

PROGRESS REPORT

Q3 (July- September 2020) Sustainability Action Plan

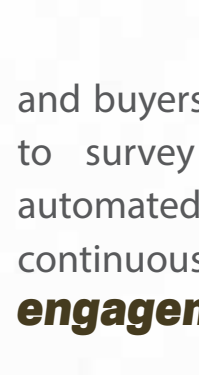
HUMAN CAPITAL



- Update of the **Procedure for Recruitment, Selection and Hiring of Personnel** (work in progress).



- 100%** local employees recruited using company's Local Employment Procedure.



- ULULA project**, promoted by RSPO and buyers in partnership with Proforest LATAM, aims to survey working conditions and establish an automated complaints line, which will support the continuous improvement of our **employee engagement strategy**.



- 100%** compliance with the commitment to ensure 3.8 m2 of minimum living space per person in all housing sites.

- 192 employees certified in **safe handling of agrochemicals** (100% of targeted employees).

- 3** meetings of the Occupational Health & Safety (OHS) Committee.

- 1,379 PPE** -Personal Protective Equipment- inspections (65% execution of the program).

- 100%** new vendors and suppliers trained and certified in safety protocols.

- Preventive Medicine** and Occupational Health Program:

- 100% new employees examined.

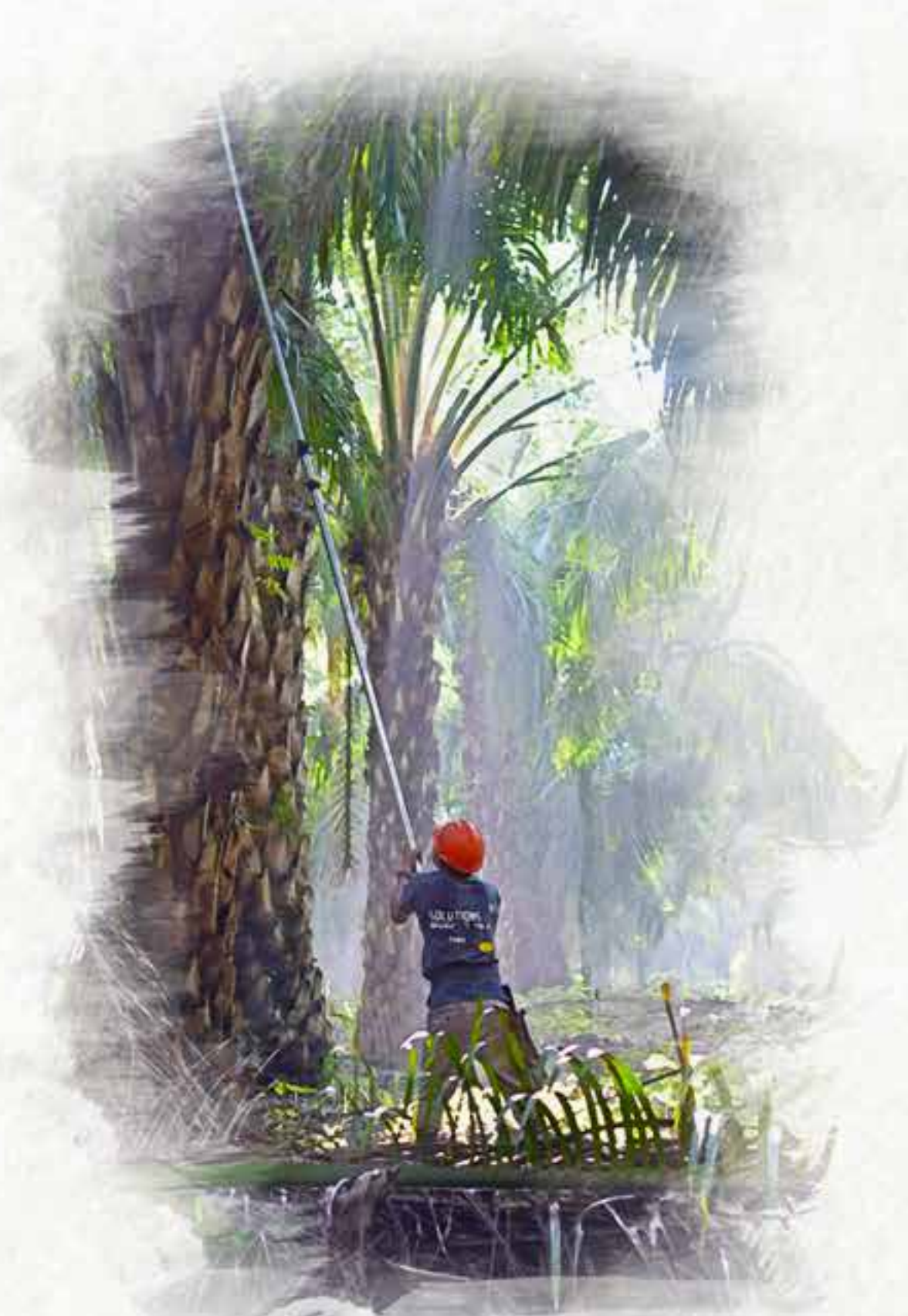
- 100% employees handling agrochemicals examined.



