

Aquaculture Stewardship Council and Marine Stewardship Council

ASC-MSC Seaweed (Algae) Surveillance Reporting Template

[Select number of Report 1st, 2nd]

Version 1.0 (issued 7 March 2018)



Program documents:

ASC-MSC Seaweed (Algae) Standard

ASC-MSC Seaweed (Algae) Certification and Accreditation Requirements

This document is to be cited as:

ASC-MSC Seaweed (Algae) Surveillance Reporting Template v1.0

Versions issued

Version no.	Date	Description of amendment
1.0	7-Mar-18	N/A - new document

Production unit name: euglena Co., Ltd. Algae farms

Client Contact details: 5-29-11 Shiba, minato-ku, Tokyo, 105-0014 Japan

CAB contact details: 3-2-4 Kudankita, Chiyoda-ku, Tokyo, 102-0073 Japan

Authors: Naoya Ogawa

Date: 3rd January 2019



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Instructions for using the Surveillance Reporting Template

This Reporting Template should be used for surveillance audits

In this template you will find tabs for each section of the report.

Each tab has instructions of what is required within that section of the report. Sometimes an instruction can be traced to an individual requirement in the CAR or Standard. At other times, an instruction represents an amalgam and rationalisation of multiple requirements.

Additional supporting material/s can be attached as a PDF Annex.

Any references used to support statements in the evaluation tables of the reports shall be included in the 'References' section of the table and an in-text reference (e.g. number or author, date) made to the relevant source

General Information

Name of the production unit	Yaeyama Shokusan Co.,Ltd.
Target species common name/s	euglena, chlorella
Species Latin name	<i>Euglena gracilis</i> , <i>Chlorella sorokiniana</i>
Production system	Inland farming / artificial seedlings
Location of the production unit	287-14 Shiraho Ishigaki-city Okinawa 907-0242 Japan
Stock Region	Not applicable as this is category Cii. No wild stock is used.
Receiving water body	Shiraho Sea area, Ishigaki Island, Okinawa
Clients part of the production unit	Yaeyama Shokusan Co.,Ltd.
Facilities	Incubators, culture tanks, culture pools, separators, drying machines, packing machines, refrigerators, warehouses, boilers
Unit of Certification (if different)	UoC is the same as UoA.
Client	euglena Co.,Ltd.
	Yuta Asayama
	Production Engineering Development Department Quality Assurance Section Manager
	asayama@euglena.jp
	Phone Number: +81-90-6587-4027
Conformity Assessment Body (CAB)	5-29-11 Shiba, minato-ku, Tokyo, 105-0014 Japan
	AMITA Corporation
	Name of assessment team leader : Naoya Ogawa
	Name of first point of contact for the assessment (if different to the assessment team leader): same as above
	ninsho@amita-net.co.jp
Date certified	Phone Number: +81-3-5215-8326
	3-2-4 Kudankita, Chiyoda-ku, Tokyo, 102-0073 Japan

Date certified	23rd January 2019 (issued)
	Surveillance 1 (S1)

Audit Plan

Assessment team (add or delete rows as needed)	Name	Summary of qualification
Team leader Social auditor	Naoya Ogawa	Contract auditor of AMITA Corporation. Qualified auditor of environmental and social aspects of ASC-MSC Seaweed (Algae) standard. Qualified auditor by SA8000 basic and advanced course.
Team member 1	Wataru Koketsu	AMITA Corporation. Having academic background of aquatic ecology and fishery science, and entire fishery expert including algae. Took ASC-MSC Seaweed (Algae) standard training.
Team member 2	Chiko Tsukazaki	AMITA Corporation. Having academic background of fishery. OJT trainee auditor. Took ASC-MSC Seaweed (Algae) standard training.

Date of surveillance site visit	13th March 2020
Location	Yaeyama Shokusan Co.,Ltd. 287-14 Shiraho Ishigaki-city Okinawa 907-0242 Japan
Outline other surveillance activities	nene

Stakeholders interviewed

Name	Organisation	Position	Summary feedback received
None			

Stakeholders written submission received

Note: All written submissions from stakeholders (if any) received during the audit should be attached as a PDF Annex

Name	Organisation	Position	Summary feedback received
None			

Employees interviewed

Name	Organisation	Position	Summary of feedback received
None			

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Background information

Management system	—
Relevant regulations	—
Personnel involved in the production unit	—
Scientific base of information, including stock assessments	—
Other new certified production units in the area	—
Any complaints or allegations of non-conformity with the ASC-MSC seaweed requirements	—
A sample of sites and records to verify that the management systems are effective and consistent covering any high-risk areas or personnel changes	—
Any changes affecting the operation's traceability, chain of custody, or the ability to trace certified products back to the unit of certification	—
If no changes have been identified, that shall be stated here	There is no change since the last audit except for contact personel.

Summary of scoring table

Principle	Performance Indicator	Level	Number of Conditions	Pass	
1	PI 1.1 PI 1.2 PI 1.3	Stock Status Harvest strategy Genetic impact on wild stock	N/A N/A N/A		Pass
2	PI 2.1 PI 2.2 PI 2.3 PI 2.4 PI 2.5 PI 2.6 PI 2.7 PI 2.8 PI 2.9	Habitat Ecosystem structure and function ETP species Other species Waste management and pollution control Pest(s) and disease(s) and management Energy efficiency Translocations Introduction of alien species	Target level Minimum level Target level Target level Target level Target level Target level N/A N/A	1	Pass
3	PI 3.1 PI 3.2 PI 3.3	Legal and/or customary framework Decision-making processes Compliance and enforcement	Target level Target level Target level		Pass
4	PI 4.1 PI 4.2 PI 4.3 PI 4.4 PI 4.5 PI 4.6 PI 4.7 PI 4.8 PI 4.9	Child labour Forced, bonded or compulsory labour Discrimination Health, safety and insurance Fair and decent wages Freedom of association and collective bargaining Disciplinary practices Working hours Environmental and social training	Target level Target level		
5	PI 5.1 PI 5.2 PI 5.3 PI 5.4 PI 5.5 PI 5.6 PI 5.7	Community impacts Conflict resolution Rights of indigenous groups Visibility, positioning and orientation of farms or water-based structures Identification and recovery of substantial gear Noise, light and odour Decommissioning of abandoned farms or water-based structures			

Table 4. Maximum number of conditions allowed for a certified UoA

Principle	Production system category (as in Table 2)				
	A	Bi	Bii	Ci	Cii
P1	1	1	0	1	0
P2	2	2	2	2	2
P3	1	1	1	1	1
P4	2	2	2	2	2
P5	2	2	2	1	1
Total	8	8	7	7	6

Summary of conditions

Summary of conditions

Condition number	Condition	Timeframe	Performance Indicator	Scoring issue	Related to previously raised condition?	Action Plan (provided by the client in the review of the Client Draft Report)	Wording of condition changed?	Progress on Condition [Year x]	Status of condition
1	The company shall provide evidences to support judgement that the UoA is highly unlikely to disrupt the key elements underlying ecosystem structure and function to the point where there would be serious or irreversible harm.	Within one year after Public Certification Report is issued. To be checked at next surveillance.	2.2	a	YES	<p>Initial Audit : Okinawa Prefecture Yaeyama Health Center informed us that the production site is out of the scope of the Water Pollution Control Law. Therefore, only data that seems to be the minimum was acquired. We will collect more than 3 samples of seawater near the production facilities and measure COD, Total P and Total N. It will be held by November 2018 and presented with a certificate of measurement results.</p> <p>Surveillance 1 : Based on a survey design that can set hypotheses and verify, collect 5 or more points of seawater from the vicinity of the production base and measure COD, T-P, and T-N. Increase the N number of data and the number of spots to increase the validity of the evidences. In addition, the publicly available water quality data will be collected, referensed, and logically compared with the measured data. The hypothesis is verified and the conclusion is obtained from the results of the survey.</p>	YES	<p>According to the action plan of Initial Audit, the farm conducted sampling surveys of seawater at three sites along the neighboring coast during the production period (26th June, 2018) and the non-production period (4th November, 2018). The survey was outsourced to a third-party measurement agency that has obtained permission from Okinawa Prefecture to analyze COD, T-P, and T-N. The results were analyzed and submitted to this Surveillance Audit. From the analysis results, it was confirmed that there was no significant difference between the production period and the non-production period. However, only water quality data was submitted, and there was no clear evidence of the impact of this water quality on the ecosystem. It was judged to be insufficient as a basis for the fact that the facility is "highly unlikely to disrupt the key elements underlying ecosystem structure and function to the point where there would be serious or irreversible harm".</p> <p>After the Surveillance 1 audit, the "revised action plan" document was received, and the Audit team judged that the content was appropriate. In the future, it is required to share and confirm necessary factors such as survey design and hypotheses before conducting the survey, and then conduct the survey, verify the hypothesis, discuss and conclude with written document.</p> <p>It was judged that Euglena Co., Ltd. took all the necessary actions, responding to the conditions of the initial audit according to their "action plan". However, since the result is not satisfactory, the condition is extended for one year on the assumption that the action plan shall be revised and properly conducted.</p>	Continue
2	The company shall develop a documented strategy that is expected to prevent the spread of pests or diseases.	Within one year after Public Certification Report is issued. To be checked at next surveillance.	2.6	a	N/A	<p>We have confirmed the abnormality of the target raw material each time at the time of cultivation, and since disease to the target raw material has never been reported so far, we have not prepared any additional measures. We will develop a documented strategy that is expected to prevent the spread of pests or diseases in case of detection of them for target algae species. We will create the documented strategy by November 2018 and present it.</p>	N/A	<p>A "Procedure for Infectious Diseases" (15th November, 2018) was created and this document was confirmed by this Surveillance Audit. The treatment procedure described the disease infection of algae and the operation flow at the time of disease infection. The operation flow described the command and command system from the time of the abnormality detection, and the operation method at the site. It was judged that this procedure manual took measures that could be expected to prevent the spread of pests and diseases.</p>	Closed

3	The company shall provide evidence that the risk of forced, bonded or compulsory labour has been minimised.	Within one year after Public Certification Report is issued. To be checked at next surveillance.	4.2	a	N/A	<p>Since forced, bonded or compulsory labour have never been reported, we did not distribute the document and make employees understanding of documents.</p> <p>We will will explain workers about the "Approach to employment and work" through morning meetings etc., and will provide workers with the policy and create distribution records. By November 2018, we will present a photograph at the time of explanation and distribution completion record.</p>	N/A	<p>The record explaining "the concept regarding employment / working" to employees was confirmed in the Surveillance Audit. According to the records, Mr. Ryohei Nakano (representative director) of Yaeyama Shokusan Co., Ltd. conducted the education and training on 17th November, 2018 and 20th November, 2018, and the attendance record was stored with the names of the participants.</p> <p>"The concept regarding employment / working" clearly states that forced, bonded or compulsory labour is not allowed, and a consultation desk was also set up. The policy is also stored in the company's shared folder and can be viewed by employees at any time. Counseling counters are distributed to employees using the "Euglena Group Hotline" card, and are also posted at noticeable places such as station-rooms and toilets.</p> <p>Based on the above, it was determined that the risk of forced, bonded or compulsory labour was minimized.</p>	Closed
4	The company shall provide evidence that the risk of discrimination covering all aspects of potential discrimination has been minimised.	Within one year after Public Certification Report is issued. To be checked at next surveillance.	4.3	a	N/A	<p>Since discrimination have never been reported, we did not distribute the document and make employees understanding of documents.</p> <p>We will will explain workers about the "Approach to employment and work" through morning meetings etc., and will provide workers with the policy and create distribution records. By November 2018, we will present a photograph at the time of explanation and distribution completion record.</p>	N/A	<p>The record explaining "the concept regarding employment / working" to employees was confirmed in the Surveillance Audit. According to the records, Mr. Ryohei Nakano (representative director) of Yaeyama Shokusan Co., Ltd. conducted the education and training on 17th November, 2018 and 20th November, 2018, and the attendance record was stored with the names of the participants.</p> <p>"The concept regarding employment / working" clearly states that employer and employee do not discriminate based on country of origin, religion, disability, gender, sexual orientation, union membership, political party, age, etc. nor do not order discrimination. A consultation desk for discrimination was also set up.</p> <p>The policy is also stored in the company's shared folder and can be viewed by employees at any time. Counseling counters are distributed to employees using the "Euglena Group Hotline" card, and are also posted at noticeable places such as station-rooms and toilets. Euglena Headquarters personnel reported that there have never been complaints of discrimination.</p> <p>Based on the above, it was determined that the risk of discrimination was minimized.</p>	Closed

