

**MALAYSIAN SUSTAINABLE PALM OIL**  
**ANNUAL SURVEILLANCE ASSESSMENT 3**  
**Public Summary Report****BOUSTEAD PLANTATIONS BERHAD**

Client company Address:  
19<sup>th</sup> Floor, Menara Boustead  
69, Jalan Raja Chulan  
50200 Kuala Lumpur, Malaysia

Certification Unit:  
Boustead Emastulin Sdn Bhd - Segaria Business Unit  
Segaria Palm Oil Mill and Segaria Estate

Location of Certification Unit:  
P.O. Box 132  
91308 Semporna, Sabah, Malaysia

**Report prepared by:**  
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**Report Number: 3293233**

**Assessment Conducted by:**  
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## Section 1: Executive Summary

1.1 Organizational Information and Contact Person			
Company Name	Boustead Emastulin Sdn Bhd - Segaria Business Unit		
Mill/Estate	MPOB License No.	Expiry Date	
	Segaria Palm Oil Mill - 508110904000	31/05/2021	
	Segaria Estate - 504677002000	31/03/2021	
Address	Head office: 19 <sup>th</sup> Floor, Menara Boustead, 69, Jalan Raja Chulan, 50200 Kuala Lumpur, Malaysia Certification Unit: P.O. Box 132, 91308 Semporna, Sabah, Malaysia		
Certification Unit	Segaria Business Unit		
Contact Person Name	En Anuar Semail / Cik Nurul Hanani Binti Abdullah		
Website	www.bousteadplantations.com	E-mail	anuar@bplant.com.my hanani@bplant.com.my
Telephone	03-2145 2121	Facsimile	03-2144 7917

1.2 Certification Information			
Certificate Number	MSPO 682292 - Segaria Palm Oil Mill MSPO 682293 - Segaria Estate		
Issue Date	22/03/2018	Expiry date	21/03/2023
Scope of Certification	Segaria Palm Oil Mill: Production of Sustainable Palm Oil and Palm Oil Products Segaria Estate: Production of Sustainable Oil Palm Fruits		
Standard	MS 2530-3:2013 General Principle for Oil Palm Plantations and Organized Smallholders MS 2530-4:2013 General Principle for Palm Oil Mills		
Stage 1 Date	12-13/10/2017		
Stage 2 / Initial Assessment Visit Date (IAV)	07-08/12/2017		
Continuous Assessment Visit Date (CAV) 1	31/01-01/02/2019		
Continuous Assessment Visit Date (CAV) 2	15-16/01/2020		
Continuous Assessment Visit Date (CAV) 3	24-26/02/2021		
Continuous Assessment Visit Date (CAV) 4	TBA		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
QMS 00454	ISO 9001:2015	SIRIM QAS International Sdn Bhd	20/07/2021

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RSPO 682292	Roundtable Sustainable Palm Oil MYNI 2018	BSI Services Malaysia Sdn Bhd	06/03/2023
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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
Segaria Palm Oil Mill	P.O. Box 132, 91308 Semporna, Sabah, Malaysia	118° 23' 54.6" E	4° 28' 54.3" N
Segaria Estate	P.O. Box 132, 91308 Semporna, Sabah, Malaysia	118° 24' 03.8" E	4° 29' 54.3" N

### 1.4 Certified Area

Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Segaria Estate	4,465.10	143.90	136.20	4,746.20	94%
<b>Total</b>	<b>4,465.10</b>	<b>143.90</b>	<b>136.20</b>	<b>4,746.20</b>	<b>94%</b>

### 1.5 Plantings & Cycle

Estate	Age (Years)					Mature**	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Segaria Estate	663.9	234.4	2,687.7	756.5	122.6	3,801.2	663.9
<b>Total (ha)</b>	<b>663.9</b>	<b>234.4</b>	<b>2,687.7</b>	<b>756.5</b>	<b>122.6</b>	<b>3,801.2</b>	<b>663.9</b>

### 1.6 Certified Tonnage of FFB

Estate	Tonnage / year		
	Estimated (Mar 20 - Feb 21)	Actual (Jan 20 - Jan 21)	Forecast (Mar 21 - Feb 22)
Segaria Estate	82,300	80,796.48	85,000
<b>Total</b>	<b>82,300</b>	<b>80,796.48</b>	<b>85,000</b>

### 1.7 Uncertified Tonnage of FFB

Estate	Tonnage / year		
	Estimated (Jan 20 - Dec 20)	Actual (Jan 20 - Jan 21)	Forecast (Feb 21 - Jan 22)
		Nil	

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<b>Total</b>	Nil	Nil	Nil
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<b>1.8 Certified Tonnage</b>			
<b>Segaria POM</b> <b>30 MT/hr</b>  <b>SCC Model:</b> <b>IP</b>	<b>Estimated</b> <b>(Mar 20 - Feb 21)</b>	<b>Actual</b> <b>(Jan 20 - Jan 21)</b>	<b>Forecast</b> <b>(Mar 21 - Feb 22)</b>
	<b>FFB</b>	<b>FFB</b>	<b>FFB</b>
	82,300	80796.48	85,000
	<b>CPO (OER: 23.50%)</b>	<b>CPO (OER: 22.92%)</b>	<b>CPO (OER: 23.00%)</b>
	19340.50	18,518.41	19550.00
	<b>PK (KER: 3.50%)</b>	<b>PK (KER: 3.40%)</b>	<b>PK (KER: 3.50%)</b>
2880.50	2,744.51	2975.00	

<b>1.9 Actual Sold Volume (CPO)</b>					
<b>CPO (MT)</b>	<b>MSPO Certified</b>	<b>Other Schemes Certified</b>		<b>Conventional</b>	<b>Total</b>
		<b>ISCC</b>	<b>RSPO</b>		
<b>18,518.41</b>	-	-	<b>18,518.41</b>	-	<b>18,518.41</b>

<b>1.10 Actual Sold Volume (PK)</b>					
<b>PK (MT)</b>	<b>MSPO Certified</b>	<b>Other Schemes Certified</b>		<b>Conventional</b>	<b>Total</b>
		<b>ISCC</b>	<b>RSPO</b>		
<b>2,744.51</b>	-	-	<b>2,744.51</b>	-	<b>2,744.51</b>

## 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 remote assessment was conducted from 24-26/02/2021. The audit programme is included as Section 2.3. The approach to the audit was to treat the Boustead Plantation Segaria POM and Estate 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 smallholders sample were determined following the MSPO Certification Requirement. The sampling of smallholders were 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.

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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)
Segaria Palm Oil Mill	√	√	√	√	√
Segaria Estate	√	√	√	√	√

**Tentative Date of Next Visit: February 24, 2022 - February 25, 2022**

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

**2.1 BSI Assessment Team**

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>
Nor Halis Abu Zar	Team Leader	He holds Bachelor of Science, Plantation Technology and Management, graduated from Universiti Teknologi Mara. 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, Halis had accumulated more than 6 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 is a qualified Lead Auditor for MS2530:2013 and has accumulated more than 300 audit days throughout his current career as the auditor for multiple disciplines covering Malaysia. He has completed ISO IMS 9001, 14001 Lead Auditor Course in January 2019, MSPO 2530:2013 Lead Auditor Course in February 2019 and endorsed RSPO Lead Auditor Course in October 2020. Fluent in Bahasa Malaysia and English Language. During this assessment, he assessed on the aspects of legal, mill best practices, safety and health and workers consultation.
Muhamad Naquiuddin Mazeli	Team Member	He graduated with Bachelor of Science Horticulture at University Putra Malaysia. He started his career in 2009 as Researcher at Sime Darby Research Seed Centre and manage for Quality control for seed production for paddy, chilli and corn with collaboration with Malaysian Agricultural Research and Development Institute (MARDI) for 4 years. During the period, he was also involved with Nestle project on Red Rice production. He later joins the Sime Darby Plantation Berhad Sustainability Team in 2013 as Sustainability Executive. Joining the sustainability team, he managed, implemented and monitored the RSPO, ISCC, MSPO and ISO 9001 and ISO 18001 certification requirements for the estates, mills, refineries and Smallholder scheme. He also support in providing training and internal audits related to RSPO, MSPO

		and other certifications where applicable to the operations within Sime Darby Plantation. He is a trained Safety Officer and he managed the Occupation Safety and Health of Northern Region Sime Darby Plantation Berhad operations. During this assessment, he assessed on the aspects of legal, mill best practices, safety and health and workers consultation and also environmental aspect and impact.
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**2.2 Accompanying Persons**

No.	Name	Role
	Nil	

**2.3 Assessment Plan**

The Assessment plan was sent to the client prior to the assessment (attached assessment plan).

Date	Time	Subjects	(NHA)	(MNM)	ICT Planned
Friday, 19/02/2021	1100 - 1130	Communication on document preparation - Audit plan - Any additional Information	√	√	Teleconference, Microsoft Team Meeting, Email
Wednesday, 24/02/2021 Segaria Palm Oil Mill	0900 - 0915	Opening meeting - Opening presentation by audit team leader - Confirmation of assessment scope and finalize audit plan	√	√	Teleconference, Microsoft Team Meeting, Email
	0915 - 1030	Assessment and documentation review on mill best practice, legal requirements, OHS, environment and continual improvement	√		Teleconference, Microsoft Team Meeting, Email
	1030 - 1040	10-minute break	√		
	1040 - 1230	Assessment and documentation review on mill best practice, legal requirements, OHS, environment and continual improvement	√		Teleconference, Microsoft Team Meeting, Email
	1230 - 1330	Lunch & Break	√	√	Teleconference, Microsoft Team Meeting, Email
	1330 - 1450	Assessment and documentation review on social aspects, legal requirements, employees' welfare and stakeholder management		√	Teleconference, Microsoft Team Meeting, Email
	1450 - 1500	10-minute break			√



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Date	Time	Subjects	(NHA)	(MNM)	ICT Planned
	1500 - 1700	Assessment and documentation review on social aspects, legal requirements, employees' welfare and stakeholder management		√	Teleconference, Microsoft Team Meeting, Email
	1700 - 1730	Interim closing briefing	√		Teleconference, Microsoft Team Meeting, Email
Thursday, 25/02/2021 Segaria Estate	0900 - 1030	Assessment and documentation review on good agricultural practices, legal requirements, OHS, environment, biodiversity and continual improvement	√		Teleconference, Microsoft Team Meeting, Email
	1030 - 1040	10-minute break	√		
	1040 - 1230	Assessment and documentation review on good agricultural practices, legal requirements, OHS, environment, biodiversity and continual improvement	√		Teleconference, Microsoft Team Meeting, Email
	1230 - 1330	Lunch & Break	√	√	Teleconference, Microsoft Team Meeting, Email
	1330 - 1450	Assessment and documentation review on social aspects, legal requirements, employees' welfare and stakeholder management		√	Teleconference, Microsoft Team Meeting, Email
	1450 - 1500	10-minute break		√	
	1500 - 1700	Assessment and documentation review on social aspects, legal requirements, employees' welfare and stakeholder management		√	Teleconference, Microsoft Team Meeting, Email
	1700 - 1730	Interim closing briefing	√	√	Teleconference, Microsoft Team Meeting, Email
Friday, 26/02/2021 Segaria POM and Segaria Estate	0900 - 1100	Closing meeting	√	√	Teleconference, Microsoft Team Meeting, Email

### Section 3: Assessment Findings

#### 3.1 Details of audit results

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

- MSPO MS 2530-2:2013 – General Principles for Independent Smallholders
- MSPO MS 2530-3:2013 – General Principles for Oil Palm Plantations and Organized Smallholders
- MSPO 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 0 Major and 5 Minor nonconformities raised. The Boustead Plantation Segaria POM and Estate 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.

Minor Nonconformities:		
<b>Ref:</b> 2025637-202102-N1	<b>Area/Process:</b> Boustead Segaria Estate	<b>Clause:</b> 4.3.1.3 Part 3
	<b>Issue Date:</b> 26/02/2021	<b>Due Date:</b> 25/02/2022
Requirements:	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force.	
Statement of Nonconformity:	There is no updated as and when there are any new amendments or any new regulations coming into force.	
Objective Evidence:	Sighted list of law and regulation has been updated January 2021 for Segaria Estate. However, there is no updated-on Law of Minimum Wages Order and Minimum Standard Housing and Amenities Act 1990.	
Corrections:	Liaise with PIC at the Head Office to get the latest update on LORR related to Minimum Wages Order and Minimum Standard Housing and Amenities Act 1990.	
Root cause analysis:	Inadequate mechanism implemented to keep update on latest amendment throughout year 2020 especially on new norm which require work from home (WSH) basis.	
Corrective Actions:	PIC at Head Office and estate cooperate to regularly check on any new regulations coming into force and communicate the information to other units.	
Assessment Conclusion:	CAP has been accepted and evidence of CAP effectiveness to be verified in the next assessment.	

Minor Nonconformities:		
<b>Ref:</b>	<b>Area/Process:</b> Boustead Segaria Estate	<b>Clause:</b> 4.3.1.4 Part 3

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2025637-202102-N2	<b>Issue Date:</b> 26/02/2021	<b>Due Date:</b> 25/02/2022
Requirements:	The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements.	
Statement of Nonconformity:	PIC does not ensure date of JKPP 8 report submission comply with regulation.	
Objective Evidence:	Sighted JKPP 8 report has been submitted on 17/02/2021. Refer JKPP/61095/2020. However, the date submission not accordance with NADOPOD (Notification of accident, Occupational Poisoning and Occupational Disease) Regulation 2004.	
Corrections:	Enhance any important submission by set alarm on few estate's main desktop.	
Root cause analysis:	Lack of mechanism and personnel to alert on time submission.	
Corrective Actions:	Disseminate awareness on JKPP submission deadline to all level of management especially Chief Clerk and PIC of estate's email.	
Assessment Conclusion:	CAP has been accepted and evidence of CAP effectiveness to be verified in the next assessment.	

<b>Minor Nonconformities:</b>		
<b>Ref:</b> 2025637-202102-N3	<b>Area/Process:</b> Boustead Segaria Estate	<b>Clause:</b> 4.4.4.2 (b) Part 3
	<b>Issue Date:</b> 26/02/2021	<b>Due Date:</b> 25/02/2022
Requirements:	The risks of all operations shall be assessed and documented.	
Statement of Nonconformity:	There is no monitoring and review has been conducted for HIRARC document.	
Objective Evidence:	Sighted HIRARC document dated 08/05/2017 for Office, 24/05/2017 for Manuring and 24/05/2017 for Spraying. However, management yet to review the Hazard, Effects and Existing Control in the HIRARC related Covid 19 as per new law coming into force which is Akta Kawalan Penyakit Berjangkit 1998 (Revised 2020).	
Corrections:	Review of HIRARC to be discussed further during next OSHE meeting and finalised before May 2021.	
Root cause analysis:	Estate's HIRARC yet been discussed since Covid 19 emerged a year ago.	
Corrective Actions:	List down HIRARC review and update as an agenda in every OSHE meeting.	
Assessment Conclusion:	CAP has been accepted and evidence of CAP effectiveness to be verified in the next assessment.	

