

**MALAYSIAN SUSTAINABLE PALM OIL  
ANNUAL SURVEILLANCE ASSESSMENT (ASA 2)  
Public Summary Report**

<b>FGV Holdings Berhad</b>
Client company Address: Level 20 West, Wisma FGV Jalan Raja Laut 50350 Kuala Lumpur, Malaysia
Certification Unit: FGV Palm Industries Sdn Bhd Wa Ha Palm Oil Mill and Bukit Aping Selatan Estate  Location of Certification Unit: Kilang Sawit Wa Ha Jalan Rusa Felda Simpang Wa Ha 81907 Kota Tinggi Johor, Malaysia

**Report prepared by:**  
**Muhamad Naquiuddin Mazeli** (Lead Auditor)

**Report Number: 3293245**

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

1.1 Organizational Information and Contact Person			
Company Name	FGV Holdings Berhad		
Mill/Estate	MPOB License No.	Expiry Date	
	FGVPISB Wa Ha Palm Oil Mill - 500171704000	31/03/2021	
	FGVPM Bukit Aping Selatan Estate - 616064002000	30/06/2021	
Address	Plantations Sustainability Department, Level 20 West, Wisma FGV, Jalan Raja Laut, 50350 Kuala Lumpur, Malaysia		
	Kilang Sawit Wa Ha, Jalan Rusa Felda Simpang Wa Ha, 81907 Kota Tinggi, Johor, Malaysia		
Certification Unit	Wa Ha Palm Oil Mill and Supply Base		
Contact Person Name	En Ameer Izyanif Bin Hamzah		
Website	<a href="http://www.fgvholdings.com">http://www.fgvholdings.com</a>	E-mail	ameer.h@fgvholdings.com
Telephone	+603 2859 1995	Facsimile	+603 2859 1311

1.2 Certification Information			
Certificate Number	Mill: MSPO 693245 Estate: MSPO 693246		
Issue Date	22/02/2019	Expiry date	21/02/2024
Scope of Certification	Mill: Production of Sustainable Palm Oil and Palm Oil Products Estate: Production of Sustainable Oil Palm Fruits		
Standard	MS 2530-3:2013 General principles for oil palm plantations and organized smallholders MS 2530-4:2013 General principles for palm oil mills		
Stage 1 Date	19-20/07/2018		
Stage 2 / Initial Assessment Visit Date (IAV)	16-17/10/2018		
Continuous Assessment Visit Date (CAV) 1	09-10/01/2020		
Continuous Assessment Visit Date (CAV) 2	20-21/01/2021		
Continuous Assessment Visit Date (CAV) 3	-		
Continuous Assessment Visit Date (CAV) 4	-		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date

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RSPO 693243	RSPO Principles & Criteria for Sustainable Palm Oil Production: 2018; Malaysian National Interpretation: 2019; with Supply Chain Mass Balance Module	BSI Services Malaysia Sdn. Bhd.	21/02/2024
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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
Wa Ha POM	Kilang Sawit Wa Ha, Jalan Rusa Felda Simpang Wa Ha, 81907 Kota Tinggi, Johor, Malaysia	104.075000	1.795833
Bukit Aping Selatan Estate	Pejabat Ladang FGVPM Bukit Aping Selatan, D/A Felda Bukit Waha, 81900 Kota Tinggi, Johor, Malaysia	104.073333	1.755083

### 1.4 Certified Area

Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Bukit Aping Selatan Estate	851.96	0	290.69	1,142.65	74.56%
Total (Ha)	851.96	0	290.69	1,142.65	

### 1.5 Plantings & Cycle

Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Bukit Aping Selatan Estate	0	432.09	419.87	0	0	851.96	0
Total (Ha)	0	432.09	419.87	0	0	851.96	0

### 1.6 Certified Tonnage of FFB

Estate	Tonnage / year		
	Estimated (Jan 2020 - Dec 2020)	Actual (Jan 2020 - Jan 2021)	Forecast (Jan 2021 - Dec 2021)
Bukit Aping Selatan Estate	17,430.00	15,244.75	17,230.00
Total	17,430.00	15,244.75	17,230.00

### 1.7 Uncertified Tonnage of FFB

Estate	Tonnage / year
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	<b>Estimated (Jan 2020 - Dec 2020)</b>	<b>Actual (Jan 2020 - Jan 2021)</b>	<b>Forecast (Jan 2021 - Dec 2021)</b>
Smallholder		3749.02	
<b>Total</b>		3749.02	

<b>1.8 Certified Tonnage</b>			
	<b>Estimated (Jan 2020 - Dec 2020)</b>	<b>Actual (Jan 2020 - Jan 2021)</b>	<b>Forecast (Jan 2021 - Dec 2021)</b>
<b>Mill Capacity: 54 MT/hr</b>  <b>SCC Model: MB</b>	<b>FFB</b>	<b>FFB</b>	<b>FFB</b>
	17,430.00	15,244.75	17,230.00
	<b>CPO (OER: 21.64%)</b>	<b>CPO (OER: 20.74%)</b>	<b>CPO (OER: 21.40%)</b>
	3,771.85	3,161.76	3,687.22
	<b>PK (KER: 5.50%)</b>	<b>PK (KER: 5.10%)</b>	<b>PK (KER: 5.40%)</b>
	958.65	777.48	930.42

<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>		
	0	0	0	3,161.76	3161.76

<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>		
	0	0	573.14	204.34	777.48

## 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 19 – 21 January 2021 due to COVID-19 issue and to comply with Movement Control Order. The audit programme is included as Section 2.2. The approach to the audit was to treat the Waha POM and Supply base as a MSPO Certification Unit. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HBVs, declared conservation areas and local communities.

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

The estates or smallholders sample were determined based on formula  $S = r\sqrt{n}$  where n is the number of estates while when applicable, the 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.

No 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 due to COVID-19 issue.

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.

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

<b>Assessment Program</b>					
<b>Name (Mill / Plantation / Group smallholders)</b>	<b>Year 1 (Certification)</b>	<b>Year 2 (ASA 1)</b>	<b>Year 3 (ASA 2)</b>	<b>Year 4 (ASA 3)</b>	<b>Year 5 (ASA 4)</b>
Wa Ha POM	√	√	√	√	√
Bukit Aping Selatan Estate	√	√	√	√	√

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**Tentative Date of Next Visit: January 10, 2022 - January 14, 2022**

**Total No. of Mandays: 4**

**2.1 BSI Assessment Team**

<b>Team Member Name</b>	<b>Role</b> <i>(Team Leader or Team member)</i>	<b>Qualifications</b> <i>(Short description of the team members)</i>
Muhamad Naquiddin Mazeli	Team Leader	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, social and stakeholder engagement and able to communicate in Bahasa Malaysia and English.
Nor Halis Abu Zar	Team Member	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. Halis had accumulated auditing experience when he was the internal auditor for ISO 9001 and ISO 14001 at Kulim Plantations. 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 languages. During this assessment, he assessed on the aspects of legal, mill best practices, safety and health and workers consultation.

**2.2 Assessment Plan**

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

Date	Time	Subjects	MNM	NHA
Tuesday, 19/01/2021	10.00	Trial Meeting for Communication test. Communication on document preparation - Audit plan Any additional Information	Teleconference, Microsoft Team Meeting, Email	
Wednesday, 20/01/2021  Bukit Aping Selatan Estate	09.00 - 09.30	Opening Meeting: • Opening Presentation by Audit team leader. • Confirmation of assessment scope and finalize Audit plan	Teleconference, Microsoft Team Meeting, Email	
	09.30 - 12.30	Document audit: P1: Management commitment and responsibility P2: Transparency P3: Compliance to legal requirement P4: Social responsibility, health safety and employment condition P5: Environment, natural resources, biodiversity and ecosystem services P6: Best practices P7: Development of New Planting (if any)	Teleconference, Microsoft Team Meeting, Email	
	12.30 - 13.30	Lunch	√	√
	13.30 - 16.30	Continue with document review (MSPO part 3) P1: Management commitment and responsibility P2: Transparency P3: Compliance to legal requirement P4: Social responsibility, health safety and employment condition P5: Environment, natural resources, biodiversity and ecosystem services P6: Best practices P7: Development of New Planting (if any)	Teleconference, Microsoft Team Meeting, Email	
	16.30 - 17.00	Interim Closing briefing.	Teleconference, Microsoft Team Meeting, Email	
Thursday, 21/01/2021  Wa Ha POM	08.30 - 12.30	Document review P1 – P6 (MSPO part 3), P1: Management commitment and responsibility P2: Transparency P3: Compliance to legal requirement P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6: Best practices	Teleconference, Microsoft Team Meeting, Email	
	12.30 - 13.30	Lunch	√	√



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Date	Time	Subjects	MNM	NHA
	13.30 - 16.30	Continue with document review Document review P1 – P6 (MSP0 part 3), P1: Management commitment and responsibility P2: Transparency P3: Compliance to legal requirement P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6: Best practices	Teleconference, Microsoft Team Meeting, Email	
	16.30 - 17.00	Preparation of audit report	Teleconference, Microsoft Team Meeting, Email	
	17.00 - 17.30	Closing Meeting		

### 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 & 3 Minor nonconformities raised. The FGV Wa Ha and Supply base Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the Corrective Actions for the Major Non-conformity (has been verified for its effectiveness and closed accordingly.

Minor Nonconformities:		
<b>Ref: 2013452-202101-N1</b>	<b>Area/Process: FGV Wa Ha Mill</b>	<b>Clause: 4.4.5.8 Part 4</b>
	<b>Issue Date: 21 Jan 2021</b>	<b>Due Date: 20 Jan 2022</b>
Requirements:	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.	
Statement of Nonconformity:	Sighted overtime was not followed as per legal regulation	
Objective Evidence:	Sighted the overtime record for office workers, however found 1 sampling women worker (id: 1212205) have an Overtime until 2215 dated 31/12/2020 without permit from JTK. This action not comply with Seksyen 34(1) Employment Act 1955 stated protects the rights for working women in Malaysia from working at night. Employers are not allowed to require their women workers to work between 10pm to 5am thus Minor NC been raised.	
Corrections:	Mill to apply the JTK permit for female work on nightshift.  The management should conduct training and provide information on the duties / responsibilities and required to perform periodically.  The management should provide additional work programs according to the estate budget during the low production period.	
Root cause analysis:	No monitoring and enforcement from Management & person in charge to comply with the legal issues.	

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Corrective Actions:	Letter of Instruction from management to the AM and officers appointed for review & legal changes to ensure that every legal requirement in the legal register is reviewed and fully enforced by periodically every 6 months.  The management should conduct training and provide information on the duties / responsibilities on compliance and legal register.
Assessment Conclusion:	All the correction and corrective action were found to be adequate. Effectiveness of the implementation will be confirm on next assessment visit

**Minor Nonconformities:**

<b>Ref: 2013452-202101-N2</b>	<b>Area/Process: FGV Wa Ha Mill</b>	<b>Clause: 4.4.1.1 Part 4</b>
	<b>Issue Date: 21 Jan 2021</b>	<b>Due Date: 20 Jan 2022</b>
Requirements:	Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones.	
Statement of Nonconformity:	Social impact plan was inadequate	
Objective Evidence:	The management plan is last reviewed on 22/2/2018 and is not reviewed before 2 year as stated in the SOP SIA Doc No: FGV/ML-1A/L2-Pr21 Issue 1 dated March 2019. Besides the issued raised during the stakeholder meeting conducted on 20/2/2020 in Bukit Aping Selatan attended by Mill was not incorporated into the management plan as per SOP.	
Corrections:	<ul style="list-style-type: none"> <li>• Updating and prepare on action plan within 2 years included on issued raised</li> <li>• during the stakeholder meeting conducted on 20/2/2020 in Bukit Aping as well.</li> <li>• Conducting SIA asesement by year 2021 as per new SIA SOP by Sustainability Officer</li> <li>• Training record regarding SOP SIA &amp; implementation</li> </ul>	
Root cause analysis:	No capturing on issued raised during the stakeholder meeting conducted on 20/2/2020 in Bukit Aping as well as no updating new management plan within 2 years as per SOP due to no monitoring from management as no training conducted to person in charge.	
Corrective Actions:	The management to monitor and discuss this issue in a periodic management meeting	
Assessment Conclusion:	All the correction and corrective action were found to be adequate. Effectiveness of the implementation will be confirm on next assessment visit.	

**Minor Nonconformities:**

<b>Ref: 2013452-202101-N3</b>	<b>Area/Process: Bukit Aping Selatan Estate</b>	<b>Clause: 4.4.1.1 Part 3</b>
	<b>Issue Date: 21 Jan 2021</b>	<b>Due Date: 20 Jan 2022</b>
Requirements:	Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones.	
Statement of Nonconformity:	Social impact plan was inadequate	
Objective Evidence:	The management plan is last reviewed on 22/2/2018 and is not reviewed before 2 year as stated in the SOP SIA Doc No: FGV/ML-1A/L2-Pr21 Issue 1 dated March 2019. Besides the issued raised during the stakeholder meeting conducted on 20/2/2020 in Bukit Aping Selatan attended by Mill was not incorporated into the management plan as per SOP.	

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Corrections:	Updating and prepare on action plan within 2 years included on issued raised during the stakeholder meeting conducted on 20/2/2020 in Bukit Aping as well. Conducting SIA assessment by year 2021 as per new SIA SOP by Sustainability Officer Training record regarding SOP SIA & implementation
Root cause analysis:	No capturing on issued raised during the stakeholder meeting conducted on 20/2/2020 in Bukit Aping as well as no updating new management plan within 2 years as per SOP due to no monitoring from management as no training conducted to person in charge.
Corrective Actions:	The management to monitor and discuss this issue in a periodic management meeting
Assessment Conclusion:	All the correction and corrective action were found to be adequate. Effectiveness of the implementation will be confirm on next assessment visit.

