

**MALAYSIAN SUSTAINABLE PALM OIL  
- 2<sup>nd</sup> ANNUAL SURVEILLANCE ASSESSMENT  
Public Summary Report**

<b>Sime Darby Plantation Berhad</b>
Client company Address: Level 5, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7, 47301 Ara Damansara, Selangor, Malaysia
Certification Unit: Strategic Operating Unit (SOU 9) - West Palm Oil Mill  Location of Certification Unit: West Palm Oil Mill 42960 Carey Island, Selangor, Malaysia

**Report prepared by:**

Elzy Ovktafia Binti Chairul (Lead Auditor)

**Report Number:** 3091809**Assessment Conducted by:**

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<b>TABLE OF CONTENTS</b>	<b>Page No</b>
Section 1: Executive Summary .....	3
1.1 Organizational Information and Contact Person .....	3
1.2 Certification Information .....	3
1.3 Location of Certification Unit .....	4
1.4 Certified Area .....	4
1.5 Plantings & Cycle .....	4
1.6 Certified Tonnage of FFB .....	4
1.7 Uncertified Tonnage of FFB.....	5
1.8 Crop Diversion Tonnage of FFB (Part 4 of MS2530 - Palm Oil Mill).....	5
1.9 Certified Tonnage .....	5
1.10 Actual Sold Volume (CPO).....	5
1.11 Actual Sold Volume (PK).....	6
Section 2: Assessment Process .....	7
2.1 BSI Assessment Team .....	8
2.2 Assessment Plan.....	9
Section 3: Assessment Findings .....	10
3.1 Details of audit results .....	10
3.2 Details of Nonconformities and Opportunity for improvement.....	10
3.3 Status of Nonconformities Previously Identified and OFI .....	15
3.4 Summary of the Nonconformities and Status.....	16
3.5 Issues Raised by Stakeholders .....	17
Section 4: Assessment Conclusion and Recommendation .....	19
Appendix A: Summary of the findings by Principles and Criteria.....	20
Appendix B: List of Stakeholders Contacted .....	105
Appendix C: Smallholder Member Details.....	106
Appendix D: Location and Field Map.....	106
Appendix E: Estate Field Map .....	107
Appendix F: List of Abbreviations .....	108

## Section 1: Executive Summary

1.1 Organizational Information and Contact Person			
Company Name	Sime Darby Plantation Berhad		
Mill/Estate	MPOB License No.	Expiry Date	
	West POM: 533238004000	1/10/2019 - 30/09/2020	
	West Estate: 522968002000	1/09/2019 - 31/08/2020	
Address	Level 5, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7, 47301 Ara Damansara, Selangor, Malaysia		
Certification Unit	Strategic Operating Unit (SOU 9) - West Palm Oil Mill		
Contact Person Name	Mdm Shylaja Devi Vasudevan Nair (Head, Sustainability Unit PSQM) Encik Zalizan Bin Mohd Tahir		
Website	www.simedarbyplantation.com	E-mail	zalizan.mohd.tahir@simedarbyplantation.com
Telephone	+6012-581 2769 +603-3122 0346/48	Facsimile	+603-3122 0375

1.2 Certification Information			
Certificate Number	Mill: MSPO 682052 Plantations: MSPO 690774		
Issue Date	13/02/2018	Expiry date	12/02/2023
Scope of Certification	Mill: Production of Sustainable Palm Oil and Palm Oil Products Estate: Production of Sustainable Oil Palm Fruits		
Standard	MSPO MS 2530:2013 Part 3 & MSPO MS 2530:2013 Part 4		
Stage 1 Date	N/A (The certification unit is RSPO certified)		
Stage 2 / Initial Assessment Visit Date (IAV)	05-06/12/2017		
Continuous Assessment Visit Date (CAV) 1	31/01/2019 - 01/02/2019		
Continuous Assessment Visit Date (CAV) 2	27/07/2020 - 28/07/2020		
Continuous Assessment Visit Date (CAV) 3	-		
Continuous Assessment Visit Date (CAV) 4	-		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
EU-ISCC-Cert-DE107-70040320	European Commission	agroVet GmbH	16/04/2021
RSPO 543594	RSPO P&C 2018 (MYNI 2019)	BSI Services Malaysia Sdn Bhd	18/08/2020

## MSPO Public Summary Report

### Revision 1 (Feb 2020)

MSPO 714130	MSPO SCCS	BSI Services Malaysia Sdn Bhd	22/05/2020
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### 1.3 Location of Certification Unit

Name of the Certification Unit (Palm Oil Mill/ Estate/ Smallholder/ Independent Smallholder)	Site Address	GPS Reference of the site office	
		Longitude	Latitude
West Palm Oil Mill	West Palm Oil Mill, 42960 Carey Island, Selangor, Malaysia	101.360085	2.905460
West Estate	Ladang West, 42960 Carey Island, Selangor, Malaysia	101.360620	2.889492

### 1.4 Certified Area

Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
West Estate	5,064.64	45.75	645.30	5,755.69	88%
<b>Total (ha)</b>	5,064.64	45.75	645.30	5,755.69	88%

Remark: As per Amendment of HCV report dated June 2019, HCV hectareage is 45.75 ha. In previous year report, the hectareage was reported under infrastructure and other (i.e. unplanted area).

### 1.5 Plantings & Cycle

Estate	Age (Years)					Mature**	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
West Estate	724.38	823.51	2913.40	603.35	0	4,340.26	724.38
<b>Total (ha)</b>	724.38	823.51	2913.40	603.35	0	4,340.26	724.38

### 1.6 Certified Tonnage of FFB

Estate	Tonnage / year		
	Estimated (Dec 2018 - Dec 2019)	Actual (Feb 2019 - June 2020)	Forecast (Jan 2020 - Dec 2021)
West Estate	147,859.03	146,357.19	124,314.12
<b>Total (MT)</b>	147,859.03	146,357.19	124,314.12

## MSPO Public Summary Report Revision 1 (Feb 2020)

<b>1.7 Uncertified Tonnage of FFB</b>			
Estate	Tonnage / year		
	Estimated (Dec 2018 - Dec 2019)	Actual (Feb 2019 - June 2020)	Forecast (Jan 2020 - Dec 2021)
N/A			
<b>Total (MT)</b>			

<b>1.8 Crop Diversion Tonnage of FFB (Part 4 of MS2530 - Palm Oil Mill)</b>			
Estate	Tonnage / year		
	Estimated (Dec 2018 - Dec 2019)	Actual (Feb 2019 - June 2020)	Forecast (Jan 2020 - Dec 2021)
Dusun Durian Estate	-	3,012.87	-
Sepang Estate	-	1,668.21	-
East Estate	79,750.48	102,623.52	78,155.68
<b>Total</b>	<b>79,750.48</b>	<b>107,304.60</b>	<b>78,155.68</b>

<b>1.9 Certified Tonnage</b>			
Mill Capacity: 50 MT/hr	Estimated (Dec 2018 - Dec 2019)	Actual (Feb 2019 - June 2020)	Forecast (Jan 2020 - Dec 2021)
		<b>FFB</b>	<b>FFB</b>
	227,609.51	253,661.79	202,469.80
SCC Model: SG	<b>CPO (OER: 21.54%)</b>	<b>CPO (OER: 20.68%)</b>	<b>CPO (OER: 21.50%)</b>
	49,027.09	52,457.26	43,531.01
	<b>PK (KER: 5.5%)</b>	<b>PK (KER: 5.08%)</b>	<b>PK (KER: 5%)</b>
	12,518.52	12,886.02	10,123.49

<b>1.10 Actual Sold Volume (CPO)</b>					
Item	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
CPO (MT)	-	200.71	29,988.59	19,846.90	50,036.20

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

<b>1.11 Actual Sold Volume (PK)</b>					
<b>Item</b>	<b>MSPO Certified</b>	<b>Other Schemes Certified</b>		<b>Conventional</b>	<b>Total</b>
		<b>ISCC</b>	<b>RSPO</b>		
<b>PK (MT)</b>	-	-	5,482.30	6,542.73	12,025.03

## Section 2: Assessment Process

BSI is a leading global provider of management systems assessment and certification, with more than 80,000 certified locations and clients in over 190 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems.

### Assessment Methodology, Programme, Site Visits

This on-site assessment was conducted from 27-28/07/2020. The audit programme is included as Appendix A. The approach to the audit was to treat the Sime Darby Plantation Berhad - West POM and supply base as a MSPO Certification Unit. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HBVs, declared conservation areas and local communities.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. MS 2530-3:2013 and MS 2530-4:2013 were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The estates or smallholders' sample were determined based on formula  $S = r\sqrt{n}$  where n is the number of estates while when applicable, the smallholder's sample were determined following the MSPO Certification Requirement. The sampling of smallholders was based on the formula  $(r\sqrt{n})$ ; where r is the risk factor (may defers 1, 1.5 and 2 depending on risk), where n is total number of group members. The sampled smallholder listed in Appendix C.

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the MSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings.

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Appendix B.

All the previous nonconformities are remains closed. The assessment findings for the initial assessment are detailed in Section 4.2.

This report is structured to provide a summary of assessment finding as attached in the Section 3. The assessment was based on random samples and therefore nonconformities may exist that have not been identified.

This report was externally reviewed by MSPO approved Peer Reviewer prior to certification decision by BSI.

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

The following table would be used to identify the locations to be audited each year in the 5-year cycle

Assessment Program					
Name (Mill / Plantation / Group smallholders)	Year 1 (Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
West Palm Oil Mill	√	√	√	√	√
West Estate	√	√	√	√	√

**Tentative Date of Next Visit: January 11, 2021 - January 12, 2021**

**Total No. of Mandays: 4 mandays**

**2.1 BSI Assessment Team**

Team Member Name	Role	Qualifications <i>(Short description of the team members)</i>
Elzy Ovktafia (EO)	Team leader	She graduated from Universiti Putra Malaysia in Diploma of Agriculture, holding the designatory of LISP & AISP from the Incorporated Society of Planters and currently studying Master of Science (Occupational Safety & Health) in Universiti Utara Malaysia. She involves in audits and technical reviews works mainly for Sustainability Programme includes RSPO & MSPO for more than 4 years across 11 countries. She is a qualified Lead Auditor/Auditor for RSPO P&C, RSPO NEXT, RSPO SCC, ISO 9001:2015, ISO 14001:2015 and a Social Compliance Auditor. Prior to this, she was the Agronomist in R&D Department for almost 5 years in Oil Palm Plantation where her task involved in all Oil Palm Plantation Operations such as conducting experimental trials on Research & Development with technical paper publications, Crop Forecast, Leaf & Soil Sampling Collection, Fertilizer Recommendation, Pest and Diseases Training, Quality Control as well as special project namely Yield Intensification Project and Food for Palm Project for estates. During this assessment, she assessed on the aspects of legal, social and stakeholder engagement. She is able to communicate in fluent Bahasa Malaysia and English.
Muhammad Fadzli (MF)	Team member	He graduated in Bachelor of Forestry Science at University Putra Malaysia. He started his career as Assistant Manager at Kulim Plantations Sdn. Bhd. managing the day to day plantation operations. In his career at Kulim Plantation, Fadzli had accumulated more than 10 years of sustainability implementation experience including workers' welfare, workers' occupational, health & safety, environment conservation and protection at buffer areas and continuous improvement management plans. He had accumulated auditing experience when he was the internal auditor for ISO9001 and ISO14001 at Kulim Plantations. He has completed ISO IMS 9001, 14001, 45001(OHS 18001) Lead Auditor Course in April 2018, endorsed RSPO Lead Auditor Course in July 2018 and endorsed MSPO



**MSP0 Public Summary Report**  
**Revision 1 (Feb 2020)**

		Lead Auditor Course in October 2018. During this assessment, he assessed on the aspects of environmental and estate best practise. He is fluent in Bahasa Malaysia and English languages.
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**2.2 Assessment Plan**

Date	Time	Subjects	EO	MF
Monday 27/07/2020	0830-0900	Opening Meeting: <ul style="list-style-type: none"> <li>Opening Presentation by Audit team leader.</li> <li>Confirmation of assessment scope and finalize Audit plan (including stakeholder’s consultation).</li> </ul>	√	√
	0900-1200	<b>West Estate</b> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, etc.	√	√
	1200-1300	Lunch	√	√
	1300-1630	<b>West Estate</b> Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc.).	√	√
	1630-1700	Interim Closing Briefing	√	√
Tuesday 28/07/2020	0830-1200	<b>West Palm Oil Mill</b> Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, meeting stakeholders etc. Visit to laboratory, weighbridge and palm product storage area.	√	√
	1000-1200	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	√	-
	1200-1300	Lunch	√	√
	1300-1630	<b>West Palm Oil Mill</b> Document Review P1 – P8: SOPs. Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation etc. Verify previous nonconformities.	√	√
	1630-1700	Finalization of audit findings and report preparation.	√	√
	1700-1730	Closing Meeting	√	√

### Section 3: Assessment Findings

#### 3.1 Details of audit results

This assessment has been assessed using the following MSP0 normative requirements. The assessment details are provided in Appendix A.

- MSP0 MS 2530-2:2013 – General Principles for Independent Smallholders
- MSP0 MS 2530-3:2013 – General Principles for Oil Palm Plantations and Organized Smallholders
- MSP0 MS 2530-4:2013 – General Principles for Palm Oil Mills

#### 3.2 Details of Nonconformities and Opportunity for improvement

The nonconformity is listed below.

During the Certification Assessment there were One (1) Major & Two (2) Minor nonconformities raised. The Sime Darby Plantation Berhad – West POM and supply base Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The implementation of the Corrective Actions for the Major Non-conformity(ies) has been verified for its effectiveness and closed accordingly.

Major Nonconformities:					
Ref: 1937437-202002-M1	Area/Process: West Estate		Clause: 4.4.5.4 Part 3		
	Issue Date: 28/07/2020		Due Date: 26/10/2020		
Requirements:	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.				
Statement of Nonconformity:	The employees of contractors are not paid based on its employment contract and Employment Act 1955.				
Objective Evidence:	1. In West Estate, it was found that the contractor's workers for YGNT Enterprise as below has the incorrect of SOCSO & EIS contribution from employee as per pay slip for March, April and May 2020:				
	Worker's Name	SOCSO deduction at pay slip	SOCSO rate deduction as per Pekeliling	EIS deduction at pay slip	EIS deduction as per Pekeliling
	Shahruddy Samsul bin Tukiman	May: 11.20 Apr: 11.20 Mar: 11.20	May: 11.25 Apr: 11.25 Mar: 11.25	May: 4.48 Mar: 4.48	May: 4.59 Mar: 4.59

**MSP0 Public Summary Report**  
**Revision 1 (Feb 2020)**

	<table border="1" data-bbox="499 358 1377 488"> <tr> <td>Radha Krishnan A/L Paneerselvam</td> <td>Mar: 11.20</td> <td>Mar: 11.25</td> <td>-</td> <td>-</td> </tr> </table> <p>2. The sampled workers also have unpaid public holiday and being paid normal rate for work on rest day as below:</p> <table border="1" data-bbox="499 616 1377 1070"> <thead> <tr> <th>Worker's Name</th> <th>Unpaid Public Holiday</th> <th>Normal rate for work on Rest Day</th> </tr> </thead> <tbody> <tr> <td>Magesan A/L Thangaraju</td> <td>May: 3 days</td> <td>May: 1 day March: 1 day</td> </tr> <tr> <td>Shahruddy Samsul bin Tukiman</td> <td>May: 3 days</td> <td>May: 1 day March: 1 day</td> </tr> <tr> <td>Radha Krishnan A/L Paneerselvam</td> <td>May: 3 days</td> <td>April: 1 day March: 1 day</td> </tr> </tbody> </table> <p>3. There is no evidence that YGNT has made the employer's contribution on SOCSO &amp; EPF too.</p> <p>4. The employment contract doesn't have the termination/resignation clause.</p> <p>Since this is a reoccurrence issue, minor NC has been escalated to Major NC.</p>	Radha Krishnan A/L Paneerselvam	Mar: 11.20	Mar: 11.25	-	-	Worker's Name	Unpaid Public Holiday	Normal rate for work on Rest Day	Magesan A/L Thangaraju	May: 3 days	May: 1 day March: 1 day	Shahruddy Samsul bin Tukiman	May: 3 days	May: 1 day March: 1 day	Radha Krishnan A/L Paneerselvam	May: 3 days	April: 1 day March: 1 day
Radha Krishnan A/L Paneerselvam	Mar: 11.20	Mar: 11.25	-	-														
Worker's Name	Unpaid Public Holiday	Normal rate for work on Rest Day																
Magesan A/L Thangaraju	May: 3 days	May: 1 day March: 1 day																
Shahruddy Samsul bin Tukiman	May: 3 days	May: 1 day March: 1 day																
Radha Krishnan A/L Paneerselvam	May: 3 days	April: 1 day March: 1 day																
<p>Corrections:</p>	<p>To advise the contractor as follows:-</p> <ol style="list-style-type: none"> <li>i. To reimburse their worker for the underpaid wages</li> <li>ii. To revise their employment contract.</li> <li>iii. To ensure statutory contribution i.e. SOSCO and EPF are in order</li> </ol>																	
<p>Root cause analysis:</p>	<p>Inadequate monitoring/enforcement on contractor's compliance to legal labour requirement and employment act 1955</p>																	
<p>Corrective Actions:</p>	<p>Briefing session with contractors on compliance to legal labour requirement is schedule on 17<sup>th</sup> August 2020.</p> <p>Monitoring of contractor's documentation on legal requirement on quarterly basis and warning letter will be issued should the contractor fail to comply to the legal requirement and breach the contract.</p>																	
<p>Assessment Conclusion:</p>	<p>Audit team have reviewed the evidence summited and the major NC is satisfactorily closed. Continuous implementation of corrective action taken will be further verified in the next assessment visit. The major NC was closed out on 13/10/2020.</p> <p>Evidence reviewed:</p> <ol style="list-style-type: none"> <li>1. Reimbursement of salary for YGNT workers in Aug 2020 pay slip.</li> <li>2. Amended employment contract.</li> <li>3. SOCSO &amp; EPF contribution.</li> <li>4. Records of briefing session with contractor on 04/08/2020.</li> </ol>																	

**MSP0 Public Summary Report**  
**Revision 1 (Feb 2020)**

	5. Monitoring of contractor’s document through contractor monitoring checklist established.
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**Minor Nonconformities:**

<b>Ref:</b> 1937437-202002-N1	<b>Area/Process</b> 1937437-202002-N1	<b>Clause</b> 4.4.5.4 Part 4																	
	<b>Issue Date:</b> 28/07/2020	<b>Due Date:</b> Next surveillance assessment																	
<b>Requirements:</b>	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.																		
<b>Statement of Nonconformity:</b>	The employees of contractors are not paid based on its employment contract and Employment Act 1955.																		
<b>Objective Evidence:</b>	<p>1. Sighted the contractor workers (Lotus Two Enterprise) employees’ contract and pay slips for March, April and May 2020. The sampled workers have unpaid public holiday and being paid normal rate for work on rest day as below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Worker’s Name</th> <th style="width: 25%;">Unpaid Public Holiday</th> <th style="width: 25%;">Wrong work on overtime Rest day rate</th> <th style="width: 25%;">Wrong work on rest day rate</th> </tr> </thead> <tbody> <tr> <td>Adil Hossain (Passport no: BL0296313)</td> <td>May: 3 days</td> <td>Mar 2020: RM 14.37 (Rate of OT in Rest Day is RM 14.50)</td> <td>April: RM 115 March: RM 115 (RM 116 as per employment contract)</td> </tr> <tr> <td>Najrul Islam (Passport No: BW0998968)</td> <td>May: 3 days</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> <tr> <td>Md Faruk Hossain (Passport no: EB0010051)</td> <td>May: 3 days</td> <td>Apr &amp; Mar 2020: RM14.37 (Rate of OT in Rest day is RM 15)</td> <td>April: RM 115 (Rate of RM120 for rest day)</td> </tr> </tbody> </table> <p>2. The employment contract has wrongly mentioned the rate of overtime on Public Holiday rate which supposed to be Rest day rate.</p> <p>3. The employment contract doesn’t have the resignation term and condition.</p> <p>4. Md Faruk Hossain (Passport no: EB0010051) has the work permit under (SS Taz (M) Sdn Bd).</p> <p>5. The contractor's workers for Lotus Two Enterprise as below has the incorrect of SOCSO contribution from employee for March, April and May 2020:</p>			Worker’s Name	Unpaid Public Holiday	Wrong work on overtime Rest day rate	Wrong work on rest day rate	Adil Hossain (Passport no: BL0296313)	May: 3 days	Mar 2020: RM 14.37 (Rate of OT in Rest Day is RM 14.50)	April: RM 115 March: RM 115 (RM 116 as per employment contract)	Najrul Islam (Passport No: BW0998968)	May: 3 days	-	-	Md Faruk Hossain (Passport no: EB0010051)	May: 3 days	Apr & Mar 2020: RM14.37 (Rate of OT in Rest day is RM 15)	April: RM 115 (Rate of RM120 for rest day)
Worker’s Name	Unpaid Public Holiday	Wrong work on overtime Rest day rate	Wrong work on rest day rate																
Adil Hossain (Passport no: BL0296313)	May: 3 days	Mar 2020: RM 14.37 (Rate of OT in Rest Day is RM 14.50)	April: RM 115 March: RM 115 (RM 116 as per employment contract)																
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Md Faruk Hossain (Passport no: EB0010051)	May: 3 days	Apr & Mar 2020: RM14.37 (Rate of OT in Rest day is RM 15)	April: RM 115 (Rate of RM120 for rest day)																