[Create new rows as required]

Principle	Production system category (as in Table 2)				
	A	Bi	Bii	Ci	Cii
P1	1	1	0	1	0
P2	2	2	2	2	2
P3	1	1	1	1	1
P4	2	2	2	2	2
P5	2	2	2	1	1
Total	8	8	7	7	6

Conclusion

Summary of findings	<p>No major problems were observed in the Surveillance Audit. Corrective actions were taken within the deadline for all four conditions found in the Initial Audit. Three conditions were closed and one was continued.</p> <p>-Drainage has not been found to affect the surrounding environment for many years. However, it was judged that the data for only water quality that is surveyed after the Initial Audit was not enough as evidence to close the condition.</p> <p>After the Surveillance 1 audit, the "revised action plan" document was received, and the Audit team judged that the content was appropriate. In the future, it is required to share and confirm necessary factors such as survey design and hypotheses before conducting the survey, and then conduct the survey, verify the hypothesis, discuss and conclude with written document.</p> <p>-There have been no cases of other pests or pathogens occurring during the algal culture, and no case reports at other culture facilities. However, a procedure manual was prepared in case of emergency.</p> <p>- A policy on "the concept regarding employment / working", which is a policy for employees as a company, was prepared. Although no problems have been reported regarding the employment environment so far, this policy has been widely distributed and made known to all employees.</p> <p>No actual problems have occurred.</p> <p>This one point was set as a continuation of conditions in order to establish a more reliable basis for the fact that the facility is "less likely to cause serious or irreversible damage to the ecosystem".</p> <p>To establish more robust evidence, the one condition was set a continue for clarifying the facility is "highly unlikely to disrupt the key elements underlying ecosystem structure and function to the point where there would be serious or irreversible harm".</p>
Include a statement confirming the status of certification	Euglena Co., Ltd. will continue to hold ASC-MSC seaweed (algae) certification for <i>Euglena gracilis</i> and <i>Chlorella sorokiniana</i> .

Annex 2: Assessment tree – Re-scoring evaluation tables (if necessary)

The final set of PIs to be included in the assessment tree shall be defined depending on the characteristics of the production unit in the UoA, as indicated in Table 3 of the Standard. Unless otherwise indicated, each PI shall be scored.

Principle	PI	Scoring Issue	Minimum	Met	Justification	Target	Met	Justification	References	Level	Condition (if relevant)
1 Stock Status	1.1 Stock Status	a. Stock status relative to irreversible impact	Available information indicates that the wild stock is above the point where the harvesting impact is irreversible or very slowly reversible	N/A	Only those that are cultured seedling in the facility are used. Not applicable as they do not use wild stock or wild seed.	The wild stock is at or fluctuating around a level consistent with MSY (or proxy) OR Available information indicates that harvesting impact causes insignificant change to the wild stock, which is unlikely to be detectable against natural variability for this population, or if detectable is minimal and has no impact on population dynamics.	N/A	Only those that are cultured seedling in the facility are used. Not applicable as they do not use wild stock or wild seed.		N/A	
		1.2 Harvest Strategy	a. Harvest strategy design	The harvest strategy is expected to achieve stock management objectives reflected in the stock status target (PI 1.1), based on plausible argument.	N/A	Only those that are cultured seedling in the facility are used. Not applicable as they do not use wild stock or wild seed.	The harvest strategy is responsive to the state of the stock and the elements of the harvest strategy work together towards achieving stock management objectives reflected in the stock status target (PI 1.1).	N/A	Only those that are cultured seedling in the facility are used. Not applicable as they do not use wild stock or wild seed.		N/A
		b. Harvest strategy evaluation	No minimum level. GO to target level	Y		The harvest strategy may not have been fully tested but evidence exists that it is achieving its objectives.	N/A	Only those that are cultured seedling in the facility are used. Not applicable as they do not use wild stock or wild seed.		N/A	
	1.3 Genetic impact on wild stock	a. Genetic	The harvesting or farming activity is unlikely to impact the genetic structure of wild populations.	N/A	Not applicable as there is no translocation of cultivated seeds.	The harvesting or farming activity is highly unlikely to impact the genetic structure of wild populations.	N/A	Not applicable as there is no translocation of cultivated seeds, it is a land-based system (category C), and there is no contact with, extraction from, or impact on the marine environment which cannot be considered negligible.		N/A	
b. Genetic impact management		There are measures in place, which are expected to maintain the genetic structure of the wild population at levels compatible with the target Genetic outcome level of performance.	N/A	Not applicable as there is no translocation of cultivated seeds.	There is a partial strategy in place, which is expected to maintain the genetic structure of the wild population at levels compatible with the target Genetic outcome level of performance.	N/A	Not applicable as there is no translocation of cultivated seeds, it is a land-based system (category C), and there is no contact with, extraction from, or impact on the marine environment which cannot be considered negligible.		N/A		
2. Environmental Impacts	2.1 Habitats	a. Seaweed-habitat status	The UoA is unlikely to reduce structure and function of the habitat created by the target seaweed to a point where there would be serious or irreversible harm.	Y	See Justification of the Target level.	The UoA is highly unlikely to reduce structure and function of the habitat created by the target seaweed to a point where there would be serious or irreversible harm.	Y	The company only handles euglena and chlorella that are cultivated in their in land-based facilities. No wild stock is used. Hence there is no risk of any negative impact on wild stocks. Therefore, the UoA is highly unlikely to reduce structure and function of the habitat created by the target seaweed to a point where there would be serious or irreversible harm.		Target level	
		b. Other commonly encountered habitat status	The UoA is unlikely to reduce structure and function of other commonly encountered habitats to a point where there would be serious or irreversible harm.	Y	See Justification of the Target level.	The UoA is highly unlikely to reduce structure and function of other commonly encountered habitats to a point where there would be serious or irreversible harm.	Y	The farming facilities are entirely in land-based that are located in the area owned by the company. Hence there is no commonly encountered habitats. Inland systems have been clearly separated from adjacent ecosystems for over 40 years. Therefore, the UoA is highly unlikely to reduce structure and function of other commonly encountered habitats to a point where there would be serious or irreversible harm.		Target level	
		c. Vulnerable marine Ecosystem (VME) status	The UoA is unlikely to reduce structure and function of the VME habitats to a point where there would be serious or irreversible harm	Y	See Justification of the Target level.	The UoA is highly unlikely to reduce structure and function of the VME habitats to a point where there would be serious or irreversible harm.	Y	VME possibly affected is the ecosystem of coral reefs in the sea area in front of the farm (50 m to 100 m away from the farm). This sea area is designated as ordinary area of Iriomote-Ishigaki National Park. Studies from Ministry of the Environment have confirmed no change on the population of corals in the past 30 years. In addition, the farm is entirely in land-based and there is no activity (e.g. direct contact, fishing, stepping, etc) to reduce structure and function of the VME habitats directly. Therefore it is considered highly-unlikely that the farm is causing any serious or irreversible harm to structure and function of VME habitats. It is unlikely to cause such harm in the future either. At present, no structural changes to the production method that would affect VME are planned. The company does not implement any activities (fishing, extraction, etc.) which are subjected to regulations of the National Park. Therefore, the UoA is highly unlikely (Highly unlikely =< 30th %ile) to reduce structure and function of the VME habitats to a point where there would be serious or irreversible harm.	- A map of Iriomote-Ishigaki National Park (area updated 15 Apr 2016, Ministry of the Environment) - Results of Natural Environmental Conservation Status Basic Survey of Ministry of the Environment (4th survey conducted between 1988 to 1993 and 5th conducted between 1993 to 1999).	Target level	