Noteworthy Positive Comments	
1.	Good cooperation within operating unit and others
2.	Have a good relation between stakeholder and operating unit

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

Major Nonconformities:		
<b>Ref: 1871673-202001-M1</b>	<b>Area/Process: FGV Wa Ha Mill and Supply base</b>	<b>Clause: 4.3.1.1 Part 4</b>
	<b>Issue Date: 9 Jan 2020</b>	<b>Due Date: 10 April 2020</b>
Requirements:	All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations.	
Statement of Nonconformity:	The evidence of compliance with some legal [ref: Jadual Pematuhan (License No.:004743, validity 1/7/2019-30/6/2020)] was not adequately demonstrated	
Objective Evidence:	The EFB leachate from the stockyard located just beside the mill premise was not channeled to the effluent treatment plant as required in item 11.2 of the Jadual Pematuhan	
Corrections:	1) Budget applied for top management approval for purchase of pump for Channel EFB leachate directly to effluent system. 2) The EFB Leachate is inserted into the tanker by using the pump and transferred to the effluent system for short term.	
Root cause analysis:	No monitoring on DOE's compliance schedule (Jadual Pematuhan) due to change on person of incharge of new mill management.	
Corrective Actions:	1) Appoint person incharge for management to monitor the issue of leachate & DOE compliance by regular monitoring every 6 months by Person in charge and handle the OER (Online Environmental Report) reporting. 2) Discussion and sending notice with the plantation management of FGVPM and outsource supplier for reuse of EFB to reduce EFB quantity at mill	
Assessment Conclusion:	As per document review, the management already appoint Mohamed Hairi dated 20 Jan 2020 as environmental Person incharge specific for leachate issue. Meeting on 2/3/2020 already mention the issue regarding leachate to propose for pump direct	

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	from EFB into leachate area. Evidence as per picture, letter for EFB sale to other party and budget VT(51)4058/WH/03/2020 dated 27/3/2020. Corrective action is found to be effective, thus the major NC was closed on 31/3/2020 based off-site verification and supported with sufficient documented evidence. Continuous implementation will be further verified in the assessment. This Justification is according to off-site verification due to Movement Control Order (MCO) dated 18 March until 14 April 2020 cause by N-COVID virus issue.
Verification:	As per document review the letter of appointment for Assistant, En Mohamed Hairi was available on 20 Jan 2020. Latest picture of showed EFB leachate already channel to POME accordingly. There was no recurrence of issue and therefore the NCR remains closed.



**3.4 Summary of the Nonconformities and Status**

CAR Ref.	CLASS	ISSUED	STATUS
1697126-201804-M1	Major	17 October 2018	Closed on 28 December 2018
1871673-202001-M1	Major	10 January 2020	Closed on 30 March 2020
2013452-202101-N1	Minor	21 January 2021	Open
2013452-202101-N2	Minor	21 January 2021	Open
2013452-202101-N3	Minor	21 January 2021	Open

**3.5 Issues Raised by Stakeholders**

Nil

**Section 4: Assessment Conclusion and Recommendation**

Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings	
Based on the findings during the assessment FGV Wa Ha and Supply base Certification Unit complies with the <i>MS 2530-3:2013</i> and <i>MS 2530-4:2013</i> . It is recommended that the certification of FGV Wa Ha and Supply base Certification Unit is approved and/or continued.	
Acknowledgement of Assessment Findings	Report Prepared by
<b>Name:</b> Ahmad Shahrir Bin Ismail	<b>Name:</b> Muhamad Naquiddin Mazeli
<b>Company name:</b> FGV Holdings Sdn Bhd.	<b>Company name:</b> BSI Services (M) Sdn Bhd
<b>Title:</b> Senior Manager, SCCD.	<b>Title:</b> Lead Auditor
<b>Signature:</b> 	<b>Signature:</b> 
<b>Date:</b> 24.05.2021	<b>Date:</b> 17/5/2021

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

**Malaysian Sustainable Palm Oil 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>	Group Sustainability Policy, Policy No: FGV/SED/POL/001 rev 4.0 dated 17/11/2020 has includes the MSPO implementation is established and publicly available.	Complied
<b>4.1.1.2</b>	The policy shall also emphasize commitment to continual improvement. <b>- Major compliance -</b>	The policy explain that FGV is supporting the MSPO and committed to ensure that all FGV operation comply with MSPO. The latest training was done on 3/12/2020 as per training record.	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 planned and conducted as per the documented Internal audit procedure, Doc No: FGV/ML-1A/L2-Pr11, issue 1, version 0 dated 01.06.2016. Annual audit schedule for 2020 was scheduled December. The MSPO internal audit was carried out together with RSPO as Sustainability Audit on 25-26/11/2020 by Plantation Sustainability Department team.	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.	The Internal audit procedure, Doc No: FGV/ML-1A/L2-Pr11, issue 1, version 0 dated 01.06.2016 was used as reference for audit process. Audit results of both audits were documented under internal audit summary. The audit resulted of no Non-conformities.	Complied

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	- Major compliance -		
4.1.2.3	Report shall be made available to the management for their review. - Major compliance -	Sighted the internal audit checklist for Sustainability 2020 dated 25-26/11/2020 which comprising RSPO and MSPO audit findings.	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. - Major compliance -	Bukit Aping Selatan has conducted the MSPO management review on 30/12/2020. Among the issues discuss are audit results, customer satisfaction, products, environments and social, replanting, management review and continuous improvement.	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. - Major compliance -	FGVPM Bukit Aping Selatan Estate has developed continual improvement plan based on following environmental, social and quality objectives: <ul style="list-style-type: none"> <li>- Reduction of pesticide consumption: IPM implementation – barn owl box installation, beneficial plant planting etc.</li> <li>- Reduction of environmental impact: Subsoil fertilizer application, empty chemical container disposal management, slope area low cover crop planting – mucuna, maximize 3R, zero open burning</li> <li>- Upgrade of amenities infrastructure: futsal, badminton &amp; volleyball court, football field, grocery shops, housing</li> </ul> Community programs: festive season, educational, youth development; economic and income growth program	Complied



Criterion / Indicator		Assessment Findings	Compliance
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.  - Major compliance -	Technique introduced in FGVP estates as “Implement Tractor” which implementing the use of tractor with compatible machine such grader, back-pusher, rotor-slasher, spreader and tipper trailer. The estate also use Mini Tractor Grabber for flat area FFB evacuation.	Complied
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 -	Action plan mostly involved training of workers for the implementation of mechanization techniques within estate field operation established for FGVP estates.	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 -	MSPO requirements were communicated to internal stakeholders among employees during daily muster assembly and meetings as recorded in the muster briefing records latest on 16/10/2019 to all both employees of mill and estate. MSPO requirements were also communicated too to all external stakeholders during consultation meeting latest conducted on 31/10/2019. The stakeholders includes contractors, school representatives, neighbour villagers, etc.  Contractors and suppliers in general were briefed and provided with FGV Supplier Code of Conduct (SCOC); April 2019 prior to contractual engagement. The SCOC also available via FGV company’s website link <a href="http://www.fgvholdings.com/wp-content/uploads/2019/07/Supplier-Code-of-Conduct-SCOC.pdf">http://www.fgvholdings.com/wp-content/uploads/2019/07/Supplier-Code-of-Conduct-SCOC.pdf</a> where the SCOC were specified relevant	Complied

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		<p>terms of Labour Standards as well as legality to be complied with by suppliers.</p> <p>Sample of other contract including the following:</p> <ul style="list-style-type: none"> <li>- Contractor: Eng Huat Latex; Tender ref. # WH2038/2019; Contract work: FFB diversion transport; Letter ref. # (01)WH2038/4058/19; Date: 12/9/2019</li> <li>Contractor: Liga Cempaka Sdn. Bhd.; Tender ref. # WH2006/2019; Contract work: Effluent pond desludging; Letter ref. # (01)WH2006/4058/19; Date: 13/2/2019</li> </ul>	
<b>4.2.1.2</b>	<p>Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p> <p><b>- Major compliance -</b></p>	<p>Documents i.e. policy and work procedures are available and contractors knows that they can obtain it from the office. Workers are also aware on the documents i.e. sustainability policy and safe work procedures.</p>	Complied
<b>Criterion 4.2.2 – Transparent method of communication and consultation</b>			
<b>4.2.2.1</b>	<p>Procedures shall be established for consultation and communication with the relevant stakeholders.</p> <p><b>- Major compliance -</b></p>	<p>Procedure for communication and consultation ML-1A/L2-Pr 12(0) has been established for communication with internal and external stakeholders. The Bukit Aping Selatan estate management has establish the memo to all stakeholder dated 13/1/2020 regarding to document that available for public</p>	Complied
<b>4.2.2.2</b>	<p>A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit.</p>	<p>For FGVPM Bukit Aping Selatan Estate, nominated official was En Khamis bin Abu Samah (01)RSPO/P6/2020 as per letter dated</p>	Complied

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	- <b>Minor compliance</b> -	19/4/2020 as responsible for communication issue with stakeholder and others.	
<b>4.2.2.3</b>	List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained.  - <b>Major compliance</b> -	List of stakeholders has been updated on 4/12/2020 including government agencies, NGOs, neighbours estate non FGV and other FGV estates, quarry, hospital, clinics, schools, kindergarten identified.  Latest consultation meeting with internal stakeholder among FGVP Wa Ha POM & FGVP Bukit Aping Selatan Estate employees was conducted on 16/10/2019. Communication with external stakeholders latest done on 30/10/2019 through a meeting held in combination by FGVP Wa Ha and Adela, Semenchu, Air Tawar, Lok Heng and FGVP Bukit Aping Selatan & Kledang 02 in Dewan Semai Bakti Felda Sening, Kota Tinggi, Johor.  Minutes of meeting available for consultation made with both internal and external stakeholders.	Complied
<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> -	FGV has established SOP for traceability for all estate and documented in 'Manual Ladang Sawit Lestari – Mengangkut BTS ke Kilang'. Refer doc no. MLSL (Ed.3)-Sec.4 (8.0) issued on 1/9/2017. As per Standard Operating Procedure For Mill MSPO SCCS; Doc. # MSPO SCCS; Issue 1; Rev. 3; Date: 1/9/2019 entitled SOP Perkilangan untuk pematuhan Sistem Pensijilan MSPO SCCS.  The SOP used sets of form to be filled by the estate to trace the origin of the FFB.  i. Labelled for lorry – Lorry no., Estate Name, Mill Name	Complied

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		ii. FFB quality certificated – Field/Blok, Total FFB, Average Bunch Weight, Estimate weigh, date. iii. FFB dispatch note	
<b>4.2.3.2</b>	The management shall conduct regular inspections on compliance with the established traceability system. <b>- Major compliance -</b>	FGV have established systems to monitor the implementation of the traceability systems in the mill thorough Internal Audit conducted by the Plantation Sustainability Department. Latest Internal audit was conducted on 25/11/2020 & 26/11/2020.	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>	The management appointed Mr. Khamis Bin Abu Samah, Assistant Manager FGVPM Bukit Aping Selatan as the person in-charge of implementation and maintenance of traceability system as per letter of appointment ref. # (01) RSPO/P6/2020 date 19.4.2020.	Complied
<b>4.2.3.4</b>	Records of sales, delivery or transportation of FFB shall be maintained. <b>- Major compliance -</b>	Records of production and delivery of FFB were well maintained as per following sampled the last 2 years weighbridge FFB ticket as below: - Nota Hantaran: 0229752 - Lorry no: JMQ8163 - Buyer name: FGVPM Bukit Aping Selatan - Seller name: Mohd Famy - Quantity: 09.39 MT  Date: 30/1/2019	Complied
<b>4.3 Principle 3: Compliance to legal requirements</b>			
<b>Criterion 4.3.1 – Regulatory requirements</b>			

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<p><b>4.3.1.1</b></p>	<p>All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.</p> <p><b>- Major compliance -</b></p>	<p>FGVPM has established SOP on track changes, monitoring, implementation and compliances of legal and other requirement. Refer doc. no ML-1A/L2-Pr6 (0) dated 1/6/2016.</p> <p>Plantation and Sustainability Department and Manager for respective operating units will undertake the responsibility of identifying, managing, updating and tracking the legal requirement. To monitor the status of legal compliance, the management has appointed the Assistant Manager, Mr Khamis Bin Abu Samah, as per letter ref. # (01) RSPO/P6/2020 Date: 19/04/2020.</p> <p>All legal requirement was documented in Register of Legal and Other Requirements (Ref doc no FPI/L4/QOSHE-2.1 Pind. 0) and List of compliance license/permit/legal requirement.</p> <p>Compliance to each applicable law and regulation is monitored by the operating units. Sighted the sampled evidence of compliancy to the regulation as follows:</p> <ul style="list-style-type: none"> <li>- MPOB license # 616064002000 – Ladang Bukit Aping Selatan (Sales &amp; Handling: FFB #); Validity period: 1/1/2021 – 31/12/2021; Estate area: 1142.65 ha</li> <li>- Schedule Control Goods Permit; Permit Khas Barang Kawalan Berjadual Serial # J003680; Ref. # KPDNKK.J.KTG/Permit Khas 0618 (PD); Goods Description: Diesel and Petrol; Volume: Diesel 200 litter /day and Petrol 100 Litter/day; Validity period: 9/11/2020 – 8/5/2021</li> <li>- Jabatan Tenaga Kerja Semenanjung Malaysia Permit Potongan Daripada Gaji Pekerja (Seksyen 24 Akta Kerja 1955); For "<i>Potongan Upah Di Bawah Seksyen 24 Akta Kerja 1955</i>"; Serial # (6) BHG PU/9/129; Effective date: 10/04/2012; Requires following:</li> <li>- Total deduction &lt;50% or 75% if involved housing loan</li> </ul>	<p>Complied</p>

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		<ul style="list-style-type: none"> <li>- Letter of agreement signed by workers shall be kept and shown to Labour Officer anytime requested</li> <li>- Employer shall provide particulars relevant to permit upon request by Labour Office from time to time</li> </ul> <p>Permit shall be displayed on strategic location easy to be viewed by workers</p>	
<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>The estates visited has established and documented all related legal requirement in Legal and other Requirement Register. Refer document no. ML-1A/L5-AP2 pind 1. Latest review was done on 11/3/2020 with addition on Peraturan Standard Minimum Perumahan Penginapan Dan Kemudahan Pekerja 2020 and Peraturan Pemerintah Pencegahan Dan Kawalan Penyakit Berjangkit.</p>	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>The operating units visited monitor the validity period of the license through form 'Mekanisma Pematuhan Lesen/Permit/Keperluan Undang-Undang'. Latest update of register was done on 11/3/2020.</p>	Complied
<b>4.3.1.4</b>	<p>The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements.</p> <p><b>- Minor compliance -</b></p>	<p>The estate has appointed person responsible for each operating unit to monitor the compliance to legal and other requirements. Sustainability Department, Regional Compliance Unit and Internal Audit Department conducted internal audit to check the compliancy to related legal and other requirement on annually basis.</p> <p>FGV has established guidelines to track any changes in the law and documented in 'Sistem semakan Perubahan Undang-Undang' and 'Sistem Pengesanan Perubahan Undang-Undang' Pindaan 4 dated 1/2/2018.</p>	Complied