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

	<table border="1"> <thead> <tr> <th>Worker's Name</th> <th>SOCSO contribution by employer</th> <th>SOCSO contribution rate as per Pekeliling</th> </tr> </thead> <tbody> <tr> <td>Adil Hossain (Passport no: BL0296313)</td> <td>May: 19.40 Apr: 19.40 Mar: 19.40</td> <td>May: 21.90 Apr: 25.60 Mar: 34.40</td> </tr> <tr> <td>Najrul Islam (Passport No: BW0998968)</td> <td>May: 16.40 Apr: 19.40 Mar: 16.90</td> <td>Mar: 18.10 Apr: 24.40 Mar: 31.90</td> </tr> <tr> <td>Md Faruk Hossain (Passport no: EB0010051)</td> <td>May: 19.40 Apr: 16.90 Mar: 19.40</td> <td>Mar: 20.60 Apr: 26.90 Mar: 33.10</td> </tr> </tbody> </table>	Worker's Name	SOCSO contribution by employer	SOCSO contribution rate as per Pekeliling	Adil Hossain (Passport no: BL0296313)	May: 19.40 Apr: 19.40 Mar: 19.40	May: 21.90 Apr: 25.60 Mar: 34.40	Najrul Islam (Passport No: BW0998968)	May: 16.40 Apr: 19.40 Mar: 16.90	Mar: 18.10 Apr: 24.40 Mar: 31.90	Md Faruk Hossain (Passport no: EB0010051)	May: 19.40 Apr: 16.90 Mar: 19.40	Mar: 20.60 Apr: 26.90 Mar: 33.10
Worker's Name	SOCSO contribution by employer	SOCSO contribution rate as per Pekeliling											
Adil Hossain (Passport no: BL0296313)	May: 19.40 Apr: 19.40 Mar: 19.40	May: 21.90 Apr: 25.60 Mar: 34.40											
Najrul Islam (Passport No: BW0998968)	May: 16.40 Apr: 19.40 Mar: 16.90	Mar: 18.10 Apr: 24.40 Mar: 31.90											
Md Faruk Hossain (Passport no: EB0010051)	May: 19.40 Apr: 16.90 Mar: 19.40	Mar: 20.60 Apr: 26.90 Mar: 33.10											
Corrections:	To advise the contractor as follows: <ul style="list-style-type: none"> <li>i. to reimburse the underpaid wages in the next salary calculation</li> <li>ii. to revise employment contract with the inclusion of termination and resignation clause.</li> <li>iii. To ensure statutory contribution i.e. SOSCO and EPF are in order</li> <li>iv. To request temporary work permission letter from SS Taz (M) Sdn Bhd to Lotus Two</li> </ul>												
Root cause analysis:	Inadequate monitoring/enforcement on contractor's compliance to legal labour requirement and employment act 1955												
Corrective Actions:	Briefing session with contractors on compliance to legal labour requirement is schedule on 19 <sup>th</sup> August 2020. Monitoring of contractor's documentation on legal requirement on quarterly basis and warning letter will be issued should the contractor fail to comply to the legal requirement and breach the contract.												
Assessment Conclusion:	Audit team have reviewed and accept the Corrective Action Plan (CAP) submitted and the minor NC CAP implementation will be further verified in the next assessment visit.												

Minor Nonconformities:		
Ref:	Area/Process	Clause
1937437-202002-N2	1937437-202002-N2	4.3.1.4 Part 4
	<b>Issue Date:</b> 28/07/2020	<b>Due Date:</b> Next surveillance assessment
Requirements:	The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements.	
Statement of Nonconformity:	The changes in regulatory requirements was not effectively track and update	

**MSP0 Public Summary Report**  
**Revision 1 (Feb 2020)**

Objective Evidence:	<p>The mill acquired compliance schedule for DOE License no. 003180. Furthermore, the mill has also acquired compliance schedule for DOE Contradiction License no. 003765.</p> <p>In the compliance schedule for DOE Contradiction License no. 003765 under section no. 5 stated as follows:          "Laporan pemantauan berterusan daripada cerobong perlu dikemukakan kepada JAS satu (1) kali setiap tiga (3) Bulan".</p> <p>Noted during document review, the mill only conducted Isokinetic Stack and Air Emission Monitoring Report on 15/2/2019 as per report no. ALM/WESTOIL/0219/4605. The changes for compliance schedule for DOE License no. 003180 and compliance schedule for DOE Contradiction License no. 003765 was not effectively track and updated.</p>												
Corrections:	<p>DOE Selangor has clarified in an e-mail dated 6<sup>th</sup> August 2020 that WSM needs to submit the smoke density monitoring report on quarterly basis as per DOE Contradiction License no. 003765 under section no. 5. The first submission will be in September 2020.</p> <p>Isokinetic Stack and Air Emission Monitoring had been conducted biannually and the reports are available at site for reference.</p> <table border="1"> <thead> <tr> <th>No</th> <th>Date of Test</th> <th>Report No.</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>15<sup>th</sup> February 2019</td> <td>ALM/WESTOIL/0219/4605</td> </tr> <tr> <td>2</td> <td>20<sup>th</sup> August 2019</td> <td>ALM/KKSWEST/0819/5328</td> </tr> <tr> <td>3</td> <td>9<sup>th</sup> June 2020</td> <td>ALM/KKSWEST/0620/5898</td> </tr> </tbody> </table>	No	Date of Test	Report No.	1	15 <sup>th</sup> February 2019	ALM/WESTOIL/0219/4605	2	20 <sup>th</sup> August 2019	ALM/KKSWEST/0819/5328	3	9 <sup>th</sup> June 2020	ALM/KKSWEST/0620/5898
No	Date of Test	Report No.											
1	15 <sup>th</sup> February 2019	ALM/WESTOIL/0219/4605											
2	20 <sup>th</sup> August 2019	ALM/KKSWEST/0819/5328											
3	9 <sup>th</sup> June 2020	ALM/KKSWEST/0620/5898											
Root cause analysis:	Wrong interpretation of the requirement as the same report can be assessed online.												
Corrective Actions:	Mill has assigned new QA to monitor compliance and to track and update the changes in regulatory requirements.												
Assessment Conclusion:	Audit team have reviewed and accept the Corrective Action Plan (CAP) submitted and the minor NC CAP implementation will be further verified in the next assessment visit.												

**Opportunity For Improvement**

Ref:	Area/Process:	Clause:
Objective Evidence:	-	
-	-	

**Noteworthy Positive Comments**

1	Good cooperation & hospitality from the management.

**3.3 Status of Nonconformities Previously Identified and OFI**

<b>Major Nonconformities:</b>		
<b>Ref:</b> 1737402-201901-M1	<b>Area/Process:</b> West POM	<b>Clause:</b> 4.4.4.2 (b) Part 4
	<b>Issue Date:</b> 01.02.2019	<b>Due Date:</b> 01.05.2019
Requirements:	The occupational safety and health plan should cover the following: b) The risk of all operations shall be assessed and documented.	
Statement of Nonconformity:	The HIRARC coverage is not adequate to assess the risk of main activities in the Mill.	
Objective Evidence:	HIRADC for following sampled operations was not carried out at West POM: a) Rain water harvesting pond b) Roro bin domestic waste dumping & collection site	
Corrections:	To carry out HIRADC for these activities.	
Root cause analysis:	1. SDPA holding pond was just converted to rain water harvesting pond. 2. Waste dumping & collection site do not belong in major processing activities thus was not initially considered under the scope of assessment.	
Corrective Actions:	Any new activities will be discussed during Safety Committee meeting to ensure these activities will be captured in HIRADC.	
Assessment Conclusion:	<p>Latest HIRARC review was on 25/4/2020 for annual review with few changes in rating in few operations since the last reviewed.</p> <p>The OSH committee discussed regarding the safety and health of the workers on quarterly basis during the OSH committee meeting. In the meeting discussed on the matters arising from the previous meetings, changes in operations, accident and incident report, workplace inspection. Latest meeting was conducted on 18/6/2020.</p> <p>Evidences submitted as above for the corrective actions done with evidences at the audited Estates was verified. The actions taken, and implementation needed were found to have addressed the issue.</p>	

<b>Minor Nonconformities:</b>		
<b>Ref:</b> 1737402-201901-N1	<b>Area/Process:</b> West Estate	<b>Clause:</b> 4.4.5.4 Part 3
	<b>Issue Date:</b> 01.02.2019	<b>Due Date:</b> 28/07/2020
Requirements:	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.	
Statement of Nonconformity:	The mechanism to ensure that employees of contractors are paid based on legal is not demonstrated.	
Objective Evidence:	In West Estate, it was found that the contractor's workers for YGNT Enterprise, Sobhan Talukder (Passport no: BL0057497) is receiving the normal rate for work in rest day/public holiday as sighted in pay slip for October 2018 (28 days) and November 2018 (27 days).	
Corrections:	To immediately conduct a briefing session with contactors on relevant requirement specifically on labour and immigration as stated in the contract agreement, to rectify the issues stated above.	

**MSP0 Public Summary Report**  
**Revision 1 (Feb 2020)**

Root cause analysis:	Inadequate coverage of compliance issues relating to contract agreements between management unit and contractors, during internal audit.
Corrective Actions:	Internal Audit to monitor the compliance of contractors engaged on the relevant requirement stated in the contract agreement.
Assessment Conclusion:	Briefing session to contractors was conducted and captured during the internal audit conducted on 16-17/12/2019. Evidences submitted as above for the corrective actions done with evidences at the audited Estates was verified. However, during ASA 2 audit, there is reoccurrence issue on the same indicator, hence Audit team has raise this minor NC but upgraded to Major NC.

Minor Nonconformities:		
Ref:1737402-201901-N3	<b>Area/Process:</b> West POM	<b>Clause:</b> 4.4.6.3 Part-4
	<b>Issue Date:</b> 01.02.2019	<b>Due Date:</b> 28/07/2020
Requirements:	Social impacts should be identified, and plans should be implemented to mitigate the negative impacts and promote the positive ones.	
Statement of Nonconformity:	The QA at West POM was unable to explain the record requirement of the DOE 'Jadual Pematuhan' in relation to the EFB distribution.	
Objective Evidence:	The training for QA on the understanding of DOE-Jadual Pematuhan requirement is not conducted.	
Corrections:	To immediately submit EFB application report to DOE on monthly basis and conduct a training on the Jadual Pematuhan requirement.	
Root cause analysis:	New requirement on Jadual Pematuhan was not reviewed and identified during Environmental Performance Management Committee Meeting (EPMC) hence no training has been conducted on the requirement stated in Jadual Pematuhan.	
Corrective Actions:	To review and conduct training as and when Jadual Pematuhan is renew and to include the monitoring of Jadual Pematuhan requirement in EPMC agenda.	
Assessment Conclusion:	The EFB disposal was conducted through application at the sister estate as one of the wastes recycle program. Sighted the EFB application records at both mill and estates. The EFB disposal report was submitted to DOE through Quarterly Return Form. Sighted the report for 1st and 2nd quarter FY 2020. Evidences submitted as above for the corrective actions done with evidences at the audited Estates was verified. The actions taken, and implementation needed were found to have addressed the issue.	

**3.4 Summary of the Nonconformities and Status**

CAR Ref.	CLASS	ISSUED	STATUS
1568497-201712-M1	Major	06.12.2017	Closed
1737402-201901-M1	Major	01.02.2019	Closed
1737402-201901-N1	Minor	01.02.2019	Closed
1737402-201901-N2	Minor	01.02.2019	Closed
1737402-201901-N3	Minor	01.02.2019	Closed





1937437-202002-M1	Major	28.07.2020	Closed
1937437-202002-N1	Minor	28.07.2020	Open
1937437-202002-N2	Minor	28.07.2020	Open

### 3.5 Issues Raised by Stakeholders

No	Stakeholders comment
1	<b>Feedbacks:</b> <u>Canteen Owner at West POM, MPM Global, DNRJ Resources, FFB transporter</u> No complaint raised by the contractors & suppliers. They signed agreement and Vendor Integrity Pledge. Some of contractors & suppliers attended the stakeholder meeting conducted by estate & mill. They are aware of RSPO & MSP0.
	<b>Management Responses:</b> Noted on the information.
	<b>Audit Team Findings:</b> No other issue.
2	<b>Feedbacks:</b> <u>Gender Committee Representatives</u> Meeting conducted quarterly as per Gender Committee Handbook. No sexual harassment or domestic violence case reported. New mother need assessment been conducted if there is a new mother in each unit.
	<b>Management Responses:</b> Noted on the information.
	<b>Audit Team Findings:</b> No other issue.
3	<b>Feedbacks:</b> <u>NUPW Representatives (Branch Secretary for Selangor)</u> The selection of the representative is through the election from the workers. It was held between NUPW and members only, without the company interference. Any complaints will be solved in the NUPW meeting with management. Minute of meeting and letter of appointment sighted.
	<b>Management Responses:</b> Noted on the information.
	<b>Audit Team Findings:</b> No other issue.
4	<b>Feedbacks:</b> <u>Kampung Orang Asli Kepau Laut &amp; Kampung Orang Asli Sungai Judah</u> Orang Asli Communities has a good relationship with Sime Darby Management. They were given the job opportunity. Since RSPO certification, they were not given access to the estate for fishing and hunting. No land encroachment from Sime Darby management and West Mill did not receive outside crop from the villager's estate.
	<b>Management Responses:</b> Noted on the information.
	<b>Audit Team Findings:</b> No other issue.
5	<b>Feedbacks:</b> <u>SJK(T) Ladang Pulau Carey Barat</u> The school management would like to extend their appreciation to Sime Darby Management for the full support and assistance such as grasscutting, cleaning services, donation, etc. The attendance of students was good and no child labour issue.
	<b>Management Responses:</b> Noted on the information.
	<b>Audit Team Findings:</b> No other issue.
6	<b>Feedbacks:</b> <u>Foreign &amp; Local Workers at Housing Complexes</u>

	<ol style="list-style-type: none"> <li>1. There were burglary cases in Bangkong Division housing complex where the workers have lost personal belonging in Dec 2019 at House no A02. Although it has been reported to the management, the issue is still not solved.</li> <li>2. Some of workers mentioned management would withhold their salary of RM500 as a guarantee if the worker were going back to their hometown for holiday.</li> </ol> <p><b>Management Responses:</b></p> <ol style="list-style-type: none"> <li>1. There were drug addict cases in Bangkong Division and Estate management security team is in progress to work with Agensi Dadah Kebangsaan (AADK) to overcome the burglary issue.</li> <li>2. The worker misunderstood on RM500 as a salary withhold because it is the salary of the few working day in the early month. The normal payday is before seventh of next month and worker may wait for the next month for the salary.</li> </ol> <p><b>Audit Team Findings:</b></p> <ol style="list-style-type: none"> <li>1. Noted on the issue.</li> <li>2. After a few interviews to the workers, it was RM500 for salary withhold just newly implemented. None of the workers back from hometown has been withhold the salary. However, although none of the worker has been imposed with this, there are worker who feel uncomfortable and feel forced not to go back.</li> </ol>
<p><b>7</b></p>	<p><b>Feedbacks:</b> <u>JTK Officer Pelabuhan Klang</u>  Auditor has made verification with the JTK Officer on below:</p> <ol style="list-style-type: none"> <li>1. Daily rate of minimum wage/day for outside town area is RM 42.31/day excluded any other allowance.</li> <li>2. The salary deduction for loan under union needs the approval permit from JTK.</li> <li>3. During MCO, the worker should have received the minimum 24 days of salary based on MAPA/NUPW circular.</li> </ol> <p><b>Management Responses:</b> Management can demonstrate the calculation of daily minimum wage is adhered in the Sime Darby payment system. For the salary deduction, MAPA has the approval from JTK on the loan (under cooperative) and the deduction is lawful, and all workers received the salary during MCO according to MAPA/NUPW circular.</p> <p><b>Audit Team Findings:</b> No other issue.</p>

**Section 4: Assessment Conclusion and Recommendation**

<b>Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings</b>	
Based on the findings during the assessment <b>Sime Darby Plantation Berhad – West POM and supply base</b> Certification Unit complies with the <b>MS 2530-3:2013</b> and <b>MS 2530-4:2013</b> . It is recommended that the certification of <b>Sime Darby Plantation Berhad – West POM and supply base</b> Certification Unit is approved and/or continued.	
<b>Acknowledgement of Assessment Findings</b>	<b>Report Prepared by</b>
<b>Name:</b> Syed Muzharel Azhar bin Syed Mohamad	<b>Name:</b> Elzy Ovktafia Binti Chairul
<b>Company name:</b> Sime Darby Plantation Berhad	<b>Company name:</b> BSI Services (Malaysia) Sdn Bhd
<b>Title:</b> Chairman, SOU 9	<b>Title:</b> Client Manager
<b>Signature:</b> 	<b>Signature:</b> 
<b>Date:</b> 15/10/2020	<b>Date:</b> 14/10/2020

**Appendix A: Summary of the findings by Principles and Criteria**

**MS 2530-4:2013 Malaysian Sustainable Palm Oil (MSPO) Part 4: General principles for Palm Oil Mill.**

Criterion / Indicator		Assessment Findings	Compliance
<b>4.1 Principle 1: Management commitment &amp; responsibility</b>			
<b>Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy</b>			
<b>4.1.1.1</b>	Policy for the implementation of MSPO shall be established. - <b>Major compliance</b> -	The Group Sustainability & Quality Policy Statement signed by Mohamad Helmy Othman Basha, Group Managing Director dated 02/12/2019 available and implemented in Sime Darby Plantation Berhad.	Yes
<b>4.1.1.2</b>	The policy shall also emphasize on the commitment to continual improvement with the objective of improving the milling operation. - <b>Major compliance</b> -	Based on the policy, Sime Darby Plantation Berhad (SDPB) aims to be a leading integrated producer & supplier of certified sustainable palm oil. In pursuing our sustainability goals that are in line with the United Nations Sustainable Development Goals (UNSDG) 2030, we are committed to: <ol style="list-style-type: none"> <li>1. Promoting Good Governance and Transparency.</li> <li>2. Contributing to a better society.</li> <li>3. Minimizing environmental harm.</li> <li>4. Delivering sustainable quality.</li> </ol> This policy shall be guided by the commitments spelt out in the company's: <ul style="list-style-type: none"> <li>• Responsible Agriculture Charter (RAC)</li> </ul>	Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> <li>Human Rights Charter (HRC)</li> <li>Innovation &amp; Productivity Charter (IPC)</li> </ul>	
<b>Criterion 4.1.2 – Internal Audit</b>			
<b>4.1.2.1</b>	<p>Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement.</p> <p><b>- Major compliance -</b></p>	<p>The Internal Audit Procedure (SOP: SD/SDP/PSQM/IAP, rev 2) dated 01.11.2017 documented the process to conduct internal audit. The internal audit checklist is available to cover all the required MSPO requirements. The internal audit will be conducted annually and as/when required.</p> <p>The internal audit schedule for 2020 has been planned on December 2020 and communicated by Regional SQM to West POM and West POM.</p>	Yes
<b>4.1.2.2</b>	<p>The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action.</p> <p><b>- Major compliance -</b></p>	<p>The internal audit report dated 16-17/12/2019 has includes the root cause analysis and corrective action plan.</p> <p>There were 4 Major, 5 Minor and 3 OFI raised during the audit and closed.</p>	Yes
<b>4.1.2.3</b>	<p>Reports shall be made available to the management for their review.</p> <p><b>- Major compliance -</b></p>	<p>The internal audit report has distributed to the mill management and Sime Darby Plantation HQ management.</p>	Yes
<b>Criterion 4.1.3 – Management Review</b>			
<b>4.1.3.1</b>	<p>The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes,</p>	<p>In Operating Unit level, the last management review was conducted on 06/02/2020. The meeting was chaired by the Mill Manager which is Mr. Zalizan Mohd Tahir. The minutes of the meeting and review</p>	Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
	improvement and modification. <b>- Major compliance -</b>	presentation was sighted. Among the issue discussed are results of internal audits covering RSPO/MSPO/SCCS, customer feedback, status of preventive and corrective actions, follow up actions from management reviews, changes that could affect the management system, etc.	
<b>Criterion 4.1.4 – Continual Improvement</b>			
<b>4.1.4.1</b>	The action plan for continual improvement shall be based on a consideration of the main social and environmental impact and opportunities for the company. <b>- Major compliance -</b>	The mill has developed continual Improvement Plan based on consideration of social and environmental impacts and documented in respected management plan.  i. Installation of RO water point  To purpose new water contingency plant by building RO water plant.	Yes
<b>4.1.4.2</b>	The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce. <b>- Major compliance -</b>	The staff/workers competency training plan for FY 2020 has been established. The training identified including operations, understanding of MSPO/RSPO requirements, human rights, company policies, health and safety etc.  The FY2020 OPEX budget has include training budget and operations improvement including environmental improvement, worker welfare, OHS etc.  The mill has adopted new technology in the mill:  i. Electrostatic Precipitators system  ii. Technical Grade Oil plant	Yes