2.2 Ecosystem structure and function	a. Ecosystem status	The UoA is unlikely to disrupt the key elements underlying ecosystem structure and function to the point where there would be serious or irreversible harm.	Y	The ecosystem possibly affected is the coral reefs in the sea area in front of the farm (50 m to 100 m away from the farm). In this sea area, surveys are conducted by Ministry of the Environment (every few years) and the prefecture (every year in important plots) so that data is available. The company started organizing regular meetings with Shiraho Coral Village. The first meeting was held on 19th Feb 2018. After dehydrating algae, Yaeyama Shokusan drain the water to the dug ponds to be stored and naturally drained through penetration to the ground. The distance between the ponds and coastline is about 100 m to 150 m. The drained water after cultivation of the algae only contains nutrients and organic substances and no chemical substance is included. It is highly likely that drained water penetrates in to the ground and finally reaches the surrounding sea area. Penetration pathway or how much nutrients reaches the sea are not known. The company started monitoring the quality of drained water (immediately after drainage, in the storing ponds) since July 2017. There is no evidence that the farm is causing any serious or irreversible harm to the ecosystem. Therefore, the UoA is unlikely to disrupt the key elements underlying ecosystem structure and function to the point where there would be serious or irreversible harm.	The UoA is highly unlikely to disrupt the key elements underlying ecosystem structure and function to the point where there would be serious or irreversible harm.	N	There is no circumstantial evidence of serious or irreversible impacts on ecosystems. Although Farm has obtained data that can be considered regarding the existence and extent of the impact of wastewater on the surrounding ecosystem, it cannot be said to be sufficient as an evidence for determining the extent of the potential impact. From 14th September 2018 to 2nd March 2020, the Farm photographs the coastline of the front waters once every three months, and Visual monitoring continues for abnormalities such as; the leakage of drainage, foreign substances, mass death of living things, red tide occurrence, etc. Also, from around February 2020, Farm introduced a device that automatically records images and temperature data once per hour at fixed points on the coast in cooperation with other companies. According to the record, the red soil runoff due to heavy rain such as typhoons caused increase the turbidity of the coast of the entire island. Until now, no abnormalities originating from the production area have been observed. According to the action plan, the farm conducted sampling surveys of seawater at three sites along the neighboring coast during the production period (26th June, 2018) and the non-production period (4th November, 2018). The survey was outsourced to a third-party measurement agency that has obtained permission from Okinawa Prefecture to analyze COD, T-P, and T-N. The results were analyzed and submitted to this Surveillance Audit. From the analysis results, it was confirmed that there was no significant difference between the production period and the non-production period. However, there was no clear evidence of the impact of this water quality on the ecosystem. It was judged to be insufficient as a basis for the fact that the facility is "highly unlikely to disrupt the key elements underlying ecosystem structure and function to the point where there would be serious or irreversible harm". It was determined that euglena Co. Ltd. responded to the condition in the Initial Audit according to the action plan and took all necessary actions, but the result cannot be said to be sufficient. It is judged that euglena Co. Ltd. responded to the conditions in the Initial Audit as per the action plan and took all necessary actions. However, the result of action cannot be said to be sufficient, so the condition is extended for one year. At this point, it cannot be clearly determined that the farm is unlikely to have any significant or irreversible damage to the key elements underlying the structure and functioning of ecosystems. More logical evidence of the achievement of the target level is required.	- A map of Irimoto-Ishigaki National Park (area updated 15 Apr 2016, Ministry of the Environment) - Results of Natural Environmental Conservation Status Basic Survey of Ministry of the Environment (4th survey conducted between 1988 to 1993 and 5th conducted between 1993 to 1999). - Drained water quality test results of Yaeyama Shokusan (Apr 2018 by Yaeyama Shokusan) - ASC certification action plan revised version (created by Euglena Co., 25th July, 2018) - Measurement certificate T-N, T-P, and COD (Okinawa Environmental Analysis Center, 26th June 2018, 4th November 2019)	Minimum level	The logical evidence may be submitted to clarify that the facility is highly unlikely to disrupt the key elements underlying ecosystem structure and function to the point where there would be serious or irreversible harm.
2.3 ETP species	a. Effects of the UoA on population/stocks within national or international limits, where applicable	Where national and/or international requirements set limits for impact on ETP species, the effects of the UoA on the population/stock are known and likely to be within these limits.	N/A	See Justification of the Target level.	Where national and/or international requirements set limits for impacts on ETP species, the combined effects of the UoAs and any other certified seaweed UoA on the population/stock are known and highly likely to be within these limits.	N/A	The ETP species assumed in the surrounding waters are corals, seaweeds, sea grasses, and sea turtles. Okinawa Prefecture Red Data Book, Marine Organism Red List by Ministry of the Environment, IUCN Red List, and other various survey results in the surrounding area were referenced. Species of seaweeds and sea grasses within the Ishigaki region are not considered ETP on the references mentioned before. There are 6 coral species which are listed as ETP species in Japan by Marine Organism Red List by Ministry of the Environment, but those have not been found in the sea area in front of the farm. There are spawning sites of 3 endangered marine turtle species identified by the government of Japan and IUCN around Ishigaki Islands. Spawning of turtles are reported in the surrounding area, although it is not frequent. Based on the above, three potential ETP species can be specified: hawksbill turtle (Eretmochelys imbricata), loggerhead turtle (Caretta caretta), and green turtle (Chelonia mydas). There is no other certified seaweed UoA in the region so there is no combined effects on ETP species. Regarding the regulations on ETP species, there are several legislations such as Act on Conservation of Endangered Species of Wild Fauna and Flora, Protection and Control of Wild Birds and Mammals and Hunting Management Law, Nature Conservation Act, Natural Parks Act and Act on Protection of Cultural Properties. However, the company does not implement any activities that are subjected to regulations under these acts. Also, there is no limit for unintentional mortality of these turtle species by national laws or IUCN Red List. Therefore, this PI is not applicable.	- Okinawa Prefecture Red Data Book (Ver.3 for animals, Mar 2017) - Red List 2017 by Ministry of the Environment - Marine Organism Red List by Ministry of the Environment (Mar 2017) - IUCN Red List (hawksbill turtle: 2008, loggerhead turtle: 2017, green turtle: 2004) - Cabinet Office survey promoting forest making in beautiful sea in 2005 - Ministry of the Environment Monitoring Site 1000 (coral reef survey report from 2007 to 2017, sea turtle survey report 2015) - Saikai-ku Fisheries Research Institute: Spawning eggs of sea turtles in Yaeyama Islands and Ishigaki Island (1999) - WWF Japan: Ishigakijima · Shiraho coral reef survey summary and results summary (Mar 2012)	N/A	
	b. Direct effects	Known direct effects of the UoA are likely to not hinder recovery of ETP species.	Y	See Justification of the Target level.	Direct effects of the UoA are highly likely to not hinder recovery of ETP species.	Y	The farming facilities are entirely in land-based that are located in the area owned by the company and it is clearly separated from adjacent ecosystems for over 40 years. It has no direct impact on the ETP species as it has no direct impact on the marine or terrestrial natural environment. Therefore, it is quite likely that the direct impact of UoA will not prevent the recovery of ETP species.		Target level	

c. Indirect effects	Go to target level		Indirect effects have been considered for the UoA and are thought to be highly likely to not create unacceptable impacts.	Y	Only the possibility of negative impact of the company's activities to the endangered species is the drained water. The drained water after cultivation of the algae only contains nutrients and organic substances and no chemical substance is included. The water is drained to the dug ponds to be stored and naturally drained through penetration to the ground. There is no light or noises reaching the coast. Since sea turtles are distributed in the oceans all over the world, it is very difficult to know the population, but it is possible to estimate increase or decrease from the number of spawning. According to the Monitoring Site 1000 survey by the Ministry of the Environment from 2004, it was not observed that the number of spawning for the hawksbill turtle, loggerhead turtle, and green turtle had been consistently decreasing, although it is changing from year to year. Given the existing evidence, there seems no significant change in the population of turtles, and there is minimal possibility of negative impact of the farm, therefore, indirect effects have been considered for the UoA and are thought to be highly likely (Highly likely = > 80th %ile) to not create unacceptable impacts.	- Okinawa Prefecture Red Data Book (Ver.3 for animals, Mar 2017) - Red List 2017 by Ministry of the Environment - Marine Organism Red List by Ministry of the Environment (Mar 2017) - IUCN Red List (hawksbill turtle: 2008, loggerhead turtle: 2017, green turtle: 2004) - Cabinet Office survey promoting forest making in beautiful sea in 2005 - Ministry of the Environment Monitoring Site 1000 (coral reef survey report from 2007 to 2017, sea turtle survey report 2015) - Saikai-ku Fisheries Research Institute: Spawning eggs of sea turtles in Yaeyama Islands and Ishigaki Island (1999) - WWF Japan: Ishigakijima · Shiraho coral reef survey summary and results summary (Mar 2012)	Target level	
d. Management strategy in place	There are measures in place that minimise the UoA-related impact on ETP species, and it is expected to be highly likely to achieve national and international requirements for the protection of ETP species.	Y	See Justification of the Target level.	Y	There is a strategy in place for managing the UoA's impact on ETP species, including measures to minimise mortality, which is designed to be highly likely to achieve national and international requirements for the protection of ETP species.	Although it is highly unlikely that drained water is affecting ETP sea turtles, it is not directly drained, but it is temporarily stored in a pruned pond and discharged through natural infiltration. By this method, the possibility of influence on ETP species is minimized. In the protection method of the sea turtle, what is regarded as important and required is maintenance in the natural state of the coast. Since it is highly unlikely that drained water by infiltration will affect the coast, it also meets the protection requirements. Therefore, there is a strategy in place for managing the UoA's impact on ETP species, including measures to minimise mortality, which is designed to be highly likely to achieve national and international requirements for the protection of ETP species.	Ministry of the Environment: Sea Turtle Protection Handbook (revised Mar 2007)	Target level
	OR Where there are no requirements for protection and rebuilding provided through national ETP legislation or international agreements, there are measures in place that are expected to ensure the UoA does not hinder	N/A	See above.	N/A	OR Where there are no requirements for protection and rebuilding provided through national ETP legislation or international agreements, there is a strategy in place that is expected to ensure the UoA does not hinder the recovery of ETP species.	See above.	N/A	
e. Management strategy evaluation	The measures are considered likely to work, based on plausible argument	Y	See Justification of the Target level.	Y	There is an objective basis for confidence that the measures/strategy will work, based on information directly about the UoA and/or the species involved.	Since the death of the ETP species and the decline in the egg production rate derived from this facility have not been confirmed, the measures are effective. Therefore, there is an objective basis for confidence that the measures/strategy will work, based on information directly about the UoA and the species involved.		Target level
f. Management strategy implementation	Go to target level			Y	There is some evidence that the measures/strategy is being implemented successfully.	Measures mentioned above are taken.		Target level
g. Review of alternative measures to minimise mortality of ETP species	There is a review of the potential effectiveness and practicality of alternative measures to minimise UoA-related mortality of ETP species.	N/A	Not applicable. Measures are not needed because there is no identified influence on ETP species.	N/A	There is a regular review of the potential effectiveness and practicality of alternative measures to minimise UoA-related mortality of ETP species and they are implemented as appropriate.	Not applicable because there is no death of ETP species caused by the UoA.		N/A

2.4 Other species	a. Main species stock status	Main species are likely to be above biologically based limits OR If the main species are below biologically based limits, there are measures in place expected to ensure that the UoA does not hinder recovery and rebuilding.	Y	There is no influence on main species because it is complete aquaculture at inland cultivating facilities and no bycatch occur.	Main species are highly likely to be above biologically based limits	Y	There is no influence on main species because these are inland cultivating facilities and no bycatch occur.		Target level
			Y	There is no influence on main species because it is complete aquaculture at inland cultivating facilities and no bycatch occur.	OR If the main species are below biologically based limits there is either evidence of recovery or a demonstrably effective strategy in place between the UoA and any other certified seaweed UoAs which categorise these species as main, to ensure that they collectively do not hinder recovery and rebuilding.	Y	There is no influence on main species because it is complete aquaculture at inland cultivating facilities and no bycatch occur.		Target level
	b. Management strategy in place	There are measures in place, if necessary, which are expected to maintain or not hinder rebuilding of main species at/to levels which are highly likely to be above biologically based limits or to ensure that the UoA does not hinder their recovery.	Y	There is no influence on main species because it is complete aquaculture at inland cultivating facilities and no bycatch occur.	There is a partial strategy in place for the UoA, if necessary, that is expected to maintain or to not hinder rebuilding of the main species at/to levels which are highly likely to be above the biologically based limits or to ensure that the UoA does not hinder their recovery.	Y	There is no influence on main species because it is complete aquaculture at inland cultivating facilities and no bycatch occur.		Target level
	c. Management strategy evaluation	The measures are considered likely to work, based on plausible argument (e.g. general experience, theory or comparison with similar UoAs/species).	Y	There is no influence on main species because it is complete aquaculture at inland cultivating facilities and no bycatch occur.	There is some objective basis for confidence that the measures/partial strategy will work, based on some information directly about the UoA and/or species involved.	Y	There is no influence on main species because it is complete aquaculture at inland cultivating facilities and no bycatch occur.		Target level
	d. Management strategy implementation	Go to target level			There is some evidence that the measures/partial strategy is being implemented successfully.	Y	There is no influence on main species because it is complete aquaculture at inland cultivating facilities and no bycatch occur.		Target level
e. Review of alternative measures	There is a review of the potential effectiveness and practicality of alternative measures to minimise UoA-related mortality of unwanted catch of main species.	Y	There is no influence on main species because it is complete aquaculture at inland cultivating facilities and no bycatch occur.	There is a regular review of the potential effectiveness and practicality of alternative measures to minimise UoA-related mortality of unwanted catch of main species and they are implemented as appropriate.	Y	There is no influence on main species because it is complete aquaculture at inland cultivating facilities and no bycatch occur.		Target level	
2.5 Waste management and pollution control	a. Waste reduction	There are some measures in place that can help to reduce waste produced by the UoA.	Y	See Justification of the Target level.	There is a strategy in place, which is expected to reduce waste produced by the UoA.	Y	The company has developed "A policy on waste treatment". In the "Yaeyama Shokusan 10th Environmental Plan" specifies a process to reduce waste for this fiscal year. Wastes generated from their facilities include below-the-standard products, harvested water, waste liquid from failed culture, waste equipment and waste chemicals. For each waste, an annual plan for reduction activities are specified. The progress is recorded in the relevant meeting minutes. Waste volume is recorded. It is a mechanism that examines and executes each waste reduction method, verifies the effect, and if necessary improves the method. It is a strategy that can expect waste reduction. The type and amount of industrial waste is recorded and monitored by the manifest. Auditor confirmed the manifest sample. Other wastes are monitored as planned. For example, the wastewater pollution load per production unit has been reduced by efforts to prevent pollution and reduce the culture waste liquid, and by efforts to increase the collection efficiency with introducing a new separator. For goals those have already achieved ahead of schedule, new long-term goals and action plans are expected to be reset with the president approval. As noted above, these procedures are designed to reduce all waste generated from the facility, are evaluated annually and reviewed as necessary. These procedures are considered as measures that can be expected to reduce the waste generated from UoA.	- A policy on waste treatment - Yaeyama Shokusan 10th Environmental Plan - List of electronic manifest delivering	Target level
	b. Chemicals and hydrocarbon wastes	There are some measures in place that can help to reduce chemical and hydrocarbon wastes produced by the UoA.	Y	See Justification of the Target level.	There is a strategy in place, which is expected to reduce chemical and hydrocarbon waste produced by the UoA.	Y	Most of the hydrocarbon waste originate from compressor oil. The company continues to extend the use-by-date by reducing the operating time of the compressor. For example, if the annual operating time of the compressor can be reduced by 5%, the usable time limit of oil can be extended by 5%, resulting in a 5% reduction in the amount of oil discarded. Until now, they have improved the facility since 2011 and have reduced the amount of oil waste by about 24 liters per year. Chemical substance is only used for quality inspection. Chemical is not used in production processes at all. Targets for reducing reagent usage were set, measurement methods were improved, and waste liquid was significantly reduced. In addition, the arsenic and phenol waste liquids that were previously used in quality inspections have become zero. Audit team confirmed the activities via minutes of relevant meetings. Therefore, audit team concluded that there is a strategy in place, which is expected to reduce chemical and hydrocarbon waste produced by the UoA.	- A policy on waste treatment. - A manual on machine oil treatment. - A manual on treating waste liquid from experimental laboratory. - Minutes of cross section meetings.	Target level
	c. Chemicals and hydrocarbon spills	There are some measures in place that can help to prevent spills of chemicals and hydrocarbons originating from the UoA.	Y	See Justification of the Target level.	There is a spill prevention and response plan in place for chemicals and hydrocarbons originating from the UoA.	Y	There are "A manual on emergency measures in case of heavy oil spillage" and "A manual on treating waste liquid from experimental laboratory." Heavy oils are stored in a special container tank and managed so that no spillage can happen in normal usage conditions. Chemical substance is only used for quality inspection. Chemical is not used in production processes at all. Amount of chemical used is recorded every time chemicals are used. The remaining amount and records are cross checked every month. Waste liquids including the secondary cleaning solution are stored in a special container. When the container becomes full, its treatment is outsourced to an external company. Audit team confirmed this situation during on-site audit. Training on waste management was conducted on April 16, 2018 to managers and staff in charge of waste treatment and chemical use. Training materials and training record were confirmed. Therefore, there is a spill prevention and response plan in place for chemicals and hydrocarbons originating from the UoA.	- A manual on machine oil treatment. - A manual on emergency measures in case of heavy oil spillage. - A manual on treating waste liquid from experimental laboratory. - A manual on emergency measures in case of spillage of waste liquid from experimental laboratory and in case of fire. - Training records (April 16, 2018).	Target level