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		To monitor the status of legal compliance, the management has appointed the Assistant Manager, Mr Khamis Bin Abu Samah, as per letter ref. # (01) RSPO/P6/2020 Date: 19/04/2020.	
<b>Criterion 4.3.2 – Lands use rights</b>			
<b>4.3.2.1</b>	The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users. <b>- Major compliance -</b>	There is no land dispute in the certification unit and supply base at the time of audit. Verified the information through the land titles and during stakeholder’s consultation.	Complied
<b>4.3.2.2</b>	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land. <b>- Major compliance -</b>	Bukit Aping Selatan Estate has the summary of land titles with land ownership (FGV lease from FELDA): 717.51 Ha and in progress of FGV lease to FELDA (844.51 Ha); HS(M) 155 1.12 Ha and H.S.(D) 19968 5.93 Ha. The conditions is to be used for 99 years for Oil Palm Plantation only.	Complied
<b>4.3.2.3</b>	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. <b>- Major compliance -</b>	Sampled the pegging 114 PM 10P Block 18 bordering with the settlers block available and well maintained.  Available a map of FGVPB Bukit Aping Selatan Estate showing boundary marking.  Sighted record of boundary stone at FGVPB Bukit Aping Barat. Sampled checking map of boundary stone, Batu Sempadan 178/360 PM07K / PM08L.  Monitoring has been made. Refer Rekod Pemantauan Batu Sempadan FGVPB Bukit Aping Selatan has been conducted on weekly basis.	Complied
<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	There is no land dispute in the certification unit and supply base at the time of audit. Verified the information through the land titles and	Complied

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	been or are being made to previous owners and occupants; shall be made available and that these should have been accepted with free prior informed consent (FPIC). <b>- Minor compliance -</b>	during stakeholder’s consultation however, FPIC SOP Pengenalpastian & Penyelesaian Pertikaian Tanah is available as per FGV/ML-1A/L2-Pr10 issue 1, dated 01.06.2016.	
<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 by the company. Interview with the surrounding communities and stakeholders confirm no disputes.	Complied
<b>4.3.3.2</b>	Maps of an appropriate scale showing extent of recognized customary rights land, if any, should made available. <b>- Minor compliance -</b>	The estate lands are legally owned by the company. Interview with the surrounding communities and stakeholders confirm no disputes.	Complied
<b>4.3.3.3</b>	Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available. <b>- Major compliance -</b>	The estate lands are legally owned by the company. Interview with the surrounding communities and stakeholders confirm no disputes.	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 impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones. <b>- Minor compliance -</b>	The Social Impact Assessment was conducted on 20/2/2018 (Laporan Penilaian Impak Sosial KS Wa Ha) and on 22/2/2018 (FGVPM Bukit Aping Selatan Estate) by Sustainability Team. SOP for SIA (Doc # FGV/ML-1A/L2-Pr21; Issue # 1; Rev. # date: 2/3/2019 established on SIA review to be conducted at least once in every 2 years. The social management plan was updated according on both positive and	Minor-Nonconformity



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		negative impact from the stakeholders' consultation conducted from 20-22/2/2018. The management plan is last reviewed on 22/2/2018 and is not reviewed before 2 year as stated in the SOP SIA Doc No: FGV/ML-1A/L2-Pr21 Issue 1 dated March 2019. Besides the issued raised during the stakeholder meeting conducted on 20/2/2020 in Bukit Aping Selatan attended by Mill was not incorporated into the management plan as per SOP. Thus Minor NC been raised during this audit.	
<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>	A system based on SOP for Complaint & Grievance (Doc no: FGV/ML-1A/L2-Pr13; Issue 01; Rev. 02; Date: 01/04/2019 is available. This procedure is applicable to all employees and stakeholders who wish to lodge a complaint or grievance. The procedure also provides a mechanism for addressing complaints received, and accords protection and confidentiality to complainants. The complaints will be solved on 14 days (first stage), 14 days (second stage) and 14 days (third stage). Apart from that, FGV also has the FGV Whistleblowing Policy, (policy number FGV/GGD/POL.001 revision 6 dated 28/05/2018) to protect the complainant. Latest record complaint was on 25/8/2020 by workers regarding to housing repair. The record was available for reviewed in estate.	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>	Complaints procedures communicated to internal stakeholders among employees during daily muster assembly and meetings as recorded in the muster briefing records latest on 16/10/2019 to all both employees of mill and estate. Complaints procedures were also communicated too to all external stakeholders during consultation meeting latest	Complied

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		conducted on 31/10/2019. The stakeholders includes contractors, school representatives, neighbour villagers, etc.	
<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.  - <b>Minor compliance</b> -	The grievances recorded in Complaint Book and Housing Repair Request Form. As per SOP for Complaint & Grievance (Doc no: FGV/ML-1A/L2-Pr13; Issue 01; Rev. 02; Date: 01/04/2019, under clause 7.2.2 external stakeholder, the complainant will be kept informed within 2 weeks from the complaint receiving date. No external complaints received by the mill and estates except for internal stakeholders among employees mainly on housing repair request. Latest request record sighted on 11/11/2019 on electrical socket point by Hanif employee of FGVPB Bukit Aping Selatan Estate.	Complied
<b>4.4.2.4</b>	Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time.  - <b>Minor compliance</b> -	Complaints procedures communicated to internal stakeholders among employees during daily muster assembly and meetings as recorded in the muster briefing records latest on 16/10/2019 to all both employees of mill and estate. Complaints procedures were also communicated too to all external stakeholders during consultation meeting latest conducted on 31/10/2019. The stakeholders includes contractors, school representatives, neighbour villagers, etc.	Complied
<b>4.4.2.5</b>	Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request.  - <b>Major compliance</b> -	As per SOP for Complaint & Grievance (Doc no: FGV/ML-1A/L2-Pr13; Issue 01; Rev. 02; Date: 01/04/2019 under clause 7.1.4 (4 <sup>th</sup> stages) 7.1.4.1 if there is no agreement after complaint lodges to the headquarters, the complaint can be escalated to Jabatan Perhubungan Perusahaan, Kementerian Sumber Manusia or Panel Aduan Persijilan Kelestarian (RSPO or MSPO) as a solution.	Complied
<b>Criterion 4.4.3:</b> Commitment to contribute to local sustainable development			

Criterion / Indicator	Assessment Findings	Compliance
<p><b>4.4.3.1</b> Growers should contribute to local development in consultation with the local communities.</p> <p><b>- Minor compliance -</b></p>	<p>As a group level, FGV Holdings has the Funding Social Development in website: <a href="https://www.fgvholdings.com/press_release/">https://www.fgvholdings.com/press_release/</a> as below:</p> <ul style="list-style-type: none"> <li>- In line with such commitment, FGV has taken the initiative to invest RM5 million in establishing 11 Community Learning Centres (CLC) in Sahabat and Kinabatangan in Sabah. The CLCs function as alternative learning centres for children who are not enrolled in formal education. The project which began in 2018 is expected to be completed in 2021 when four more CLCs in Kalabakan and Yapidmas will be operational</li> <li>- FGV Holdings Berhad (FGV) contributes RM5 million annually to Yayasan FELDA (YF) as part of the Group’s corporate social responsibility</li> <li>- To fulfil its commitment in ensuring that all employees working on its plantations have access to health rights, FGV Holdings Berhad (FGV) has provided a health facility allocation of RM5.6 million per year for its 28,000 migrant workers. The allocation allows FGV migrant workers to seek outpatient treatment and undergo health check-ups at nearby health clinics. FGV also bears the medical and treatment costs for employees who need long-term treatment in the hospital either as a result of accidents inside and outside of the workplace or for other chronic and non-chronic diseases.</li> <li>- In Lahad Datu 23/6/2020, FGV Holdings Berhad (FGV), through its subsidiaries FGV Plantations (Malaysia) Sdn Bhd (FGVPM) and FGV Palm Industries Sdn. Bhd. (FGVPI), has come forward to assist frontliners in Sabah to curb the spread of the COVID-19 pandemic by distributing financial aid to several government agencies and the</li> </ul>	<p>Complied</p>

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		local community. The priority of the contribution is for the purchase of personal protective equipment (PPE) for frontliners at Lahad Datu Hospital and the Lahad Datu Health Department. government agencies in Lahad Datu including the District Police Station, The Malaysia Civil Defence Force and the District Council.	
<b>Criterion 4.4.4: Employees safety and health</b>			
<b>4.4.4.1</b>	An occupational safety and health policy and plan shall be documented, effectively communicated and implemented.  <b>- Major compliance -</b>	Safety and Health Policy from FGV signed by Dato' Haris Fadzilah Hassan (Group President/CEO) dated 8/5/2019. Consist of commitment to comply with legal requirements, managing HSE risk, continual improvement in HSE in meeting best practices. While in Group Sustainability Policy (FGV/SED/POL/001) dated 17/11/2020 under 5.2.4 Safety and Health. FGV Group is committed to ensure safe and healthy work environment, prevention of incident, Complying with legal requirements. OSH was plan as stated in Safety and health Plan Medical Surveillance, Briefing on OSH Policy, Meeting of SHC, Pengurusan PPE, First Aid Training, Fire Drill and etc.	Complied
<b>4.4.4.2</b>	The occupational safety and health plan shall cover the following: a) A safety and health policy, which is communicated and implemented. b) The risks of all operations shall be assessed and documented. c) An awareness and training programme which includes the following requirements for employees exposed to pesticides: i. all employees involved shall be adequately trained on safe working practices	HIRARC conducted on 20/1/2020 by Mr Ahmad Awarino Bin Hamran and verified by SHO Mr Abdul Ghafar Bin Nordin.  Training on OSH was plan as stated in Annual Training Programme 2020. Among listed: a) Briefing on OSH Policy (Jan) b) Meeting of SHC (Jan, Apr, Aug, Oct) c) Pengurusan PPE (Jan) d) First Aid Training (Apr, Sept)	Complied

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<ul style="list-style-type: none"> <li>ii. all precautions attached to products shall be properly observed and applied</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 and 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 must 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 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.</li> <li>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</li> <li>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.</li> </ul>	<p>e) Chemical Management</p> <p>PPE as sampled for harvester (safety boots, helmet) provided by employer Abjal, Lalu Iswadi and Adli. While maintenance workers Liton and Nazim provided with helmet and safety boots.</p> <p>Available a procedure for PPE Management (FGV/FGVPM/GP/001) date 30/02/29 Rev. 00. Available a record of distribution and return of PPE. It was well recorded and maintained as verified.</p> <p>CHRA (REF. No: JKPP HQ/04/ASS/00/193-2018/030) – done by Zakaria Bin Abd Karim (JKPP HQ/04/ASS/00/193 valid from 27 March 2018 – 27 March 2021, Date assessment 27 March 2018. From Env Consultancy &amp; Monitoring Services Sdn Bhd.</p> <p>Accident and emergency procedure are available.</p> <p>In FGVPM Bukit Aping Selatan, the OSH committee appointed on 10 January 2018. Sampling record on Rosmaria binti Ab razak as management representative (38)483/ESH PSQM/FGVPM/TEMS and Azmi Bin Zainudin also as management representative (37) 483/ESHPSQM /FGVPM/TEMS.</p> <p>First Aid Training has been conducted. First Aider has been nominated for the respective unit. Refer First Aid training dated 21.10.2020</p> <p>JKPP 8 was submitted to DOSH through MyKKP for 2018 data by Mr Khamis Bin Abu Samah dated 20.1.2020 with Ref No; JKPP8/40222/2019.</p>	

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	<p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p><b>- Major compliance -</b></p>		
<b>Criterion 4.4.5: Employment conditions</b>			
<b>4.4.5.1</b>	<p>The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.</p> <p><b>- Major compliance -</b></p>	<p>FGV Holdings has developed Group Sustainability Policy # FGV/SED/POL/001; Rev. 4.0, Effective date: 17/11/2020. Under clause 5.2, Respect for Human Rights, FGV group strives to uphold and respect internationally recognised human rights as enshrined in the Universal Declaration of Human Rights (UDHR), United Nation as Convention on the Elimination of All Forms of Discrimination against Women, United Nations Convention on the rights of the child, other applicable United nations core human rights treaties, the ILO (Declaration on Fundamental Principles and Rights at Work as well as other relevant ILO conventions.</p> <p>Policies communicated to employees during daily muster assembly and meetings as recorded in the muster briefing records at both mill and estate.</p> <p>Policies were communicated during meeting with internal stakeholder among FGVPW Wa Ha POM &amp; FGVPW Bukit Aping Selatan Estate employees on 3/12/2020. Communication with external stakeholders latest done on 30/10/2019 through a meeting held in combination by FGVPW Wa Ha and Adela, Semenchu, Air Tawar, Lok Heng and FGVPW Bukit Aping Selatan &amp; Kledang 02 in Dewan Semai Bakti Felda Sening, Kota Tinggi, Johor.</p>	Complied
<b>4.4.5.2</b>	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment</p>	<p>FGV Holdings has developed Group Sustainability Policy; Policy # FGV/SED/POL/001; Rev. 4.0; Effective date: 17/11/2020. Under the</p>	Complied

