - Sickness Insurance (Industry) Convention, 1927 (No. 24)
- C025 - Sickness Insurance (Agriculture) Convention, 1927 (No. 25)
- C035 - Old-Age Insurance (Industry, etc.) Convention, 1933 (No. 35)
- C036 - Old-Age Insurance (Agriculture) Convention, 1933 (No. 36)
- C037 - Invalidity Insurance (Industry, etc.) Convention, 1933 (No. 37)
- C038 - Invalidity Insurance (Agriculture) Convention, 1933 (No. 38)
- C039 - Survivors’ Insurance (Industry, etc.) Convention, 1933 (No. 39)
- C040 - Survivors’ Insurance (Agriculture) Convention, 1933 (No. 40)
- C042 - Workmen’s Compensation (Occupational Diseases) Convention (Revised), 1934 (No. 42)
- C044 - Unemployment Provision Convention, 1934 (No. 44)
- C048 - Maintenance of Migrants’ Pension Rights Convention, 1935 (No. 48)
- C102 - Social Security (Minimum Standards) Convention, 1952 (No. 102)
- C118 - Equality of Treatment (Social Security) Convention, 1962 (No. 118)
- C128 - Invalidity, Old-Age and Survivors’ Benefits Convention, 1967
<table>
<thead>
<tr>
<th>2.3.2</th>
<th>Indicator</th>
<th>4.1.8</th>
<th>Indicator</th>
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<tbody>
<tr>
<td></td>
<td>Adequate training is provided for all workers, including employees and contractors</td>
<td></td>
<td>The organisation has implemented appropriate control systems and procedures for verifying that: Training is provided for all workers including contractors in order to allow them to implement the conditions set out in all elements of the SBP Standards relevant to their responsibilities.</td>
</tr>
</tbody>
</table>

**Examples of Means of Verification**

- Existing legislation
- Level of enforcement
- Training course curricula
- Records of BPs’ field inspections
- Training records
- Interviews with staff
- Training plans, training records, and records of qualifications

[Means of Verification moved to S2 and new standalone document]
Adequate training provision should include assessment of training needs, and the delivery of training programmes. Training should be periodic and secure the level of required skills, including knowledge.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Adequate training provision should include assessment of training needs, and the delivery of training programmes by the organisation. Training should be periodic and secure the level of required skills, including knowledge, needed to ensure biomass is sustainable.</td>
</tr>
</tbody>
</table>

Sources of information include

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The indicators must be met in all countries, whether the ILO conventions are ratified or not.

Other relevant ILO conventions include:

- C140 - Paid Educational Leave Convention, 1974 (No. 140)
- C142 - Human Resources Development Convention, 1975 (No. 142)


Further guidance is available in the Social Accountability 8000 standard: [https://sa-intl.org/programs/sa8000/](https://sa-intl.org/programs/sa8000/)

### 2.6.1 Indicator
The BP has implemented appropriate control systems and procedures for verifying that appropriate mechanisms are in place for resolving grievances.

### 4.1.9 Indicator
The organisation has implemented appropriate control systems and procedures for verifying that:
and disputes, including those relating to tenure and use rights, to forest management practices and to work conditions.

<table>
<thead>
<tr>
<th><strong>Examples of Means of Verification</strong></th>
<th>Workplace grievances and disputes are resolved.</th>
</tr>
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</table>
| • Existing legal systems
• Level of enforcement
• Regional Best Management Practices
• Supply contracts
• Records of grievances and the outcomes from internal investigations
• Interviews with stakeholders and local community members
• Interviews with staff |

| **Guidance**
Mechanisms for resolving complaints and grievances at the workplace level may be incorporated into existing legislation. Grievances related to tenure and use rights may require additional mechanisms where appropriate. |

| **Guidance**
The organisation, its suppliers and contractors:
• shall establish and maintain appropriate mechanisms for recording and resolving grievances and disputes relating to work conditions.
• shall not discipline, dismiss or otherwise discriminate against any worker or interested party for providing information on compliance or for making other workplace complaints.
• shall keep a record of all grievances, including how they were investigated, dealt with and the outcome of the process.
• The grievance mechanism:
• shall be confidential, unbiased, non-retaliatory and accessible and available to workers and interested parties
• shall be a documented
• shall be communicated to workers |

| Means of Verification moved to S2 and new standalone document |
- shall be easily accessible to workers
- shall be on request available to interested parties

Grievances:
- shall be acknowledged and dealt with in a timely manner.