2.6 Pest(s) and disease(s) management	a. Spread of pest(s) and disease(s)	There is a partial strategy that is expected to prevent the spread of pest(s) and disease(s).	Y	Although there is a possibility of fungus and other microorganism entering into cultivation pools, there is no recognized bacteria or viruses that infect euglena or chlorella. No external report on such bacteria or viruses either. Cultivation solution is checked every day with microscope so that any abnormalities can be detected. There is an inspection manual in place. In case of detection of any infection or diseases, heat-sterilization can be applied followed by waste treatment. In order to avoid risk of infection, each production batch is started with new seeds. Therefore there is a partial strategy that is expected to prevent the spread of pest(s) and disease(s).	Y	There is a strategy that is expected to prevent the spread of pest(s) and disease(s).	Y	A "Procedure for Infectious Diseases" (15th November, 2018) was created and this document was confirmed by this Surveillance Audit. The treatment procedure described the disease infection of algae and the operation flow at the time of disease infection. The operation flow described the command and command system from the time of the abnormality detection, and the operation method at the site. It was judged that this procedure manual took measures that could be expected to prevent the spread of pests and diseases.		Target level
2.7 Energy efficiency	a. Energy use monitoring	There is some information about energy use of the production unit.	Y	See Justification of the Target level.	Y	There is evidence of energy use monitoring relative to production and ongoing effort to improve efficiency.	Y	"11th Monthly inspection record" includes records of energy consumption, amount of LPG and heavy oil used per production unit and cross-check with the calculated estimates so that any differences can be analysed. The biggest waste of energy will happen when cultivation solution is contaminated/infected and had to be discarded (all the energy put is so far will be lost). So the company is making effort to avoid such contamination/infection. Specific plans for saving energy is discussed and decided during cross section meetings. Audit team confirmed plans via meeting minutes. There is a system in place to alert section managers by e-mail when any abnormal figures are detected in terms of energy consumption. In terms of energy efficiency, a long-term reduction target of 3% or more was set in FY2022 compared to the end of 2017, efforts were made in line with the short-term target, and numerical results are also recorded. Specifically, the amount of energy used can be reduced by devising the operating method of the machine in the powdering and drying process. In addition, the power peak is managed at a value lower than the target value, and measures are taken to avoid the simultaneous use of power. Therefore, there is evidence of energy use monitoring relative to production and ongoing effort to improve efficiency.	- 11th Monthly inspection record - Minutes of cross section meetings	Target level
	b. Maintenance records of equipment	There are maintenance records for equipment.	Y	See Justification of the Target level.	Y	Maintenance records for equipment are up to date and available.	Y	There are inspection records for boilers, spray dryers, LPG tanks, heavy oil tanks, etc. Daily inspections, monthly inspections, etc. are defined and implemented by the equipment. Auditor confirmed the inspection records so far. Compressors are inspected weekly, monthly and yearly, and blowers are inspected once a month by the engineering department. The generator used at the time of power failure is outsourced to the Okinawa Electric Safety Association, and there is a report. Farm is able to submit the latest maintenance / inspection records regarding equipment such as ships and engines.	- Daily inspection records. - Monthly inspection records.	Target level
2.8 Translocations	a. Impact of translocation activity	The translocation activity is unlikely to introduce diseases, pests, pathogens, or non-native species into the surrounding ecosystem.	N/A	Not applicable as there is no translocation of cultivated seeds.	N/A	The translocation activity is highly unlikely to introduce diseases, pests, pathogens, or non-native species into the surrounding ecosystem.	N/A	Not applicable as there is no translocation of cultivated seeds.		N/A
	b. Translocation management strategy evaluation	There is a partial strategy in place that is expected to protect the surrounding ecosystem from the translocation activity at levels compatible with the translocation outcome target level of performance defined in Sla (target level).	N/A	Not applicable as there is no translocation of cultivated seeds.	N/A	There is a strategy in place that is expected to protect the surrounding ecosystem from the translocation activity at levels compatible with the translocation outcome target level of performance defined in Sla (target level).	N/A	Not applicable as there is no translocation of cultivated seeds.		N/A
2.9 Introduction of alien species	a. Management of alien species	There is a partial strategy in place to prevent progression of ecosystem impacts from occurring due to the presence of the alien species.	N/A	Not applicable as the target species are not alien species.	N/A	There is a strategy in place to prevent progression of ecosystem impacts from occurring due to the presence of the alien species.	N/A	Not applicable as the target species are not alien species.	- Freshwater microbial pictorial book (Yuji Tsukii, March 2010) - Photosynthesis dictionary (The Japan Society of Photosynthesis, April 2015)	N/A

Principle 3: Effective management	3.1 Legal and/or customary framework	a. Compatibility of laws or standards with effective management	There is an effective national legal system and a framework for cooperation with other parties, where necessary, to deliver management outcomes consistent with the Principles of this standard.	Y	See Justification of the Target level.	There is an effective national legal system and organized and effective cooperation with other parties, where necessary, to deliver management outcomes consistent with the Principles of this standard.	Y	Euglena and Chlorella are not subjected to resource management under any international cooperation schemes. In Japan there is no specific law regarding in land-based seaweed aquaculture facilities. The same legislations as for other food companies apply, e.g. Food Sanitation Act. Application of Water Pollution Prevention Act is exempted for in land-based facilities. Since the algae farm is closed within the facilities owned by themselves, the legislation is the same as normal food production facilities and it is not considered necessary for the company to work together with other parties. Management decision is made within the company.	Articles of following acts: - Water Supply Act (revised 31 May 2017) - Air Pollution Control Act (revised 2 Jun 2017) - Noise Regulation Act (revised 18 Jun 2014) - Vibration Regulation Act (revised 18 Jun 2014)014) - Waste Management and Public Cleansing Act (revised 16 Jun 2017) - Fire Service Act (revised 27 June 2018) - Industrial Safety and Health Act (revised 25 July 2018) - Food Sanitation Act (revised 15 June 2018) - Water Pollution Prevention Act (revised 16 May) (not applicable)	Target level
								As the legal system concerning social responsibility in principle 4, the constitution (4.3 Discrimination, 4.6 Freedom of association and collective bargaining), Labor Standards Act (4.1 Child labour, 4.2 Forced, bonded or compulsory labour, 4.3 Discrimination, 4.5 Fair and decent wages, 4.8 Working hours), Act on Securing, Etc. of Equal Opportunity and Treatment between Men and Women in Employment (4.3 Discrimination), Act on Employment Promotion etc. of Persons with Disabilities (4.3 Discrimination), Industrial Safety and Health Act (4.4 Health, safety), Industrial Accident Compensation Insurance Act (4.4 Insurance), Minimum Wage Act (4.5 Fair and decent wages), Labor Union Act (4.6 Freedom of association and collective bargaining), Labor Contracts Act (4.7 Disciplinary practices) etc., and they are effective.	- the Constitution (announced on 3 Nov 1946), - Labor Standards Act (revised 8 Jun 2018) - Act on Securing, Etc. of Equal Opportunity and Treatment between Men and Women in Employment (revised 2 Jun 2017) - Act on Employment Promotion etc. of Persons with Disabilities (revised 14 Jun 2019) - Industrial Safety and Health Act (revised 25 July 2018) - Industrial Accident Compensation Insurance Act (revised 25 May 2018) - Minimum Wage Act (revised 6 Apr 2012) - Labor Union Act (revised 8 Jun 2018) - Labor Contracts Act (revised 6 July 2018)	
								Regarding the legal system concerning the relationship with the community in principle 5, the matters concerning fishery are managed by Fishery Act and the fishery right exercise rules prescribed by each fishery cooperative based thereon (5.1 Community impacts, 5.4 Visibility, positioning and orientation of production units or water-based structures, 5.5 Identification and recovery of substantial gear, 5.7 Decommissioning of abandoned production units or water-based structures). Regarding the proceedings of the civil procedure, Code of Civil Procedure (5.2 Conflict resolution). Indigenous peoples in Japan is the Ainu race in Hokkaido, and Act on the Promotion of Ainu Culture, and Dissemination and Enlightenment of Knowledge about Ainu Tradition, etc. (5.3 Indigenous Peoples' Rights) has been enacted. Noise and odours are regulated by the Noise Control Act and the Odour Control Act (5.6 Noise, Odour). There are no national laws regulating light pollution, but each municipality establishes light pollution prevention ordinance. But it is not in Ishigaki city. Because Yaeyama Shokusan is doing business within the premises on land, there is no item requiring cooperation with others, but as mentioned above, there is an effective national legal system to deliver management outcomes consistent with the Principles of this standard.	- Fishery Act (revised 15 May 2020) - Code of Civil Procedure (revised 8 Jun 2018) - Act on the Promotion of Ainu Culture, and Dissemination and Enlightenment of Knowledge about Ainu Tradition, etc. (revised 24 Jun 2011) - Noise Control Act (revised 18 Jun 2014) - Odour Control Act (revised 30 Aug 2011)	