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	<p>regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p><b>- Major compliance -</b></p>	<p>clause 5.2.1 Gender Equality and Preventing Sexual Harassment violence and abuse. The communication regarding the new GSP conducted on 3/12/2020 to all workers and staff.</p>	
4.4.5.3	<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>For FGVPM Bukit Aping Selatan Estate, conditions of pay are contained in the Collective Agreement signed between FGV Plantations (Malaysia) Sdn. Bhd. and Workers' Union FGV Plantations (Malaysia) Sdn. Bhd. Semenanjung valid from 1 January 2019 to 31 December 2021.</p>	Complied
4.4.5.4	<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>For non-unionised workers, their conditions of employment are detailed out in their employment contracts. The contracts were prepared in Bahasa Malaysia for the local and Indonesian workers, and in Bengali for the Bangladeshi workers, and they confirmed that the terms were explained to them by a management official. The employment contracts contain contract duration, type of work, annual leave, public holidays, medical leave, termination, location, working hours, wages, (payment of wages based on Kadar Upah Kerja Pekerja Pentadbiran dan Operasi Ladang Bagi Pekerja Ladang FGVPMMSB (KUK Bil 06 Mulai 01 Januari 2019) and based on the Minimum Wages Order 2020.</p>	Complied
4.4.5.5	<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>There is master file document for all workers with all information as per records of 0668-Bukit Aping Selatan Labour Employment Report.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
4.4.5.6	<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>- Major compliance -</p>	<p>Copy of employment contract for FGVPM Bukit Aping Selatan Estate sampled workers available as following:</p> <ul style="list-style-type: none"> <li>- Employee ID: FW06680169; Date joined: 7/1/2019; Workstation: General Worker-Operation; Nationality: India</li> <li>- Employee ID: FW06680168; Date joined: 6/3/2020; Workstation: General Worker-Operation; Nationality: India</li> <li>- Employee ID: FW06680151; Date joined: 24/10/2019; Workstation: Harvester; Nationality: Indonesia</li> <li>- Employee ID: FW06670167; Date joined: 6/3/2020; Workstation: General Worker-Operation; Nationality: India</li> <li>- Employee ID: FW06680149; Date joined: 24/10/2019; Workstation: Harvester; Nationality: Indonesia</li> <li>- Employee ID: FW06680053; Date joined: 8/1/2018; Workstation: General Worker-Operation; Nationality: Bangladesh</li> <li>- Employee ID: FW06680103; Date joined: 28/5/2018; Workstation: General Worker-Operation; Nationality: Bangladesh</li> <li>- Employee ID: LW06680015; Date joined: 24/3/2020; Workstation: General Worker-Administration; Nationality: Malaysia</li> <li>- Employee ID: LW06680014; Date joined: 20/2/2019; Workstation: General Worker-Administration; Nationality: Malaysia</li> <li>- Employee ID: LW06670179; Date joined: 1/1/2017; Workstation: General Worker-Administration; Nationality: Malaysia</li> </ul>	Complied
4.4.5.7	<p>The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer.</p> <p>- Major compliance -</p>	<p>The overtime is recorded in the punch card system and paid accordingly. Seen all the employees' punch cards with the form titled 'Borang Arahan/Kebenaran Kerja Lebih Masa, Kerja Pada Hari Cuti Rehat dan Kerja' pada hari cuti Umum filled up by workers for the overtime. Seen the overtime record for office workers while no overtime offer to the general workers.</p>	Complied



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4.4.5.8	<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>As per employment contract, the working hour is 8 hours/day. Seen all the employees' punch cards with the form titled 'Borang Arahan/Kebenaran Kerja Lebih Masa, Kerja Pada Hari Cuti Rehat dan Kerja' filled up by workers for the overtime. Seen the overtime record for office workers while no overtime offer to the general workers.</p>	Complied
4.4.5.9	<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>Pay slips, attendance record for month of March, Sept &amp; Dec 2020 were sampled based on the crop summary as listed in the records of 0668-Bukit Aping Selatan Labour Employment Report as following:</p> <p>FGVPM Bukit Aping Selatan Estate:</p> <ul style="list-style-type: none"> <li>- Employee ID: FW06680169;</li> <li>- Employee ID: FW06680168;</li> <li>- Employee ID: FW06680151;</li> <li>- Employee ID: FW06670167;</li> <li>- Employee ID: FW06680149;</li> <li>- Employee ID: FW06680053;</li> <li>- Employee ID: FW06680103;</li> <li>- Employee ID: LW06680015;</li> <li>- Employee ID: LW06680014;</li> <li>- Employee ID: LW06670179.</li> </ul>	Complied
4.4.5.10	<p>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.</p> <p><b>- Minor compliance -</b></p>	<p>The company provides free medical benefit of RM 200/year, free housing and subsidized water supply to foreign workers.</p>	Complied

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<p><b>4.4.5.11</b> In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.</p> <p><b>- Major compliance -</b></p>	<p>In Bukit Aping Selatan Estate, the workers live in dormitory house. Water for domestic usage is provided from Jabatan Bekalan Air and Tenaga Nasional Berhad with subsidize rate as per collective agreement which are RM15/month for electric and 35 gallon/people/day or RM3.00/people/month with limit of RM15.00/month/family. Besides, government clinic was available in the complex where the employees can easily access to the medical facilities. The employees have provided with AIA Medical Card where they are allowed to visit any panel clinic without paying the medical fees.</p> <p>In Bukit Aping Selatan Estate, the linesite inspection been conducted by Kerani HEP in weekly basis. Latest record was on Dec 2020.</p>	<p>Complied</p>
<p><b>4.4.5.12</b> The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace.</p> <p><b>- Major compliance -</b></p>	<p>FGV Holdings has developed Group Sustainability Policy; Policy # FGV/SED/POL/001; Rev. 4.0; Effective date: 17/11/2020. Under the clause 5.16 Gender Equality and Preventing Sexual Harassment violence and abuse. Visit to the site confirmed no violence or use of any form of harassment instigated in both the mill and estate operation.</p>	<p>Complied</p>
<p><b>4.4.5.13</b> The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to the industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.</p>	<p>FGV has established a policy recognising freedom of association and right to collective bargaining and published publicly in boht mill and estate in local language i.e. Polisi Hak Kebebasan Bersuara &amp; Menganggotai Kesatuan. Policy being displayed at the main notice boards at the Estate offices, near muster ground and near the workers' hostel.</p>	<p>Complied</p>

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	- Major compliance -	Minutes of meeting available as per record of Perundingan Bersama di Ladang FGVPM Bukit Aping Selatan Bil 01/2020 dated 2/1/2020. This meeting was establish with all representative workers in estate.	
<b>4.4.5.14</b>	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children is acceptable on family farms, under adult supervision, and when not interfering with their education programmes. Children shall not exposed to hazardous working conditions.  - Major compliance -	A formal policy for the protection of children, including prohibition of child labour and remediation is in place as documented in FGV Holdings Berhad Group Sustainability Policy; Doc. # FGV/SED/POL/001; Rev. 4.0; 17/11/2020. FGV has defined hiring of workers is 18 and above due to the nature of work.	Complied
<b>Criterion 4.4.6: Training and competency</b>			
<b>4.4.6.1</b>	All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.  - Major compliance -	FGVPM Bukit Aping Selatan ensures all employees, contractors and relevant smallholders are appropriately trained as per Training Programme 2020 established. The related records were kept in the form of attendance list. Among listed such as:  <ul style="list-style-type: none"> <li>• First Aid training dated 21.10.2020</li> <li>• Awareness on Policy dated 29.1.2020</li> </ul> Verified availability of training material, attendance and photos.	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.  - Major compliance -	Available a Training Needs Analysis established and documented for 2020. This to provide the specific skill and competency required to all employees based on their job description as stated from Estate Manager, Assistant until all levels including harvester, clerks, drivers and etc. A matrix clearly indicated the training needed for all positions.	Complied

Criterion / Indicator		Assessment Findings	Compliance
<b>4.4.6.3</b>	<p>A continuous training programme should be planned and implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented training procedure.</p> <p><b>- Minor compliance -</b></p>	<p>Among continuous training planned conducted included as sampled:</p> <ul style="list-style-type: none"> <li>• First Aid training dated 21.10.2020</li> <li>• Awareness on Policy dated 29.1.2020</li> </ul>	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>	<p>An environmental policy was available as part of FGV Holdings Berhad established Group Sustainability Policy; signed by Dato' Haris Fadzilah Hassan (Group President/CEO) dated 8/5/2019.</p> <p>Sighted FGV has listed procedure related Environment. Sample procedure were:</p> <ul style="list-style-type: none"> <li>- Pengambilan Sampel Air dated 23,1,2020 FGVPM/1.2/PAS-01</li> <li>- Pengurusan Zon Pemampam dated 23.1.2020 FGVPM/1.2/PAS-02</li> <li>- Penggunaan Semula Bekas Makhluk Perosak Dan Beg Baja FGVPM/1.2/PAS-07</li> </ul>	Complied
<b>4.5.1.2</b>	<p>The environmental management plan shall cover the following:</p> <ol style="list-style-type: none"> <li>An environmental policy and objectives;</li> <li>The aspects and impacts analysis of all operations.</li> </ol> <p><b>- Major compliance -</b></p>	<p>Environmental aspect and impact assessment as verified in Pengenalpastian Aspek dan Penilaian Impak (FGV/FGVPM/IV/IMS/15/1.6 Pind 1) dated 17/8/2020 prepared by Mr Ahmad Azwarino Bin Hamran.</p>	Complied

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4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored. <b>- Major compliance -</b>	Action plan to mitigate negative impact established as sampled in Laporan Aspek Impak Alam Sekitar Melalui Aktiviti Perladangan, Bahan Buangan dan Pencemaran dated 11/8/2020 covering empty containers, spillage at mixing and chemical store and protection of water course.	Complied
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. <b>- Minor compliance -</b>	A Programme to promote positive impact found identified and established in similar format dated 11/8/2020. Zero burning, cover crop at high slope and returning back fertilizer bags.	Complied
4.5.1.5	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. <b>- Major compliance -</b>	Available a record of environmental training conducted refer Penerangan Prosedur Penggunaan Racun Kelas 1A Dan 1B, Pengurusan Bahan Kimia Dan Bahaya Bahan Kimia. Sighted evidence of training materials, attendances and photos.	Complied
4.5.1.6	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed. <b>- Major compliance -</b>	Regular meeting on environmental quality was conducted and discussed dated 19/1/2020. Sighted evidence of minutes meeting and attendance.	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	Consumption of diesel and electricity and closely monitored by establishing baseline values and trends from the source of usage such as vehicles, tractors, housing and office usage for the year 2020.	Complied

Criterion / Indicator		Assessment Findings	Compliance
	operations over the base period. - <b>Major compliance</b> -		
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> -	FGVPM Bukit Aping Selatan has monitoring the diesel consumption on monthly basis. Date available as sampled until December 2020. For the year 2020 the planned usage for diesel was 21, 032 Litres	Complied
4.5.2.3	The use of renewable energy should be applied where possible. - <b>Minor compliance</b> -	At the moment no renewable energy applied in FGVPM Bukit Aping Selatan. Future consideration based on budget and FGV financial stability such as solar panel.	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 identified in Type of waste and Source of waste. A Domestic Waste Management Procedure (FGV/FGVVPM/II/IMS/15/01B).	Complied
4.5.3.2	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	Available Waste Management Plan 2020 for domestic waste from operation and office & Housing approved by Estate Manager. Available Action Plan to Reduce Environmental Impact through 3R (Reduce, Reuse and Recycle) for waste generated dated 18/09/20.	Complied

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
4.5.3.3	<p>The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.</p> <p>- Major compliance -</p>	<p>Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal under Scheduled Waste Management Procedure (FGV/FGVPM/II/IMS/15/01A).</p>	Complied
4.5.3.4	<p>Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers.</p> <p>- Major compliance -</p>	<p>FGVPM Bukit Aping Selatan implementing triple rinse and punching as approved by DOE. The disposal was conducted accordance to the requirements and avoiding contamination of water sources. Observed during site visit found all empty containers were properly stored and ready to be disposed.</p>	Complied
4.5.3.5	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.</p> <p>- Minor compliance -</p>	<p>There is a document on identification of waste product in FGV/ML1A/L2-Pr23 dated on 01/06/2019.</p> <p>Domestic waste being collect on weekly basis (Monday Wednesday and Saturday). The office has records maintain for the collection. The types of domestic waste categories into organic waste [general house waste] and 3R waste [paper, iron and plastic].</p>	Complied
<b>Criterion 4.5.4: Reduction of pollution and emission</b>			
4.5.4.1	<p>An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid</p>	<p>Monitoring of the GHG quantity was done through PalmGHG calculator, where annual quantification of all GHG sources was input into the</p>	Complied

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	wastes and effluent. - <b>Major compliance</b> -	calculator. Default values of emissions factor Calculation of the GHG emissions were derived from publicly available sources. The latest GHG assessment using data in 2020.	
<b>4.5.4.2</b>	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - <b>Major compliance</b> -	FGVPM Bukit Aping Selatan identified the pollution and emission that give impact to environment. The action plan available under title Control of Environmental Pollution Action Plan 2020. The items that been cover in this action plan included No open Burning campaign, Reduction on diesel usage, Reduction in chemical usage, Optimization on recycle waste programed and Environment awareness campaign	Complied
<b>Criterion 4.5.5: Natural water resources</b>			
<b>4.5.5.1</b>	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.).  d. Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at	FGVPM Bukit Aping Selatan has established a Water Management Plan dated 20.9.2020. Estate using raw water from Syarikat Air Johor for their operation and housing and they have monitored water used.  The action plan to monitor and reduce water wastage and protection of water courses were established. There was a river named Sungai Bahan in the FGVPM Bukit Aping Selatan.  Water sampling has been conducted on 8.9.2020 with certificate number; 257/2020W.	Complied



Criterion / Indicator		Assessment Findings	Compliance
	<p>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>The protection of water course such as drainage where water is flowing in the estate clearly marked with prohibition of spraying and clear signage. Verified through Interview with personnel.</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 with personnel 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>Verified through Interview with personnel found that drainage system in the estate was build and a water pit as road side to contain the moisture for soil in the field.</p>	Complied
<b>Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value</b>			
<b>4.5.6.1</b>	<p>Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover:</p> <p>a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities.</p>	<p>HCV assessment have been conducted on 20/12/2018 by Mr Muhammad Zulfadzli Bin Sufian Suri. FGVPM Bukit Aping Selatan is adjacent to Hutan Simpan Pantı where potential wild animal and rare and protective species lived.</p> <p>The program to regularly educate the workforce and community about the status of these RTE species are also established with on-going</p>	Complied