<b>Minor Nonconformities:</b>		
<b>Ref:</b> 2025637-202102-N4	<b>Area/Process:</b> Boustead Segaria POM	<b>Clause:</b> 4.3.1.3 Part 4
	<b>Issue Date:</b> 26/02/2021	<b>Due Date:</b> 25/02/2022
Requirements:	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force.	
Statement of Nonconformity:	There is no updated as and when there are any new amendments or any new regulations coming into force.	
Objective Evidence:	Sighted list of law and regulation has been updated January 2019 for Segaria POM However, there is no updated-on Law of Minimum Wages Order and Minimum Standard Housing and Amenities Act 1990.	

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Corrections:	The Management will ensure that the Legal Requirement is kept up to date accordingly with regulatory additions or changes.
Root cause analysis:	Deficient system carried out to keep update on most recent amendment through year 2020 particularly on new standard which require work from home (WFH).
Corrective Actions:	PICs at Head Office and Mill Work together to constantly be vigilant with any new regulations that face constraints and deliver data to different units.
Assessment Conclusion:	CAP has been accepted and evidence of CAP effectiveness to be verified in the next assessment.

<b>Minor Nonconformities:</b>		
<b>Ref:</b> 2025637-202102-N5	<b>Area/Process:</b> Boustead Segaria POM	<b>Clause:</b> 4.3.1.4 Part 4
	<b>Issue Date:</b> 26/02/2021	<b>Due Date:</b> 25/02/2022
Requirements:	Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.	
Statement of Nonconformity:	PIC does not ensure date of JKPP 8 report submission comply with regulation.	
Objective Evidence:	Sighted JKPP 8 report has been submitted on 23/02/2021. Refer JKPP8/86842/2020. However, the date submission date not accordance with NADOPOD (Notification of accident, Occupational Poisoning and Occupational Disease) Regulation 2004.	
Corrections:	Management will ensure that the person in charge is responsible for ensuring that submission of DOSH 8 information is submitted not later than the due date.	
Root cause analysis:	JKPP 8 has been updated. In any case, due to lack of care at the time of delivery, the information was not sent on time.	
Corrective Actions:	Spread attention dateline the transmission of DOSH 8 information to all levels of management especially the Chief Clerk and the Mill PIC email to prevent any inconveniences from occurring.	
Assessment Conclusion:	CAP has been accepted and evidence of CAP effectiveness to be verified in the next assessment.	

<b>Opportunity For Improvement</b>		
<b>Ref:</b>	<b>Area/Process:</b> Nil	<b>Clause:</b>
Objective Evidence:	Nil	

<b>Noteworthy Positive Comments</b>	
1	Good cooperation from the management team in facilitation the assessment.
2	Good relationship being maintained with surrounding communities.

### 3.3 Status of Nonconformities Previously Identified and OFI

<b>Major Nonconformities:</b>		
<b>Ref:</b>	<b>Area/Process:</b> Segaria POM	<b>Clause:</b> 4.5.1.2 – Part 4

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1873667-202001-M1	<b>Issue Date:</b> 16/1/2020	<b>Due Date:</b> 14/4/2020
Requirements:	The environmental management plan shall cover the following: a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations	
Statement of Nonconformity:	The environmental management plan was inadequately cover.	
Objective Evidence:	Found the aspect and impact for new housing construction for mill was not been include in the aspect impact analysis dated Jan 2020.	
Corrections:	Immediately prepare assessment the potential EAI for new housing construction.	
Root cause analysis:	The management has implemented EAI but not reviewed and updated.	
Corrective Actions:	The management will ensure EAI conducted regularly to any new projects or operational improvements/changes.	
Assessment Conclusion:	As per document Environmental aspect and impact dated 21 Jan 2020, the construction already been included in the EIA, thus the corrective action and evidence found to be adequate to close the NCR on 5 March 2020. The effectiveness of implementation shall be verified in the next assessment.	
Verification Statement	ASA 3 verification: Sighted Environmental Aspect and Impact Identification 2020/2021 has been updated; Serial # EAI/2020/015-1 dated 21/01/2020. Aspect identified and impact evaluated covered all mill operational stations activities including operation of weighbridge, FFB Ramp, vertical sterilizer, maintenance of crude oil pumps, sludge pumps, waste pumps, effluent treatment plant and etc.No recurrence of previous year findings hence the Major NC remained closed.	

**3.4 Summary of the Nonconformities and Status**

CAR Ref.	CLASS	ISSUED	STATUS
1559774-201712-M1	Major	8/12/2017	Closed on 19/1/2018
1559774-201712-M2	Major	8/12/2017	Closed on 19/1/2018
1559774-201712-M3	Major	8/12/2017	Closed on 19/1/2018
1559774-201712-M4	Major	8/12/2017	Closed on 19/1/2018
1559774-201712-M5	Major	8/12/2017	Closed on 19/1/2018
1559774-201712-M6	Major	8/12/2017	Closed on 19/1/2018
1735572-201901-M1	Major	1/2/2019	Closed on 2/4/2019
1735572-201901-M2	Major	1/2/2019	Closed on 2/4/2019
1735572-201901-M3	Major	1/2/2019	Closed on 2/4/2019
1735572-201901-M4	Major	1/2/2019	Closed on 2/4/2019
1735572-201901-M5	Major	1/2/2019	Closed on 2/4/2019
1873667-202001-M1	Major	16/1/2020	Closed on 5/3/2020



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2025637-202102-N1	Minor	26/02/2021	Open
2025637-202102-N2	Minor	26/02/2021	Open
2025637-202102-N3	Minor	26/02/2021	Open
2025637-202102-N4	Minor	26/02/2021	Open
2025637-202102-N5	Minor	26/02/2021	Open

### 3.5 Issues Raised by Stakeholders

IS #	Description
<b>1</b>	<p><b>Issues:</b> Grocery No issue been highlight, the relation was good.</p> <p><b>Management Responses:</b> Noted on the information.</p> <p><b>Audit Team Findings:</b> No other issue.</p>
<b>2</b>	<p><b>Issues:</b> <u>Contractors &amp; Suppliers</u> It was a long-term business relationship and no other issue. The payment received is within the timeline. No issue been highlight</p> <p><b>Management Responses:</b> Noted on the information.</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 <i>Boustead Segaria POM and Estate</i> 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 <i>Boustead Segaria POM and Estate</i> Certification Unit is approved and continued.	
<b>Acknowledgement of Assessment Findings</b>	<b>Report Prepared by</b>
<b>Name:</b> HAFIZI BONIRAN	<b>Name:</b> Nor Halis Bin Abu Zar
<b>Company name:</b> BOUSTEAD PLANTATIONS	<b>Company name:</b> BSI Service Malaysia
<b>Title:</b> MANAGER	<b>Title:</b> Client Manager
<b>Signature:</b> 	<b>Signature:</b> 
<b>Date:</b> 15/3/2021	<b>Date:</b> 14/3/2021

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

**A) 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 MSPO Policy was established where the policy was signed by CEO of Boustead Plantations Berhad on 2/12/2019. The management also establish new BPB Sustainability Policy signed by Chief Executive Officer dated 2/12/2019.	Complied
<b>4.1.1.2</b>	The policy shall also emphasize commitment to continual improvement. <b>- Major compliance -</b>	The policy was emphasized on the engagement and commitment to produce sustainable palm oil with the objective of improving the milling and estate operation.	Complied
<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. <b>- Major compliance -</b>	Internal Audit was conducted once a year by Sustainability section, the internal audit was conducted on 17-18/12/2020 to cover the entire criterion stated in the standard. Internal audit was led by BEA from Sustainability Department. During the internal audit, there was no finding were issued.	Complied
<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.	Internal audit procedure dated July 2016 was established by the management to include audit frequency, audit schedule, audit team, performing audit, audit responsibility and etc. Internal audit shall be carried out once a year.	Complied



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	- <b>Major compliance</b> -		
4.1.2.3	Report shall be made available to the management for their review. - <b>Major compliance</b> -	All records related to Internal Audit was maintained and available at Segaria Estate visited for review.	Complied
<b>Criterion 4.1.3 – Management Review</b>			
4.1.3.1	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. - <b>Major compliance</b> -	The management review was conducted accordingly. The Management Review was conducted on 18/12/2020 which was chaired by Sustainability Chairman En. Anuar Bin Semail. All the committee members were involved during this Management Review. All the agenda were found adequate.	Complied
<b>Criterion 4.1.4 – Continual Improvement</b>			
4.1.4.1	The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company. - <b>Major compliance</b> -	The Continuous Improvement Plan for 2020 at Segaria Business Unit sighted as follow:  Using Blower as circle racking to minimize the workers load  To planting beneficial plant to increase biological control in estate  To proper selection of herbicide use low active ingredients for minimize use herbicide	Complied
4.1.4.2	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.	The Boustead establish new system to improve practice as per below to increase productivity and make more safe during work:-  1. Using Zenoah as circle racking and maintenance	Complied

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	- Major compliance -	Using Palm Pro E (a nonconductive pole)	
4.1.4.3	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.  - Major compliance -	The training for new technology conducted by management and supplier accordingly. The record training sighted dated 20/7/2020 for new pole and 9/7/2020 for Zenoah Blower. The record training was available for review.	Complied
<b>4.2 Principle 2: Transparency</b>			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
4.2.1.1	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.  - Major compliance -	Segaria Estate has maintained records of request and response, land titles, OSH plans and etc. relating to environmental and social issues, plans for pollution prevention, complaints and grievances records that make available upon request. The transparency on Policy been share by the company by web as per below:  <a href="https://www.boustead.com.my/plantation-division/">https://www.boustead.com.my/plantation-division/</a>	Complied
4.2.1.2	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.  - Major compliance -	Segaria Estate holds copies of each of the management documents that are required to be publicly available. Copies of the document such as documents related to environmental and social issues, plans for pollution prevention, records of complaints and grievances were available upon request. All the policies such as Pesticide Use Policy, Human Rights Policy, Foreign Workers Policy were publicly available in the company’s website: <a href="http://www.bousteadplantations.com.my">www.bousteadplantations.com.my</a> . Others sustainability practices were also available in the website.	Complied
<b>Criterion 4.2.2 – Transparent method of communication and consultation</b>			

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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>Boustead Segaria has developed a Communication Procedure. The procedure is to handle communication for internal and external stakeholders. The methods of communication such as formally write in, through phone call, discussion or meeting and etc. External Communication Form (PKSJ-001) and Communication Record (PKSJ-002) was implemented. The communication procedure been communicated to stakeholder on 10/9/2020, record was available at site for review.</p>	Complied
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>As per letter ref. PERLANTIKAN JAWATAN AHLI PANEL ADUAN DALAMAN LADANG SEGARIA dated 17/12/2019; Segaria Estate appointed management officer are:</p> <p>Pn. Jineh Binti Mais</p> <p>Segaria Estate management also delegated employees with dedicated responsibilities related to MSPO implementation as per sighted List of People Responsible for Various Aspect of MSPO.</p>	Complied
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>Stakeholder list FY 2021 was available in Segaria Estate. The list has included contractors and suppliers, government authorities, school's representatives and etc.</p> <p>Latest external stakeholder meeting conducted on 17/11/2020 involved workers were briefed on all the RSPO principles and criteria., for relevant stakeholders such as government authorities, school's representatives and contractors only using by phone call and letter cause by MCO and Covid 19 issue.</p> <p>Estate internal stakeholder meeting was conducted on 14/11/2020 attended by all staff and employees.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
<b>Criterion 4.2.3 – Traceability</b>			
<b>4.2.3.1</b>	The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s). <b>- Major compliance -</b>	Segaria Estate implemented the Traceability procedure. Refer FFB Traceability Flowchart Segaria Estate MPC system. Management has developed system to monitor Estate Structured Crop Recovery Assessment.	Complied
<b>4.2.3.2</b>	The management shall conduct regular inspections on compliance with the established traceability system. <b>- Major compliance -</b>	Regular inspections on compliance with the established traceability system were conducted through periodical internal audit as specified in Criterion 4.1.2 of this checklist. Furthermore, a Standard Operating Procedure; Effective date: 2/5/2012; Chapter 1: Administrative Procedure; Section 1.1 Internal Office Control sighted available that described the routine responsibilities of estate management and staff to conduct related inspections on compliance of all operations including traceability system. Verification on site confirmed the inspections were regularly implemented accordingly. Last Internal audit conducted on 17-21/08/2020.	Complied
<b>4.2.3.3</b>	The management should identify and assign suitable employees to implement and maintain the traceability system. <b>- Minor compliance -</b>	Sighted the Letter of Appointment Letter for Traceability Chairman SEGARIABU; Dated: 18/01/2021 for En Mohd Hamdan Bin Husin.	Complied
<b>4.2.3.4</b>	Records of sales, delivery or transportation of FFB shall be maintained. <b>- Major compliance -</b>	Records of FFB sales & delivery including FFB Weighbridge Tickets together with FFB Delivery Note (DO Chit) and Daily Record (Daily FFB Despatch Summary Log Book) were maintained based on Standard Operating Procedure; Effective date: 2/5/2012; Chapter 7: Sales of Produce Ex-Estate/Mill Procedures; Section 7.1 FFB Sales and Despatches & Chapter 13: Retention of Documents which specified a	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		minimum retention period of 7 years prior of disposal. Sighted samples record available as following: Date: 15/02/2021 Do No: A120409 Lorry Number: SAA8334P Field No: PM18A, PM18B Weight: 4.17 MT Date: 15/02/2021 Do No: A120410 Lorry Number: JD127 Field No: PM03C1/28A, PM03C2/28B Weight: 1.07 MT	
<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>	The list of permit and license required for the operations of the estate were sighted and updated on January 2021. The sample of permit and license: Segaria Estate 1. MPOB License 504677002000 valid until 31/03/2021	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> <li>2. Peraturan Kawalan Bekalan 1974 – Diesel Storage valid until 15/01/2022</li> <li>3. Peraturan Kawalan Bekalan 1974 – Fertilizer Storage valid until 15/02/2022</li> <li>4. Unfired Pressure Vessel (UPV) Licence valid until 22/12/2021</li> <li>5. Lesen Bagi Pemasangan Persendirian Akta Bekalan Elektrik 1990 valid until 13/09/2021.</li> </ul>	
<b>4.3.1.2</b>	<p>The management shall list all laws applicable to their operations in a legal requirements register.</p> <p><b>- Major compliance -</b></p>	<p>LORR was established to cover all legal acts, regulations and other requirement related to Segaria Estate. The sample of Act and Legal:</p> <ul style="list-style-type: none"> <li>1. Children and Young Person (Employment) (amendment) Act 2010 Updated November 2020</li> <li>2. Environmental Quality (Amendment) Act 2012 Updated April 2020.</li> <li>3. Sabah Labour Ordinance 1950</li> <li>4. OSHA 1994</li> <li>5. Electrical Supply (Amendment) Act 2015</li> </ul>	Complied
<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>LORR was established to cover all legal acts, regulations and other requirement related to Segaria Estate. The sample of Act and Legal:</p> <ul style="list-style-type: none"> <li>1. Children and Young Person (Employment) (amendment) Act 2010 Updated November 2020</li> <li>2. Environmental Quality (Amendment) Act 2012 Updated April 2020.</li> <li>3. Sabah Labour Ordinance 1950</li> </ul>	Minor NC