Criterion / Indicator	Assessment Findings	Compliance	
<b>4.2 Principle 2: Transparency</b>			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
<b>4.2.1.1</b>	The management shall communicate adequate information to other stakeholder on environmental, social and legal issues relevant to sustainable practices in the relevant languages and forms. <b>- Major compliance -</b>	There is Grievance Redressal procedure which has steps to be followed to solve issues raised by stakeholders. The time frame to provide feedback to the stakeholder is documented to be 2 weeks of the date receiving the queries. The Estate Senior Assistant Manager is responsible to address all communication and request for documentations that could be made available to public/stakeholders.	Yes
<b>4.2.1.2</b>	The management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. <b>- Major compliance -</b>	Sime Darby Plantations Bhd continued to use the group website for disseminating public information. The Sustainability Report and Group Annual report is available in website.  Information relating to land titles, safety and health plans, pollution prevention plans, and annual report are available at the mill. In addition to the website, the policies were also displayed at various locations including the main notice boards of the estates, mill offices and muster ground notice boards for employees and visitors to view. Procedure for complaints and grievances were available through Sime Darby Plantations Bhd website at: <a href="http://www.simedarbyplantation.com/Sustainability.aspx">http://www.simedarbyplantation.com/Sustainability.aspx</a>	Yes
<b>Criterion 4.2.2 – Transparent method of communication and consultation</b>			

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
4.2.2.1	<p>Procedures shall be established for consultation and communication with the relevant stakeholders.</p> <p><b>- Major compliance -</b></p>	<p>The Standard Operation Manual dated 01/11/2008 documented the process for Procedure for External Communication (sub-section 5.5, Appendix 5.5.3.2).</p> <p>The Sustainable Plantation Management System Appendix 5 (Flowchart and Procedures on handling Social Issues) dated 01/11/2008 documented the process for handling communication regarding social issues.</p>	Yes
4.2.2.2	<p>The management shall nominate management officials at the operating unit responsible for issues related to <i>indicator 1</i>.</p> <p><b>- Minor compliance -</b></p>	<p>The Assistant Mill Manager (Nur Syafiqah binti Rayme) responsible to deal with the external communication and social issue as per appointment letter dated 16/01/2020.</p>	Yes
4.2.2.3	<p>A list of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders shall be properly maintained.</p> <p><b>- Major compliance -</b></p>	<p>The latest stakeholders list was updated FY 2020 include the government bodies, contractors, vendor/suppliers, local community heads and other interested parties. The latest stakeholder meeting was conducted on 05/02/2020 for SOU 8 &amp; 9 attended by school management, contractor and suppliers for both.</p>	Yes
<b>Criterion 4.2.3 – Traceability</b>			
4.2.3.1	<p>The management shall commit itself to implement and maintain the requirements for the traceability and shall establish a standard operation procedure for traceability.</p> <p><b>- Major compliance -</b></p>	<p>West Oil Mill is receiving FFB mainly from West Estate or within Sime Darby Group FFB, there is no outside crop received in West POM.</p> <p>The weighbridge ticket provided the following details:</p> <p><b>Outgoing: West Estate, Carey Island</b>            Code: E-152, Consignment note# 179058, Field no: 00H, Div. Air Hitam</p>	Yes



**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
		<p>Mill tonnage: 9740 kg            Transport: WW619058            Product: FFB            Date: 27.07.2020</p> <p><b>Outgoing: West POM</b>            Dispatch Ticket: 020006            Buyer: SDP KCP – Sime Darby Plantation Berhad            Address: SDP Joma Ref            Contract No: S/C-PSD/2007/CPO0774            Shipment date: 27/07/2020            Quantity: 37,340 KG            Product: CPO RSPO IP            Transport: Jasa Bumi Logistics Sdn Bhd</p> <p>The Sustainable Plantation Management System Appendix 15 dated March 2016 documented the procedure for traceability. The procedure requires validation of certificate of supplying estate.</p> <p>The current traceability system is Sime Weigh System.</p> <p>The responsible personal for the implementation of MSPO is the Assistant Mill Manager (Nur Syafiqah binti Rayme) as letter of appointment dated 15/01/2020.</p>	
<p><b>4.2.3.2</b></p>	<p>The management shall conduct regular inspections on compliance with the established traceability system.</p> <p><b>- Major compliance -</b></p>	<p>The Sustainable Plantation Management System, Appendix 15, SOP for Sustainable Supply Chain and Traceability Version 2, 2018, issue no 5 dated April 2019 documented the procedure for traceability. Procedure has combined all related sustainability standard requirements of RSPO/ISCC/MSPO.</p>	<p>Yes</p>

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
4.2.3.3	The management shall identify and assign suitable employees to implement and maintain traceability system. <b>- Minor compliance -</b>	The responsible personal for the traceability is the Assistant Mill Manager as for letter of appointment dated 15/01/2020.	Yes
4.2.3.4	Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained. <b>- Major compliance -</b>	There is no sale of the FFB as West estate is the only supply base to West Oil Mill, and belongs to the Sime Darby Plantation Bhd.  The delivery note of the FFB are kept at the operating units and will be retained for 10 years according to the Standard Operation Manual Section 4; Sub-section 4.2.3 Control of Documents.	Yes
<b>4.3 Principle 3: Compliance to legal requirements</b>			
<b>Criterion 4.3.1 – Regulatory requirements</b>			
4.3.1.1	All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations. <b>- Major compliance -</b>	SOU 9 had continued to comply with the legal requirements. Compliance to each applicable law and regulation is monitored by the operating units and SQM sustainability team. SOU 9 had obtained and renewed license and permits as required by the law. Among others the licenses/permit viewed were  i. MPOB License no. 533238000 for processing 240000-ton FFB. Valid from 1/10/2019 – 30/09/2020.  ii. DOE License no. 003180. Valid from 1/7/2020 – 30/6/2021  iii. DOE Contradiction License no. 003765. Valid from 5/6/2020 – 4/6/2021  iv. Private Installation License no. 004840/2019.	Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
		<p>v. Weighbridge calibration permit no. B 1555158 with safety sticker no. 2.1K Q006047</p> <p>vi. Fire Certificate no. 319051 valid from 19/3/2020 – 18/3/2021</p> <p>vii. Competent Person</p> <p>a. AESP for Confined Space - Certificate no. NW-HQ-AE-R-6469-P</p> <p>b. CePSWam – cert no. CePSWam/01415</p> <p>c. CePPOME – cert. no.CePPOME/00036</p> <p>d. Engine Driver category A4 cert. no. PJ-T-4-B-0011-2018.</p>	
<b>4.3.1.2</b>	<p>The management shall list all relevant laws related to their operations in a legal requirement register.</p> <p><b>- Major compliance -</b></p>	<p>Documented procedure has been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.</p> <p>The mill has established list of all relevant laws and requirement and documented in Legal and Requirement Register. The list were updated on annually basis or new updates on the register. Latest updated was done in 14/4/2020 with addition of Perintah Pencegahan dan Pengawasan Penyakit berjangkit (Pengisytiharan Kawasan tempatan Jangkitan)(Pelanjutan Kuatkuasa)(No.2) 2020.</p>	Yes
<b>4.3.1.3</b>	<p>The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force.</p> <p><b>- Major compliance -</b></p>	<p>A mechanism to ensure compliance to legal and other requirement has been documented in EQMS &amp; MQMS (Estate &amp; Mill Quality Management System) under Standard Operation Manual distributed to all operating units under SOU1. PSQM Department and respective operating units will undertake the responsibility of</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
		<p>identifying, managing, updating and tracking the legal requirement as well as monitoring the status of legal compliance. Refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.</p> <p>Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office. On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operations. Tracking system on any changes in the law been well implemented. E.g. regular notification by Head Office and regular updates from the DOE/DOSH websites as well as from MAPA circulars.</p>	
<b>4.3.1.4</b>	<p>The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements.</p> <p><b>- Minor compliance -</b></p>	<p>Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office. On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operations. Tracking system on any changes in the law been well implemented. E.g. regular notification by Head Office and regular updates from the DOE/DOSH websites as well as from MAPA circulars.</p> <p>The mill acquired compliance schedule for DOE License no. 003180. Furthermore, the mill has also acquired compliance schedule for DOE Contradiction License no. 003765.</p> <p>In the compliance schedule for DOE Contradiction License no. 003765 under section no. 5 stated as follows:</p>	Minor non-conformity

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
		<p>'Laporan pemantauan berterusan daripada cerobong perlu dikemukakan kepada JAS satu (1) kali setiap tiga (3) Bulan.</p> <p>Noted during document review, the mill not submitted the hardcopy report for continuous monitoring for parameter PM and Opacity to DOE. The changes for compliance schedule for DOE License no. 003180 and compliance schedule for DOE Contradiction License no. 003765 was not effectively track and updated. Thus, NC were raised.</p>	
<b>Criterion 4.3.2 – Lands use rights</b>			
<b>4.3.2.1</b>	<p>The management shall ensure that their oil palm milling activities do not diminish the land use rights of other users.</p> <p><b>- Major compliance -</b></p>	<p>There is no customary land for the portion of land. The land is belong to Sime Darby Plantations.</p>	Yes
<b>4.3.2.2</b>	<p>The management shall provide documents showing legal ownership or lease, history of land tenure and the actual legal use of the land.</p> <p><b>- Major compliance -</b></p>	<p>The mill was located in West Estate. The land title was available at the estate for review. The mill located in lot 2601 under Land Title no. GRN 46219.</p>	Yes
<b>4.3.2.3</b>	<p>Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable.</p> <p><b>- Major compliance -</b></p>	<p>The mill located in the sister estate. The land title was under West Estate. The mill boundary was clearly demarcated with fences.</p>	Yes
<b>4.3.2.4</b>	<p>Where there are, or haven been disputes, documented proof of legal acquisition of land and fair compensation that have been or are being made to previous owners and occupants; shall made available and that these should have been accepted with free prior</p>	<p>There is no land dispute recorded. This was verified with stakeholders' consultation.</p> <p>To deal with future arising land dispute (if applicable), the Sustainable Plantation Management System (SPMS) Appendix 3</p>	Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
	informed consent (FPIC). - <b>Minor compliance</b> -	dated 01/11/2008 documented the process in handling boundaries disputes.	
<b>Criterion 4.3.3 – Customary rights</b>			
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - <b>Major compliance</b> -	There is no customary land for the portion of land.	Yes
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available. - <b>Minor compliance</b> -	There is no customary land for the portion of land.	Yes
4.3.3.3	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available. - <b>Major compliance</b> -	There is no customary land for the portion of land.	Yes
<b>4.4 Principle 4: Social responsibility, health, safety and employment condition</b>			
<b>Criterion 4.4.1: Social Impact Assessment (SIA)</b>			
4.4.1.1	Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones. - <b>Minor compliance</b> -	The Social & Environment Projects was conducted for West Oil Mill and supply bases internally by the PSQM Department. The last SIA was conducted in 27 <sup>th</sup> – 28 <sup>th</sup> March 2014. Key areas identified in the SIA were on good practices/findings, issues, complaints, suggestions by workers and other stakeholders.  The recommendation from the SIA report was transferred to action plan. The latest action plan for SOU 9 FY 2020. The action plan	Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
		identified the issues & strategies, action plan, responsible person and time frame.	
<b>Criterion 4.4.2: Complaints and grievances</b>			
<b>4.4.2.1</b>	A system for dealing with complaints and grievances shall be established and documented. <b>- Major compliance -</b>	The Standard Operation Manual dated 01/11/2008 documented the process for Procedure for External Communication (sub-section 5.5, Appendix 5.5.3.2).  The Sustainable Plantation Management System Appendix 5 (Flowchart and Procedures on handling Social Issues) dated 01/11/2008 documented the process for handling communication regarding social issues.	Yes
<b>4.4.2.2</b>	The system shall be able to resolve dispute in an effective, timely and appropriate manner, which is accepted by all parties. <b>- Major compliance -</b>	The mill management has implemented Internal and External Complaint logbook. Sample sighted as below:  <ol style="list-style-type: none"> <li>1. Termite outbreak at Sg Patani Housing (27/06/20). Action plan (10/07/20): Will find the termite pesticides supplier.</li> <li>2. Workers not adhere to the instruction of wearing the safety vest (27/06/20). Action plan: Safety briefing/warning will be implemented.</li> </ol>	Yes
<b>4.4.2.3</b>	A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints. <b>- Minor compliance -</b>	The complaint form is available and use by the complainer and recorded in the logbook.	Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
4.4.2.4	<p>Employees and surrounding communities should be made aware of its existence and that complaints or suggestions may be made at any time.</p> <p><b>- Minor compliance -</b></p>	<p>Interview conducted with workers to confirm their understanding of the complaint and grievance process. There is no critical grievance recorded for the pass one year. Only request for maintenance and repairing housing, machine, etc. are made by workers.</p>	Yes
4.4.2.5	<p>Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request.</p> <p><b>- Major compliance -</b></p>	<p>The complaint record for request for maintenance are available and kept for 5 years (communications file (internal) according to the Standard Operation Manual Section 4; Sub-section 4.2.3 Control of Documents.</p>	Yes
<b>Criterion 4.4.3: Commitment to contribute to local sustainable development</b>			
4.4.3.1	<p>Palm oil miller should contribute to local development in consultation with the local communities. Where the mill is an integral part of plantation, such contribution to local community development may be regarded as a joint effort by the mill and the plantation.</p> <p><b>- Minor compliance -</b></p>	<p>The mill management have made contribution to the local communities, school and the internal stakeholders such as accommodating various visitors request from:</p> <ol style="list-style-type: none"> <li>1. Contribution SJK(T) Pulau Carey dated 13/03/2020.</li> <li>2. Contribution for VIP lunch – NUPW Day Event (RM 450) 27/01/2020.</li> </ol>	Yes
<b>Criterion 4.4.4: Employees safety and health</b>			
4.4.4.1	<p>An occupational safety and health policy and plan which is in line with Occupational Safety and Health Act 1994 and Factories and Machinery Act 1967 (Act 139) shall be documented, effectively communicated and implemented.</p> <p><b>- Major compliance -</b></p>	<p>Sime Darby Plantation has established environmental policy Upstream Malaysia Health, Safety and Environment (HSE) Policy Statement signed by CEO Upstream Malaysia dated 1/6/2020.</p> <p>In the Policy Statement stated as follows:</p>	Yes



**MSPO Public Summary Report  
Revision 1 (Feb 2020)**

Criterion / Indicator	Assessment Findings	Compliance
	<p>"Upstream Malaysia is committed to providing safe and healthy workplaces and operating in an environmentally responsible manner at all our operations in Malaysia."</p> <p>The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice board within the estate.</p> <p>The GSQM team is also committed in establishing various working standards through procedures or pictorial method to improve safe working condition.</p> <p>Estate visited has established Safety and Health Plan and reviewed on annually basis. The plan covers on OSH Legal Compliance, Emergency Response Plan, OSH Management System and Risk Management, HIRADC, training, OSH committee meeting, workplace inspection, medical surveillance and etc.</p> <p>Sighted the implementation of the management plan FY 2020 as follows:</p> <ul style="list-style-type: none"> <li>i. JKKP 8 form was submitted annually. For FY 2019, the report was submitted to DOSH through MyKKP system on 13/1/2019. Refer report no. JKKP 8/47465/2019</li> <li>ii. The mill conducted inspection for workshop equipment on monthly basis. Sighted the inspection records dated 20/6/2020 and 20/7/2020.</li> <li>iii. The mill conducted the audiometric testing on annually basis. Latest test was conducted in February 2020, refer report no. AHIJAU/DOSH/KKSWEST/0020 dated 12/3/2020. 12 workers were</li> </ul>	

Criterion / Indicator		Assessment Findings	Compliance
		identified with hearing impairment and STS and has been send to retest on 24/7/2020.	
<b>4.4.4.2</b>	<p>The occupational safety and health plan should cover the following:</p> <ul style="list-style-type: none"> <li>a) A safety and health policy, which is communicated and implemented.</li> <li>b) The risk of all operations shall be assessed and documented.</li> <li>c) An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill:               <ul style="list-style-type: none"> <li>i. All employees involved are adequately trained on safe working practices;</li> <li>ii. All precautions attached to products should be properly observed and applied;</li> </ul> </li> <li>d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).</li> <li>e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</li> <li>f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust</li> </ul>	<p>Sime Darby Plantation has established environmental policy Upstream Malaysia Health, Safety and Environment (HSE) Policy Statement signed by CEO Upstream Malaysia dated 1/6/2020.</p> <p>In the Policy Statement stated as follows:</p> <p>"Upstream Malaysia is committed to providing safe and healthy workplaces and operating in an environmentally responsible manner at all our operations in Malaysia."</p> <p>The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice board within the mill.</p> <p>The mill has conducted assessment for risk on all the operations and documented in Hazard Identification, Risk Assessment, and Risk Control (HIRARC). The assessment covers all main operations and support operations such as boiler station, FFB ramp, fruit handling station, Sterilizer station, office operation, security, pest and disease and other support operation. The HIRARC was reviewed at minimum once a year, if accident occur or changes on the operation.</p> <p>HIRARC review FY 2020 was conducted on 25/4/2020 additional HIRARC on Covid-19 monitoring and on 3/72020 for accident occur on 18/6/2020 involving workshop fitters.</p> <p>The mill has established training program for employees exposed to chemicals used at the palm oil mill to ensure the continuous</p>	Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator	Assessment Findings	Compliance
<p>shall have knowledge and access to latest national regulations and collective agreements.</p> <p>g) The management shall conduct regular two-way communication with their employees where issues that affect their business such as those related to employees' safety, health and welfare are discussed openly. Records from such meeting shall be kept ant the concerns of employees and any remedial actions taken shall be recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p><b>- Major compliance -</b></p>	<p>awareness to the employee. The training was conducted by the Manager, Asst. Manager and representative form the chemical suppliers to the supervisors and operators. Sighted the sampled training records as follows:</p> <p>i. chemical management and handling training dated 21/4/2020</p> <p>ii. Basic chemical safety and personal training dated 31/1/2020</p> <p>iii. Near Infra-Red (equipment for sampling) training dated 12/9/2019</p> <p>The mill provided appropriate PPE to all workers according to the job type. The PPE given as per HIRARC and Pictorial Safety Standard (PSS) dated 17/3/2008.</p> <p>PPE issuance was recorded in PPE Issue form. The records were kept by monthly basis for monitoring purpose. Sighted the records for workshop workers dated 19/6/2020, 14/6/2020, 11/6/2020 and 27/5/2020.</p> <p>Procedures of chemical handling is presented in several documents, such Document No. SD/SDP/SQM (ESH)/001-1Sime Darby Plantation Environment, Safety, and Health Management System (ESHMS) Manual dated July 1st, 2012.</p> <p>The Mill Manager has been appointed as Person Responsible / Chairman for Safety and Health in the estate as per appointment letter dated 1/1/2020 signed by the Regional CEO. The mill manager has appointed the Asst. Manager as OSH leader in the mill as per appointment letter dated 6/1/2020. Mill management has appointed Safety Committee Member consist of Secretary, representatives from Employer and representatives from Employee</p>	