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	<p>b) Conservation status (e.g. The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities.</p> <p><b>- Major compliance -</b></p>	<p>consultation with the relevant authorities such as the State Wildlife department, Forestry department etc.</p>	
<b>4.5.6.2</b>	<p>If rare, threatened or endangered species, or high biodiversity value, are present, appropriate measures for management planning and operations should include:</p> <p>a) Ensuring that any legal requirements relating to the protection of the species are met.</p> <p>b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts.</p> <p><b>- Major compliance -</b></p>	<p>Sighted document HCV Management Plan. Refer Pelan Pengurusan Biodiversiti Ladang FGVP M Bukit Aping Selatan for 2019-2023 prepared by Mr Khamis Bin Abu Samah.</p>	<p>Complied</p>
<b>4.5.6.3</b>	<p>A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.</p> <p><b>- Major compliance -</b></p>	<p>The action plan is available under report HCV, under section 6.0 Biodiversity Management Plan for FGVP M Bukit Aping Selatan for 2019-2023.</p> <p>The action plan covering 4 areas such as Boundary area between FGVP M Bukit Aping Selatan with Hutan Simpan Panti, Buffer zone for small stream, Non-Economic area/ Non-production area.</p>	<p>Complied</p>
<p><b>Criterion 4.5.7: Zero burning practices</b></p>			

Criterion / Indicator		Assessment Findings	Compliance
4.5.7.1	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.  - Major compliance -	There is no land preparation by burning at Bukit Aping Selatan Estate. As Per Group Sustainability Policy (FGV/SED/POL/001) described on Zero open burning policy dated 29 May 2019. Management complied with the Malaysian environmental law –EQA and Regulations 1974. On the 2010 replants visited on Bukit Aping Selatan Estate it was observed that palms had been mechanically felled, chipped and windrowed; no burning was observed	Complied
4.5.7.2	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.  - Major compliance -	Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting was not practised by Bukit Aping Selatan estate.  Furthermore, previous crop were not highly diseased and there was no significant risk of disease spread or continuation into the next crop.	Complied
4.5.7.3	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.  - Major compliance -	Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting was not practised by Bukit Aping Selatan Estates. It was observed that palms had been mechanically felled, chipped and windrowed; no burning was observed.	Complied
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched.  - Minor compliance -	From the Manual Ladang Sawit Lestari Edisi III (MLSL(Ed.2) – Sec 2(6.0) dated 1 June 2012 stated during replanting the crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched which the plant that need to be replace.	Complied
<b>4.6 Principle 6: Best Practices</b>			

Criterion / Indicator	Assessment Findings	Compliance	
<b>Criterion 4.6.1: Site Management</b>			
<b>4.6.1.1</b>	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. <b>- Major compliance -</b>	Standard Operating Procedures (SOPs) for FGVPM Bukit Aping Selatan are documented. Interview with Mr Khamis Bin Abu Samah revealed that all working SOPs being consistently implemented among all employees and monitored by the management through daily muster briefing, training and etc. List sampled SOPs available during onsite assessment sighted as following; - Manual Ladang Sawit Lestari (Sustainable Oil Palm Manual) – Pengurusan Tapak Semaian Sawit (Oil Palm Nursery Management); Edisi 3 - Manual Ladang Sawit Lestari (Sustainable Oil Palm Manual) – Pembangunan Semula Sawit (Oil Palm Replanting); Edisi 3 - Manual Ladang Sawit Lestari (Sustainable Oil Palm Manual) – Sawit Pra Matang (Premature Oil Palm); Edisi 3 - Manual Ladang Sawit Lestari (Sustainable Oil Palm Manual) – Sawit Matang (Mature Oil Palm); Edisi 3 - Manual Ladang Sawit Lestari (Sustainable Oil Palm Manual) – Sawit Matang (Mature Oil Palm); Edisi 3	Complied
<b>4.6.1.2</b>	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. <b>- Major compliance -</b>	Available a Terrace procedure manual Ladang Sawit Lestari (MLSL (Ed.3)-Sec.2 (11.0) Rev. date 01/09/17 to prevent both soil erosion as well as siltation of drains and waterways. Measures in place to prevent contamination of surface and groundwater through runoff of either soil, nutrients or chemicals.	Complied
<b>4.6.1.3</b>	A visual identification or reference system shall be established for each field.	In FGVPM Bukit Aping Selatan there is 20 Blocks. Block marking has been developed and verified samples of marking through interview and photos.	Complied

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
<b>Criterion 4.6.2:</b> Economic and financial viability plan			
<b>4.6.2.1</b>	<p>A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning.</p> <p>- Major compliance -</p>	<p>Available as sampled an annual business plan in the form of budget and the projection for 3 years prepared as guidance for future planning. The business plan contains FFB yield @ crop review, CPO, OER, and KER, OPEX, CAPEX etc. FGVPM Global Ventures Plantation (M) Sdn Bhd. A 3 years Business Plan 2022 – 2024 was seen during assessment. As for the estates, budget titled “Anggaran Perbelanjaan Am Bagi 2022 – 2024” and “Rumusan Bajet” from 2022 – 2024 available for review.</p>	Complied
<b>4.6.2.2</b>	<p>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.</p> <p>- Major compliance -</p>	<p>Not applicable since no replanting conducted. The oldest palm was year 2000.</p>	Complied
<b>4.6.2.3</b>	<p>The business or management plan may contain:</p> <ul style="list-style-type: none"> <li>a) Attention to quality of planting materials and FFB</li> <li>b) Crop projection: site yield potential, age profile, FFB yield trends</li> <li>c) Cost of production : cost per tonne of FFB</li> <li>d) Price forecast</li> <li>e) e) Financial indicators : cost benefit, discounted cash flow, return on investment</li> </ul>	<p>The business or management plan found contained attention to quality of planting materials and FFB, Crop projection such as site yield potential, age profile, FFB yield trends, Age profile, FFB yield trends that available for year 2018 until 2020</p>	Complied

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	- Major compliance -		
4.6.2.4	The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented.  - Major compliance -	The management plan effectively implemented, and the achievement of the goals and objectives found regularly monitored, periodically reviewed and documented. FGVPM Bukit Aping Selatan established “Executive information system” for monitor monthly performance in FFB, Account workers’ wages, workers’ productivity, capital expenditure, progress of works and cost to maturity for replanting area.	Complied
<b>Criterion 4.6.3: Transparent and fair price dealing</b>			
4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented.  - Major compliance -	All the FFB suppliers’ contract and payment are managed under Head Quarters level while for operational level, the contracts are available in mill and estate. Contract is signed within both parties in Surat Perintah Kerja. The terms and conditions available as addendum to the contract above in the project.  As per contract agreement (Surat Perintah Kerja) signed between Bukit Aping Estate and Transporters, the pricing is agreeable and verified in the payment voucher in timely manner.	Complied
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner.  - Major compliance -	For FFB transporter for Bukit Aping Selatan estate, the contracts was available which was signed by both party as per SPK sample sighted for Hudin Enterprise under SPK no: 5600006606 dated 27/9/2020.	Complied
<b>Criterion 4.6.4: Contractor</b>			
4.6.4.1	Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required	Suppliers in general has been briefed and provided with FGV Supplier Code of Conduct (SCOC); April 2019 prior to contractual engagement.	Complied

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	documentation and information. <b>- Major compliance -</b>	The SCOC also available via FGV company's website link <a href="http://www.fgvholdings.com/wp-content/uploads/2019/07/Supplier-Code-of-Conduct-SCOC.pdf">http://www.fgvholdings.com/wp-content/uploads/2019/07/Supplier-Code-of-Conduct-SCOC.pdf</a> where the SCOC were specified relevant terms of Labour Standards, RSPO and MSPO requirements as well as legality to be complied with by suppliers.	
<b>4.6.4.2</b>	The management shall provide evidence of agreed contracts with the contractor. <b>- Major compliance -</b>	Sample of other contract including the following:  - Contractor: Eng Huat Latex; Tender ref. # WH2038/2019; Contract work: FFB diversion transport; Letter ref. # (01)WH2038/4058/19; Date: 12/9/2019  The contact SPK was available for reviewed.	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>	Based on the contract between FGV and their contractor, a letter stating the contractor should allow external auditors from certification bodies to conduct audit by checking documents, operation verification and interview with contractor /contractor workers. This letter is signed by contractor as consent.	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>	Management has the report of job completion namely ` Sijil Pengakuan Melawat Kawasan Kerja yang telah Siap` prior to the payment made as part of critical control points established.	Complied
<b>4.7 Principle 7: Development of new planting (Not applicable)</b>			

**Malaysian Sustainable Palm Oil 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>	Group Sustainability Policy, Policy No: FGV/SED/POL/001 rev 4.0 dated 17/11/2020 has includes the MSPO implementation is established and publicly available.	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 explain that FGV is supporting the MSPO and committed to ensure that all FGV operation comply with MSPO. The latest training was done on 3/12/2020 as per training record.	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 planned as per Internal Audit Procedure; Doc. # ML-1A/L2-Pr11(0); Rev. 0; Effective date: 1/6/2016 and conducted on 23-24/11/2020 by a team of internal auditors personnel from FGV HQ.	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. <b>- Major compliance -</b>	Established as FGV Internal Audit Procedure; Doc. # ML-1A/L2-Pr11(0); Rev. 0; Effective date: 1/6/2016. Identified findings recorded in documented information including Integrated Sustainability Internal Audit Checklist, Non-Compliance Findings and Recommendations form as per sighted for the latest audit conducted on 23-24/11/2020. Sighted the Corrective Action Report	Complied



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Criterion / Indicator		Assessment Findings	Compliance
		on Non-compliance Findings on the analysis of nonconformity raised has been submitted to and accepted by the internal auditor.	
<b>4.1.2.3</b>	Reports shall be made available to the management for their review. - <b>Major compliance</b> -	Report made available for review in the management review meeting and recorded in the minutes under agenda titled result of audits – internal & external.	Complied
<b>Criterion 4.1.3 – Management Review</b>			
<b>4.1.3.1</b>	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification. - <b>Major compliance</b> -	Latest management review conducted on 2/1/2021 as per records of minutes of meeting FGVPI Wa Ha POM MSPO Management Review Meeting # 04/2020. This meeting attended by 15 person including management, discussion was periodically conduct and previous record was on 28/12/2020 (03/2020). This meeting discuss regarding to continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification.	Complied
<b>Criterion 4.1.4 – Continual Improvement</b>			
<b>4.1.4.1</b>	The action plan for continual improvement shall be based on a consideration of the main social and environmental impact and opportunities for the company. - <b>Major compliance</b> -	FGVPI Wa Ha Palm Oil Mill has developed continual improvement plan based on following environmental, social and productivity objectives: - Production optimization – towards OER > 22.05% & KER > 5.45%: FFB quality monitoring & control, losses minimization - Reduction of environmental impact: reduction of lubricants consumption <RM0.20/mt FFB processed; biomass boiler fuel optimization	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		Improved workers safety & health: zero accident campaign, legal compliance monitoring	
<b>4.1.4.2</b>	<p>The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce.</p> <p><b>- Major compliance -</b></p>	<p>Mill has the initiative to build 1 unit of EFB plant (shredded) at Wa Ha POM to increase the usage of boiler fuel and minimize the disposal of empty bunch. The initiative was implemented since 2018. For year 2020 no new system been establish in FGV WaHa POM.</p>	Complied
<b>4.2 Principle 2: Transparency</b>			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
<b>4.2.1.1</b>	<p>The management shall communicate adequate information to other stakeholder on environmental, social and legal issues relevant to sustainable practices in the relevant languages and forms.</p> <p><b>- Major compliance -</b></p>	<p>MSPO requirements were communicated to internal stakeholders among employees during daily muster assembly and meetings as recorded in the muster briefing records latest on 16/10/2019 to all both employees of mill and estate. MSPO requirements were were also communicated too to all external stakeholders during consultation meeting latest conducted on 31/10/2019. The stakeholders includes contractors, school representatives, neighbour villagers, etc.</p> <p>Contractors and suppliers in general were briefed and provided with FGV Supplier Code of Conduct (SCOC); April 2019 prior to contractual engagement. The SCOC also available via FGV company's website link <a href="http://www.fgvholdings.com/wp-content/uploads/2019/07/Supplier-Code-of-Conduct-SCOC.pdf">http://www.fgvholdings.com/wp-content/uploads/2019/07/Supplier-Code-of-Conduct-SCOC.pdf</a> where the SCOC were specified relevant terms of Labour Standards as well as legality to be complied with by suppliers. Sampling on</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		SCOC briefing to Perniagaan Rimasafa and Koperasi Pembangunan Kampung Tersusun Mawa Baru Berhad dated 30/12/2020.	
<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> -	Documents i.e. policy and work procedures are available and contractors knows that they can obtain it from the office. Workers are also aware on the documents i.e. sustainability policy and safe work procedures.	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> -	Procedure for communication and consultation ML-1A/L2-Pr 12(0) has been established for communication with internal and external stakeholders. The briefing regarding to communication including grievances and compliant to workers conducted by management dated 30/1/2020. For stakeholder briefing conducted on 2/2/2020.	Complied
<b>4.2.2.2</b>	The management shall nominate management officials at the operating unit responsible for issues related to <i>indicator 1</i> .  - <b>Minor compliance</b> -	Management officials appointed is Abdul Rahim bin Sani; Area Quality Supervisor; Letter ref.; 02/4058/2020 ; Date: 10/2/2020	Complied
<b>4.2.2.3</b>	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> -	As per sample records of communication: - Internal (Request & Feedback Form): Requester: Abdul Rahim Bin Sani (AQS); Date: 21/12/2020 - External (external FFB supplier): Watisas form Kg Gembut Sedili dated 7/1/2021	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 commit itself to implement and maintain the requirements for the traceability and shall establish a standard operation procedure for traceability. <b>- Major compliance -</b>	As per Standard Operating Procedure For Mill MSPO SCCS; Doc. # MSPO SCCS; Issue 1; Rev. 3; Date: 1/9/2019 entitled SOP Perkilangan untuk pematuhan Sistem Pensijilan MSPO SCCS	Complied
<b>4.2.3.2</b>	The management shall conduct regular inspections on compliance with the established traceability system. <b>- Major compliance -</b>	FGV have established systems to monitor the implementation of the traceability systems in the mill thorough Internal Audit conducted by the Plantation Sustainability Department. Latest Internal audit was conducted on 23-24/11/2020.	Complied
<b>4.2.3.3</b>	The management shall identified and assign suitable employees to implement and maintain traceability system. <b>- Minor compliance -</b>	As per letter of appointment i.e. Perlantikan AJK SC (Supply Chain Certification); Ref. # (01) MSPO/RSPO; Date: 4/11/2019 of Assistant Mill Managers: Muhammad Syahir Bin Rosdi, Muhammad Adli Bin Shahrin; Weighbridge clerk: Mohd. Radi bin Amin, Felsco (AP): Mohd. Hisyam bin Sabran; Lab Analyst: Muhammad Alif Haikal Bin Hashim; FFB Grader: Abdul Rahim bin Sani and Operation Supervisor: Muhd. Asmawi bin Ruslan	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>	As per sample: <ul style="list-style-type: none"> <li>- Weighbridge ticket - Akuan Penjualan CPO # H0000651 Receiver: FJB Terminal; Net weight: 40.86 mt; Lorry: WPD5950</li> <li>- Weighbridge ticket - Akuan Penerimaan BTS # A00053195; Supplier: Watiwas Sdn Bhd; Net weight: 5.67 mt; Lorry: JQK 4816</li> </ul>	Complied