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		4. OSHA 1994 5. Electrical Supply (Amendment) Act 2015  There is no updated as and when there are any new amendments or any new regulations coming into force. Sighted list of law and regulation has been updated January 2021 for Segaria Estate. However, there is no updated-on Law of Minimum Wages Order and Minimum Standard Housing and Amenities Act 1990. Thus Minor NC area raised.	
<b>4.3.1.4</b>	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements.  <b>- Minor compliance -</b>	Tracking system available to identify changes in the relevant regulations through head office, sustainability team, website information and the information are communicated from the Head Office (Sustainability Section). Boustead Plantations Berhad have centralised system for tracking any changes in the law and subscribe into Lawnet. Sighted appointment letter Monitoring Compliance to Legal Requirement for Pn Fadzillah Binti Abdul Rahim dated 18/01/2021.  PIC does not ensure date of JKPP 8 report submission comply with regulation. Sighted JKPP 8 report has been submitted on 17/02/2021. Refer JKPP/61095/2020. However, the date submission date not accordance with NADOPOD (Notification of accident, Occupational Poisoning and Occupational Disease) Regulation 2004. Thus, Minor NC are raised.	Minor NC
<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.	Segaria Estate hold 3 land title (under Boustead Emastulin Sdn Bhd: 1. Provisional Lease : 26290060 dated 24/10/74 (7,317 Acre) Ref	Complied

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<p><b>- Major compliance -</b></p>	<p>No:L.S.1210/1/3/II,25/8/2005 change of name from Ladang Segaria Sdn Bhd to Boustead Emastulin Sdn Bhd</p> <p>2. Provisional Lease : 126290122 dated 1/1/65 (4,012 acres) Ref. No: L.S.1210.1.3/II, dated 20/5/2005 change of name from Ladang Segaria Sdn Bhd to Boustead Emastulin Sdn Bhd</p> <p>3. Provisional Lease : 125311284 dated 17/4/75 (398.9 Acres) Ref. No: L.S.1210.1.319, dated 20/5/2005 change of name from Ladang Segaria Sdn Bhd to Boustead Emastulin Sdn Bhd</p>	
<p><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.</p> <p><b>- Major compliance -</b></p>	<p>Segaria Estate hold 3 land title (under Boustead Emastulin Sdn Bhd:</p> <p>1. Provisional Lease : 26290060 dated 24/10/74 (7,317 Acre) Ref No:L.S.1210/1/3/II,25/8/2005 change of name from Ladang Segaria Sdn Bhd to Boustead Emastulin Sdn Bhd</p> <p>2. Provisional Lease : 126290122 dated 1/1/65 (4,012 acres) Ref. No: L.S.1210.1.3/II, dated 20/5/2005 change of name from Ladang Segaria Sdn Bhd to Boustead Emastulin Sdn Bhd</p> <p>3. Provisional Lease : 125311284 dated 17/4/75 (398.9 Acres) Ref. No: L.S.1210.1.319, dated 20/5/2005 change of name from Ladang Segaria Sdn Bhd to Boustead Emastulin Sdn Bhd</p>	<p>Complied</p>
<p><b>4.3.2.3</b> Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable.</p> <p><b>- Major compliance -</b></p>	<p>Sighted Map of boundary stone. Monitoring has been conducted by the management. Refer Boundary marking checking record January 2021</p>	<p>Complied</p>
<p><b>4.3.2.4</b> 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</p>	<p>There is no land dispute in the Segaria Certification Unit at the time of audit. The lands are country leased and provisional lease to Boustead Emastulin Sdn Bhd via verified with the land titles. The surrounding</p>	<p>Complied</p>



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	<p>be made available and that these should have been accepted with free prior informed consent (FPIC).</p> <p>- <b>Minor compliance</b> -</p>	<p>are owned by smallholders and other plantation's companies. There was no encroachment of land by the Segaria Certification Unit. Notwithstanding, in case necessary, compensation process will be according Fair Compensation Procedure (Procedure 6.4.1); Ref. # 1; issued date: 4/2/2015; version 01. The procedure has clearly stated the process of negotiation and compensation if any land disputes with Legal Department. If the negotiation process failed, legal proceedings will be the next action.</p>	
<b>Criterion 4.3.3 – Customary rights</b>			
<b>4.3.3.1</b>	<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>	<p>The estate lands are legally owned and leased by the company. The existing estates are not encumbered by any customary land rights. The company has constructed trenches, wooden pegs and painted the palms to differentiate the land boundaries. No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit.</p>	Complied
<b>4.3.3.2</b>	<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>	<p>The estate lands are legally owned and leased by the company. The existing estates are not encumbered by any customary land rights. The company has constructed trenches, wooden pegs and painted the palms to differentiate the land boundaries.</p>	Complied
<b>4.3.3.3</b>	<p>Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available.</p> <p>- <b>Major compliance</b> -</p>	<p>No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit. Trenches, wooden pegs and boundary stones were maintained to differentiate the land ownership.</p>	Complied
<b>4.4 Principle 4: Social responsibility, health, safety and employment condition</b>			

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Criterion / Indicator		Assessment Findings	Compliance
<b>Criterion 4.4.1: Social Impact Assessment (SIA)</b>			
<b>4.4.1.1</b>	Social impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.  - <b>Minor compliance</b> -	Social impacts plans were based on the documented Social Impact Assessment Segaria Estate and Mill Semporna, Sabah Malaysia, November 2017; Size of Assessment: 3,071.6 ha (Main Division); 1,393.5 ha (Sipit Division); Date of Assessment: 27/9 – 1/10/2017; Date of Report: 30/11/2017 by Malaysia Environmental Consultant (MEC). The plan established as Management Plan on Social Impact Assessment for the Year 2021; Reviewed & Updated on Jan 2021 includes mitigation plan for following such as Issue regarding Covid 19 and plan to mitigate the outbreak if happen.	Complied
<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 company has developed Whistleblowing Policy dated 2/12/2019 signed by CEO. The company has prepared a formal mechanism to handle all the complaints reported. A Complaint/ Suggestion Flowchart was available where it explained the procedure to lodge complaints.	Complied
<b>4.4.2.2</b>	The system shall be able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties.  - <b>Major compliance</b> -	Segaria Estate has implemented Request and Response form and Complaint/ Suggestion form to record any requests, complaints and grievances by the stakeholders. The estate management has taken action or planned action to rectify the complaints raised by the stakeholders. Record shown latest complaints dated 29/1/2021 as per Borang Cadangan/Aduan Segaria Estate was resolved on 29/1/2021	Complied
<b>4.4.2.3</b>	A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint.	The complaint form was available at the office. Besides, suggestion box was available in the linesite and office area where the stakeholders are able to lodge complaint or suggestion at any time.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	- <b>Minor compliance</b> -		
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 internal and external stakeholder during stakeholder consultation found that they were aware of the complaint procedure and were briefed by the management during stakeholder meeting.	Complied
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 management has started to implement the complaint form since October 2017. The records of complaint were available from January 2021 up to date.	Complied
<b>Criterion 4.4.3:</b> Commitment to contribute to local sustainable development			
4.4.3.1	Growers should contribute to local development in consultation with the local communities.  - <b>Minor compliance</b> -	Contributions to local development were demonstrated as per consultation with local communities. Based on stakeholder consultation, it was noted that local communities are always been prioritized in case of vacancy within mill and estate. Almost 90% of mill employee are local Semporna and/or nearby districts residents. Interviewed estate contractors revealed that they are local Semporna contractor and some from Kunak, Sabah. Sighted the sample contributions made as following:  Donation to IPD Semporna "Persaraan" program on 10/3/2020 Donation for Holy Family Church on 14/12/2020	Complied
<b>Criterion 4.4.4:</b> Employees safety and health			

Criterion / Indicator	Assessment Findings	Compliance
<p><b>4.4.4.1</b> An occupational safety and health policy and plan shall be documented, effectively communicated and implemented.</p> <p><b>- Major compliance -</b></p>	<p>An Occupational Safety and Health Policy is available in the organization dated 02/12/2019 signed by CEO En Ibrahim Bin Abdul Majid. An OSH Manual is available in the estate (OSH/001/2015) dated 7 Dec 2015. An OSH Plan was available in the form of "important areas" and the trainings required for the respective personals for the year 2020/2021.</p> <p>The OSH policy and plan are regularly communicated to the staffs and workers during the morning briefings and OSH Meetings.</p>	<p>Complied</p>
<p><b>4.4.4.2</b> The occupational safety and health plan shall 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 risks 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 pesticides:               <ul style="list-style-type: none"> <li>i. all employees involved shall be adequately trained on safe working practices</li> <li>ii. all precautions attached to products shall 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> </ul>	<ul style="list-style-type: none"> <li>a) The OSH Policy have been communicated with workers and staff during Polisi Training conducted by the estate on the 19/09/2020.</li> <li>b) Boustead Plantations have implemented a SOP that states the importance of risk assessment through HIRARC Review dated on 20/07/2020 for clinic. All work units that have been identified to have potential risks are documented. Checking on HIRARC for Clinic, Office, Diesel etc. Mitigation plans and control procedures such as PPE, Administrative Control and Trainings were documented.</li> </ul> <p>There is no monitoring and review has been conducted for HIRARC document. Sighted HIRARC document dated 08/05/2017 for Office, 24/05/2017 for Manuring and 24/05/2017 for Spraying. However, management yet to review the Hazard, Effects and Existing Control in the HIRARC related Covid 19 as per new law coming into force which is Akta Kawalan Penyakit Berjangkit 1998 (Revised 2020). Thus, Minor NC area raised.</p> <ul style="list-style-type: none"> <li>c) The estate have implemented a training plan for the year 2020/2021 which is divided into 3 training programs namely Maintenance Training</li> </ul>	<p>Minor NC</p>

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<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><b>- Major compliance -</b></p>	<p>Programme, OSH &amp; RSPO Training Programme and Operations Training. This training programme is used as a guideline to ensure continuous awareness and assessment on the understanding of the required modules.</p> <p>d) All workers were provided with appropriate PPE as identified in the HIRARC where the cost are bared by the management. Sighted record of PPE last given recorded on January 2021.</p> <p>e) SOPs for Best Practices of Chemical Handling were available in the estate under the Oil Palm Manual. Chemicals were found stored in the estate's Chemical Store in accordance with the Occupational Safety and Health Act 1994 (Act 514) and Pesticides Act 1974 (Act 149) and their Regulations. Safety data Sheet were available and kept in the document. CHRA assessment has been conducted on 14/09/2018 refer HQ/11/ASS/00/298-2018/131. Medical surveillance has been verified for Sprayer, Chemical storekeeper and fertilizer applicator. Chemical register has been prepared dated 16/01/2021.</p> <p>f) The estate has appointed Tn. Christopher Lim as the Chairman of the Safety Committee 2020/2021. He has knowledge and access to latest national regulations and collective agreements kept in the estate office for reference and guidance.</p> <p>g) The estate conducted regular year of 2020 JKPP Meetings with the staffs and workers to address OSH issues within the estate. Issues raised by the workers and staffs were addressed by the management and documented in the meeting minutes. 1<sup>st</sup> Meeting: 11/03/2020 2<sup>nd</sup> Meeting: 18/06/2020</p>	

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Criterion / Indicator		Assessment Findings	Compliance
		<p>3<sup>rd</sup> Meeting: Cancelled due to MCO            4<sup>th</sup> Meeting: 16/12/2020</p> <p>h) Accident &amp; Emergency Response Plans are available for Emergency Contact Number, Emergency Evacuation, First Aid Locations, Fire Extinguisher Locations, Emergency Response Plans (Fire, Chemical Spillage, Chemical Contamination, Flood and Accident) and displayed at strategic locations around the estate office and stores. The competent personals are appointed and trained to be part of the Emergency Response Team. Latest ERP training has been conducted on 10/09/2020.</p> <p>i) The assigned first aiders were nominated. Verified through video call showed First Aider understanding on the contents and usage of the items in the First Aid Kits. First aid kits placed at the amin office and given to the mandores. Sighted latest First Aid Training on 25-26/08/2020 by St John Ambulance Malaysia (Lahad Datu).</p> <p>j) Records of all accidents were kept in the estate and reviewed at quarterly intervals during the JKKP Meeting. Lost Time Incident are monitored by the estate and records were sighted in the estate. Sighted JKKP 8 report submitted. Refer JKKP8/61095/2020 submitted on 17/02/2021.</p>	
<b>Criterion 4.4.5: Employment conditions</b>			
<b>4.4.5.1</b>	The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The	Boustead Plantations Berhad has developed Human Rights Policy dated 2/12/2019 signed by CEO. The company is committed to ensure every individual are treated with fairness, dignity and respect. The company will respect the rights of every individual. They also recognize	Complied