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator	Assessment Findings	Compliance
	<p>as per appointment letter by the Mill Manager. The OSH committee discussed regarding the safety and health of the workers on quarterly basis during the OSH committee meeting. In the meeting discussed on the OSH achievement, accident and incident report, OSHA compliance, PPE issue, first aid kit monitoring, PPE monitoring, workplace inspection, firefighting equipment monitoring and training. Sighted the minutes meeting records as follows:</p> <ul style="list-style-type: none"> <li>i. 18/6/2020</li> <li>ii. 17/1/2020</li> <li>iii. 25/10/2019</li> <li>iv. 9/7/2019</li> </ul> <p>The OHS Chairman and Secretary are in coordination with RSQM Head Quarter Officer for any update national regulations and collective agreements.</p> <p>Accident of emergency procedure is presented in Mill Quality Management System Standard Operation manual (MQMS SOM) dated November 1st, 2008. Flowchart of emergency handling was presented in Appendix 5.5.3.3.</p> <p>Noted during interview with workers show the satisfactory understanding on the emergency procedure established. Training was conducted as follows:</p> <ul style="list-style-type: none"> <li>i. ERP, Fire Fighting collaboration with Fire Dept. dated 26/11/2019</li> </ul>	

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
		<p>The mill conducted service maintenance and defect report for fire protection system on monthly basis. Sighted the report dated 3/3/2020, 30/9/2019 and 8/7/2019.</p> <p>First aider presents at various work station at the mill with appointed responsible person. Latest training was conducted on 10/3/2020. The first aid monitoring was done on monthly basis. Noted during site visit and interview with workers noted that workers aware regarding the location of the nearest first aid kit from their work station.</p> <p>The mills maintain the records of accident cases and reported to HQ using the Rapid 4 System. The accident occurred was reviewed on quarterly basis during OSH committee meeting.</p> <p>Both estates visited submit the JKPP 8 form on annually basis to DOSH through MyKKP website.</p>	
<b>Criterion 4.4.5: Employment conditions</b>			
<b>4.4.5.1</b>	<p>The management shall establish a policy on good social practice regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and communicated to the employees.</p> <p><b>- Major compliance -</b></p>	<p>The Social and Humanity management policy covers the necessary aspects of human rights. Employees are aware of their rights and workers and staff union monitor to ensure no violations.</p> <p>Briefing of policies were given to the workers during the latest muster Briefing on 16.01.2020 in West POM to all 85 workers.</p>	Yes
<b>4.4.5.2</b>	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment</p>	<p>Migrant workers are recruited with 2+1 years contract. Local workers are on a long-term employment. No any kind of discrimination was noted. Job opportunities and amenities such as free housing, water and electric supplier (connect to national water</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
	<p>regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p><b>- Major compliance -</b></p>	<p>and electricity supply) and medical care are given to all employees without discrimination.</p>	
<b>4.4.5.3</b>	<p>Management shall ensure that employees' pay, and conditions meet legal or industry minimum standards as per Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p><b>- Major compliance -</b></p>	<p>All the workers are under direct employment and some workshops are under contracts workers. The pay slip has included basic income, allowance pay, working days, medical leave, and deduction of salary and others as per employment contract. The payroll for the following sampled workers for March, April, May 2020 were verified to be consistent with the Minimum Wages Order 2020 under Majlis Daerah Kuala Langat.</p> <p>Foreign migrant workers. Refer to Letter of Employment, Employment Contract para" 17 – Annual leave: 14 days for &lt; 5 years, 16 days for &gt; 5 years while for India/ Indonesia – 3 years + 1 contract extension (maximum of 10 years).</p> <p>Sampled the pay slip at West POM as below:</p> <ul style="list-style-type: none"> <li>a) Employee No.: 0000061701</li> <li>b) Employee No.: 0000068318</li> <li>c) Employee No.: 0000150561</li> <li>d) Employee No.: 0000158425</li> <li>e) Employee No.: 0000122119</li> </ul>	Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings				Compliance																
<p><b>4.4.5.4</b></p>	<p>Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.</p> <p><b>- Minor compliance -</b></p>	<p>Sighted the contractor workers (Lotus Two Enterprise) employees' contract and pay slips for March, April and May 2020.</p> <p>1. The sampled workers have unpaid public holiday and being paid normal rate for work on rest day as below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 15%;">Unpaid Public Holiday</th> <th style="width: 20%;">Wrong work on overtime Rest day rate</th> <th style="width: 40%;">Wrong work on rest day rate</th> </tr> </thead> <tbody> <tr> <td>Adil Hossain (Passport no: BL0296313)</td> <td>May: 3 days</td> <td>Mar 2020: RM 14.37 (Rate of OT in Rest Day is RM 14.50)</td> <td>April: RM 115 March: RM 115 (RM 116 as per employment contract)</td> </tr> <tr> <td>Najrul Islam (Passport No: BW0998968)</td> <td>May: 3 days</td> <td>-</td> <td>-</td> </tr> <tr> <td>Md Faruk Hossain (Passport no: EB0010051)</td> <td>May: 3 days</td> <td>Apr &amp; Mar 2020: RM14.37 (Rate of OT in Rest day is RM 15)</td> <td>April: RM 115 (Rate of RM120 for rest day)</td> </tr> </tbody> </table>				Name	Unpaid Public Holiday	Wrong work on overtime Rest day rate	Wrong work on rest day rate	Adil Hossain (Passport no: BL0296313)	May: 3 days	Mar 2020: RM 14.37 (Rate of OT in Rest Day is RM 14.50)	April: RM 115 March: RM 115 (RM 116 as per employment contract)	Najrul Islam (Passport No: BW0998968)	May: 3 days	-	-	Md Faruk Hossain (Passport no: EB0010051)	May: 3 days	Apr & Mar 2020: RM14.37 (Rate of OT in Rest day is RM 15)	April: RM 115 (Rate of RM120 for rest day)	<p>Minor compliance</p>
Name	Unpaid Public Holiday	Wrong work on overtime Rest day rate	Wrong work on rest day rate																			
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**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance									
		<p>2. The employment contract has wrongly mentioned the rate of overtime on Public Holiday rate which supposed to be Rest day rate.</p> <p>3. The employment contract doesn't have the resignation term and condition.</p> <p>4. Md Faruk Hossain (Passport no: EB0010051) has the work permit under (SS Taz (M) Sdn Bd).</p> <p>5. The contractor's workers for Lotus Two Enterprise as below has the incorrect of SOCSO contribution from employee for March, April and May 2020:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>SOCSO contribution by employer</th> <th>SOCSO contribution rate as per Pekeliling</th> </tr> </thead> <tbody> <tr> <td>Adil Hossain (Passport no: BL0296313)</td> <td>May: 19.40 Apr: 19.40 Mar:</td> <td>May: 21.90 Apr: 25.60 Mar: 34.40</td> </tr> <tr> <td>Najrul Islam (Passport No: BW0998968)</td> <td>May: 16.40 Apr: 19.40</td> <td>Mar: 18.10 Apr: 24.40 Mar: 31.90</td> </tr> </tbody> </table>	Name	SOCSO contribution by employer	SOCSO contribution rate as per Pekeliling	Adil Hossain (Passport no: BL0296313)	May: 19.40 Apr: 19.40 Mar:	May: 21.90 Apr: 25.60 Mar: 34.40	Najrul Islam (Passport No: BW0998968)	May: 16.40 Apr: 19.40	Mar: 18.10 Apr: 24.40 Mar: 31.90	
Name	SOCSO contribution by employer	SOCSO contribution rate as per Pekeliling										
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Najrul Islam (Passport No: BW0998968)	May: 16.40 Apr: 19.40	Mar: 18.10 Apr: 24.40 Mar: 31.90										



**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings			Compliance
		Md Faruk Hossain (Passport no: EB0010051)	May: 19.40 Apr: 16.90	Mar: 20.60 Apr: 26.90 Mar: 33.10	
<b>4.4.5.5</b>	The management shall establish records that provide an accurate overview of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.  <b>- Major compliance -</b>	The workers master list was reviewed. The list includes date of birth, date joined, gender etc.			Yes
<b>4.4.5.6</b>	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract shall be made available for each and every employee indicated in the employment records.  <b>- Major compliance -</b>	The following contracts has been verified to confirm that workers have binding working agreement with the company: West POM:  a) Employee No.: 0000061701 b) Employee No.: 0000068318 c) Employee No.: 0000150561 d) Employee No.: 0000158425 e) Employee No.: 0000122119			Yes
<b>4.4.5.7</b>	The management shall establish a time recording system that makes working hours and overtime transparent for both the employees and employers.	The recording of work attendance is being done during muster call. Any overtime will be monitored and recorded by mandore and will be verified by Estate Assistant Manager/Manager. During the			Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
	- <b>Major compliance</b> -	muster call, the previous day overtime will be verified by asking workers if they have any dispute.	
<b>4.4.5.8</b>	The working hours and breaks of the individual worker indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed upon and shall meet the legal requirements applicable.  - <b>Major compliance</b> -	Overtime is paid 1.5 times; Rest day work is paid 2 times and Public Holiday is paid 3 times.  The payslip and the inputs were reviewed to confirm the wages and overtime is in line with legal requirements the MAPA/NUPW regulations.	Yes
<b>4.4.5.9</b>	Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.  - <b>Major compliance</b> -	The payslip and the inputs were reviewed to confirm the wages and overtime is in line with legal requirements the MAPA/NUPW regulations.	Yes
<b>4.4.5.10</b>	Other forms of social benefits should be offered by the employer to employees, their families or community such as incentives for good work performance, bonus payment, support of professional development, medical care provisions and improvement of social surroundings.  - <b>Minor compliance</b> -	The company provides:  10 kg rice to all workers once every 2 months  RM5 mobile subsidy to all workers.  Free medical benefit to workers dependent at the estate's clinics.  Once a year festival token to all workers  Yearly children Education Allowance	Yes
<b>4.4.5.11</b>	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities.  - <b>Major compliance</b> -	The basic amenities and facilities at the quarters provided by the company to it workers include electricity, water and domestic waste disposal. Electricity and water are provided from the national infrastructure facilities with subsidize rate as per employment contract.	Yes

Criterion / Indicator		Assessment Findings	Compliance
		<p>During the field assessment, it was observed that the housing is in good conditions. For local workers with family, each will be given a house while for foreign workers for single workers, it will be given shared house of 3-5 each people per house.</p> <p>Line site inspection is conducted on weekly basis as per the Workers' Minimum Standards Housing and Amenities Act 1990. The results of the inspection are being discussed with the estate manager for actions.</p> <p>For foreign workers, all foreign workers will be given a starter kit which includes basis amenities (e.g. mattress, cooking utilises).</p>	
<b>4.4.5.12</b>	<p>The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace.</p> <p><b>- Major compliance -</b></p>	<p>The Gender Policy was established since January 2015. The Policy covers the commitment to prevent sexual harassment and all forms of violence against women, workers and community. The signatory of the Policy is by Datuk Franki Anthony Dass the Managing Director of Sime Darby Plantation.</p>	Yes
<b>4.4.5.13</b>	<p>The management shall respect the right of all employees to form and join trade union and allow workers' own representative(s) to facilitate collective bargain in accordance with applicable laws and regulations. Employees shall be given freedom to join trade unions relevant to the industry or organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.</p> <p><b>- Major compliance -</b></p>	<p>During the interview with workers, there are no evidence received that there is restriction from the company to allow workers to join trade union. The workers have their freedom to join the NUPW/MAPA union.</p> <p>The Social Policy established since 2015 covers the commitment of the company towards respecting the rights of all personnel to form and join trade unions of their choice to bargain collectively. NUPW meeting was conducted on 03/03/2020 in Sime Darby Plantation Academy with a total participant of 27 attendances. Activities recorded in newspaper by NUPW is sighted, and no issue has been reported in the meeting.</p>	Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
<b>4.4.5.14</b>	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. <b>- Major compliance -</b>	The company has developed Child Protection policy dated January 2015. Operating units are complied with the minimum age requirement. No employees below the age of 18 were sighted through the master list of active employee list and interview with worker.	Yes
<b>Criterion 4.4.6: Training and competency</b>			
<b>4.4.6.1</b>	All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training. <b>- Major compliance -</b>	The mill has established training plan base on the training need analysis conducted. The training plan covers all job designation including the contractors.  Sighted the sample training records as follows: i. SO HELP briefing dated 1/6/2020 ii. MSPO SCCS training dated 17/6/2020 iii. New policy briefing dated 16/1/2020 iv. chemical management and handling training dated 21/4/2020 v. Basic chemical safety and personal training dated 31/1/2020 vi. Near Infra-Red (equipment for sampling) training dated 12/9/2019	Yes
<b>4.4.6.2</b>	Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.	The mills visited has conducted training need analysis for all employee, management and contractors. The need analysis was conducted base on the job designation and training required by the job type.	Yes

Criterion / Indicator		Assessment Findings	Compliance
	- <b>Major compliance</b> -	31 training was identified as required and programmed throughout the year.	
<b>4.4.6.3</b>	A continuous training programme shall be planned and implemented to ensure that all employees are well trained in their job function and responsibility in accordance to the documented training procedure.  - <b>Minor compliance</b> -	The mill visited has training program which updated annually. The annual internal audit by GSQM and management review does review the effectiveness of the training plan and its execution.	Yes
<b>4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services</b>			
<b>Criterion 4.5.1: Environmental Management Plan</b>			
<b>4.5.1.1</b>	An environmental policy and management plan shall be in line with the relevant country and state environmental laws shall be established, effectively communicated and implemented.  - <b>Major compliance</b> -	Sime Darby Plantation has established environmental policy documented in Group Sustainability and Quality Statement signed by Group Managing Director dated 2/12/2019 and Upstream Malaysia Health, Safety and Environment (HSE) Policy Statement signed by CEO Upstream Malaysia dated 1/6/2020.  In the Policy stated as follows: Group Sustainability and Quality Statement: Minimizing Environmental Harm: i. Protecting and enhancing biodiversity and ecosystem ii. No deforestation and No new development on peat land iii. Enhancing resilience against climate change impact iv. Adopting responsible consumption and production	Yes

Criterion / Indicator		Assessment Findings	Compliance
		<p>Upstream Malaysia Health, Safety and Environment (HSE) Policy Statement</p> <p>Environment</p> <ul style="list-style-type: none"> <li>i. Comply to emission and effluent standard</li> <li>ii. efficient use of water and energy</li> <li>iii. Minimize waste</li> <li>iv. Protect the ecosystem and biodiversity</li> </ul>	
4.5.1.2	<p>The environmental management plan shall cover the following:</p> <ul style="list-style-type: none"> <li>a) An environmental policy and objectives;</li> <li>b) The aspects and impacts analysis of all operations</li> </ul> <p><b>- Major compliance -</b></p>	<p>The mill visited has established environmental management plan base on aspect and impacts analysis conducted.</p> <p>The environmental management plan was established base on Environmental Aspect Impact Identification and Environmental Impact Evaluation conducted and documented in Pollution Prevention Plan. The EAI/EIE was reviewed by the estate management team.</p> <p>The management plan was implemented to monitor the effectiveness of the mitigation measures. This plan incorporated Environmental Issue, Mitigation Measures and Person Responsible. The EAI/EIE and management plan was reviewed on annually basis.</p> <p>Latest EAI/EIE was conducted on 20/5/2020 with additional EAI/EIE for Electrostatic Precipitators system and Technical Grade Oil tanks.</p>	Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
4.5.1.3	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored.</p> <p><b>- Major compliance -</b></p>	<p>The mill has established Pollution Prevention Plan. The plan was reviewed on annually basis. Sighted the implementation of the management plan FY 2020 as follows:</p> <p>i. The mill reported the EFB Disposal records to the DOE on monthly basis. Sighted the EFB report for the month of June, May, and April 2020.</p> <p>ii. Treated POME discharge was regularly monitored as prescribed under Compliance Schedule License no. 001298. Limit of Biochemical Oxygen Demand (BOD) discharge is 5000 mg/l for land application. Regular monitoring was done on monthly basis and every quarterly via Quarterly return form to DOE for compliance. Sighted the quarterly return form for 4<sup>th</sup> quarter of FY 2019 and 1<sup>st</sup> quarter FY 2020</p>	Yes
4.5.1.4	<p>A programme to promote the positive impacts should be included in the continual improvement plan.</p> <p><b>- Minor compliance -</b></p>	<p>Program to promote positive impact was documented in continual Improvement Plan. The mill developed continual Improvement Plan based on consideration of social and environmental impacts and documented in respected management plan.</p>	Yes
4.5.1.5	<p>An awareness and training programme shall be established and implemented to ensure that employees understand the policy, objectives and management plans and are working towards achieving objectives.</p> <p><b>- Major compliance -</b></p>	<p>The mill visited continue provided training to ensure the awareness regarding the environmental policy among the employee. The mills management has established annual training program which covers the environmental awareness and compliance related trainings to the executives, staffs and workers.</p>	Yes
4.5.1.6	<p>The management shall organize regular meetings with workers where concerns of workers about the environmental quality are</p>	<p>The mill visited has discussed on environmental issue during Environmental Performance Monitoring Committee meeting where</p>	Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance						
	discussed. <b>- Major compliance -</b>	representative of the management and employee raised their concerns about environmental quality in the estates. Sighted the minutes meeting dated 24/10/2019, 17/12/2019 and 17/01/2020.							
<b>Criterion 4.5.2: Efficiency of energy use and use of renewable energy</b>									
<b>4.5.2.1</b>	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity in the operations over the base period <b>- Major compliance -</b>	<p>The mill maintains records of energy usage, which is reported monthly to head office through SAP system. The monitoring of non-renewable energy usage was conducted on monthly basis. Sighted the records as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Month</th> <th>Consumption/FFB</th> </tr> </thead> <tbody> <tr> <td>Jan 2020</td> <td>0.50</td> </tr> <tr> <td>Feb 2020</td> <td>0.08</td> </tr> </tbody> </table> <p>The mill has established the management plan to optimize the usage of diesel and documented in the Environmental Management Plan FY 2020 established. The mill didn't consumption diesel for energy generation since March 2020 and fully depending on renewable energy such as fiber and shell at ratio of 70:30.</p>	Month	Consumption/FFB	Jan 2020	0.50	Feb 2020	0.08	Yes
Month	Consumption/FFB								
Jan 2020	0.50								
Feb 2020	0.08								
<b>4.5.2.2</b>	The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations.	The estimate for the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations inclusive of fuel use by contractors, including all transport and machinery operations was available in the respective estate yearly budgets.	Yes						



**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance																												
	- Major compliance -																														
<b>4.5.2.3</b>	The use of renewable energy should be applied where possible. - Minor compliance -	<p>Renewable energy used is from biofuel (shell and fiber) for boiler start-up. Sighted the records for usage of renewable energy FY 2019 as follows:</p> <table border="1"> <thead> <tr> <th>Month</th> <th>Shell (MT)</th> <th>Fiber (MT)</th> <th>Renewable Energy/CPO</th> </tr> </thead> <tbody> <tr> <td>Jan 2020</td> <td>86.17</td> <td>287.23</td> <td>0.95</td> </tr> <tr> <td>Feb 2020</td> <td>636.71</td> <td>2122.36</td> <td>0.93</td> </tr> <tr> <td>Mar 2020</td> <td>582.96</td> <td>1943.20</td> <td>0.95</td> </tr> <tr> <td>Apr 2020</td> <td>753.67</td> <td>2512.24</td> <td>0.96</td> </tr> <tr> <td>May 2020</td> <td>658.58</td> <td>2195.27</td> <td>0.96</td> </tr> <tr> <td>Jun 2020</td> <td>704.51</td> <td>2348.35</td> <td>1.39</td> </tr> </tbody> </table>	Month	Shell (MT)	Fiber (MT)	Renewable Energy/CPO	Jan 2020	86.17	287.23	0.95	Feb 2020	636.71	2122.36	0.93	Mar 2020	582.96	1943.20	0.95	Apr 2020	753.67	2512.24	0.96	May 2020	658.58	2195.27	0.96	Jun 2020	704.51	2348.35	1.39	Yes
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<b>Criterion 4.5.3: Waste management and disposal</b>																															
<b>4.5.3.1</b>	All waste products and sources of pollution shall be identified and documented. - Major compliance -	<p>The mill has identified the waste products and source pollution generated in the estates and mill. The waste is categorized as follows:</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Item Description</th> </tr> </thead> <tbody> </tbody> </table>	Type	Item Description	Yes																										
Type	Item Description																														