Dispute-resolution
- shall be based on negotiation and decisions shall be made on consensus.

**Sources of information include**

Further guidance is available in the Social Accountability 8000 standard: [https://sa-intl.org/programs/sa8000/](https://sa-intl.org/programs/sa8000/)

**2.8.1 Indicator**
The BP has implemented appropriate control systems and procedures for verifying that appropriate safeguards are put in place to protect the health and safety of forest workers (CPET S12).

**Examples of Means of Verification**
- Existing legislation
- Course curricula from safety trainings
- Training records
- § PPE available to workers at job sites
- Records of BPs' field inspections
- Safety risk assessments
- Interviews with staff

[Means of Verification moved to S2 and new standalone document]

**4.1.10 Indicator**
The organisation has implemented appropriate control systems and procedures for verifying that:

Appropriate safeguards are put in place to protect the health and safety of workers.

**Guidance**
The organisation, its suppliers and contractors:
| Appropriate safeguards include the requirement to identify risks, to provide appropriate training courses, and to provide appropriate Personal Protective Equipment (PPE). | • Shall develop, communicate and implement policies and procedures to ensure that appropriate safeguards are put in place to protect the health and safety of workers  
  • Shall provide a safe and healthy workplace  
  • Shall take effective steps to prevent potential health and safety incidents and occupational injury or illness  
  • Shall minimise or eliminate, so far as is reasonably practicable, the causes of all hazards in the workplace  
  • Shall assess all the workplace risks to new, expectant and nursing mothers, to ensure that all reasonable steps are taken to remove or reduce any risks  
  • Shall appoint a senior management representative to be responsible for ensuring a safe and healthy workplace  
  • Shall establish and maintain a Health and Safety Committee, comprised of a well-balanced group of management representatives and worker  
  • Shall provide to workers, on a regular basis, effective health and safety site and job training  
  • shall provide to workers appropriate Personal Protective Equipment (PPE) at its own expense  
  • Shall provide first aid and assist the worker in obtaining follow-up medical treatment, in the event of a work-related injury  
  • Shall establish documented procedures to detect, prevent, minimise, eliminate or otherwise respond to potential risks to the health and safety of workers  
  • Shall maintain written records of all work-related health and safety incidents that occur  
  • Shall provide, for use by all workers, free access to: clean toilet facilities, potable water, suitable spaces for meal breaks, and, where applicable, sanitary facilities for food storage  
  
Workers:  
  • Shall have the right to remove themselves from imminent serious danger
without seeking permission from the organisation
- The Health & Safety Committee shall conduct formal, periodic occupational health and safety risk assessments to identify and then address current and potential health and safety hazards
- Records of these assessments and corrective and preventive actions taken shall be kept

Any dormitory facilities provided for workers shall be clean, safe and meet their basic needs, whether the organisation owns, leases or contracts the dormitories from a service provider.

Practices to prevent arguments should be based upon the prevailing safety and health knowledge of the industry sector and of any specific hazards.

The organisation is responsible for health and safety in the workplace and in all residences and property provided by the organisation, whether it owns, leases or contracts the residences or property from a service provider.

**Sources of information include**

This standard is based on the main elements of relevant ILO Core Conventions.

1. Freedom of Association and Protection of the Right to Organise Convention, 1948 (No. 87)
2. Right to Organise and Collective Bargaining Convention, 1949 (No. 98)
4. Abolition of Forced Labour Convention, 1957 (No. 105)
5. Minimum Age Convention, 1973 (No. 138)
6. Worst Forms of Child Labour Convention, 1999 (No. 182)
7. Equal Remuneration Convention, 1951 (No. 100)
8. Discrimination (Employment and Occupation) Convention, 1958 (No. 111)

The indicators must be met in all countries, whether the ILO conventions are ratified or not.