Criterion / Indicator		Assessment Findings	Compliance
	<p>policy shall be signed by the top management and effectively communicated to the employees.</p> <p><b>- Major compliance -</b></p>	<p>their responsibilities to respect human rights and avoid complicity in human rights abuses.</p> <p>Latest communication of the policy was conducted in the meeting conducted on 19/9/2020 between Segaria Estate management and workers representatives as per Minit Mesyuarat Perundingan Internal Stakeholder Ladang Segaria – Staff, Persatuan, Wakil Pekerja. Furthermore, the policy displayed on the notice board outside the office.</p>	
<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, nationality, social origin or any other distinguishing characteristics.</p> <p><b>- Major compliance -</b></p>	<p>Boustead Plantations Berhad has established Equal Opportunities Policy dated 2/12/2019 signed by CEO. The company will ensure all the relevant parties will be treated equally and no discrimination based on race, caste, nationalities, religion, gender, age and etc. Interviewed with the workers from different nationalities, gender and age confirmed that no discrimination was occurred in the estate.</p>	Complied
<b>4.4.5.3</b>	<p>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.</p> <p><b>- Major compliance -</b></p>	<p>Documentations of pay available in the form of Monthly Pay Slip and conditions as per Work Agreement Contract as per sample sighted as following:</p> <ol style="list-style-type: none"> <li>1. Employee no: 2511</li> <li>2. Employee no: 1829</li> <li>3. Employee no: 2172</li> <li>4. Employee no: 2418</li> <li>5. Employee no: 2166</li> </ol>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>6. Employee no: 1806</p> <p>7. Employee no: 1375</p>	
<b>4.4.5.4</b>	<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>The contractors Asniey Jaya Enterprise have signed on the contract agreement with the terms of they must comply with legal requirements on the wages for their workers was clearly stated. Sampled of payslips for contractors' workers for the month of Oct 2020 and May 2020 that have achieved Minimum Wage Order 2019 as below:</p> <p>AT968315 (Indonesia)</p>	Complied
<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>All the recruited workers will be registered in the Labour Registration Record where personal details such as name, nationality, next of kin, education standard, date of employed, job description, wage rate and date of birth were stated in the registration card.</p>	Complied
<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>Employment contracts were acknowledged and kept a copy by the workers. The terms and conditions were clearly stated in the contract such as salary, annual leaves and public holiday entitlement, rate of work on rest day, overtime and etc. employment contracts sighted available for samples of own and contractor's employees in indicator 4.4.5.3 and 4.4.5.4 above.</p>	Complied
<b>4.4.5.7</b>	<p>The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer.</p> <p><b>- Major compliance -</b></p>	<p>The estate management has maintained Field &amp; General Workers Daily Attendance Record and Oil Palm Harvester Reception Data sheet to record the attendance, tonnage, overtime and etc. for individual</p>	Complied



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		workers. Management used PIMACS (Plantation Information Management and Control System) as to monitor all workers data.	
<b>4.4.5.8</b>	<p>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.</p> <p><b>- Major compliance -</b></p>	<p>The working hour and break time has been clearly stated in the employment contract. Besides, the attendance record was available and able to trace through Field &amp; General Workers Daily Attendance Record and Oil Palm Harvester Reception Data sheet as per sample sighted as following:</p> <ol style="list-style-type: none"> <li>1. Employee no: 2511</li> <li>2. Employee no: 1829</li> <li>3. Employee no: 2172</li> <li>4. Employee no: 2418</li> <li>5. Employee no: 2166</li> <li>6. Employee no: 1806</li> <li>7. Employee no: 1375</li> </ol>	Complied
<b>4.4.5.9</b>	<p>Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.</p> <p><b>- Major compliance -</b></p>	<p>Documented payslip was distributed to individual workers on the day of payment. Wages and overtime were paid according to the "Field &amp; General Workers Daily Attendance and Oil Palm Harvester Reception Data". Total hours of overtime and daily attendance has recorded in the time sheet.</p> <p>Documentations of pay available in the form of Monthly Pay Slip and conditions as per Work Agreement Contract as per sample sighted available for samples of own and contractor's employees in indicator 4.4.5.3 and 4.4.5.4 above.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
<b>4.4.5.10</b>	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 management provided free medical facilities to all the workers and dependents. Community Learning Centre was available for the children of foreign workers. Free treated water and electricity supply to all the workers.	Complied
<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.  - <b>Major compliance</b> -	The workers quarters have adequate clean water supply by estate management, the management also done the analysis to ensure water was safe for domestic use.	Complied
<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.  - <b>Major compliance</b> -	A Sexual Harassment Policy signed by CEO dated 2/12/2019 was in place. Latest communication was conducted in the meeting as per sample records of Minit mesyuarat persatuan wanita kilang kelapa sawit segaria (Pewanis) bil: 01/2020; Date: Feb 2020. Policy also displayed in strategic location in mill and estate offices	Complied
<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 right should not be discriminated against or suffer repercussions.	Boustead Plantations Berhad has developed Freedom of Association Policy dated 2/12/2019 signed by CEO and was publicly available on the notice board. The company is committed and allowed their stakeholders such as employees, clients, business partner and etc to form or join any association. The company has established a Workers' Community for the employees to speak freely and the meeting will be conducted once every year and latest record was on 17/11/2020.	Complied

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	- Major compliance -		
4.4.5.14	<p>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 be exposed to hazardous working conditions.</p> <p>- Major compliance -</p>	<p>Boustead Plantations Berhad has developed the Employment of Child and Age Limit Policy dated 11/1/2011. The company adopted the Children and Young Persons (Employment) Act 1966 and ILO Convention 138 (1973) Article 1-3. No workers less than 16 years old will be recruited and less than 18 years old for hazardous work.</p>	Complied
<b>Criterion 4.4.6: Training and competency</b>			
4.4.6.1	<p>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.</p> <p>- Major compliance -</p>	<p>The estate has implemented a Training Programme for the year 2020 and 2021 which includes Maintenance Training Programme, OSH Training Programme and Operations Training. This training programme was used as a guideline to ensure continuous awareness and assessment on the understanding of the required modules.</p> <p>Sampled Training records are as follows:</p> <ol style="list-style-type: none"> <li>1. First Aider and CPR Training dated 25-26/08/2020</li> <li>2. Taklimat Prosedur Kerja Selamat &amp; Latihan Membaja dated 24/06/2020</li> <li>3. Taklimat Prosedur Kerja Selamat &amp; Prosedur Operasi Meracun dated 25/06/2020</li> <li>4. Taklimat Prosedur Kerja Selamat &amp; Prosedur Operasi Penuai BTS (SOP) dated 16/07/2020</li> </ol>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		5. Taklimat Prosedur Covid 19 dated 19/09/2020.	
<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>	The training needs was established in the estate for the year 2020 and 2021 identifying the related trainings required for all categories of work. The details of the training needs include categories of job descriptions, sections, and employees' group. Included in this program are subjects related to environment e.g. environmental, safety & health policy, scheduled waste management, environmental responsibility, HCV & Biodiversity training, field activities, equipment handling, vehicles maintenance etc.	Complied
<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>	The estate has implemented a Training Programme for the year 2020 and 2021 which includes Maintenance Training Programme, OSH Training Programme and Operations Training. This training programme was used as a guideline to ensure continuous awareness and assessment on the understanding of the required modules	Complied
<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>	Sighted Environmental Policy has been established dated 02/12/2019 signed by CEO En Ibrahim Bin Abdul Majid. Management Plan has been established. Refer EMP for the year 2021 prepared by Nor Fadzillah Binti Abdul Rahim and verified by Manager, En Hamdan Bin Husin.	Complied
<b>4.5.1.2</b>	<p>The environmental management plan shall cover the following:</p> <p>a) An environmental policy and objectives;</p>	The environmental management plan covered in the established action plan of significant environmental aspects identified and impacts evaluated as per documents sighted as following:	Complied

Criterion / Indicator		Assessment Findings	Compliance
	<p>b) The aspects and impacts analysis of all operations.</p> <p><b>- Major compliance -</b></p>	<p>a. Environmental Policy has been established dated 02/12/2019 signed by CEO En Ibrahim Bin Abdul Majid. Management Plan has been established. Refer EMP for the year 2021 prepared by Nor Fadzillah Binti Abdul Rahim and verified by Manager, En Hamdan Bin Husin.</p> <p>b. Environmental Aspect and Impact Identification 2017/2018; Serial number EAI/2017/001-1 to EAI/2017/013-4 dated 17/7/2017. Environmental Impact Evaluation Form Serial number EIE/2017/001-1 to EIE/2017/014-4 dated 17/7/2017</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>As specified in indicator 4.5.1.1 &amp; 4.5.1.2 above, it confirmed that the developed environmental improvement plan to mitigate the negative impacts and to promote the positive ones were effectively implemented and monitored. Sighted the Schedule Waste Inventory Records as one of the environmental improvement plans.</p>	Complied
<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>Environmental plan have been established including waste management action plan, continuous improvement environmental plan and etc. The following was sighted:</p> <ul style="list-style-type: none"> <li>- Segaria Estate Waste Management Action Plan Year 2021</li> <li>- Scheduled wastes management procedure; Issue # 1; Dated June 2017</li> <li>- Continuous Improvement Environmental Plan 2020-2021 such as 3R Waste Management Practices Campaign.</li> </ul>	Complied
<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 objectives.</p>	<p>The above programs were regularly communicated by estate management to all employees from time to time during morning briefing. The recent specific Triple rinsing training for Chemical handlers were conducted on 28/09/2020 attended by all estate staff</p>	Complied

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	- <b>Major compliance</b> -	and employees. Other than that, sighted "Taklimat Pengkelasan Sisa Domestik, Kitar Semula & Pembakaran Terbuka" dated 18/10/2020.	
4.5.1.6	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.  - <b>Major compliance</b> -	Specific Environmental Aspects & Impacts reviews were conducted annually at the estate. Environmental aspects and quality were discussed during the JKKP meeting as part of the agenda. Refer JKKP OSH Minutes meeting section 3.5 Environment.	Complied
<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> -	A plan for improving efficiency of the use of fossil fuels was established to include estate quarters, office, meeting room, weighbridge, laboratory and mill operation, fuel consumption at estate Diesel use per mt FFB was monitored every month. The Plan for Improving Fossil Fuel and Palm GHG includes the following: <ul style="list-style-type: none"> <li>- To minimize and limit electrical usage</li> <li>- Replace bulb with an energy saving bulb last 10 times longer with 75% less energy</li> <li>- Switch off or unplug any charges or appliances not in use</li> <li>- To put in hibernate of sleep mode for all pc not in use</li> </ul> There was a plan established for improving efficiency of the use of fossil fuel.	Complied
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 estate has a yearly estimation of energy usage. This estimation is compared to the actual usage on a monthly basis and reported to the head office. Refer Diesel Usage data January to December 2020 and January 2021. To date ton per FFB for 2020 was 1.30 litter/MT.	Complied

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<b>4.5.2.3</b>	The use of renewable energy should be applied where possible. - <b>Minor compliance</b> -	It was verified with Segaria Estate, mulching was applied responsibly at Field PM08B. EFB is applied at rate of 30 mt/ha as per recommendation by the Agronomist.	Complied
<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> -	All waste products and sources of pollution had been identified in Waste Management Action Plan Year 2020 for the estate. Based on the Waste Management Action Plan Year 2020 the following wastes and its sources were identified: 1. Domestic waste: Rubbish from linesite, office and etc. at Field PM99A 2. Scheduled waste: SW305, SW306, SW 410 & SW 102 3. Recyclable waste: Empty chemical container, empty fertilizer bag, palm fronds, etc.	Complied
<b>4.5.3.2</b>	A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for: a) Identifying and monitoring sources of waste and pollution b) Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products - <b>Major compliance</b> -	As above, all waste products and sources of pollution had been identified in Waste Management Action Plan Year 2020 for the estate. Segregation of wastes i.e. general wastes and scheduled wastes were monitored. Verification through interview. Proper storage areas were established for the storage of the recyclable wastes at the estate.	Complied
<b>4.5.3.3</b>	The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005,	Sighted Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 has been established. Verified Polisi Pengendalian Racun Perosak Bertoksik	Complied

Criterion / Indicator		Assessment Findings	Compliance
	<p>Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.</p> <p><b>- Major compliance -</b></p>	<p>Tinggi (HTP) dated 02/12/2019 signed by CEO En Ibrahim Bin Abdul Majid.</p> <p>Sighted latest of inventory E Swiss dated 24/02/2021, refer ASSH/TWU(B)95/130/100/231. Sighted inventory record of SW305, SW306, SW409 and SW410.</p> <p>Sighted latest consignment note for disposal of SW: 2020071815S2FPQO, SW 109, dated 18/07/2020 2020071816HGSIL6, SW305 dated 18/07/2020 20200718151RX250, SW102 dated 18/07/2020</p> <p>Verified that due date on latest disposal was on January 2021 but due to MCO, the collection was delayed. Refer evidence letter of "Penanguhan Jadual Pengangkutan Dan Pengambilan Batrang Terjadual (Schedule waste) by Lagenda Bumimas Sdn Bhd dated 17/02/2021 with reference number 2021-001/02-ZA.</p>	
<b>4.5.3.4</b>	<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>Segaria Estate conducted the Triple Rinsing of Empty Chemical Container Training (<i>Latihan 3 Kali Pembilasan Bekas Racun dan Bahan Kimia</i>) on 28/09/2020 to all chemical handlers based on the guideline for used plastic pesticide container recycling program (UPPCR). </p> <p>Sampled the latest consignment note for disposal of chemical containers dated 22/06/2020 of Chemical Containers were collected by Newgates Industries (Borneo) Sdn Bhd.</p>	Complied
<b>4.5.3.5</b>	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.</p>	<p>Verified through interview the management disposed domestic waste through recycling and also at the landfill.</p>	Complied



Criterion / Indicator		Assessment Findings	Compliance
- Minor compliance -			
<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.  - Major compliance -	Based on the assessment done by the estate of all polluting activities as of the Environment Aspect and Impact assessment, identified sources were fertilizer, diesel and pesticide chemicals as the main GHG pollutants.	Complied
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented.  - Major compliance -	Sighted Pollution Prevention Plan 2021 stated on management consideration to reduce significant pollutants and emissions for estate daily activities. Sample record checking for Fertilizer, Pesticide, Used Lubricant etc.	Complied
<b>Criterion 4.5.5:</b> Natural water resources			
4.5.5.1	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:  a. Assessment of water usage and sources of supply.  b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate's current activities.  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.).	Documented Water Management Plan Year 2021 issue discussed as per following:  - Riparian buffer zone  - Areas where buffer zone not established  - Water quality monitoring  - Access of clean water to workers  - Renewability of water source  - Rainwater harvest  a. Source of water from estate water treatment plant tap by the river. Water sampling record was sighted. Refer report W210113.	Complied

Criterion / Indicator		Assessment Findings	Compliance
	<p>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.</p> <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>b. Monitoring of outgoing water has been conducted. Refer water quality monitoring and water sampling report dated 28/01/2021 W210113.</p> <p>c. Sighted management has committed to optimize water and nutrient usage to reduce wastage from evidence at Section 4 Water Management Plan e.g. to replace old piping cause low pressure of water flow, to maintain of filtration tank by replacing damaged parts etc.</p> <p>d. Protection of water riparian buffer zone has been conducted as per evidence to maintain and establish soft grasses and identify new possible buffer zone area if any.</p> <p>e. Sighted evidence on protection of riparian buffer zone in section 1 water management plan 2021.</p> <p>f. There is no usage of bore well in the estate.</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>	<p>Verified through interview confirmed that there is no construction of bunds, weirs and dams across main rivers or waterways passing through an estate.</p>	Complied
<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>	<p>The estate practice water harvesting at strategic locations. They also maintained monitoring records of water usage which recorded every day and summarized on monthly basis including the monitoring of rainfall water, which has been an alternative source of water as mitigation plan during draught season.</p>	Complied
<p><b>Criterion 4.5.6:</b> Status of rare, threatened, or endangered species and high biodiversity value</p>			

Criterion / Indicator	Assessment Findings	Compliance
<p><b>4.5.6.1</b> 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> <ul style="list-style-type: none"> <li>a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities.</li> <li>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.</li> </ul> <p><b>- Major compliance -</b></p>	<p>The High Conservation Value assessment report was available dated November 2018 by Malaysian Environmental Consultant Sdn Bhd. This HCV report cover the identification of high biodiversity value habitat in Segaria Estate. From the report, there are HCV 1,2,3 and 4 in Segaria Estate.</p> <p>The HCV report for the assessment done concurrently by internal assessors shown a total of 143.90 ha of HCV areas identified consist of following:</p> <ul style="list-style-type: none"> <li>- Buffer zone/riparian – 71.9 Ha</li> <li>- Pocket Jungle – 33.3 ha</li> <li>- Unplanted area/steep area – 38.7 ha</li> </ul>	<p>Complied</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> <ul style="list-style-type: none"> <li>a) Ensuring that any legal requirements relating to the protection of the species are met.</li> <li>b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts.</li> </ul> <p><b>- Major compliance -</b></p>	<p>Based on Environmental Policy has been established dated 02/12/2019 signed by CEO En Ibrahim Bin Abdul Majid, the HCV Management Plan 2021 has been established as 4 objectives as following:</p> <ol style="list-style-type: none"> <li>1. Wildlife Conservation Target: to ensure no illegal hunting activities inside or outside the estate perimeter.</li> <li>2. Waterways Quality and Health Monitoring</li> <li>3. Agricultural Land Contamination</li> <li>4. Preserve and beautify natural landscape and old building (to maintain the heritage value and ensure nice looking nature of environment)</li> </ol>	<p>Complied</p>

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		Sighted the target, action plan, proposed and completion date, proposed budget, person in charge and status verification.	
<b>4.5.6.3</b>	A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.  - <b>Major compliance</b> -	Refer HCV Management Plan 2021. The above programs were regularly communicated by estate management to all employees from time to time during routine workers assembly. The recent specific biodiversity and environmental policy briefing was conducted on 19/09/2020 attended by all estate staff and employees.	Complied
<b>Criterion 4.5.7: Zero burning practices</b>			
<b>4.5.7.1</b>	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.  - <b>Major compliance</b> -	Refer A circular O.P.C No. 51c, July 1999 Revised August 2018 stated on commitment by management of Zero Burning.	Complied
<b>4.5.7.2</b>	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.  - <b>Major compliance</b> -	Not applicable since there is no used of fire for replanting waste disposal.	Complied
<b>4.5.7.3</b>	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.  - <b>Major compliance</b> -	Not applicable since there is no used of fire for replanting waste disposal.	Complied

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<b>4.5.7.4</b>	<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>	The old pam was mowed down, chipped and shredded during replanting progress verified during site visit in replanting area.	Complied
<b>4.6 Principle 6: Best Practices</b>			
<b>Criterion 4.6.1: Site Management</b>			
<b>4.6.1.1</b>	<p>Standard operating procedures shall be appropriately documented and consistently implemented and monitored.</p> <p><b>- Major compliance -</b></p>	Boustead Plantations Bhd has established the agriculture manual (Oil Palm Circular) covers felling and clearing, planting material, weeding, lalang, manuring, pest & disease, census & thinning out, drains, road & bridges, soil/water conservation, boundaries, fences & survey, supplying, pruning, collection (harvesting) and external transport.	Complied
<b>4.6.1.2</b>	<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 either soil, nutrients or chemicals.</p> <p><b>- Major compliance -</b></p>	Boustead Plantations Bhd has established SOP related to planting on slope namely Soil Conservation/Water Management was sighted. All the strategy including soil conservation practices, type of vegetation, ground cover establishment were found implemented accordingly in the field.	Complied
<b>4.6.1.3</b>	<p>A visual identification or reference system shall be established for each field.</p> <p><b>- Major compliance -</b></p>	Field marking was sighted at Segaria Estate. Sighted field marking at PR18A. The management using palm trunk marking or signboard as visual identification or reference system.	Complied

Criterion / Indicator		Assessment Findings	Compliance												
<b>Criterion 4.6.2:</b> Economic and financial viability plan															
<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>	Segaria Estate has established and implemented its commitment to long term sustainability and improvements through a capital expenditure programme. This budget consists of area statement, replanting cost, FFB budget, capital expenditures, vehicle and heavy plant running schedule, upkeep and cultivation, harvesting, nursery, production cost etc. Budget 2021- and 5-years planning horizon (projections 2021- 2026) was verified during the audit.	Complied												
<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 years.  <b>- Major compliance -</b>	The revised replanting program was established which was updated. The replanting programme sighted as follow: - <table border="1" data-bbox="1048 817 1447 1150"> <thead> <tr> <th>Year</th> <th>Replanting (Ha)</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>243.40</td> </tr> <tr> <td>2022</td> <td>251.40</td> </tr> <tr> <td>2023</td> <td>190.90</td> </tr> <tr> <td>2024</td> <td>208.70</td> </tr> <tr> <td>2025</td> <td>228.10</td> </tr> </tbody> </table>	Year	Replanting (Ha)	2021	243.40	2022	251.40	2023	190.90	2024	208.70	2025	228.10	Complied
Year	Replanting (Ha)														
2021	243.40														
2022	251.40														
2023	190.90														
2024	208.70														
2025	228.10														
<b>4.6.2.3</b>	The business or management plan may contain: a) Attention to quality of planting materials and FFB b) Crop projection: site yield potential, age profile, FFB yield trends c) Cost of production : cost per tonne of FFB	Segaria Estate has established and implemented its commitment to long term sustainability and improvements through a capital expenditure programme. This budget consists of area statement, replanting cost, FFB budget such as price per tonne and forecast, capital expenditures, vehicle and heavy plant running schedule, upkeep and cultivation, harvesting, nursery, production cost etc.	Complied												

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Criterion / Indicator		Assessment Findings	Compliance
	d) Price forecast e) e) Financial indicators : cost benefit, discounted cash flow, return on investment <b>- Major compliance -</b>	Budget 2021- and 5-years planning horizon (projections 2021- 2026) was verified during the audit.	
<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>	Segaria Estate has regularly monitored, periodically reviewed and documented the budget versus actual through progress report. The management also has established costing book for every work activity at estate and conducted the monthly meeting with all staff and executive. Refer Progress Report for the month of January 2021.	Complied
<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>	Segaria Estate supplied its FFB to Segaria Mill only and not to external parties. However external contractors were acquired for few transportation works within estate area to Mill. Pricing mechanisms for services by contractor were determined based on scope of work/services and documented in contractual agreement.	Complied
<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>	Contract awarded to contractors by the estate were based on mutual understanding of both parties that deemed to be fair, legal and transparent with timely agreed payment. Sampled of contract agreement that signed by the contractors as below:  Contract No.: BE01/2021 for transporting FFB which valid from 1/1/2021 to 31/12/2021; Contractor: Bryan Enterprise. Sample payment for invoice # B1411121001; Date: 31/1/2021	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		Contract No.: AJE01/2021 for FFB transportation which valid from 1/1/2021 to 31/12/2021; Contractor: Pemborong Faiz Enterprise. Sample payment for invoice #A2111121001; Date:31/1/2021	
<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>	Sampled contract agreements (as per indicator 4.6.3.2 above) were included with a special clause on MSPO compliance required for the contractor upon award. Management also conduct a meeting on 20/5/2020 to give awareness to contractor and workers.	Complied
<b>4.6.4.2</b>	The management shall provide evidence of agreed contracts with the contractor. <b>- Major compliance -</b>	The contractors have signed on the contract agreement prior to provide services. Seen the contract agreement and details as refer to Criterion 4.6.3.2.	Complied
<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>	Boustead Plantations Berhad has agreed for BSI auditors to verify the assessment through a physical inspection if required.	Complied
<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>	The contractor will issued the working chit for every work done on daily basis as stated in the contract agreement. During the month end, the contractor will issued the tax invoice to the company for all the work done to proceed for payment.	Complied
<b>4.7 Principle 7: Development of new planting (Not Applicable)</b>			



**B) MS 2530-4:2013 Malaysian Sustainable Palm Oil (MSPO) Part 4: General Principles for Palm Oil Mills.**

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 MSPO Policy was established where the policy was signed by CEO of Boustead Plantations Berhad on 2/12/2019. The management also establish new BPB Sustainability Policy signed by Chief Executive Officer dated 2/12/2019.	Complied
<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>	The policy was emphasize on the engagement and commitment to produce sustainable palm oil with the objective of improving the milling and estate operation.	Complied
<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. <b>- Major compliance -</b>	Internal Audit was conducted once a year by Sustainability section, the internal audit was conducted on 14-17/12/2020 to cover the entire criterion stated in the standard. Internal audit was led by BEA from Sustainability Department. During the internal audit, there was no finding were issued.	Complied
<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.	Internal audit procedure dated July 2016 was established by the management to include audit frequency, audit schedule, audit team, performing audit, audit responsibility and etc. Internal audit shall be carried out once a year.	Complied

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	- <b>Major compliance</b> -		
4.1.2.3	Reports shall be made available to the management for their review. - <b>Major compliance</b> -	All records related to Internal Audit was maintained and available at Segaria Estate visited for review.	Complied
<b>Criterion 4.1.3 – Management Review</b>			
4.1.3.1	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. - <b>Major compliance</b> -	The management review was conducted accordingly. The Management Review was conducted on 18/12/2020 which was chaired by Sustainability Chairman En. Anuar Bin Semail. All the committee members were involved during this Management Review. All the agenda were found adequate. This management review was included estate and Segaria POM.	Complied
<b>Criterion 4.1.4 – Continual Improvement</b>			
4.1.4.1	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> -	Currently, there was no new techniques or technology that implemented at Segaria Mill. The Continuous Improvement Plan for 2020 at Segaria Business Unit sighted as follow:  To install dust particulate reduction system at the boiler – to improve and reduce particulate in environment  To install one-unit decanter cake shed – to prevent pollution during raining season.	Complied
4.1.4.2	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 company already establish the system to improve practices in line with new information and techniques such as using the social board, stakeholder meeting and management meeting to ensure all information disseminate throughout the workforce.	Complied

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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> -	Segaria POM has maintained records of request and response, land titles, OSH plans and etc relating to environmental and social issues, plans for pollution prevention, complaints and grievances records that make available upon request. The transparency on Policy been share by the company by web as per below: <a href="https://www.boustead.com.my/plantation-division/">https://www.boustead.com.my/plantation-division/</a>	Complied
<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> -	Segaria POM holds copies of each of the management documents that are required to be publicly available. Copies of the document such as documents related to environmental and social issues, plans for pollution prevention, records of complaints and grievances were available upon request. All the policies such as Pesticide Use Policy, Human Rights Policy, Foreign Workers Policy were publicly available in the company's website: <a href="http://www.bousteadplantations.com.my">www.bousteadplantations.com.my</a> . Others sustainability practices were also available in the website.	Complied
<b>Criterion 4.2.2 – Transparent method of communication and consultation</b>			
<b>4.2.2.1</b>	Procedures shall be established for consultation and communication with the relevant stakeholders.  - <b>Major compliance</b> -	Boustead Segaria has developed a Communication Procedure. The procedure is to handle communication for internal and external stakeholders. The methods of communication such as formally write in, through phone call, discussion, or meeting and etc. External Communication Form (PKSJ-001) and Communication Record (PKSJ-002) was implemented. The communication procedure been communicated to stakeholder on 19/1/2021, record was available at site for review.	Complied

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4.2.2.2	The management shall nominate management officials at the operating unit responsible for issues related to <i>indicator 1</i> .  - <b>Minor compliance</b> -	As per letter ref. PERLANTIKAN Sebagai Ahli Jawatan Kuasa Bagi Sesi 2020/2021 dated 16/6/2020; Segaria POM appointed management officer are:  Pn. Rahmatia binti Jiba  Segaria POM management also delegated employees with dedicated responsibilities related to MSPO implementation as per sighted List of People Responsible for Various Aspect of MSPO.	Complied
4.2.2.3	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.  - <b>Major compliance</b> -	Stakeholder list FY 2021 was available in Segaria POM. The list has included contractors and suppliers, government authorities, school's representatives etc.  As letter SegariaPOM/0002/2021, no stakeholder meeting conducted however the feedback letter was been given to all stakeholder for their feedback. The record of feedback was available in Segaria POM dated 22 Jan 2021. Latest external stakeholder meeting conducted on 29/10/2019 involved relevant stakeholders such as government authorities, school's representatives, contractors, internal workers and etc. were briefed on all the RSPO principles and criteria.	Complied
<b>Criterion 4.2.3 – Traceability</b>			
4.2.3.1	The management shall commit itself to implement and maintain the requirements for the traceability and shall establish a standard operation procedure for traceability.  - <b>Major compliance</b> -	Segaria Palm Oil Mill implemented the supply chain program based on Boustead Plantations Supply Chain (SCC) Procedures; Issue 1; Issue date: July 2016; Rev. # 2; Rev. date: October 2017. The procedure was prepared by SJPOM and approved by RSPO Chairman which covering the implementation of all supply chain requirements.	Complied
4.2.3.2	The management shall conduct regular inspections on compliance	Regular inspections on compliance with the established traceability system were conducted through periodical internal audit as	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	with the established traceability system. <b>- Major compliance -</b>	specified in Criterion 4.1.2 of this checklist. Furthermore, a Standard Operating Procedure; Effective date: 2/5/2012; Chapter 1: Administrative Procedure; Section 1.1 Internal Office Control sighted available that described the routine responsibilities of estate management and staff to conduct related inspections on compliance of all operations including traceability system. Regular Inspection also conducted during GED visit dated 2-3/03/2020.	
<b>4.2.3.3</b>	The management shall identified and assign suitable employees to implement and maintain traceability system. <b>- Minor compliance -</b>	The procedure also specified the RSPO Chairman shall have the overall responsibility for the implementation of the procedure with assignment of relevant personnel from various departments to assist in the implementation. Sighted the Letter of Appointment; Ref. # BEA/SUST-RSPO/SEGARIABU; Dated: 1/11/2017 for the appointment of Mill Manager as the Sustainability Chairman for Segaria Palm Oil Mill. Appointment made by the company group RSPO Chairman i.e. the Planting Advisor.	Complied
<b>4.2.3.4</b>	Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained. <b>- Major compliance -</b>	Records of CPO & PK sales & delivery including Weighbridge Tickets together with sales Delivery Note (DO Chit) and Daily Record (Daily CPO/PK Despatch Summary Log Book) were maintained based on Standard Operating Procedure; Effective date: 2/5/2012; Chapter 7: Sales of Produce Ex-Estate/Mill Procedures; Section 7.2 CPO Sales and Despatches; Section 7.3 PK Sales and Despatches & Chapter 13: Retention of Documents which specified a minimum retention period of 7 years prior of disposal. Sighted samples record available as following:  FFB Date: 20/07/2020 Chit Number: 445445 Supplier: Segaria Estate Lorry Number: ST9703A	Complied