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings		Compliance
		Scheduled Waste	Used lubricant, used hydraulic oil, batteries, rags	
		Domestic waste	Rubbish	
			Sewage	
		Industrial waste	Scrap metal	
		Recycle waste	EFB	
			POME	
		<p>The mill has established management Plan base on the identification and source of pollutions and the documented in Waste management Plan FY 2020 and were available for review. In the management plan stated the type of waste, description, source of pollution, action to be taken and person responsible.</p>		
4.5.3.2	<p>A waste management plan shall be developed and implemented, to avoid or reduce pollution. The waste management plan should include measure for:</p> <ul style="list-style-type: none"> <li>a) Identifying and monitoring sources of waste and pollution.</li> <li>b) Improving the efficiency and recycling potential of mill by-products by converting them into value-added products.</li> </ul> <p><b>- Major compliance -</b></p>	<p>The mill has established waste management plan as per waste identification. The plan was reviewed on annually basis.</p> <ul style="list-style-type: none"> <li>i. The mill maintains and report the generation of schedule waste to DOE on monthly basis through E-SWISS. Sighted the inventory report for the month of June, April, March and January 2020.</li> <li>ii. During document review, it was noted that the latest SW disposal was conducted on 17/6/2020.</li> </ul>		Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator	Assessment Findings	Compliance
<p><b>4.5.3.3</b></p> <p>The palm oil mill management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environmental Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal. Scheduled waste shall be disposed as per Environmental Quality Act 1974 (Scheduled Waste) Regulations, 2005</p> <p><b>- Major compliance -</b></p>	<p>Procedure for Scheduled Waste Management was established (SD/SDP/PSQM (ESH)/203-EN1 dated 26/2/2016. Proper disposal of waste material is carried out as per the company procedures. The procedures are fully understood by workers and managers.</p> <p>The mill also has a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste disposal contractor. Stores for scheduled waste were inspected at both estates visited and disposal was done by scheduled waste disposal company authorized and licensed by Department of Environment.</p> <p>Observed during workers interview with storekeeper shows the understanding the proper disposal for waste as all used lubricant and contaminated spill kit will be collected as Scheduled Waste and stored in designated storage area.</p> <p>All the records were found adequate as per required by EQ (Scheduled Waste) Regulations 2005.</p> <p>Inventory for all scheduled waste generated were recorded and reported to DOE through E-SWISS. Sighted the sampled scheduled waste disposal records:</p> <ul style="list-style-type: none"> <li>i. 17/6/2020, SW 305, C/N no. 20200617178XZULF</li> <li>ii. 17/6/2020, SW 410, C/N no. 2020061717Y72AL1</li> <li>iii. 17/6/2020, SW 322, C/N no. 2020061717VERCQ</li> <li>iv. 17/6/2020, SW 322, C/N no. 2020061717XJVR9F</li> </ul>	<p>Yes</p>

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
4.5.3.4	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse. - <b>Minor compliance</b> -	Domestic waste was collected once a week by contractors appointed by the Majlis Daerah Kuala Langat and disposed at the municipal landfill.	Yes
<b>Criterion 4.5.4:</b> Reduction of pollution and emission			
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent. - <b>Major compliance</b> -	The mill has conducted assessment of all polluting activities in the Environmental Aspect Impact and Environmental Impact Evaluation. A management plan has been established based on the significant aspect and DOE license compliance schedule which include scheduled waste storage and disposal record, POME final discharge BOD and boiler stack sampling.	Yes
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - <b>Major compliance</b> -	The mill has conducted assessment of all polluting activities in the Environmental Aspect Impact and Environmental Impact Evaluation. A management plan has been established based on the significant aspect and DOE license compliance schedule which include scheduled waste storage and disposal record, POME final discharge BOD and boiler stack sampling. The plan was reviewed on annual basis.  Sighted the sampled if stack sampling conducted as follows: i. Report no.: ALM/WESTOIL/0219/4605 Date sampled: 15/2/2019 Result: within the limits of the Department of Environment approved limit as stated in chimney written approval.	Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator	Assessment Findings	Compliance																								
<p><b>4.5.4.3</b> Palm oil mill effluent (POME) shall be treated to ensure compliance with standards as stipulated in the relevant Environmental Quality (Prescribed Premises) (Crude Palm Oil) Regulations 1977. POME discharge limits and method should be in accordance with the respective state and national policies and regulations.</p> <p><b>- Major compliance -</b></p>	<p>Treated POME discharge was regularly monitored as prescribed under Compliance Schedule License no. 003180. Limit of Biochemical Oxygen Demand (BOD) discharge is 5000 mg/l for land application. Regular monitoring was done on monthly basis and every quarterly via Quarterly return form to DOE for compliance. Sighted the quarterly return form as follows:</p> <p>1<sup>st</sup> quarter (report date: 13/4/2020)</p> <table border="1" data-bbox="1088 719 1868 919"> <thead> <tr> <th>Item</th> <th>Jan</th> <th>Feb</th> <th>Mar</th> </tr> </thead> <tbody> <tr> <td>pH</td> <td>7.60</td> <td>7.50</td> <td>7.30</td> </tr> <tr> <td>BOD</td> <td>2000.00</td> <td>605.00</td> <td>3310.00</td> </tr> </tbody> </table> <p>2<sup>nd</sup> quarter (report date: 14/7/2020)</p> <table border="1" data-bbox="1088 983 1868 1182"> <thead> <tr> <th>Item</th> <th>Apr</th> <th>May</th> <th>Jun</th> </tr> </thead> <tbody> <tr> <td>pH</td> <td>NA</td> <td>7.10</td> <td>7.20</td> </tr> <tr> <td>BOD</td> <td>NA</td> <td>2645.00</td> <td>1193.00</td> </tr> </tbody> </table> <p>The effluent analysis confirms with condition prescribed under Compliance Schedule License no. 003180.</p>	Item	Jan	Feb	Mar	pH	7.60	7.50	7.30	BOD	2000.00	605.00	3310.00	Item	Apr	May	Jun	pH	NA	7.10	7.20	BOD	NA	2645.00	1193.00	<p>Yes</p>
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<p><b>Criterion 4.5.5:</b> Natural water resources</p>																										

Criterion / Indicator		Assessment Findings	Compliance								
<p><b>4.5.5.1</b></p>	<p>The management shall establish water management plans to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <ul style="list-style-type: none"> <li>a) Assessment of water usage and sources.</li> <li>b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill's current activities.</li> <li>c) Ways to optimize water and nutrient usage and reduce wastage (<i>e.g.</i> having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.).</li> </ul> <p><b>- Major compliance -</b></p>	<p>The mill has established water management Plan and documented in Identification and Management of wastewaters and Action Plan to reduce fresh water usage. In the plan stated the water source, areas of concern, monitoring, contingency plan, mitigation plan, person responsible and time frame. Sighted the implementation of the management plan as follows:</p> <ul style="list-style-type: none"> <li>i. The mill continues to monitor the water consumption. Sighted the records of water consumption as follows:</li> </ul> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Month</th> <th>L/FFB</th> </tr> </thead> <tbody> <tr> <td>Todate 2019</td> <td>1.03</td> </tr> <tr> <td>As at June 2020</td> <td>0.79</td> </tr> </tbody> </table>	Month	L/FFB	Todate 2019	1.03	As at June 2020	0.79	<p>Yes</p>		
Month	L/FFB										
Todate 2019	1.03										
As at June 2020	0.79										
<p><b>4.5.5.2</b></p>	<p>Where open discharge of POME into water course is practiced, mills should undertake to gradually phase it out in accordance to the applicable state or national regulations.</p> <p><b>- Major compliance -</b></p>	<p>Treated POME discharge was regularly monitored as prescribed under Compliance Schedule License no. 003180. Limit of Biochemical Oxygen Demand (BOD) discharge is 5000 mg/l for land application. Regular monitoring was done on monthly basis and every quarterly via Quarterly return form to DOE for compliance. Sighted the quarterly return form as follows:</p> <p>1<sup>st</sup> quarter (report date: 13/4/2020)</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Item</th> <th>Jan</th> <th>Feb</th> <th>Mar</th> </tr> </thead> <tbody> <tr> <td>pH</td> <td>7.60</td> <td>7.50</td> <td>7.30</td> </tr> </tbody> </table>	Item	Jan	Feb	Mar	pH	7.60	7.50	7.30	<p>Yes</p>
Item	Jan	Feb	Mar								
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**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings				Compliance
		BOD	2000.00	605.00	3310.00	
		2 <sup>nd</sup> quarter (report date: 14/7/2020)				
		Item	Apr	May	Jun	
		pH	NA	7.10	7.20	
		BOD	NA	2645.00	1193.00	
		The effluent analysis confirms with condition prescribed under Compliance Schedule License no. 003180.				
<b>4.6 Principle 6: Best Practices</b>						
<b>Criterion 4.6.1: Mill Management</b>						
<b>4.6.1.1</b>	Standard operating procedures shall be appropriately documented and consistently implemented and monitored.  - <b>Major compliance</b> -	<p>SOP available for the Palm Oil Mill and the Estates. Palm Mill holds two SOPs: sustainability Plantation Management System (MQMS/SOM/08 v.1 dated 1/11/2008) includes mill SOP and Mill Quality Management Manual v.1 2008/MQMS/QMM/08 as a guidance document to operate the mill.</p> <p>Sime Darby has established a system to monitor the mill operation. The Mill advisor, Structured Oil Recovery Assessment (SORA) and Planning and Monitoring Unit visited the operating units on timely basis. Their reports cover on all aspect of operation.</p>				Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
<b>4.6.1.2</b>	All palm oil mills shall implement best practices. <b>- Major compliance -</b>	<p>The monitoring of the mill process is made through the shift supervision headed by an Engineer. All process parameters are documented and summarized in a daily report.</p> <p>The Mill advisor, Structured Oil Recovery Assessment (SORA) and Planning and Monitoring Unit visited the operating units on timely basis. Their reports cover on all aspect of operation.</p>	Yes
<b>Criterion 4.6.2: Economic and financial viability plan</b>			
<b>4.6.2.1</b>	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning. <b>- Major compliance -</b>	<p>Annual business plan in the form of annual budget and the projection for 5 years prepared as guidance for future planning. Sighted the annual budget FY 2020 and business plan FY 2020 – FY 2024</p> <p>In the 5 years business plan include items as follows:</p> <ul style="list-style-type: none"> <li>i. Mill intake – FFB input</li> <li>ii. Production of CPO</li> <li>iii. Production of PK</li> <li>iv. Total Palm Oil Extraction</li> <li>v. Total Palm Kernel Extraction</li> <li>vi. Mill cost</li> </ul> <p>The business plan for FY2020 contains FFB yield, CPO, OER, and KER, costs of production, milling utilization and etc. It also includes</p>	Yes



**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
		environment, social (workers and staff's welfare), and health and safety component and associated capital expenditure.	
<b>Criterion 4.6.3: Transparent and fair price dealing</b>			
<b>4.6.3.1</b>	Pricing mechanisms for the products and other services shall be documented and effectively implemented. <b>- Major compliance -</b>	This is available in the GPA No E4 Procurement as 29 August 2018 to effectively manage the procurement of goods and/or services for the group. All tender and pricing exercises are handled by the HQ management and also tender by Respective business units which appoint its own tender committees for budget below RM200K-<RM5m. For mill & estate, there is 3.5.3 approved vendor records and information (G.P.P.A No 3.5.3) November 2015. Projects are tendered from the approved vendors registered with HQ. Payments are processed and made by HQ through system named MEX. This is made upon job verification by the estate personnel.Sighted the agreement contract for Lotus Two Enterprise: Ref No: KKWEST/OPEX/FY2020/CONTRACT LABOUR dated 13/01/2020 valid for 12 months.	Yes
<b>4.6.3.2</b>	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. <b>- Major compliance -</b>	All contracts and purchases are documented i.e in the form of purchase orders, invoices, and contracts for the larger transaction. All documents are signed by both vendor and estates.	Yes
<b>Criterion 4.6.4: Contractor</b>			
<b>4.6.4.1</b>	In case of the engagement of contractors, they shall be made to understand the MSPO requirements and shall provide the required documentation and information.	West POM had informed its contractors regarding the need to follow the MSPO requirements through the	Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
4.6.4.2	<p>The management shall provide evidence of agreed contracts with the contractor.</p> <p>- Major compliance -</p>	<p>West POM maintains the contract with the vendors as specified in the financial procedure. A contract between Lotus Two Enterprise and West Estate (Ref: KKSWEWEST/OPEX/FY2020 CONTACT LABOUR) dated 13/01/2020 was sighted. Transaction dated 23/10/2018 sighted as per agreed RM 8,500.00 price/normal day @ RM85/25 days/4 workers for supply skill labour for repair/maintenance at West POM. Further sampled the tax invoice no I-989 between Lotus Two Enterprise and West Estate on agreed price per unit on 30.06.2020. Inclusive in the contract, is a clause for compliance with all the relevant governing law.</p>	Yes
4.6.4.3	<p>The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required.</p> <p>- Minor compliance -</p>	<p>The requirement of accepting MSPO accredited auditors to audit against the contractors are being mentioned in the supplementary contract to all suppliers and contractors. Lotus Two has signed the agreement on 20/12/2019.</p>	Yes
4.6.4.4	<p>The management shall be responsible for the observance of the control points applicable to the tasks performed by the contractor, by checking and signing the assessment of the contractor for each task and season contracted.</p> <p>- Major compliance -</p>	<p>All works performed at the estates are checked and verified by the estate's personnel. Projects where tenders are issued by HQ are checked by representative from HQ usually from the Engineering Dept.</p>	Yes

**MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General principles for Plantations and Organized Smallholders**

Criterion / Indicator		Assessment Findings	Compliance
<b>4.1 Principle 1: Management commitment &amp; responsibility</b>			
<b>Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy</b>			
<b>4.1.1.1</b>	A policy for the implementation of MSPO shall be established. - <b>Major compliance</b> -	The Group Sustainability & Quality Policy Statement signed by Mohamad Helmy Othman Basha, Group Managing Director dated 02/12/2019 available and implemented in Sime Darby Plantation Berhad.	Yes
<b>4.1.1.2</b>	The policy shall also emphasize commitment to continual improvement. - <b>Major compliance</b> -	Based on the policy, Sime Darby Plantation Berhad (SDPB) aims to be a leading integrated producer & supplier of certified sustainable palm oil. In pursuing our sustainability goals that are in line with the United Nations Sustainable Development Goals (UNSDG) 2030, we are committed to: <ul style="list-style-type: none"> <li>5. Promoting Good Governance and Transparency.</li> <li>6. Contributing to a better society.</li> <li>7. Minimizing environmental harm.</li> <li>8. Delivering sustainable quality.</li> </ul> <p>This policy shall be guided by the commitments spelt out in the company's:</p> <ul style="list-style-type: none"> <li>• Responsible Agriculture Charter (RAC)</li> <li>• Human Rights Charter (HRC)</li> <li>• Innovation &amp; Productivity Charter (IPC)</li> </ul>	Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
<b>Criterion 4.1.2 – Internal Audit</b>			
<b>4.1.2.1</b>	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement.  - Major compliance -	The Internal Audit Procedure (SOP: SD/SDP/PSQM/IAP, rev 2) dated 01.11.2017 documented the process to conduct internal audit. The internal audit checklist is available to cover all the required MSPO requirements. The internal audit will be conducted annually and as/when required.  The internal audit schedule for 2020 has been planned on December 2020 and communicated by Regional SQM to West POM and West Estate.	Yes
<b>4.1.2.2</b>	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action.  - Major compliance -	The internal audit report dated 18-19/12/2019 has includes the root cause analysis and corrective action plan.  There were 2 Major, 3 Minor and 2 OFI raised during the audit and closed.	Yes
<b>4.1.2.3</b>	Report shall be made available to the management for their review.  - Major compliance -	The internal audit report has distributed to the mill management and Sime Darby Plantation HQ management.	Yes
<b>Criterion 4.1.3 – Management Review</b>			
<b>4.1.3.1</b>	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification.	In Operating Unit level, the last management review was conducted on 07/01/2020. The meeting was chaired by the Estate Manager which is Mr. Syed Muzharel Azhar bin Syed Mohamad. The minutes of the meeting and review presentation was sighted. Among the issue discussed are results of internal audits covering RSPO/MSPO/SCCS,	Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	customer feedback, status of preventive and corrective actions, follow up actions from management reviews, changes that could affect the management system, etc.	
<b>Criterion 4.1.4 – Continual Improvement</b>			
<b>4.1.4.1</b>	The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company.  - Major compliance -	Estates visited has developed continual Improvement Plan based on consideration of social and environmental impacts and documented in respected management plan. Sighted the sampled plan/projects as follows:  i. TNB substation come with overhead lines and upgrading of internal wiring for individual meters at west estate.  • To upgrade the old overhead lines with MV ABC line. • To solve the power interruption at housing area for Division 4 in West Estate	Yes
<b>4.1.4.2</b>	The company shall establish a system to improve practices in line with new information and techniques or new industry standards and technology (where applicable) that are available and feasible for adoption.  - Major compliance -	Among the new technology adopted by the estates are:  i. Mechanical spray (ST101) – chemical spray for palm circle using sprayer attached to tractor  ii. Multi Bin Silo (MBS) – fertilizer spreader	Yes
<b>4.1.4.3</b>	An action plan to provide the necessary resources including training, to implement the new techniques or new industry standard or technology (where applicable) shall be established.	Estates visited has developed continual Improvement Plan based on consideration of social and environmental impacts and documented in respected management plan.	Yes

Criterion / Indicator		Assessment Findings	Compliance
- Major compliance -			
<b>4.2 Principle 2: Transparency</b>			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
<b>4.2.1.1</b>	<p>The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes.</p> <p>- Major compliance -</p>	<p>There is Grievance Redressal procedure which has steps to be followed to solve issues raised by stakeholders. The time frame to provide feedback to the stakeholder is documented to be 2 weeks of the date receiving the queries. The Estate Senior Assistant Manager is responsible to address all communication and request for documentations that could be made available to public/stakeholders.</p>	Yes
<b>4.2.1.2</b>	<p>Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantations Bhd continued to use the group website for disseminating public information. The Sustainability Report and Group Annual report is available in website.</p> <p>Information relating to land titles, safety and health plans, pollution prevention plans, and annual report are available at the mill. In addition to the website, the policies were also displayed at various locations including the main notice boards of the estates, mill offices and muster ground notice boards for employees and visitors to view. Procedure for complaints and grievances were available through Sime Darby Plantations Bhd website at:</p> <p><a href="http://www.simedarbyplantation.com/Sustainability.aspx">http://www.simedarbyplantation.com/Sustainability.aspx</a></p>	Yes
<b>Criterion 4.2.2 – Transparent method of communication and consultation</b>			