Criterion / Indicator	Assessment Findings	Compliance	
<b>4.3 Principle 3: Compliance to legal requirements</b>			
<b>Criterion 4.3.1 – Regulatory requirements</b>			
<b>4.3.1.1</b>	<p>All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations.</p> <p><b>- Major compliance -</b></p>	<p>Wa Ha Oil Mill has been complied with the compliance that applicable to local, state and national as per below detail:-</p> <ul style="list-style-type: none"> <li>a) MPOB license 500171704000 valid from 1 April 2020 until 31 March 2021</li> <li>b) License KPDNKK.J.KTG/PERMIT 0092(PD) for Diesel valid until 17 June 2021</li> <li>c) License for Palm Oil overhead crane PMA 9728 valid until 1 Oct 2021</li> <li>d) License for Air compressor JH PMT 19071 valid until 1 Oct 2021</li> <li>e) License for Steam receiver PMT114529 valid until 2 Oct 2021</li> <li>f) License for Thermal Deaerator JH PMT 12781 valid until 1 Oct 2020</li> </ul>	Complied
<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>	The legal registered is available for all legal and other compliance and already update on 10/1/2020.	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>	As per established procedure of Legal and Other Requirements; Doc. # FPI/L2/QOHSE-2.0; Issue # 2; Dated: 15/9/2014. Relevant personnel from both mill and HQ (Sustainability Department) to	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>alert on any updates in applicable requirements. Legal register to be updated upon review by relevant personnel at mill.</p> <p>New legal have been registered in Legal register such as Akta Pencegahan Dan Kawalan Penyakit Berjangkit 1988.</p>	
<b>4.3.1.4</b>	<p>The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements.</p> <p><b>- Minor compliance -</b></p>	<p>The Mill Manager was assigned as overall relevant personnel responsible together with mill QOHSE committee members to monitor compliance and track update of changes in applicable requirements. Results of latest evaluation of compliance done were recorded in Form # FPI/L4/QOHSE-2.1; Rev. 0; Dated: 10/1/2020.</p> <p>Appointment of committee members sighted as the management already appointed En Muhammad Adli Bin Shahrin referred letter (02) RSPO/P1, P6/2020 dated on 10/2/2020.</p>	Complied
<b>Criterion 4.3.2 – Lands use rights</b>			
<b>4.3.2.1</b>	<p>The management shall ensure that their oil palm milling activities do not diminish the land use rights of other users.</p> <p><b>- Major compliance -</b></p>	<p>There is no land dispute in the certification unit and supply base at the time of audit. Verified the information through the land titles and during stakeholder’s consultation.</p>	Complied
<b>4.3.2.2</b>	<p>The management shall provide documents showing legal ownership or lease, history of land tenure and the actual legal use of the land.</p> <p><b>- Major compliance -</b></p>	<p>Wa Ha POM has apply the individual land title under FPI as per letter dated 15.05.2018, Kelulusan Rayuan Permohonan Tanah Yang Terbatal Notis 5A Bagi Tujuan Tapak Kilang Kelapa Sawit di FELDA Simpang Waha oleh FELDA Palm Industries Sdn Bhd PTD 1682 seluas 39.15 Ha Mukim Sedili Kecil Daerah Kota Tinggi). No changes from previous audit.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.3.2.3	Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. <b>- Major compliance -</b>	Since there is in progress of having individual land titles, the boundary markers been established by Jurukur Berjasa, FRICS Chartered Land Surveyor with scale 1:5000. The mill using fences as boundary markers, it was clearly demarcated and visibly maintained on the ground.	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 certification unit and supply base at the time of audit. Verified the information through the land titles and during stakeholder’s consultation.	Complied
<b>Criterion 4.3.3 – Customary rights</b>			
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. <b>- Major compliance -</b>	The mill lands are legally owned by the company. Interview with the surrounding communities and stakeholders confirm no disputes.	Complied
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available. <b>- Minor compliance -</b>	The mill lands are legally owned by the company. Interview with the surrounding communities and stakeholders confirm no disputes.	Complied
4.3.3.3	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available. <b>- Major compliance -</b>	The mill lands are legally owned by the company. Interview with the surrounding communities and stakeholders confirm no disputes.	Complied

Criterion / Indicator	Assessment Findings	Compliance	
<b>4.4 Principle 4: Social responsibility, health, safety and employment condition</b>			
<b>Criterion 4.4.1: Social Impact Assessment (SIA)</b>			
<b>4.4.1.1</b>	Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones.  <b>- Minor compliance -</b>	The Social Impact Assessment was conducted on 20/2/2018 (Laporan Penilaian Impak Sosial KS Wa Ha) and on 22/2/2018 (FGVPM Bukit Aping Selatan Estate) by Sustainability Team. SOP for SIA (Doc # FGV/ML-1A/L2-Pr21; Issue # 1; Rev. # date: 2/3/2019 established on SIA review to be conducted at least once in every 2 years. The social management plan was updated according on both positive and negative impact from the stakeholders' consultation conducted from 20-22/2/2018. The plan was available for 2019 – 2020. The management plan is last reviewed on 22/2/2018 and is not reviewed before 2 year as stated in the SOP SIA Doc No: FGV/ML-1A/L2-Pr21 Issue 1 dated March 2019.  Besides the issued raised during the stakeholder meeting conducted on 20/2/2020 in Bukit Aping Selatan attended by Mill was not incorporated into the management plan as per SOP. Thus Minor NC been raised during this audit.	Minor-Nonconformity
<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>	A system based on SOP for Complaint & Grievance (Doc no: FGV/ML-1A/L2-Pr13; Issue 01; Rev. 02; Date: 01/04/2019 is available. This procedure is applicable to all employees and stakeholders who wish to lodge a complaint or grievance. The procedure also provides a mechanism for addressing complaints received, and accords protection and confidentiality to	Complied



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		complainants. The complaints will be solved on 14 days (first stage), 14 days (second stage) and 14 days (third stage). Apart from that, FGV also has the FGV Whistleblowing Policy, (policy number FGV/GGD/POL.001 revision 6 dated 28/05/2018) to protect the complainant.	
<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> -	Complaints procedures communicated to internal stakeholders among employees during daily muster assembly and meetings as recorded in the muster briefing records latest on 16/10/2019 to all both employees of mill and estate. Complaints procedures were also communicated too to all external stakeholders during consultation meeting latest conducted on 31/10/2019. The stakeholders includes contractors, school representatives, neighbour villagers, etc.	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 grievances recorded in Complaint Book and Housing Repair Request Form. As per SOP for Complaint & Grievance (Doc no: FGV/ML-1A/L2-Pr13; Issue 01; Rev. 02; Date: 01/04/2019, under clause 7.2.2 external stakeholder, the complainant will be kept informed within 2 weeks from the complaint receiving date. No external complaints received by the mill and estates except for internal stakeholders among employees mainly on housing repair request.	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> -	Complaints procedures communicated to internal stakeholders among employees during daily muster assembly and meetings as recorded in the muster briefing records latest on 16/10/2019 to all both employees of mill and estate. Complaints procedures were also communicated too to all external stakeholders during consultation meeting latest conducted on 31/10/2019. The	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		stakeholders includes contractors, school representatives, neighbour villagers, etc.	
<b>4.4.2.5</b>	Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request.  - <b>Major compliance</b> -	As per SOP for Complaint & Grievance (Doc no: FGV/ML-1A/L2-Pr13; Issue 01; Rev. 02; Date: 01/04/2019 under clause 7.1.4 (4 <sup>th</sup> stages) 7.1.4.1 if there is no agreement after complaint lodges to the headquarters, the complaint can be escalated to Jabatan Perhubungan Perusahaan, Kementerian Sumber Manusia or Panel Aduan Persijilan Kelestarian (RSPO or MSPO) as a solution.	Complied
<b>Criterion 4.4.3:</b> Commitment to contribute to local sustainable development			
<b>4.4.3.1</b>	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> -	As a group level, FGV Holdings has the Funding Social Development in website:  <a href="https://www.fgvholdings.com/press_release/">https://www.fgvholdings.com/press_release/</a> as below:  - In line with such commitment, FGV has taken the initiative to invest RM5 million in establishing 11 Community Learning Centres (CLC) in Sahabat and Kinabatangan in Sabah. The CLCs function as alternative learning centres for children who are not enrolled in formal education. The project which began in 2018 is expected to be completed in 2021 when four more CLCs in Kalabakan and Yapidmas will be operational  - FGV Holdings Berhad (FGV) contributes RM5 million annually to Yayasan FELDA (YF) as part of the Group’s corporate social responsibility  - To fulfil its commitment in ensuring that all employees working on its plantations have access to health rights, FGV Holdings Berhad (FGV) has provided a health facility allocation of RM5.6	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>million per year for its 28,000 migrant workers. The allocation allows FGV migrant workers to seek outpatient treatment and undergo health check-ups at nearby health clinics. FGV also bears the medical and treatment costs for employees who need long-term treatment in the hospital either as a result of accidents inside and outside of the workplace or for other chronic and non-chronic diseases.</p> <ul style="list-style-type: none"> <li>- In Lahad Datu 23/6/2020, FGV Holdings Berhad (FGV), through its subsidiaries FGV Plantations (Malaysia) Sdn Bhd (FGVPM) and FGV Palm Industries Sdn. Bhd. (FGVPI), has come forward to assist frontliners in Sabah to curb the spread of the COVID-19 pandemic by distributing financial aid to several government agencies and the local community. The priority of the contribution is for the purchase of personal protective equipment (PPE) for frontliners at Lahad Datu Hospital and the Lahad Datu Health Department. government agencies in Lahad Datu including the District Police Station, The Malaysia Civil Defence Force and the District Council.</li> </ul>	
<b>Criterion 4.4.4: Employees safety and health</b>			
<b>4.4.4.1</b>	<p>An occupational safety and health policy and plan which is in line with Occupational Safety and Health Act 1994 and Factories and Machinery Act 1967 (Act 139) shall be documented, effectively communicated and implemented.</p> <p><b>- Major compliance -</b></p>	<p>Policy established as Dasar Kualiti, Keselamatan, Kesihatan Pekerjaan dan Alam Sekitar (Quality, Occupational Safety and Health and Environment Policy); Signed by: CEO Dato' Hariz Fadzilah Hassan dated 8/5/2019. Ref FGV/GHR/HSEQ/POL/001 Rev 04.</p>	Complied
<b>4.4.4.2</b>	<p>The occupational safety and health plan should cover the following:</p>		Complied

Criterion / Indicator	Assessment Findings	Compliance
<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 their business such as those related to employees' safety, health and welfare are discussed openly. Records from such meeting shall be kept</li> </ul>	<ul style="list-style-type: none"> <li>a) Policy established as Dasar Kualiti, Keselamatan, Kesihatan Pekerjaan dan Alam Sekitar (Quality, Occupational Safety and Health and Environment Policy); Signed by: CEO Dato' Hariz Fadzilah Hassan dated 8/5/2019. Ref FGV/GHR/HSEQ/POL/001 Rev 04.</li> <li>b) The risk already been identified as per HIRARC and chemical Hazard Risk Assessment. HIRARC was available referred document FPI/L4/QOHSE-1.4 Pind 2 dated review on 25 September 2019. CHRA was done on June 2019 by MZ ENVIRO TESTING &amp; CONSULTING (HQ/15/ASS/00/363).</li> <li>c) OSH Programmed (FPI/L4/QOHSE – 5.1 Pind 0) is available dated 10 Jan 2020 in Wa Ha Oil Mill, this programme including OSH meeting, workplace inspection, training and others that involve with safety.</li> <li>d) During checking on PPE record, it was noted that all employees were provided with and were wearing appropriate personal protective equipment (PPE). Records were available of PPE issued to individual workers, including signatures to confirm receipt. PPE issued was based on CHRA assessor's recommendation, HIRARC and SOPs.</li> <li>e) The management had established Standard Operating Procedure for handling of chemicals, FGVPM/L3/PK-16 to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labelling) Regulation 1997.</li> </ul>	

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	<p>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>f) The responsible for workers safety and health have been appoint to ensure the worker was work in safety condition refer letter (22) 4110/PZ2/840B/1 dated 20/1/2020</p> <p>g) OSH meeting last done on 15/12/2020 attend by 14 persons, found 2 accidents been reported for June and July 2020. The OSH meeting was done periodically and previously record was on 15/5/2020 and 13/5/2019.</p> <p>h) Accident and emergency procedure were available referred document FPI/L@/QOHSE-22.0.</p> <p>i) First aid training was done on 20 &amp; 21/1/2020 and attended by 2 persons.</p> <p>j) Two accident happens on 3/6/2020 and 16/7/2020 in Boiler station area, the JKPP 6 record was available dated 8/6/2020 and 18/7/2020 respectively. JKPP 8 already submit to DOSH on 20/1/2020 prepared by Mr Muhammad Hafizuddin Bin Mohd Daud.</p>	
<b>Criterion 4.4.5:</b> Employment conditions			
<b>4.4.5.1</b>	<p>The management shall establish a policy on good social practice regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and communicated to the employees.</p> <p><b>- Major compliance -</b></p>	<p>Group Sustainability Policy, Policy No: FGV/SED/POL/001 rev 4.0 dated 17/11/2020 Under clause 5.2, Respect for Human Rights, FGV group strives to uphold and respect internationally recognised human rights as enshrined in the Universal Declaration of Human Rights (UDHR), United Nation as Convention on the Elimination of All Forms of Discrimination against Women, United Nations Convention on the rights of the child, other applicable United nations core human rights treaties, the ILO (Declaration on</p>	Complied