Other relevant ILO conventions include:
<table>
<thead>
<tr>
<th>4.1.11 Indicator</th>
<th>The organisation has adequate systems and procedures in place to ensure that: Suppliers and contractors are paid and treated fairly.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guidance</td>
<td>Suppliers and contractors should be seen as partners with the organisation rather than providers of goods and services alone. As a result, the organisation:</td>
</tr>
<tr>
<td></td>
<td>shall ensure that suppliers and contractors rates of pay meet or exceed industry standards and which allow suppliers and contractors to</td>
</tr>
</tbody>
</table>
provide benefits to their employees, including but not limited to

- Health care
- Sickness benefits
- Retirement benefits
- Invalidity benefits
- Death benefits

- Workers’ compensation
  - shall not violate national or other legal standards against the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment to avoid providing benefits and lower the cost of providing the service
  - shall not violate national anti-trust provisions by including anti-competitive requirements in contracts with suppliers and contractors

- Shall pay suppliers and contractors in a reasonable amount of time. Payment should be received within 30 days of invoicing
- Shall not withhold payments in order to force suppliers and contractors to continue working
- Shall allow suppliers and contractors to terminate their contract provided that they provide reasonable notice
- Shall not interfere with the suppliers and contractor’s ability to negotiate in good faith and/or to create cooperatives for this purpose. Those engaged in negotiations should not be subjected to discrimination, harassment, intimidation or retaliation
- Shall not intentionally reduce contract rates due to the receipt of incentives, rebates, grants or reductions in operating expenses by suppliers and contractors
- Shall ensure that to every extent possible work performed is on the basis of a recognized contractual relationship that is consistent with national law and

<p>| SBP Standard 1: Feedstock Compliance - Principle 4 – Biomass benefits people and communities | Page 23 |</p>
<table>
<thead>
<tr>
<th>Includes parts of:</th>
<th>4.2</th>
<th>Criterion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criterion 1.6: Harvesting does not violate traditional or civil rights</td>
<td></td>
<td>Biomass production benefits communities</td>
</tr>
<tr>
<td>Criterion 2.2: Management of the forest ensures that ecosystem function is</td>
<td></td>
<td></td>
</tr>
<tr>
<td>assessed and maintained, through both the conservation/set-aside of key</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ecosystems or habitats in their natural state, and the maintenance of existing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ecosystem functions throughout the forest (CPET S5; S5a; 8b)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criterion 2.3: Management of the forest ensures that productivity is maintained</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(CPET S6; S6a; S6e)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criterion 2.5: Management of the forest ensures that legal, customary and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>traditional tenure and use rights of indigenous peoples and local communities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>related to the forest, are identified, documented and respected (CPET S9)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Shall ensure that suppliers and contractors are treated as independent contractors and will not require those contractors to provide services through extenuating or abnormal times and circumstances

The organisation should invest time and resources in building a long-term relationship with suppliers and contractors. The relationship should be equitable within which all parties feel that they have influence and derive benefits.

Suppliers and contractors should feel that they are able to raise issues and concerns with the organisation that will be treated with respect and addressed appropriately.

The organisation should communicate with its suppliers and contractors in a respectful, timely and clear manner so that all parties understand what is expected of them and that sufficient time is available to meet any contracted commitments.