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
4.2.2.1	<p>Procedures shall be established for consultation and communication with the relevant stakeholders.</p> <p><b>- Major compliance -</b></p>	<p>The Standard Operation Manual dated 01/11/2008 documented the process for Procedure for External Communication (sub-section 5.5, Appendix 5.5.3.2).</p> <p>The Sustainable Plantation Management System Appendix 5 (Flowchart and Procedures on handling Social Issues) dated 01/11/2008 documented the process for handling communication regarding social issues.</p>	Yes
4.2.2.2	<p>A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit.</p> <p><b>- Minor compliance -</b></p>	<p>The Senior Assistant Manager (Mr Azlee bin Sahat) is responsible to deal with the external communication and social issue as per appointment letter dated 01/01/2020.</p>	Yes
4.2.2.3	<p>List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained.</p> <p><b>- Major compliance -</b></p>	<p>The latest stakeholders list was updated FY 2020 include the government bodies, contractors, vendor/suppliers, local community heads and other interested parties.</p> <p>The latest meeting was conducted on 05/02/2020 for SOU 8 &amp; 9 attended by school management, contractor and suppliers for both.</p>	Yes
<b>Criterion 4.2.3 – Traceability</b>			
4.2.3.1	<p>The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s).</p> <p><b>- Major compliance -</b></p>	<p>West Oil Mill is receiving FFB mainly from West Estate or within Sime Darby Group FFB, there is no outside crop received in West POM. The weighbridge ticket provided the following details:</p> <p>Outgoing: West Estate, Carey Island            Code: E-152, Consignment note# 179058, Field no: 00H, Div. Air Hitam            Mill tonnage: 9740 kg            Transport: WW619058</p>	Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
		<p>Product: FFB  Date: 27.07.2020</p> <p>The Sustainable Plantation Management System Appendix 15 dated March 2016 documented the procedure for traceability. The procedure requires validation of certificate of supplying estate.</p> <p>The current traceability system is Sime Weigh System.</p> <p>The responsible personal for the implementation of MSPO is the Senior Assistant Manager (Azlee bin Sahat) as for letter of appointment dated 12.12.2019.</p>	
<b>4.2.3.2</b>	<p>The management shall conduct regular inspections on compliance with the established traceability system.</p> <p><b>- Major compliance -</b></p>	<p>The Sustainable Plantation Management System, Appendix 15, SOP for Sustainable Supply Chain and Traceability Version 2, 2018, issue no 5 dated April 2019 documented the procedure for traceability. Procedure has combined all related sustainability standard requirements of RSPO/ISCC/MSPO.</p>	Yes
<b>4.2.3.3</b>	<p>The management should identify and assign suitable employees to implement and maintain the traceability system.</p> <p><b>- Minor compliance -</b></p>	<p>The responsible personal for the traceability is the Senior Assistant Manager as for letter of appointment dated 12.12.2019.</p> <p>The training on the traceability was provided by PSQM through the MSPO awareness training on 25.02.2020 in West Estate to all 85 workers. by Assistant Manager.</p>	Yes
<b>4.2.3.4</b>	<p>Records of sales, delivery or transportation of FFB shall be maintained.</p> <p><b>- Major compliance -</b></p>	<p>There is no sale of the FFB as West estate is the only supply base to West Oil Mill, and belongs to the Sime Darby Plantation Bhd.</p>	Yes



Criterion / Indicator		Assessment Findings	Compliance
		The delivery note of the FFB are kept at the operating units and will be retained for 10 years according to the Standard Operation Manual Section 4; Sub-section 4.2.3 Control of Documents.	
<b>4.3 Principle 3: Compliance to legal requirements</b>			
<b>Criterion 4.3.1 – Regulatory requirements</b>			
<b>4.3.1.1</b>	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.  - <b>Major compliance</b> -	SOU 9 had continued to comply with the legal requirements. Compliance to each applicable law and regulation is monitored by the operating units and SQM sustainability team. SOU 9 had obtained and renewed license and permits as required by the law. Among others the licenses/permit viewed were  i. MPOB License no. 522968002000. Valid from 1/9/2019 – 31/8/2020. ii. Acephate permit no. SEL/2020/ACP/0023(GL) for purchasing 600 kg. iii. Diesel permit no B.PGK.SEL/5857. Valid from 12/12/2019 – 11/12/2020  iv. Assignment conditions for Earth Station, Apparatus Assignment no. 38977/0801335_001/2019. Valid from 1/1/2020 – 31/12/2020	Yes
<b>4.3.1.2</b>	The management shall list all laws applicable to their operations in a legal requirement register.  - <b>Major compliance</b> -	Documented procedure has been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.  The estate has established list of all relevant laws and requirement and documented in Legal and Requirement Register. The list was updated	Yes

Criterion / Indicator		Assessment Findings	Compliance
		on annually basis or new updates on the register. Latest updated was done in 14/4/2020 with addition of Perintah Pencegahan dan Pengawalan Penyakit berjangkit (Pengisytiharan Kawasan tempatan Jangkitan)(Pelanjutan Kuatkuasa)(No.2) 2020.	
<b>4.3.1.3</b>	<p>The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force.</p> <p><b>- Major compliance -</b></p>	<p>A mechanism to ensure compliance to legal and other requirement has been documented in EQMS &amp; MQMS (Estate &amp; Mill Quality Management System) under Standard Operation Manual distributed to all operating units under SOU 9. PSQM Department and respective operating units will undertake the responsibility of identifying, managing, updating and tracking the legal requirement as well as monitoring the status of legal compliance. Refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.</p> <p>Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office. On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operations. Tracking system on any changes in the law been well implemented. E.g. regular notification by Head Office and regular updates from the DOE/DOSH websites as well as from MAPA circulars.</p>	Yes
<b>4.3.1.4</b>	<p>The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements.</p> <p><b>- Minor compliance -</b></p>	<p>Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office. On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operations. Tracking system on</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance										
		any changes in the law been well implemented. E.g. regular notification by Head Office and regular updates from the DOE/DOSH websites as well as from MAPA circulars.											
<b>Criterion 4.3.2 – Lands use rights</b>													
<b>4.3.2.1</b>	The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users. <b>- Major compliance -</b>	There is no customary land for the portion of land. The land is belong to Sime Darby Plantations.	Yes										
<b>4.3.2.2</b>	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land. <b>- Major compliance -</b>	Sime Darby did not acquire land from landowners but leased it directly from the government. The quit rent payment was done accordingly as requirement from the state government. The estate holds 4 land titles Sighted the sampled land title as follows: <table border="1" data-bbox="1218 951 1700 1279"> <thead> <tr> <th>Ownership No.</th> <th>Lot No.</th> </tr> </thead> <tbody> <tr> <td>GRN 44294</td> <td>2697</td> </tr> <tr> <td>GRN 47697</td> <td>2664, 2666</td> </tr> <tr> <td>GRN 46219</td> <td>2601</td> </tr> <tr> <td>GRN 46220</td> <td>2602</td> </tr> </tbody> </table>	Ownership No.	Lot No.	GRN 44294	2697	GRN 47697	2664, 2666	GRN 46219	2601	GRN 46220	2602	Yes
Ownership No.	Lot No.												
GRN 44294	2697												
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**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
4.3.2.3	<p>Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable.</p> <p><b>- Major compliance -</b></p>	<p>The legal boundary for estate visited was clearly demarcated by constructing security trenches along the boundary and it was visibly maintained.</p> <p>The legal boundary was clearly demarcated with signboard and security trenches as sighted at P09G adjacent to smallholder’s estate and Kg. Sg. Judah.</p>	Yes
4.3.2.4	<p>Where there are, or have been, disputes, documented proof of legal acquisition of land title and fair compensation that have been or are being made to previous owners and occupants; shall be made available and that these should have been accepted with free prior informed consent (FPIC).</p> <p><b>- Minor compliance -</b></p>	<p>There is no land dispute recorded. This was verified with stakeholders’ consultation.</p> <p>To deal with future arising land dispute (if applicable), the Sustainable Plantation Management System (SPMS) Appendix 3 dated 01/11/2008 documented the process in handling boundaries disputes.</p>	Yes
<b>Criterion 4.3.3 – Customary rights</b>			
4.3.3.1	<p>Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced.</p> <p><b>- Major compliance -</b></p>	There is no customary land for the portion of land.	Yes
4.3.3.2	<p>Maps of an appropriate scale showing extent of recognized customary rights land, if any, should made available.</p> <p><b>- Minor compliance -</b></p>	There is no customary land for the portion of land.	Yes
4.3.3.3	<p>Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available.</p> <p><b>- Major compliance -</b></p>	There is no customary land for the portion of land.	Yes

Criterion / Indicator		Assessment Findings	Compliance
<b>4.4 Principle 4: Social responsibility, health, safety and employment condition</b>			
<b>Criterion 4.4.1: Social Impact Assessment (SIA)</b>			
<b>4.4.1.1</b>	<p>Social impact should be identified, and plans are implemented to mitigate the negative impacts and promote the positive ones.</p> <p><b>- Minor compliance -</b></p>	<p>The Social &amp; Environment Projects was conducted for West Oil Mill and suppl bases internally by the PSQM Department. The last SIA was conducted in 27<sup>th</sup> – 28<sup>th</sup> March 2014. Key areas identified in the SIA were on good practices/findings, issues, complaints, suggestions by workers and other stakeholders.</p> <p>The recommendation from the SIA report was transferred to action plan. The latest action plan for SOU 9 FY 2020. The action plan identified the issues &amp; strategies, action plan, responsible person and time frame.</p>	Yes
<b>Criterion 4.4.2: Complaints and grievances</b>			
<b>4.4.2.1</b>	<p>A system for dealing with complaints and grievances shall be established and documented.</p> <p><b>- Major compliance -</b></p>	<p>The Standard Operation Manual dated 01/11/2008 documented the process for Procedure for External Communication (sub-section 5.5, Appendix 5.5.3.2).</p> <p>The Sustainable Plantation Management System Appendix 5 (Flowchart and Procedures on handling Social Issues) dated 01/11/2008 documented the process for handling communication regarding social issues.</p>	Yes
<b>4.4.2.2</b>	<p>The system shall be able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties.</p> <p><b>- Major compliance -</b></p>	<p>The estate management has implemented Internal and External Complaint logbook. Most of the complaints were regarding house repair such as broken lamp, clogged sink, damaged toilet, etc. The management has taken action to rectify the problem.</p>	Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint. - <b>Minor compliance</b> -	The complaint form is available and use by the complainer and recorded in the logbook.	Yes
4.4.2.4	Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time. - <b>Minor compliance</b> -	Interview conducted with workers to confirm their understanding of the complaint and grievance process. There is no critical grievance recorded for the pass one year. Only request for maintenance and repairing housing, machine, etc. are made by workers.	Yes
4.4.2.5	Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request. - <b>Major compliance</b> -	The complaint record for request for maintenance are available and kept for 5 years (communications file (internal) according to the Standard Operation Manual Section 4; Sub-section 4.2.3 Control of Documents.	Yes
<b>Criterion 4.4.3: Commitment to contribute to local sustainable development</b>			
4.4.3.1	Growers should contribute to local development in consultation with the local communities. - <b>Minor compliance</b> -	The management have made contribution to the local communities, school and the internal stakeholders such as accommodating various visitors request from: <ol style="list-style-type: none"> <li>1. Pejabat Kesihatan Daerah Kuala Langat for Malaria Blood Test on 28/02/2020.</li> <li>2. Kuil Sri Maha Mariaman-request for permission for culvert installation in Kuil Sri Maha Mariamman Bridge.</li> </ol>	Yes

Criterion / Indicator		Assessment Findings	Compliance
		3. Contribution (RM 1000) SK Telok Panglima Garang dated 30/01/2020.	
<b>Criterion 4.4.4: Employees safety and health</b>			
<b>4.4.4.1</b>	<p>An occupational safety and health policy and plan shall be documented, effectively communicated and implemented.</p> <p><b>- Major compliance -</b></p>	<p>Sime Darby Plantation has established environmental policy Upstream Malaysia Health, Safety and Environment (HSE) Policy Statement signed by CEO Upstream Malaysia dated 1/6/2020.</p> <p>In the Policy Statement stated as follows:</p> <p>“Upstream Malaysia is committed to providing safe and healthy workplaces and operating in an environmentally responsible manner at all our operations in Malaysia.”</p> <p>The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice board within the estate.</p> <p>The GSQM team is also committed in establishing various working standards through procedures or pictorial method to improve safe working condition.</p> <p>Estate visited has established Safety and Health Plan and reviewed on annually basis. The plan covers on OSH Legal Compliance, Emergency Response Plan, OSH Management System and Risk Management, HIRADC, training, OSH committee meeting, workplace inspection, medical surveillance and etc.</p> <p>Sighted the implementation of the management plan FY 2020 as follows:</p>	Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
		<p>i. Medical surveillance for chemical handlers was conducted on annually basis. Latest surveillance was conducted in 28/2/2020 – 12/3/2020 by certified OHD with reg. no. JKPP/HQ/08/DOC/00/709. 76 workers were send for surveillance and found free from occupational related toxicity 1/5/2020</p> <p>ii. JKPP 8 form was submitted annually. For FY 2019, the report was submitted to DOSH through MyKKP system on 11/1/2019. Refer report no. JKPP 8/43911/2020</p> <p>iii. Workplace inspection was conducted on quarterly basis before the Safety and Health committee meeting. The result has been discussed during the committee meeting. Sighted inspection records dated 20/1/2020 and 16/8/2019.</p>	
<b>4.4.4.2</b>	<p>The occupational safety and health plan shall cover the following:</p> <p>a) A safety and health policy, which is communicated and implemented.</p> <p>b) The risks of all operations shall be assessed and documented.</p> <p>c) An awareness and training programme which includes the following requirements for employees exposed to pesticides:</p> <p style="margin-left: 20px;">i. all employees involved shall be adequately trained on safe working practices</p> <p style="margin-left: 20px;">ii. all precautions attached to products shall be properly observed and applied</p> <p>d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as</p>	<p>Sime Darby has established the Group Policy on Health and Safety signed by the Managing Director on Jan 2015. The policy has been communicated to the workers through induction training for new workers, morning briefing, iCARE Safety and Health Townhall meeting, and displayed at various notice board within the estate.</p> <p>The estates visited has conducted assessment for risk on all the operations and documented in Hazard Identification, Risk Assessment, and Risk Control (HIRARC). The assessment covers all main operations and support operations such as harvesting, weeding, manuring, office operation, security, pest and disease and other support operation. The HIRARC was reviewed at minimum once a year, if accident occur or changes on the operation.</p> <p>Latest HIRARC review was on 2/1/2020 for annual review with few changes in rating in few operations since the last reviewed. Latest</p>	Yes



**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator	Assessment Findings	Compliance
<p>identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).</p> <p>e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust must have knowledge and access to latest national regulations and collective agreements.</p> <p>g) The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly. Records from such meeting are kept and the concerns of the employees and any remedial actions taken are recorded.</p> <p>h) Accident and emergency procedures shall exist, and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p>	<p>HIRARC review was conducted on 2/5/2020 additional HIRARC on Covid-19 monitoring.</p> <p>The estate has established training program for employees exposed to chemicals used at the palm oil mill to ensure the continuous awareness to the employee. The training was conducted by the Executives, Medical Assistant and representative from the chemical suppliers to the supervisors and operators. Sighted the sampled training records as follows:</p> <p>i. PPE and safety technique training dated 25/7/2020</p> <p>ii. Inter-pump usage and maintenance training dated 5/6/2020</p> <p>iii. Chemical handling and spraying training dated 17/12/2019</p> <p>The estates visited provided appropriate PPE to all workers according to the job type. The PPE given as per HIRARC and Pictorial Safety Standard (PSS) dated 17/3/2008. Sighted during site visit, the sprayers were provided with wellington boots, apron, nitrile gloves and half face respirator. The PPE issuance records were available for review.</p> <p>Procedures of chemical handling is presented in several documents, such Document No. SD/SDP/SQM (ESH)/001-1Sime Darby Plantation Environment, Safety, and Health Management System (ESHMS) Manual dated July 1st, 2012.</p> <p>The Estate Manager has been appointed as Person Responsible / Chairman for Safety and Health in the estate as per appointment letter dated 1/1/2020 signed by the Regional CEO. The Estate Manager has appointed the Sr. Assistant Manager as person responsible for Safety</p>	

Criterion / Indicator	Assessment Findings	Compliance
<p><b>- Major compliance -</b></p>	<p>and health issue in the estate as per appointment letter dated 1/12/2019.</p> <p>The estate management has established Safety Committee Member consist of Secretary, representatives from Employer and representatives from Employee as per appointment letter by the Mill Manager. The OSH committee discussed regarding the safety and health of the workers on quarterly basis during the OSH committee meeting. In the meeting discussed on the matters arising from the previous meetings, accident and incident report, workplace inspection, and training. Sighted the minutes meeting records as follows:</p> <ul style="list-style-type: none"> <li>i. 21/7/2020</li> <li>ii. 2/1/20120</li> <li>iii. 3/10/2019</li> <li>iv. 21/6/2019</li> </ul> <p>The OHS Chairman and Secretary are in coordination with RSQM Head Quarter Officer for any update national regulations and collective agreements.</p> <p>Accident of emergency procedure is presented in Mill Quality Management System Standard Operation manual (MQMS SOM) dated November 1st, 2008. Flowchart of emergency handling was presented in Appendix 5.5.3.3.</p> <p>Noted during interview with workers show the satisfactory understanding on the emergency procedure established. Training was conducted as follows:</p>	

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
		<p>i. First aid kit and ERP training dated 17/12/2019</p> <p>ii. Fire drill in collaboration with Fire Department Zone 5 training dated 26/11/2019</p> <p>First aider presents at various work station at the estates visited. The mandore was appointed as responsible for first aid box at each workstation as per appointment letter dated 17/12/2019</p> <p>Noted during site visit, the mandore understanding on the basic first aid treatment was satisfactory. Sighted the latest training was conducted on 17/12/2019.</p> <p>The estates maintain the records of accident cases and reported to HQ using the Rapid 4 System. The accident occurred was reviewed on quarterly basis during OSH committee meeting.</p> <p>Both estates visited submit the JKKP 8 form on annually basis to DOSH through MyKKP website.</p>	
<b>Criterion 4.4.5: Employment conditions</b>			
<b>4.4.5.1</b>	<p>The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.</p> <p><b>- Major compliance -</b></p>	<p>The Social and Humanity management policy covers the necessary aspects of human rights. Employees are aware of their rights and workers and staff union monitor to ensure no violations.</p> <p>Briefing of policies were given to the workers during the latest muster Briefing on 25.02.2020 in West Estate to all 85 workers.</p>	Yes
<b>4.4.5.2</b>	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion,</p>	<p>Migrant workers are recruited with 2+1 years contract. Local workers are on a long-term employment. No any kind of discrimination was noted. Job opportunities and amenities such as free housing, water</p>	Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
	nationality, social origin or any other distinguishing characteristics. <b>- Major compliance -</b>	and electric supplier (connect to national water and electricity supply) and medical care are given to all employees without discrimination.	
<b>4.4.5.3</b>	Management shall ensure that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage. <b>- Major compliance -</b>	All the workers are under direct employment and some workshops are under contracts workers. The pay slip has included basic income, allowance pay, working days, medical leave, and deduction of salary and others as per employment contract. The payroll for the following sampled workers for March, April, May 2020 were verified to be consistent with the Minimum Wages Order 2020 under Majlis Daerah Kuala Langat.  Foreign migrant workers. Refer to Letter of Employment, Employment Contract para" 17 – Annual leave: 14 days for < 5 years, 16 days for > 5 years while for India/ Indonesia – 3 years + 1 contract extension (maximum of 10 years).  Sampled the pay slip at West Estate as below: a) Employee No.: 0000065273 b) Employee No.: 0000108640 c) Employee No.: 0000142303 d) Employee No.: 0000102057	Yes
<b>4.4.5.4</b>	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.	In West Estate, it was found that the contractor's workers for YGNT Enterprise as below has the incorrect of SOCSO & EIS contribution from employee for March, April and May 2020:	Major non conformity

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings					Compliance												
	<b>- Minor compliance -</b>	Name	SOCSCO deduction at pay slip	SOCSCO rate deduction as per Pekeliling	EIS deduction at pay slip	EIS deduction as per Pekeliling													
		Shahruddy Samsul bin Tukiman	May: 11.20 Apr: 11.20 Mar: 11.20	May: 11.25 Apr: 11.25 Mar: 11.25	May: 4.48 Mar: 4.48	May: 4.59 Mar: 4.59													
		Radha Krishnan A/L Paneerselvam	Mar: 11.20	Mar: 11.25	-	-													
		<p>The sampled workers also have unpaid public holiday and being paid normal rate for work on rest day as below:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Unpaid Holiday</th> <th>Public</th> <th>Normal rate for work on Rest Day</th> </tr> </thead> <tbody> <tr> <td>Magesan A/L Thangaraju</td> <td>May: 3 days</td> <td></td> <td>May: 1 day March: 1 day</td> </tr> <tr> <td>Shahruddy Samsul bin Tukiman</td> <td>May: 3 days</td> <td></td> <td>May: 1 day March: 1 day</td> </tr> </tbody> </table>						Name	Unpaid Holiday	Public	Normal rate for work on Rest Day	Magesan A/L Thangaraju	May: 3 days		May: 1 day March: 1 day	Shahruddy Samsul bin Tukiman	May: 3 days		May: 1 day March: 1 day
		Name	Unpaid Holiday	Public	Normal rate for work on Rest Day														
Magesan A/L Thangaraju	May: 3 days		May: 1 day March: 1 day																
Shahruddy Samsul bin Tukiman	May: 3 days		May: 1 day March: 1 day																