- Plan to Prevent Workplace Accidents:**

- **4,905 trainings** on PPE, occupational risks, and hygiene.

- 2,250 trainings on Covid-19 prevention.



- 6.6 **accidents** per million man-hours worked (frequency rate).

- 64 **days** lost due to incidents per million man-hours worked (LTIFR).

- **0 deaths**.

- **0** agrochemical incidents.



HUMAN RIGHTS

- Human Rights due diligence** guided by independent organization and ILO member, Cegesti, aimed at identifying challenges and opportunities to better address the impacts on our employees and communities in the area of influence.



- New Disciplinary Manual communicated to managers, supervisors, and foremen.

- 92%** of the workforce trained on the commitments to prevent violence and intimidation, discrimination and forced labor within the Policy on Responsible and Sustainable Production: average test score of 93 / 100 (10% sample).

- New **Commitment on Gender** aimed at promoting women's development within the company, read more: <https://grupohame.com/politicas/>

- Governance: appointment of a Gender Committee at the corporate level.

- Creation of a Local Gender Committee (work in progress).

- Grievance Mechanism (GM) communicated to **100%** new employees.

- 91%** of the grievances resolved within the timeframe of the GM procedure.

- Strengthening of the GM :**

- New governance structure led by a new Compliance Officer and supported by an Assurance Committee.

- Procedure to address labor and community complaints updated.

- New guidelines for sexual harassment cases.

- 100% execution of the GM External Audit Action Plan to follow-up on the audit carried out in 2019 by Earthworm Foundation & ASLO, with Oxfam Guatemala. Read more: <https://repsa.com.gt/auditoriaexterna/>

- *EF external review was cancelled due to Covid-19 restrictions.

- Internal review of the GM conducted, read more: <https://bit.ly/3jxPg8G>



- 100%** security personnel received training on human rights and on the National Department of Private Security Services (DIGESSP) guidelines:

- average test score: 95/100.

- 0 incidents** related to the company's private security.



ENVIRONMENT

- HCV** plans: maintenance of mounds (HCV6) and riparian zones (HCV 4 & 5).



- 100%** plantations and mills' employees informed of the commitment to avoid the use of fire and burning.

- Satellite forest monitoring** through Satelligence to comply with the Voluntary Commitment to Zero Deforestation, read more: <https://bit.ly/3kvCKlr>

- Managers and supervisors trained on the **Procedure for New Plantations**.

- 100%** of waste adequately managed (classification and final disposal).

- Reuse of solid and liquid waste from industrial process as organic matter: **10,953 MT of compost** applied to 590 hectares.

- Responsible use of agrochemicals: **100% warehouses inspected**, 0 findings of prohibited products.

- Wastewater (POME) treatment systems (internal lab results):

- REPSA I, 97.01% efficiency in organic load removal.

- REPSA II, 94.14% efficiency in organic load removal.

- Industrial water use** (mills):

- REPSA I, 0.68 m3 / MT / FFB processed.

- REPSA II, 0.32 m3 / MT / FFB processed.

- Action Plan for the Comprehensive Management of La Pasión River:**

- developed guidelines for the comprehensive management of the 8 micro river basins prioritized.



- Assessment of the Municipality of Sayaxché's current conditions & capacity to efficiently manage natural resources (work in progress).



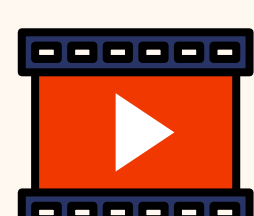
- 97%** execution of the **Anti-Bribery Management** System action plan.

- 100% traceability** to plantation (own plantations and suppliers).
- Read our standard operating procedure (SOP) on traceability: <https://grupohame.com/procedimientos-2/>

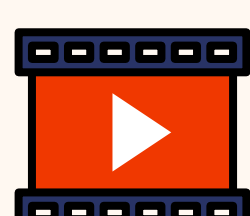
- Active participation in a **multi-stakeholder panel** for the promotion and monitoring of sustainable practices in the palm oil sector.

- Currently participating in Earthworm Foundation's "EPI" initiative (Engagement for Policy Implementation) aimed at **monitoring compliance with NDPE** commitment and identifying opportunities to improve sustainability performance.

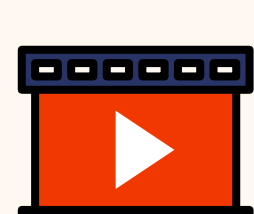
- 6** sustainability press / media releases.



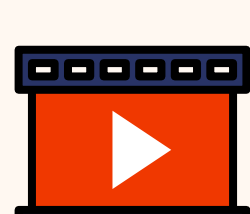
Video
"Superando retos juntos"



Video
"Aún en momentos difíciles, seguimos haciendo historia"



Video
"Nuestra historia"



Video
"Plan de relaciones comunitarias"



COMPLIANCE & TRANSPARENCY