During audits, suppliers and contractors should not be asked to conduct activity which adds expense or is considered to be unreasonable in terms of the implementation of their contract. If they are, a contract amendment should be considered. Suppliers and contractors should also be free to speak freely during any audits.
<table>
<thead>
<tr>
<th><strong>Criterion 2.6: Appropriate mechanisms are in place for resolving grievances and disputes, including those relating to tenure and use rights, to Forest Management practices and to work conditions (CPET S10)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.6.1 Indicator</strong></td>
</tr>
<tr>
<td>The BP has implemented appropriate control systems and procedures to ensure that feedstock is not sourced from areas where there are violations of traditional or civil rights.</td>
</tr>
<tr>
<td><strong>Means of Verification</strong></td>
</tr>
<tr>
<td>- Traditional and civil rights are identified</td>
</tr>
<tr>
<td>- Procedures are in place to ensure rights are not violated</td>
</tr>
<tr>
<td><strong>Guidance</strong></td>
</tr>
<tr>
<td>‘Traditional rights’ are rights expressed by social groups or peoples, who affirm those rights to their lands, forests and other resources, based on long established custom or traditional occupation and use.</td>
</tr>
<tr>
<td>Useful sources of information may include interviews with involved stakeholders.</td>
</tr>
<tr>
<td><strong>Sources of information include</strong> <a href="http://www.globalwitness.org">www.globalwitness.org</a></td>
</tr>
<tr>
<td><strong>2.2.1 Indicator</strong></td>
</tr>
<tr>
<td>The BP has implemented appropriate control systems and procedures to verify that feedstock is sourced from forests where there is appropriate assessment of impacts, and planning, implementation and monitoring to minimise them.</td>
</tr>
<tr>
<td><strong>Examples of Means of Verification</strong></td>
</tr>
<tr>
<td>- Regional Best Management Practices</td>
</tr>
<tr>
<td>- Supply contracts</td>
</tr>
<tr>
<td>- Assessment of potential impacts at operational level</td>
</tr>
<tr>
<td><strong>4.2.1 Indicator</strong></td>
</tr>
<tr>
<td>The organisation has implemented appropriate control systems and procedures to verify that:</td>
</tr>
<tr>
<td>There is an assessment of the likely social and community impacts of feedstock sourcing, and planning, implementation and monitoring to minimise them.</td>
</tr>
<tr>
<td>[Means of Verification moved to S2 and new standalone document]</td>
</tr>
</tbody>
</table>
- Assessment of measures to minimize impacts
- Monitoring results
- Publicly available information on protecting the values identified
- Level of enforcement
- Regional, publicly available data from a credible third party
- The existence of a strong legal framework in the region

<table>
<thead>
<tr>
<th>Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potential impacts of feedstock harvesting on ecosystems and biodiversity should be identified, with mitigation measures implemented in the field as necessary.</td>
</tr>
<tr>
<td>Impacts should be monitored and there should be a mechanism to feed monitoring results back into operational practice.</td>
</tr>
<tr>
<td>Impacts include those originating in the area of operation but impacting outside the area of operation, such as downstream.</td>
</tr>
<tr>
<td>Assessment planning, implementation and monitoring should be based on scientific research and, if needed, information on comparable forests types.</td>
</tr>
<tr>
<td>BPs may require suppliers and forest owners to adopt specific Best Management Practices and to be certified for certain tasks.</td>
</tr>
<tr>
<td>These should be specified in purchasing or procurement policies.</td>
</tr>
<tr>
<td>Feedstock sourced from stump material will require specific controls to minimise impact.</td>
</tr>
<tr>
<td>Avoidable damage to the ecosystem is prevented by application of the most suitable and available methods and techniques for logging and road construction under the prevailing conditions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sources of information include</th>
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</thead>
<tbody>
<tr>
<td>Potential impacts both positive and negative of feedstock harvesting on communities should be identified, with mitigation measures implemented in the field as necessary.</td>
</tr>
<tr>
<td>Impacts should be monitored and there should be a mechanism to feed monitoring results back into operational practice.</td>
</tr>
<tr>
<td>Impacts include those originating in the area of operation but impacting on communities outside the area of operation.</td>
</tr>
<tr>
<td>Assessment planning, implementation and monitoring should be based on scientific research and stakeholder and community engagement.</td>
</tr>
<tr>
<td>Impacts include, but are not limited to:</td>
</tr>
</tbody>
</table>
  - Loss of tenure and use rights |
  - Loss of access to areas with cultural, social and economic values used by communities |
  - Loss of adequate access for recreation |
  - Provision of employment and economic opportunities |
  - Health and welfare impacts on communities |
  - Any potential impacts on food, water and other basic needs should be identified |
  - Impacts of and on gender, racial or religious equality |
<table>
<thead>
<tr>
<th>2.3.3</th>
<th><strong>Indicator</strong></th>
<th>4.2.2</th>
<th><strong>Indicator</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Analysis shows that feedstock harvesting, and biomass production positively contribute to the local economy, including employment.</td>
<td><strong>Examples of Means of Verification</strong></td>
<td>Analysis shows that feedstock harvesting and biomass production positively contribute to the local economy, including employment.</td>
<td>[Means of Verification moved to S2 and new standalone document]</td>
</tr>
<tr>
<td><strong>Examples of Means of Verification</strong></td>
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<tr>
<td>• Analysis of contribution to the local economy</td>
<td></td>
<td></td>
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<tr>
<td>• Description of:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>• The direct economic value that is created</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>• Employment and personnel records</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>• Policy, practice and the proportion of the budget spent on local suppliers</td>
<td></td>
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<tr>
<td>• Procedures for appointment of local staff and their share of senior management.</td>
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<tr>
<td><strong>Guidance</strong></td>
<td></td>
<td><strong>Guidance</strong></td>
<td></td>
</tr>
<tr>
<td>Contributions to the local economy from feedstock harvesting and biomass production should be evaluated for positive and negative impacts.</td>
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<td>The organisation should seek to increase the positive contributions to the local economy identified in the analysis.</td>
<td></td>
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<tr>
<td>These should be calculated on the basis of economic performance indicators EC1, EC6, and EC7 of Global Reporting Initiative (GRI)</td>
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<td>Contributions to the local economy from feedstock harvesting and biomass production should be evaluated for positive and negative impacts.</td>
<td></td>
</tr>
<tr>
<td>Contribution to the local economy should include reasonable opportunities for employment to the local population, including indigenous peoples, as well as the local processing of timber and non-timber forest products.</td>
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<td>Contribution to the local economy from feedstock harvesting and biomass production should be evaluated for positive and negative impacts.</td>
<td></td>
</tr>
<tr>
<td>Contribution should be made to the development of local physical infrastructure and social services and programmes for the local population, including indigenous people, unless such infrastructure and social services are provided by government bodies.</td>
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<td>Contribution to the local economy should include reasonable opportunities for employment to the local population, including indigenous peoples, as well as the local processing of timber and non-timber forest products.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contribution should be made to the development of local physical infrastructure and social services and programmes for the local population, including indigenous people, unless such infrastructure and social services are provided by government bodies.</td>
<td></td>
</tr>
<tr>
<td>This contribution should be made in agreement with the local population.</td>
<td>people, unless such infrastructure and social services are provided by government bodies. This contribution should be made in agreement with the local population.</td>
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<tr>
<td><strong>Sources of information include</strong></td>
<td><strong>Sources of information include</strong></td>
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</tbody>
</table>

2.5.1 **Indicator**
The BP has implemented appropriate control systems and procedures for verifying that legal, customary and traditional tenure and use rights of indigenous people and local communities related to the forest, are identified, documented and respected (CPET S9).

4.2.3 **Indicator**
The organisation has implemented appropriate control systems and procedures for verifying that:
Legal, customary and traditional tenure and use rights of indigenous people and local communities related to the forest and other land, are identified, documented and respected.

**Examples of Means of Verification**
- Customary and traditional tenure and use rights are identified and documented
- Interviews with indigenous peoples, local communities and other stakeholders, indicate that their rights are being respected
- Appropriate mechanisms exist to resolve disputes
- Agreements exist regarding these rights

[Means of Verification moved to S2 and new standalone document]

**Guidance**
- Indigenous people’s and local communities’ legal rights concerning use and tenure, which are affected by timber harvesting, must be identified, and mechanisms put in place to ensure these rights are respected.
- In particular, rights should be identified, documented and respected in relation to:

**Guidance**
Indigenous peoples’ and local communities’ legal rights concerning use and tenure, which are affected by timber harvesting, must be identified, and mechanisms put in place to ensure these rights are respected.
In particular, rights should be identified, documented and respected in relation to:
**2.5.2 Indicator**
The BP has implemented appropriate control systems and procedures for verifying that production of feedstock does not endanger food, water supply.

**Sources of information include**
Global Witness [www.globalwitness.org](http://www.globalwitness.org)

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**4.2.4 Indicator**
The organisation has implemented appropriate control systems and procedures for verifying that:
<table>
<thead>
<tr>
<th>or subsistence means of communities, where the use of this specific feedstock or water is essential for the fulfilment of basic needs.</th>
<th>Production of feedstock does not endanger food, water supply or subsistence means of communities, where the use of this specific feedstock or water is essential for the fulfilment of basic needs.</th>
</tr>
</thead>
</table>
| **Examples of Means of Verification**  
- Interviews with local communities and other stakeholders indicate that subsistence needs are not endangered  
- Agreements exist on resource rights, where these impact on the needs of communities | [Means of Verification moved to S2 and new standalone document] |
| **Guidance**  
Any potential impacts on food, water and other basic needs should be identified. | **Guidance**  
Any potential impacts on food, water and other basic needs should be identified.  
The HCV Approach as set out in the HCVRN Common Guidance for the identification of High Conservation Values is best practice across different ecosystems and production systems and should be followed wherever practicable to identify impacts on basic needs (HCV5) and cultural values (HCV6).  
The organisation shall justify which tool they are using to identify these high conservation values. |
| **Sources of information include**  
RSB Food Security Guidelines. RSBGUI-01-006-01 | **Sources of information include**  