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

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		Radha Krishnan A/L Paneerselvam	May: 3 days	April: 1 day March: 1 day	
		<p>There is no evidence that YGNT has made the employer’s contribution on SOCSO &amp; EPF too.</p> <p>The employment contract doesn’t have the termination/resignation clause.</p> <p>Since this is a reoccurrence issue, minor NC has been escalated to Major NC.</p>			
<b>4.4.5.5</b>	<p>The management shall establish records that provide an accurate account of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.</p> <p><b>- Major compliance -</b></p>	<p>The workers master list was reviewed. The list includes date of birth, date joined, gender etc.</p>			Yes
<b>4.4.5.6</b>	<p>All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records.</p> <p><b>- Major compliance -</b></p>	<p>The following contracts has been verified to confirm that workers have binding working agreement with the company:                      West Estate:</p> <p>a) Employee No.: 0000065273                      b) Employee No.: 0000108640                      c) Employee No.: 0000142303                      d) Employee No.: 0000102057</p>			Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

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4.4.5.7	The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer. <b>- Major compliance -</b>	The recording of work attendance is being done during muster call. Any overtime will be monitored and recorded by mandore and will be verified by Estate Assistant Manager/Manager. During the muster call, the previous day overtime will be verified by asking workers if they have any dispute.	Yes
4.4.5.8	The working hours and breaks of each individual employee as indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed and shall always be compensated at the rate applicable and shall meet the applicable legal requirement. <b>- Major compliance -</b>	Overtime is paid 1.5 times; Rest day work is paid 2 times and Public Holiday is paid 3 times.  The payslip and the inputs were reviewed to confirm the wages and overtime is in line with legal requirements the MAPA/NUPW regulations.	Yes
4.4.5.9	Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements. <b>- Major compliance -</b>	The payslip and the inputs were reviewed to confirm the wages and overtime is in line with legal requirements the MAPA/NUPW regulations.	Yes
4.4.5.10	Other forms of social benefits should be offered by the employer to employees, their families or the community such as incentives for good work performance, bonus payment, professional development, medical care and health provisions. <b>- Minor compliance -</b>	The company provides: 10 kg rice to all workers once every 2 months RM5 mobile subsidy to all workers. Free medical benefit to workers dependent at the estate's clinics. Once a year festival token to all workers Yearly children Education Allowance	Yes

Criterion / Indicator	Assessment Findings	Compliance
<p><b>4.4.5.11</b> In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.</p> <p><b>- Major compliance -</b></p>	<p>The basic amenities and facilities at the quarters provided by the company to its workers include electricity, water and domestic waste disposal. Electricity and water are provided from the national infrastructure facilities with subsidize rate as per employment contract.</p> <p>During the field assessment, it was observed that the housing is in good conditions. For local workers with family, each will be given a house while for foreign workers for single workers, it will be given shared house of 3-5 each people per house.</p> <p>Line site inspection is conducted on weekly basis as per the Workers' Minimum Standards Housing and Amenities Act 1990. The results of the inspection are being discussed with the estate manager for actions.</p> <p>For foreign workers, all foreign workers will be given a starter kit which includes basic amenities (e.g. mattress, cooking utilises).</p>	<p>Yes</p>
<p><b>4.4.5.12</b> The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace.</p> <p><b>- Major compliance -</b></p>	<p>The Gender Policy was established since January 2015. The Policy covers the commitment to prevent sexual harassment and all forms of violence against women, workers and community. The signatory of the Policy is by Datuk Franki Anthony Dass the Managing Director of Sime Darby Plantation.</p>	<p>Yes</p>
<p><b>4.4.5.13</b> The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to the industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this</p>	<p>During the interview with workers, there are no evidence received that there is restriction from the company to allow workers to join trade union. The workers have their freedom to join the NUPW/MAPA union.</p> <p>The Social Policy established since 2015 covers the commitment of the company towards respecting the rights of all personnel to form and join trade unions of their choice to bargain collectively. NUPW meeting was conducted on 03/03/2020 in Sime Darby Plantation Academy with</p>	<p>Yes</p>



**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
	right should not be discriminated against or suffer repercussions. <b>- Major compliance -</b>	a total participant of 27 attendances. Activities recorded in newspaper by NUPW is sighted, and no issue has been reported in the meeting.	
<b>4.4.5.14</b>	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children is acceptable on family farms, under adult supervision, and when not interfering with their education programmes. Children shall not expose to hazardous working conditions. <b>- Major compliance -</b>	The company has developed Child Protection policy dated January 2015. Operating units are complied with the minimum age requirement. No employees below the age of 18 were sighted through the master list of active employee list and interview with worker.	Yes
<b>Criterion 4.4.6: Training and competency</b>			
<b>4.4.6.1</b>	All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept. <b>- Major compliance -</b>	The estate visited has established training plan base on the training need analysis conducted. The training plan covers all job designation including the contractors. Sighted the sample training records as follows: i. Induction training for new foreign workers dated 18/12/2019 ii. Chemical handling and spraying training dated 17/12/2019 iii. Induction training for new foreign workers dated 29/1/2020 iv. Fire drill training dated 13/12/2019 v. Pruning using motorized cutter dated 9/1/2020 vi. V-Cut training dated 14/3/2020	Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
		vii. Unripe bunches for harvester identification training dated 12/6/2020	
<b>4.4.6.2</b>	<p>Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.</p> <p><b>- Major compliance -</b></p>	<p>The estates visited has conducted training need analysis for all employee, management and contractors. The need analysis was conducted base on the job designation and training required by the job type.</p> <p>28 training was identified for management, employee and contractors and programmed throughout FY 2020.</p>	Yes
<b>4.4.6.3</b>	<p>A continuous training programme should be planned and implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented training procedure.</p> <p><b>- Minor compliance -</b></p>	<p>The estates visited has training program which updated annually. The annual internal audit by GSQM and management review does review the effectiveness of the training plan and its execution.</p>	Yes
<b>4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services</b>			
<b>Criterion 4.5.1: Environmental Management Plan</b>			
<b>4.5.1.1</b>	<p>An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented.</p> <p><b>- Major compliance -</b></p>	<p>Sime Darby Plantation has established environmental policy documented in Group Sustainability and Quality Statement signed by Group Managing Director dated 2/12/2019 and Upstream Malaysia Health, Safety and Environment (HSE) Policy Statement signed by CEO Upstream Malaysia dated 1/6/2020.</p> <p>In the Policy stated as follows:</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
		<p>Group Sustainability and Quality Statement:</p> <p>Minimizing Environmental Harm:</p> <ul style="list-style-type: none"> <li>i. Protecting and enhancing biodiversity and ecosystem</li> <li>ii. No deforestation and No new development on peat land</li> <li>iii. Enhancing resilience against climate change impact</li> <li>iv. Adopting responsible consumption and production</li> </ul> <p>Upstream Malaysia Health, Safety and Environment (HSE) Policy Statement</p> <p>Environment</p> <ul style="list-style-type: none"> <li>i. Comply to emission and effluent standard</li> <li>ii. efficient use of water and energy</li> <li>iii. Minimize waste</li> <li>iv. Protect the ecosystem and biodiversity</li> </ul>	
<b>4.5.1.2</b>	<p>The environmental management plan shall cover the following:</p> <ul style="list-style-type: none"> <li>a) An environmental policy and objectives;</li> <li>b) The aspects and impacts analysis of all operations.</li> </ul> <p><b>- Major compliance -</b></p>	<p>The estate visited has established environmental management plan base on aspect and impacts analysis conducted.</p> <p>The environmental management plan was established base on Environmental Aspect Impact Identification and Environmental Impact Evaluation conducted and documented in Pollution Prevention Plan. The EAI/EIE was reviewed by the estate management team.</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance
		<p>The EAI/EIE and management plan was reviewed on annually basis. Latest review was conducted on 12/12/2019.</p> <p>The management plan was implemented to monitor the effectiveness of the mitigation measures. This plan incorporated Environmental Issue, Mitigation Measures and Person Responsible.</p>	
<b>4.5.1.3</b>	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored.</p> <p><b>- Major compliance -</b></p>	<p>The estate has established Environmental Management Plan FY 2020. The plan was reviewed on annually basis. Sighted the implementation of the management plan as follows:</p> <p>i. Sighted during site visit at chemical premixing area, the waste water from chemical mixing was collected in collection sump, pump and reused back in chemical mixing process.</p> <p>ii. Sighted during site visit P00H and P09G, beneficial plant such as Cassia sp., Tunera sp., Antigonan sp. and Euphorbia sp. were planted along the main road.</p>	Yes
<b>4.5.1.4</b>	<p>A programme to promote the positive impacts should be included in the continual improvement plan.</p> <p><b>- Minor compliance -</b></p>	<p>Program to promote positive impact was documented in Environmental Management Plan.</p> <p>Program to promote positive impact was documented in Environmental Management Plan. The management plan also includes a program to promote positive impact.</p>	Yes
<b>4.5.1.5</b>	<p>An awareness and training programme shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement plans and are working towards achieving the</p>	<p>The estate visited continue provided training to ensure the awareness regarding the environmental policy among the employee. The estates management has established annual training program which covers</p>	Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
	objectives. - <b>Major compliance</b> -	the environmental awareness and compliance related trainings to the executives, staffs and workers.	
4.5.1.6	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed. - <b>Major compliance</b> -	The estate visited has discussed on environmental issue during ESH Committee meeting where representative of the management and employee raised their concerns about environmental quality in the estates.	Yes
<b>Criterion 4.5.2: Efficiency of energy use and use of renewable energy</b>			
4.5.2.1	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base period. - <b>Major compliance</b> -	The estates visited has conducted the assessment of all polluting activities during Environmental Aspects identification, Environmental Impact Evaluation.	Yes
4.5.2.2	The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations. - <b>Major compliance</b> -	The action plan to reduce the identified significant impact has been documented in Environmental Management Plan under section Pollution Prevention Plan and Energy Management Plan. Sighted the implementation of the management plan as follows:  i. The monitoring of diesel usage was conducted on monthly basis. Sighted the records as follows:	Yes

Criterion / Indicator		Assessment Findings			Compliance
			Month	Estate Consumption / FFB	
			Jan 2020	3.04	
			Feb 2020	1.92	
			Mar 2020	1.55	
			Apr 2020	0.94	
			May 2020	1.18	
			Jun 2020	1.62	
<b>4.5.2.3</b>	The use of renewable energy should be applied where possible. - <b>Minor compliance</b> -	No possible usage of renewable energy at the estate			Yes
<b>Criterion 4.5.3: Waste management and disposal</b>					
<b>4.5.3.1</b>	All waste products and sources of pollution shall be identified and documented. - <b>Major compliance</b> -	The OUs have identified the waste products and source pollution generated in the estates and mill. The waste is categorized as follows:			Yes

Criterion / Indicator		Assessment Findings			Compliance															
		<table border="1"> <thead> <tr> <th>Type</th> <th>Item Description</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Scheduled Waste</td> <td>Used lubricant, used hydraulic oil, batteries, rags</td> <td>Workshop</td> </tr> <tr> <td>Clinical Waste</td> <td>Clinic</td> </tr> <tr> <td rowspan="2">Domestic waste</td> <td>Rubbish</td> <td rowspan="2">Workers housing complex, office, workshop, store</td> </tr> <tr> <td>Sewage</td> </tr> <tr> <td>Recycle waste</td> <td>Empty Pesticide container</td> <td>Main store</td> </tr> </tbody> </table>	Type	Item Description	Location	Scheduled Waste	Used lubricant, used hydraulic oil, batteries, rags	Workshop	Clinical Waste	Clinic	Domestic waste	Rubbish	Workers housing complex, office, workshop, store	Sewage	Recycle waste	Empty Pesticide container	Main store	<p>Estate sampled has established management Plan base on the identification and source of pollutions and the documented in Waste management Plan FY 2020 and were available for review. In the management plan stated the type of waste, description, source of pollution, action to be taken and person responsible.</p> <p>Sighted the implementation as follows:</p> <p>i. All machinery/tractors maintenance services in the estate were done by appointed contractors, Sime Darby Industrial (SDI). Waste generated from maintenance activities such as used oil, used hydraulic, used battery and oil filter were collected and transport out by SDI based on DOE's written approval, ref:AS(BB) 91/110/619/161 Jilid 14(69) dated 6<sup>th</sup> September 2011.</p>		
Type	Item Description	Location																		
Scheduled Waste	Used lubricant, used hydraulic oil, batteries, rags	Workshop																		
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	Sewage																			
Recycle waste	Empty Pesticide container	Main store																		

Criterion / Indicator		Assessment Findings	Compliance
		ii. Empty pesticides container were triple rinsed and be reused as premix chemical container or being puncture and stored at designated store before being disposed as recycle waste by contractors, E-Idaman as per communication email by DOE, Kulim branch dated 5/1/2019.	
<b>4.5.3.2</b>	<p>A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for:</p> <p>a) Identifying and monitoring sources of waste and pollution</p> <p>b) Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products</p> <p><b>- Major compliance -</b></p>	<p>Estate has established management Plan base on the identification and source of pollutions and the documented in Waste management Plan FY 2020 and were available for review. In the management plan stated the type of waste, description, source of pollution, action to be taken and person responsible.</p> <p>Sighted the implementation as follows:</p> <p>i. All machinery/tractors maintenance services in the estate were done by appointed contractors, Sime Darby Industrial (SDI). Waste generated from maintenance activities such as used oil, used hydraulic, used battery and oil filter were collected and transport out by SDI based on DOE's written approval, ref:AS(BB) 91/110/619/161 Jilid 14(69) dated 6<sup>th</sup> September 2011. Sighted the latest Scheduled Waste take back form dated 14/5/2020, 20/2/2020 and 26/2/2020.</p> <p>ii. Empty pesticides container were triple rinsed and be reused as premix chemical container or being puncture and stored at designated store before being disposed as recycle waste by contractors, SS Setia Teknologi Enterprise. Latest disposal was conducted on 1/2/2020 as per sales receipt no 1601.</p>	Yes
<b>4.5.3.3</b>	<p>The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe</p>	<p>Procedure for Scheduled Waste Management was established (SD/SDP/PSQM (ESH)/203-EN1 dated 26/2/2016. Proper disposal of waste material is carried out as per the company procedures.</p>	Yes



Criterion / Indicator		Assessment Findings	Compliance
	<p>handling, storage and disposal.</p> <p><b>- Major compliance -</b></p>	<p>Both estates visited also have a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste disposal contractor. Stores for scheduled waste were inspected at both estates visited.</p> <p>Sighted the latest disposal records as follows:</p> <p>i. All machinery/tractors maintenance services in the estate were done by appointed contractors, Sime Darby Industrial (SDI). Waste generated from maintenance activities such as used oil, used hydraulic, used battery and oil filter were collected and transport out by SDI based on DOE's written approval, ref:AS(BB) 91/110/619/161 Jilid 14(69) dated 6<sup>th</sup> September 2011. Sighted the latest Scheduled Waste take back form dated 14/5/2020, 20/2/2020 and 26/2/2020.</p>	
4.5.3.4	<p>Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers.</p> <p><b>- Major compliance -</b></p>	<p>Empty pesticides container was identified as recycle waste. All empty pesticides containers were triple rinse, puncture and stored at designated stored before disposed to licensed contractors, SS Setia Technology Enterprise. Refer approval letter from DOE no AS (B) J 91/110/619/069 Jld 3(37) dated 24/10/2018. Sighted the implementation of the triple rinse during site visit at the storage area.</p> <p>Latest empty containers disposal as follows:</p> <p>i. Invoice no 1601 dated 1/2/2020</p> <p>ii. Invoice no 1471 dated 21/9/2019</p> <p>iii. Invoice no 1222 dated 27/11/2018</p>	Yes