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		<p>Fundamental Principles and Rights at Work as well as other relevant ILO conventions.</p> <p>Policies communicated to employees during daily muster assembly and meetings as recorded in the muster briefing records at both mill and estate.</p> <p>Apart from that, FGV also has the FGV Whistleblowing Policy; Policy # FGV/GGD/POL.001; Rev. 6; Date: 28/05/2018) to protect the complainant.</p> <p>Policies were communicated during meeting with internal stakeholder among FGVPW Wa Ha POM &amp; FGVPW Bukit Aping Selatan Estate employees on 16/10/2019. Communication with external stakeholders latest done on 30/10/2019 through a meeting held in combination by FGVPI Wa Ha and Adela, Semenchu, Air Tawar, Lok Heng and FGVPW Bukit Aping Selatan &amp; Kledang 02 in Dewan Semai Bakti Felda Sening, Kota Tinggi, Johor.</p>	
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>FGV Holdings has developed Group Sustainability Policy; Policy # FGV/SED/POL/001; Rev. 4.0; Effective date: 17/11/2020. Under the clause 5.2.1 Gender Equality and Preventing Sexual Harassment violence and abuse. Visit to the site confirmed no violence or use of any form of harassment instigated in both the mill and estate operation.</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>For the FGVPI Wa Ha POM, conditions of pay are contained in the Collective Agreement signed between Felda Palm Industries Sdn Bhd and Workers' Union FGV Palm Industries Sdn. Bhd. Semenanjung valid from 1 January 2019 to 31 December 2021.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.4.5.4	<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 is no contractor employees in Wa Ha POM.	Complied
4.4.5.5	<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>	There is master file document for all workers with all information.	Complied
4.4.5.6	<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> <p><b>- Major compliance -</b></p>	<p>Copy of employment contract for FGVPI Wa Ha POM sampled workers available as following:</p> <ul style="list-style-type: none"> <li>- Employee ID: 1212205; Workstation: Weighbridge operator; Nationality: Malaysia</li> <li>- Employee ID: 1212060; Workstation: Maintenance; Nationality: Malaysia</li> <li>- Employee ID: 1208274; Workstation: Loading Ramp; Nationality: Malaysia</li> <li>- Employee ID: 1211727; Workstation: Prime Mover; Nationality: Malaysia</li> <li>- Employee ID: 1208523; Workstation: Boiler; Nationality: Malaysia</li> <li>- Employee ID: 1207844; Workstation: Engine Room; Nationality: Malaysia</li> <li>- Employee ID: 1208592; Workstation: Workshop; Nationality: Malaysia</li> </ul>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> <li>- Employee ID: 1211417; Workstation: Workshop; Nationality: Malaysia</li> <li>- Employee ID: 1207422; Workstation: Charge men; Nationality: Malaysia</li> <li>- Employee ID: 1211836; Workstation: General Worker; Nationality: Malaysia</li> </ul>	
<b>4.4.5.7</b>	<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 overtime is recorded in the punch card system and paid accordingly. Seen all the employees' punch cards with the form titled 'Borang Arahan/Kebenaran Kerja Lebih Masa, Kerja Pada Hari Cuti Rehat dan Kerja' pada hari cuti Umum filled up by workers for the overtime. Seen the overtime record for office workers while no overtime offer to the general workers.</p>	Complied
<b>4.4.5.8</b>	<p>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.</p> <p><b>- Major compliance -</b></p>	<p>As per employment contract, the working hour is 8 hours/day. Seen all the employees' punch cards with the form titled 'Borang Arahan/Kebenaran Kerja Lebih Masa, Kerja Pada Hari Cuti Rehat dan Kerja' filled up by workers for the overtime. Seen the overtime record for office workers, however found 1 women worker (id: 1212205) have an Overtime until 2215 dated 31/12/2020 without permit from JTK. This action not comply with Seksyen 34(1) Employment Act 1955 thus Minor NC been raised.</p>	Minor-Nonconformity
<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>Pay slips, attendance record for month of Sept &amp; Dec 2020 were sampled based on the processed summary as as following:</p> <p>FGVPI Wa Ha POM:</p> <ul style="list-style-type: none"> <li>- Employee ID: 1208274; Workstation: Loading Ramp</li> <li>- Employee ID: 1211727; Workstation: Prime Mover</li> <li>- Employee ID: 1208523; Workstation: Boiler</li> <li>- Employee ID: 1207844; Workstation: Engine Room</li> </ul>	Complied



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<p><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.</p> <p><b>- Minor compliance -</b></p>	<p>The company provides free medical benefit (panel clinic) and free housing to workers with rubbish collection, water and electric subsidy, football field and game courts.</p>	<p>Complied</p>
<p><b>4.4.5.11</b> In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities.</p> <p><b>- Major compliance -</b></p>	<p>Wa Ha POM provides 1 worker with or without family is 1 house to be occupied.</p> <p>Water for domestic usage is provided from Syarikat Air Johor and Tenaga Nasional Berhad with subsidize rate as per collective agreement which are RM15/month for electric and 35 gallon/people/day or RM3.00/people/month with limit of RM15.00/month/family. Besides, government clinic was available in the complex where the employees can easily access to the medical facilities. The employees have provided with AIA Medical Card where they are allowed to visit any panel clinic without paying the medical fees.</p> <p>For Wa Ha POM, the linesite inspection conducted in weekly basis as per record Pemantauan Mingguan Perumahan Pekerja, Doc no: FGV/ML-1A/L4-F20 Issue 1 effective date: 01.06.2016. Since the workers in mill are all locals, they live in the Felda settler's neighborhood.</p> <p>There were extension of housing made in the linesite since the houses are since 1987 and only has 2 small rooms and no garage. The management aware on the extension been done long time ago and has budgeted the new houses in stages. 14 units of houses</p>	<p>Complied</p>

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		budgeted for year 2019 for Wa Ha POM, and to be continued in 2020.	
<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> -	FGV Holdings has developed Group Sustainability Policy; Policy # FGV/SED/POL/001; Rev. 3; Effective date: 29/05/2019. Under the clause 5.16 Gender Equality and Preventing Sexual Harassment violence and abuse. Visit to the site confirmed no violence or use of any form of harassment instigated in both the mill and estate operation.	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> -	FGV has established a policy recognising freedom of association and right to collective bargaining and published publicly in boht mill and estate in local language i.e. Polisi Hak Kebebasan Bersuara & Menganggotai Kesatuan. Policy being displayed at the main notice boards at the Estate offices, near muster ground and near the workers' hostel.  Minutes of meeting available as per record of Perundingan Bersama di Ladang FGVPM Bukit Aping Selatan Bil 01/2020 dated 2/1/2020. This meeting was establish with all representative workers in estate.	Complied
<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> -	A formal policy for the protection of children, including prohibition of child labour and remediation is in place as documented in FGV Holdings Berhad Group Sustainability Policy; Doc. # FGV/SED/POL/001; Rev. 3; Effective date: 29/05/2019; Chapter 5.1.3.1 – Respect for Human Rights. FGV has defined hiring of workers is 18 and above due to the nature of work.	Complied
<b>Criterion 4.4.6: Training and competency</b>			

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4.4.6.1	<p>All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training.</p> <p><b>- Major compliance -</b></p>	<p>Training needs and plan is available, this matrix cover for all work happen in mill such as technical work at ramp, sterilizer, boiler, and etc. The training have been sampling to ensure the compliance as per below:-</p> <p>a) First Aid and Emergency Response Training dated 18/12/2020</p> <p>b) Schedule waste Management Training dated 22/12/2020</p> <p>c) Fire Drill Training dated 18/12/2020</p>	Complied
4.4.6.2	<p>Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.</p> <p><b>- Major compliance -</b></p>	<p>Training needs of individual employees has been 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>	Complied
4.4.6.3	<p>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.</p> <p><b>- Minor compliance -</b></p>	<p>The Mill have a Training Programme that is based on a training need assessment carried out at the individual operating unit level for each work station and work type. The training program includes staff, workers, contractor’s workers and contractors.</p> <p>It was noted that most of the trainings/briefings are informal on the job instruction. The mill maintains records of informal and formal training for workers. Training program was inspected and complies with regulation 27 (Factories and Machinery Regulation 1989 and other requirement.</p>	Complied
<p><b>4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services</b></p>			

Criterion / Indicator	Assessment Findings	Compliance	
<b>Criterion 4.5.1:</b> Environmental Management Plan			
<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, signed by Dato' Haris Fadzilah Hassan, Group CEO dated 18/3/2020 with Ref Number FGV/HSE/POL/002.</p> <p>Policy has been briefed on Latihan Penerangan Alam Sekitar dated 23/11/2020.</p> <p>Reporting for POME results and in line with mil's compliance schedule requirements. New Guided Self-Regulation was introduced by DOE to ensure all operator self-assessed the compliance status on environmental related issues. The approach is based on 7 Environmental Monitoring Tools (EMT) and implemented since June 2016. New establishment of EPMC @ Environmental Performance Monitoring Committee (operation level – mill) and ERCMC @ Environmental Regulatory Compliance Monitoring Committee (HQ level) shows the commitment towards continuous compliance.</p> <p>EPMC meeting been done monthly and latest 18/11/2020, attended by mill manager and HQ representative with total 13 person.</p>	<p>Complied</p>
<p><b>4.5.1.2</b></p>	<p>The environmental management plan shall cover the following:</p> <p>a) An environmental policy and objectives;</p> <p>b) The aspects and impacts analysis of all operations</p> <p><b>- Major compliance -</b></p>	<p>Environmental Management Plan is available same with aspect &amp; Impact dated 28/12/2020. This cover such as emission smoke, noise, air pollution, effluent and others. The aspect impact available under file title of Risk Assessment Register dated 28/12/2020 prepared by Mr Mohamad Hairi Bin Othman cover all operation from activity chemical mixing and storage (ER 001) until Bio Compost (ER018).</p>	<p>Complied</p>

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<b>4.5.1.3</b>	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored.  - <b>Major compliance</b> -	Management action plan were established for identified significant environmental impacts which including the potential land and water contamination from the use of chemical and handling of the empty chemical container, chemical storage as well as diesel storage. Continuous implementation of management action plan sighted for control of significant impact including proper handling of scheduled waste, practices of 3R program. For each operating unit, an assistant manager was appointed as the responsible person for management plan assisted by staff within the environmental aspect impact review committee.  Sampling on diesel usage, the monitoring record is available under file monthly report. The latest is on December 2020 record with 1.08 lit/mt.	Complied
<b>4.5.1.4</b>	A programme to promote the positive impacts should be included in the continual improvement plan.  - <b>Minor compliance</b> -	In POM, the programme to promote positive impact to environment is available example: -  Target; to reduce diesel consumption  Action plan;  - less using genset in operation and only using 4-hour per day.  - To ensure the other source for firing is available  - Using turbine to process the oil and keep service the machine for optimized the diesel usage.	Complied
<b>4.5.1.5</b>	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	The training has been sampling to ensure the compliance as per below: -  Schedule waste Management Training dated 22/12/2020	Complied

Criterion / Indicator		Assessment Findings	Compliance
	achieving objectives. - <b>Major compliance</b> -		
<b>4.5.1.6</b>	The management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed. - <b>Major compliance</b> -	New establishment of EPMC @ Environmental Performance Monitoring Committee (operation level – mill) and ERCMC @ Environmental Regulatory Compliance Monitoring Committee (HQ level) shows the commitment towards continuous compliance.  EPMC meeting been done monthly and latest 18/11/2020, attended by mill manager and HQ representative with total 13 person.	Complied
<b>Criterion 4.5.2: Efficiency of energy use and use of renewable energy</b>			
<b>4.5.2.1</b>	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity in the operations over the base period - <b>Major compliance</b> -	The consumption of non-renewable energy is been monitored closely and management already plan to reduce the consumption by install the second burner using methane generate from biogas at boiler no 2.	Complied
<b>4.5.2.2</b>	The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations. - <b>Major compliance</b> -	Record of renewable energy consumption is available under title Diesel usage. As per record for 2019, 1.38 liter/FFB liter and for 2020, 1.08 liter/FFB.	Complied
<b>4.5.2.3</b>	The use of renewable energy should be applied where possible.	The plan to improve the efficiency of fossil fuel usage was established and approved by Mill Manager.	Complied

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	- <b>Minor compliance</b> -	1. To reduce diesel consumption by 3% for the year 2020. 2. To increase 1% consumption of methane gas for 2020. The plan was monitored by Mill Engineer on monthly basis.	
<b>Criterion 4.5.3: Waste management and disposal</b>			
<b>4.5.3.1</b>	All waste products and sources of pollution shall be identified and documented. - <b>Major compliance</b> -	The waste management plan already identified the waste that been generate in the mill compound including effluent, scheduled waste, fiber and other. This action plan is cover for each waste to be handle that followed as per EQA 1974.	Complied
<b>4.5.3.2</b>	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> -	The waste management plan is available for the year 2020. Its cover Domestic, plastic, Garden waste, industrial waste and others. Example for wastewater from PCD. implementation, the latest cleaning PCD is on 15/1/2021 the record is available under Pollution control device (PCD) cleaning record book. The water mixed with oil that collected from PCD will dispose as SW 307.	Complied
<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	Standard Operating Procedure (SOP) for Scheduled waste is available dated January 2016 prepared by SPO team under file RSPO working instruction.  From Inventory of scheduled waste referred file AS(B)J31/152/000/007. The Mill using E-SWISS inventory no 201508141571POM102018 dated 20/1/2021 available for SW 109,	Complied