2.6.1 **Indicator**  
The BP has implemented appropriate control systems and procedures for verifying that appropriate mechanisms are in place for resolving grievances and disputes, including those relating to tenure and use rights, to forest management practices and to work conditions.  

4.2.5 **Indicator**  
The organisation has implemented appropriate control systems and procedures for verifying that:  
Appropriate mechanisms are in place for resolving grievances and disputes, including those relating to tenure and use rights and to forest and other land management practices.
<table>
<thead>
<tr>
<th>Examples of Means of Verification</th>
<th>[Means of Verification moved to S2 and new standalone document]</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Existing legal systems</td>
<td></td>
</tr>
<tr>
<td>• Level of enforcement</td>
<td></td>
</tr>
<tr>
<td>• Regional Best Management Practices</td>
<td></td>
</tr>
<tr>
<td>• Supply contracts</td>
<td></td>
</tr>
<tr>
<td>• Records of grievances and the outcomes from internal investigations</td>
<td></td>
</tr>
<tr>
<td>• Interviews with stakeholders and local community members</td>
<td></td>
</tr>
<tr>
<td>• Interviews with staff</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Guidance</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanisms for resolving complaints and grievances at the workplace level may be incorporated into existing legislation.</td>
<td></td>
</tr>
<tr>
<td>Grievances related to tenure and use rights may require additional mechanisms where appropriate.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Sources of information include</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RSB-GUI-01-005-01: Social Impact Assessment Guidelines</td>
<td></td>
</tr>
<tr>
<td>RSB-GUI-01-012-01: Land Rights Guidelines</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Sources of information include</th>
<th></th>
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</thead>
</table>

| 4.2.6 Indicator | The organisation has appropriate control systems and procedures in place for verifying that |
Where operations may affect indigenous peoples’ and local communities’ rights, land, resources, territories, livelihoods, and food security, their free, prior and informed consent (FPIC) is secured.

**Guidance**

Where the risk assessment has identified specified risk that adverse impacts on local communities or indigenous peoples may occur, the organisation must have in place documented procedures for appropriate FPIC initiatives and implementation.

Biomass producers must likewise have in place documented procedures for checking and verifying appropriate FPIC initiatives and implementation at feedstock producers supplying SBP-compliant feedstock.

Instances where FPIC procedures must be in place include major operations with likely impacts on communities such as:

- Management and harvesting operations
- Conservation activities requiring restricted access
- Infrastructure development

**Sources of information include**


**4.2.7 Indicator**

The organisation has appropriate control systems and procedures in place for verifying that

Where operations impinge on their rights, lands, resources, territories, livelihoods, or food security, indigenous peoples and local communities are compensated or accommodated through appropriate measures reflecting the negotiated outcomes of an FPIC process.
<table>
<thead>
<tr>
<th>Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>These measures may include continued access to these lands, territories and resources; just and fair compensation; and/or an equitable share in the benefits from such uses. Where there are, or have been, disputes, evidence should be available that fair compensation has been made to previous owners and occupants, and that this has been accepted with free, prior and informed consent (FPIC).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sources of information include</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>4.2.8 Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>The organisation has appropriate control systems and procedures in place for verifying that: Remediation has been provided through mutually agreed procedures in cases where the company has caused or contributed to appropriation of or harm to the lands, territories, or resources of indigenous peoples or local communities without securing FPIC.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sources of information include</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountability Framework initiative (AFI). Remediation and Access to Remedy: Guidance on how companies can ensure proper remediation and access to remedy related to their supply chain commitments, including through effective grievance mechanisms: <a href="https://accountability-framework.org/operational-guidance/remediation-and-access-to-remedy/">https://accountability-framework.org/operational-guidance/remediation-and-access-to-remedy/</a></td>
</tr>
</tbody>
</table>