	b. Respect for rights	The management system has a mechanism to generally respect the legal rights created explicitly or established by custom of people dependent on harvesting or farming for food or livelihood in a manner consistent with the objectives of Principles of this standard.	Y	See Justification of the Target level.	The management system has a mechanism to observe the legal rights created explicitly or established by custom of people dependent on harvesting or farming for food or livelihood in a manner consistent with the objectives of Principles of this standard.	Y	In general, the legal rights of people dependent on harvesting or farming for livelihood in the sea and the inner water are protected as fishery rights by the fisheries law in Japan, and it is established as a management system. Therefore, the management system has a mechanism to observe the legal rights created explicitly or established by custom of people dependent on harvesting or farming for food or livelihood in a manner consistent with the objectives of Principles of this standard. For this case, the algae farm is closed and within the on-land cultivation facilities owned by themselves. Hence there is no impact on rights of local community to harvest or farm. This indicator is therefore not applicable.		Target level	
13.2 Decision-making processes	a. Objectives	Objectives to guide decision-making, which are consistent with achieving the outcomes expressed in the Principles of this standard, are implicit within the production unit specific management system.	Y	See Justification of the Target level.	Short and long-term objectives, which are consistent with achieving the outcomes expressed in the Principles of this standard, are explicit within the production unit specific management system	Y	Corporate philosophy of Yaeyama Shokusan are "to be a company that contribute to every one's health globally" and "to be a company that is in harmony with the beautiful nature of Okinawa". Following specific plans have been developed accordingly: - Target and activities plan for rare species (biodiversity) care, reducing waste and reducing energy consumption, consistent with Principle 2 requirements; - Target and activities plan for corporate social responsibility and community relations, consistent with Principle 4 and 5 of this standard. The company has specified long term targets (until 2022) and short term targets (until 2019). Waste was limited to the disposal of chemical substances that can be specifically considered at present. Farm keeps on reviewing the plan every year. New targets have been set for those that have already been achieved, and those that have not been achieved continue to be addressed.	- Corporate philosophy of Yaeyama Shokusan - Corporate vision of Yaeyama Shokusan - Target and activities plan for rare species (biodiversity) care, reducing waste and reducing energy consumption; - Target and activities plan for corporate social responsibility and community relations.	Target level	
							Related to Principle 2: Achieving the outcomes: Do not affect the important elements that form the basis of the structure or function of the ecosystem until it causes serious or irreversible damage. Long-term objective: Reduce wastewater pollution load per product compared to 2019 by April 2022. Short-term objective: Understand the current situation by conducting periodic monitoring by April 2019. Achieving the outcomes: Reduction of waste Long-term objective: Reduce the use of one or more chemical substances compared to 2018 by April 2022. Short-term objective: Understand usage of chemical substances used for analysis etc. until April 2019. Achieving the outcomes: Enhancement of energy efficiency Long-term objective: In the fiscal year ending September 2022, the amount used per production volume will be reduced by more than 3% on average in the usage of electricity, water, gas and heavy oil in the period of September 2017. Short-term objective: In the fiscal year ending September 2019, achieve reduction of 1% or more on average per production volume in any of electricity, water, gas, heavy oil consumption in the period of September 2017.			
							Related to Principle 4: Achieving the outcomes: Compliance with all items related to principle 4 Long-term objective / Short-term objective: Provide a workplace environment that takes safety and health into consideration, continue to update zero accidents record, go to work with a smile and go home cheerfully. Related to Principle 5: Achieving the outcomes: bring social benefits to the community Long-term objective / Short-term objective: Develop relationship by continuing regular communication while maintaining a relationship of trust with Shiraho community that have been built since founding. From the above, Short and long-term objectives, which are consistent with achieving the outcomes expressed in the Principles of this standard, are explicit within the production unit specific management system.			

	b. Decision-making process	There are some decision-making processes in place that result in measures and strategies to achieve the production unit specific objectives.	Y	See Justification of the Target level.	There are established decision-making processes that result in measures and strategies to achieve the production unit specific objectives.	Y	Authority regulation specifies authorities of each position. Decision making processes are clear. Interview to managers and employees demonstrated that these processes are duly followed. Therefore, there are established decision-making processes that result in measures and strategies to achieve the production unit specific objectives.	Authority regulation	Target level
	c. Responsiveness of decision-making processes	Decision-making processes respond to serious issues identified in relevant research, monitoring, evaluation and consultation, in a transparent, timely and adaptive manner and take some account of the wider implications.	Y	See Justification of the Target level.	Decision-making processes respond to all issues identified in relevant research, monitoring, evaluation and consultation, in a transparent, timely and adaptive manner and take account of the wider implications of decisions.	Y	Farm holds a weekly meeting across departments called the "Food Safety Committee". If there is a problem, the committee will immediately discuss it, record it in the "Food Safety Change Information" and take preventive measures. What can be resolved by foremen will be resolved. Information on food safety and health is also regularly shared to the company. Issues that needs large budget and longer time to solve are brought to monthly directors' meeting. Corporate auditor also participate in the director's meeting. Minutes of these meetings were available. Audit team confirmed that transparent and timely measures have been taken to various levels of issues through the minutes of meetings and interview to managers and employees. Therefore, decision-making processes respond to all issues identified in relevant research, monitoring, evaluation and consultation, in a transparent, timely and adaptive manner and take account of the wider implications of decisions.	Minutes of cross section meetings. Minutes of director's meetings.	Target level
	d. Use of precautionary approach				Decision-making processes use the precautionary approach and are based on best available information.	Y	At the pollution control meeting, preventive measures to prevent pollution are listed. Due to the reduction of food hygiene pollution, the minutes are now abandoned because the training is foreseeing where the images are likely to cause contamination. Accidents have been prevented by conducting near-miss reports and risk prediction training activities. All findings are summarized in the unsafe location management list. The Audit team confirmed the findings of the findings, risk assessment, response measures, response deadline, response confirmation, and implementation records up to re-risk assessment. In addition, risk prediction training (commonly known as KYT) is also conducted, and a task quiz is given once a week, and feedback from the staff is collected. The 11th term KYT activity record was confirmed. The 12th term is the period concentrated on risk assessment. Audit team confirmed that the company is proactively considering and implementing precautionary approach to avoid issues happening through the minutes of meeting and daily activity records. Therefore, decision-making processes use the precautionary approach and are based on best available information.	Minutes of Contamination/infection measure meeting. Near-miss incidents report. Risk prediction training activities.	Target level
	e. Accountability and transparency of management system and decision-making process	Some information on the production unit's performance and management action is generally available on request to stakeholders.	Y	See Justification of the Target level.	Information on the production unit's performance and management action is available on request, and explanations are provided for any actions or lack of action associated with findings and relevant recommendations emerging from research, monitoring evaluation and review activity.	Y	From the last Audit to the present, there have been no cases of information requests from stakeholders such as neighboring residents and customers. There was a request for a copy of the FSSC22000 certification registration certificate, and it was answered. Website of Euglena Co., Ltd is used to communicate news release. The website is also used to communicate research reports about Euglena. If requested by stakeholders, information can be available excepting confidential information of business. Information on the production unit's performance and management action is available on request, and explanations are provided for any actions or lack of action associated with findings and relevant recommendations emerging from research, monitoring evaluation and review activity.	website of Euglena Co., Ltd. http://www.euglena.jp/news/c/release/ , http://www.euglena.jp/research/	Target level
	f. Approach to disputes	Although the management authority or production unit may be subject to continuing court challenges, it is not indicating a disrespect or defiance of the law by repeatedly violating the same law or regulation necessary for the sustainability of the	Y	See Justification of the Target level.	The management system or production unit is attempting to comply in a timely fashion with judicial or administrative tribunal decisions arising from any legal challenges.	Y	This is scored as Target level according to the requirement as the company has not received any legal challenges. All contacted cases are handled appropriately and recorded. Several complaints about product quality have occurred. These records are monitored and the cause is investigated and preventive measures are taken. (Product complaint processing form)	Complaint resolution records. Question address records.	Target level
3.3 Compliance and enforcement	a. MCS implementation	Monitoring, control and surveillance (MCS) mechanisms exist, and are implemented in the production unit and there is a reasonable expectation that they are effective.	Y	See Justification of the Target level.	A monitoring, control and surveillance system (MCS) has been implemented in the production unit and has demonstrated an ability to enforce relevant management measures, strategies and/or rules.	Y	There are self-inspection sheet and internal audit records of Euglena Group to check compliance with applicable laws. There is an "In-house inspection point / improvement report" in which the plant manager patrols and points out the premises, and monitors and records whether the topics pointed out are improved by the next inspection. The Audit team confirmed this report. The Audit team also confirmed the internal audit report (18th October to 30th November, 2019) in the Internal Audit Office within the Euglena Group. The status of non-conformity is evaluated in four stages, and improvement activities are being continued. The company is ISO 22000 certified so that receives external audit. Regulatory compliance is always confirmed by regulatory authorities such as the country, Okinawa prefecture, Ishigaki city etc. Therefore, a monitoring, control and surveillance system (MCS) has been implemented in the production unit and has demonstrated an ability to enforce relevant management measures, strategies and/or rules.	self-inspection sheet (Feb. 2020). On-site inspection point and improvement report (Feb. 2020) internal audit records of Euglena Group (18th Oct.-30th Nov. 2019) ISO 22000 certification audit report (Oct 2017).	Target level
	b. Sanctions	Sanctions to deal with non-compliance exist and there is some evidence that they are applied.	Y	See Justification of the Target level.	Sanctions to deal with non-compliance exist, are consistently applied and thought to provide effective deterrence.	Y	Self-inspection sheet and internal audit records of Euglena Group and ISO 22000 audit reports were checked and non-conformities identified were confirmed. These non-conformities were addressed appropriately and reported. Confirmed with internal report and ISO audit report. Penalties are stipulated in the various laws described in 3.1. For example, according to the Waste Management and Public Cleansing Act, in the case of a violation, up to five years imprisonment or a fine of ten million yen or less may be imposed. In the case of a violation of the Labor Standards Act, imprisonment for not less than 1 year and not more than 10 years, or a fine of not less than 200,000 yen and not more than 3 million yen. Although there have been no cases in which the Company violated laws and regulations and penalties have been imposed, as mentioned above. Sanctions to deal with non-compliance exist, are consistently applied and thought to provide effective deterrence.	self-inspection sheet (Jan 2018). internal audit records of Euglena Group (April 2017) ISO 22000 certification audit report (Oct 2017).	Target level
	c. Compliance	Production units comply with the management system under assessment, including, when required, providing information necessary for effective management.	Y	See Justification of the Target level.	Some evidence exists to demonstrate production units comply with the management system under assessment, including, when required, providing information of importance to the effective management of the production unit.	Y	The Audit team confirmed that the internal management system was properly working with the meeting minutes and daily check sheets. Since this is an internal business activity and not the management of natural resources outside the company, there was no evidence of requests for information on algae production from public management authorities such as Ishigaki City and Okinawa Prefecture. From the above, there is some evidence that the production area (producer) complies with the management system under examination, and Farm can provide important data for effective management of the production area (producer) when necessary.	Cross section meeting minutes self-inspection sheet (Jan 2018). internal audit records of Euglena Group (April 2017) ISO 22000 certification audit report (Oct 2017).	Target level
	d. Systematic non-compliance				There is no evidence of systematic non-compliance.	Y	No evidence of planned non-compliance was found as a result of document checks and interviews with managers.		Target level

Principle 4: Social responsibility	4.1 Child labour	a. Child labour	No incidences of child labour or young worker abuse are found to have occurred.	Y	a. A list of employees which include birth dates as well as copies of residence certificates were checked. No worker was under 18 years old. Company only employs workers above 19 who has graduated high school. b. c. Labour Standard Act of Japan states "Employers shall not employ children until the end of the first 31st of March that occurs on or after the day when they reach the age of 15 years". During site audit, no worker under 18 was observed. Therefore no incidences of child labour or young worker abuse are found to have occurred.	There is evidence that the risk of child labour and young worker abuse has been minimised.	Y	a, b. "Approach to employment and work" (established on March 2, 2018) states that the company does not employ workers under 18 years old and no child labour is used. Public document is required to prove the age when employing. So there is no possibility of employing workers under 18 years old in the future either. Therefore there is evidence that the risk of child labour and young worker abuse has been minimised.	A list of employees copies of residence certificates Approach to employment and work	Target level	
	4.2 Forced, bonded or compulsory labour	a. Incidences and risk of forced, bonded or compulsory labour	No incidences of forced, bonded or compulsory labour are found to have occurred.	Y	a. A list of employees which include birth dates as well as copies of residence certificates were checked. No worker was under 18 years old. Company only employs workers above 19 who has graduated high school. b. c. Labour Standard Act of Japan states "Employers shall not employ children until the end of the first 31st of March that occurs on or after the day when they reach the age of 15 years". During site audit, no worker under 18 was observed. Therefore no incidences of child labour or young worker abuse are found to have occurred.	There is evidence that the risk of forced, bonded or compulsory labour has been minimised.	Y	a. "Approach to employment and work" states that the company does not get involved in forced, bonded or compulsory labour. b. The record explaining "the concept regarding employment / working" to employees was confirmed in the Surveillance Audit. According to the records, Mr. Ryohei Nakano (representative director) of Yaeyama Shokusan Co., Ltd. conducted the education and training on 17th November, 2018 and 20th November, 2018, and the attendance record was stored with the names of the participants. "The concept regarding employment / working" clearly states that forced, bonded or compulsory labour is not allowed, and a consultation desk was also set up. The policy is also stored in the company's shared folder and can be viewed by employees at any time. Counseling counters are distributed to employees using the "Euglena Group Hotline" card, and are also posted at noticeable places such as station-rooms and toilets. Based on the above, it was determined that the risk of forced, bonded or compulsory labour was minimized.	- Employment Contract - Employment regulation - Approach to employment and work - Interview to employees - ASC certification action plan revised version (created by Euglena Co., 25th July, 2018)	Minimum level	
	4.3 Discrimination	a. Incidences and risk of discrimination	No incidences of discrimination are found to have occurred.	Y	a. Employment Contract has been signed and employees understand its contents. b. Interview to employees demonstrated that employer does not pay fees for the employees when employing. c. Interview to employees demonstrated that employer does not keep the original ID of workers. d. Employment regulation section 17 specifies that employees are free to leave work at their own will. It was also confirmed by interview to employees. e. Interview to employees demonstrated that employer does not withhold any part of employee salary, property, or benefits upon termination of employment. f. Interview to employees demonstrated that they are free to leave workplace and do what ever they want to do during off-duty hours. Therefore No incidences of forced, bonded or compulsory labour are found to have occurred.	There is evidence that the risk of discrimination covering all aspects of potential discrimination has been minimised.	Y	a. "Approach to employment and work" states that the company does not discriminate workers due to their national origin, religion, disability, gender, sexual orientation, union membership, political affiliation or age. Contact details in case of discrimination and harassment is also specified. "Complaint resolution procedure" summarizes procedures to address complaints. b. The Audit team visually confirmed that information on the consultation / reporting office was posted on the bulletin board and that a guideline box for writing opinions from workers was installed in the facility from April 2018. The record explaining "the concept regarding employment / working" to employees was confirmed in the Surveillance Audit. According to the records, Mr. Ryohei Nakano (representative director) of Yaeyama Shokusan Co., Ltd. conducted the education and training on 17th November, 2018 and 20th November, 2018, and the attendance record was stored with the names of the participants. "The concept regarding employment / working" clearly states that employer and employee do not discriminate based on country of origin, religion, disability, gender, sexual orientation, union membership, political party, age, etc. nor do not order discrimination. A consultation desk for discrimination was also set up. The policy is also stored in the company's shared folder and can be viewed by employees at any time. Counseling counters are distributed to employees using the "Euglena Group Hotline" card, and are also posted at noticeable places such as station-rooms and toilets. Euglena Headquarters personnel reported that there have never been complaints of discrimination. Based on the above, it was determined that the risk of discrimination was minimized.	- A list of employees - Employment contract - CVs - copies of residence certificates - Wage list - Training plan - Approach to employment and work - complaint resolution procedure - a box to collect opinions of workers - Interview to employees - ASC certification action plan revised version (created by Euglena Co., 25th July, 2018)	Minimum level	
4.4 Health, safety and insurance	a. Safe and healthy working and living environment for workers	The employer provides a safe and healthy working and living environment (where accommodation is provided) for workers.	Y	a. "Safe and healthy work specification" has been developed including working procedures, tasks, critical aspects and risks related to each section of seed cultivation, outdoor culture, harvesting and drying and quality control. It also includes possible accidents and incidents, as well as necessary PPE. The specification is kept in the office of each section so that any one can see it. A manual on emergency measures in case of heavy oil spillage and a manual on emergency measures in case of spillage of waste liquid from experimental laboratory and in case of fire are also in place. b. No accommodation facility. Each section has rest stations where workers can have meetings, carry out admin works, take a rest and take meals. The rooms were kept clean and safe. c. During the site audit, no critical danger was identified throughout the whole production processes. Emergency exit routes map is in place and workers are instructed to follow the route in case of evacuation. d. Rest stations of each section has a water server where workers can get clean and safe drinking water. There is a refrigerator where workers can store foods/drinks of their own. e. Appropriate PPE is provided by the company to workers in each section. Confirmed with interview to workers and through observation during site visit. Therefore the employer provides a safe and healthy working environment for workers. Accommodation is not provided.	No target specified for this PI. If minimum in met the target should be considered met.			- Safe and healthy work specification - Safety meeting held on July 5, 2017: report, materials used, photos. - A manual on emergency measures in case of heavy oil spillage. - A manual on treating waste liquid from experimental laboratory. - A manual on emergency measures in case of spillage of waste liquid from experimental laboratory and in case of fire. - Emergency exit route map - Interview to workers.	Target level		

	b. Health and safety records and corrective action	There is evidence that health and safety related accidents and violations are recorded and corrective action is taken when necessary. No immediate and serious dangers to personnel health or safety were identified.	Y	- Audit team confirmed with "Accident report" that all occupational accidents and incidents are recorded and corrective actions were taken. - During the site audit, no critical danger was identified throughout the whole production processes. Therefore there is evidence that health and safety related accidents and violations are recorded and corrective action is taken when necessary. No immediate and serious dangers to personnel health or safety were identified.	Hazards to personnel health and safety are known. Accidents are analysed for root causes. The root causes are addressed and remediated to prevent future accidents of a similar nature. All incidences including minor accidents are included. Records are complete and accurate.	Y	- All accidents including those subjected to coverage of workers' accident compensation insurance and minor ones not subjected to the insurance were recorded in "Accident report". Root cause analysis and corrective actions were also included. Accident reports were submitted to the Labour Standard Office too. Audit team confirmed with training record that corrective actions have been taken. - On Feb 22, 2017, a worker fell off from a stepladder and had to stay in hospital for a month. On top of root cause analysis and corrective actions, a risk assessment workshop was commissioned to an external expert. A person in charge in the company participated in external training program. - On Feb 28, 2017, a worker cut his hand due to breakage of a glove when pulling a wire. Root cause analysis and corrective actions were taken. A flow chart in case of injuries was developed and displayed on the wall of the office. A formal accident report template was developed. - Since then, there has been no accident. From above, hazards to personnel health and safety are known. Accidents are analysed for root causes. The root causes are addressed and remediated to prevent future accidents of a similar nature. All incidences including minor accidents are included. Records are complete and accurate.	- Accident reports (Feb 22, 2019 and Feb 28, 2017). - Accident report submitted to the Labour Standard Office. - A record of the risk assessment workshop conducted by an expert of Japan Industrial Safety and Health Association (Sep 22, 2017). - Records of H&S manager and promoter training organized by Okinawa Labour Standard Association (March 29, 2018 etc).	Target level	
	c. Occupational health and safety assessment and personnel training	There is evidence that personnel are trained effectively on health and safety topics related to their role, responsibilities and activities.	Y	Audit team confirmed with "10th Training plan" that there are plans for maintaining and enhancing knowledge and skills of workers regarding H&S for each section as well as records of past training. Therefore there is evidence that personnel are trained effectively on health and safety topics related to their role, responsibilities and activities.	Formal and regular training courses are undertaken. Risk assessments are documented and/or certified. Personnel are appointed to apply health and safety risk assessment, which may include an overseeing management committee, first aiders and/or fire marshals. Special risks associated with changing workplace or worker condition, such as expectant mothers, will have due consideration.	Y	- "Annual Safety Meeting" is organized in which, risk prediction workshop is arranged to raise awareness of risks among workers. Records and materials used in the meeting was confirmed. Interview demonstrated that each section organize regular (once a week or more) risk prediction training. - Near-miss accidents are recorded whenever happened. - Person responsible for safety management is appointed. He is responsible for overall health and safety, including risk assessment. - Audit team confirmed with H&S organization chart, H&S flow chart and interview to a person in charge of H&S management that allocation of roles and procedures regarding H&S are clear. - Group H&S management regulation is in place. Group H&S committee is held once in three months in which the president of the company and factory manager participate online. - Safety Committee and Health Committee are organized. Each section has committee members. Committee is held at least once a month (confirmed with meeting minutes). Regular inspection of fire extinguisher and risk assessment were recorded. During the site visit, regular inspection records of fire extinguisher were confirmed.	- Group H&S Management Regulation. - Employment Regulation section 8 "Health and Safety". - Annual activity plan (in relation to safety). - Annual safety meeting (July 5, 2017): report, materials used, photos. - H&S organization chart - H&S flow chart. - Minutes of safety committee (March 2018 etc) - Minutes of health committee (Feb 2018 etc). - Safety patrol risk assessment, improvement records. - Near-miss accident records (Dec 25 2017, Jan 5 and Feb 19 2018 etc). - Risk Prediction Training records (Oct 25 and Nov 2 2017, Feb 6 2018 etc). - Interview to workers	Target level	
							- Fire drill was carried out in Sep 2017. Disaster-drills are to be implemented every 6 months. - There is a self-fire-fighting team. Annual training plan for the FY 2018 was included in "self-fire-fighting training plan". - Interview to workers demonstrated that sufficient care is in place for female workers (not only pregnant workers) to avoid physically hard works. - Safety management structure has not been documented. Although it is not required by this standard, it is desired to document the safety management structure. From above, formal and regular training courses are undertaken. Risk assessments are documented and/or certified. Personnel are appointed to apply health and safety risk assessment, which may include an overseeing management committee, first aiders and/or fire marshals. Special risks associated with changing workplace or worker condition, such as expectant mothers, will have due consideration.			
	d. Organisation responsibility and insurance provided for personnel accident or injury	No incidences of workers having to cover their own work-related medical expenses.	Y	Audit team checked about the work related medical expenses for past accidents. It was confirmed that these expenses were paid by the company. Company has paid expenses even when staying in the hospital was not needed. From above, no incidences of workers having to cover their own work-related medical expenses.	Organisation is responsible and there is proof of insurance (accident or injury) for personnel medical costs in a job-related accident or injury, unless otherwise covered. This includes all seasonal workers.	Y	Employment regulation section 9 specifies that the company is to compensate for any work-related medical expenses. Audit team confirmed that all workers including temporary employee and part-time workers are covered by the workers' accident compensation insurance as well as additional optional accident insurance that the group makes use of. Therefore, organisation is responsible and there is proof of insurance (accident or injury) for personnel medical costs in a job-related accident or injury, unless otherwise covered. This includes all seasonal workers.	- Payment records of workers' accident compensation insurance in case of medical treatment (Feb 22 and 28, 2017). - Employment regulation. - Work related accident compensation regulation. - records of application of social insurances. - record of application of workers' accident compensation insurance (July 1, 2017) and its payment record (Feb 14, 2018).	Target level	
4.5 Fair and decent wages	a. Fair and decent wages	The organisation pays at least the legally required minimum wage. Deductions in pay for disciplinary actions are not allowed and payments are made in a manner convenient to workers.	Y	a. Minimum wage can be checked by visiting the website of Health, Labour and Welfare Ministry Okinawa Labour Office. Audit team confirmed that the managers acknowledged the current minimum wage. b. Audit team confirmed that the company keeps employment contracts, Wage ledger, working hours records. c. Minimum wage of Okinawa Prefecture was 737 yen / hour (as of 1st Oct 2017). Employment contracts and wage ledger for the previous 12 months were checked and it was confirmed that wage level was set well above the minimum wage and all workers were paid with higher wages than minimum wage. d. Wages and benefits are paid by bank transfer. Interview with workers demonstrated that there has been no problem regarding the payment.	The organisation pays a living wage and there are no labour-only contracting relationships.	Y	a. In Japan the national government sets minimum wages for each prefecture based on the results of survey of cost of living every year. Therefore, the minimum wage in Japan is considered publicly as living wage. They are reviewed and revised every year. All workers of the company are paid with wages well above the minimum wage, that was checked by records for the previous 12 months. Auditor team confirmed the minimum necessary cost for a month's living. It was about 125,000 yen, and the necessary living wage was calculated to be about 722 yen per hour. Audit team concluded that the minimum wage is higher than this and that salary level well above the minimum wage is paid, therefore satisfies living wages. Wage is decided based on the methodology specified in employment regulation section 6 "Wage". Based on annual personnel performance evaluation, wages for each worker is decided every year. b. It was confirmed with workers' list and employment contract that labour-only contracting arrangements, consecutive short-term contracts or false apprenticeship or other schemes to avoid meeting its obligations to personnel under applicable laws and regulations pertaining to labour and social security do not take place.	- website of Health, Labour and Welfare Ministry Okinawa Labour Office - Employment regulation - Workers' list - Employment contract and notification of working conditions. - Wage ledger - time card (before July 2017) - Working hours record (after Aug 2017) - A list of worker's working hours (March 2016 to July 2017). - A record of workers' working hours (Aug 2017 to March 2018). - Interview to workers	Target level	

				<p>In Japan's laws and customs, deductions in pay is permitted as a method of disciplinary measures. For that reason, the company also include a deduction in pay as a method of disciplinary action in the employment regulations, which is a legal requirement. However, audit team confirmed by past punitive record and interviews with managers that there have been no cases of deduction of payment in the past and that they will not do in the future.</p> <p>In addition, the company issued written policy "How to treat the employment regulation about deductions in pay for disciplinary actions." It clearly stated that the company would not deduct in pay for already completed labour as disciplinary actions. Future salaries may be changed with the consent of workers, but this is not deductions in pay for disciplinary actions.</p>		<p>Workers employed long time ago were not provided with the employment contract. The company should provide them with the employment contract.</p> <p>Therefore, the organisation pays a living wage and there are no labour-only contracting relationships.</p>	<p>Labour Standards Act (revised 8 Jun 2018), Article 91 (Restrictions on Sanction Provisions)</p> <ul style="list-style-type: none"> - Employment regulation (revised on 25 Dec 2017), Article 57 (Types and methods of disciplinary action), 2) Reduction - How to treat the employment regulation about deductions in pay for disciplinary actions (by Yaeyama Shokusan, Nov 2018) 			
4.6 Freedom of association and collective bargaining	a. Freedom of association and collective bargaining	There are no incidences of the production unit restricting worker access to associate or bargain collectively.	Y	<p>a. Labour union has been established and in operation. Confirmed with Labour Union Regulation, Member list of labour union and interview to representative of the labour union.</p> <p>b. Audit team confirmed that the company's management respect the activities of the labour union through interview to representative of the labour union and workers.</p> <p>c. Audit team confirmed that the labour union can directly access all workers freely through interview to representative of the labour union. Therefore, there are no incidences of the production unit restricting worker access to associate or bargain collectively.</p>	Y	<p>"Approach to employment and work" (established on March 2, 2018) specifies that the company does not restrict workers from joining unions, political parties and other parties except in case of unauthorized secondary occupation.</p> <ul style="list-style-type: none"> - It was confirmed that all workers have joined the labour union and they are considering to make necessary dialogues with the management from now on through interview to representative of the labour union. <p>Therefore, there is evidence that the risk of restrictions to freedom of association and collective bargaining has been minimised.</p>	<p>Labour Union Regulation</p> <ul style="list-style-type: none"> - Member list of labour union (2018) - Approach to employment and work interview to representative of the labour union. - Interview to worker. 	Target level		
4.7 Disciplinary practices	a. Disciplinary practices	There is a policy in place to ensure against abusive disciplinary practices. No incidences of tolerated abuse have taken place.	Y	<p>a. Audit team confirmed through interview to managers and workers that disciplinary practices are implemented in a fair way and there is no case of abuse (physical, verbal or mental).</p> <p>b. Approach to employment and work (established on March 2, 2018) specifies that the company does not carry out or support harassments (including but not limited to sexual and power), and does not carry out or support abusive disciplinary practices which include physical and mental abuses.</p> <p>c. A policy on preventing harassments is informed to workers by displaying on the notice board. There is a policy in place to ensure against abusive disciplinary practices. No incidences of tolerated abuse have taken place.</p>	Y	<p>Employment regulation section 7 "reward and punishment" clearly specifies.</p> <ul style="list-style-type: none"> - contact details in case of any harassment, discrimination or abusive disciplinary practices are clearly specified. <p>Procedures for addressing complaints are included in "Complaint resolution procedure".</p> <p>a. There has been no reported harassment in the past. Interview to workers demonstrated that there was no sign of harassment or abusive disciplinary practices.</p> <p>b. On April 2, 2018, there was a training on "Prevention of abuse, harassment and abusive disciplinary practices" at Euglena Co., Ltd. Most management staff participated online. Those who could not participate as well as all the other employees watched a video recording of the training. The company is making great effort to promote the policy on preventing harassment and abusive disciplinary practices.</p> <p>From above, the risk of potential abuse around discipline have been minimised. There are clearly outlined procedures to raise, file and respond to a complaint of abuse in an effective manner. Management and workers are clear on the policy and procedures. Training is provided to supervisors on acceptable disciplinary measures.</p>	<p>Record of disciplinary practices (in 2017, a caution was given as a document).</p> <ul style="list-style-type: none"> - Approach to employment and work - Complaint resolution procedure. - materials used for training on "Prevention of abuse, harassment and abusive disciplinary practices" (April 2018) - Interview to workers. 	Target level		
4.8 Working hours	a. Working hours	The organisation abides at least to the legally required working and overtime laws. All overtime is voluntary.	Y	<p>a. Until Jul7 2017, workers were using time card to record working hours. Since August 2017, they started using finger print scanner to record working hours.</p> <p>b. Audit team confirmed with employment regulation, working hour records and interview to workers that legislations regarding working hours is adhered.</p> <p>c. Audit team confirmed with time card, working hour records, wage ledger and interview to workers that overtime works only happens in exceptional conditions, under voluntary nature with premium wage addition (duly paid). Therefore, the organisation abides at least to the legally required working and overtime laws. All overtime is voluntary.</p>	Y	<p>The organisation abides by industry norms. Overtime is not regular. Workers are provided with at least one day off following every six consecutive days of working.</p>	<p>Working hours are clearly specified in employment regulation section 4 "Work". Working hours during week days are 7 hours 20 min. Working hour on Saturday is 3 hours 20 min. There are sections which employ three shifts around the clock. The records of annual shifts are available.</p> <p>a. Audit team confirmed with time card, working hour records, wage ledger and interview to workers that working hours do not exceed international standard of 48 hours a week and overtime of 12 hours a week. During March to April 2016, some workers worked 12 hours of overtime work and some workers worked for 7 consecutive days. It was due to an unexpected issue that needed to be addressed. Currently there is no such overtime or consecutive working days. Confirmed by interview.</p> <p>b, c. There is no work at sea.</p> <p>Therefore, The organisation abides by industry norms. Overtime is not regular. Workers are provided with at least one day off following every six consecutive days of working.</p>	<p>Employment regulation.</p> <ul style="list-style-type: none"> - time card (before July 2017) - Working hours record (after Aug 2017) - Wage ledger. - Interview to workers 	Target level	
4.9 Environmental and social training	a. Environmental awareness and training	Information is delivered to production unit workers about environmental and social issues included in this standard such as disposal of waste, and prevention and management of chemical and hydrocarbon spills, grievance procedure.	Y	<p>a, b. Regarding waste treatment, prevention and management of chemical and hydrocarbon spills, operation procedures have been developed and training is provided by on-the-job training. Interview with workers in charge of these activities demonstrated good understanding of the procedures.</p> <p>Regarding prevention of harassment, workshop is organized targeting all employees. Interview confirmed that level of awareness is improving. Regarding grievance procedure, there are company rules that there are contact details available for individual grievance, and for issues concerning all workers, they can collective bargain via labour union. It was confirmed by interview with workers that these rules are informed to and understood by all workers during daily work. The training has been done during daily work and some training records were missing. Therefore, another training was organised on 16th April 2018, "chemical management, waste treatment, complaint resolution" to management staff and employees in charge. Training record as well as materials used and participants list were confirmed. Training on prevention and management of chemical and hydrocarbon spills was included in the chemical management training.</p>	Y	<p>There is evidence of environmental and social awareness and training, in production unit workers, sufficient for them to properly dispose of waste, and prevent and manage chemical and hydrocarbon spills, or to lodge a grievance.</p>	<p>a. Interview to President Nakano demonstrated that the company's policy is to assess the competency of all employees every 6 months and implement training to enhance their skills. When the factory maintenance plan is fixed for the second half of this year, a training plan is to be developed.</p> <p>b. Interview to workers demonstrated that the company is proactively providing opportunities for workers to obtain necessary qualifications or participate in appropriate training depending on the work of workers.</p> <p>c. Regarding waste treatment, prevention and management of chemical and hydrocarbon spills, operation procedures have been developed. Workers demonstrated good understanding of the procedures and the procedures are already in use in the every day operation. It was also confirmed via site visit.</p> <p>Regarding prevention of harassment, workshop is organized targeting all employees. Interview confirmed that level of awareness is improving. Regarding grievance procedure, there are contact details available for individual grievance. For issues concerning all workers, workers understand that they can collective bargain via labour union.</p> <p>The company should explain to all employees about ASC-MSC seaweed standard to make them understand basic idea of it.</p>	<p>A record of training on "chemical management, waste treatment, complaint resolution" as well as materials used and participants list</p> <ul style="list-style-type: none"> - Competence assessment sheet. - Interview to the president - Interview to the representative of labour union. - Interview to workers. 	Target level	
				<p>c. Audit team confirmed with relevant records, site visit, interview to managers and workers that the company adhere to the regulations and plans regarding chemical and fuel management, working conditions and social impacts.</p> <p>Therefore, it is considered that information is delivered to production unit workers about environmental and social issues included in this standard such as disposal of waste, and prevention and management of chemical and hydrocarbon spills, grievance procedure.</p>		<p>Therefore, there is evidence of environmental and social awareness and training, in production unit workers, sufficient for them to properly dispose of waste, and prevent and manage chemical and hydrocarbon spills, or to lodge a grievance.</p>				