Criterion / Indicator		Assessment Findings	Compliance								
4.5.3.5	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses. - <b>Minor compliance</b> -	Domestic waste was collected once a week by contractors appointed by the Majlis Daerah Kuala Langat and disposed at the municipal landfill.	Yes								
<b>Criterion 4.5.4:</b> Reduction of pollution and emission											
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent. - <b>Major compliance</b> -	The estates visited has conducted the assessment of all polluting activities during Environmental Aspects identification, Environmental Impact Evaluation.	Yes								
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - <b>Major compliance</b> -	<p>The action plan to reduce the identified significant impact has been documented in Environmental Management Plan under section Energy Management Plan. Sighted the implementation of the management plan as follows:</p> <p>i. The monitoring of diesel usage was conducted on monthly basis. Sighted the records as follows:</p> <table border="1" data-bbox="1205 1082 1713 1378"> <thead> <tr> <th>Month</th> <th>Estate Consumption / FFB</th> </tr> </thead> <tbody> <tr> <td>Jan 2020</td> <td>3.04</td> </tr> <tr> <td>Feb 2020</td> <td>1.92</td> </tr> <tr> <td>Mar 2020</td> <td>1.55</td> </tr> </tbody> </table>	Month	Estate Consumption / FFB	Jan 2020	3.04	Feb 2020	1.92	Mar 2020	1.55	Yes
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<b>Criterion 4.5.5: Natural water resources</b>																	
<b>4.5.5.1</b>	<p>The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <ul style="list-style-type: none"> <li>a. Assessment of water usage and sources of supply.</li> <li>b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate's current activities.</li> <li>c. Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.).</li> <li>d. Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along all-natural waterways within the estate.</li> </ul>	<p>Documented in Sime Darby Slope and River Protection Policy dated 15/1/2015 signed by the Managing Director stated that buffer zone shall be maintained on both side of the river banks.</p> <table border="1"> <thead> <tr> <th>River width</th> <th>Buffer zone</th> </tr> </thead> <tbody> <tr> <td>&gt; 40 meters</td> <td>50 meters</td> </tr> <tr> <td>20 to 40 meters</td> <td>40 meters</td> </tr> <tr> <td>10 to 20 meters</td> <td>20 meters</td> </tr> <tr> <td>5 to 10 meters</td> <td>10 meters</td> </tr> <tr> <td>&lt; 5 meters</td> <td>5 meters</td> </tr> <tr> <td>*&gt; 3 meters</td> <td>20 meters</td> </tr> </tbody> </table> <p>Monitoring based on Sustainable Plantation Management System Appendix 7 Standard Operation Procedure (SOP) for taking water</p>	River width	Buffer zone	> 40 meters	50 meters	20 to 40 meters	40 meters	10 to 20 meters	20 meters	5 to 10 meters	10 meters	< 5 meters	5 meters	*> 3 meters	20 meters	Yes
River width	Buffer zone																
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Criterion / Indicator		Assessment Findings	Compliance
	<p>e. Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented.</p> <p>f. Where bore well is being use for water supply, the level of the ground water table should be measured at least annually.</p> <p><b>- Major compliance -</b></p>	<p>samples from streams/rivers, version 1, year 2008, issue no. 1, dated 01/11/2008.</p> <p>The estate has established water management plan focusing on contingency water management action plan, bund management, tidal gates, drainage, and monitoring water quality. Sighted the implementation of the management plan as follows:</p> <p>i. PH and Salinity monitoring was conducted on monthly basis. Sighted the monitoring records dated</p> <p>ii. Bund area around the estate was well maintained.</p>	
<b>4.5.5.2</b>	<p>No construction of bunds, weirs and dams across main rivers or waterways passing through an estate.</p> <p><b>- Minor compliance -</b></p>	No main river crossing the estate.	Yes
<b>4.5.5.3</b>	<p>Water harvesting practices should be implemented (e.g. water from road-side drains can be directed and stored in conservation terraces and various natural receptacles).</p> <p><b>- Minor compliance -</b></p>	The practice water harvesting of water from road-side drains being directed and stored in conservation road side pits was observed in estate visited. Sighted at the housing area in Division 4, the rain water harvesting tank was placed behind the muster call area.	Yes
<b>Criterion 4.5.6:</b> Status of rare, threatened, or endangered species and high biodiversity value			
<b>4.5.6.1</b>	<p>Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover:</p>	As per Amendment to HCV Re-Assessment for Strategic Operating Unit (SOU) 8 East, 9 West and 9A Sepang conducted by Plantation Sustainability Quality Management (PSQM) Department, dated June 2016.	Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator	Assessment Findings	Compliance
<p>a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities.</p> <p>b) Conservation status (<i>e.g.</i> The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities.</p> <p><b>- Major compliance -</b></p>	<p>3 HCV were identified as per report reviewed. 2 under HCV 4 category and 1 HCV under HCV 6 category has been identified in SOU 8 as follows:</p> <p>West Estate</p> <p>i. HCV 4 – Natural Ponds 4.79 ha</p> <p>ii. HCV 4 – Fringe Mangroves – 39.84 ha</p> <p>iii. HCV 6 – Hatters Castle – 1.12 ha</p>	
<p><b>4.5.6.2</b> If rare, threatened or endangered species, or high biodiversity value, are present, appropriate measures for management planning and operations should include:</p> <p>a) Ensuring that any legal requirements relating to the protection of the species are met.</p> <p>b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts.</p> <p><b>- Major compliance -</b></p>	<p>No RTE species were identified in the assessment conducted as per Amendment to HCV Re-Assessment for Strategic Operating Unit (SOU) 8 East, 9 West and 9A Sepang conducted by Plantation Sustainability Quality Management (PSQM) Department, dated June 2020.</p> <p>The estate has established HCV/Biodiversity Management Plan base on the HCV identified in the report.</p>	Yes
<p><b>4.5.6.3</b> A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.</p> <p><b>- Major compliance -</b></p>	<p>The estate has established HCV/Biodiversity Management Plan base on the HCV identified in the report. Sighted the implementation of the management plan as follows:</p> <p>i. Monitoring of HCV area was conducted twice a month and recorded in Monitoring of present and potential HCV Areas East Estate logbook.</p>	Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
		<p>The monitoring focusing on encroachment/sign of trespassing, wildlife issue/conflicts/sighting, pollution/erosion issue and other observation. Sighted the monitoring records dated 26/7/2020. No issue was recorded in the report.</p> <p>ii. Signage of prohibition on no fishing, no hunting and no swimming was erected at designated area along the HCV area.</p>	
<b>Criterion 4.5.7: Zero burning practices</b>			
<b>4.5.7.1</b>	<p>Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice.</p> <p><b>- Major compliance -</b></p>	<p>Zero open burning policy as per SOP Section B2 - Felling/Land Clearing &amp; Land Preparation dated November 2008. Management complying with the Malaysian environmental law –EQA and Regulations 1974.</p>	Yes
<b>4.5.7.2</b>	<p>A special approval from the relevant authorities shall be sought in areas where the previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop.</p> <p><b>- Major compliance -</b></p>	<p>No open burning noted based on the records on the land clearing and felling for the replanting at visited estates. Method of land clearing and preparation was used such as felling &amp; chipping, cambering/land forming and path construction.</p>	Yes
<b>4.5.7.3</b>	<p>Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws.</p> <p><b>- Major compliance -</b></p>	<p>No controlled burning noted based on the records on the land clearing and felling for the replanting at visited estates. Method of land clearing and preparation was used such as felling &amp; chipping, cambering/land forming and path construction</p>	Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
4.5.7.4	<p>Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched.</p> <p><b>- Minor compliance -</b></p>	<p>Noted based on the records on the land clearing and felling for the replanting at visited estates, method of land clearing and preparation was used such as felling &amp; chipping, cambering/land forming and path construction.</p>	Yes
<b>4.6 Principle 6: Best Practices</b>			
<b>Criterion 4.6.1: Site Management</b>			
4.6.1.1	<p>Standard operating procedures shall be appropriately documented and consistently implemented and monitored.</p> <p><b>- Major compliance -</b></p>	<p>SOP was established for the Estates. Sime Darby SOP issued 2/1/2008 and Agricultural reference Manual, Sustainability Plantation Management System and EQMS (Estate Quality Management System) were distributed to all operating units under SOU8 as a guidance document to conduct estate operation. The SOP covers land preparation, planting material, upkeep, harvesting, FFB transportation and etc.</p> <p>Sime Darby has established mechanism to monitor the implementation of their procedure by Plantation Advisor Visit, Performance Monitoring Visit and Agronomist Visit. The visit focusing on Yield Improvement, Crop Recovery, Replanting and Immature Palms Maintenance and Mature Upkeep.</p>	Yes
4.6.1.2	<p>Where oil palm is grown within permitted levels on sloping land, appropriate soil conservation measures shall be implemented to prevent both soil erosion as well as siltation of drains and waterways. Measures shall be put in place to prevent contamination of surface and groundwater through runoff of</p>	<p>Sime Darby has established policy on slope protection and documented in Slope and River Protection Policy signed by the Managing Director in Jan 2015.</p>	Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
	either soil, nutrients or chemicals. <b>- Major compliance -</b>	<p>The policy stated for slope more than 25 degree must be exclude from any new plantation development and replanting program. All the existing crop and vegetation shall be maintained accordingly.</p> <p>Landscapes of both estates visited are mostly flat. Sime Darby has established policy on slope protection and documented in Slope and River Protection Policy signed by the Managing Director in Jan 2015. The policy stated for slope more than 25 degree must be exclude from any new plantation development and replanting program. All the existing crop and vegetation shall be maintained accordingly.</p> <p>The policy was communicated to the employee during master briefing, townhall training and displayed in several notice board in the estate.</p>	
<b>4.6.1.3</b>	A visual identification or reference system shall be established for each field. <b>- Major compliance -</b>	Both Estates visited had a visual identification/reference system for each established field/block and maps established. Field numbers and hectare were marked on palms and in some areas on concrete slaps.	Yes
<b>Criterion 4.6.2: Economic and financial viability plan</b>			
<b>4.6.2.1</b>	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning. <b>- Major compliance -</b>	SOU 9 has continued its commitment to long term sustainability and improvements through a capital expenditure program. The management has forecasted 5 years business plan from FY 2019 – 2024.	Yes
<b>4.6.2.2</b>	Where applicable, an annual replanting programme shall be established. Long term replanting programme should be established and review annually, where applicable every 3-5	SOU 9 have long range replanting program until FY 2024. Replanting planned for the palm older than 25 years, non-performance field (yield)	Yes



Criterion / Indicator		Assessment Findings	Compliance
	<p>years.</p> <p><b>- Major compliance -</b></p>	<p>and ganoderma infected palm. Observed the replanting program for the next financial year as follows:</p> <p>2020: 323.29 ha</p> <p>2021: 234.16 ha</p> <p>2022: 164.38 ha</p> <p>2023: 198.50 ha</p> <p>2024: 286.88 ha</p>	
<b>4.6.2.3</b>	<p>The business or management plan may contain:</p> <p>a) Attention to quality of planting materials and FFB</p> <p>b) Crop projection: site yield potential, age profile, FFB yield trends</p> <p>c) Cost of production: cost per tonne of FFB</p> <p>d) Price forecast</p> <p>e) e) Financial indicators: cost benefit, discounted cash flow, return on investment</p> <p><b>- Major compliance -</b></p>	<p>All relevant information contained in the annual budget plan for as sighted in annual budget FY2020 such as:</p> <p>i. Total crop projection and yield potential</p> <p>ii. Activity direct cost</p> <p>a. Mature upkeep</p> <p>b. Manuring</p> <p>c. Harvesting and collection</p> <p>d. Transportation</p> <p>e. Nursery</p> <p>iii. Estate administration</p> <p>a. Admin Cost</p> <p>iv. Labour overhead</p> <p>v. Road and bridges</p>	Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
		vi. Cost of production.	
<b>4.6.2.4</b>	The management plan shall be effectively implemented, and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented.  - <b>Major compliance</b> -	The budget plan was reviewed annually with both actual and forecasted amount for 5 years (up to 2024) and well documented upon request.	Yes
<b>Criterion 4.6.3: Transparent and fair price dealing</b>			
<b>4.6.3.1</b>	Pricing mechanisms for the products and other services shall be documented and effectively implemented.  - <b>Major compliance</b> -	This is available in the GPA No E4 Procurement as 29 August 2018 to effectively manage the procurement of goods and/or services for the group. All tender and pricing exercises are handled by the HQ management and also tender by Respective business units which appoint its own tender committees for budget below RM200K-<RM5m. For mill & estate, there is 3.5.3 approved vendor records and information (G.P.P.A No 3.5.3) November 2015. Projects are tendered from the approved vendors registered with HQ. Payments are processed and made by HQ through system named MEX. This is made upon job verification by the estate personnel.  Sighted the contract for ATT Trading for POME Transport – 09E; Ref No: CER/TD/017/2020-WSE dated 05.02.2020 valid from February 2020 – December 2020.	Yes
<b>4.6.3.2</b>	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner.  - <b>Major compliance</b> -	This requirement is in compliance. All contracts and purchases are documented i.e in the form of purchase orders, invoices, and contracts for the larger transaction. All documents are signed by both vendor and estates.	Yes

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
<b>Criterion 4.6.4: Contractor</b>			
<b>4.6.4.1</b>	Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information. <b>- Major compliance -</b>	West Estate had informed its contractors regarding the need to follow the MSPO requirements through Stakeholder Meeting conducted on 05/02/2020 on the MSPO requirements.	Yes
<b>4.6.4.2</b>	The management shall provide evidence of agreed contracts with the contractor. <b>- Major compliance -</b>	West Estate maintain the contract with the vendors as specified in the financial procedure. A contract between ATT Trading and West Estate was sighted. Transaction dated 30/01/2020 sighted as per agreed RM 7.50 price/unit for transporting POME at West Estate. Further sampled the tax invoice no ATT0438 between ATT Trading and West Estate on agreed price per unit on 30/01/2020. Inclusive in the contract, is a clause for compliance with all the relevant governing law.	Yes
<b>4.6.4.3</b>	The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required. <b>- Minor compliance -</b>	The requirement of accepting MSPO accredited auditors to audit against the contractors are being mentioned in the contract itself. There is an agreement where the contractor need to follow MSPO guideline in accordance with the Sime Darby Plantation of Mill/Estate Quality Management System (MQMS/EQMS) on 07 July 2018.	Yes
<b>4.6.4.4</b>	The management shall be responsible for the observance of the control points applicable to the tasks performed by the contractor, by checking and signing the assessment of the contractor for each task and season contracted. <b>- Major compliance -</b>	All works performed at the estates are checked and verified by the estate's personnel. Projects where tenders are issued by HQ are checked by representative from HQ usually from the Engineering Dept. Sighted the form 'Contractor Work Details West Estate' on the work progress before payment issued.	Yes
<b>4.7 Principle 7: Development of new planting</b>			

Criterion / Indicator		Assessment Findings	Compliance
<b>Criterion 4.7.1:</b> High biodiversity value			
<b>4.7.1.1</b>	Oil palm shall not be planted on land with high biodiversity value unless it is carried out in compliance with the National and/or State Biodiversity Legislation.  - Major compliance -	No development of new planting in the estate visited.	N/A
<b>4.7.1.2</b>	No conversion of Environmentally Sensitive Areas (ESAs) to oil palm as required under Peninsular Malaysia's National Physical Plan (NPP) and the Sabah Forest Management Unit under the Sabah Forest Management License Agreement. For Sabah and Sarawak, new planting or replanting of an area 500ha or more requires an EIA. For areas below 500ha but above 100ha, a Proposal for Mitigation Measures (PMM) is required.  - Major compliance -	No development of new planting in the estate visited.	N/A
<b>Criterion 4.7.2:</b> Peat Land			
<b>4.7.2.1</b>	New planting and replanting may be developed and implemented on peat land as per MPOB guidelines on peat land development or industry best practice.  - Major compliance -	No development of new planting in the estate visited.	N/A
<b>Criterion 4.7.3:</b> Social and Environmental Impact Assessment (SEIA)			

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
4.7.3.1	A comprehensive and participatory social and environmental impact assessment shall be conducted prior to establishing new plantings or operations. <b>- Major compliance -</b>	No development of new planting in the estate visited.	N/A
4.7.3.2	SEIAs shall include previous land use or history and involve independent consultation as per national and state regulations, via participatory methodology which includes external stakeholders. <b>- Major compliance -</b>	No development of new planting in the estate visited.	N/A
4.7.3.3	The results of the SEIA shall be incorporated into an appropriate management plan and operational procedures developed, implemented, monitored and reviewed. <b>- Major compliance -</b>	No development of new planting in the estate visited.	N/A
4.7.3.4	Where the development includes smallholder schemes of above 500ha in total or small estates, the impacts and implications of how each scheme or small estate is to be managed should be documented and a plan to manage the impacts developed, implemented, monitored and reviewed. <b>- Minor compliance -</b>	No development of new planting in the estate visited.	N/A
<b>Criterion 4.7.4: Soil and topographic information</b>			
4.7.4.1	Information on soil types shall be adequate to establish the	No development of new planting in the estate visited.	N/A

Criterion / Indicator		Assessment Findings	Compliance
	long-term suitability of the land for oil palm cultivation. - <b>Major compliance</b> -		
4.7.4.2	Topographic information shall be adequate to guide the planning of planting programmes, drainage and irrigation systems, roads and other infrastructure. - <b>Major compliance</b> -	No development of new planting in the estate visited.	N/A
<b>Criterion 4.7.5:</b> Planting on steep terrain, marginal and fragile soils			
4.7.5.1	Extensive planting on steep terrain, marginal and fragile soils shall be avoided unless permitted by local, state and national laws. - <b>Major compliance</b> -	No development of new planting in the estate visited.	N/A
4.7.5.2	Where planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them and to minimize adverse impacts (e.g. hydrological) or significantly increased risks (e.g. fire risk) in areas outside the plantation. - <b>Major compliance</b> -	No development of new planting in the estate visited.	N/A
4.7.5.3	Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion. - <b>Major compliance</b> -	No development of new planting in the estate visited.	N/A
<b>Criterion 4.7.6:</b> Customary land			

**MSPO Public Summary Report**  
**Revision 1 (Feb 2020)**

Criterion / Indicator		Assessment Findings	Compliance
4.7.6.1	No new plantings are established on recognised customary land without the owners' free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions. <b>- Major compliance -</b>	No development of new planting in the estate visited.	N/A
4.7.6.2	Where new plantings on recognised customary lands are acceptable, management plans and operations should maintain sacred sites. <b>- Minor compliance -</b>	No development of new planting in the estate visited.	N/A
4.7.6.3	Where recognized customary or legally owned lands have been taken-over, the documentary proof of the transfer of rights and of payment or provision of agreed compensation shall be made available. <b>- Major compliance -</b>	No development of new planting in the estate visited.	N/A
4.7.6.4	The owner of recognised customary land shall be compensated for any agreed land acquisitions and relinquishment of rights, subject to their free prior informed consent and negotiated agreement. <b>- Major compliance -</b>	No development of new planting in the estate visited.	N/A
4.7.6.5	Identification and assessment of legal and recognised	No development of new planting in the estate visited.	N/A

Criterion / Indicator		Assessment Findings	Compliance
	customary rights shall be documented. <b>- Major compliance -</b>		
<b>4.7.6.6</b>	A system for identifying people entitled to compensation and for calculating and distributing fair compensation shall be established and implemented. <b>- Major compliance -</b>	No development of new planting in the estate visited.	N/A
<b>4.7.6.7</b>	The process and outcome of any compensation claims shall be documented and made publicly available. <b>- Major compliance -</b>	No development of new planting in the estate visited.	N/A
<b>4.7.6.8</b>	Communities that have lost access and rights to land for plantation expansion should be given opportunities to benefit from the plantation development. <b>- Minor compliance -</b>	No development of new planting in the estate visited.	N/A



**Appendix B: List of Stakeholders Contacted**

<p><b>Government Officer:</b>          SJK(T) Ladang Pulau Carey Barat          JTK Officer Pelabuhan Klang</p>	<p><b>Community/neighbouring village/Trade union:</b>          NUPW Representatives (Branch Secretary for Selangor)          Kampung Orang Asli Kepau Laut &amp; Kampung Orang Asli Sungai Judah</p>
<p><b>Suppliers/Contractors/Vendors:</b>          Contractors &amp; Suppliers (Canteen Owner at West POM, MPM Global, DNRJ Resources, FFB transporter)</p>	<p><b>Worker’s Representative/Gender Committee:</b>          Gender Committee Representatives          Foreign &amp; Local Workers at Housing Complexes</p>

**Appendix C: Smallholder Member Details**

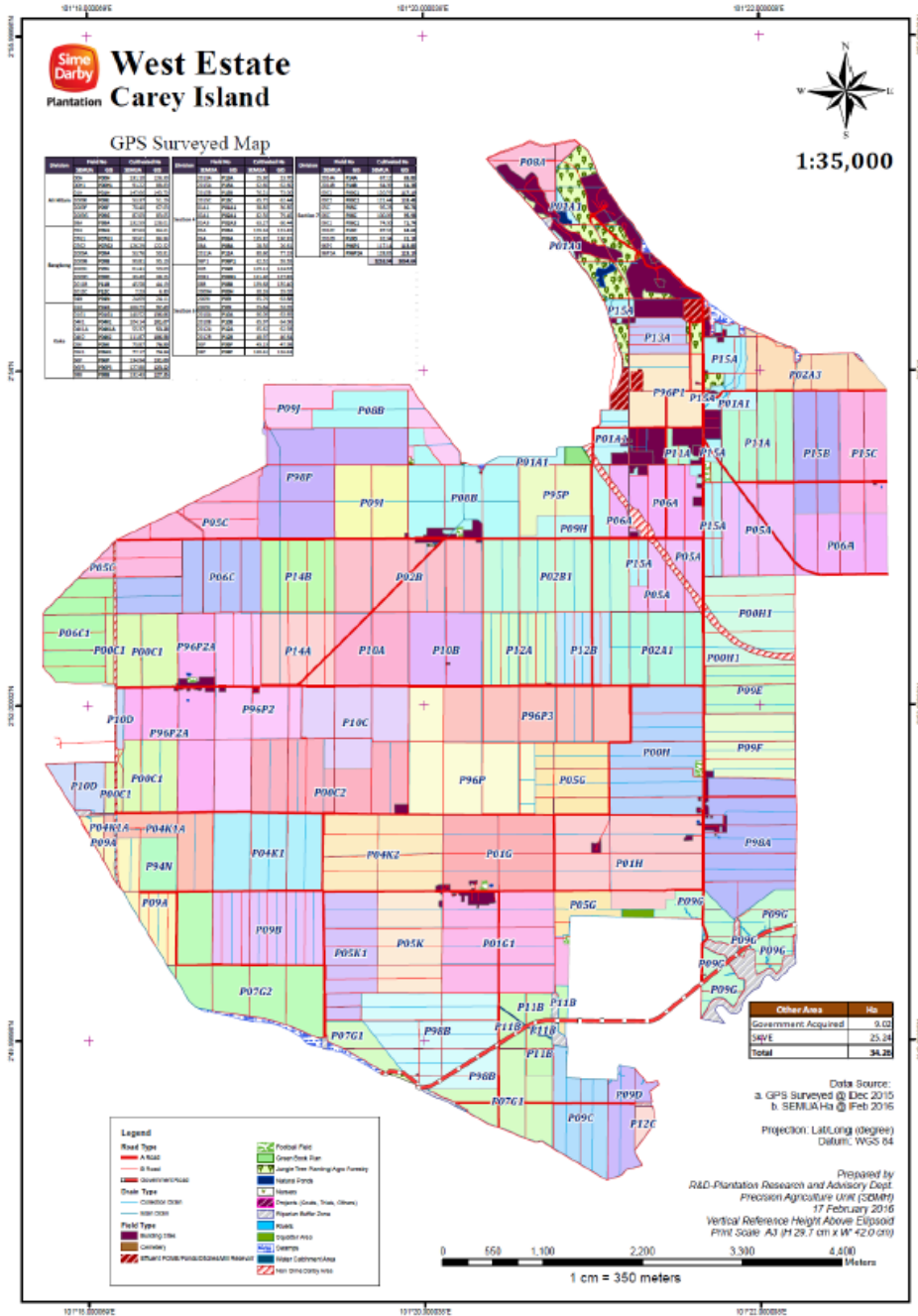
No.	Smallholder		Location of Planted Area (District)	GPS Coordinates	Certified Area (ha)	Planted Area (ha)
	Name	MPOB License Number				
1	NA. No smallholders in the scope of certification.					

**Appendix D: Location and Field Map**



**West POM**

**Appendix E: Estate Field Map**



**West Estate**

**Appendix F: List of Abbreviations**

BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
EFB	Empty Fruit Bunch
EHS	Environmental, Health and Safety
EIA	Environmental Impact Assessment
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
FPIC	Free, Prior, Informed and Consent
GAP	Good Agricultural Practice
GHG	Greenhouse Gas
GMP	Good Manufacturing Practice
GPS	Global Positioning System
HCV	High Conservation Value
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
LD50	Lethal Dose for 50 sample
MSPO	Malaysian Sustainable Palm Oil
MSDS	Material Safety Data Sheet
MT	Metric Tonnes
OER	Oil Extraction Rate
OSH	Occupational Safety and Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RTE	Rare, Threatened or Endangered species
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure