**OBJECTIVE**

Establish appropriate procedures and legal land acquisition, know and respect land rights based on informed and free prior consent (FPIC).

**INTRODUCTION**

Have the necessary research process before contracting or carrying out any kind of commitment or financial investment of importance, to assess the risks of the land being acquired.

**POLICY OF THE ILLEGAL POSITION OF THE LAND**

At the COMPANY NAME we totally disagree with the illegal acquisition of a piece of property, so all the facilities of the company are with the legal procedures and the free, prior, and informed consent.

**RESPONSIBILITY**

Those responsible will be responsible for verifying that the land that is acquired meets the needs for the company and that it has all the legal requirements.

**PROCEDURE**

1. **Initial Information**. - Perform an analysis and study of the terrain, check the location and know the classification and use of the terrain.
2. **Consultation of legal information. -** Verify that the land has deeds in the Public Registry of the Property. If the land is a collective land, consult in units such as the Agrarian Attorney's Office, check that the owner is in the census of the National Agricultural Register.
3. **Request for documentation. -** Documentation and/or information must be provided through the most suitable means and media, it can be through a list of documentation, through interviews, either face-to-face or telephone.
4. **Provision of documentation. -** Once having the documentation, this will lead to its analysis and order the legal review process for decision-making regarding the purchase or lease of the land.

On the other hand, the terms of land rights will be applied and respected on the basis of informed and free prior consent:

**Free, prior and informed consent:** It is a framework that aims to ensure that the rights of indigenous peoples are guaranteed in any decision that may affect their lands, territories, or livelihoods. It consists of four elements:

* **Consent:** The right of indigenous peoples to give or deny their consent to any decision affecting their lands, territories, resources, and livelihoods.
* **Free:** Free from coercion, intimidation, manipulation, threat, or bribery.
* **Previous:** Indicates that consent was requested well in advance, prior to the start or authorization of any project activity, and that the deadlines required by the consultation/consensus processes of the indigenous community have been respected.
* **Informed:** Information has been provided in a language and form understandable to the community, detailing the nature, scope, purpose, duration, and place of the project or activity, as well as information on the areas that will be affected; the economic, social, cultural, and environmental impacts, all the partners involved, and the procedures that the project or activity may entail.

1. **At the end of the process. -** All review work must finally be reflected with the support of the documentation collected. Mention situations that are regularized and which of them by their nature pose a risk to the company, such as carrying out price adjustments, demanding additional guarantees, image damage (environment, criminal liability), all before signing the contract.

Due diligence must be a useful tool for decision-making when carrying out the operation or not.

**FREQUENCY**

Be sure to record, track each time a terrain is required.

**RELATED DOCUMENTS**

* Documents attesting to the property
* Land use consent
* Legal permits

**CORRECTIVE ACTIONS**

Information and training of this document to those who carry out the efforts to acquire new land.

**VERIFICATION**

This document shall be reviewed at least annually, or where any changes are necessary.

The General Manager, in conjunction with the staff involved, will have to review annually the effectiveness and applicability of this document.

**Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­**

**H.R Head of Dpt. General Manager**