5.1 Community impacts	a. Community impact	An assessment of the production unit community impact is conducted, and if determined necessary by the assessment, an independent p-SIA is conducted.	Y	<p>"Impact assessment on stakeholders of Yaeyama Shokusan Co., Ltd" has been developed. Stakeholders include employees, local community, related businesses, local organizations etc. It was assessed that there is no impact on stakeholders.</p> <p>a i. Local people can submit comments to Yaeyama Shokusan directly by phone call, fax, post and via website. The company is always welcome to receive comments. However, both the company and local community recognize that there is no impact caused by the company on local community. So there has been no comment from local community to the company so far. In order to proactively communicate with local community, the company contribute to the local community by participating in event, providing lectures at schools, sponsoring festivals and events and co-hosting marathon and triathlon events.</p> <p>ii. Interview confirmed that both the company and local community recognize that there is no impact caused by the company on local community. Interview was also conducted to a symbolic ENGO of the area, WWF Shiraho Coral village. The company made declaration and agreements with Shiraho area about not causing any pollution when establishing the factories. Results of the assessment are available upon request.</p> <p>iii. Local community can always freely submit comments to the company.</p> <p>iv. There is no need for considering alternatives as there is no risk or actual impact identified.</p> <p>v. Research results or reports do not exist as no impact is identified.</p> <p>vi. No need to change.</p> <p>vii. No issue need to be mitigated.</p> <p>viii. No negative impact.</p> <p>b. Interview confirmed both the company representative and local community representative recognize that there is no impact caused by the company on local community.</p> <p>c. Impact assessment was conducted by employees and the president of the company.</p> <p>d. Opportunities for communicating with local community is highly meaningful. Local community representative also participate in local festivals and events.</p> <p>e. As aforementioned, the company makes use of various opportunities and exchange opinions with local community at least twice a year.</p> <p>f. Local community and stakeholders recognize that there is no impact caused by the company on local community.</p>	<p>Recommendations of the production unit's community impact assessment are being implemented and the production unit is shown to have positive social benefits for the community.</p>	Y	<p>a. There is no impact caused by the company on local community, therefore there is no recommended measures against the impact.</p> <p>b. Currently there is no impact on local community identified. To make sure there is no impact in the future, the company is making active communication with the local community.</p> <p>c. More than 80% of employees are from Ishigaki Islands and 7 of them are from Shiraho area. The company greatly contribute to local job provider. There is no gender discrimination in employment practice. The company is greatly contributing to local economy by:</p> <ul style="list-style-type: none"> - Gaining naming rights of a shopping mall in Ishigaki Islands and ship terminal; - Co-hosting marathon and triathlon events; - Sponsoring local festivals and events. <p>The company provide lectures to local primary and secondary schools too.</p> <p>d. There is no resource available to local community within the facilities of the company. Hence not applicable.</p> <p>Therefore, the production unit is shown to have positive social benefits for the community. There is no recommendations of the production unit's community impact assessment.</p>	<p>Impact assessment on stakeholders of Yaeyama Shokusan Co., Ltd</p> <ul style="list-style-type: none"> - Consultation to Shiraho Coral Village (conducted on Feb 19, 2018) - Employees list - Interview to local community. 	Target level	
5.2 Conflict resolution	a. Resolution of disputes	The management system incorporates or is subject by law to a mechanism for the resolution of legal disputes arising within the system.	Y	<p>a. No dispute regarding social issues has been received.</p> <p>b. Local people can submit comments to Yaeyama Shokusan directly by phone call, fax, post and via website. The company is always welcome to receive comments.</p> <p>When a legal appeal is made, the mediation and litigation procedures are made at the court based on the laws such as the civil arbitration law and the civil procedure litigation law, and settlement will be attempted. The company is also within these legal frameworks. Therefore, the management system is subject by law to a mechanism for the resolution of legal disputes arising within the system.</p>	<p>The management system incorporates or is subject by law to a transparent mechanism for the resolution of legal disputes, which is considered to be effective in dealing with most issues and that is appropriate to the context of the UoA.</p>	Y	<p>"Dispute resolution procedure" of Euglena group is in place. Depending on the nature of dispute, dispute resolution group is organized from a certain section or from several sections. In case if legal actions are required, the company is to follow the requirements of national laws.</p> <p>When a legal appeal is made, the mediation and litigation procedures are made at the court based on the laws such as the civil arbitration law and the civil procedure litigation law, and settlement will be attempted. The company is also within these legal frameworks. In Japan, the arbitration and litigation procedures are transparent, functioning effectively against most problems, and also appropriate to the context of the UoA. Therefore, the management system is subject by law to a transparent mechanism for the resolution of legal disputes, which is considered to be effective in dealing with most issues and that is appropriate to the context of the UoA.</p>	Dispute resolution procedure	Target level	
	b. Roles and responsibilities	Organisations and individuals involved in the management process have been identified. Functions, roles and responsibilities are generally understood.	Y	<p>"Dispute resolution procedure" has been documented which specify contact details, responsible personnel, handing procedures. Understanding of the procedure among managers has been progressing. Therefore, organisations and individuals involved in the management process have been identified. Functions, roles and responsibilities are generally understood.</p>	<p>Functions, roles and responsibilities are explicitly defined and well understood for key areas of responsibility and interaction/s.</p>	Y	<p>"Dispute resolution procedure" has been documented which specify contact details, responsible personnel, handing procedures. Functions, roles and responsibilities are explicitly defined and well understood for key areas of responsibility and interaction/s. There is no instructions on recording method or reporting method. The company should make clear recording method and reporting method.</p>	Dispute resolution procedure	Target level	
	c. Consultation process	The management system includes consultation processes that obtain relevant information from the main affected parties, including local communities and knowledge, to inform the management system.	Y	<p>a. "Dispute resolution procedure" has been documented which specify that dispute from external individual / organization can be received via phone, e-mail and website.</p> <p>b. There was no local person who made any dispute to the company. Local people interviewed recognized that they can contact the company if needed.</p> <p>c. Since the company has never been asked about the dispute resolution procedure from local community, and there has been no issues for many years, the company has not provided the procedure. If provided, the records are to be kept. Therefore the management system includes consultation processes that obtain relevant information from the main affected parties, including local communities and knowledge, to inform the management system.</p>	<p>The management system includes consultation processes that regularly seek and accept relevant information, including local communities and knowledge. The management system demonstrates transparency and consideration of the information obtained.</p>	Y	<p>"Dispute resolution procedure" has been documented which include a policy on dispute resolution. The company makes use of various opportunities and exchange opinions with local community at least twice a year. So far no dispute has been raised. The management system includes consultation processes that regularly seek and accept relevant information, including local communities and knowledge. The management system demonstrates transparency and consideration of the information obtained.</p>	Dispute resolution procedure	Target level	Interview to local community.

	d. Participation	The consultation process provides opportunity for all interested and affected parties to be involved.	Y	a. As mentioned in 5.2c) above, "Dispute resolution procedure" has been documented which specify that dispute from external individual / organization can be received via phone, e-mail and website. Also it include a policy on dispute resolution. Therefore, the management system includes consultation process to provides opportunity for all affected stakeholders to be involved. b. Communication with local community does not discriminate any particular person/groups. Local people interviewed recognized that they can contact the company if needed. Therefore, the consultation process provides opportunity for all interested and affected parties to be involved.	No target specified for this PI. If minimum in met the target should be considered met.			Dispute resolution procedure Interview to local community.	Minimum level	
5.3 Rights of indigenous people	a. Rights of indigenous people	There is evidence that the rights of indigenous people are respected by the production unit (where applicable to growing area) and attempts are made to	Y	There are no indigenous people in the region.	No target specified for this PI. If minimum in met the target should be considered met.				Minimum level	
5.4 Visibility, positioning and orientation of production units or water-based structures	a. Compliance with navigational rules and regulations	Production units allow access for other resource users as prescribed by custom or law.	N/A	Not applicable as it is a land-based system (category C) and they do not use any substantial gear or structures in the wild aquatic environment.	Production units proactively facilitate access for other water users.	N/A	Not applicable as it is a land-based system (category C) and they do not use any substantial gear or structures in the wild aquatic environment.		N/A	
	b. Positioning of production unit sites	Visible structures of production units are arranged in an orientation and position as prescribed by custom or law.	N/A	Not applicable as it is a land-based system (category C) and they do not use any substantial gear or structures in the wild aquatic environment.	Visible structures of production units are arranged in a uniform orientation and position, except where specified by law.	N/A	Not applicable as it is a land-based system (category C) and they do not use any substantial gear or structures in the wild aquatic environment.		N/A	
5.5 Identification and recovery of substantial gear	a. Identification of substantial gear	There is evidence that all substantial gear is identifiable to production unit.	N/A	Not applicable as it is a land-based system (category C) and they do not use any substantial gear or structures in the wild aquatic environment.					N/A	
	b. Gear recovery	There is evidence that gear recovery is conducted by the production unit.	N/A	Not applicable as it is a land-based system (category C) and they do not use any substantial gear or structures in the wild aquatic environment.	The production unit ensures that they maintain the proper equipment and /or mechanisms for recovering lost gear.	N/A	Not applicable as it is a land-based system (category C) and they do not use any substantial gear or structures in the wild aquatic environment.		N/A	
	c. Float use	Float use is recorded by the production unit. Floats are securely attached so that they do not become loose.	N/A	Not applicable as it is a land-based system (category C) and they do not use any substantial gear or structures in the wild aquatic environment.					N/A	
5.6 Noise, light and odour	a. Noise, light and odour	There are some measures that can help minimise operational noise, light and odour as appropriate to local custom.	Y	"Safe and healthy work specification" specifies operations that generate noise and clearly states measures. Interview to local community confirmed that there is no issue of noise or light. Noise is generated to some extent inside the facility around machines, but it was confirmed that noise did not reach to outside the facility. Depending on the weather and wind directions, they can detect some odor of the facility but the degree is not at the level of any concern. Because there is no operational noise, light or odour to community, measures that can help minimise them are not needed.	There is evidence that noise, light and odour originating from the production unit are minimised in areas where it may impact others or as prescribed by law.	N/A	Interview to local community confirmed that there is no issue of noise or light. Noise is generated to some extent inside the facility around machines, but it was confirmed that noise did not reach to outside the facility. Depending on the weather and wind directions, they can detect some odor of the facility but the degree is not at the level of any concern. Therefore, there is evidence that noise, light and odour originating from the production unit are minimised in areas where it may impact others.	Safe and healthy work specification	Target level	
5.7 Abandoned production units	a. Abandoned production units	There is a mechanism in place for clearing up any unused production units.	Y	Yaeyama Shokusan has been operating for 40 years at this place, and it is unlikely to abandon the production unit, but in the event that they decide to abandon (sell) the land by any chance, based on an agreement with the buyer of the land, production units that are no longer used will be removed. This is a conventional mechanism of normal land transactions. Therefore, there is a mechanism in place for clearing up any unused production units.	No target specified for this PI. If minimum in met the target should be considered met.				Minimum level	