# INDEPENDENT VERIFICATION PROTOCOL FOR DEFORESTATION-FREE AND CONVERSION-FREE SOY
## GUIDANCE FOR UNILEVER'S SOY SUPPLIERS AND VERIFICATION BODIES

**Version 1.0**
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# ABBREVIATIONS

| | |
|---|---|
| **CSBO** | Crude Soybean Oil |
| **EU** | European Union |
| **HCS** | High Carbon Stock |
| **HCV** | High Conservation Value |
| **ISCC** | International Sustainability and Carbon Certification |
| **NC** | Non-Compliance |
| **QMS** | Quality Management System |
| **RED II** | Renewable Energy Directive (EU) 2018/20012 |
| **RSBO** | Refined Soybean Oil |
| **SOP** | Standard Operating Procedure |
| **RTRS** | Round Table on Responsible Soy Association |
| **USA** | United States of America |
| **U.S. SSAP** | United States Soy Sustainability Assurance Protocol |
| **VDF** | Verified Deforestation Free |
| **2BSvs** | Biomass Biofuel, Bioliquids Sustainability Voluntary Scheme |

# DEFINITIONS

| Definitions | |
|---|---|
| **Chain of custody**[1] | Process by which inputs and outputs and associated information are transferred, monitored and controlled as they move through each step in the relevant supply chain. |
| **Conversion**[2] | A change of a natural ecosystem to another land use or profound change in a natural ecosystem's species composition, structure, or function. » deforestation is one form of conversion (conversion of natural forests). » conversion includes severe degradation and the introduction of management practices that result in substantial and sustained change in the ecosystem's former species composition, structure, or function. Severe degradation may be considered conversion if it: (a) is large-scale and progressive or enduring; (b) alters ecosystem composition, structure and function to the extent that regeneration to a previous state is unlikely; or (c) leads to a change in land use (e.g. to agriculture or other use that is not a natural forest or other natural ecosystem). » a change to natural ecosystems that meets this definition of conversion is considered to be conversion, regardless of whether or not it is legal in nature. |
| **Cut-off dates**[3] | Unilever applies a cut-off date for its commitment to no deforestation or conversion of natural ecosystems related to its supply chain as being no later than 31 December 2015. |
| **Deforestation**[2] | Loss of natural forest as a result of: i) conversion to agriculture or other non-forest land use; ii) conversion to a tree plantation; or iii) severe and sustained degradation. |
| **Degradation**[2] | Changes within a natural ecosystem that significantly and negatively affect its species composition, structure and/or function, and reduce the ecosystem's capacity to supply products, support biodiversity, and/or deliver ecosystem services. |
| **Direct supplier**[2] | Suppliers paid by a Unilever Group company to supply in-scope materials to Unilever, or that make Unilever-directed sales of in-scope materials to Unilever's third-party manufacturers or that are third-party manufacturers of products supplied to Unilever containing in-scope materials. |

[1] Definition adapted from Chain of custody — General terminology and models
[2] Definition from Unilever's People & Nature Policy Guidelines
[3] Definition adapted from Unilever's People & Nature Policy Guidelines

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| **Independent verification[2] (assessment)** | Assessment and validation of compliance, performance, and/ or actions relative to a stated commitment, standard, or target. Verification signifies that information is validated by persons other than those involved in the operation or entity being assessed. Independent verification (also called third-party verification) is conducted by an independent entity that does not provide other services to the company. |
| **Indirect supplier** | Organization in the supply chain from which Unilever purchases in-scope materials other than the direct supplier or estate/farmer. |
| **Management system[2]** | A set of policies, processes, procedures and resources used by an organization to ensure it can fulfil the tasks required to achieve its objectives. |
| **Mass balance** | A system for administratively monitoring the inputs and outputs of certified/verified material/product throughout the supply chain. It allows for the mixing of these materials/products at any stage in the supply chain. |
| **Natural ecosystem[4]** | An ecosystem that substantially resembles – in terms of species composition, structure, and ecological function – one that is or would be found in a given area in the absence of major human impacts. This includes human-managed ecosystems where much of the natural species composition, structure, and ecological function are present.<br><br>Natural ecosystems include:<br>• Largely “pristine” natural ecosystems that have not been subject to major human impacts in recent history;<br>• Regenerated natural ecosystems that were subject to major impacts in the past (for instance by agriculture, livestock raising, tree plantations, or intensive logging) but where the main causes of impact have ceased or greatly diminished and the ecosystem has attained species composition, structure and ecological function similar to prior or other contemporary natural ecosystems;<br>• Managed natural ecosystems (including many ecosystems that could be referred to as “semi-natural”) where much of the ecosystem’s composition, structure, and ecological function are present; this includes managed natural forests as well as native grasslands or rangelands that are, or have historically been, grazed by livestock;<br>• Natural ecosystems that have been partially degraded by anthropogenic or natural causes (e.g., harvesting, fire, climate change, invasive species, or others) but where the land has not been converted to another use and where much of the ecosystem’s composition, structure, and ecological function |

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| | remain present or are expected to regenerate naturally or by management for ecological restoration. |
| **Natural forest**[4] | A forest that is a natural ecosystem.<br><br>Natural forests possess many or most of the characteristics of a forest native to the given site, including species composition, structure, and ecological function. Natural forests include:<br><br>a) Primary forests that have not been subject to major human impacts in recent history.<br>b) Regenerated (second-growth) forests that were subject to major impacts in the past (for instance by agriculture, livestock raising, tree plantations, or intensive logging) but were the main causes of impact have ceased or greatly diminished and the ecosystem has attained much of the species composition, structure, and ecological function of prior or other contemporary natural ecosystems.<br>c) Managed natural forests where much of the ecosystem's composition, structure, and ecological function exist in the presence of activities such as:<br>• Harvesting of timber or other forest products, including management to promote high-value species<br>• Low intensity, small-scale cultivation within the forest, such as less-intensive forms of swidden agriculture in a forest mosaic.<br>d) Forests that have been partially degraded by anthropogenic or natural causes (e.g., harvesting, fire, climate change, invasive species, or others) but where the land has not been converted to another use and where degradation does not result in the sustained reduction of tree cover below the thresholds that define a forest or sustained loss of other main elements of ecosystem composition, structure, and ecological function.<br>The categories "natural forest" and "tree plantation" are mutually exclusive, though in some cases the distinction may be nuanced. Please see the Operational Guidance on Applying the Definitions Related to Deforestation, Conversion, and Protection of Ecosystems for further discussion of boundary cases. |
| **Non-compliance (NC)**[4] | The state of not complying with or fulfilling (or only partially complying with or fulfilling) a given law, standard, commitment, or target. |
| **Non-VDF volume** | Volume from a Unilever supply chain actor that is not within the validity of the verification statement and not accompanied by a VDF % claim or by a valid certification claim that is considered to provide sufficient assurance of a deforestation-free and/or conversion-free origin since 31 December 2015, as specified in the commodity-specific verification protocols. |

[4] Definition from Accountability Framework

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| | For the VDF soy protocol, non-VDF volume refers to:<br>• soy volume from unknown origins; or<br>• soy volume that is not within the validity of the verification statement; or<br>• soy volume that is not compliant with the Solution origin type specific requirements (Part I Chapter 5 and/or Chapter 6 of the VDF soy protocol). |
| **Physical possession** | Physical handling of Unilever volume (e.g. storage, primary processing, secondary processing, distribution). This excludes transportation. |
| **Reviewer** | Verification body competent person, appointed to review the verification report and assessment findings. Also responsible for assessing evidence of NCs. |
| **Self-assessment** | Assessment to be filled in by a direct supplier to determine the readiness of the supplier to undergo initial independent verification. |
| **Soy**[5] | Includes: soybean oil and soy protein. |
| **Supply base** | The portion of Unilever's soy supply network that is actively managed by a specific soy supplier. |
| **Supply chain actor** | All organizations (producing entity, indirect supplier, direct supplier) in the supply chain from which Unilever purchases in-scope commodities. |
| **Traceability**[2] | The ability to follow a material or product or its components through each of the stages of the supply chain (e.g. production, processing, manufacturing, and distribution). |
| **VDF % claim** | Claim only valid to Unilever, calculated by the supplier for the volume bought and communicated to Unilever. It ranges from 1% to 100% and demonstrates that X% (e.g. VDF 80%) of the volume bought/sold can be proven deforestation-free and/or conversion-free through demonstrating compliance with the commodity-specific verification protocol. |
| **VDF volume** | Volume from a Unilever supply chain actor that is within the validity of the verification statement, accompanied by a VDF % claim or by a valid certification claim that is considered to provide sufficient assurance of a deforestation-free and/or conversion-free origin since 31 December 2015 as specified in the commodity-specific verification protocols.<br>For the VDF soy protocol, VDF volume refers to: |

[5] Definition adapted from Unilever Scheme Rules

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| | • low-risk origin (USA low-risk, EU low-risk, and other low-risk origin) soy volume that is within the validity of the verification statement and in compliance with the Solution origin type specific requirements (Part I Chapter 5 of the VDF soy protocol); or<br>• high-risk origin (Latin-America) soy volume that is within the validity of the verification statement and in compliance with the Solution origin type specific requirements (Part I Chapter 6 of the VDF soy protocol). |
| **Verification body** | An independent body selected by Unilever to perform independent verification. |
| **Verification protocol** | Commodity-specific protocol that sets out requirements for Unilever supply chain actors to reach Unilever's commitment to ensuring that its supply chain is not associated with the further deforestation or conversion of natural ecosystems. |
| **Verification statement** | Written statement issued to the verified direct supplier after the verification body has verified the supplier against the commodity-specific verification protocol requirements and no major NCs are open. The statement confirms that the supplier is independently verified and that the supplier complies with the requirements of the commodity-specific verification protocol. |
| **Verifier** | Verification body competent person, appointed to conduct the independent verification by collecting evidence and composing a verification report. Also responsible for assessing delivered evidence of NCs. |

## SUMMARY OF SUPPLIER REQUIREMENTS AND EVIDENCE REQUIRED

| Solution Origin Type | Overview of the Verification Protocol for Deforestation-free and Conversion-free Soy Requirements: | Evidence |
|---|---|---|
| **Applicable for all direct suppliers** | • Commitment to source deforestation-free and conversion-free (cut-off date: 31 December 2015);<br>• Management systems and processes;<br>• Definition of roles and responsibilities;<br>• Supply chain management;<br>• Evidence of certification (if product is certified);<br>• Identification of the applicable Solution origin type of the volume supplied to Unilever;<br>• Product segregation of VDF volume and non-VDF volume;<br>• Self-declaration of no mixing VDF volume with non-VDF volume;<br>• Volume reconciliation of volume supplied to Unilever including conversion factors and record keeping;<br>• Identification of outputs. | • Documentation and awareness of commitment and/or policy to sourcing deforestation-free and conversion-free;<br>• Documented procedures and protocols (e.g. non-compliance protocol);<br>• Communication and/or training of responsible personnel;<br>• Documentation on defining roles and responsibilities in the supply chain;<br>• Documentation and records of the supply chain;<br>• Documentation confirming Solution origin type and origin source of the Unilever volume;<br>• Evidence of not mixing VDF volume with non-VDF volume;<br>• Signed self-declaration of no mixing;<br>• Material accounting system and volume summary;<br>• Transaction document. |
| Direct supplier sourcing from **Solution 1: USA low-risk origin** | • Implement Solution origin type specific requirements. | • Evidence of unique U.S. SSAP certificate for all USA origin soy volume. |
| Direct supplier sourcing from **Solution 2: USA low-risk origin with risk of mixing** | • Implement Solution origin type specific requirements;<br>• Implementation of physical segregation requirements. | • Evidence of unique U.S. SSAP certificate for all USA origin soy volume;<br>• Evidence of segregation of VDF volume and non-VDF volume throughout the supply chain. |
| Direct supplier sourcing from **Solution 3: EU low-risk origin** | • Implement Solution origin type specific requirements. | • Evidence of ISCC EU, ISCC PLUS, 2BSvs, REDcert, or REDcert-2 certification; |

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| | | • Evidence of valid ISCC EU, ISCC PLUS, 2BSvs, REDcert, or REDcert-2 claim for all soy volume supplied to Unilever. |
| Direct supplier sourcing from **Solution 4: EU low-risk origin with risk of mixing** | • Implement Solution origin type specific requirements;<br>• Implementation of physical segregation requirements. | • Evidence of ISCC EU, ISCC PLUS, 2BSvs, REDcert, or REDcert-2 certification;<br>• Evidence of valid ISCC EU, ISCC PLUS, 2BSvs, REDcert, or REDcert-2 claim for all soy volume supplied to Unilever;<br>• Evidence of segregation of VDF volume and non-VDF volume throughout the supply chain. |
| Direct supplier sourcing from **Solution 5: other low-risk origin** | • Implement Solution origin type specific requirements;<br>• Implement Solution origin type specific requirements. | • Supply chain mapping up until at least the province or municipality of the soy origin. |
| Direct supplier sourcing from **Solution 6: other low-risk origin with risk of mixing** | • Implement solution origin type specific requirements;<br>• Implementation of physical segregation requirements. | • Supply chain mapping up until at least the province or municipality of the soy origin;<br>• Evidence of segregation of VDF volume and non-VDF volume throughout the supply chain. |
| Direct supplier sourcing from **Solution 7: RTRS or Proterra certified segregated high-risk origin** | • Implement Solution origin type specific requirements;<br>• In the case of RTRS or Proterra mass balance supply chain model, implementation of physical segregation requirements. | • RTRS or Proterra certification and evidence of segregated RTRS or Proterra certified soy volume;<br>• In the case of RTRS or Proterra mass balance supply chain model, evidence of VDF volume and non-VDF volume segregation throughout the supply chain. |
| Direct supplier sourcing from **Solution 8: green site or segregated high-risk origin** | • Implement Solution origin type specific requirements;<br>• Evidence of traceability to origin;<br>• Land monitoring;<br>• Calculation and declaration of VDF % claim to Unilever;<br>• Implementation of physical segregation requirements. | • Traceability to origin data (i.a. location data for origin source);<br>• Evidence of the integrity of the traceability system (i.a. SOP on the collection of traceability data);<br>• Land monitoring system to monitor on deforestation and conversion since 31 December 2015;<br>• VDF % claim calculation resulting in VDF % claim;<br>• Sharing VDF supplier declaration including VDF % claim with Unilever;<br>• Evidence of segregation of VDF volume and non-VDF volume throughout the supply chain. |

# PURPOSE OF THIS VERIFICATION PROTOCOL

Unilever has committed to protecting natural ecosystems from deforestation and conversion as published in the People and Nature Policy (December 2020). To reach its commitment, Unilever requires supply chain actors to comply with a set of requirements and measures the percentage of deforestation-free and conversion-free volumes in its soy supply chain. Supplier performance and compliance with the requirements are assessed through independent verification assessments performed by a third-party verification body.