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	- <b>Major compliance</b> -	110, 305, 306, 409, 410. Latest Disposal scheduled waste is on 20/4/2020 at Kualiti Alam Sdn Bhd.	
<b>4.5.3.4</b>	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse.  - <b>Minor compliance</b> -	Domestic waste disposal is managed by Contractor named Peniagaan Zawiyah, and it been disposal twice a week.	Complied
<b>Criterion 4.5.4:</b> Reduction of pollution and emission			
<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.  - <b>Major compliance</b> -	Assessment for polluting activity is conducted yearly by management example on January 2021 they will be calculate the emission for the previously year 2020. This assessment includes greenhouse gases, solid waste effluent and others.	Complied
<b>4.5.4.2</b>	An action plan to reduce identified significant pollutants and emissions shall be established and implemented.  - <b>Major compliance</b> -	Same as ind 4.5.2.1, another example action plan is to manage emission dark smoke using CEMS and ensure the black smoke is within the allowable limit. This plan can be referred Pollution & Emission Management Plan.	Complied
<b>4.5.4.3</b>	Palm oil mill effluent (POME) shall be treated to ensure compliance with standards as stipulated in the relevant Environmental Quality (Prescribed Premises) (Crude Palm Oil) Regulations 1977. POME discharge limits and method should be in accordance with the respective state and national policies and regulations.  - <b>Major compliance</b> -	POME application record sighted. Refer Rekod pelepasan POME Todate December 2020 amounted 0.58.	Complied
<b>Criterion 4.5.5:</b> Natural water resources			



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4.5.5.1	<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>Water management plan is available dated 24/2/2020 prepared by Muhammad Syahir Bin Rosdi (assistant Manager).</p> <p>This action plan cover all operation that involve in water usage such as boiler, hydrocyclone, press and oil room. Example in boiler have produce steam and possible treat is water pollution, the action plan is to do water analysis for inlet and outlet water.</p> <p>As per record water sampling has been sent dated 12/1/2021 by Wa Ha POM.</p>	Complied
4.5.5.2	<p>Where open discharge of POME into water course is practiced, mills should undertake to gradually phase it out in accordance to the applicable state or national regulations.</p> <p><b>- Major compliance -</b></p>	<p>The result of effluent to water course is comply with Jadual Pematuhan.</p>	Complied
<b>4.6 Principle 6: Best Practices</b>			
<b>Criterion 4.6.1: Mill Management</b>			
4.6.1.1	<p>Standard operating procedures shall be appropriately documented and consistently implemented and monitored.</p> <p><b>- Major compliance -</b></p>	<p>Work Instructions have been 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: SM/WI/10: Boiler Station /WI/13: Laboratory Manual, SM/WI/22: Waste Management, SM/WI/23: Handling chemicals, SM/WI/25: Usage of</p>	Complied

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		hearing protection device, SM/WI/29: Emergency Response Procedure, SM/WI/30: Maintenance and servicing of oil trap, SM/WI/34: Confined Space Management, SOP: Workshop, SOP: Working at Height, SOP: Oxy-Acetylene Set, SOP: Welding and others.	
<b>4.6.1.2</b>	All palm oil mills shall implement best practices. - <b>Major compliance</b> -	The implementation is been checking by Mill Inspectorate to ensure is done properly as best practice requirement. The latest visit is on 7/1/2021 by Mohd Shafian bin Kasim (RC wilayah 6) and Solleh bin Idris (MM KS Lok Heng).	Complied
<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> -	Wa Ha POM and supply bases has established and implemented its commitment to long term sustainability and improvements through a capital expenditure programme. Budget and 5 years management plan (projections 2020-2024) was verified during the audit. Wa Ha Palm Oil Mill and supply bases 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 effectively documented and implemented based on sample for External FFB Supplier Memorandum of Understanding-MOU (Perjanjian Persefahaman Antara Pembekal BTS Dengan FPISB; Form # FPI/L4/BTS-2.1 Pind 0); for supplier as following:  - Felda Aping Timur; MOU ref # 1; Date: 1/1/2019	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> <li>- Santex Enterprise Sdn. Bhd.; MOU ref. # 9; Date: 1/1/2019</li> <li>- Arummugam a/l P. Shanmugem; MOU ref. # 13; Date: 1/1/2019</li> </ul> <p>Suppliers in general has been briefed and provided with FGV Supplier Code of Conduct (SCOC); April 2019 prior to contractual engagement. The SCOC also available via FGV company's website link <a href="http://www.fgvholdings.com/wp-content/uploads/2019/07/Supplier-Code-of-Conduct-SCOC.pdf">http://www.fgvholdings.com/wp-content/uploads/2019/07/Supplier-Code-of-Conduct-SCOC.pdf</a> where the SCOC were specified relevant terms of Labour Standards as well as legality to be complied with by suppliers.</p> <p>Sample of other contract including the following:</p> <ul style="list-style-type: none"> <li>- Contractor: Eng Huat Latex; Tender ref. # WH2038/2019; Contract work: FFB diversion transport; Letter ref. # (01)WH2038/4058/19; Date: 12/9/2019</li> <li>- Contractor: Liga Cempaka Sdn. Bhd.; Tender ref. # WH2006/2019; Contract work: Effluent pond desludging; Letter ref. # (01)WH2006/4058/19; Date: 13/2/2019</li> </ul>	
<b>4.6.3.2</b>	<p>All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner.</p> <p><b>- Major compliance -</b></p>	<p>As per contract agreement signed between Mill and Contractors, the pricing is agreeable and verified in the payment voucher in timely manner.</p> <p>As per sample payments:</p> <ul style="list-style-type: none"> <li>- Payment voucher # 350027761; Supplier: Kawthar Business Resources; Date: 2/1/2020</li> </ul>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		- Payment voucher # 350027757; Supplier: AA Sawit Sdn. Bhd.; Date: 2/1/2020	
<b>Criterion 4.6.4: Contractor</b>			
<b>4.6.4.1</b>	In case of the engagement of contractors, they shall be made to understand the MSPO requirements and shall provide the required documentation and information.  <b>- Major compliance -</b>	Suppliers in general has been briefed and provided with FGV Supplier Code of Conduct (SCOC); April 2019 prior to contractual engagement. The SCOC also available via FGV company's website link <a href="http://www.fgvholdings.com/wp-content/uploads/2019/07/Supplier-Code-of-Conduct-SCOC.pdf">http://www.fgvholdings.com/wp-content/uploads/2019/07/Supplier-Code-of-Conduct-SCOC.pdf</a> where the SCOC were specified relevant terms of Labour Standards, RSPO and MSPO requirements as well as legality to be complied with by suppliers.	Complied
<b>4.6.4.2</b>	The management shall provide evidence of agreed contracts with the contractor.  <b>- Major compliance -</b>	Sample of other contract including the following:  - Contractor: Eng Huat Latex; Tender ref. # WH2038/2019; Contract work: FFB diversion transport; Letter ref. # (01)WH2038/4058/19; Date: 12/9/2019  - Contractor: Liga Cempaka Sdn. Bhd.; Tender ref. # WH2006/2019; Contract work: Effluent pond desludging; Letter ref. # (01)WH2006/4058/19; Date: 13/2/2019	Complied
<b>4.6.4.3</b>	The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required.  <b>- Minor compliance -</b>	Based on the contract between FGV and their contractor, a letter stating the contractor should allow external auditors from certification bodies to conduct audit by checking documents, operation verification and interview with contractor /contractor workers. This letter is signed by contractor as consent.	Complied

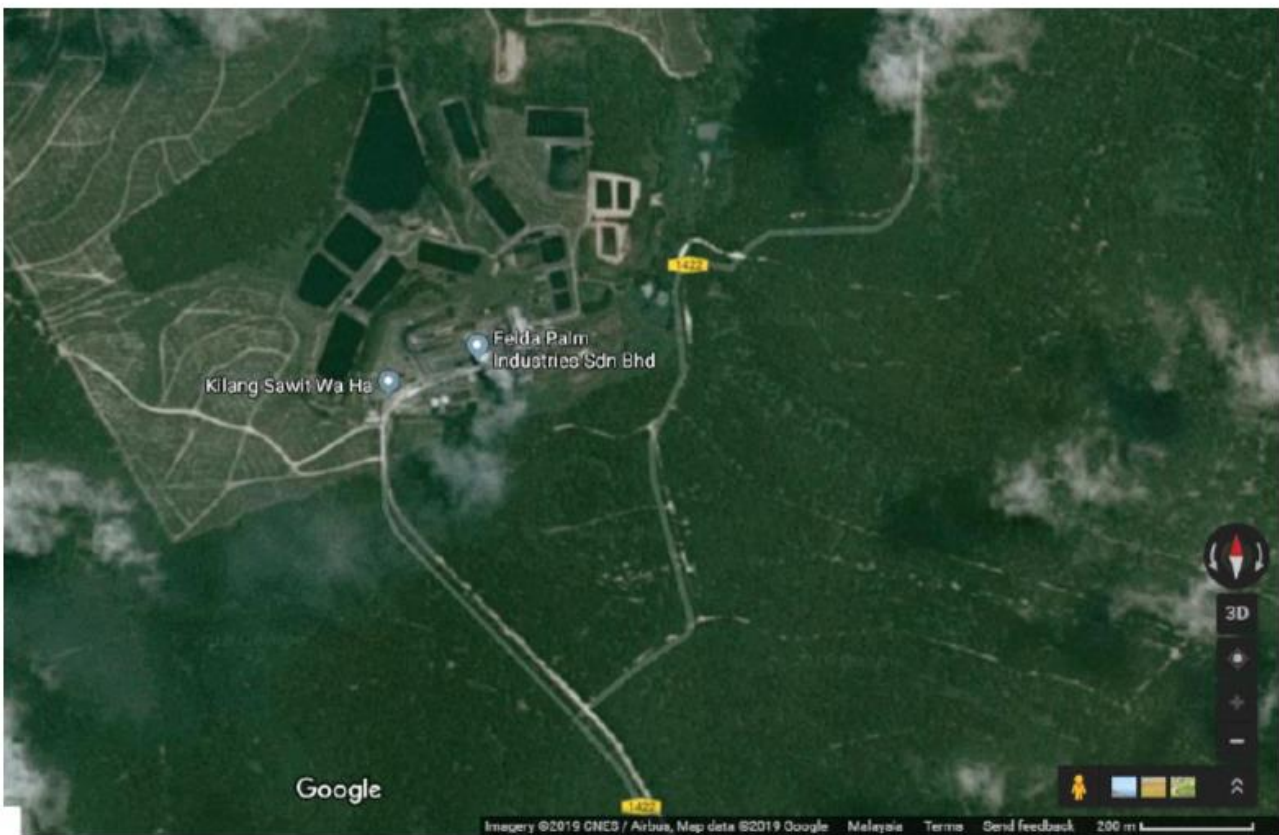
**Appendix B: List of Stakeholders Contacted**

<b>Government Officer:</b> Nil	<b>Community/neighbouring village:</b> Nil
<b>Suppliers/Contractors/Vendors:</b> Nil	<b>Worker's Representative/Gender Committee:</b> Nil

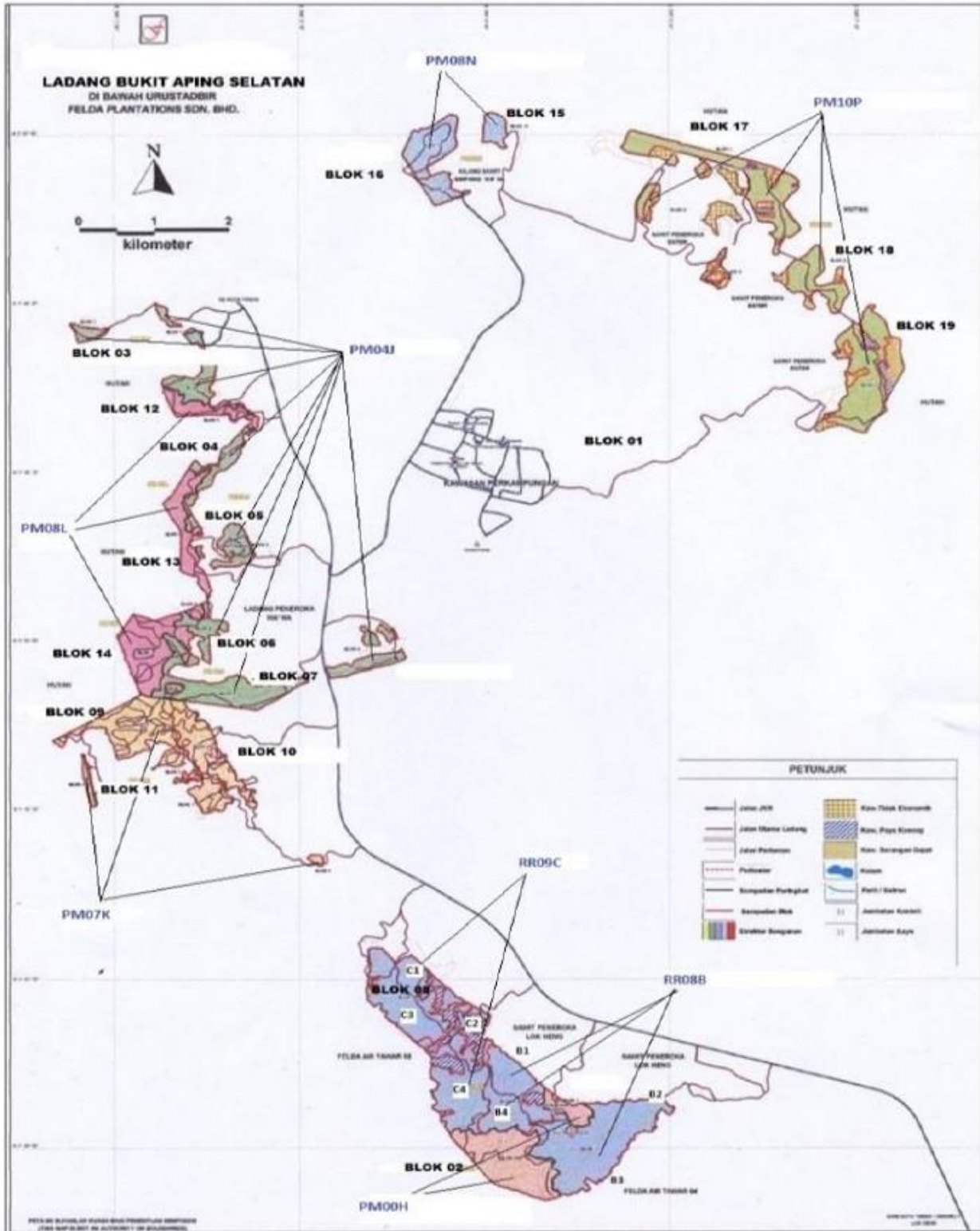
**Appendix C: Smallholder Member Details**

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

**Appendix D: Location and Field Map**



FGV Wa Ha POM



Bukit Aping Selatan Estate

**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