Criterion / Indicator		Assessment Findings	Compliance
		Weight: 11.03 MT  CPO Date: 28/03/2020 Chit Number: 291677 Buyer: Lahad Datu Edible Oils Sdn Bhd Lorry Number: SU8138E Weight: 39.67 MT  Date: 30/07/2020 Chit Number: 445753 Buter: Lahad Datu Edible Oils Sdn Bhd Lorry Number: SU8138E Weight: 39.38 MT	
<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 shall be in compliance with applicable local, state, national and ratified international laws and regulations.  <b>- Major compliance -</b>	The list of permit and license required for the operations of the mill were sighted. The sample of permit and license:  Segaria Mill <ol style="list-style-type: none"> <li>1. MPOB license 508110904000 valid until 31/052021</li> <li>2. DOE Licence 003471 valid until 30/06/2021</li> <li>3. Metrology license for weighbridge C184018 valid until 10/01/2021</li> <li>4. Suruhanjaya Tenaga Siries : Lesen Pemasangan Persendirian- 2019/00375, expiry 23/4/2021</li> </ol>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> <li>5. Water tube boiler license SB PMD 2100 valid until 06/12/2021</li> <li>6. Back pressure receiver SB PMT 9322 valid until 06/12/2021</li> <li>7. Diesel permit form KPDKKK.SPN600-1/7/2016/32(P) valid until 15/01/2022</li> </ul>	
<b>4.3.1.2</b>	<p>The management shall list all relevant laws related to their operations in a legal requirements register.</p> <p><b>- Major compliance -</b></p>	<p>LORR was established to cover all legal acts, regulations and other requirement related to Segaria Estate. Management has listed applicable laws and regulations. The sample of Act and Legal:</p> <ul style="list-style-type: none"> <li>1. Sabah Labour Ordinance 1950</li> <li>2. OSHA 1994</li> <li>3. Electrical Supply (Amendment) Act 2015</li> </ul>	Complied
<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>LORR was established to cover all legal acts, regulations and other requirement related to Segaria Estate. The sample of Act and Legal:</p> <ul style="list-style-type: none"> <li>1. Sabah Labour Ordinance 1950</li> <li>2. OSHA 1994</li> <li>3. Electrical Supply (Amendment) Act 2015</li> </ul> <p>There is no updated as and when there are any new amendments or any new regulations coming into force. Sighted list of law and regulation has been updated January 2019 for Segaria POM However, the date submission date not accordance with NADOPOD (Notification of accident, Occupational Poisoning and Occupational Disease) Regulation 2004. Thus, Minor NC are raised.</p>	Minor NC

Criterion / Indicator	Assessment Findings	Compliance
<p><b>4.3.1.4</b> 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, sustainability team, website information and the information are communicated from the Head Office (Sustainability Section). Boustead Plantations Berhad have centralized system for tracking any changes in the law and subscribe into Lawnet. Sighted appointment letter for Person In Charge on Laws and Regulation was Pn Hassani Binti Badu@ Beddu dated 16/04/2019.</p> <p>PIC does not ensure date of JKPP 8 report submission comply with regulation. Sighted JKPP 8 report has been submitted on 23/02/2021. Refer JKPP8/86842/2020. However, it was against the requirement by DOSH, Form JKPP 8 is the register of all accidents, dangerous occurrences, occupational poisonings and occupational disease. Thus, Minor NC are raised.</p>	<p>Minor NC</p>
<p><b>Criterion 4.3.2 – Lands use rights</b></p>		
<p><b>4.3.2.1</b> 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>Segaria POM activities was under Segaria Estate area. The Segaria Estate hold 3 land title (under Boustead Emastulin Sdn Bhd:</p> <ol style="list-style-type: none"> <li>1. Provisional Lease : 26290060 dated 24/10/74 (7,317 Acre) Ref No:L.S.1210/1/3/II,25/8/2005 change of name from Ladang Segaria Sdn Bhd to Boustead Emastulin Sdn Bhd</li> <li>2. Provisional Lease : 126290122 dated 1/1/65 (4,012 acres) Ref. No: L.S.1210.1.3/II, dated 20/5/2005 change of name from Ladang Segaria Sdn Bhd to Boustead Emastulin Sdn Bhd</li> <li>3. Provisional Lease : 125311284 dated 17/4/75 (398.9 Acres) Ref. No: L.S.1210.1.319, dated 20/5/2005 change of name</li> </ol>	<p>Complied</p>



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Criterion / Indicator		Assessment Findings	Compliance
		from Ladang Segaria Sdn Bhd to Boustead Emastulin Sdn Bhd	
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual legal use of the land.  - <b>Major compliance</b> -	Segaria Estate hold 3 land title (under Boustead Emastulin Sdn Bhd): 1. Provisional Lease : 26290060 dated 24/10/74 (7,317 Acre) Ref No:L.S.1210/1/3/II,25/8/2005 change of name from Ladang Segaria Sdn Bhd to Boustead Emastulin Sdn Bhd 2. Provisional Lease : 126290122 dated 1/1/65 (4,012 acres) Ref. No: L.S.1210.1.3/II, dated 20/5/2005 change of name from Ladang Segaria Sdn Bhd to Boustead Emastulin Sdn Bhd 3. Provisional Lease : 125311284 dated 17/4/75 (398.9 Acres) Ref. No: L.S.1210.1.319, dated 20/5/2005 change of name from Ladang Segaria Sdn Bhd to Boustead Emastulin Sdn Bhd	Complied
4.3.2.3	Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable.  - <b>Major compliance</b> -	Legal boundary along the mill were demarcated with fences. Land title was under estate	Complied
4.3.2.4	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 informed consent (FPIC).  - <b>Minor compliance</b> -	There is no land dispute in the Segaria Certification Unit at the time of audit. The lands are country leased and provisional lease to Boustead Emastulin Sdn Bhd via verified with the land titles. The surrounding are owned by smallholders and other plantation's companies. There was no encroachment of land by the Segaria Certification Unit. Notwithstanding, in case necessary, compensation process will be according Fair Compensation Procedure (Procedure 6.4.1); Ref. # 1; issued date: 4/2/2015; version 01. The procedure has clearly stated the process of	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		negotiation and compensation if any land disputes with Legal Department. If the negotiation process failed, legal proceedings will be the next action.	
<b>Criterion 4.3.3 – Customary rights</b>			
<b>4.3.3.1</b>	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>	The estate lands are legally owned and leased by the company. The existing estates are not encumbered by any customary land rights. The company has constructed trenches, wooden pegs and painted the palms to differentiate the land boundaries. No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit.	Complied
<b>4.3.3.2</b>	Maps of an appropriate scale showing extent of recognized customary rights shall be made available. <b>- Minor compliance -</b>	The estate lands are legally owned and leased by the company. The existing estates are not encumbered by any customary land rights. The company has constructed trenches, wooden pegs and painted the palms to differentiate the land boundaries.	Complied
<b>4.3.3.3</b>	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available. <b>- Major compliance -</b>	No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit. Trenches, wooden pegs and boundary stones were maintained to differentiate the land ownership.	Complied
<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>	Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones. <b>- Minor compliance -</b>	Social impacts plans were based on the documented Social Impact Assessment Segaria Estate and Mill Semporna, Sabah Malaysia, November 2017; Size of Assessment: 3,071.6 ha (Main Division); 1,393.5 ha (Sipit Division); Date of Assessment: 27/9 – 1/10/2017; Date of Report: 30/11/2017 by Malaysia Environmental Consultant	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		(MEC). The plan established as Management Plan on Social Impact Assessment for the Year 2018; Reviewed & Updated on Apr. 2018 includes mitigation plan for following.	
<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 company has developed Whistleblowing Policy dated 2/12/2019 signed by CEO. The company has prepared a formal mechanism to handle all the complaints reported. A Complaint/ Suggestion Flowchart was available where it explained the procedure to lodge complaints.	Complied
<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>	Segaria POM has implemented Request and Response form and Complaint/ Suggestion form to record any requests, complaints and grievances by the stakeholders. The management has taken action or planned action to rectify the complaints raised by the stakeholders and workers. As per sampling record shown latest complaints dated 24/12/2020 as per Borang Cadangan/Aduan Segaria POM was resolved on 27/12/2020.	Complied
<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 was available at the office. Besides, suggestion box was available in the linesite and office area where the stakeholders are able to lodge complaint or suggestion at any time. There are also log book for Government such as DOSH log book and DOE log book in Segaria POM.	Complied
<b>4.4.2.4</b>	Employees and surrounding communities should be made aware of its existence and that complaints or suggestions may be made at any time. <b>- Minor compliance -</b>	For workers, the complaint and suggestion been given briefing dated 2/3/2020. The workers was aware as per interview session. In term stakeholder, the management give awareness during stakeholder meeting session on 29/10/2019.	Complied

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4.4.2.5	Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request.  - <b>Major compliance</b> -	The management has started to implement the complaint form since October 2017. The records of complaint were available from January 2021 up to date. Sampling on complaint record from workers dated 12/4/2019. The issue resolve on same date as per complaint dated 12/4/2019.	Complied
<b>Criterion 4.4.3:</b> Commitment to contribute to local sustainable development			
4.4.3.1	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.  - <b>Minor compliance</b> -	Contributions to local development were demonstrated as per consultation with local communities. Based on stakeholder consultation, it was noted that local communities are always been prioritized in case of vacancy within mill and estate. Almost 90% of mill employee are local Semporna and/or nearby districts residents. Interviewed estate contractors revealed that they are local Semporna contractor and some from Kunak, Sabah. Sighted the sample contributions made as following:  Contribution to New Born baby of workers dated 28/9/2020 Donation for Hari Raya Qurban dated 19/9/2020	Complied
<b>Criterion 4.4.4:</b> Employees safety and health			
4.4.4.1	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.  - <b>Major compliance</b> -	An Occupational Safety and Health Policy is available in the organization dated 02/12/2019 signed by CEO En Ibrahim Bin Abdul Majid. An OSH Manual is available in the estate (OSH/001/2015) dated 7 Dec 2015. An OSH Plan was available in the form of "important areas" and the trainings required for the respective personals for the year 2020/2021.  The OSH policy and plan are regularly communicated to the staffs and workers during the morning briefings and OSH Meetings.	Complied

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<p><b>4.4.4.2</b> 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 shall have knowledge and access to latest national regulations and collective agreements.</li> <li>g) The management shall conduct regular two-way communication with their employees where issues that affect</li> </ul>	<p>The OSH plan generated by the Mill for the year 2020/2021 covers the important aspects of OSH such as Safety Trainings, OSH Meetings, Fire Extinguisher Inspections, HIRARC Reviews, Workplace Inspections, ERP Trainings, Fire Drills and Medical Surveillance &amp; Audiometric Test. The Segaria POM has a Health, Safety &amp; Environment (HSE) Manual addressing the Safe Work Procedure specialized for the Group Engineering Department dated 14 the March 2011. The SWP addresses the sequence of plan of actions, in consistent with the generally accepted safe work practices, established for the purpose of carrying out work safely. Samples of SWP were sighted such as Confined Space Procedures, HIRARC Procedures, Emergency Response Plan Procedures, Handling Hazardous Materials Procedures, Training Procedures, Ergonomic and Office Safety Procedures, etc.</p> <ul style="list-style-type: none"> <li>a. Segaria POM established Safety and Health Policy, 02/12/2019 stating their commitment towards ensuring Safety &amp; Health within the organization. Training and briefings are done on a weekly basis to create awareness amongst workers and staff. Latest briefing on the OSH Policy was recorded on 11/01/2021 during Muster call.</li> <li>b. The risk of all operations are assessed through the implementation of HIRARC. All work units that have been identified to have potential risks are documented and the sampled areas are as follows. HIRARC has been review when accident occur and also any new law enforced. Verified that HIRARC Covid 19 has been prepared on 01/04/2020.</li> </ul>	<p>Complied</p>

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<p>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>Mitigation plans and control procedures such as PPE, Administrative Control and Trainings were documented. Latest JKPP visit on 07/09/2020 refer DOE visit logbook.</p> <p>c. Segaria POM have implemented a training plan for the year 2020 which is divided into 3 training programs namely Maintenance Training Programme, OSH &amp; RSPO Training Programme and Operations Training. This training programme is used as a guideline to ensure continuous awareness and assessment on the understanding of the required modules.</p> <p>d. All workers were provided with appropriate PPE as identified in the HIRARC where the cost are bared by the management. Latest PPE record sighted on 12/09/2020. PPE were provided to all employees.</p> <p>e. SOPs for Best Practices of Chemical Handling were available in the POM. Chemicals were stored in the Mill's Chemical Store in accordance with the Occupational Safety and Health Act 1994 (Act 514) and Pesticides Act 1974 (Act 149) and their Regulations. CHRA assessment has been conducted on 17/05/2016. Refer RSSB/CHRA/2016-008. Medical surveillance has been conducted latest on 02/01/2020. Verified sample of Mill Operator, Storekeeper and Foremen.</p> <p>f. The POM has appointed Mr Mohd Jendi Seriger Bin Saidi as per appointment letter SegariaPOM/0006/2020 dated 29/01/2020 together with Employer and Employee representative based on their work units as members of the safety committee.</p>	