This protocol builds on Unilever's commitment to protecting natural ecosystems from deforestation and conversion and has the following purpose:

1) Describe Unilever's requirements for all direct suppliers to demonstrate and verify deforestation-free and conversion-free claims for soy volumes supplied to Unilever.
2) Guide independent verification bodies in conducting the verification process.

Unilever's Verification Protocol for Deforestation-free and Conversion-free Soy (hereinafter the VDF soy protocol) is specifically focusing on setting standards for ensuring that its supply chain is not associated with deforestation and conversion. The VDF volume and the VDF % claim specified in this protocol refer to the definition of **deforestation** and **conversion** (see Definitions).

# GUIDE TO USING THE VERIFICATION PROTOCOL

**Part I** of this protocol is designed for all of Unilever´s direct suppliers, for any organization that produces, manufactures, trades, and/or distributes soy (soybean oil or soy protein) within the Unilever supply chain.

**Part II** of this protocol is designed for verification bodies.

## Structure of the Protocol

*Responsibilities:* The protocol requirements differ depending on the deforestation and conversion risk of the soy origin and the risk of mixing with non-VDF volume in the supply chain[6]. Each sub-chapter of Part I of the VDF soy protocol defines the applicability of the requirements (responsibilities) per Solution origin type (see example below).

[6] Based on geospatial analytics, recognized industry indexes, and research on deforestation fronts and key drivers high and low risk deforestation and conversion areas are identified.

*Guidance:* clarification in the form of guidance is provided throughout the protocol. Guidance is not a requirement but provides an additional explanation or examples of how requirements have to be understood (see example below).

*Guidance*
*Clarification in the form of guidance is provided throughout the protocol.*

All requirements in the protocol applicable to a Solution origin type are *mandatory*.

Wording:
- *Shall:* mandatory to meet the VDF soy protocol requirements.
- *Should:* suggest being the desirable option, other options may be explored.

## Solution Origin Types

Unilever's direct supplier can source from low-risk, high-risk, or low- and high-risk origin areas. Depending on the soy origin, the VDF soy protocol requirements differ. Unilever recognizes eight Solution origin types based on the origin of the soy and the risk of mixing VDF volume with non-VDF volume throughout the supply chain. A Unilever direct supplier has to determine the applicable Solution origin type(s) for its volume based on the soy origin and risk of mixing throughout the supply chain.

## Low-risk Solution Origin Types

The VDF soy protocol considers low-risk soy to originate from the USA, EU, Serbia, Ukraine, Canada, China, India, and Pakistan[7]. These countries are considered low-risk origin since areas in these countries are not identified as deforestation fronts[8] or considered high-risk in terms of deforestation or conversion caused by soybean agriculture[9].

**Solution 1: USA low-risk origin**

A Unilever direct supplier supplying soy originating from the USA is referred to throughout the protocol as direct supplier sourcing *"Solution 1: USA low-risk origin"*. The main responsibility of a

[7] Unilever continuously monitors the deforestation and conversion risks around soy and will modify Solution origin types as needed.
[8] WWF, Global Deforestation Fronts
[9] IDH, 2020, EUROPEAN SOY MONITOR

direct supplier sourcing Solution 1 is to demonstrate evidence that soy originates from the USA and deliver all USA origin soy with a unique U.S. SSAP certificate.

*U.S. SSAP:* is a certified aggregate approach audited by third parties to verify sustainable soybean production at a national scale.

**Solution 2: USA low-risk origin with risk of mixing**

A Unilever direct supplier supplying soy originating from the USA where there is a risk of mixing with non-VDF volume is referred to throughout the protocol as direct supplier sourcing *"Solution 2: USA low-risk origin with risk of mixing"*. The same responsibilities as a direct supplier sourcing Solution 1 apply, in addition to implementing segregation requirements throughout the supply chain up to Unilever premises.

**Solution 3: EU low-risk origin**

A Unilever direct supplier supplying soy originating from the EU, Ukraine, or Serbia is referred to throughout the protocol as direct supplier sourcing *"Solution 3: EU low-risk origin"*. The main responsibility of a direct supplier sourcing Solution 3 is to demonstrate evidence that soy originates from the EU, Ukraine, or Serbia and holds a valid ISCC EU, ISCC PLUS, 2BSvs, REDcert-EU, or REDcert-2 certificate and delivers Solution 3 soy with a corresponding ISCC EU, ISCC PLUS, 2BSvs, REDcert-EU or REDcert-2 claim. All mentioned certification systems, contain requirements on compliance with 'a form of' no deforestation or conversion.

*ISCC EU:* is a certification system for biomass, the certification system includes legal requirements for the sustainability and greenhouse gas emissions saving criteria of the RED II.

*ISCC PLUS:* is a certification system for all types of agricultural and forestry raw materials, bio wastes/residues, and fossil materials contributing to the circular economy and bioeconomy, the certification system includes requirements for circular economy and greenhouse gas emissions.

*2BSvs:* is a voluntary scheme covering operators along the biofuels supply chain that includes sustainability in conformity with RED II.

*REDcert-EU:* is a certification scheme for sustainable biomass, biofuels, and bioliquids, recognized by the European Commission.

*REDcert-2:* is a certification scheme for sustainable agricultural raw materials which are processed for food or animal feed as well as biomass used for material purposes.

**Solution 4: EU low-risk origin with risk of mixing**

A Unilever direct supplier supplying soy originating from the EU, Ukraine, or Serbia where there is a risk of mixing with non-VDF volume is referred to throughout the protocol as direct supplier sourcing *"Solution 4: EU low-risk origin with risk of mixing"*. The same responsibilities as a direct supplier sourcing Solution 3 apply, in addition to implementing segregation requirements throughout the supply chain up to Unilever premises.

**Solution 5: other low-risk origin**

A Unilever direct supplier supplying soy originating from Canada, China, India, or Pakistan is referred to throughout the protocol as direct supplier sourcing *"Solution 5: other low-risk origin"*. The main responsibility of a direct supplier sourcing Solution 5 is to demonstrate evidence of supply chain mapping confirming the soy origin up until at least the province or municipality.

*Supply chain mapping*: Unilever continuously monitors the deforestation and conversion risk areas caused by soybean agriculture. For uncertified soy, Unilever wants to know the soy origin up until the province or municipality through supply chain mapping to assess whether additional mitigation measures have to be taken for the soy in that area.

**Solution 6: other low-risk origin with risk of mixing**

A Unilever direct supplier supplying soy originating from Canada, China, India, or Pakistan where there is a risk of mixing with non-VDF volume is referred to throughout the protocol as direct supplier sourcing *"Solution 6: low-risk origin with risk of mixing"*. The same responsibilities as a direct supplier sourcing Solution 5 apply, in addition to implementing segregation requirements throughout the supply chain up to Unilever premises.

## High-risk Solution Origin Types

The VDF soy protocol considers high-risk soy to originate from Latin America[7]. This area is considered high-risk origin since areas in Latin America are identified as deforestation fronts[8] and considered at high-risk in terms of deforestation or conversion caused by soybean agriculture [9, 10].

**Solution 7: RTRS or Proterra certified segregated high-risk origin**

A Unilever direct supplier supplying soy originating from Latin America is referred to throughout the protocol as direct supplier sourcing *"Solution 7: RTRS or Proterra certified segregated high-risk origin"*. The main responsibility of a direct supplier sourcing Solution 7 is to demonstrate evidence that the soy volume originates from Latin America and holds a valid RTRS or ProTerra certificate and deliver soy volume through a corresponding RTRS or Proterra supply chain model.

Unilever is leveraging certification as an important mechanism to achieve its commitment to deforestation-free and conversion-free supply chains. Certification can assist in mitigating the risk of deforestation and conversion and create traceability in the supply chain. For soy, the RTRS and ProTerra standards are benchmarked against Unilever's deforestation-free and conversion-free objectives.

An *RTRS certified direct supplier* supplying Unilever soy volume through an *RTRS segregated supply chain model*, provides sufficient assurance of a deforestation-free and conversion-free supply chain since Unilever's cut-off date of 31 December 2015. The RTRS certified direct supplier supplying Unilever soy volume through an RTRS segregated supply chain model, also provides sufficient assurance of segregation throughout the supply chain. Through RTRS' third-party independent certification process Unilever's RTRS certified direct supplier delivering soy volume through an RTRS segregated supply chain model, is exempt from having to demonstrate compliance with additional requirements on land monitoring and segregation.

An *RTRS certified direct supplier* supplying Unilever soy volume through an *RTRS mass balance supply chain model*, does not provide sufficient assurance of segregation throughout the supply chain. Consequently, the RTRS certified direct supplier supplying Unilever soy volume through an RTRS mass balance supply chain model also cannot provide sufficient assurance of a deforestation-free and conversion-free supply chain since Unilever's cut-off date of 31 December 2015. Therefore, the RTRS certified direct supplier supplying Unilever soy volume through an RTRS mass balance supply

[10] Preferred by Nature, Soy Risk Assessments

chain model has to provide evidence that 100% of the soy volume originates from sources that are RTRS certified, demonstrate compliance with Part I Chapter 4 Segregation Requirements of the VDF soy protocol, and deliver soy volume under Solution 7 as RTRS certified using the RTRS mass balance supply chain model.

A *Proterra certified direct supplier* supplying Unilever soy volume through a *Proterra segregated supply chain model*, provides sufficient assurance of a deforestation-free and conversion-free supply chain since Unilever's cut-off date of 31 December 2015. The Proterra certified direct supplier supplying Unilever soy volume through a Proterra segregated supply chain model, also provides sufficient assurance of segregation throughout the supply chain. Through Proterra's third-party independent certification process Unilever's Proterra certified direct supplier delivering soy volume through a Proterra segregated supply chain model, is exempt from having to demonstrate compliance with additional requirements on land monitoring and segregation.

A *Proterra certified direct supplier* supplying Unilever soy volume through a *Proterra mass balance supply chain model*, does not provide sufficient assurance of segregation throughout the supply chain. Consequently, the Proterra certified direct supplier supplying Unilever soy volume through a Proterra mass balance supply chain model cannot provide sufficient assurance of a deforestation-free and conversion-free supply chain since Unilever's cut-off date of 31 December 2015. Therefore, the Proterra certified direct supplier supplying Unilever soy volume through a Proterra mass balance supply chain model has to provide evidence that 100% of the soy volume originates from sources that are Proterra certified, demonstrate compliance with Part I Chapter 4 Segregation Requirements of the VDF soy protocol and deliver soy volume under Solution 7 as Proterra certified using the Proterra mass balance supply chain model.

**Solution 8: green site or segregated high-risk origin**

A Unilever direct supplier supplying uncertified soy originating from Latin America and/or categorized as a green site is referred to throughout the protocol as direct supplier sourcing *"Solution 8: green site or segregated high-risk origin"*. The main responsibilities of a direct supplier sourcing Solution 8 are to demonstrate evidence of full traceability to origin (location data), land monitoring to ensure no deforestation and no conversion since the cut-off date, and calculate the VDF % claim and communicate this claim to Unilever through a VDF supplier declaration.

# PART I: REQUIREMENTS FOR UNILEVER'S SOY SUPPLIERS

While the applicable requirements of the VDF soy protocol depend on the Solution origin type, the following is required to supply VDF volume:

- A supplier **self-declaration of no mixing**, declaring that the direct supplier takes full ownership and commits to deliver Solution 1 – 8 soy that is not mixed with non-VDF volume.

- **Evidence of the soy origin** is available, demonstrating a deforestation-free and conversion-free origin of the soy to Unilever.

- **Supplier management systems and processes** that are sufficiently robust and it is verified that the direct supplier manages its:
    - quality management system;
    - suppliers and supply chain;
    - chain of custody (volume reconciliation);
    - soy origin source evidence;
    - land monitoring system (*where applicable*).