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	<p>g. The Occupational Safety &amp; Health Meetings were done on a regular basis (3 months Interval) to address the safety and health issues in the Mill.            1<sup>st</sup> Meeting: 02/03/2020            2<sup>nd</sup> Meeting: 08/07/2020            3<sup>rd</sup> Meeting: 29/09/2020            4<sup>th</sup> Meeting: 29/12/2020</p> <p>h. Accident &amp; Emergency Response Plans are available for Emergency Contact Number, Emergency Evacuation, First Aid Locations, Fire Extinguisher Locations, Emergency Response Plans (Fire, Chemical Spillage, Chemical Contamination, Flood and Accident) and displayed at strategic locations around the mill, estate office and stores. The competent personals are appointed and trained to be part of the Emergency Response Team. Appointment letters were sighted in the POM.</p> <p>i. Management has nominated for First aider. Training conducted on 25-26/08/2020. Sample First aider were Mr Mohd Jendi Seriger Bin Saidi, Mr Paroari Bin Gatijo and Mr Sahabudin Bin Bolong. First Aid were check through interview, video call found in order.</p> <p>j. Records of all accidents were kept in the POM and reviewed at quarterly intervals during the JKKP Meeting. Lost Time Incident are monitored by the POM and records were sighted in the POM. No accident cases were reported for the year 2020. Sighted evidence of JKKP8/86842/2020 submitted on 23/02/2021.</p>	
<p><b>Criterion 4.4.5:</b> Employment conditions</p>		

Criterion / Indicator		Assessment Findings	Compliance
4.4.5.1	<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>Boustead Plantations Berhad has developed Human Rights Policy dated 2/12/2019 signed by CEO. The company is committed to ensure every individual are treated with fairness, dignity and respect. The company will respect the rights of every individual. They also recognize their responsibilities to respect human rights and avoid complicity in human rights abuses.</p> <p>Latest communication of the policy was conducted in the meeting conducted on 9/1/2020 between Segaria POM management and workers representatives as per briefing record. Furthermore, the policy displayed on the notice board outside the office.</p>	Complied
4.4.5.2	<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, nationality, social origin or any other distinguishing characteristics.</p> <p><b>- Major compliance -</b></p>	<p>Boustead Plantations Berhad has established Equal Opportunities Policy dated 2/12/2019 signed by CEO. The company will ensure all the relevant parties will be treated equally and no discrimination based on race, caste, nationalities, religion, gender, age and etc. Interviewed with the workers from different nationalities, gender and age confirmed that no discrimination was occurred in the estate.</p>	Complied
4.4.5.3	<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>There was employment contracts for staff and workers. Pay and conditions are documented and are above the Minimum Wage Order 2019. Sampled of employment contracts confirmed that terms and conditions are clearly outlined and have been signed by the worker. The daily rate for the workers was stated in the contract was in-line with Minimum Wage Order 2019. Sampled of the payslips confirmed that the workers were paid in accordance with Minimum Wage Order 2019. payslips sighted as below for mill employee sample:</p> <p>Employee ID # 0313G; Date joined: 19/5/2007; Workstation: Sampling boy; Nationality: Indonesia</p>	Complied



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		<p>Employee ID # 0207A; Date joined: 2/5/1996; Workstation: Boiler; Nationality: Indonesia</p> <p>Employee ID # 0118J; Date joined: 19/7/2007; Workstation: Line Sweeper; Nationality: Indonesia</p> <p>Employee ID # 0302G; Date joined: 1/2/2010; Workstation: Manager Cook; Nationality: Indonesia</p> <p>Employee ID # 0215J; Date joined: 19/5/2007; Workstation: Press Operator; Nationality: Indonesia</p>	
<b>4.4.5.4</b>	<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>	There was no permanent contractor available in the mill.	Complied
<b>4.4.5.5</b>	<p>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.</p> <p><b>- Major compliance -</b></p>	All the recruited workers will be registered in the Labour Registration Record where personal details such as name, nationality, next of kin, education standard, date of employed, job description, wage rate and date of birth were stated in the registration card.	Complied
<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 shall be made available for each and every employee indicated in the employment records.</p>	Employment contracts were acknowledged and kept a copy by the workers verified through interviewed with the workers. The terms and conditions were clearly stated in the contract such as salary, annual leaves and public holiday entitlement, rate of work on rest	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	<p><b>- Major compliance -</b></p>	<p>day, overtime and etc. employment contracts sighted available for samples of own as per below sample:-</p> <p>Employee ID # 0313G; Date joined: 19/5/2007; Workstation: Sampling boy; Nationality: Indonesia</p> <p>Employee ID # 0207A; Date joined: 2/5/1996; Workstation: Boiler; Nationality: Indonesia</p> <p>Employee ID # 0118J; Date joined: 19/7/2007; Workstation: Line Sweeper; Nationality: Indonesia</p> <p>Employee ID # 0302G; Date joined: 1/2/2010; Workstation: Manager Cook; Nationality: Indonesia</p> <p>Employee ID # 0215J; Date joined: 19/5/2007; Workstation: Press Operator; Nationality: Indonesia</p>	
<p><b>4.4.5.7</b></p>	<p>The management shall establish a time recording system that makes working hours and overtime transparent for both the employees and employers.</p> <p><b>- Major compliance -</b></p>	<p>The mill has implemented the Thumb Print system where the attendance can be verified through the Electronic Time Card (Punch card) of individual workers. The time enter and exit of work also clearly stated in the time card. The Punch card sampling as per below verified:-</p> <p>Employee ID # 0313G; Date joined: 19/5/2007; Workstation: Sampling boy; Nationality: Indonesia</p> <p>Employee ID # 0207A; Date joined: 2/5/1996; Workstation: Boiler; Nationality: Indonesia</p> <p>Employee ID # 0118J; Date joined: 19/7/2007; Workstation: Line Sweeper; Nationality: Indonesia</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
		Employee ID # 0302G; Date joined: 1/2/2010; Workstation: Manager Cook; Nationality: Indonesia  Employee ID # 0215J; Date joined: 19/5/2007; Workstation: Press Operator; Nationality: Indonesia	
<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>	Records reviewed on the Electronic Time Card of sampled workers found that the enter time and exit time was clearly stated in the time card. Besides, the working hours and break time has indicated in the employment contract that acknowledged by the workers. Interviewed with the workers found that they are agreed with the overtime offered by the management and paid according to legal requirements.	Complied
<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>	Documented payslip was distributed to individual workers on the day of payment. Wages and overtime were paid according to the "Electronic Time Card". Total hours of overtime and daily attendance has recorded in the time card. Payslips sighted available for samples of own employees as per below:-  Employee ID # 0313G; Date joined: 19/5/2007; Workstation: Sampling boy; Nationality: Indonesia  Employee ID # 0207A; Date joined: 2/5/1996; Workstation: Boiler; Nationality: Indonesia  Employee ID # 0118J; Date joined: 19/7/2007; Workstation: Line Sweeper; Nationality: Indonesia  Employee ID # 0302G; Date joined: 1/2/2010; Workstation: Manager Cook; Nationality: Indonesia  Employee ID # 0215J; Date joined: 19/5/2007; Workstation: Press Operator; Nationality: Indonesia	Complied

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Criterion / Indicator		Assessment Findings	Compliance
<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 management provided free medical facilities to all the workers and dependents. Community Learning Centre was available for the children of foreign workers. There was a recognition event for those employees with best performance, best attendance and etc. Free treated water and electricity supply to all the workers. Same as previous year verification.	Complied
<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 workers quarters have adequate clean water supply by estate management, the management also done the analysis to ensure water was safe for domestic use. From the analysis done DYNAKEY Laboratories Sdn Bhd dated 28/1/2021 the water was safe for drinking as per analysis report ref: W210113/014. Line site inspection also was done weekly basis.	Complied
<b>4.4.5.12</b>	The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace.  <b>- Major compliance -</b>	A Sexual Harassment Policy signed by CEO dated 2/12/2019 was in place. Latest communication was conducted in the meeting as per sample records of Minit Mesyuarat Persatuan Wanita Kilang Kelapa Sawit Segaria (Pewanis) Bil: 02/2019; Date: 14/12/2019. Policy also displayed in strategic location in mill and estate offices.	Complied
<b>4.4.5.13</b>	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.  <b>- Major compliance -</b>	Boustead Plantations Berhad has developed Freedom of Association Policy dated 2/12/2019 signed by CEO and was publicly available on the notice board. The company is committed and allowed their stakeholders such as employees, clients, business partner and etc to form or join any association. The company has established a Workers' Community for the employees to speak freely and the meeting will be conducted once every year and latest record was on 17/11/2020.	Complied

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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> -	Boustead Plantations Berhad has developed the Employment of Child and Age Limit Policy dated 11/1/2011. The company adopted the Children and Young Persons (Employment) Act 1966 and ILO Convention 138 (1973) Article 1-3. No workers less than 16 years old will be recruited and less than 18 years old for hazardous work.	Complied
<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> -	Records of training were maintained and sighted as below: -  1. RSPO, MSPO and ISCC training dated 09/01/2020 2. GENSET Operation Training dated 07/11/2020 3. First Aider & CPR dated 25-26/08/2020 4. Training on Boiler & Effluent Treatment System dated 25/08/2020 5. Environment Training dated 11/01/2021	Complied
<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.  - <b>Major compliance</b> -	Training needs of individual employees have been identified prior to the planning and implementation of the training programs in order to provide the specific skill and competency required to all employees based on their job description.	Complied
<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> -	Training programme planned for year 2020 was available during the visit. The OSH program generated by the Mill for the year 2020 covers the important aspects of OSH such as Safety Trainings, OSH Meetings, Fire Extinguisher Inspections, HIRARC Reviews, Workplace Inspections, ERP Trainings, Fire Drills and Medical Surveillance & Audiometric Test.	Complied

Criterion / Indicator	Assessment Findings	Compliance	
<b>4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services</b>			
<b>Criterion 4.5.1: Environmental Management Plan</b>			
<p><b>4.5.1.1</b></p>	<p>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.</p> <p><b>- Major compliance -</b></p>	<p>Sighted Environmental Policy has been established dated 02/12/2019 signed by CEO En Ibrahim Bin Abdul Majid. Management Plan has been established The policy indicates the commitment of the organization to comply with all regulations and laws pertaining to environmental and diversity, avoid all negative impacts towards the environment and biodiversity that are generated from mill practices. Refer Environmental management Plan 2021.</p> <p>Sighted Jadual Pematuhan Segaria POM valid until 30/06/2021. Refer JPKKS/12/003471, ASSH(B)31/152/000/004. Verified document and interview found Segaria POM comply with all Jadual Pematuhan.</p>	<p>Complied</p>
<p><b>4.5.1.2</b></p>	<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>On top of the above biodiversity management plan and objectives, the environmental management plan covered in the established action plan of significant environmental aspects identified and impacts evaluated as per documents sighted as following:</p> <p>Established based on the procedure for Environmental Aspect/Impact Evaluation; Issue 1; Dated Dec 2011 and documented as following:</p>	<p>Complied</p>

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		<p>-Environmental Aspect and Impact Identification 2020/2021; Serial # EAI/2020/015-1 dated 21/01/2020</p> <p>-Environmental Impact Evaluation Form Serial # EIE/2018/001-1 to EIE/2019/014-4 dated 3/1/2019</p> <p>Sighted the aspect identified and impact evaluated covered all mill operational stations activities including operation of weighbridge, FFB Ramp, vertical sterilizer, maintenance of crude oil pumps, sludge pumps, waste pumps, effluent treatment plant and etc.</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, implemented and monitored.</p> <p><b>- Major compliance -</b></p>	<p>As specified in indicator 4.5.1.1 &amp; 4.5.1.2 above, confirmed that the developed environmental improvement plan to mitigate the negative impacts and to promote the positive ones were effectively implemented and monitored. Sighted the Schedule Waste Inventory Records as one of the environmental improvement plans.</p>	Complied
<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>Few environmental plans have been established including waste management action plan, continuous improvement environmental plan and etc. The following was sighted:</p> <ul style="list-style-type: none"> <li>- Scheduled wastes management procedure; Issue # 1; Dated June 2017               <ul style="list-style-type: none"> <li>a) Continuous Improvement Environmental Plan 2021 such as 3R Waste Management Practices Campaign.</li> </ul> </li> </ul>	Complied
<b>4.5.1.5</b>	<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>The above programs were regularly communicated by estate management to all employees on regular basis during the morning briefings. Refer "Penerangan Tentang Sisa Buangan "dated 17/12/2020.</p>	Complied

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	- Major compliance -		
4.5.1.6	<p>The management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed.</p> <p>- Major compliance -</p>	<p>Environmental Quality within the Mill were regularly discussed amongst the management and workers during the Health &amp; Safety Meeting as one of the Agendas. The meetings were done on a regular basis (3 months Interval) to address the environmental issues in the Mill.</p> <p>1<sup>st</sup> Meeting: 02/03/2020            2<sup>nd</sup> Meeting: 08/07/2020            3<sup>rd</sup> Meeting: 29/09/2020            4<sup>th</sup> Meeting: 29/12/2020</p>	Complied
<p><b>Criterion 4.5.2:</b> Efficiency of energy use and use of renewable energy</p>			



Criterion / Indicator		Assessment Findings	Compliance																								
4.5.2.1	<p>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</p> <p><b>- Major compliance -</b></p>	<p>A plan for improving efficiency of the use of fossil fuels was established to include Mill quarters, office, meeting room, weighbridge, laboratory and mill operation, fuel consumption at estate Diesel use per mt FFB was monitored every month. The Plan for Improving Fossil Fuel and Palm GHG includes the following:</p> <ul style="list-style-type: none"> <li>- To minimize and limit electrical usage</li> <li>- Switch off or unplug any charges or appliances not in use</li> <li>- To put in hibernate of sleep mode for all pc not in use</li> </ul> <p>The Consumption of Diesel for the year 2019 and 2020 are as follows.</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Diesel</th> <th>FFB</th> <th>Diesel/FFB</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td>346,108.40</td> <td>80,063.18</td> <td>4.32</td> </tr> <tr> <td>2020</td> <td>418,528.40</td> <td>75,281.58</td> <td>5.56</td> </tr> </tbody> </table> <p>The Consumption of Electricity for the year 2019 and 2018 are as follows.</p> <table border="1"> <thead> <tr> <th>Year</th> <th>KwH</th> <th>FFB</th> <th>KwH/FFB</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td>3,440,130</td> <td>80063.18</td> <td>42.97</td> </tr> <tr> <td>2020</td> <td>3,441,444</td> <td>75,281.58</td> <td>45.71</td> </tr> </tbody> </table>	Year	Diesel	FFB	Diesel/FFB	2019	346,108.40	80,063.18	4.32	2020	418,528.40	75,281.58	5.56	Year	KwH	FFB	KwH/FFB	2019	3,440,130	80063.18	42.97	2020	3,441,444	75,281.58	45.71	Complied
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4.5.2.2	<p>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.</p> <p><b>- Major compliance -</b></p>	<p>The mill has estimation on total energy required. This estimation was compared to the actual usage by monthly and reported to the head office for monitoring. Estimation base on Budget.</p>	Complied																								