# 1 QUALITY MANAGEMENT SYSTEM

## 1.1 Commitment

***Responsibilities***
*Applicable for the direct supplier sourcing any Solution origin type.*

1.1.1 The supplier shall have a documented policy or commitment to not source from deforested and converted land after 31 December 2015.

*Guidance*
*For example, the supplier may sign and commit to the Unilever People & Nature policy.*

## 1.2 Management System

***Responsibilities***
*Applicable for the direct supplier sourcing any Solution origin type.*

1.2.1 The supplier shall have complete and up-to-date procedures available covering the implementation of all the applicable requirements of the VDF soy protocol.

*Guidance:*
*The procedures have to be in accordance with the scale and complexity of the supplier. The procedures do not need to refer to the VDF soy protocol requirements specifically, as long as the intent of the VDF soy protocol requirements is met.*

1.2.2 The supplier shall demonstrate how roles and responsibilities for compliance with the VDF soy protocol are established within the Unilever supply chain. This shall specifically include:

a) segregation requirements throughout the supply chain;
b) collection of evidence of origin;
c) implementation of a land monitoring system, ensuring that the supply bases are monitored on deforestation and conversion from 31 December 2015 *(only applicable to supplier sourcing Solution 8)*;
d) calculation and communication of the VDF % claim *(only applicable to supplier sourcing Solution 8)*.

1.2.3 The supplier shall have identified person(s)/position having overall responsibility for and authority over the implementation and compliance with all applicable VDF soy protocol requirements and/or has identified in documented procedures the different responsibilities within the organization to ensure compliance with the requirements.

1.2.4 The supplier shall implement a training plan according to the qualifications and/or training measures defined for each procedure.

*Guidance:*
*At a minimum, the supplier shall communicate the organization's procedures for the implementation of the applicable VDF soy protocol requirements to the responsible personnel.*

1.2.5 The responsible personnel shall demonstrate awareness of the organization's procedures for the implementation of the VDF soy protocol requirements.

1.2.6 The supplier shall have a protocol for the identification of non-compliance (including externally raised grievances) related to deforestation-free and conversion-free supply chains or agree to the Unilever grievance and non-compliance process. In the case of non-compliance, the supplier shall make sure that the non-compliance is appropriately followed up.

# 2 SUPPLY CHAIN MANAGEMENT

## 2.1 Supplier Management

***Responsibilities***
*Applicable for the direct supplier sourcing any Solution origin type.*

2.1.1 The supplier shall have due diligence processes in place for the selection of direct and indirect suppliers.

2.1.2 The supplier shall establish and maintain up-to-date records of all its suppliers supplying within the Unilever soy supply chain. This shall specifically include:

a) identification of the supplier (e.g. name, address, other relevant information);
b) if applicable, the supplier's certificate number and chain of custody system (e.g. RTRS - mass balance, ProTerra - segregated, etc.);
c) if applicable, the processing steps involved per supplier.

2.1.3 The supplier shall have documentation available demonstrating that communication and transparency are maintained between the supplier, its suppliers, and other stakeholders.

## 2.2 Certification

***Responsibilities***
*Applicable for the direct supplier sourcing any Solution origin type.*

2.2.1 A supplier that is certified against a certification scheme (e.g. RTRS, ISCC PLUS) shall have evidence that any certification claim made is valid and complies with the applicable certification program requirements.

2.2.2 A supplier that is certified against a certification scheme (e.g. RTRS, ISCC PLUS) shall demonstrate that certified and VDF volume is not inappropriately counted multiple times.

# 3 SOLUTION ORIGIN TYPES

## 3.1 Solution Origin Type Specification

***Responsibilities***
*Applicable for the direct supplier sourcing any Solution origin type.*

3.1.1 The supplier shall identify and record one or more of the Solution origin types as specified below:

- Solution 1: USA low-risk origin;
- Solution 2: USA low-risk origin with risk of mixing;
- Solution 3: EU low-risk origin;
- Solution 4: EU low-risk origin with risk of mixing;
- Solution 5: other low-risk origin;
- Solution 6: other low-risk origin with risk of mixing;
- Solution 7: RTRS or Proterra certified segregated high-risk origin;
- Solution 8: green site or segregated high-risk origin.

*Guidance:*
*The supplier may supply soy to Unilever under one or more Solution origin types. The supplier has to provide evidence that the soy volume is sourced in compliance with the applicable Solution origin type. The VDF soy protocol requirements depend on the soy origin type (see Part I Chapter 5 and/or Chapter 6 of the VDF soy protocol).*

3.1.2 The supplier shall demonstrate that the implemented Solution origin type(s) is/are agreed with Unilever.

3.1.3 The supplier shall justify the implemented Solution origin type(s) by demonstrating evidence of the soy origin.

*Guidance:*
*Examples of documentation that could support the justification of the soy origin are:*

- *certificate of analysis;*
- *a supply chain map;*
- *satellite images;*
- *bill of lading;*
- *shipping manifest;*
- *purchase and sales invoices;*
- *certificate of origin (e.g. chamber of commerce);*
- *phytosanitary permits;*
- *soybean grading certificate.*

3.1.4 The supplier shall not mix VDF volume with non-VDF volume.

*Guidance*
*Throughout the supply chain, VDF volume and non-VDF volume may not be mixed.*

***VDF volume:***
- *low-risk origin (USA low-risk, EU low-risk, and other low-risk origin) soy volume that is within the validity of the verification statement and in compliance with the Solution origin type specific requirements (Part I Chapter 5 of the VDF soy protocol); or*
- *high-risk origin (Latin-America) soy volume that is within the validity of the verification statement and in compliance with the Solution origin type specific requirements (Part I Chapter 6 of the VDF soy protocol).*

***Non-VDF volume:***
- *soy volume from unknown origins; or*
- *soy volume that is not within the validity of the verification statement; or*
- *soy volume that is not compliant with the Solution origin type specific requirements (Part I Chapter 5 and/or Chapter 6 of the VDF soy protocol).*

3.1.5 The supplier shall have a signed self-declaration in which it states that the supplier will not mix VDF volume with non-VDF volume.

*Guidance*
*By completing the self-declaration (see Annex I of the VDF soy protocol) the supplier takes full ownership and commits to deliver VDF volume that is not mixed with non-VDF volume.*

3.1.6 In the case of exported soy, at least two of the following export documents, which include evidence of country of origin and quantity, shall be available:
- certificate of analysis;
- bill of lading;
- shipping manifest;
- purchase and sales invoices;
- certificate of origin (chamber of commerce);
- phytosanitary permits;
- soybean grading certificate.

3.1.7 In the case the supplier does not source directly from the origin (farm), the supplier shall have a system in place to evidence the soy origin and segregation process throughout the supply chain.

*Guidance:*
*An example of robust due diligence processes to evidence soy origin and segregation throughout the supply chain include:*
*a) information gathering on:*
- *data required in Part I Clause 2.1.2 and 3.1.3 of the VDF soy protocol;*

- *other evidence demonstrating the origin of the soy (e.g. supply chain mapping);*
- *evidence demonstrating the product segregation process throughout the supply chain (see Part I Chapter 4 of the VDF soy protocol);*

*b) risk assessment to analyze and evaluate the risk in the supply chain of incorrect soy origin source indicated and the risk of mixing;*

*c) risk mitigation to minimize the risk by taking measures and implementing procedures, e.g.:*

- *second or third-party verification;*
- *requesting additional information.*

# 4 SEGREGATION REQUIREMENTS

## 4.1 Product Segregation

***Responsibilities***

*Applicable for the direct supplier sourcing from Solution 2: USA low-risk origin with risk of mixing, Solution 4: EU low-risk origin with risk of mixing, Solution 6: other low-risk origin with risk of mixing, Solution 7: RTRS or Proterra certified segregated high-risk origin (in the case of an RTRS or Proterra mass balance supply chain model), and Solution 8: green site or segregated high-risk origin.*

*Guidance*

*Throughout the supply chain, VDF volume and non-VDF volume may not be mixed.*

***VDF volume:***

- *low-risk origin (USA low-risk, EU low-risk, and other low-risk origin) soy volume that is within the validity of the verification statement and in compliance with the Solution origin type specific requirements (Part I Chapter 5 of the VDF soy protocol); and*
- *high-risk origin (Latin-America) soy volume that is within the validity of the verification statement and in compliance with the Solution origin type specific requirements (Part I Chapter 6 of the VDF soy protocol).*

***Non-VDF volume:***

- *soy volume from unknown origins; or*
- *soy volume that is not within the validity of the verification statement; or*
- *soy volume that is not compliant with the Solution origin type specific requirements (Part I Chapter 5 and/or Chapter 6 of the VDF soy protocol).*

*Segregation throughout the supply chain may include:*

- *separate material flows;*

- *allocation adjustments (e.g. the first 10 minutes of product flow through the system following a change from non-VDF to VDF volume is considered non-VDF volume);*
- *flushing of the processing or storage equipment between non-VDF and VDF volume (physical cleaning encouraged, but not required by Unilever);*
- *another system.*

*See Annex II of the VDF soy protocol for examples of segregation procedures throughout the supply chain and Annex III of the VDF soy protocol for methods to reduce or avoid mixing in the supply chain and calculate the % of non-significant mixing.*

4.1.1 The supplier shall implement all the VDF soy protocol Product Segregation requirements at the level of a single physical site, for all processes (including outsourced processes).

4.1.2 The supplier shall identify and record all critical control points where there is a risk of mixing or substitution between VDF volume and non-VDF volume, including outsourced activities (e.g. subcontracts for storage, transport, or others) throughout the supply chain.

4.1.3 The supplier shall have a system in place, at the supplier level, that is designed to ensure no intermixing occurs between VDF volume and non-VDF volume.

4.1.4 The supplier shall have a system in place throughout the supply chain, from the farm up to the supplier, that is designed to ensure no intermixing occurs between VDF volume and non-VDF volume.

4.1.5 In the case of a risk of mixing, the supplier shall ensure and verify physical segregation by implementing and maintaining procedures and records at the supplier level and throughout the supply chain from the soy origin up until the supplier.

*Guidance:*
*Examples evidencing physical segregation of upstream supply chain actors are:*

- *Second-party verification: The direct supplier may verify its upstream supply chain actors' segregation processes via second-party verification.*
- *Third-party verification: The direct supplier may verify its upstream supply chain actors' segregation processes via third-party verification.*
- *Sourcing certified materials with a segregated chain of custody system.*

4.1.6 In the case the supplier cannot ensure that no intermixing occurs between VDF volume and non-VDF volume the supplier shall:

a) not exceed the maximum threshold of 5% of non-VDF volume;
b) document during which processing step and how non-significant mixing occurs;
c) demonstrate commitment to maintain non-significant mixing to a minimum;
d) demonstrate that the non-significant mixing is unintentional.

*Guidance:*
*Unilever recognizes that a non-significant amount of mixing may occur in some steps of the production process due to the reality of the supply chain. Non-significant is defined as less than 5% of the soy volume in each processing step and as less than 5% of the output.*

*See Annex II of the VDF soy protocol for examples of segregation procedures throughout the supply chain and Annex III of the VDF soy protocol for methods to reduce or avoid mixing in the supply chain and calculate the % of non-significant mixing.*

# 5 LOW-RISK SOLUTION ORIGIN TYPES

## 5.1 USA Low-risk Origin

***Responsibilities***
*Applicable for the direct supplier sourcing from Solution 1: USA low-risk origin and Solution 2: USA low-risk origin with risk of mixing.*

5.1.1 The supplier shall deliver all USA origin soy volume with a unique U.S. SSAP certificate.

## 5.2 EU Low-risk Origin

***Responsibilities***
*Applicable for the direct supplier sourcing from Solution 3: EU low-risk origin and Solution 4: EU low-risk origin with risk of mixing.*

5.2.1 The supplier shall deliver all EU low-risk origin soy volume within the Unilever supply chain as certified, using one of the following certification standards:

- ISCC EU;
- ISCC PLUS;
- 2BSvs;
- REDcert;
- REDcert-2.

*Guidance:*
*In the case the supplier cannot deliver soy volume as certified under the certification standards, the supplier may maintain supply chain map(s), demonstrating the soy origin up until at least the province or municipality.*

## 5.3 Other Low-risk Origin

***Responsibilities***
*Applicable for the direct supplier sourcing from Solution 5: other low-risk origin and Solution 6: other low-risk origin with risk of mixing.*

5.3.1 The supplier shall maintain supply chain map(s), demonstrating the soy origin up until at least the province or municipality.

# 6 HIGH-RISK SOLUTION ORIGIN TYPES

## 6.1 RTRS or Proterra Certified Segregated High-risk Origin

***Responsibilities***
*Applicable for the direct supplier sourcing from Solution 7: RTRS or Proterra certified segregated high-risk origin.*

6.1.1 The supplier shall be RTRS or Proterra certified for the segregated supply chain model.

6.1.2 The supplier shall deliver all high-risk origin soy volume under Solution 7 as RTRS or Proterra certified utilizing the RTRS segregated or Proterra segregated supply chain model.

6.1.3 In the case the supplier is RTRS or Proterra certified for the mass balance supply chain model, the supplier shall:

a) demonstrate evidence that 100% of the soy volume originates from sources that are RTRS or Proterra certified;
b) demonstrate compliance with the requirements from Part I Chapter 4 Segregation Requirements of the VDF soy protocol;
c) deliver high-risk origin soy volume under Solution 7 as RTRS or Proterra certified utilizing the RTRS mass balance or Proterra mass balance supply chain model.

*Guidance:*
*Unilever accepts suppliers supplying RTRS or Proterra certified volume through an RTRS or Proterra mass balance supply chain model under the following conditions:*

*a) To ensure that the origin source is deforestation- and conversion-free, the supplier has to provide evidence that 100% of the soy volume originates from sources that are RTRS or Proterra certified (for example, by purchasing directly from the origin (farm)).*
*b) To ensure segregation throughout the supply chain, the supplier has to demonstrate compliance with Part I Chapter 4 Segregation Requirements of the VDF soy protocol.*
*c) To ensure that the volume is covered by RTRS or Proterra third-party certification, the supplier has to deliver soy volume under Solution 7 as RTRS or Proterra certified using the RTRS mass balance or Proterra mass balance supply chain model.*

## 6.2 Green Site or Segregated High-risk Origin

***Responsibilities***
*Applicable for the direct supplier sourcing from Solution 8: green site or segregated high-risk origin.*

6.2.1 In the case the supplier has a green site contract with Unilever, the supplier shall share this contract with the verification body prior to the verification assessment. Any requirements specified in the green site contract shall apply during the verification assessment.

**Traceability to Origin**

6.2.2 The supplier shall have documented evidence to demonstrate that soy volume under Solution 8 is traceable and can be traced back to the origin (farm) through a physically segregated supply chain.

6.2.3 The supplier shall have a robust system in place for collecting, storing, and validating traceability data.

*Guidance:*
*Robust processes for the collection and validation of traceability data include:*

- *Timebound commitments which are in line with Unilever requirements and implementation plans to achieve 100% traceability to origin across the entire supply base.*
- *SOP for engaging and disseminating knowledge on how to collect traceability data to new and existing cooperatives or other parties responsible for data collection.*
- *Systems in place for collecting, storing, and validating traceability evidence e.g. polygon maps, volume delivered, etc.*
- *Procedures and field staff allocated to regularly visit farmers/suppliers to verify the traceability data supplied, and understand systems and control points the farmer/supplier has in place for data collection. The procedures have to prescribe how the frequency of visits is determined, taking into account the risk of incomplete/incorrect traceability data or occurrences of deforestation and/or conversion. Factors to be considered include:*
    - *changes in the farmer supply base and material flow;*
    - *proximity of farmers to forest areas;*
    - *new plantings.*
- *Risk assessments and/or non-compliance procedures for suppliers not submitting the requested information.*
- *Documented improvement plans with suppliers lagging in the submission of data and validation.*
- *Up-to-date progress reports and quarterly summaries of traceability processes across the supply base.*

6.2.4 The supplier shall obtain, for each origin source, the name of the farm and applied certification system (if any).

6.2.5 The supplier shall obtain, for each origin source polygon maps in the form of shapefiles [.shp].

6.2.6 In the case where an external party collects or validates traceability to origin data, the external party's processes for the collection and validation of traceability to origin information, summary reports, and/or other outputs delivered shall be made available during the verification assessment.

**Land Monitoring System**

6.2.7 The supplier shall have a land monitoring system that covers all farms included in the supply base and shall cover the farmer's entire farm area, not just the soy-planted areas.

6.2.8 The land monitoring system shall provide regular monitoring reports (weekly and no less regularly than quarterly).

> *Guidance:*
> *Land monitoring shall be performed regularly as it concerns a continuous process that also aims to identify and respond to any potential new deforestation or conversion in the sourcing area.*

6.2.9 The land monitoring system shall be accompanied by a process for verifying incoming alerts on deforestation and conversion, including where needed on-ground verification of the received alert.

6.2.10 The land monitoring system shall cover monitoring from 31 December 2015 to the present.

> *Guidance:*
> *The cut-off date of 31 December 2015 takes precedence on local legislation, whichever is earlier. When local legislation prescribes an earlier date than 31 December 2015 it implies that the land monitoring system shall cover monitoring from the date as prescribed in local legislation.*

6.2.11 The supplier shall indicate the type of land monitoring system used. The type of monitoring shall be specified and should include: (1) geospatial monitoring, and/or (2) field visits.

- Land monitoring may be performed using a geospatial monitoring system. For geospatial monitoring, one or more data sets (for example, but not limited to Sentinel, Nasa's Landsat, or National Satellite Monitoring Systems) with high-resolution images (at least 1.5-meter resolutions) shall be used and shall include base layers of HCS and HCV areas.
- In the case where land monitoring via a geospatial monitoring system is not possible, land monitoring may be performed via the implementation of regular field visits to the origin sources. In that case, the supplier shall demonstrate having conducted field visits since the cut-off date of 31 December 2015, or other evidence demonstrating that no deforestation and no conversion occurred since the cut-off date.

6.2.12 In the case of land monitoring through field visits, the frequency of on-site visits shall be determined by taking into account deforestation and conversion risk. Factors to be considered include:

a) changes in the farmer supply base and material flow;
b) proximity of farmers to forest areas;
c) new plantings.

6.2.13 In the case of identified deforestation or conversion via geospatial monitoring, the supplier shall demonstrate timely engagement with the farmer. At a minimum this shall include:

a) on-site assessments to validate the findings;
b) documented and agreed on remediation plans;

c) records of on-site verification assessments that were conducted to monitor progress in the implementation of the agreed remediation plan.

*Guidance:*
*The Accountability Framework offers guidance on proper remediation and access to remedy. It is recommended that suppliers consider these guidelines when developing remediation and grievance processes.*

**VDF % Claim Calculation**

6.2.14 The supplier shall calculate the VDF % claim for its soy supply base per soy origin source.

*Guidance:*
*The VDF % claim is 100% when:*
*a) there is no observed deforestation and conversion since 31 December 2015 at the soy origin source OR, there has been verified remediation of deforestation or conversion post 31 December 2015; and*
*b) there is 100% traceability to the soy origin source.*
*If either a or b cannot be evidenced, a VDF 0% claim is awarded for the specific origin source.*

*If for each origin source, the necessary information to calculate the VDF % claim is not available, the supplier can use the aggregated VDF % claim, indicating the total soy volume and VDF % claim for its input and specifying the origin sources used.*

*The VDF % claim has to be communicated to Unilever. The claim is only a valid claim for Unilever and cannot be used as input for any other deforestation-free and/or conversion-free claim.*

6.2.15 The supplier shall calculate the VDF % claim for each soy product (soybean oil and soy protein) that is supplied to Unilever.

*Guidance*

*The supplier has to communicate the VDF % claim to Unilever.*

*The formula for calculating the VDF % claim that has to be communicated with Unilever is:*

$$VDF\ \% = \frac{VDF\ volume}{(non\text{–}VDF\ volume + VDF\ volume)} \times 100\%$$

*E.g.*

*VDF volume = 400 tonnes*

*Non-VDF volume = 200 tonnes*

*Therefore,* $\frac{(400)}{(200+400)} \times 100\% = VDF\ 66\%$ *

** the VDF % claim has to be rounded-down.*

6.2.16 The supplier shall have complete and up-to-date records available that demonstrate how the VDF % claim is calculated for the input and output volume.

6.2.17 In the case the VDF % claim is not VDF 100%, the supplier shall demonstrate annual progress to achieve a VDF 100% claim.

6.2.18 The supplier shall share a VDF supplier declaration with Unilever, at least every quarter. The VDF supplier declaration shall include the following information per delivery supplied to Unilever covering the applicable period:

a) identification of the supplier (e.g. name, address, other relevant information);
b) identification of the buyer (e.g. name, address, other relevant information);
c) the period the VDF supplier declaration covers;
d) product name and description (soybean oil, soy protein);
e) product quantity;
f) VDF % claim corresponding to the supplied volume;
g) conversion factor to output product;
h) information sufficient to link the transaction document (e.g. invoice) to the VDF supplier declaration.

# 7 RECORD KEEPING AND VOLUME RECONCILIATION

## 7.1 Volume Recording

***Responsibilities***

*Applicable for the direct supplier sourcing any Solution origin type.*

7.1.1 The supplier shall identify and document the main processing steps involving a change of material volume or weight and specify the conversion factor(s) for each processing step. Where measuring at each processing step is not feasible, the conversion factor for the total processing steps should be used.

7.1.2 The supplier shall specify and document the methodology for calculating the conversion factor(s) and ensure that conversion factors are updated when there are changes to the production process and at least once a year.

> *Guidance*
> *The supplier can use the RTRS Soy & Corn Footprint Calculator or its own conversion factors (provided that evidence is demonstrated of the calculation method) to record incoming soy products and outgoing refined products.*

7.1.3 The supplier shall operate a material accounting system to record soy material data, including input quantities received and soy material output quantities supplied to Unilever. At a minimum this shall include the following information:

a) inputs: product description, quantities (by volume or weight), Solution origin type(s) implemented;
b) outputs: product description and quantities (by volume or weight), Solution origin type(s) implemented;
c) conversion factor from input soybean to output.

7.1.4 The supplier shall maintain up-to-date volume summaries (at least quarterly updated) demonstrating that the output quantities are compatible with the input quantities, the VDF % claim *(VDF % claim is only applicable to supplier sourcing Solution 8)*, and the conversion factor(s).

# 8 IDENTIFICATION OF OUTPUTS

## 8.1 Transaction Document

> ***Responsibilities***
> *Applicable direct for the supplier sourcing any Solution origin type.*

8.1.1 The supplier shall ensure that there is a transaction document (e.g. invoice) available for outputs supplied in the Unilever supply chain, including the following information:

a) identification of the supplier (e.g. name, address, other relevant information);
b) identification of the buyer (e.g. name, address, other relevant information);
c) the date the document was issued;
d) product description;
e) product quantity;
f) if separate transport documents are issued, information sufficient to link the transaction document and related transport documentation to one another.
g) applicable Solution origin type(s) (optional).

# PART II: UNILEVER INDEPENDENT THIRD-PARTY VERIFICATION GUIDANCE

## Purpose and Scope

To ensure the communication of accurate and reliable data, Unilever requires all Unilever direct suppliers to undergo an annual verification assessment against the Solution origin type specific requirements in this VDF soy protocol. This verification assessment is executed by a third-party verification body.

All Unilever direct suppliers are subject to verification. Other upstream supply chain actors may be subject to verification.

The purpose of this guidance is to:

a) Ensure the implementation of a robust and objective system for the verification of the VDF soy protocol requirements.
b) Set out the verification requirements and step-by-step verification process for verification bodies.
c) Illustrate the verification process to direct suppliers undergoing the verification assessment.

## Summary of the Verification Process

The verification process starts with identifying a verification strategy and verification planning based on pre-information gathered by the verification body. Subsequently, the verification assessment is conducted at the selected facilities. The verification body then compiles a detailed report and if required, identifies any minor or major NCs that emerged during the verification assessment. Once major NCs are closed (within the deadline) and the verification report is final, the verification body issues a verification statement confirming that the direct supplier has been independently verified and that a chain of custody is in place demonstrating traceability to a deforestation-free and conversion-free origin of the soy volume supplied to Unilever.

# 1 VERIFICATION STRATEGY AND IMPLEMENTATION

## 1.1 Frequency of Verification Assessment

1.1.1 The verification body shall issue or re-issue a verification statement annually based on the outcome of the independent verification assessment.

1.1.2 The verification body shall conduct an independent verification assessment at least annually and not later than 15 months after the previous verification assessment.

1.1.3 If the verification body finds (a significant number of) major NCs or the verification body has other concerns, more frequent verification should be conducted.

## 1.2 Scope of Direct Supplier Verification

1.2.1 The verification body shall verify against all applicable requirements of the VDF soy protocol requirements and any additional documentation.

1.2.2 The verification body shall annually verify all Unilever direct suppliers.

1.2.3 Depending on the verification strategy, the verification body shall verify supply chain actors other than the direct supplier.

1.2.4 In the case the direct supplier sources from more than one Solution origin type, the verification body should develop the verification strategy based on all applicable Solution origin types.

## 1.3 Verification Strategy

1.3.1 Before the start of the verification assessment, the verification body shall gather information to identify an appropriate verification strategy. The verification strategy shall be tailored to the Solution origin type.

1.3.2 Independent of the Solution origin type, the verification body shall:

a) Understand the Solution origin type(s) the direct supplier has in place.
b) Understand if the direct supplier has certification in place. In the case the direct supplier has certification in place, the verification body should understand which certification system.
c) Request procedures or other documentation the direct supplier has in place to ensure the chain of custody of the Unilever volume.
d) Request an overview of the incoming/outgoing transactions of the Unilever volume.
e) In the case the direct supplier has multiple sites from which it directly supplies to Unilever, the verification body should request an overview of the sites including the address of the sites. The verification body should also understand how the data is handled and whether there is a central location that withholds all data.

1.3.3 In the case of a direct supplier sourcing Solution 8, the verification body:

a) shall request the contract between Unilever and the supplier, any requirements specified in the green site contract shall apply during the verification assessment;
b) shall request the VDF supplier declarations of the verification period as well as the VDF % claim calculations;
c) should understand if the VDF % claim calculation is completed in full or if any information is missing;

d) obtain information to perform the risk assessment (see table 1), this includes a list of supply chain actors that take physical possession of VDF volume and non-VDF volume.

1.3.4 In the case of a direct supplier sourcing Solution 2, 4, 6, 7 (through an RTRS or Proterra mass balance supply chain model), and/or 8 the verification body shall understand if multiple direct supplier sites take physical possession of Unilever soy volume.

## 1.4 Sampling Methodology

### Multiple Sites

1.4.1 In the case of a direct supplier with multiple sites supplying to Unilever the verification body should use the following sampling methodology: rounded-up square root (√) of the total number of direct supplying sites.

> *Guidance*
> *For example, a direct supplier has 5 supplying sites to Unilever therefore, √5 = 2,24 so 3 direct supplying sites are within the sample and have to be verified.*

1.4.2 The verification body shall verify the selected direct supplying sites against all applicable requirements specified within Part I of the VDF soy protocol.

1.4.3 In the case of an initial verification assessment, priority can be given to the sites with the highest volume received. The verification body should make sure that all the direct supplying sites are verified throughout the following years when conducting surveillance verification assessments.

### Multiple Sites Taking Physical Possession

**Sourcing Solution 2, 4, 6, 7 (Through an RTRS or Proterra Mass Balance Supply Chain Model), and 8**

> *Guidance*
> *A direct supplier sourcing Solution 7 and supplying soy volume through an RTRS or Proterra segregated supply chain model does not have to demonstrate compliance with Part 1 Chapter 4 of the VDF soy protocol and therefore verification and sampling of sites taking physical possession or upstream direct suppliers are not applicable.*
>
> *A direct supplier sourcing Solution 7 and supplying soy volume through an RTRS or Proterra mass balance supply chain model has to demonstrate compliance with Part 1 Chapter 4 of the VDF soy protocol and therefore verification and sampling of sites taking physical possession and upstream supply chain actors are applicable.*

1.4.4 In the case of a direct supplier sourcing Solution 2, 4, 6, 7 (through an RTRS or Proterra mass balance supply chain model), and/or 8 with multiple sites taking physical possession of Unilever soy volume, the verification body should use the following sampling methodology: rounded-up square root (√) of the total number of sites with physical possession.

*Guidance*
*For example, a direct supplier has 12 sites taking physical possession therefore, √12 = 3,46 so 4 sites with physical possession are within the sample and have to be verified.*

1.4.5 In the case of outsourced activities, a separate sample should be taken where the verification body should use the following sampling methodology: rounded-up square root (√) of the total number of outsourcing locations.

*Guidance*
*For example, a direct supplier has 5 outsourcing locations therefore √5 = 2,24 so 3 outsourcing locations are within the sample and have to be verified.*

1.4.6 In the case of a direct supplier with multiple sites supplying directly to Unilever, the verification body should first determine the sample of direct supplying sites to be verified based on Part II Clause 1.4.1 – 1.4.3 of the VDF soy protocol. Then a sample has to be taken over the total number of sites that take physical possession and fall under the responsibility of the sampled direct supplying sites. The verification body should use the following sampling methodology: rounded-up square root (√) of the total number of sites with physical possession that fall under the responsibility of the sampled direct supplying sites.

*Guidance*
*For example, 3 direct supplying sites are within the sample Part II Clause 1.4.1 – 1.4.3 of the VDF soy protocol. The 3 sites together count 8 sites with physical possession, therefore √8 = 2,83 so 3 sites with physical possession are within the sample and have to be verified.*

1.4.7 The verification body should apply the same sampling method elaborated in Part II Clause 1.4.6 of the VDF soy protocol to outsourced locations.

1.4.8 The verification body shall verify the selected sites with physical possession against the segregation requirements specified in Part I Chapter 4 of the VDF soy protocol.

1.4.9 In the case of an initial verification assessment, the verification body should give priority to the sites where processing takes place. The verification body should make sure that all the sites are verified throughout the following years when conducting surveillance verification assessments.

## Upstream Supply Chain Actors

**Sourcing Solution 8**

*Guidance*
*The purpose of verifying supply chain actors more upstream than the Solution 8 sourcing direct supplier is to confirm compliance with Part I Chapter 4 Segregation Requirements of the VDF soy protocol throughout the supply chain. The focus of the verification body has to be on*

*understanding how supply chain actors within the Unilever supply chain manage segregation and monitor incoming and outgoing volume.*

*Based on a risk assessment (see table 1) of the direct supplier sourcing Solution 8, a sample has to be taken to verify the supply chain actors that deliver volume within the Unilever supply chain.*

1.4.10 The verification body should use the below formula to determine the minimum number of supply chain actors that should be verified.
**s = R √x**, where:

**s** = number of supply chain actors to be verified

**R** = risk based on risk assessment

**x** = total number of supply chain actors that are at risk of mixing

*Guidance*
***x** In the formula **s = R √x** is the total number of supply chain actors that are at risk of mixing. A supply chain actor is considered at risk of mixing when the supply chain actor takes physical possession of VDF volume AND non-VDF volume.*

*Table 1. Risk Assessment Matrix.*

| Risk factor | | Score | Score given: other supply chain actors |
|---|---|---|---|
| Part I Chapter 2 Supply Chain Management system | Previous verification assessment resulted in 0 NCs | 0.1 | |
| | Previous verification assessment resulted in only minor NCs | 0.2 | |
| | It concerns initial verification | 0.2 | |
| | Previous verification assessment resulted in 1 or more major NCs | 0.3 | |
| Part I Chapter 3 Solution Origin Types | Previous verification assessment resulted in 0 NCs | 0.1 | |
| | Previous verification assessment resulted in only minor NCs | 0.2 | |
| | It concerns initial verification | 0.2 | |
| | Previous verification assessment resulted in 1 or more major NCs | 0.3 | |
| Part I Chapter 4 Segregation Requirements | Previous verification assessment resulted in 0 NCs | 0.1 | |
| | Previous verification assessment resulted in only minor NCs | 0.2 | |
| | It concerns initial verification | 0.2 | |
| | Previous verification assessment resulted in 1 or more major NCs | 0.3 | |
| Outcome Previous Supply Chain Actor Verification Assessments | Previous supply chain actor verification assessment resulted in 0 NCs | 0.1 | |
| | Previous supply chain actor verification assessment resulted in only minor NCs | 0.2 | |
| | Previous supply chain actor verification assessment resulted in 1 or more major NCs | 0.3 | |
| | It concerns initial verification | 0.3 | |
| Total risk score | | | |
| Total number of supply chain actors that are at risk of mixing | | | |
| Outcome verification sample (**s = R √x**) | | | |

1.4.11 The verification body shall select a sample of supply chain actors that is representative of the direct supplier. The following should be taken into consideration:

a) volume bought (prioritize the largest volume);
b) previously verified by the verification body (prioritize supply chain actor not previously verified);
c) other criteria selected by the verification body.

*Guidance*
*The verification body may decide to verify a supply chain actor outside the sample in the case of any concern or identification of risk. For example:*

- *a supply chain actor was found to have weak control points to ensure the origin data or traceability data collected;*
- *unverified deforestation alerts are recorded by the direct supplier or another supply chain actor in the supply chain.*

## 1.5 Desk or On-site Verification

**Direct Supplier Sourcing Solution 1, 3, 5, and/or 7 (Through an RTRS or Proterra Segregated Supply Chain Model)**

1.5.1 The verification body should conduct desk verification of a direct supplier sourcing Solution 1, 3, 5, and/or 7 (through an RTRS or Proterra segregated supply chain model) selected site. On-site verification can be conducted if a specific risk is determined by the verification body.

1.5.2 The verification body should state the rationale for demanding on-site verification of a selected site in the verification report.

1.5.3 Based on the following factors, the verification body may decide to conduct on-site verification of the selected site or other supply chain actor:

a) incomplete digital information;
b) incomplete origin source information (e.g. soy origin source information does not cover the entire supply base).

**Direct Supplier Sourcing Solution 2, 4, 6, 7 (Through an RTRS or Proterra Mass Balance Supply Chain Model), and/or 8**

1.5.4 The verification body should conduct desk verification of a direct supplier sourcing Solution 2, 4, 6, 7 (through an RTRS or Proterra mass balance supply chain model), and/or 8 selected site. On-site verification can be conducted if a specific risk is determined by the verification body.

1.5.5 Based on the following factors, the verification body may decide to conduct on-site verification of the selected site:

a) incomplete digital information;
b) incomplete origin source information (e.g. soy origin source information does not cover the entire supply base);
c) there is a deforestation or conversion alert for which follow-up evidence has not been provided.

1.5.6 The verification body shall conduct on-site verification of the selected sites with physical possession to verify the segregation requirements.

1.5.7 The verification body shall conduct on-site verification of the selected supply chain actor to verify the segregation requirements *(only applicable for supplier sourcing Solution 8)*.

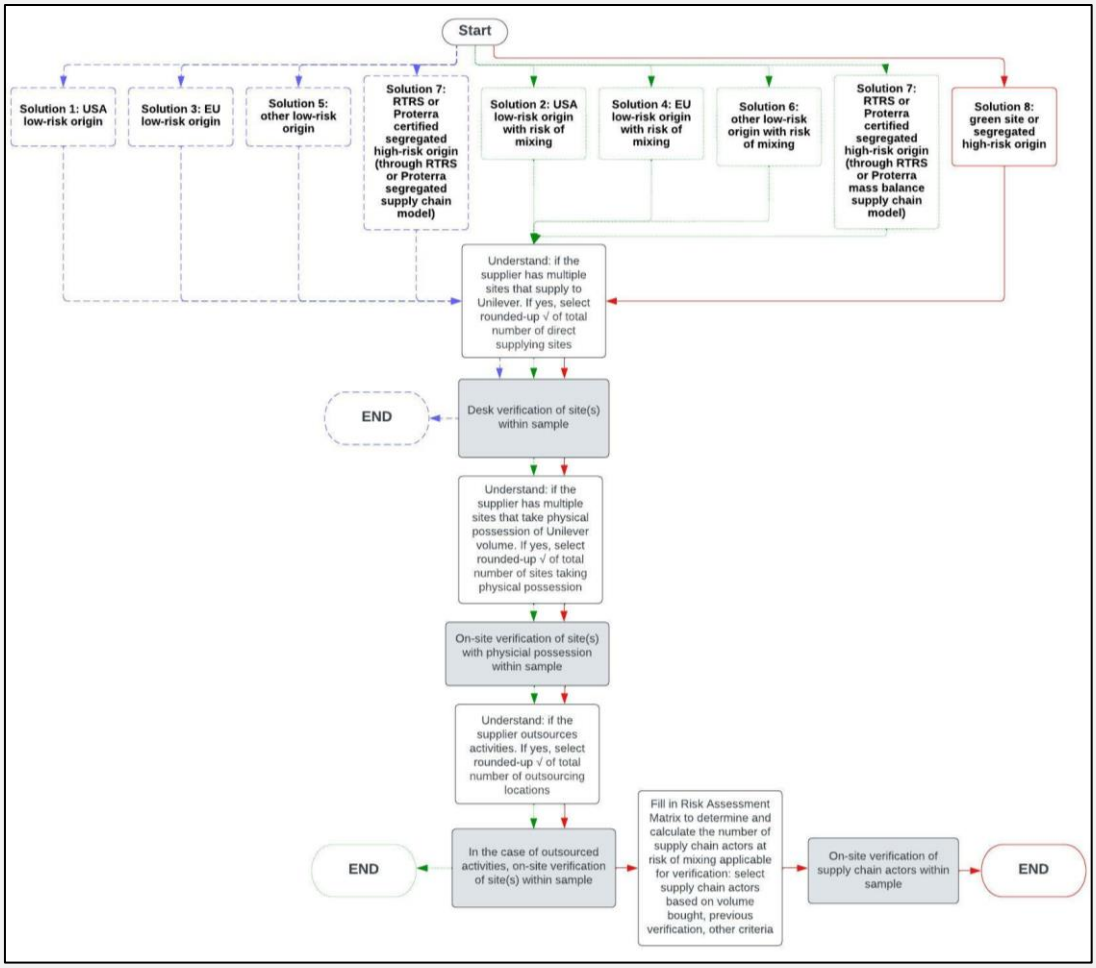
1.5.8 In the case of desk verification of the selected site with physical possession or supply chain actor, the verification body should state the rationale for demanding desk verification in the verification report.

### Verification Assessment Guide

*Guidance*

*Figure 1 summarizes the information provided in Part II Chapter 1 of the VDF soy protocol and guides the verification body in determining the verification strategy.*

*Figure 1. Verification Strategy Diagram.*




## 1.6 Annual Verification

### Self-assessment

1.6.1 The verification body should evaluate the self-assessment after the direct supplier has completed the self-assessment.

1.6.2 The verification body should decide if a direct supplier is sufficiently prepared to undergo the verification assessment.

1.6.3 When the direct supplier is considered to be sufficiently prepared, the verification body should arrange a date for the initial verification assessment.

### Initial Verification

1.6.4 The verification body shall issue a verification statement, after the initial verification and if no major NCs are open.

### Surveillance Verification

1.6.5 Following initial verification, the verification body shall undertake annual surveillance verification assessments, not later than 15 months after the previous verification.

1.6.6 The verification body shall re-issue the verification statement to the verified direct supplier, after the surveillance verification and if no major NCs are open.