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4.5.2.3	The use of renewable energy should be applied where possible. <b>- Minor compliance -</b>	There uses mesocarp fibres as its main source of energy as the steam boiler fuel. Steam turbine was fully in operation when the process runs.	Complied
<b>Criterion 4.5.3: Waste management and disposal</b>			
4.5.3.1	All waste products and sources of pollution shall be identified and documented. <b>- Major compliance -</b>	All waste products and sources of pollution had been identified in Waste Management Action Plan Year 2021 for the mill. Based on the Waste Management Action Plan Year 2021 the following wastes and its sources were identified: <ul style="list-style-type: none"> <li>- Domestic waste: Rubbish from linesite, office etc.</li> <li>- Industrial waste: POME, EFB, scrap metal, compost, reused empty container, used tires &amp; tubes</li> <li>- Scheduled waste: SW 305, SW306, SW 410 &amp; SW 102</li> <li>- E waste – SW109</li> <li>- Sludge cake waste – Sludge cake, Decanter cake</li> <li>- Laboratory waste – SW322</li> <li>- Recycle waste – POME, EFB</li> </ul>	Complied
4.5.3.2	A waste management plan shall be developed and implemented, to avoid or reduce pollution. The waste management plan should include measure for: a) Identifying and monitoring sources of waste and pollution. b) Improving the efficiency and recycling potential of mill by-products by converting them into value-added products. <b>- Major compliance -</b>	As above, all waste products and sources of pollution had been identified in Waste Management Action Plan Year 2021 for the mill. Site visit confirmed that the practice of reduce, reuse and recycle of materials has been implemented.  Segregation of wastes i.e. general wastes and scheduled wastes were verified to be satisfactory. Proper storage areas were identified for the storage of the recyclable wastes at the mill.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p><b>4.5.3.3</b> 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>It was sighted the SOP for Schedule Waste Management dated June 2017 available in the Mill.</p> <p>Records sighted for Schedule Waste were the e-Swiss (Fifth Schedule (Regulation 11) Inventory Of Schedule Waste recorded on monthly basis and submitted online.</p> <p>Latest E-Swiss report dated 30/12/2020, ASSH/TWJ(B)31/152/000/001.</p> <p>Latest record of disposal sighted on 13/07/2020. Refer 202071315Q7QVYU. Latest disposal cannot be conducted due to Covid 19. Refer letter from Lagenda Bumimas Sdn Bhd dated 17/02/2021, "Penangguhan Jadual Pengangkutan dan Pengambilan Barang Terjadual (Schedule waste)" 2021-001/02-ZA.</p>	<p>Complied</p>
<p><b>4.5.3.4</b> Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse.</p> <p><b>- Minor compliance -</b></p>	<p>There are no pesticide used in the Mill. Other Chemical Containers are triple rinsed, punctured and disposed to licensed Waste Manager. Sighted the consignment notes of the last disposed chemical containers on 10.01.2020 to Lagenda Bumimas.</p>	<p>Complied</p>
<p><b>Criterion 4.5.4:</b> Reduction of pollution and emission</p>		
<p><b>4.5.4.1</b> An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent.</p> <p><b>- Major compliance -</b></p>	<p>Based on the assessment done by the mill of all polluting activities as of the Environment Aspect and Impact assessment, identified sources were boiler chimney, POME treatment &amp; diesel as the main GHG pollutants.</p> <p>Current monitoring was through online boiler smoke density and alarm and quarterly boiler stack monitoring of dust particulate.</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance												
		<p>Other environmental assessment carried out as per Action Plan for Environmental Assessment 2020/2021 established.</p> <p>Sighted monitoring report:</p> <ol style="list-style-type: none"> <li>1. Initial Noise Exposure Monitoring dated 11/05/2011</li> <li>2. Stack Emission Monitoring report dated 10/09/2020</li> <li>3. Lesen Pelanggaran valid until 30/08/2021</li> <li>4. Jadual Pematuhan valid until 30/08/2021 – DOE</li> </ol>													
<b>4.5.4.2</b>	<p>An action plan to reduce identified significant pollutants and emissions shall be established and implemented.</p> <p><b>- Major compliance -</b></p>	<p>Significant pollutants identified are SW generated, POME discharge and boiler stack emissions. These pollutants impact to GHG were calculated through the Palm GHG calculator. Sighted the calculation for previous (2018) year i.e. Palm GHG Report – Segaria Business Unit recorded an overall total GHG emission of 0.94 tCO<sub>2</sub>e/mt of both CPO and PK products.</p>	Complied												
<b>4.5.4.3</b>	<p>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>Monitoring of POME discharge conducted on monthly basis through sample analysis by external lab, Dynakey Laboratories Sdn. Bhd. Sighted sample Certificate of Analysis for the Final Discharge from the POME Pond are as below. Refer Lab report E210206/06A-06C.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tbody> <tr> <td>Type of Test</td> <td>20/02/2021</td> </tr> <tr> <td>pH Value</td> <td>8.5 @ 25°</td> </tr> <tr> <td>BOD</td> <td>21.60</td> </tr> <tr> <td>COD</td> <td>248</td> </tr> <tr> <td>NH3-N</td> <td>30</td> </tr> <tr> <td>Total N</td> <td>48.40</td> </tr> </tbody> </table>	Type of Test	20/02/2021	pH Value	8.5 @ 25°	BOD	21.60	COD	248	NH3-N	30	Total N	48.40	Complied
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		Oil and Grease	Nd<2	
		Suspended Soils	35	
Analysis done by Dynakey Laboratories shown all results found within the limits of Raw Water Quality Standard.				
<b>Criterion 4.5.5:</b> Natural water resources				
<b>4.5.5.1</b>	<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>Documented Water Management Plan Year 2020/2021 inclusive of location; wastewaters produced; treatment/containment method; reuse/recycle/disposal method was sighted. The plan implemented as per following location:</p> <ul style="list-style-type: none"> <li>1. Processing stations</li> <li>2. Boiler</li> <li>3. Laboratory</li> <li>4. Process Ramp</li> <li>5. EFB / Dewatering</li> <li>6. Workshop</li> <li>7. EFB Ramp</li> <li>8. Domestic</li> <li>9. Water rooms</li> </ul> <ul style="list-style-type: none"> <li>a. Water source from Mill Treatment Plan. Mill also maintained monitoring records of water usage which recorded every day and summarized on monthly basis including the monitoring of rainfall water. Sample testing has been conducted as per report W210113/04 dated 28/01/2021.</li> <li>b. Monitoring of water sample has been conducted. Refer report dated 06/02/2021, E210206/06A-06C, for sample marking Up Stream, Down Stream and Final discharge</li> </ul>	Complied	

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		c. Management has implemented ways to optimize water usage as stated in Water Management Plan 2021.	
<b>4.5.5.2</b>	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.  - <b>Major compliance</b> -	POME treatment was done through anaerobic ponds system and monitoring was done according to DOE license on monthly basis as per sample Certificate of Analysis; Refer Lab report E210206/06A-06C.	Complied
<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> -	Quality Assurance Manual (QAM, Rev:01, Date:2/11/09), Mill operation Manual (MOM, Issue 2, Date: June 2002) and Standard Operating Procedure for SPOM was established to cover all the station. Sighted some of the procedure related to loading ramp, sterilization station, threshing and press station, clarification station, kernel station, depericarper station, kernel station, effluent treatment plant, boiler house, powerhouse and water treatment plant.  Work Instructions were derived from SOPs and it were displayed at work stations at the mill and at certain locations at the estates, such as the Muster Notice Boards. Eg: WI Boiler Station, WI Sterilizer Station, WI Oil Room, WI Press Station and etc.	Complied
<b>4.6.1.2</b>	All palm oil mills shall implement best practices.  - <b>Major compliance</b> -	The implementation in the SPOM was consistent with the Quality Assurance Manual and Work Instruction. Sighted Internal Audit report which was conducted once a year by Sustainability section, the internal audit was conducted on 14-17/12/2021 to cover the entire criterion stated in the standard and SOP.	Complied

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<b>Criterion 4.6.2:</b> Economic and financial viability plan			
<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> -	SPOM has established and implemented its commitment to long term sustainability and improvements through a capital expenditure programme. Budget 2021- and 4-years planning horizon (projections 2021- 2025) was verified during the audit. Segaria POM and supply base have made progress towards achieving their performance production targets for the current financial year.	Complied
<b>Criterion 4.6.3:</b> Transparent and fair price dealing			
<b>4.6.3.1</b>	Pricing mechanisms for the products and other services shall be documented and effectively implemented.  - <b>Major compliance</b> -	Pricing mechanisms for services by contractor were determined based on scope of work/services and documented in contractual agreement. The contract between Boustead Segaria and Contractor was available and the pricing was stated in the agreement. Sampling the agreement as per below:-  Yee Ping Trading, dated 1/1/2021 transporter for PK and CPO transport.	Complied
<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> -	Contract awarded to contractors by the estate were based on mutual understanding of both parties that deemed to be fair, legal and transparent with timely agreed payment. Sampled of payment from Boustead to Yee Ping Trading as below:  Payment Voucher: OUB04-09/20  Dated 5/10/2020	Complied
<b>Criterion 4.6.4:</b> Contractor			

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4.6.4.1	In case of the engagement of contractors, they shall be made to understand the MSPO requirements and shall provide the required documentation and information.  - <b>Major compliance</b> -	Sampled contract agreements (as per indicator 4.6.3.2 above) were included with a special clause on MSPO compliance required for the contractor upon award. Management also conduct a briefing on 9/1/2020 to give awareness to contractors.	Complied
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor.  - <b>Major compliance</b> -	The contractors have signed on the contract agreement prior to provide services. Seen the contract agreement and details as refer to Criterion 4.6.3.1.	Complied
4.6.4.3	The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required.  - <b>Minor compliance</b> -	Boustead Plantations Berhad has agreed for BSI auditors to verify the assessment through a physical inspection if required. There are also stated under sub no 9:  b) The site has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the site to ensure that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary.	Complied



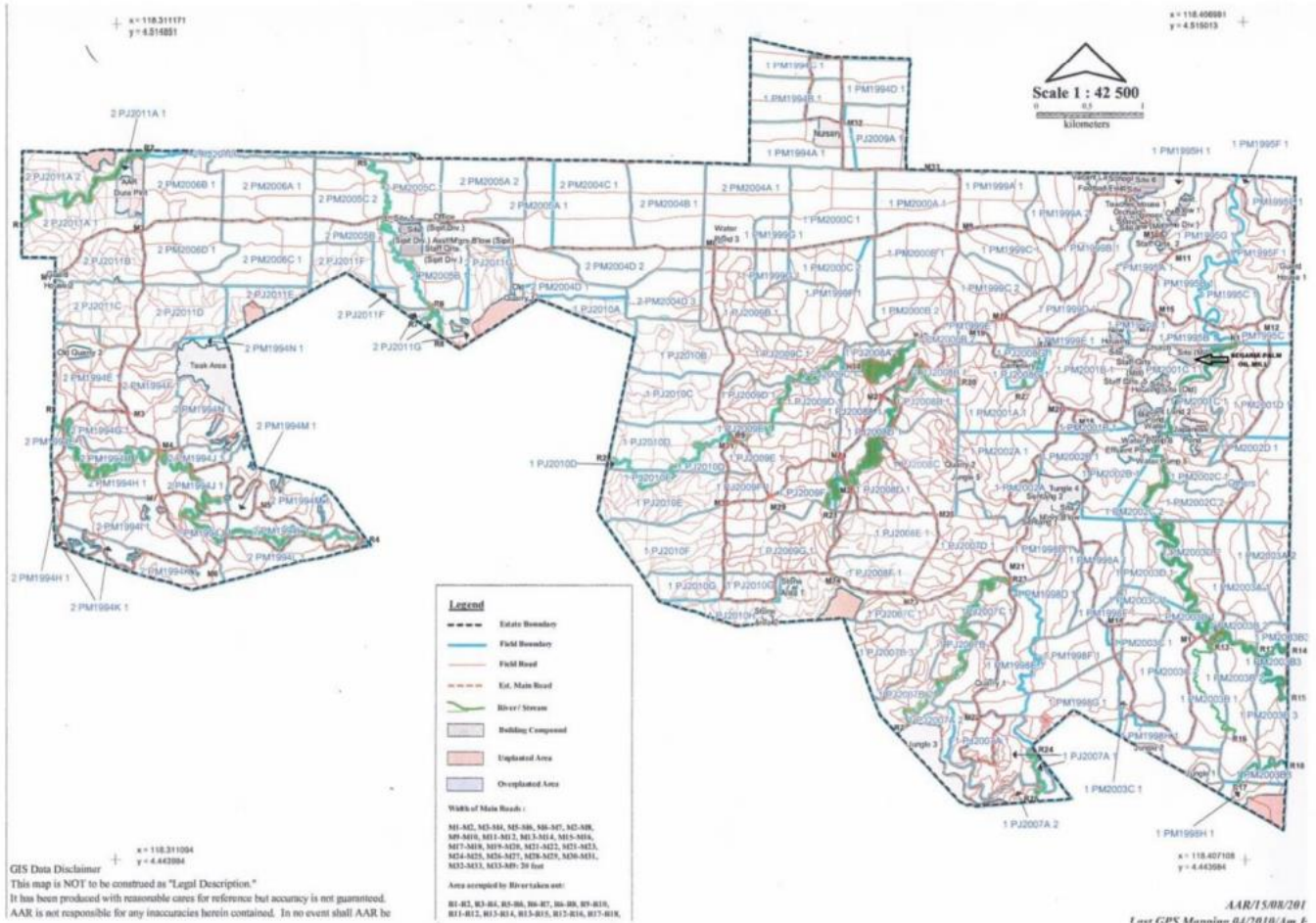
**Appendix B: List of Stakeholders Contacted**

<b>Government Officer:</b> Nil	<b>Community/neighbouring village:</b> SK Ladang Segaria
<b>Suppliers/Contractors/Vendors:</b> Segaria POM Canteen Sri Megah Engineering	<b>Worker's Representative/Gender Committee:</b> Gender Committee

**Appendix C: Smallholder Member Details**

Nil

**Appendix D: Location and Field Map**



**Appendix E: 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