## 2 VERIFICATION PLAN

2.1.1 Once the verification body has identified a verification strategy the verification body should compile and share a verification plan with the direct supplier before the assessment.

2.1.2 The verification plan should include the following information:

a) date and time of the verification assessment;
b) location(s) of the verification assessment;
c) documents to be reviewed;
d) Solution origin type(s);
e) supplier sites and supply chain actors to be verified (based on sampling methodology);
f) people to be interviewed during the verification assessment;
g) scope of the verification assessment;
h) version number of VDF soy protocol;
i) estimated duration for each part of the verification assessment, confidentiality, and information security.

## 3 VERIFICATION REPORT

3.1.1 Upon finalization of the verification assessment, the verification body shall complete a verification report.

3.1.2 The verification report shall present the findings of the verification assessment, with a detailed description of any NCs identified.

3.1.3 The verification report shall include, at a minimum:

a) date and time of the assessment;
b) name of the verifier, reviewer, and verification body;
c) evaluation type (initial verification, surveillance verification);
d) scope of the verification assessment (product, sites within the scope, version number of VDF soy protocol);
e) verification strategy and sampling methodology adopted;
f) sites verified via on-site or desk verification;
g) description of the site/sites verified;
h) where applicable, changes in the scope of the direct supplier (e.g. sites within the scope);
i) a brief description of the QMS implemented describing the processes for handling traceability incoming and outgoing data;
j) description of the supply chain and land monitoring system;
k) description and evaluation of any deforestation or conversion alerts;
l) overview of the findings including NCs;

m) description of the evaluation of (closed) NCs of previous verification assessments and missing evidence if any (including NC status e.g. open/closed);
n) final statement on the outcome of the assessment;
o) Annexes may be included demonstrating additional information such as photos or copies of documentation.

3.1.4 The verification report shall be shared with the verified direct supplier.

# 4 NON-COMPLIANCES (NCs)

## 4.1 Major and Minor Non-Compliances (NCs)

4.1.1 The verification body shall classify any identified NC into minor NC or major NC depending on the NC's impact.

*Guidance*
*NCs represent failures in the management system of the direct supplier to demonstrate compliance with one or more of the VDF soy protocol requirements.*
*The impact of a minor NC is limited and does not result in systemic failure of the direct supplier management system preventing it to deliver on Unilever's no deforestation and no conversion commitments. Minor NCs have to be corrected by the following verification assessment latest. Examples of minor NCs are:*

- *The direct supplier made unsystematic mistakes in the recording of conversion factors.*
- *The direct supplier sourcing Solution 8 made unsystematic mistakes in the calculation of the VDF % claim.*

*The impact of a major NC is considered critical, either in isolation or in combination with other NCs, and results in or is likely to result in the fundamental failure of the direct supplier's management system preventing it to deliver on Unilever's no deforestation and no conversion commitments, or has not been sufficiently addressed once identified. Major NCs shall be corrected within 42 calendar days of the closing meeting. Examples of major NCs are:*

- *The direct supplier cannot demonstrate evidence of the soy origin and verification confirms incorrect Solution origin type.*
- *The direct supplier sourcing Solution 8 does not have a system to verify no deforestation and/or no conversion for its origin sources.*
- *The direct supplier has not implemented the segregation requirements and there is a risk of mixing throughout the supply chain.*

*The verification body may identify initial stages of a problem, that does not constitute an NC but could lead to a future NC, if unaddressed. An observation has to be recorded in the verification report as "observation".*

4.1.2 The verification body shall upgrade a minor NC to a major NC if the minor NC is not resolved before the next verification assessment.

4.1.3 The verification body shall inform Unilever of any detection of deforestation or conversion during the verification assessment so Unilever can include it in its grievance process.

4.1.4 The verification body shall evaluate the available evidence from the direct supplier to close the NC, based on:

a) NC root cause analysis;
b) NC impact analysis;
c) evidence of implementation of corrective and preventive actions.

4.1.5 The verification body shall decide to close the NC if it is deemed that sufficient action by the direct supplier is taken to correct and prevent the reoccurrence of the NC.

*Guidance*
*The extent of action required to close an NC may vary depending on whether it is classified as a major or minor NC, the root cause, the impact, or the risk. In most cases, the verification body can evaluate whether sufficient actions to correct and prevent the NC have been taken through a desk evaluation (documents or photographs submitted by the direct supplier). In some cases, the verification body may need to (re)visit the direct supplier or other supply chain actor to ensure that the NC has been corrected.*

4.1.6 In the case the verification body decides to (re)visit a location (e.g. direct supplier, indirect supplier, farmer) the verification body should plan a visit as soon as possible within the deadline of the NC.

## 4.2 Remediation Plans

4.2.1 The verification body shall verify if a direct supplier has put in place a restoration and remediation plan after the confirmed deforestation or conversion and wishes to report the corresponding area within Unilever´s supply base.

4.2.2 The verification body shall verify that the restoration and remediation plan complies with the following minimum requirements:

a) the restoration and remediation plan has been carried out by competent personnel;
b) the restoration and remediation plan has been performed in compliance with best practice standards such as:
    - Preferred by Nature Forest Ecosystem Restoration – Field Verification Standard;
    - Accountability Framework Operational Guidance on Environmental Restoration and Compensation;
    - World Resources Institute Global Restoration Initiative.
c) the restoration and remediation plan has undergone an independent verification assessment confirming performance according to best practice standards.
d) the restoration and remediation plan has been reviewed and approved by Unilever.

# 5 VERIFICATION DECISION

5.1.1 The verification body shall take a verification decision after finalizing the verification report. In the case of major NCs, after sufficient evidence has been presented to close the NC.

5.1.2 The verification body shall consider a verified direct supplier *in conformance* and delivering in compliance with the VDF soy protocol requirements when the independent verification assessment has been conducted completely and there are no outstanding major NCs.

5.1.3 The verification body shall consider a verified direct supplier *not in conformance* if one or more major NCs have been identified.

5.1.4 The verification body shall not (re-)issue a verification statement until the verification body has determined that there is sufficient additional evidence to close all major NCs before the deadline.

5.1.5 If the major NC is not closed in due time, the verification body shall not issue or re-issue a verification statement. If a direct supplier has a current valid verification statement, the verification body shall discontinue the current valid verification statement until the verification body has assessed and determined that there is sufficient additional evidence to close the major NC. If the verification statement is discontinued, the direct supplier is not allowed to deliver VDF volume.

5.1.6 The verification body shall issue a verification statement to the verified direct supplier after the verification assessment is completed and all the identified major NCs have been closed.

5.1.7 The verification statement shall confirm that the direct supplier has been independently verified and that the direct supplier complies with the requirements of the VDF soy protocol.

*Guidance*
*The wording of the verification statement could be as follows:*
*"The supply chain management systems and processes in place by direct supplier X with Solution origin type(s) X in the scope are verified against the VDF soy protocol version X. A management system is in place demonstrating traceability to a deforestation-free and conversion-free origin of the VDF soy volume supplied to Unilever."*

5.1.8 The verification statement shall contain the following information, at a minimum:

a) legal name and address of the direct supplier;
b) name and address of the verification body;
c) scope of the verification assessment conducted (including VDF soy protocol version, Solution origin type(s), and products covered);
d) sites included in the scope;
e) issue date and validity period of the statement;
f) statement as the example above;
g) a disclaimer that the verification statement is only valid to Unilever and that the statement alone does not constitute evidence that material within the scope of the statement is VDF volume;
h) authorization of verification body (name, function, signature).

5.1.9 The verification statement shall have a validity of a maximum of 15 months from the date of issuance.

5.1.10 In the case of the conversion of natural forest, the verification body cannot confirm that the direct supplier complies with these requirements until a remediation plan is fully implemented that is mutually agreed upon between the direct supplier and Unilever.

*Guidance*

*Table 2 provides an overview of the steps in the verification cycle.*

*Table 2. Summary of Steps in the Verification Cycle.*

| Step no. | Activity | Timeline |
|---|---|---|
| 1 | The supplier completes the self-assessment and submits it to the verification body. | Once the supplier is ready. |
| 2 | The verification body verifies the self-assessment. | Within 14 calendar days of the completion of step 1. |
| 3 | The verification body conducts the verification assessment in line with the commodity-specific verification protocol. | Once the self-assessment reveals a satisfactory level of compliance. Planning by the verification body is based on Unilever's request. |
| 4 | The verifier informs the verified supplier of any NCs. | At the closing meeting (verbally) and within 7 calendar days of the finalization of the verification assessment (in writing). |
| 5 | The verifier composes a draft verification report ready for review. | Within 14 calendar days after the closing meeting. |
| 6 | The verifier and reviewer finalize the verification report. | Within 21 calendar days after the closing meeting. |
| (7) | The verified supplier provides evidence to close major NC to the verification body. | Within a maximum of 42 calendar days after the closing meeting. |
| (8) | The verification body evaluates available evidence for any major NC (if applicable), and if sufficient takes a positive decision. | Within 14 calendar days after the supplier presents evidence. |
| 9 | The verification body takes a verification decision and issues a verification statement following a positive decision. | Within 7 calendar days after the finalization of the verification report (in case of no major NC) or 7 calendar days after the verification body evaluated evidence to close major NC(s) (in case of major NCs) |
| (10) | The verified supplier provides evidence to close any minor NC to the verification body. | Before the completion of the following verification assessment. |
| 11 | For the surveillance verification assessment, the verification cycle starts from step 3. The surveillance verification includes the evaluation of any identified minor NCs. | Within 12-15 months after the verification statement issuance date. |

# 6 VERIFICATION BODY QUALIFICATION

6.1.1 The independent verification assessments shall be conducted by an approved verification body.

6.1.2 The verification body shall comply with the following requirements:

a) The verification body is recognized by a national authority or an accreditation body that is a member of the International Accreditation Forum.

b) The verification body conducts verification assessments in conformity with ISO 19011 Guidelines for quality and/or environmental management systems verification.

c) The workflow of the verification process complies with the requirements of ISO/CE 17065:2012.

6.1.3 The verification body shall apply a four-eyes principle. This means that the work of the *verifier* conducting the verification assessment should be reviewed by an appointed *reviewer* who reviews the verification assessment findings and the report of the verifier.

6.1.4 The verifier of the approved verification body shall comply with the following minimum requirements:

a) Demonstrable experience with RTRS and/or ProTerra or demonstrable field experience in the soy sector and familiarity with field-level initiatives in the soy sector.

b) Knowledge and understanding of satellite monitoring techniques and how to verify their accuracy.

c) Successful completion of an ISO 19011, 9001, or 14001 auditor course.

6.1.5 The reviewer of the approved verification body shall comply with the following minimum requirements:

a) Comparable experience as verifiers.

6.1.6 The verifier and reviewer of the approved verification body shall attend initial training which shall cover:

a) The understanding and interpretation of the requirements specified in Part I of the VDF soy protocol.

b) The understanding and implementation of the requirements specified in Part II of the VDF soy protocol.

# ANNEX I: SUPPLIER SELF-DECLARATION

Declaration of no mixing according to Unilever VDF soy protocol, in accordance with the requirements of Unilever People and Nature Policy (December 2020).

Name authorized representative: ……
Organization name: ……
Position: ……

The signing organization declares that the soybeans used to produce *(insert name of soy product)* ..... that *(insert name of the organization)* ..... supplies to Unilever, are sourced in line with Part I Chapter 4 Segregation Requirements of the VDF soy protocol.

By signing this self-declaration the organization takes full ownership and commits to deliver now and in the future VDF volume that is not mixed with non-VDF volume.

**Definition VDF volume:**

- low-risk origin (USA low-risk, EU low-risk, and other low-risk origin) soy volume that is within the validity of the verification statement and in compliance with the Solution origin type specific requirements (Part I Chapter 5 of the VDF soy protocol); or
- high-risk origin (Latin-America) soy volume that is within the validity of the verification statement and in compliance with the Solution origin type specific requirements (Part I Chapter 6 of the VDF soy protocol).

**Definition non-VDF volume:**

- soy volume from unknown origins; or
- soy volume that is not within the validity of the verification statement; or
- soy volume that is not compliant with the Solution origin type specific requirements (Part I Chapter 5 and/or Chapter 6 of the VDF soy protocol).

Place: Signature:

Date:

# ANNEX II: SUPPLY CHAIN SEGREGATION PROCEDURES

This Annex is intended to assist suppliers in developing segregation procedures. The examples in this Annex may be adapted to fit the supplier-specific circumstances. Suppliers are not required to clean the production lines, storage lines, or other machinery in the process but suppliers are encouraged to do so.

*Objective of the Annex:* to establish guidelines to avoid mixing VDF volume with non-VDF volume.

*Definition VDF volume:*

- low-risk origin (USA low-risk, EU low-risk, and other low-risk origin) soy volume that is within the validity of the verification statement and in compliance with the Solution origin type specific requirements (Part I Chapter 5 of the VDF soy protocol); or
- high-risk origin (Latin-America) soy volume that is within the validity of the verification statement and in compliance with the Solution origin type specific requirements (Part I Chapter 6 of the VDF soy protocol).

*Definition non-VDF volume:*

- soy volume from unknown origins; or
- soy volume that is not within the validity of the verification statement; or
- soy volume that is not compliant with the Solution origin type specific requirements (Part I Chapter 5 and/or Chapter 6 of the VDF soy protocol).

**COLLECTION UNIT AND PORT TERMINAL**

*Objective of the procedure:* to establish guidelines to avoid mixing VDF volume with non-VDF volume for reception, conditioning, storage, and loading operations in collection units (including storage units) and port terminals.

**1. Collection unit procedure**

1.1 The collection unit manager and collection unit personnel are to:
   a) understand the applicable procedures, in specific on monitoring, cleaning, and inspection of raw materials;
   b) understand the risks of mixing not in line with this Annex and the VDF soy protocol;
   c) ensure no intermixing of VDF volume and non-VDF volume.

1.2 Prior to receiving VDF volume; the hoppers, silos, between silos, cells, transport system under the silo and on the silo, distribution system, redlers, dryer, lifting system, etc., are to be cleaned. Ideally all mobile systems are to operate empty.

1.3 Records are to be kept of rejections stating the reason for rejection (e.g. lack of data in the consignment note).

1.4 The collection unit manager's responsibilities are to:
   a) verify the soy origin (farm) stated on the consignment (e.g. bill of lading) or delivery note and verify authorization for unloading;
   b) evaluate the general condition of the collection unit facility(ies) and movement circuits.

1.5 The collection unit personnel is to record:
   a) all movement within the collection unit (handling, transport, ventilation, entry to silos, entry to dryer, quality monitoring, fumigations, etc.);
   b) the destination of the soy volume;
   c) all information to monitor compliance with the VDF soy protocol and other (local) procedures;
   d) the soy volume departure from the collection unit.

**2. Port terminal procedure**

2.1 The port terminal manager and all port terminal personnel are to:
   a) understand the applicable procedures, in specific on monitoring, cleaning, and inspection of raw materials;
   b) understand the risks of mixing not in line with this Annex and the VDF soy protocol;
   c) ensure no intermixing of VDF volume and non-VDF volume.

2.2 Prior to receiving VDF volume; the hoppers, silos, between silos, cells, transport system under the silo and on the silo, distribution system, redlers, dryer, lifting system, etc., are to be cleaned. Ideally all mobile systems are to operate empty.

2.3 Records are to be kept of rejections stating the reason for rejection (e.g. lack of data in the consignment note).

2.4 The port terminal manager's responsibilities are to:
   a) verify the soy origin (farm or collection unit and silo) stated on the consignment (e.g. bill of lading) or delivery note and verify authorization for unloading;
   b) evaluate the general condition of the port terminal facility(ies) and movement circuits.

2.5 The port terminal personnel is to record:
   a) all movement within the port terminal (handling, transport, ventilation, entry to silos, entry to dryer, quality monitoring, fumigations, etc.);
   b) the destination of the soy volume;
   c) all information to monitor compliance with the VDF soy protocol and other (local) procedures;
   d) the soy volume departure from the port terminal.

**3. Collection unit and port terminal cleaning procedure**

3.1 Special attention is to be paid to the following areas:

| **Cleaning areas** | **Critical Control Points** |
|---|---|
| Transport vehicles | • internal prior to unloading<br>• internal and external prior to loading |
| Unloading site | • hydraulic platform<br>• hopper grate<br>• hopper<br>• hopper extractor<br>• perimeter of the area |
| Transportation elements | • hopper discharge spout or extractor element<br>• elevator discharge pipes: pipes, swims, opening / closing blade, shock absorbers, etc.<br>• elevator: bottom of the elevators, elevator buckets, and ribbon<br>• buffers to silos |

| | |
|---|---|
| | • distribution equipment<br>• screws: bottom<br>• redlers: bottom and/or floor, chains, and fingers<br>• conveyor belts: belt and surrounding environment |
| Storage | • storage area<br>• segregated area for Unilever soy volume in line with the objectives of this Annex<br>• discharge areas |
| Conditioning | • pre-cleaning<br>• screens<br>• dryer |
| Loading site | • pipes<br>• shock absorber |

3.2 Special attention is to be paid to the personnel's awareness and implementation of the cleaning procedure since the personnel is responsible for implementing the procedure.

**CRUSHING FACILITY**

*Objective of the procedure:* to establish guidelines to avoid mixing VDF volume with non-VDF volume for reception, sampling, weighbridge platforms, dumping platforms, storage, crushing, oil production, soybean oil storage, and dispatch to the refinery.

**1. Trucks reception procedure**

1.1 Trucks are to arrive at the parking area where the driver is to present:
   a) bill of lading;
   b) other legal transport documentation stating information about the material transported including origin, quantity, description of the owner, etc.

1.2 When the trucks are dispatched to the crushing facility, each truck driver is to receive a document that includes the Solution origin type (or another type of origin identification).

1.3 When the truck arrives at the crushing facility reception:
   a) the truck driver is to present legal documentation and documentation stating the Solution origin type;
   b) all documentation is to be scanned and stored in the software system;
   c) the truck is to be weighed and the weight is to be registered in the software system;
   d) the truck driver is to receive a card with a bar code to trace the truck within the crushing facility, the bar code card should include the soy Solution origin type;
   e) all truck and cargo information is to be registered in the software system.

**2. Sampling area procedure**

2.1 The truck information and soy volume quality are to be verified, through sampling.

2.2 During sampling:

a) the bill of lading is to be checked to verify if the information in the bill of lading and on the bar code card matches;
b) the bar code card is to be read and the system should automatically recognize the Solution origin type;
c) quality of the soybeans is to be analysed;
d) if the quality is conform, a discharging route representing the circuit is to be printed based on the Solution origin type, the quality, and the destination of the soybean;
e) all data and the circuit are to be registered in the software system.

**3. Reception weighbridge and dumping platforms**

3.1 After sampling and quality classification, the trucks are to be weighed (if the truck is not weighed during reception).

3.2 Segregation in line with the VDF soy protocol and this Annex is to be taken into account throughout the discharging process.

3.3 VDF soybean volume is to be discharged in the conditioning area. This area is to be cleaned before VDF soybean volume enters the conditioning area, to prevent mixing and contamination.

3.4 Before discharging VDF soybean volume, the dumping platform is to be cleaned and the circuit is to be run for 10 minutes without soybeans to avoid mixing and contamination.

3.5 Cleaning records are to be registered in the software system.

**4. Net weighbridge**

4.1 After trucks are discharged, the truck driver is to:

a) proceed with the truck to the weighbridge and let the truck be weighed;
b) return the bar code card.

4.2 The difference in gross and net weight of qualified soybeans is to be registered in the software system.

4.3 After this operation, trucks are to leave the crushing facility.

**5. VDF soybean volume storage**

5.1 VDF soybean volume is to be stored at the conditioning area silos.

5.2 Silos are to be emptied and cleaned before each operation.

5.3 All transportation equipment is to be emptied, cleaned, and run for 10 minutes without soybeans to avoid contamination.

**6. Crushing, oil production, and soybean oil storage**

6.1 To maintain a clean and uncontaminated line, each time a VDF volume batch is crushed:

a) all daily production silos are to be emptied and cleaned;
b) all preparation equipment is to be emptied and cleaned;
c) all redlers and other transportation equipment are to be emptied, cleaned, and are to run for 10 minutes without soybeans;
d) a verification checklist is to be used to check if all requirements from the procedure are followed.

6.2 If the complete circuit cannot be cleaned, the first 10 minutes of oil production with VDF volume is to be considered non-VDF volume and is to be sent to a tank destined for non-VDF volume. After 10 minutes, oil is to be sent to a tank destined for VDF volume and is then considered VDF volume (see Annex III).
6.3 All cleaning records are to be recorded in the software system.

**7. Dispatch to the refinery**

7.1 VDF soybean oil volume is to be sent to a nearby refinery facility.
7.2 The remaining oil in the line that is used to transfer the oil from the crushing facility to the refinery is to be purged into a non-VDF tank at the refinery (see Annex III).
7.3 The oil transfer is to be registered in the software system including records of the Solution origin type (or another type of origin identification).
7.4 It is recommended to take pictures of the storage areas and transportation system to register that the area/system is empty and clean prior to unloading.

**REFINERY**

*Objective of the procedure:* to establish guidelines to avoid mixing VDF volume with non-VDF volume in the soybean oil refinery.

**1. CSBO reception, movement, and RSBO storage**

1.1 Each batch of VDF volume delivered to the refinery is to be documented, including records of the Solution origin type (or another type of origin identification).
1.2 The line at the refinery is to be purged before the VDF volume may proceed (see Annex III).
1.3 The initial VDF volume (e.g. first 10 minutes) is to be used to clean and purge the line from non-VDF oil volume. The VDF volume used to clean and purge the line, is to be sent to a tank destined for non-VDF volume and subtracted from the VDF volume (see Annex III).
1.4 Once the line is clean, the VDF CSBO volume is to proceed to the line at the refinery and to be stored in separate tanks destined for VDF RSBO volume, or sent directly to the customer.
1.5 The VDF volume stock and movement are to be documented in the software system including:
   a) tanks information;
   b) system registration;
   c) delivery notes;
   d) Solution origin type (or another type of origin identification).

# ANNEX III: REDUCING AND AVOIDING MIXING IN THE SUPPLY CHAIN

Measures have to be taken to avoid mixing or to minimize mixing VDF volume with non-VDF volume to a non-significant amount (maximum threshold of 5%). The examples in this Annex are intended to explain and illustrate methods for supply chain actors to minimize mixing and calculate the amount of non-VDF volume contamination at each processing step.

“Mixing” in this Annex is defined as, the quantity of non-VDF volume that remains in the soy processing circuit and comes into contact with VDF volume, from the reception of the soybean, the crushing, and the refinery processes, up to the dispatch of the VDF RSBO volume.

**Soybean Mixing**

**Example crushing facility 1**

The crushing facility receives VDF soybean volume and non-VDF soybean volume. The crushing facility cleans and purges the circuit (by running it empty for 10 minutes) from non-VDF soybean volume to avoid contamination The two storage silos used are completely emptied and cleaned before receiving VDF soybean volume.

The daily production silo of 400 MT is emptied up to 10% of its capacity before receiving VDF soybean volume, leaving 40 MT of non-VDF soybean volume inside.

Conclusion: the total contamination at this stage is 40 MT of non-VDF soybean volume. The total contamination in % depends on the batch size.

**Example crushing facility 2**

The crushing facility only receives VDF volume. Prior to the reception, the crushing facility is completely emptied and cleaned.

Conclusion: no contamination at this stage.

**CSBO Mixing**

**Example crushing facility 1**

The crushing facility crushes VDF volume and non-VDF volume. The crushing facility crushes a maximum of 2,500 MT soybeans/day and its efficiency in 2022 is 18.80% of CSBO, which represents 470 MT/day of CSBO and 19.58 MT/hour. The process, from the moment the soybeans enter the preparation stage up until CSBO comes out from the line takes 4 hours which represents 78.33 MT of CSBO. When production changes from non-VDF volume to VDF volume, the first 78.33 MT of CSBO coming from the line has to be sent to a tank destined for non-VDF volume. 10 Extra minutes have to be used to clean and purge the line from non-VDF CSBO volume which in this example represents 3.26 MT of CSBO.

The daily tanks destined to receive VDF CSBO volume are emptied before the tanks receive VDF CSBO volume, a remnant of 4 MT of non-VDF CSBO volume remains at the bottom. In the stock tanks destined to receive VDF CSBO a remnant of 50 MT of non-VDF CSBO volume remains at the bottom. In the pipeline that transports the VDF CSBO volume to the refinery, a remnant of 57 MT remains.

Conclusion: in the case that there is one daily tank and one stock tank, the contamination is 4 MT + 50 MT + 57 MT = 111 MT non-VDF CSBO volume at this stage. The total contamination in % depends on the batch size.

**RSBO Mixing**

**Example Refinery 1**

The refinery processes VDF volume and non-VDF volume. The refinery processing capacity is 1,000 MT CSBO/day and its efficiency in 2022 is 98% of RSBO, which represents 980 MT/day of RSBO and 40.83 MT/hour. The process, from the moment the CSBO enters the refinery up until RSBO comes out of the line, takes 3,7 hours (220 minutes), which represents 151 MT of RSBO. When production changes from non-VDF volume to VDF volume, the first 151 MT of RSBO coming from the line has to be sent to a tank destined for non-VDF volume. 10 Extra minutes have to be used to clean and purge the line from non-VDF CSBO volume which in this example represents 6.8 MT of RSBO.

The tanks destined to receive VDF RSBO volume are emptied before the tanks receive VDF RSBO volume, a remnant of 10 MT of non-VDF RSBO volume remains at the bottom.

Conclusion: in the case that there is one tank, the contamination is 10 MT non-VDF RSBO volume at this stage. The total contamination in % depends on the batch size.

# ANNEX IV: INDEPENDENT VERIFICATION ASSESSMENT CHECKLIST

| VERIFICATION ASSESSMENT DETAILS | | | |
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| **Verified supplier** | | **Verification assessment date** | |
| **Role in the supply chain** | | **Verifier / verification body** | |
| **Address / location** | | | |

| Topic | Requirements | Compliance (Y/N/NA) | Findings and Evidence |
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| **1) QUALITY MANAGEMENT SYSTEM** | | | |
| 1.1) Commitment | 1.1.1) The supplier shall have a documented policy or commitment to not source from deforested and converted land after 31 December 2015. | | |
| 1.2) Management System | 1.2.1) The supplier shall have complete and up-to-date procedures available covering the implementation of all the applicable requirements of the VDF soy protocol. | | |

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| | 1.2.2) The supplier shall demonstrate how roles and responsibilities for compliance with the VDF soy protocol are established within the Unilever supply chain. This shall specifically include:<br>a) segregation requirements throughout the supply chain;<br>b) collection of evidence of origin;<br>c) implementation of a land monitoring system, ensuring that the supply bases are monitored on deforestation and conversion from 31 December 2015 *(only applicable to supplier sourcing Solution 8)*;<br>d) calculation and communication of the VDF % claim *(only applicable to supplier sourcing Solution 8)*. | | |
| | 1.2.3) The supplier shall have identified person(s)/position having overall responsibility for and authority over the implementation and compliance with all applicable VDF soy protocol requirements and/or has identified in documented procedures the different responsibilities within the organization to ensure compliance with the requirements. | | |
| | 1.2.4) The supplier shall implement a training plan according to the qualifications and/or training measures defined for each procedure. | | |
| | 1.2.5) The responsible personnel shall demonstrate awareness of the organization's procedures for the implementation of the VDF soy protocol requirements. | | |

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| | 1.2.6) The supplier shall have a protocol for the identification of non-compliance (including externally raised grievances) related to deforestation-free and conversion-free supply chains or agree to the Unilever grievance and non-compliance process. In the case of non-compliance, the supplier shall make sure that the non-compliance is appropriately followed up. | | |
| **2) SUPPLY CHAIN MANAGEMENT** | | | |
| 2.1) Supplier Management | 2.1.1) The supplier shall have due diligence processes in place for the selection of direct and indirect suppliers. | | |
| | 2.1.2) The supplier shall establish and maintain up-to-date records of all its suppliers supplying within the Unilever soy supply chain. This shall specifically include:<br>a) identification of the supplier (e.g. name, address, other relevant information);<br>b) if applicable, the supplier's certificate number and chain of custody system (e.g. RTRS -mass balance, ProTerra - segregated, etc.);<br>c) if applicable, the processing steps involved per supplier. | | |
| | 2.1.3) The supplier shall have documentation available demonstrating that communication and transparency are maintained between the supplier, its suppliers, and other stakeholders. | | |

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| 2.2) Certification | 2.2.1) A supplier that is certified against a certification scheme (e.g. RTRS, ISCC PLUS) shall have evidence that any certification claim made is valid and complies with the applicable certification program requirements. | | |
| | 2.2.2) A supplier that is certified against a certification scheme (e.g. RTRS, ISCC PLUS) shall demonstrate that certified and VDF volume is not inappropriately counted multiple times. | | |
| **3) SOLUTION ORIGIN TYPES** | | | |
| 3.1) Solution Origin Type Specification | 3.1.1) The supplier shall identify and record one or more of the Solution origin types as specified below:<br>• Solution 1: USA low-risk origin;<br>• Solution 2: USA low-risk origin with risk of mixing;<br>• Solution 3: EU low-risk origin;<br>• Solution 4: EU low-risk origin with risk of mixing;<br>• Solution 5: other low-risk origin;<br>• Solution 6: other low-risk origin with risk of mixing;<br>• Solution 7: RTRS or Proterra certified segregated high-risk origin;<br>• Solution 8: green site or segregated high-risk origin. | | |
| | 3.1.2) The supplier shall demonstrate that the implemented Solution origin type(s) is/are agreed with Unilever. | | |
| | 3.1.3) The supplier shall justify the implemented Solution origin type(s) by demonstrating evidence of the soy origin. | | |

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| | 3.1.4) The supplier shall not mix VDF volume with non-VDF volume. | | |
| | 3.1.5) The supplier shall have a signed self-declaration in which it states that the supplier will not mix VDF volume with non-VDF volume. | | |
| | 3.1.6) In the case of exported soy, at least two of the following export documents, which include evidence of country of origin and quantity, shall be available:<br>• certificate of analysis;<br>• bill of lading;<br>• shipping manifest;<br>• purchase and sales invoices;<br>• certificate of origin (chamber of commerce);<br>• phytosanitary permits;<br>• soybean grading certificate. | | |
| | 3.1.7) In the case the supplier does not source directly from the origin (farm), the supplier shall have a robust due diligence system in place to evidence the soy origin and segregation process throughout the supply chain. | | |
| **4) SEGREGATION REQUIREMENTS** | | | |
| 4.1) Product Segregation | 4.1.1) The supplier shall implement all the VDF soy protocol Product Segregation requirements at the level of a single physical site, for all processes (including outsourced processes). | | |

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| | 4.1.2) The supplier shall identify and record all critical control points where there is a risk of mixing or substitution between VDF volume and non-VDF volume, including outsourced activities (e.g. subcontracts for storage, transport, or others) throughout the supply chain. | | |
| | 4.1.3) The supplier shall have a system in place, at the supplier level, that is designed to ensure no intermixing occurs between VDF volume and non-VDF volume. | | |
| | 4.1.4) The supplier shall have a system in place throughout the supply chain, from the farm up to the supplier, that is designed to ensure no intermixing occurs between VDF volume and non-VDF volume. | | |
| | 4.1.5) In the case of a risk of mixing, the supplier shall ensure and verify physical segregation by implementing and maintaining procedures and records at the supplier level and throughout the supply chain from the soy origin up until the supplier. | | |

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| | 4.1.6) In the case the supplier cannot ensure that no intermixing occurs between VDF volume and non-VDF volume the supplier shall:<br>a) not exceed the maximum threshold of 5% of non-VDF volume<br>b) document during which processing step and how non-significant mixing occurs;<br>c) demonstrate an effort to maintain non-significant mixing to a minimum;<br>d) demonstrate that the non-significant mixing is unintentional. | | |
| **5) LOW-RISK SOLUTION ORIGIN TYPES** | | | |
| 5.1) USA Low-risk Origin | 5.1.1) The supplier shall deliver all USA origin soy volume with a unique U.S. SSAP certificate. | | |
| 5.2) EU Low-risk Origin | 5.2.1) The supplier shall deliver all EU low-risk origin soy volume within the Unilever supply chain as certified, using one of the following certification standards:<br>• ISCC EU;<br>• ISCC PLUS;<br>• 2BSvs;<br>• REDcert;<br>• REDcert-2. | | |

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| 5.3) Other Low-risk Origin | 5.3.1) The supplier shall maintain supply chain map(s), demonstrating the soy origin up until at least the province or municipality. | | |
| **6) HIGH-RISK SOLUTION ORIGIN TYPES** | | | |
| 6.1) RTRS or Proterra Certified Segregated High-risk Origin | 6.1.1) The supplier shall be RTRS or Proterra certified for the segregated supply chain model. | | |
| | 6.1.2) The supplier shall deliver all high-risk origin soy volume under Solution 7 as RTRS or Proterra certified utilizing the RTRS segregated or Proterra segregated supply chain model. | | |
| | 6.1.3) In the case the supplier is RTRS or Proterra certified for the mass balance supply chain model, the supplier shall:<br>a) demonstrate evidence that 100% of the soy volume originates from sources that are RTRS or Proterra certified;<br>b) demonstrate compliance with the requirements from Part I Chapter 4 Segregation Requirements of the VDF soy protocol;<br>c) deliver high-risk origin soy volume under Solution 7 as RTRS or Proterra certified utilizing the RTRS mass balance or Proterra mass balance supply chain model. | | |
| 6.2) Green Site or Segregated High-risk Origin | 6.2.1) In the case the supplier has a green site contract with Unilever, the supplier shall share this contract with the verification body prior to the verification assessment. Any requirements specified in the green site contract shall apply during the verification assessment. | | |

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| | 6.2.2) The supplier shall have documented evidence to demonstrate that soy volume under Solution 8 is traceable and can be traced back to the origin (farm) through a physically segregated supply chain. | | |
| | 6.2.3) The supplier shall have a robust system in place for collecting, storing, and validating traceability data. | | |
| | 6.2.4) The supplier shall obtain, for each origin source, the name of the farm and applied certification system (if any). | | |
| | 6.2.5) The supplier shall obtain, for each origin source polygon maps in the form of shapefiles [.shp]. | | |
| | 6.2.6) In the case where an external party collects or validates traceability to origin data, the external party's processes for the collection and validation of traceability to origin information, summary reports, and/or other outputs delivered shall be made available during the verification assessment. | | |
| | 6.2.7) The supplier shall have a land monitoring system that covers all farms included in the supply base and shall cover the farmer's entire farm area, not just the soy-planted areas. | | |
| | 6.2.8) The land monitoring system shall provide regular monitoring reports (weekly and no less regularly than quarterly). | | |

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| | 6.2.9) The land monitoring system shall be accompanied by a process for verifying incoming alerts on deforestation and conversion, including where needed on-ground verification of the received alert. | | |
| | 6.2.10) The land monitoring system shall cover monitoring from 31 December 2015 to the present. | | |
| | 6.2.11) The supplier shall indicate the type of land monitoring system used. The type of monitoring shall be specified and should include: (1) geospatial monitoring, and/or (2) field visits.<br>• Land monitoring may be performed using a geospatial monitoring system. For geospatial monitoring, one or more data sets (for example, but not limited to Sentinel, Nasa's Landsat, or National Satellite Monitoring Systems) with high-resolution images (at least 1.5-meter resolutions) shall be used and shall include base layers of HCS and HCV areas.<br>• In the case where land monitoring via a geospatial monitoring system is not possible, land monitoring may be performed via the implementation of regular field visits to the origin sources. In that case, the supplier shall demonstrate having conducted field visits since the cut-off date of 31 December 2015, or other evidence demonstrating that no deforestation and no conversion occurred since the cut-off date. | | |

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| | 6.2.12) In the case of land monitoring through field visits, the frequency of on-site visits shall be determined by taking into account deforestation and conversion risk. Factors to be considered include:<br>a) changes in the farmer supply base and material flow;<br>b) proximity of farmers to forest areas;<br>c) new plantings. | | |
| | 6.2.13) In the case of identified deforestation or conversion via geospatial monitoring, the supplier shall demonstrate timely engagement with the farmer. At a minimum this shall include:<br>a) on-site assessments to validate the findings;<br>b) documented and agreed on remediation plans;<br>c) records of on-site verification assessments that were conducted to monitor progress in the implementation of the agreed remediation plan. | | |
| | 6.2.14) The supplier shall calculate the VDF % claim for its soy supply base per soy origin source. | | |
| | 6.2.15) The supplier shall calculate the VDF % claim for each soy product (soybean oil and soy protein) that is supplied to Unilever. | | |
| | 6.2.16) The supplier shall have complete and up-to-date records available that demonstrate how the VDF % claim is calculated for the input and output volume. | | |

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| | 6.2.17) In the case the VDF % claim is not VDF 100%, the supplier shall demonstrate annual progress to achieve a VDF 100% claim. | | |
| | 6.2.18) The supplier shall share a VDF supplier declaration with Unilever, at least every quarter. The VDF supplier declaration shall include the following information per delivery supplied to Unilever covering the applicable period:<br>a) identification of the supplier (e.g. name, address, other relevant information);<br>b) identification of the buyer (e.g. name, address, other relevant information);<br>a) the period the VDF supplier declaration covers;<br>b) product name and description (soybean oil, soy protein);<br>c) product quantity;<br>d) VDF % claim corresponding to the supplied volume;<br>e) conversion factor to output product;<br>f) information sufficient to link the transaction document (e.g. invoice) to the VDF supplier declaration. | | |
| **7) RECOND KEEPING AND VOLUME RECONCILIATION** | | | |
| 7.1) Volume Recording | 7.1.1) The supplier shall identify and document the main processing steps involving a change of material volume or weight and specify the conversion factor(s) for each processing step. Where measuring at each processing step is not feasible, the conversion factor for the total processing steps should be used. | | |

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| | 7.1.2) The supplier shall specify and document the methodology for calculating the conversion factor(s) and ensure that conversion factors are updated when there are changes to the production process and at least once a year. | | |
| | 7.1.3) The supplier shall operate a material accounting system to record soy material data, including input quantities received and soy material output quantities supplied to Unilever. At a minimum this shall include the following information:<br>a) inputs: product description, quantities (by volume or weight), Solution origin type(s) implemented;<br>b) outputs: product description and quantities (by volume or weight), Solution origin type(s) implemented;<br>c) conversion factor from input soybean to output. | | |
| | 7.1.4) The supplier shall maintain up-to-date volume summaries (at least quarterly updated) demonstrating that the output quantities are compatible with the input quantities, the VDF % claim *(VDF % claim is only applicable to supplier sourcing Solution 8)*, and the conversion factor(s). | | |
| **8) IDENTIFICATION OF OUTPUTS** | | | |

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| 8.1) Transaction Document | 8.1.1) The supplier shall ensure that there is a transaction document (e.g. invoice) available for outputs supplied in the Unilever supply chain, including the following information:<br>a) identification of the supplier (e.g. name, address, other relevant information);<br>b) identification of the buyer (e.g. name, address, other relevant information);<br>c) the date the document was issued;<br>d) product description;<br>e) product quantity;<br>f) if separate transport documents are issued, information sufficient to link the transaction document and related transport documentation to one another.<br>g) applicable Solution origin type(s) (optional). | | |